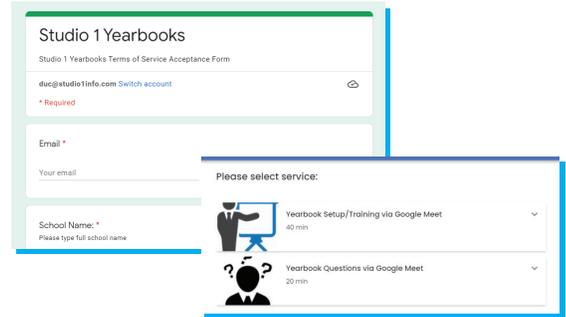


GETTING STARTED ON THE YEARBOOK

To get started on the yearbook, the first step is to fill out our online form. You can get there by going to studio1yearbooks.com/terms

After the form is filled out, you'll be prompted to schedule an online meeting. In this meeting, you will be trained on PLICbooks, our yearbook software.

You can also watch a tutorial video on our website. studio1yearbooks.com/software-support



ACCESSING THE SOFTWARE

When you sign up with us, you will receive an email invitation to create a password.

If you worked on yearbooks before, your email and password will be the same.

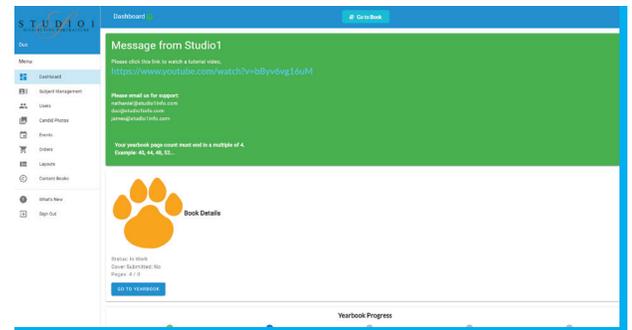
You can access the yearbook software by going to plicbooks.com

You can sign in by using your email and password that you created.

DASHBOARD

When you first log in, you will see the dashboard, which is the backend of the yearbook. On the left you will see a menu with different sections.

- The **dashboard** section will have a message from us and your yearbook status.
- The **subject management** section is where the portrait database is located.
- The **Users** section is where you can add and manage new users.
- The **Candid Photos** section is where you can add albums and upload photos.
- The **Orders** section is where you can manage your online store.



HOW TO ADD NEW USERS

1. Go to the **Users** section

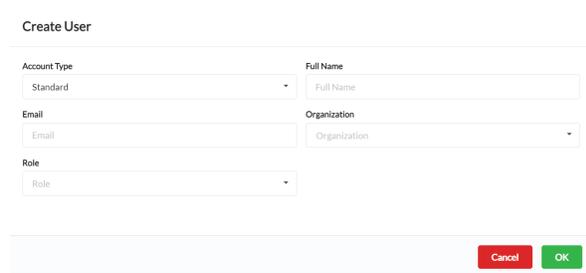
2. Click on **+ Create User**

3. Fill out the name, email, and role.

- There are different types of roles, the important ones are school advisor and user.
- School Advisors will have full access to the software.
- Users will have limited access, they will need to be assigned pages to work on.

4. Once you click OK, the new user will be sent an email invitation to create their password.

5. If an email is not available, you can change the account type to Sub Account, which will allow you to set their username and password.



The image shows the 'Create User' form. It has fields for 'Account Type' (Standard), 'Full Name' (Full Name), 'Email' (Email), 'Role' (Role), and 'Organization' (Organization). There are 'Cancel' and 'OK' buttons at the bottom right.

SUBJECT MANAGEMENT

The subject management section is where the portrait database is located. It will contain the records and photos of all your students and staff. We call each record a **subject**. Any changes you make in this section will be applied to the pages.

To help you with the process, Studio 1 will import your school portraits and add your class pages. **Please be sure to proof the yearbook for any misspelled names or missing students. Studio 1 is not responsible for errors made in the yearbook.**

The database will be grouped by teacher or grade. The groups are called **batches**. You can click on them to view the subjects in that batch. You can rename and remove batches. The number indicates how many subjects are in that batch.

To move a student to a different class, drag their portrait photo into a different batch above. **Make sure to only drag the circular portrait and not the entire card.**

You can lookup a student or staff on this field.

To remove a subject from the yearbook, drag their portrait into the trash.

