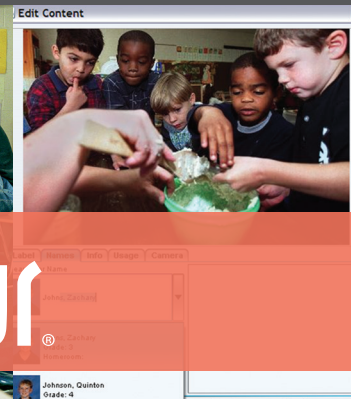
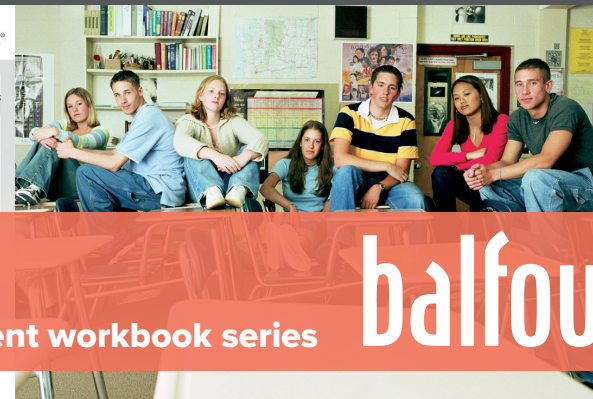
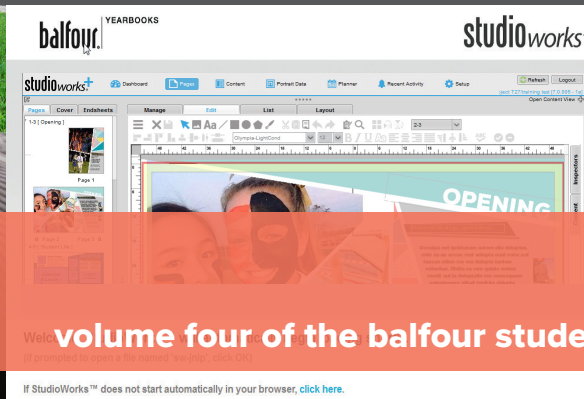


studioworks⁺

ESSENTIALS

GUIDE



volume four of the balfour student workbook series

balfour

essentials guide

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What is StudioWorks+?

StudioWorks+ is Balfour's publishing software that gives you everything you need to plan and produce your yearbook online. You can easily manage your project, your staff and your content as well as create imaginative yearbook designs.

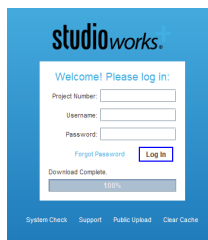
For more detailed information, please refer to the *StudioWorks+ User Guide*.

1 LOGGING IN

In your browser, go to studio.balfour.com.

At the login screen, enter the username and password that were provided when you were added to your yearbook's StudioBalfour project. If you do not have them, contact your Balfour representative or Account Executive.

You may be directed to the StudioWorks+ System Check for the computer you are working on. This will ensure that your system has the necessary requirements to run the program. If you do not have the current version of an item, a red 'X' will appear next to that item. You can update the item by clicking the link, if you have security privileges to do so. After upgrading, or if your computer is ready to go, click the **Proceed to StudioWorks+** button.



On the StudioBalfour home page, click **Launch StudioWorks+**. StudioWorks+ will open.

My Email is _____

My Password is _____



balfour. YEARBOOKS

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StudioWorks™ System Check [b6.4.000-19347]

Component	Required	Recommended	Your Computer	Status
Operating System	Windows 2000/XP, Mac OS X v10.6	Windows Vista, Mac OS X v10.6	Windows (Check Version)	
Browser	Internet Explorer 7, Firefox 2, Safari 3	IE 7+, Firefox 2+, Safari 3+	Firefox 21	
Adobe® Flash® Player	Adobe Flash 7	Adobe Flash 8+	Flash 11.700	
Sun Java™	Version 1.6	Version 1.6 (Win), Version 1.6 (OS X)	[unknown] (install)	
Adobe® Acrobat®	Adobe Acrobat 6	Adobe Acrobat 6+	Acrobat 7.0	
CPU	1 GHz or higher	CPU with Dual Core processor	[unknown] (how to check)	
RAM	1GB	2GB	[unknown] (how to check)	
Screen Resolution	1024 x 768 pixels	1024 x 768 pixels	1920 x 1200 pixels	

System Time: Wed Jun 05 2013 09:26:20 GMT-0500 (Central Standard Time)

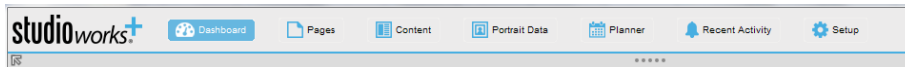
For a better experience, consider these updates to your computer:

- Expanding RAM to 2GB will increase the performance of your system.
- Updating Java™ to the most current version will improve performance. Download a free copy at <http://www.java.com>
- Increasing network bandwidth to this computer will make a significant difference in performance. See your network administrator for more information.

