

HOW TO COMPLETE YOUR PORTRAITS

FROM YOUR SCHOOL PHOTOGRAPHER

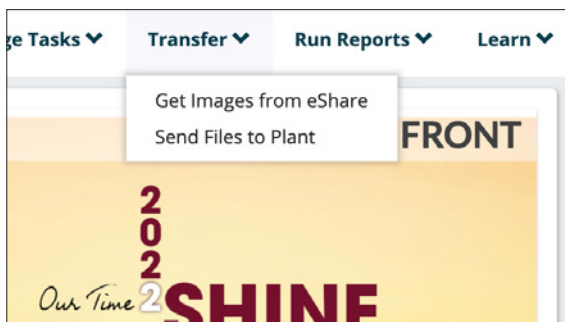
Your school photographer will provide you with a disk of the portraits or a portal to download the zipped PSPI folder. They must be formatted as per the Professional School & Sports Photographers International (PSPA or PSPI) guidelines for it to work with Portrait Auto Flow. These should not be labeled as Admin, Synergy, PowerSchool, etc. [Learn more about School Photo Guidelines here.](#)

If you are not sure if the disk is formatted properly, you can open the disk and view the files. These two files must be on your disk: Images File (this file will contain the photographs of your students) and Index.txt File (this file will sort the image files so that they flow to the correct location on your portrait pages).

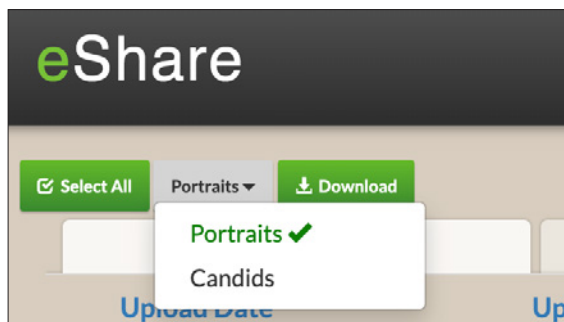
The image files must be JPG or PNG. The resolution of the images must be high. 640 x 800 or higher is recommended. If your photographer gave you a lower resolution, please contact them and ask for the portraits at a higher resolution.

eSHARE PORTRAITS

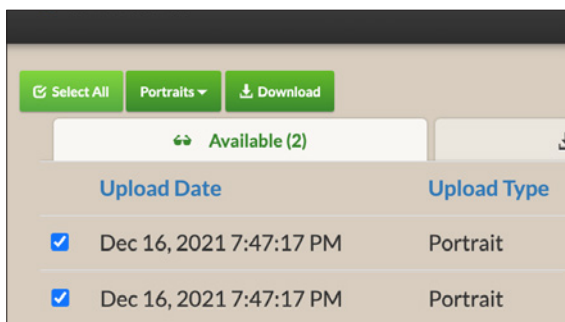
If you are using eShare to collect portraits from parents or outside photographers, these portraits should stay in eShare until you are ready to flow or after your set deadline.



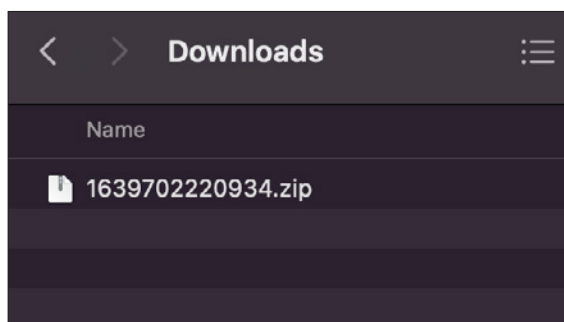
To view the submitted portraits, go to your eShare Admin site. You can access this at myhyearbook.com > Transfer > Get ... eShare.



To view the submitted portraits, switch to **Portraits**.



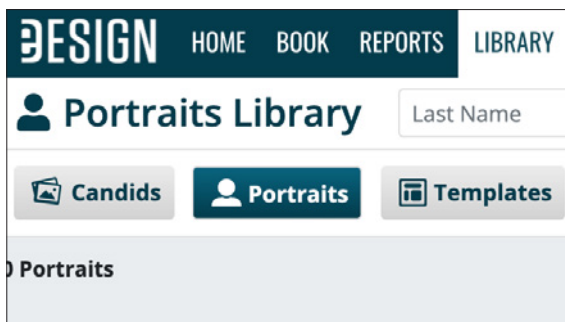
Select each individual portrait or **Select All**.
Click **Download**.



