



# Ordering Process



'Submit for Production 2024'



**SUBMIT FOR PRODUCTION** Sandra Mogilnicki



**Overview** Request Proof **MANAGE LADDER**

0 Portrait Pages 2 Users Assigned 32 Total Pages

Progress  
Hard Cover **Lock** Soft Cover **Lock** Estimated Order Date **EDIT**  
45 days left May 31st 2024

Pages

0	0	0	32
Pages not started	Pages in progress	Pages ready for review	Pages locked

**Team** Email Team **NEW TEAM MEMBER**

**Jim McCann** ✓ Sr. Editor Assigned to All Pages

**Sandra Mogilnicki** ✓ Adviser Assigned to All Pages

**People** **MANAGE**

0 People 0 Missing Photos 0 Missing Info

**Recent Photos** **MANAGE**

**Sr. Editor or others**

**No Button** **Jim McCann**

**To Order: Click the Submit for Production Button in the top right of the main dashboard: Advisor is the only one that can order.**

**Demo 9x12** 2023-2024 | 9x12 | Edge Imaging High School

**Overview** Request Proof **MANAGE LADDER**

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**Recent Photos** **MANAGE**

**Team** Email Team **NEW TEAM MEMBER**

**Jim McCann** ✓ Sr. Editor Assigned to All Pages

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**People** **MANAGE**

0 People 0 Missing Photos 0 Missing Info

**Contributed Photos** Request Photos **MANAGE**

0 Pending Review

# Advisor - Submission



CREATOR STUDIO

Demo 9x12

2023-2024 | 9x12 | Edge Imaging School

Back to Projects

Dashboard

Ladder

Photos

Contributed Photos

People

All (0) Not Started (3) In Progress (1) Ready for Review (0) Locked (0) Portrait Pages (0) Ad Pages (0) Index Pages (0)

Auto refresh in 2:23

In Progress

Hard Cover



Updated: 04/02/2024 09:30AM by Sandra Maglinicki

Not Started

Soft Cover



Not Started

1

Add a page name...

SUBMIT FOR PRODUCTION

Sandra Maglinicki

LOCK MANAGE

Ready for Review (0) Locked (0) Portrait Pages (0) Ad Pages (0) Index Pages (0)

In Progress

Hard Cover



Updated: 04/03/2024 09:30AM by Sandra Maglinicki

Not Started

Soft Cover



Not Started

1

Add a page name...

To Order: Click the Submit for Production Button in the top left of the main dashboard: Advisor is the only one that can order.

# Advisor - Submission



**Submit for Production  
Verification screen:  
Advisor will need to  
ensure all statements  
are checked**

## Submit For Production

To finalize your book, complete the following:

- ✓ Book has 20 or more pages
- ✓ Book ends on even page number
- ⚠ There are no blank pages or covers

⚠ The project has blank pages. You may continue with these as blank

- ✗ All pages and covers locked
- ✗ Final proof generated
- ✗ Final proof approved

- ✓ The page count is a factor of 4.

For help contact [Customer Support](#).

Close

APPROVE FOR PRODUCTION

# Advisor - Submission



## Lock Spreads and Send Proof for Verification:

Advisor will need to lock all pages and click the blue bar when complete.

### You're almost finished!

✓ Book has 20 or more pages

⚠ There are no blank pages or covers

⚠ The project has blank pages. You may continue with these as blank

You are about to lock the final spread of your book. Once all spreads are locked, the designated adviser for this project will receive an email with a downloadable link to a PDF proof of the entire book.

If you are not the adviser, the email will also be sent to you at the following email address:

smogilnicki@edgeimaging.ca

**Note:** Depending on the size of the yearbook, it can take up to 5 hours for the proof to be generated.

Cancel

LOCK SPREAD & SEND PROOF

LOCK

MANAGE

Lock All  
Unlock All

Hard Cover

# Advisor - Submission



**Final Proof Generating:**  
Can be viewed when rendered and sent to Advisor for review and approval.

## Submit For Production

To finalize your book, complete the following:

- ✓ Book has 20 or more pages
- ✓ Book ends on even page number
- ⚠ There are no blank pages or covers

⚠ The project has blank pages. You may continue with these as blank

- ✓ All pages and covers locked
- ✗ Final proof generated - *Pending*
- ✗ Final proof approved
- ✓ The page count is a factor of 4.

For help contact [Customer Support](#).

Close

APPROVE FOR PRODUCTION

# Advisor - Submission



Yearbook Proof



noreply@creatorstudiopro.com  
To Sandra Mogilnicki

If there are problems with how this message is displayed, click here to view it in a web browser.

