

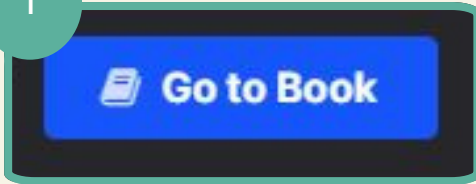
Portrait Pages

YOU CAN START FORMATTING YOUR PORTRAIT PAGES BEFORE YOU EVEN GET YOUR PSPA!

You can format of your portrait pages before you get your PSPA by using layouts. These layouts decide how the portraits are aligned and how the subject names appear with the portraits. You can also safely add your desired backgrounds before your portraits are ready for the yearbook.

BEFORE YOUR FALL PORTRAITS ARE UPLOADED:

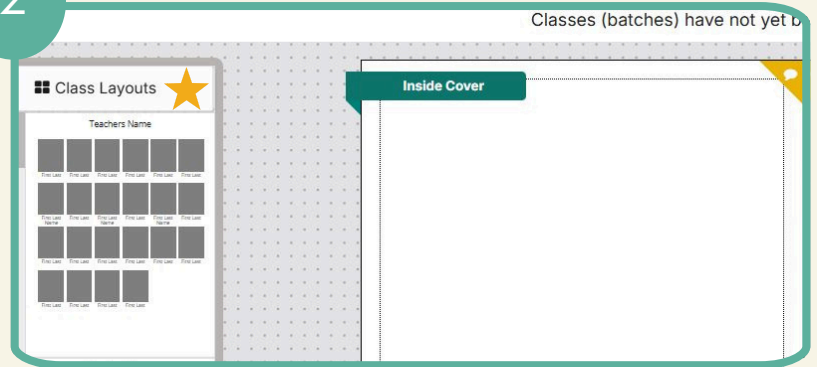
1



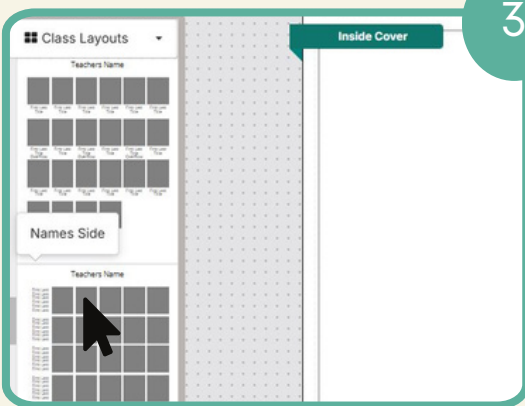
From your Captura Yearbook Dashboard, Click "Go to Book"

On the left, you'll see a white column with a drop-down menu at the top

2



3



Under "Class Layouts" you can scroll through and find a style that you like.

(If you hover your mouse over the layout, it will tell you the main feature of that particular layout)

PLEASE NOTE:

1. ANY CLIP ART, TEXT BOXES OR EXTRA DESIGN ELEMENTS YOU PLACE ON THIS PAGE WILL BE REMOVED WHEN ADDING YOUR PORTRAITS - Wait until after your portraits are on the page to decorate it further
2. This page will not be able to reflect the template that you chose until the portraits are added onto the page.

AFTER YOUR FALL PORTRAITS ARE UPLOADED:

Our yearbook team will upload the PSPA for you, whether we took the photos or not! If you used another school portraits company, please share the PSPA file with us as soon as you receive it.

NEED TO KNOW

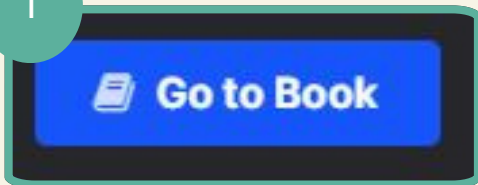
Now you can access your school's fall portraits for the yearbook. You can access all the portraits in their respective groups, or "batches", in the Subject Management tab and in the Book Designer.