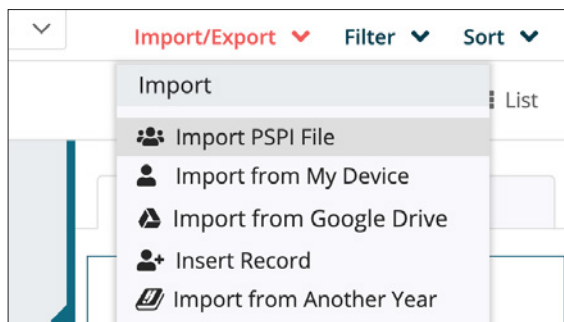
Find a zipped folder in your Downloads folder.
Do not unzip. Upload into eDesign as a PSPI Folder.

HOW TO COMPLETE YOUR PORTRAITS

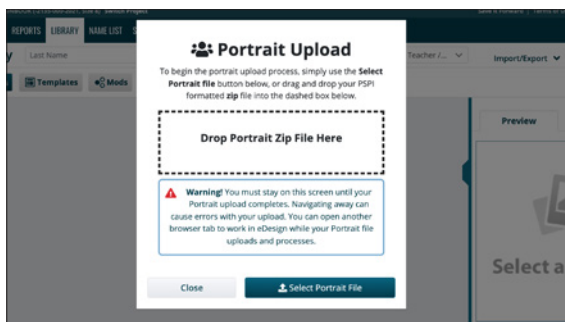
UPLOAD YOUR eSHARE & SCHOOL PHOTOGRAPHER PORTRAITS



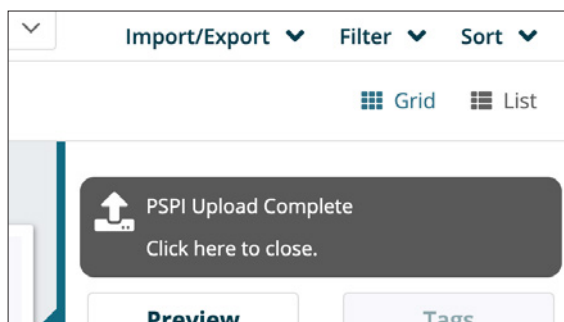
Login into hjedesign.com > Library > Portraits.



Select **Import PSPI File**.



Use the **Select Portrait File** button or drag and drop your PSPI formatted zip file from your school photographer or eShare into the dashed box.



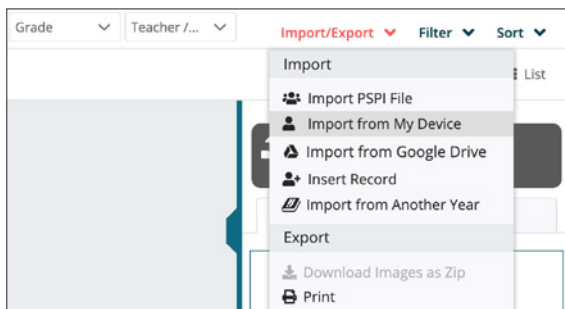
Stay on the page until your screen reflects each upload step completed.

UPLOADING PORTRAIT ZIPPED FILE CLICK FOR VIDEO TUTORIAL

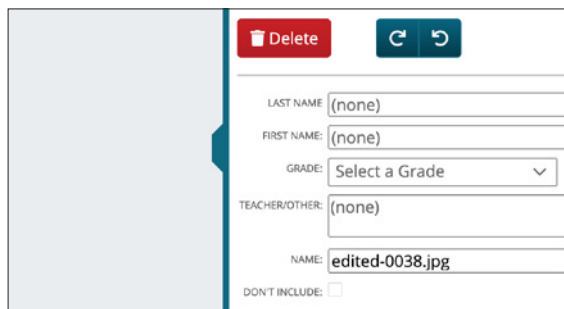
HOW TO COMPLETE YOUR PORTRAITS

UPLOAD ADDITIONAL PORTRAITS

If a student or parent submits an additional portrait, it can be individually uploaded as needed. Please note these do not upload with name and grade information.



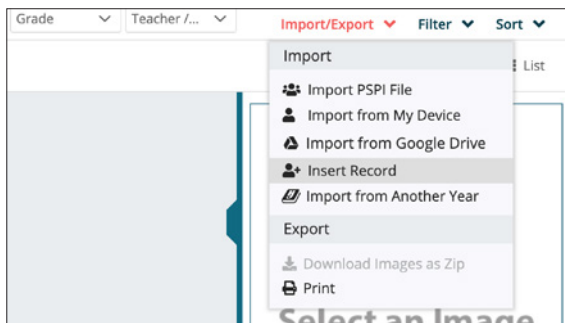
Select **Import from My Device** or **Google Drive**. Upload each or multiple files.



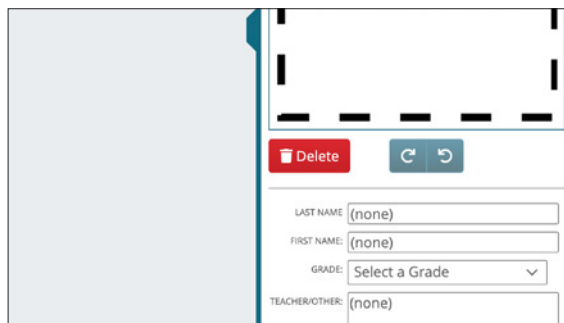
Select each portraits to manually enter the **Last Name, First Name, Grade and Teacher/Other**.