## Your proof PDF for Demo 9x12 is ready!

This proof was sent by [smogilnicki@edgeimaging.ca](mailto:smogilnicki@edgeimaging.ca) with the following message:

Please review the proof PDF for the "Demo 9x12" yearbook included in this email.

Thanks  
Sandra Mogilnicki

Click on the link below to download the requested yearbook proof.

This proof will allow you to check spelling, as well as review margins and the overall design of your yearbook. If you would like to make any changes to your project, do so in the yearbook application. **You will be asked to generate a new proof before placing your order.**

### Download Proof PDF Now

Edge Imaging Powered By Creator Studio Pro is not responsible for any mistake that can be prevented by the user. [https://proofs.picabooyearbooks.com/2/2a489c15-f773-4835-8b0e-04063114992a\\_0\\_P.pdf](https://proofs.picabooyearbooks.com/2/2a489c15-f773-4835-8b0e-04063114992a_0_P.pdf)

**Low resolution notice:** To reduce file size, your PDF proof has been rendered at a lower resolution than the final printed product.

**Trimming notice:** Due to a slight variance during the trimming process (up to 1/8"), text or images may not be placed too close to the edge.

**PRINTING DIRECTIONS:** When printing your proof, remember to use "Fit" or "Scale to Fit" option.

Page Sizing & Handling

Size Poster Multiple Booklet

Fit

Actual size

Shrink oversized pages

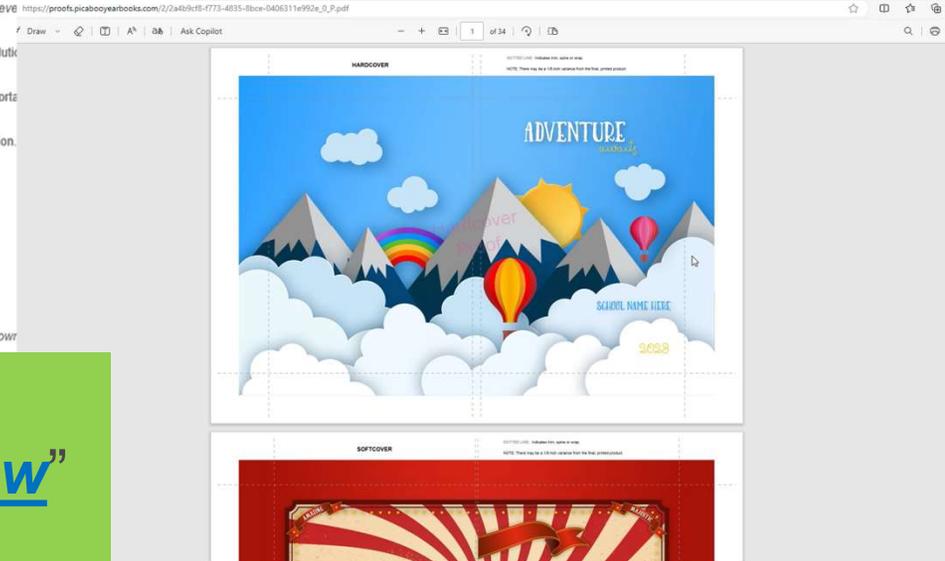
Custom Scale: 100 %

Choose paper source by PDF page size

Example shown

Email goes to Advisor only

Final Proof Email:  
Click on the "[Download Proof PDF Now](#)" link for review and approval.



# Advisor - Submission



**Final Proof Approved:**  
Click on **'Final Proof Approved'** check box when you have reviewed your proof and are ready to order.

## Submit For Production

To finalize your book, complete the following:

✓ Book has 20 or more pages

✓ Book ends on even page number

⚠ There are no blank pages or covers

⚠ The project has blank pages. You may continue with these as blank

✓ All pages and covers locked

✓ Final proof generated - generated 4/9/2024 8:30AM

✗ Final proof approved

By approving for production, you confirm final approval for print, having reviewed all pages for errors (including spelling, verbiage, cropping, image content, missing portraits, and overall layout). Edge Imaging Yearbooks is not liable for issues that could have been caught during this review.

Note: The proof is at lower resolution than the final product.

I have reviewed all pages for errors including spelling, verbiage, cropping, image content, missing portraits, and overall layout.

✓ The page count is a factor of 4.

For help contact [Customer Support](#).

Close

APPROVE FOR PRODUCTION

# Advisor - Submission



**Final Proof Approved  
Verification Screen,**  
when ready to order click  
“Approve for Production”  
to enter quantities.

