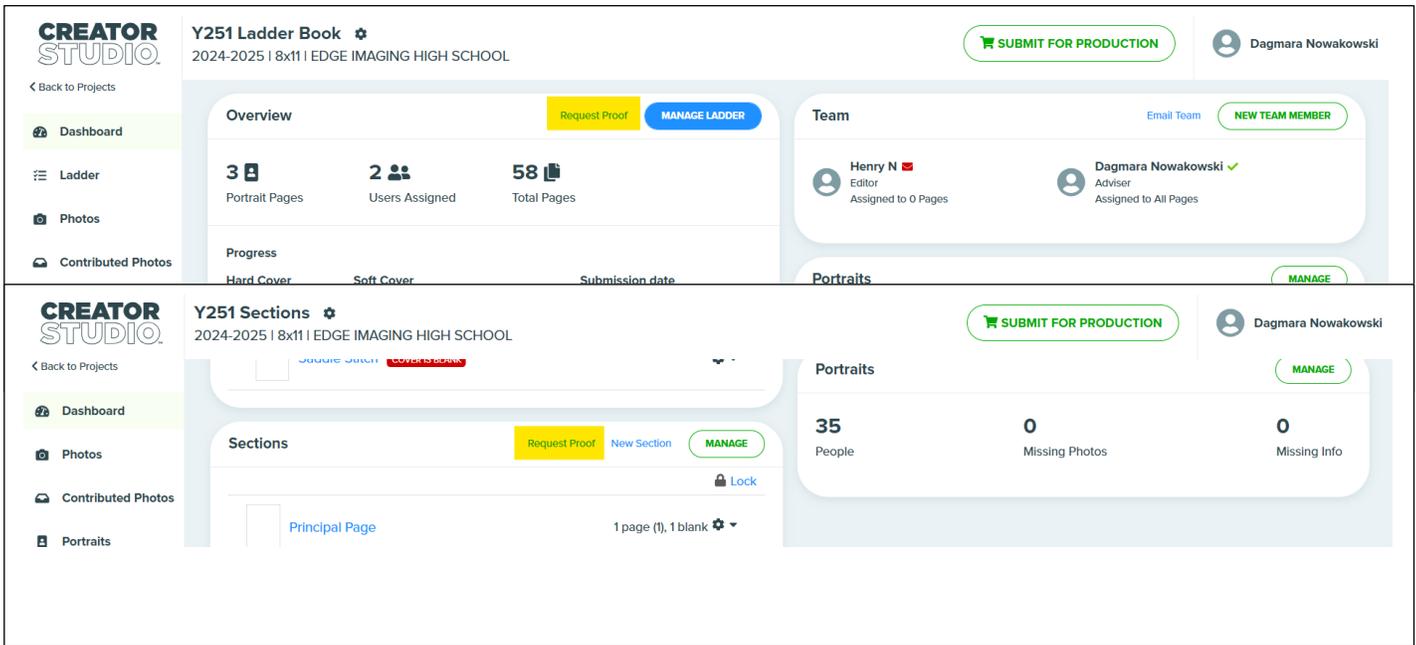


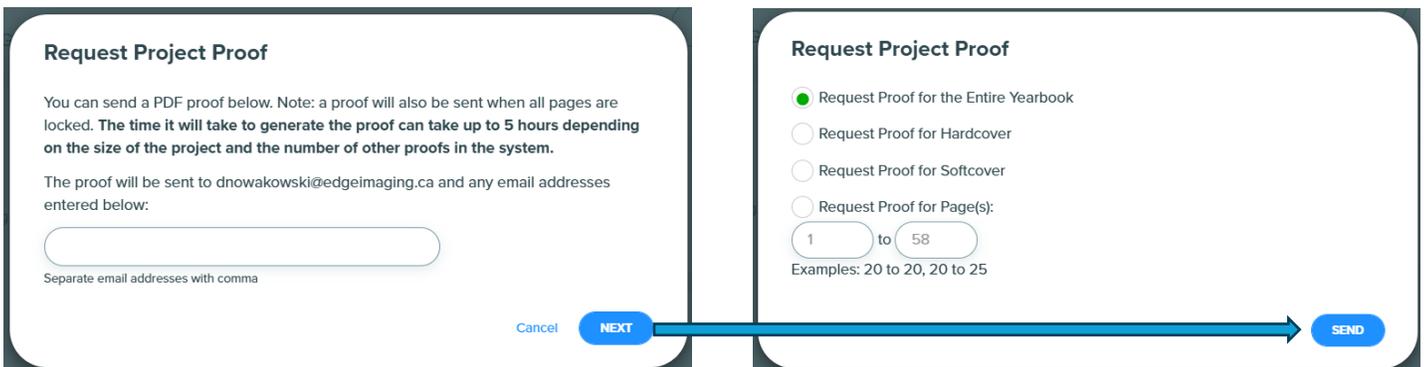
Proof Reading - Requesting a Proof

- Couple days prior to your submission date, it is a good idea to request a proof from the Dashboard view to give you time to make any changes before the submission date. It might take up to 5 hours or sooner to get the proof emailed.
- Its is a good idea to have a second person proof the yearbook such as your principal, vice-principal, office administrator etc.