ADD A STUDENT RECORD

If you'd like to include a placeholder or list of non-pictured students at the end of your flow, insert a record.

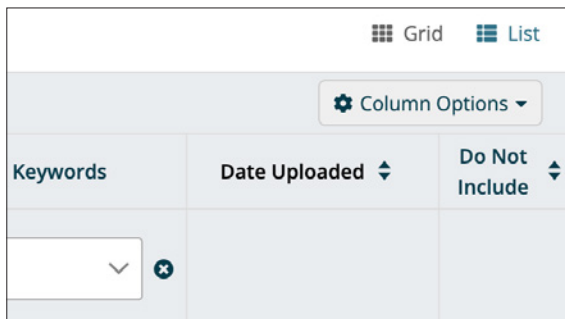


Select **Insert Record**.

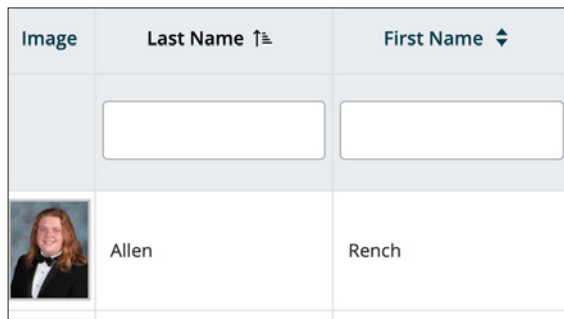


Select each record to manually enter the **Last Name, First Name, Grade and Teacher/Other**.

VIEW, FILTER AND SEARCH YOUR PORTRAITS



Select **List View** in the top right of Portraits Library.

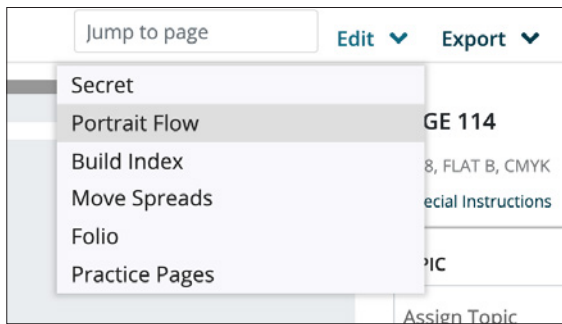


Filter and sort by **Last, Middle, First Name, Grade, Teacher/Other, Keywords, Date Uploaded**.

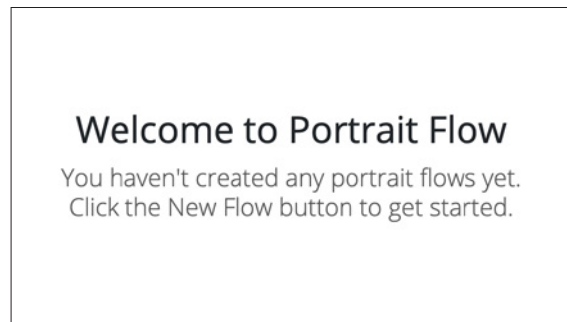
HOW TO COMPLETE YOUR PORTRAITS

FLOW PLACEHOLDERS

Placeholders are generic images that represent portraits. You can flow a specified number of placeholders in place of portraits to reserve pages in the book and then replace them with actual portraits later.



Login into hjdesign.com > **Book** > **Edit** > **Portrait Flow**.



Select **New Flow**.

A screenshot of a 'Portrait Flow Settings' dialog box. It has a title bar and several input fields: 'Flow Name:' with the value 'Placeholders', 'Type:' with radio buttons for 'Placeholders' (selected) and 'Portraits', and 'How many Placeholders do you want to flow?' with the value '200'. At the bottom, there are 'Next' and 'Cancel' buttons.

Add a **Flow Name** and **number of Placeholders**.
Select **Next**.

A screenshot of a '1 Layout' dialog box. It has a title bar and several input fields: 'Start Page:' with a dropdown menu showing '115', 'Portrait Size:' with a dropdown menu showing '5 x 7', an unchecked checkbox for 'Larger portrait for Teacher(s)?', and 'Rows:' with a dropdown menu showing '8'.

Select the **Layout** options.

A screenshot of a '2 Text' dialog box. It has a title bar and several input fields: 'Character Style:' with a dropdown menu showing 'Default System Style', 'Name Order:' with radio buttons for 'First Last' (selected) and 'Last, First', 'Text Position:' with radio buttons for 'Side' (selected) and 'Below', and 'Flow Additional Field:' with a dropdown menu showing 'None'.