Click on edit on each subject to change their name, teacher or grade.

Click on **PORTRAIT** to upload a photo of the subject and click on the crop tool to zoom.

If there's a new student or if the student isn't in the database, you can add them here.

Click on **PORTRAIT** to upload a photo of them.

Click on options on the subject card to change whether they are a staff. When toggled, the subject will have a red flag to indicate that they are staff. You can set their title at the bottom. Then click save.

Subject Options

Staff Options

Staff

1 Staff Priority

Display In All

Staff Pref: ?

General Options

Title ?

(Principal, Address, Username, phone, etc.)

Cancel OK

SUBJECT MANAGEMENT TIPS

- If you have too many batches on the screen, there's a horizontal scroll bar underneath the batches that you can drag.
- To select multiple students, click on the first student, hold **SHIFT** then click the last student. You can also hold **CTRL** while click multiple subject. You will see a blue line on the subjects you have selected.
- If you drag the entire card, you can re-arrange the order. By default, subjects will be arranged alphabetically.
- To get a larger view of the student, click on the magnifying glass on the top left corner.
- If you see a **!** next to a subject's name. It may be a duplicate, drag the photo you don't want to use into the trash.
- You will see a red flag ***** to indicate the subject is a staff. This will put them in front of all students.
- When you upload a portrait photo, make sure the photo is zoomed out enough that allows you to crop into it. If it's too zoomed in you will not be able to crop it.

CANDID PHOTOS

The candid photos section is where you can upload photos to be used in the yearbook. You can create **albums**, or folders to help you organize the photos.

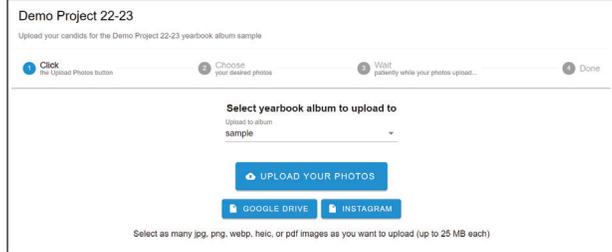
You can create new albums by clicking on the **+**, and the delete the album you're on by clicking the **x**. You can edit the album name by clicking **✎**.

You can upload into your current album by clicking the **📁**. You have the option to upload from your computer or Google Drive/Instagram.



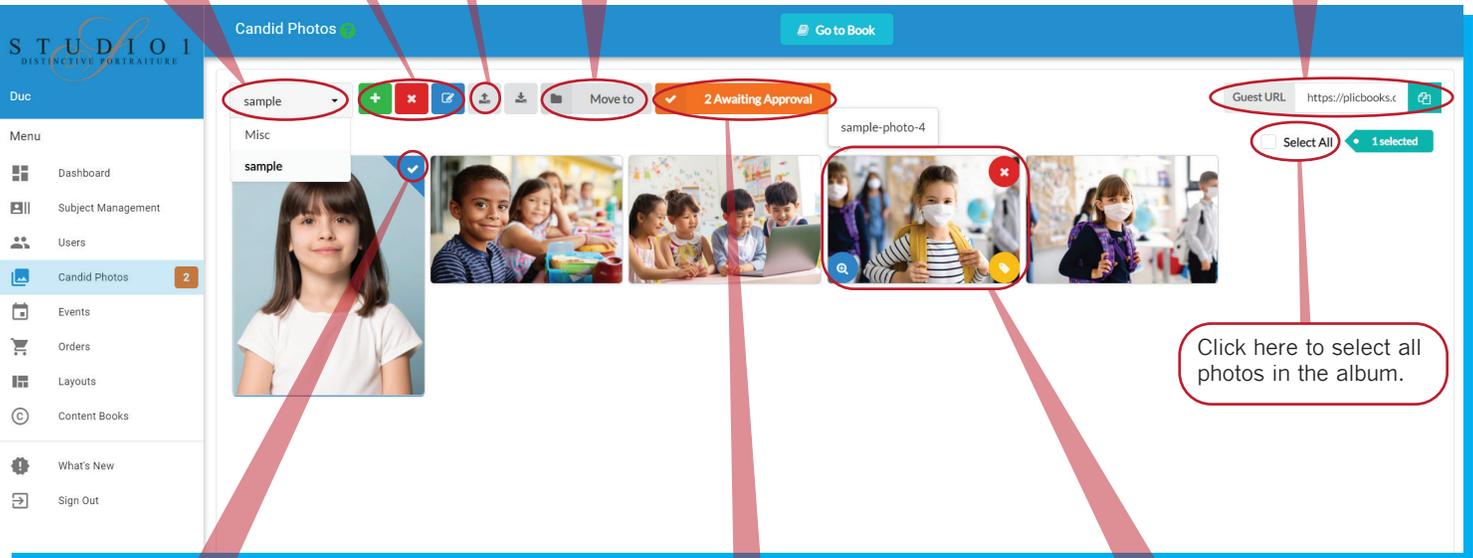
To move photos to different albums, first select the photos, then click **Move to**. It will dropdown different albums.