1. To request a proof, click on the “Request Proof” button from the Dashboard.

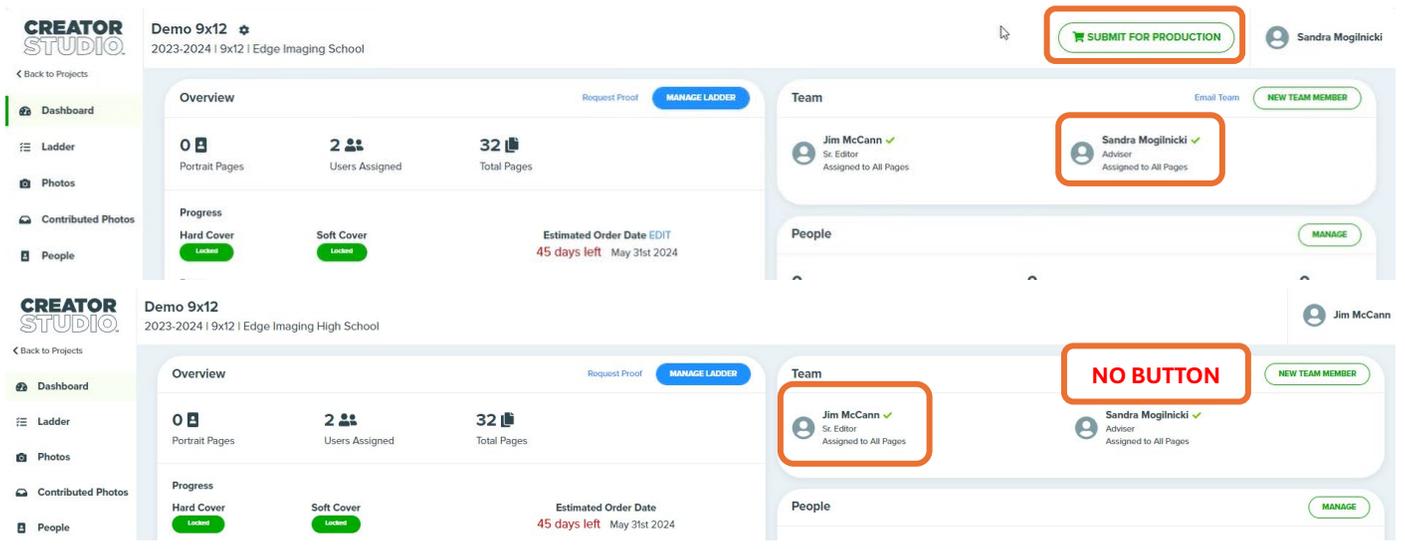


2. The proof will be sent to your LOGIN email address, you can also add emails you wish to send a proof to. Click “Next”, select the first option and click “SEND”. Note the time it will take to generate the proof can take up to 5 hours depending on the size of the project.