Select the **Text** options.
Flow Additional Field adds the data from Teacher/Other.

A screenshot of a '3 Spacing and Margins' dialog box. It has a title bar and several input fields: 'Spacing' with 'Horizontal:' (0p3) and 'Vertical:' (0p3) dropdowns, and 'Margins' with 'Top:' (3p0), 'Bottom:' (5p0), 'Outer:' (3p0), and 'Inner:' (1p0) dropdowns.

Select the **Spacing and Margins** options.
Click **Flow Portraits**.

FLOW PLACEHOLDERS

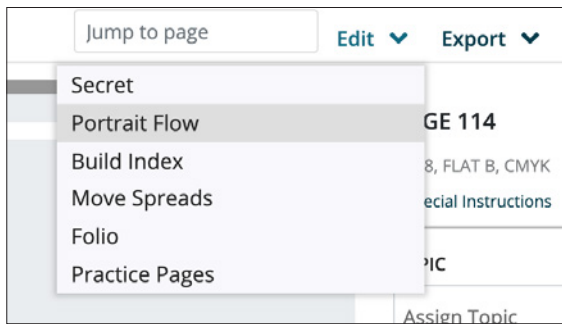
CLICK FOR VIDEO TUTORIAL

HOW TO
YEARBOOK

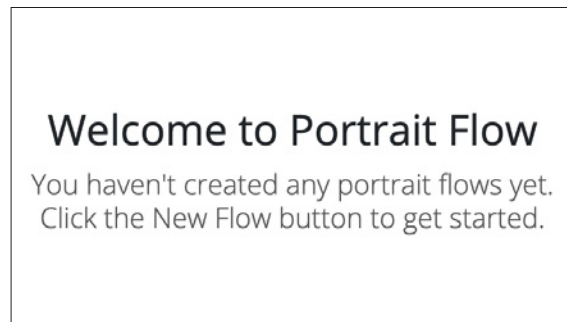
HOW TO COMPLETE YOUR PORTRAITS

FLOW PORTRAITS

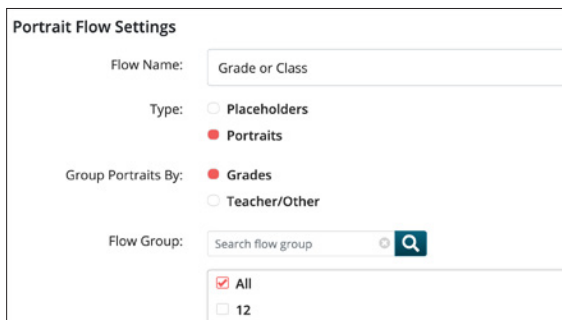
Your portraits are placed into your book by using the Portrait Flow wizard. This wizard takes the names and images from the Portrait Library and puts them onto the pages, based off your specified settings.



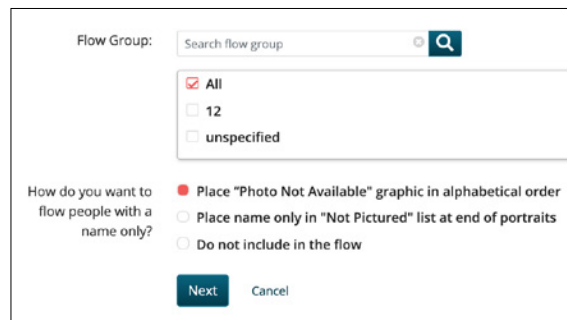
Login into hjedesign.com > Book > Edit > Portrait Flow.



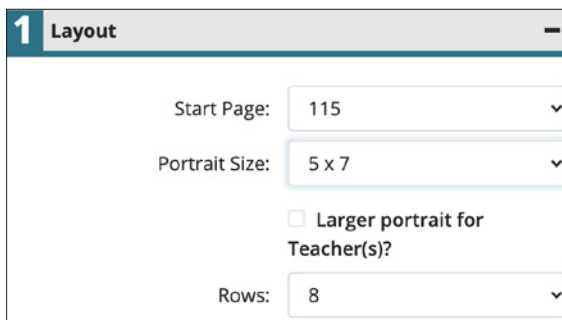
Select **New Flow**.



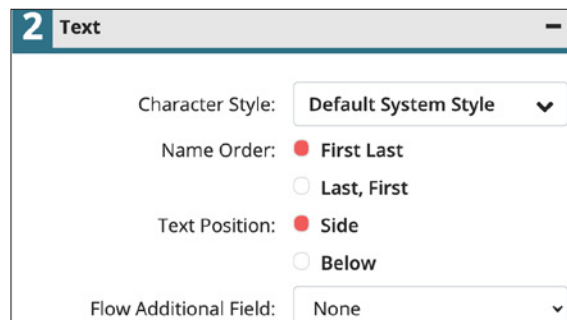
Add a **Flow Name**. Select **Grade or Teacher/Other**
Select **Grade or Teacher Flow Group**.