Every album has a unique sharable link. Click on the **🔗** to copy the link and share it.



When the link is clicked on, the parents will see the guest uploader. They will have the option to change the album that they upload to.

Click on the dropdown to select your album



Click on the photo to select it. The **✓** indicates that it was selected.



View Denied Candid



When photos are uploaded from the guest uploader, you will see the orange awaiting approval button. Click there to select the photos and approve them. The photos will be added to the corresponding album they were uploaded from, unless you change the album.

When you hover over a photo, you can click on the **🔍** to get a larger preview. Click on the **x** to remove the photo. Click on the **🏷️** to tag the photo.

Click here to select all photos in the album.

CANDID PHOTOS TIPS

- It's recommended that you create an album called trash, and move unwanted photos there. That way you can recover the photo in case you need them.
- An easy way to delete multiple photos is to move them to a trash album, then delete the album. Create a new trash album to delete more.
- jpg is the standard format for photos, but the software also supports png, webp, heic, and pdf.
- You can add clipart as well, but it should be png to have a transparent background.

ONLINE STORE (ORDERS SECTION)

An optional way to sell your yearbooks is through the online store that is built into the program. It is located in the **Orders** section.

Every transaction online will be charged an 8% fee. This fee is to cover the platform usage and the credit card transaction fee. It will be deducted from the total price that you sell your books for, including taxes. The fee will not be displayed to the customer, so you will need to sell the yearbooks for a higher price if you want to cover the fee.

The online store is self-managed. You will be able to turn it on, set the prices and deadlines, and adjust other settings.

The screenshot shows the 'Orders' section of the Studio 1 online store. The interface includes a sidebar menu with options like Dashboard, Subject Management, Users, Candid Photos, Events, Orders (highlighted), Layouts, Content Books, What's New, and Sign Out. The main content area displays '1 BOOKS SOLD' and '\$20.00 TOTAL COLLECTED'. A table lists orders with columns for Order #, Email, Subject Name, Teacher, Grade, Quantity, Total Paid, Personalization, Shipping, Order Type, Binding Type, Date, State, and Actions. A callout points to the 'Create Order' button, stating: 'Click here to create a manual order. This can be an order that was paid in cash.' Another callout points to the export icon, stating: 'Click on the [export icon] to export a spreadsheet of all your orders.' A third callout points to the shopping cart icon, stating: 'The shopping cart icon will open another screen where you can set your pricing and other options.' A fourth callout points to the share icon, stating: 'This is the sharable link for your store. Click on [share icon] to copy.' A fifth callout points to the search bar, stating: 'You can search for orders here.' A sixth callout points to the information icon in the actions column, stating: 'You can view order details here. You can edit information such as name, grade, and teacher.'

MANAGING THE STORE

To manage the store, click on the shopping cart icon. You will see a new screen with different sections. Please contact us if you are unsure about prices and deadlines.

- BOOK SETUP

Toggle **Book Sales Enabled** to turn on your store. You can add a description here, and set the deadline to order. You can also set the maximum books to be sold.

- BOOK PRICING

Your base price is the final price of the book. If you want to add an early sale, click on **+ New Price Rule** to create the sale.

- SHIPPING

Please turn off shipping if it is enabled. All yearbooks will be delivered to the school.

- ADOPT A BOOK PROGRAM

If enabled, parents can order yearbooks to be donated.

- ADD-ONS

Do not add an add-on without discussing with us first.

- TAXES AND FEES

Leave this blank for the default tax rate. Add a 0 if you don't want to charge taxes. If you don't charge taxes, we will still need to deduct it from your sales.