You'll use Subject Management to organize the portraits and their batches.

You'll use the Book Designer to customize the look of the portraits on the actual yearbook pages.

ADDING PORTRAITS TO THE YEARBOOK PAGES

1



From your Captura Yearbook Dashboard, Click "Go to Book"

2



Your batches will appear at the top

Go to your portrait page and locate your desired batch
Then, click and drag it onto the page

Once you've placed all your batches in the book, you are ready to customize the portrait pages.

DESIGNING YOUR PORTRAIT PAGES

NOTE: You don't have to do this for every portrait page! We recommend you design one portrait page, and then use "Apply Layout to All". More information on pg. X

There are 3 main areas for customizing your portraits.

- 1. **Portrait Size & Class Layouts***
- 2. **Portrait Appearance**
- 3. **Text Appearance**

1

PORTRAIT SIZE

*covered on pg. X

First, you must make sure that all your portraits fit onto their respective pages at a suitable size.

We recommend starting with the largest batch in your book to make these adjustments. Ideally, all student portraits are the same size across grade levels.

To adjust the size, hover your mouse over the portraits on the page. You should see four buttons temporarily appear over the portraits.



The "small," "medium," and "large," buttons can quickly adjust the size of your portraits.

Set number of columns and rows

Columns

Rows ?

(7 or 8 columns is standard)

You can also customize the size of the portraits with the blue gear button that appears in this toolbar.

Experiment with different inputs to see which combination suits your classes best.

COMMON PROBLEM: Overflow

If the portraits can't fit on the first page, the program creates a second and places the remaining portraits there. To correct this, you have to readjust the size of the portraits so they can all fit on one page.

If you like the size of the portraits as they are, or you like having the portraits across multiple pages, then you have two options:

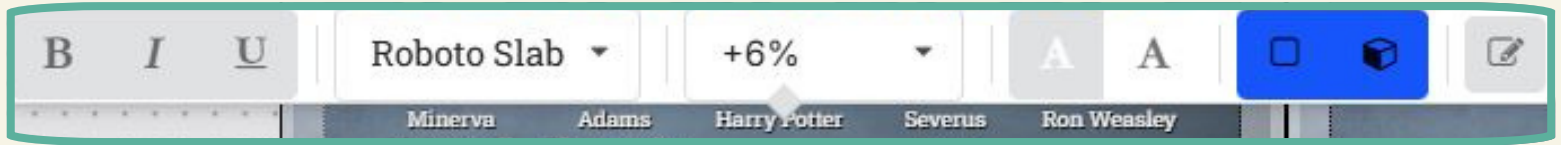
Delete a page **OR** contact Mandy to increase your page count

NOTE: We can only increase page limits in increments of 4

2

PORTRAIT APPEARANCE

You can customize these portraits similarly to how you customize a candid photo. Click on any of the portraits to access the design toolbar.



You can adjust the brightness, saturation, opacity, hue, add a drop-shadow and outline of all the portraits on the page.

And, if you want to get fancy, you can even use masks on your portraits! Find available masks in the drop-down menu on the left-hand side of the screen. Click and drag over any portrait page to apply the mask.

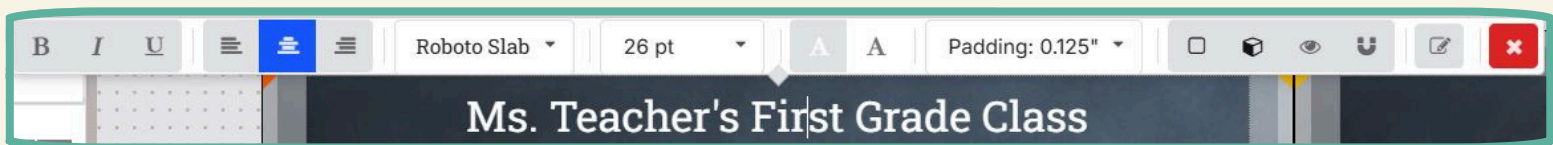
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TEXT APPEARANCE