Select how to include
name-only records if needed.



Select the **Layout** options.

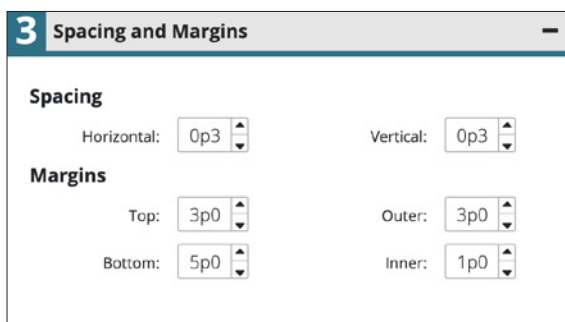


Select the **Text** options.
Flow Additional Field adds the data from Teacher/Other.

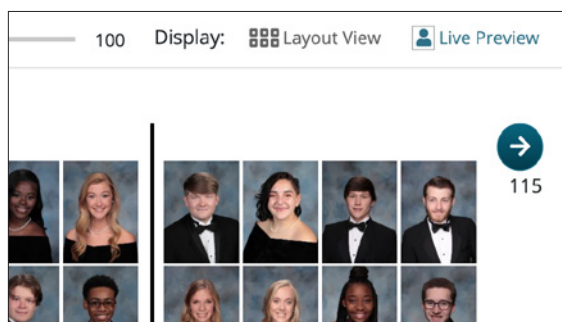
HOW TO COMPLETE YOUR PORTRAITS

FLOW PORTRAITS

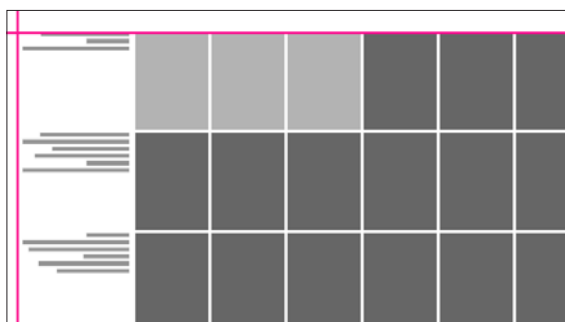
Your portraits are placed into your book by using the Portrait Flow wizard. This wizard takes the names and images from the Portrait Library and puts them onto the pages, based off your specified settings.



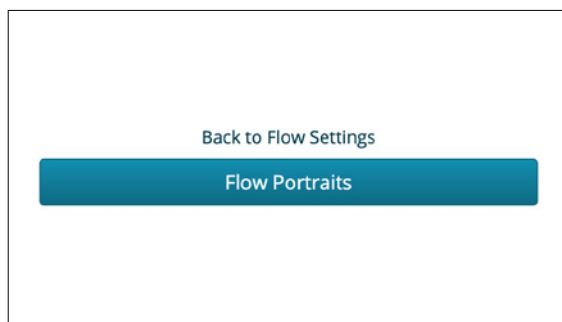
Select the **Spacing and Margins** options.



Select **Live Preview** to view the portrait pages.



To remove portraits from the page,
click each box to adjust the placement.



Click **Flow Portraits**.

FLOW PORTRAITS
CLICK FOR VIDEO TUTORIAL

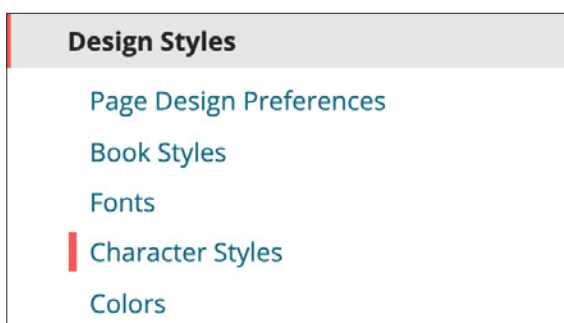
FLOW ADDITIONAL INFO
CLICK FOR VIDEO TUTORIAL