- AD SALES

Enable ads or dedications to be added to the yearbook. Parents who order will be emailed access to work on their ad. Be sure to reach out the parents to complete their ad. **We do not make any money from the yearbook ads and cannot offer the parents any support designing their yearbook ad.**

YEARBOOK EDITOR OVERVIEW

The yearbook editor is the designer part of the software. To get here when you are on the dashboard, click on [Go to Book](#). It is located at the top of the page.

[Go to Book](#)

The first thing you will see is your yearbook cover. Click on [Front Cover](#) then [Edit Spread](#) to view the front and back covers together.

To get back to the dashboard. Click on this menu, then click dashboard.

The dropdown on the left will have layouts, backgrounds and masks. Drag and drop to add them to the page.

You can click undo to go back a step if you made a mistake.

You can navigate the pages by clicking next page or prev page.

The dropdown on the right will have clipart, design elements, and all your photo albums.

Click here to change the zoom level. You can use the scrollbars on the right and bottom to scroll.

You can type in your page number here to go straight to that page.

Clicking on preview will open up your ladder where you can see all your pages.

To delete a page, click on the .
To duplicate a page, click on the .
To go to that page, click on the .
You can drag the pages to move them.

You can rename the page numbers

You can render a pdf proof of the yearbook here.

Click here to add new pages.

This is where you submit your yearbook when it is complete. Please make sure to proof your yearbook completely before submitting.

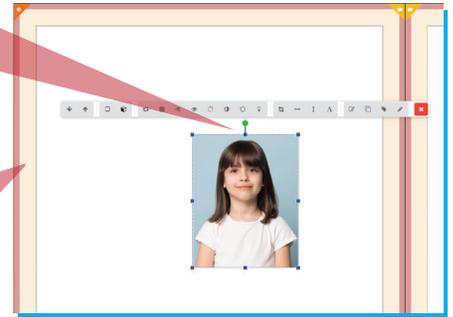
ADDING PHOTOS

To add photos to the page, select your album from the right dropdown, then drag and drop the photo on the page.

If you select the photo, you will see a settings bar that will let you adjust the photo settings.

Blue handles will let you resize the image. The green handle will let you rotate.

You will notice a yellow border around each page. This is the margin, you want to keep content outside the margin so it's not too close to the edge.



1. The **Arrows** will adjust the order of the photo. you can re-arrange a photo to go on top of another.
2. **Stroke** will add a border around the photo. You can adjust the color and change the thickness.
3. **Drop Shadow** will add a shadow behind the photo. You can change the color, depth and intensity.
4. These setting will adjust the color, brightness, and saturation.
5. The **Crop Tool** will let you zoom in on the photo to fit the frame.
6. You can **Flip** the image here.
7. You can apply the effect to every frame on the page here.
8. Click here to **Duplicate** the photo.
9. You can add **Tags** to the photo here.
10. Click here to **Remove** the photo. Click again to remove the frame.



This number indicates how many times the photo is used in the yearbook

A red highlight indicates the photo is low resolution. You can make the photo smaller or use a better photo to fix this.



ADDING TEXT

You can double-click the page to add text. You can also go to **Design Elements** and drag the **New text element** on the page. When you have a text box selected, you will see a settings bar. It's similar to the photo settings, but there are different options.