There's two components here: **Page Title** and **Subject Names**

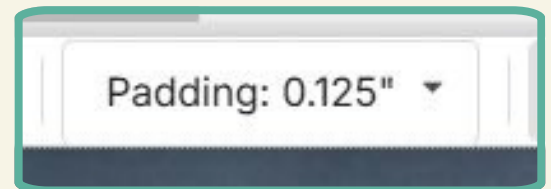
The toolbar that you'll use to edit the appearance of the Page Title and Subject name text are essentially the same with only one minor difference.

Click on the text to view the toolbar.



This toolbar allows you to edit the font, color, and add extra elements to the text like drop-shadows and outlines (which can help with visibility).

The **Page Title** toolbar will include a drop-down menu called "Padding". This allows you to adjust the space above the title, so you can move it closer or further away from the top margin of the page. This may be helpful to create more space for the class portraits.

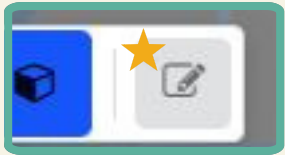


The **Subject Name** toolbar will include a drop-down menu that allows you to control the size of the text. This is helpful to make a longer name fit better underneath the subject's class portrait.

NOTE: Any change you make to one subject name on the portrait page will apply to the rest of the subject names on that page.

APPLY TO ALL CLASS PAGES

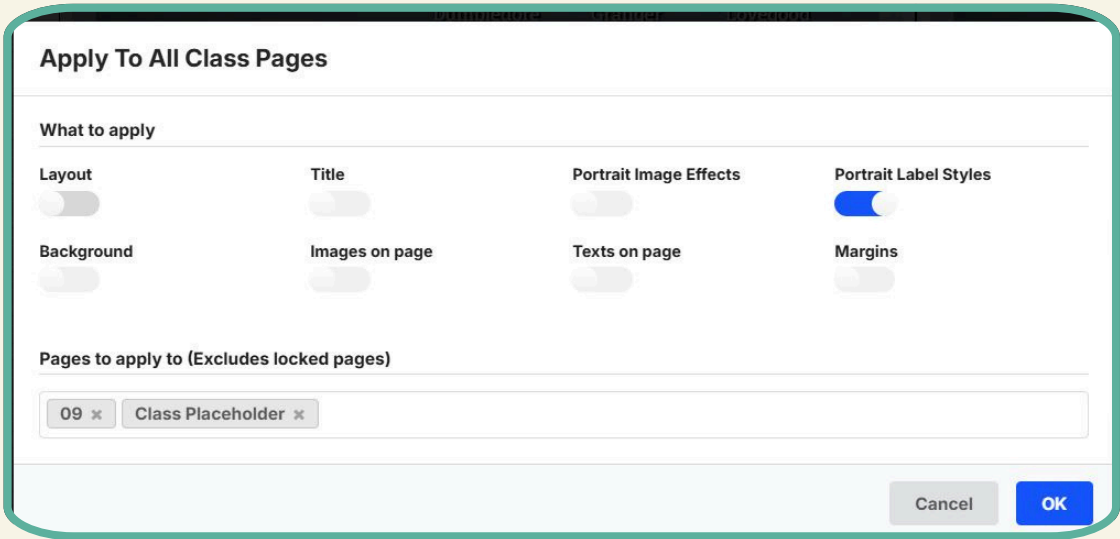
You don't have to repeat all of these steps for every single portrait page! Once you're satisfied with your first portrait page style, then you're ready to apply these design choices to the remaining portrait pages.



Start with your first finished portrait page. Any Subject Name Text and select the button on the far right of the toolbar

This will show you the "Apply To All Class Pages" window

Make the appropriate selections for your portrait pages.



At the bottom of this window, you should see a list of all the class pages these changes will be applied to. You can click the "X" in the corner of any of these pages to remove them.