SPACING & MARGINS
CLICK FOR VIDEO TUTORIAL

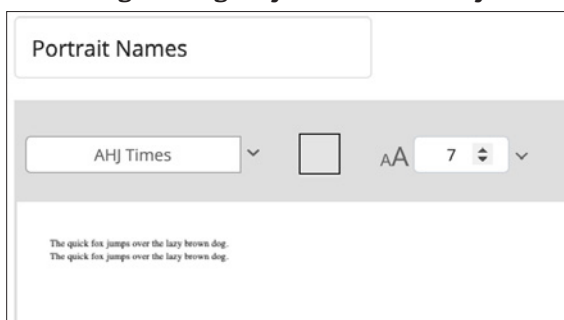
HOW TO COMPLETE YOUR PORTRAITS

CREATE & APPLY CHARACTER STYLES

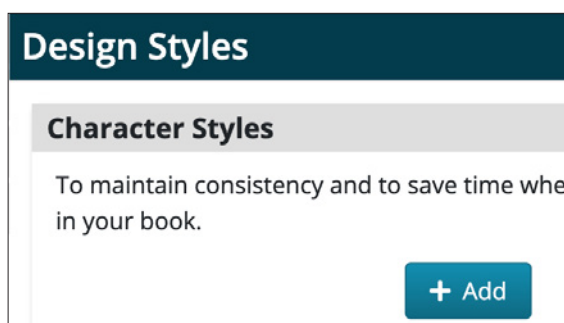
To maintain consistency and to save time when formatting type, create a Character Style for any text style you will use repeatedly. It is recommended to create one for your Portrait Names.



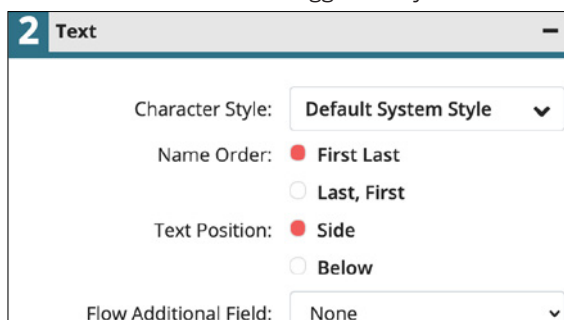
Login into hjedesign.com >
Settings > Design Styles > Character Styles.



Assign the **Style Name** and adjust your **font choice, color** and **text formatting**.
Be sure to click **Save** when complete.



Select **Add** to create your own style or select one of the suggested styles.



While in **Portrait Flow**, select your **Character Style** under **Step Two: Text** to format your portrait names.
Be sure to update the character style for each portrait group.

CREATE CHARACTER STYLES

CLICK FOR VIDEO TUTORIAL

APPLY CHARACTER STYLES

CLICK FOR VIDEO TUTORIAL

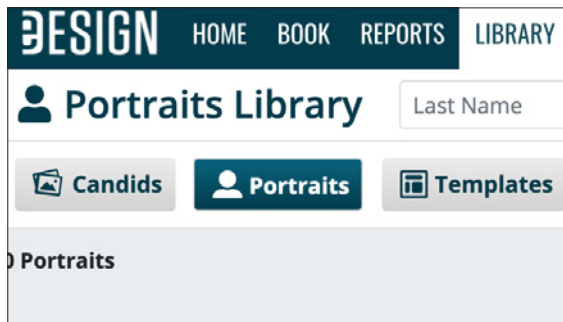
HOW TO
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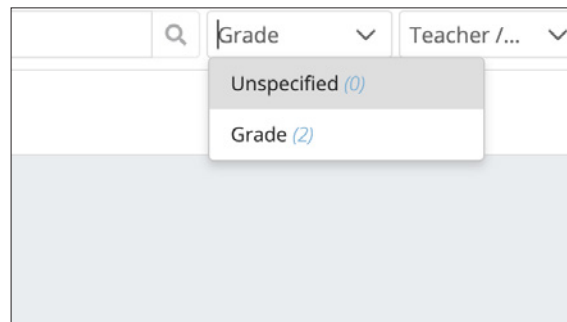
PROOF YOUR PORTRAITS » BEST PRACTICE: ONE

It is important to proof your portraits to ensure the following: names are spelled correctly, students are placed in the correct class or grade, duplicates are removed and each portrait image matches the corresponding name.

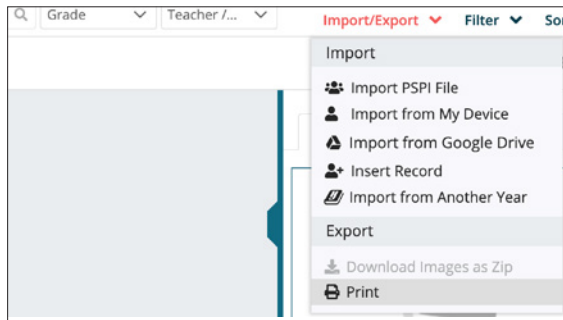
PROOF WITH DIRECTORY PROOFS



Login into hjedesign.com > **Library** > **Portraits**.



In **Grid View**, use the drop-down to filter by a selected **Grade** or **Teacher**.



When the Grade or Teacher has been filtered, select **Print** to view the Directory Proof.



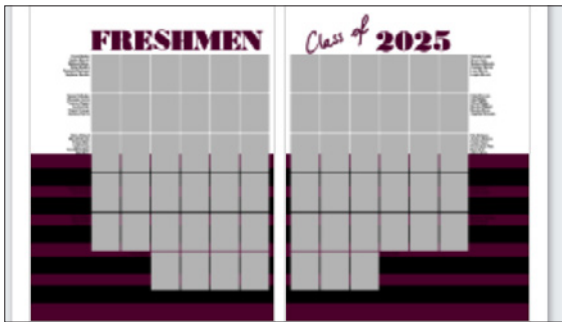
View and **email** or **print** your Directory Proof. Distribute to support staff to ensure the information is correct.