## Submit For Production

To finalize your book, complete the following:

- ✓ Book has 20 or more pages
- ✓ Book ends on even page number
- ⚠ There are no blank pages or covers

⚠ The project has blank pages. You may continue with these as blank

- ✓ All pages and covers locked
- ✓ Final proof generated - generated 4/9/2024 8:30AM

- ✓ Final proof approved

By approving for production, you confirm final approval for print, having reviewed all pages for errors (including spelling, verbiage, cropping, image content, missing portraits, and overall layout). Edge Imaging Yearbooks is not liable for issues that could have been caught during this review.

Note: The proof is at lower resolution than the final product.

- ✓ The page count is a factor of 4.

For help contact [Customer Support](#).

Close

**APPROVE FOR PRODUCTION**

# Customer Support



## Questions?

Please contact your Yearbook Support Specialist or review the help page

### Submit For Production

To finalize your book, complete the following:

- ✓ Book has 20 or more pages
- ✓ Book ends on even page number
- ⚠ There are no blank pages or covers
- ⚠ The project has blank pages. You may continue with these as blank
- ✓ All pages and covers locked
- ✓ Final proof generated - generated 4/3/2024 10:12AM
- ✓ Final proof approved [Please Read](#)
- ✓ The page count is a factor of 4.

For help contact [Customer Support](#) [Edge Help Page](#)

Close

APPROVE FOR PRODUCTION

# Advisor - Submission



**Submit for Production Confirmation Screen,**  
when ready to order click  
**“Approve for Production”**  
to enter quantities.

### Submit For Production

To finalize your book, complete the following:

- ✔ Book has 20 or more pages
- ✔ Book ends on even page number
- ⚠ There are no blank pages or covers

⚠ The project has blank pages. You may continue with these as blank

- ✔ All pages and covers locked
- ✔ Final proof generated - generated 4/9/2024 8:30AM
- ✔ Final proof approved

By approving for production, you confirm final approval for print, having reviewed all pages for errors (including spelling, verbiage, cropping, image content, missing portraits, and overall layout). Edge Imaging Yearbooks is not liable for issues that could have been caught during this review.  
Note: The proof is at lower resolution than the final product.

- ✔ The page count is a factor of 4.

For help contact [Customer Support](#).

Close **APPROVE FOR PRODUCTION**

# Advisor - Submission



## Submit Order For Production

*\*If you have both Hard and Soft Cover options there will be two orders to process.*

### Finalize Your Order

Once you finalize your order, you will not be able to make any changes to your project.

Cover Type

Select...

Book Quantity

Hardcover Books

Softcover Books

\* If this book or page quantity is significantly

charges will apply

Close

SUBMIT ORDER FOR PRODUCTION

## Quantities Section:

Please click on type of cover.

*\*If you have both Hard and Soft Cover options there will be two orders to process.*

# Advisor - Submission



## Submit Order For Production

### Finalize Your Order

Once you finalize your order, you will not be able to make any changes to your project.

Cover Type

Hardcover Books

Book Quantity

150

\* If this book or page quantity is significantly different than your original agreement, additional charges will apply

***\*If you have both Hard and Soft Cover options there will be two orders to process.***

## Quantities Section:

Please enter and confirm quantities.

***\*If you have both Hard and Soft Cover options there will be two orders to process.***

***\*Shipping will be included in orders over 74 in total.***

## Submit Order For

### Finalize Your Order

Once you finalize your order, you will not be able to make any changes to your project.

Cover Type

Hardcover Books

Book Quantity

150

\* If this book or page quantity is significantly different than your original agreement, additional charges will apply

dashboard-dev.dev.picaboo.cc1.aws.creatorstudiopro.com says

Are you sure you would like to order 150 Hardcover books? Please click confirm to continue.

OK

Cancel

Close

SUBMIT ORDER FOR PRODUCTION

# Advisor - Submission



## Finalize Complete

### Congratulations!

Your yearbook has been finalized and sent to production.

You will receive an email confirming the quantity of books you ordered.

\* Final Invoice and/or statement to follow.



CLOSE

## Order Confirmation Section:

*\*Final invoice and/or statement to follow.*

*\*If you have **both Hard and Soft Cover** options, return to the "Submit for production" section to process the additional cover and quantities.*

# Advisor - Submission



## Submit Order For Production

### Finalize Your Order

Once you finalize your order, you will not be able to make any changes to your project.

Cover Type

Softcover Books

Book Quantity

100

\* If this book or page quantity is significantly different than your original agreement, additional charges will apply

Close

SUBMIT ORDER FOR PRODUCTION

*\*If you have both Hard and Soft Cover options, return to the "Submit for production" section to process the additional cover and quantities.*

**Example of a second cover order:**

## Quantities Section:

Please enter and confirm quantities.

*\*If you have both Hard and Soft Cover options there will be two orders to process.*

## Submit Order For Production

### Finalize Your Order

Once you finalize your order, you will not be able to make any changes to your project.