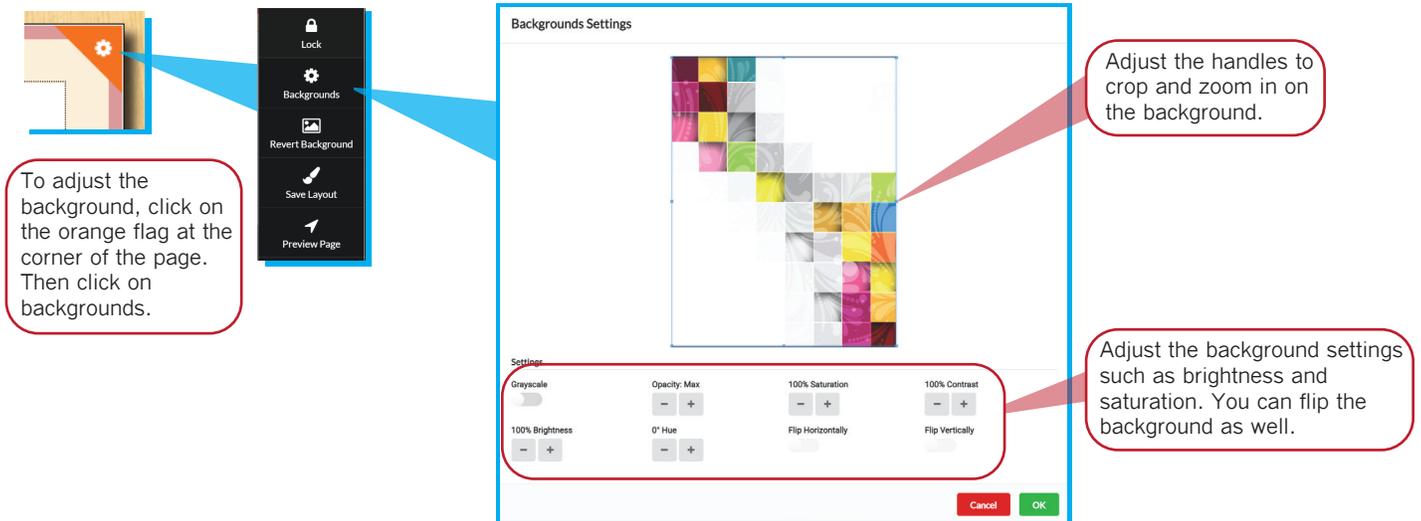
1. Use these settings to make **Bold, Italic, or underline**.
2. Set the text **Alignment** here.
3. Click here to change the **Font Type**.
4. Click here to change the **Font Size**.
5. Click here to change the **Font Color**.

PHOTO AND TEXT TIPS

- You can nudge photos by selecting them and using the arrow keys to move them.
- You can select multiple photos by drawing a selection box over the photos. You can also hold **CTRL** while clicking multiple photos.
- Press **CTRL+C** to copy, then press **CTRL+V** to paste. You can use these shortcuts to copy from one page to another.

ADDING BACKGROUNDS

To add backgrounds to the page, select your category from the left dropdown, then drag and drop the background to the page.



To adjust the background, click on the orange flag at the corner of the page. Then click on backgrounds.

Adjust the handles to crop and zoom in on the background.

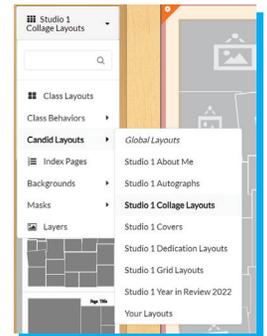
Adjust the background settings such as brightness and saturation. You can flip the background as well.

LAYOUTS

To add a layout to the page, go to **Candid Layouts** on the left dropdown, then select a category. Drag and drop the layout to the page to add it. You can adjust the frames on the page after adding a layout.

We created a category for cover layouts. Go to **Studio 1 Covers** to find them. The covers are separated front and back. Be sure that your back has a background as well.

You can save a layout that you made by clicking the  then clicking . You can access your saved layouts in the **Your Layouts** category.



MASKS

There's a section on the left dropdown called **Masks**. Masks are cutouts that can be added to a frame or shape to make it the shape of the mask.

Drag a mask on top of an photo to change the shape.

There's a category of masks called **Global Alpha Masks**. You will see more unique options such as brush stroke masks.



PORTRAIT PAGES

To help you with the process, your class pages will be added to your yearbook by Studio 1. You are able to decorate the page by adding a background, and adding candid photos or clipart.

When you hover over the page, you will see an option to adjust the frame sizes. Click on the  to set a custom number of rows and columns.

Please be careful when adjusting these settings. As it will change the look of your class pages.

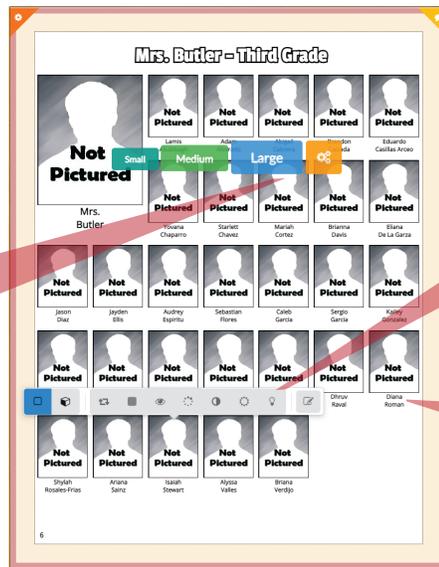
Set number of columns and rows

Column:

Row:

Staff 19 Mrs. Butler 30 Mrs. Curti 17

Your batches will be displayed at the top of the screen. If it's highlighted in blue, that means it's been added to the book.