HOW TO COMPLETE YOUR PORTRAITS

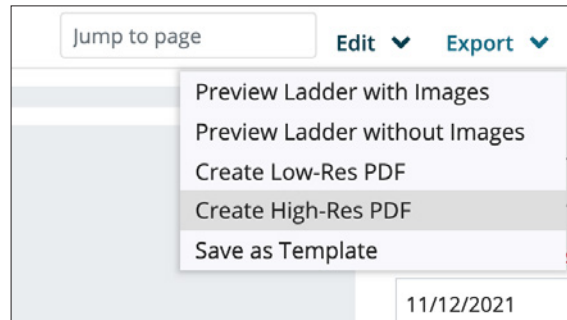
PROOF YOUR PORTRAITS » BEST PRACTICE: TWO

It is important to proof your portraits to ensure the following: names are spelled correctly, students are placed in the correct class or grade, duplicates are removed and each portrait image matches the corresponding name.

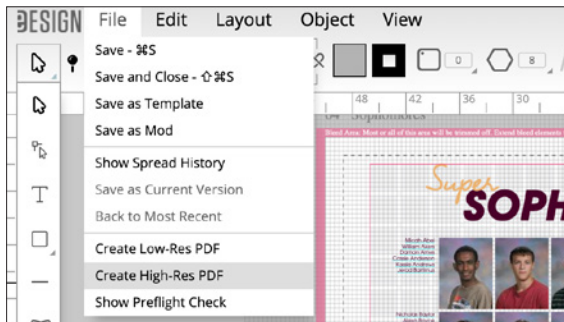
PROOF WITH PORTRAIT PAGE PDFS



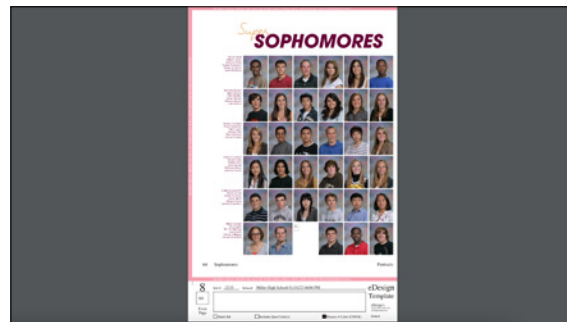
After placing portraits with Portrait Flow, proof with **Portrait Page PDFs**.



OPTION ONE: Create a PDF from the ladder.
Edit > Create High-Res PDF.



OPTION TWO: Create a PDF within the page
Open Selected Page > File > Create High-Res PDF.



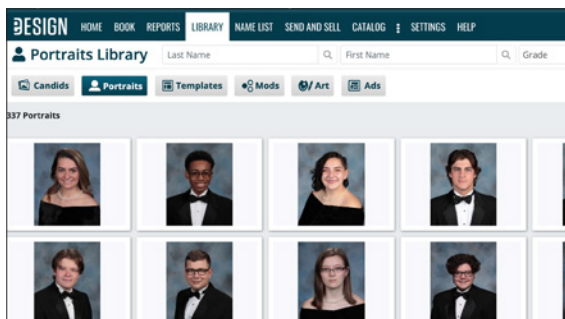
View and email or print your PDF Proof. Distribute to support staff to ensure the information is correct.

HOW TO COMPLETE YOUR PORTRAITS

CORRECTING PORTRAIT PAGES

Once you have proofed your portraits thoroughly and have changes to make, follow the steps below and reflow the portraits. Directions for reflowing portraits are on the following page.

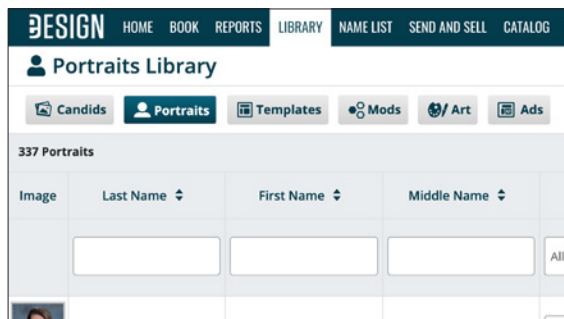
MAKE NECESSARY CHANGES



After proofing your PDF or Directory Proofs, make necessary changes within **Library > Portraits**.

LAST NAME:	<input type="text" value="Truckdashian"/>
FIRST NAME:	<input type="text" value="Kim"/>
GRADE:	<input type="text" value="Grade"/>
TEACHER/OTHER:	<input type="text" value="Teacher Name"/>
NAME:	<input type="text" value="110080.JPG"/>
DON'T INCLUDE:	<input type="checkbox"/>
DIMENSIONS:	12x15 picas (640x800 pixels)
FILES SIZE:	150.86 KB

Make all changes: Update name, grade or teacher or click **Don't Include** to remove duplicates as needed.