Cover Type

Softcover Books

Book Quantity

100

\* If this book or page quantity is significantly different than your original agreement, additional charges will apply

Close

SUBMIT ORDER FOR PRODUCTION

dashboard-dev.dev.picaboo.cc1.aws.creatorstudiopro.com says

Are you sure you would like to order 100 Softcover books? Please click confirm to continue.

OK

Cancel

# Advisor - Submission



## Finalize Complete

### Congratulations!

Your yearbook has been finalized and sent to production.

You will receive an email confirming the quantity of books you ordered.

\* Final Invoice and/or statement to follow.

CLOSE

## Confirmation Section:

*\*Final invoice and/or statement to follow.*



You have approved your yearbook project for production

 noreply@creatorstudiopro.com

## Example of a confirmation email:

 imaging

SUPPORT

Hello Sandra

**Congratulations on completing your yearbook!** You have successfully submitted your order for production. This email is your confirmation that your order has been successfully received.

Your order will be sent to Production to be printed and shipped.

Your order details are as follows:

- Project Name: Demo 9x12
- Order #: A8100872666
- 100 Softcover Books Ordered
- Order Date: 04/15/2024 11:39:31 am EST
- Page Count: 32 pages

If you have any further inquiries, or concerns please email your Yearbook Specialist or [yearbook@edgeimaging.ca](mailto:yearbook@edgeimaging.ca). Thank you for choosing Edge Imaging Powered By Creator Studio Pro for your yearbook needs.

\* Final Invoice will be sent to the invoice contact on the agreement.

\* Once in production, our standard delivery of the book will take 4-6 weeks as we must produce the book and ship it.

Edge Imaging Powered By Creator Studio Pro  
940 Gateway Drive  
Burlington, ON L7L-5K7  
1-888-416-3343 x270  
[Customer support](#)

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**Email Confirmation will be sent to Advisor:**  
**Includes a summary of your order.**  
***\*Final invoice and/or statement to follow.***



You have approved your yearbook project for production

## Example of a second cover order:



SUPPORT

Hello Sandra

**Congratulations on completing your yearbook!** You have successfully submitted your order for production. This email is your confirmation that your order has been successfully received.

Your order will be sent to Production to be printed and shipped.

Your order details are as follows:

- Project Name: Demo 9x12
- Order #: A5100871046
- 150 Hardcover Books Ordered
- Order Date: 04/15/2024 11:37:31 am EST
- Page Count: 32 pages

If you have any further inquiries, or concerns please email your Yearbook Specialist or [yearbook@edgeimaging.ca](mailto:yearbook@edgeimaging.ca). Thank you for choosing Edge Imaging Powered By Creator Studio Pro for your yearbook needs.

\* Final Invoice will be sent to the invoice contact on the agreement.

\*Once in production, our standard delivery of the book will take 4-6 weeks as we must produce the book and ship it.

Edge Imaging Powered By Creator Studio Pro  
940 Gateway Drive  
St. Catharines, ON L2R 6K8

**Email Confirmation will be sent to Advisor:  
Includes a summary of your order.**

***\*Once in production, our standard delivery of the book will take 4-6 weeks as we must produce the book and ship it.***

***\*Final invoice and/or statement to follow.***



# Additional Questions



## Team Member Roles Defined

**ADVISER** - The adviser is in charge of the yearbook project and has access to all sections and editing tools. In addition, the adviser can add and assign roles to other team members, manage members, supervise and organize photos, create and manage a store, request a PDF proof and is the only person who can place an order on behalf of the school.

**SENIOR EDITOR** - The Senior Editor has all the abilities the adviser has except for ordering, store management, and adjusting the price of the book.

**EDITOR** - An Editor is assigned a particular section to work on, therefore you must create sections within the Section/Page Manager prior to assigning anyone this position. Editors cannot access sections they are not assigned to.

**PHOTO EDITOR** - A Photo Editor has access to all of the images within the Manage Photos module in the project dashboard, but cannot access any sections.

**VIEWERS** - Viewers can browse the book, but cannot make any alterations. This is the ideal position for anyone who has volunteered to help proofread the book.

- Can only the advisor send to production?
  - Yes, this is correct – only the advisor.
- Can someone with another email order for the project?
  - Only the advisor
- Is there still a window to cancel
  - only by emailing [yearbook@edgeimaging.ca](mailto:yearbook@edgeimaging.ca) after the association receives the confirmation email.
  - Yearbook Care Team will send to production (providing it is free of technical issues)
  - Yearbook Specialist and Advisor will be made aware of any issues.
  - Please be aware that any delay in submission may delay delivery