

## 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, viceprincipal, office administrator etc.
- 1. To request a proof, click on the "Request Proof" button from the Dashboard.

CREATOR STUDIO	Y251 Ladder Book	SUBMIT FOR PRODUCTION Dagmara Nowakowski
Back to Projects     Dashboard	Overview Request Proof MANAGE LADDER	Team Email Team NEW TEAM MEMBER
ίΞ Ladder	3 2 2 58 🗊 Portrait Pages Users Assigned Total Pages	editor Adviser Assigned to 0 Pages Dagmara Nowakowski ✓ Adviser Assigned to All Pages
D Photos	Progress	
	Hard Cover Soft Cover Submission date	Portraits MANAGE
STUDIO. Back to Projects	2024-2025   8x11   EDGE IMAGING HIGH SCHOOL	Portraits (MANAGE
Dashboard		35 0 0
Photos	Sections Request Proof New Section (MANAGE)	People Missing Photos Missing Info
<ul> <li>Contributed Photos</li> <li>Portraits</li> </ul>	Principal Page 1 page (1), 1 blank 🌣 💌	

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.

a can send a PDF proof below. Note: a proof will also be sent when all pages are ked. The time it will take to generate the proof can take up to 5 hours depending the size of the project and the number of other proofs in the system. e proof will be sent to dnowakowski@edgeimaging.ca and any email addresses tered below:      Request Proof for Softcover     Request Proof for Page(s):     1 to 58
Examples: 20 to 20, 20 to 25

## **IMPORTANT NOTE:**

## **ONLY THE ADVISOR CAN SUBMIT THE YEARBOOK FOR PRODUCTION**

CREATOR STUDIO.	Demo 9x12 o 2023-2024 i 9x12 i Edge Imaging School				Sandra Mogilnicki	
Back to Projects     Dashboard	Overview		Request Proof MANAGE LADDER	Team	Email Toom	NEW TEAM MEMBER
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People	Locked	Loded	45 days left May 31st 2024			martade

## 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".



2. 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.



3. Once you receive the PDF Proof in your email, Click the "Download Proof PDF Now", review it that it is 100% good to go!



4. 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.

CREATOR STUDIO.	<b>/251 Ladder Book                                   </b>				SUBMIT FOR PRODUCTION	
Dashboard	Overview		Request Proof MANAGE LADDER	Team	Email Team NEW TEAM MEMBER	
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5. Enter the quantity needed to be printed and click "SUBMIT ORDER FOR PRODUCTION".

Submit Order For Product	ion
Finalize Your Order	
Once you finalize your order, you will r	not be able to make any changes to your project.
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* If this book or page quantity is signi	ficantly 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.

Once you finalize your orde	r, you will not be able to make any changes to your project	t.
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Softcover Books	# of Books	
* If this book or page quar	tity is significantly different than your original agreement, a	additional charges will apply
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6. You may need to wait 2 minutes until you see this screen indicating your yearbook has been successfully submitted.



7. 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.

You have approved your yearbook project for production			
Noreply@creatorstudiopro.com To ● Sandra Moglinicki			□ ← Reply ≪ Re
If there are problems with how this message is displayed, dick here to view it in a web browser.			
	edge imaging	SUPPORT	
Hello Sandra			
Congratulations on completing your yearbook! You have successful	y 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 #: A9100872665     100 Softcover Books Ordered     Order Date: 041/5/2024 11.39.31 am EST     Page Count: 32 pages			4
If you have any further inquiries, or concerns please email your Yearboo	k Specialist or 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 week	is as we must produce the book and ship it		
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