Proceed to StudioWorks

2 GETTING TO KNOW THE SCREEN

To the right of the Balfour Yearbooks logo, there are eight icons that you can use to navigate to different screens within StudioWorks+.



Overview: A general overview of your yearbook.

Pages: Manage and edit the actual pages of your book.

Content: Access Balfour clip art and backgrounds, as well as upload your own images.

Portrait Data: A database of your school portraits.

Planner: A monthly calendar where you can add assignments for staff members, and list deadlines and events for coverage.

Recent Activity: A comprehensive list of actions performed in StudioWorks+, with the date, time and the user who performed each action.

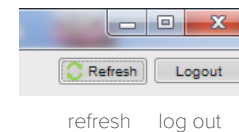
Setup: Project and staff information, including **Project & Book**, **Manage Fonts**, **Manage Colors**, and **Public Upload** tabs, and a User area to set up additional users and set permissions.

Support: A direct link to StudioWorks+ technical staff via your web browser.



Maximizing/Minimizing Your Screen:

To help you maximize your workspace in certain areas of the program, like the **Page Editor**, you can customize your screen. Under the Balfour Yearbook logo, click on the green arrow to maximize and the red arrow to minimize. You can also change the size of the menu bars that run along the top and left side of the screen by clicking and dragging the dot patterns (up/down for top menu, left/right for left menu).



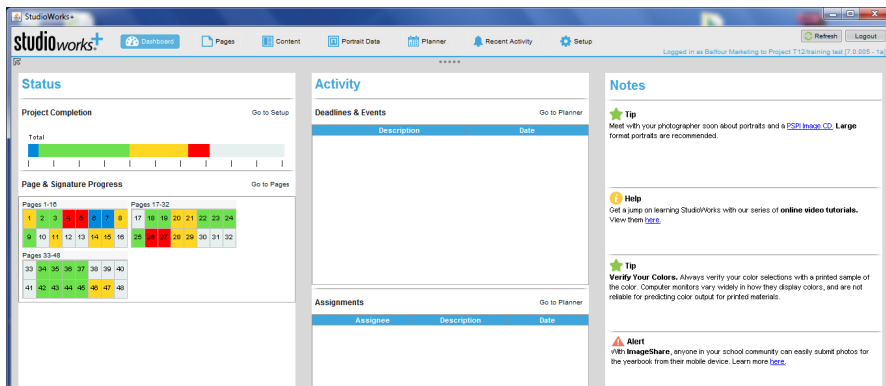
Logging Out and Refreshing:
The logout button (top right of the screen) closes the StudioWorks+ program. If you have not saved pages, a prompt window will ask you whether you want to save.

To the left of the logout button is the refresh button, which updates the screen with any changes you may have made.

essentials guide

3 DASHBOARD

The first screen you will see after logging in is the **Overview** window. This is a general look at your yearbook with three main sections: **Status**, **Activity** and **Notes**.



The **Status Area** shows a graphical overview of the project status including project completion, image allocation, and page and signature progress.

The **Page and Signature Progress** graphic shows a page-by-page breakdown of page status using the same colors as the status bar. Scrolling over a page displays a tool tip with the status. Clicking on a page opens that page in the **Pages Window**.

Moving the mouse over the **Status Bar** displays a tool tip with more detailed information: total pages in that status, percentage of pages in that status, and total pages in the project.

The **Project Completion** bar gives you a high-level graphic of how you are doing. As you move through the project, the bar will change colors based on pages started, completed and published.

No Color	Not Started	Red	In Progress with Errors
Green	In Progress	Light Blue	Completed
Yellow	In Progress with Warnings	Dark Blue	Published

The **Activity Area** shows an overview of the recent activity. It also includes planning schedules for your yearbook.

The **Notes Area** includes alerts, tips and other information from Balfour. Clicking on an entry will open a new Web page with more information about the topic.

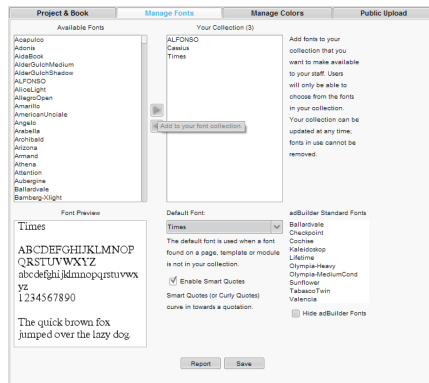
4 SETUP

The **Setup** window is where you can view your book specifications, as well as your staff.