In **Grid** or **List View**, search or filter to find the needed student for changes.

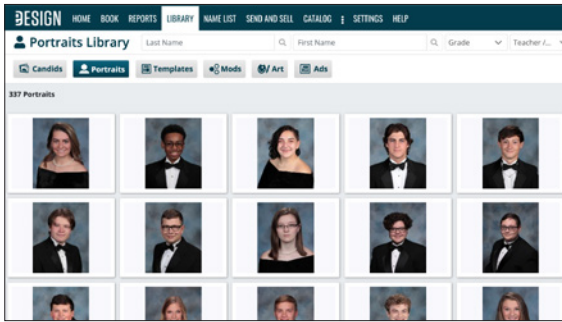


Reflow your portraits to reflect the changes made within the Portraits Library.

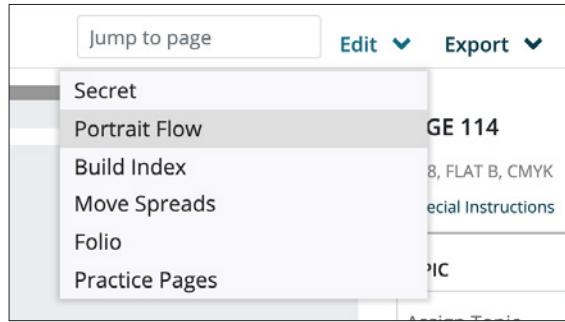
HOW TO COMPLETE YOUR PORTRAITS

REFLOW YOUR PORTRAITS

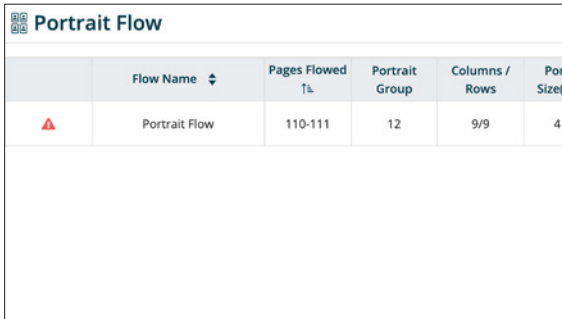
If you have placed your portraits onto your pages using Portrait Flow and have made changes within the Portraits Library, you will need to reflow your portraits to update the pages.



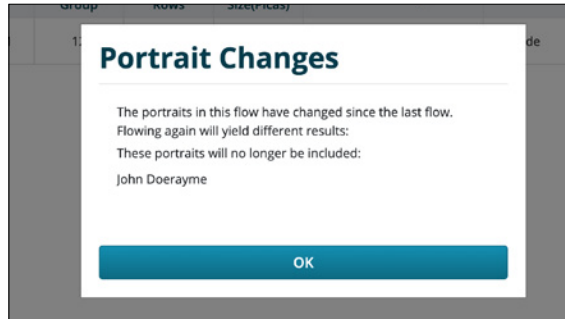
Complete necessary changes within **Portraits Library**.



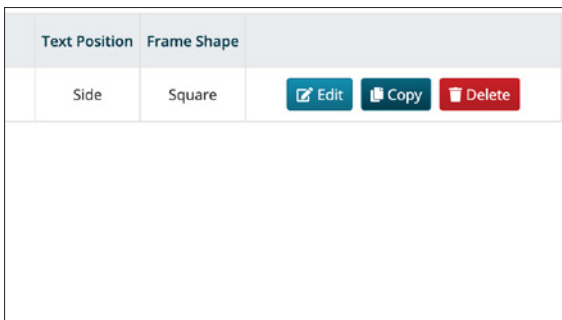
Go to Portrait Flow.
Book > Edit > Portrait Flow.



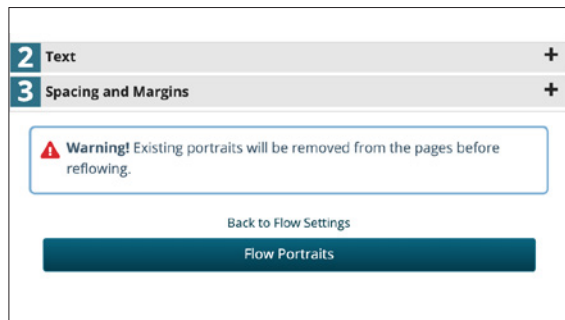
A red triangle will appear when changes have been made for the flow.



Click the red triangle to review and confirm the changes to be made to the flow.



Select **Edit** to open the flow.



Click **Next**. On the next page, click **Flow Portraits**. Your pages will update with the corrected portraits.