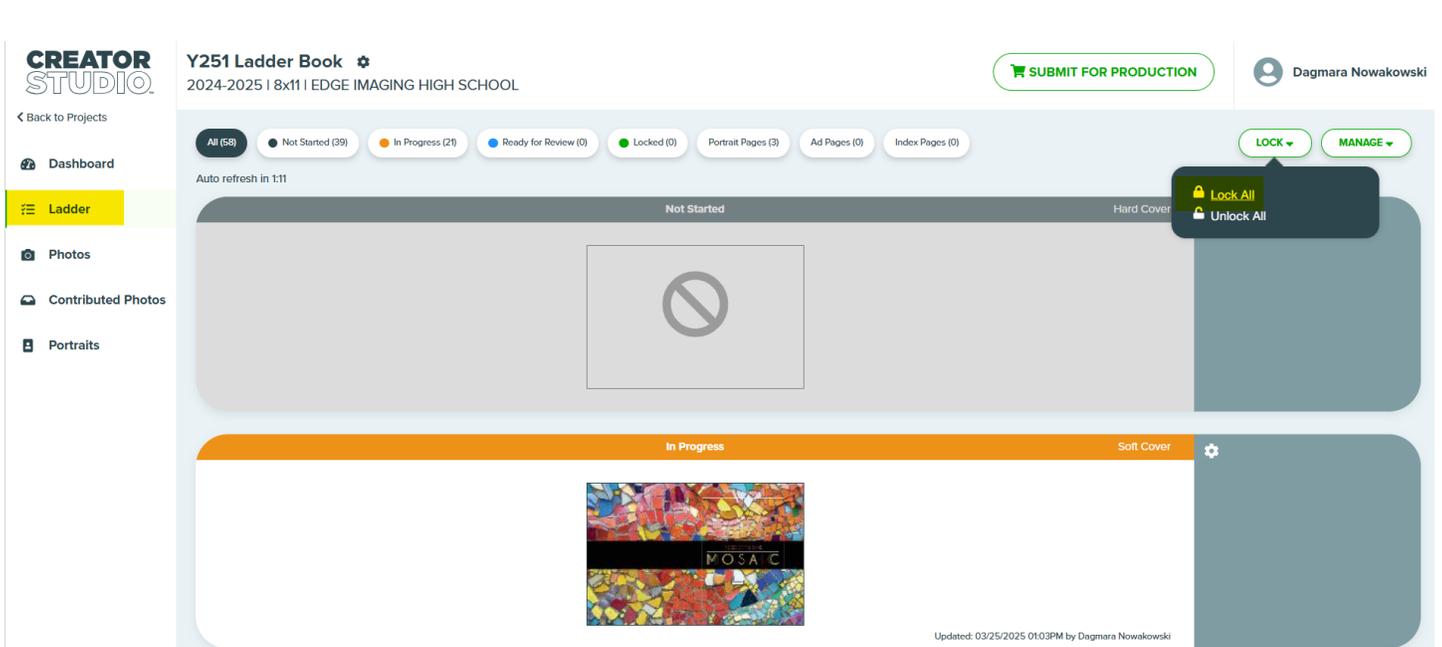
IMPORTANT NOTE:

ONLY THE ADVISOR CAN SUBMIT THE YEARBOOK FOR PRODUCTION

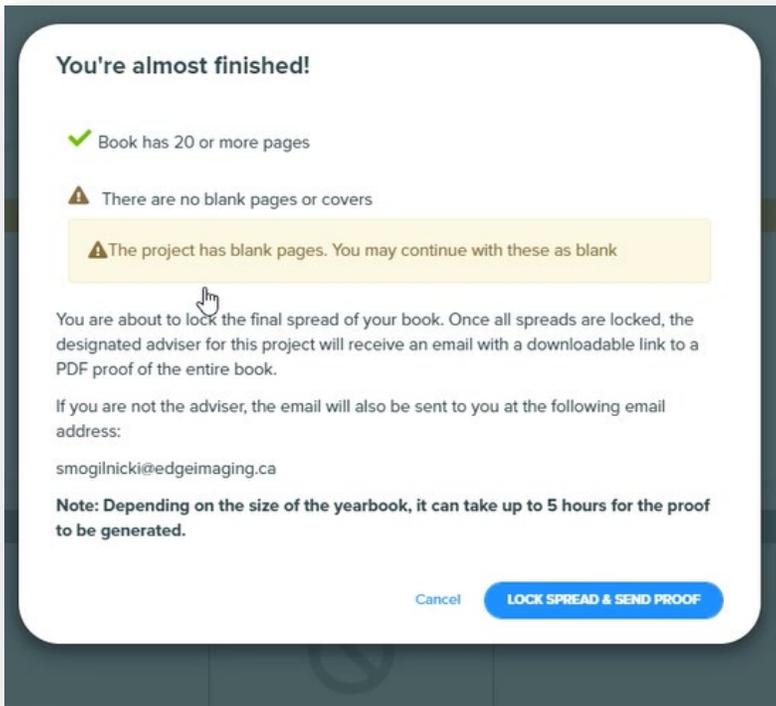


Yearbook Submission Process

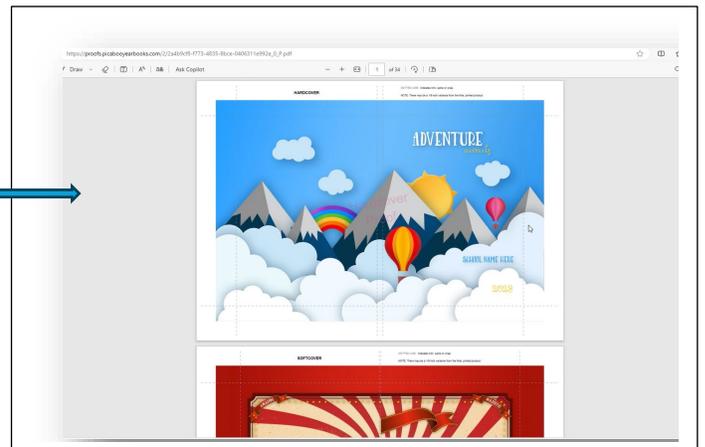
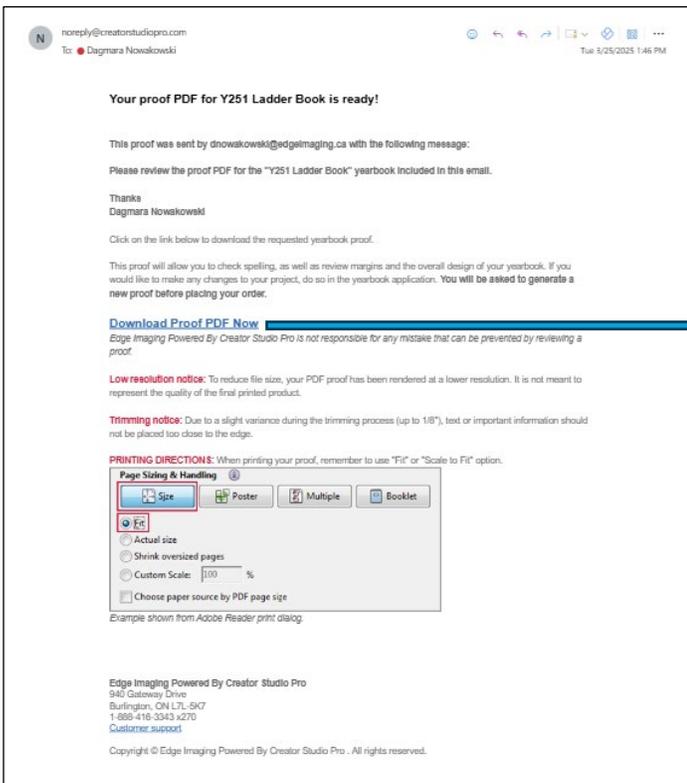
1. You need to lock all of pages from your “Ladder” view. You can do this by clicking on the “Lock” and selecting “Lock All”.



- In the pop-up window, note any warnings indicated such as “The project has blank pages”. Click “LOCK SPREAD & SEND PROOF”. The Final Proof will be emailed to your LOGIN email address.



- Once you receive the PDF Proof in your email, Click the “Download Proof PDF Now”, review it that it is 100% good to go!



- Return to Dashboard and click on “Submit for Production”. The pop-up window will appear with check marks and possibly red “Xs” for unfinished actions, once they are completed the red Xs will change to a green check mark and then allow you to proceed and click the “Approve for Production” at the bottom.

The screenshot shows the Creator Studio interface for a project named "Y251 Ladder Book" at Edge Imaging High School. The main dashboard includes sections for Overview (3 Portrait Pages, 2 Users Assigned, 58 Total Pages) and Team (Henry N Editor, Dagmara Nowakowski Adviser). A "SUBMIT FOR PRODUCTION" button is highlighted in the top right. A large "Submit For Production" pop-up window is open, listing the following criteria:

- Book has 20 or more pages (checked)
- Book ends on even page number (checked)
- There are no blank pages or covers (warning: The project has blank pages. You may continue with these as blank)
- All sections and covers locked (checked)
- Final proof generated (checked)
- Final proof approved (checked)
- The page count is a factor of 4 (checked)

A red arrow labeled "CLICK HERE" points to the checkbox for "I have reviewed all pages for errors including spelling, verbiage, cropping, image content, missing portraits, and overall layout." Below this, there is a "Close" button and an "APPROVE FOR PRODUCTION" button.

- Enter the quantity needed to be printed and click “SUBMIT ORDER FOR PRODUCTION”.

The screenshot shows the "Submit Order For Production" pop-up window. It includes the following text and elements:

Submit Order For Production

Finalize Your Order

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

Softcover Books

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

Close **SUBMIT ORDER FOR PRODUCTION**

If you are ordering both HARD and SOFT COVER book, enter both numbers.

Click OK

- You may need to wait 2 minutes until you see this screen indicating your yearbook has been successfully submitted.

- Email Confirmation will be sent to the Advisor and includes a summary of your order. The Final invoice and/or statement to follow in a separate email.