Clicking on a frame will show a settings bar where you can adjust the frame settings.

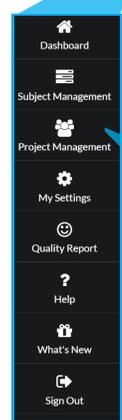
You can also add masks to the frames.

Any adjustments that you make will be applied to the page.

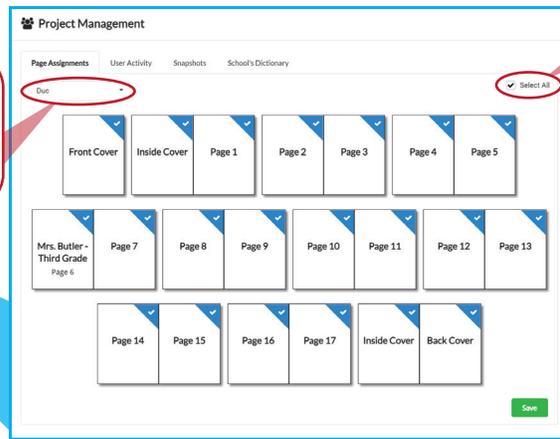
Click on the text to change the text settings.

PROJECT MANAGEMENT

The **Project Management** section is where you can assign pages for your users, view **User Activity**, and create **Snapshots** of your yearbook. To get to project management, click on the  menu at the top right of the screen.

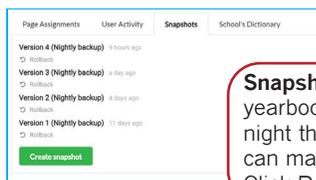


Click here to select your user. Then click on the pages you want to assign to them.

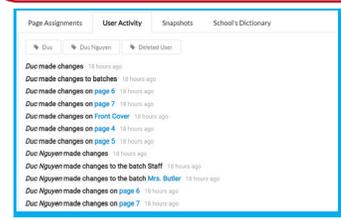


Click on Select All to assign every page to that user.

User Activity will show you who made changes to the yearbook and when the change was made.



Snapshots are backups of your yearbook. Snapshots are created every night there is activity in the book. You can manually create a snapshot as well. Click Rollback to restore a snapshot.



PRICING

We charge 22 cents per page for our yearbooks. So the pricing will depend on the size of your yearbook. There will be an additional sales tax and delivery fee to the school.

The minimum 40 page softcover yearbook would cost you \$11.89 including taxes and delivery. Hardcover is an option, but will cost an additional \$8 per book.

ONLINE PRICING

You can sell your yearbooks at school with paper order forms, or online through our yearbook platform. If you sell online with us, there will be an 8% fee per transaction. Sales collected online will be deducted from the cost, and any profit will be reimbursed to you by check.



Softcover Yearbook



*Hardcover Yearbook
(\$8 extra)*

ORDER FORMS

To help you pre-sell your yearbooks, we offer to print and send order forms to your school. Order forms should only be used to pre-sell your yearbooks, so it's recommended that you request them early. They may not be available towards the end of the year.

Pre-selling your yearbooks will help you get an idea of how many yearbooks to order. We will ask you for a final quantity when you submit your yearbooks.

PAGE COUNT AND QUANTITY

The yearbook pages need to be in increments of 4. For example: 40, 44, 48, 52, 56, 60.

The minimum page requirement for a **Softcover** yearbook is 40 pages.

The minimum page requirement for a **Hardcover** yearbook is 56 pages.

The minimum yearbook quantity is 125 yearbooks.

DEADLINES

Our turnaround time is 5 weeks. The yearbook deadline is 5 weeks before you need the books delivered to you.

If you're doing hardcover, the cover needs to be submitted 8 weeks prior to delivery.

Once you submit your yearbook, you will be emailed an invoice. Payment must be made before delivery of the yearbooks.

Please be sure to proof your yearbooks before submitting it to us. Check for missing students. Studio 1 is not responsible for any errors made in the yearbook.

Contact duc@studio1info.com for any questions about yearbooks.

Visit our website studio1yearbooks.com for more information and to watch a tutorial video.