

# Yearbook Dedications

## CAPTURA YEARBOOKS LOG IN

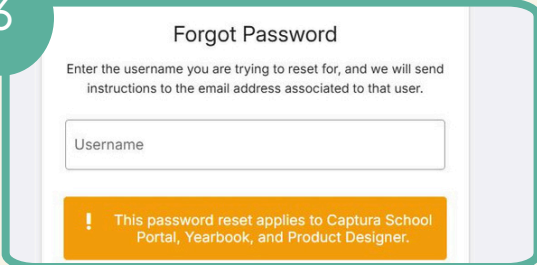
If you do not remember your password, or you did not set up your password, this is how to gain access to your dedication:

1 Go to **plicbooks.com/login** to start

2 Click the gray "Forgot Password" button

**FORGOT PASSWORD**

3



Enter your email for the username. This username is the email address you entered when purchasing the dedication.

The receipt should have been sent to this email address.

4 Your new password must be a minimum of 12 characters long, with at least one capital letter and number or special character.

Ex: **Yearbooks123!** Is a suitable password

If the issue persists and you are not able to access your dedication, please reach out to the Yearbook Team directly for assistance:

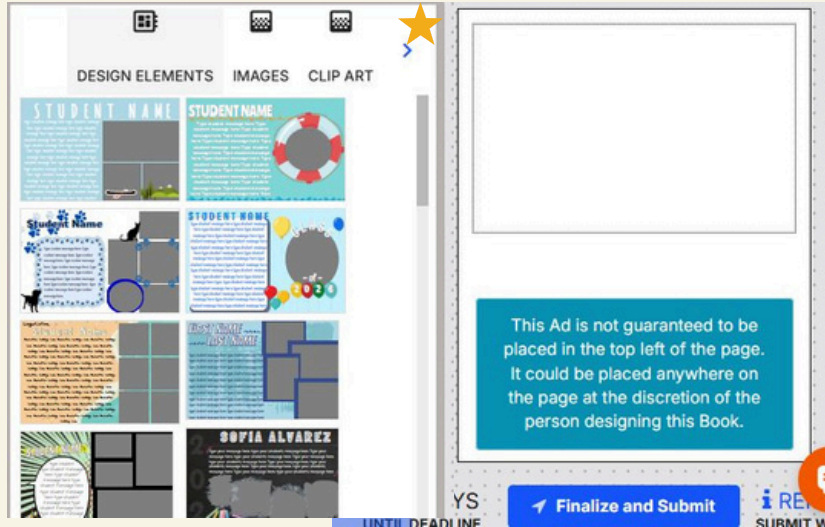
**support@gotyyearbooks.com (909) 898-5949**

# DESIGNING YOUR DEDICATION

1

FIRST START WITH CHROME AND BE ON A LAPTOP OR DESKTOP – If you only have a mobile device please reach out to the Yearbook Team directly for assistance: [support@gotyyearbooks.com](mailto:support@gotyyearbooks.com) (909) 898-5949

To the left, you should see a white column with different tabs. Click the blue arrow at the top of the column to see all the tabs.★



Your dedication space will have a dotted line around it. The software will only let you design inside that dotted line.

2

Go to the “Images” tab and click the blue “+” button at the bottom of the column to upload your pictures. You can upload images directly from your device, or by connecting your google account to the software, whichever works best.

3

Next, we recommend going to the “Layouts” tab and selecting a layout. Simply drag and drop the layout onto the page to apply it.

This way, you don’t have to design the entire space by scratch. Everything in these layouts is customizable, so you can also change as much as you like.

4

Add your pictures and Customize!

- Drag your images from the Image tab and drop them into the gray boxes.
- Click on any text box or clip art to access design tools for that element.
- Explore different backgrounds and clip art to customize this dedication for your student.
- You can even edit any of our backgrounds by dragging it onto your dedication space and clicking the orange gear in the top corner. This allows you to adjust settings like the hue and saturation.

## **COMMON DEDICATION DESIGN PROBLEMS**

### **Why is the picture looking red?**

If your color has a red overlay, this is the system telling you that your photo is lower resolution and may print blurry. The dedication will not print with the red overlay, however!

We recommend either making that photo smaller on the dedication, or using an alternate photo.

### **It won't let me drop the photo in the gray boxes.**

- First, make sure that when you drag the photo over the gray box, you see a blue outline around the gray box.
- Zooming in may help. Click the magnifying glass in the bottom right corner to get a closer view.
- Move any clip art or text boxes that may be overlapping the photo gray box.

### **The background is cut off, how do I fix that?**

If your dedication size is less than a full page, your background may be cut off.

- Click on the orange gear icon in the top corner of your dedication space.
- Then, click on the button with the white gear icon that says "backgrounds"
- From there, you can crop and adjust the background like you're cropping a picture.
- In this window, you can also edit the opacity, brightness, saturation and hue to further customize the background.