Confirm Book Settings:

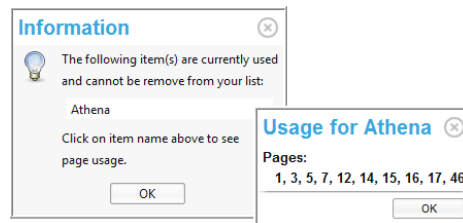
On the **Project and Book** tab, review your book size, page count, binding type, colors specifications and other information about your project. If there is a problem with your book settings, please contact your account representative.

The screenshot shows the StudioWorks+ Setup window. The 'Project and Book' tab is selected, displaying a table of book specifications. The table includes fields for Customer Name, Balfour Account ID, Project Name, Project ID, Project Type, Page Width, Page Height, Page Count, All Color, Image Upload Limit, Binding Type, Endsheet Design Type, Endsheet Layout, Endsheet Inside Option, Cover Design Type, and Cover Type. The 'Public Upload' tab is also visible, showing fields for First Name, Last Name, and User Name.



Select Fonts:

On the **Manage Fonts** tab, you can select a collection of fonts for your yearbook. Your collection starts with a single font, to which fifty (50) fonts may be added.

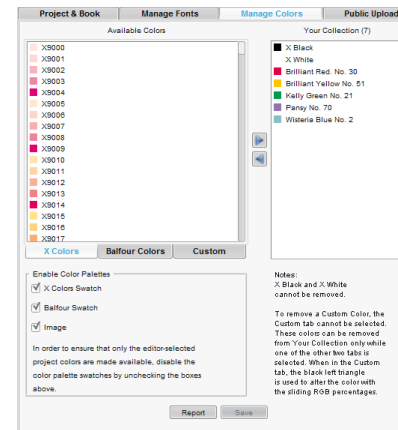


To add fonts:

1. Scroll through the **Available Fonts**. (A preview will be visible in the **Font Preview** window below the list.)
2. Highlight selected font.
3. Click on the right arrow to add to **Your Collection** and save.

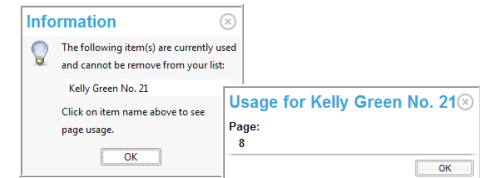
To remove fonts:

1. Highlight font in **Your Collection** and click on left arrow and save.
2. If the font has already been used on a page, you will not be able to remove it until you delete the text or change it to another active font on any page where it has been applied. (Either click on the font in the dialog box or click the **Report** button at the bottom of the window to get page-by-page font usage.)



Select Colors:

On the **Manage Colors** tab, you can create a collection of colors for your yearbook. Additionally, you can limit the color choices to **Your Collection** for other users in your yearbook project.



There are three color palettes available: **X Colors** and **Balfour Colors** (see “Balfour Process Mix Color Chart”), and a **Custom Color RGB Mixer**.

To add/remove X Colors or Balfour Colors:

1. Select the color to add from one of the palettes. Click the right arrow and save.
2. Select the color to delete from **Your Collection**. Click the left arrow and save.
3. If the color has already been used on a page, you will not be able to remove it until you delete the text or object or change it to another active color on any page where it has been applied. (Either click on the color in the dialog box or click the **Report** button at the bottom of the window to get page-by-page color usage.)

To add/remove Custom colors:

1. Create a new color by moving the RGB sliders to the desired values.
2. Name the color, click the right arrow and save.
3. To alter the color, click the left arrow while still on the **Custom** tab; make changes, click right arrow and save.
4. To remove a **Custom** color, click on either the **X Colors** tab or **Balfour Colors** tab, select the color to remove, click the left arrow and save.
5. See information above if the color has already been used on a page.

Note: Always select colors from a printed sample or swatch with the RGB values. Computer monitors vary widely in their display of colors and are not reliable.

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4 SETUP (continued)

Managing Public Uploads:

Check/uncheck the **Enable Public Uploads** checkbox to turn on/off the service for your school. Users will need your school's project number (the same one you use to login to StudioWorks+), plus an optional password. Check the **Require Password** box and enter a password. The password can be changed at any time, as needed.

	Adviser	Editor	Designer	Photog	View Only
Manage Users	•				
Publish Pages	•				
Manage Page/Section Settings	•	•			
Manage Planner/Tasks	•	•			
Manage Content	•	•	•	•	
Upload Content	•	•	•	•	•
Download Content	•				
Manage Master List	•	•			
Upload Master List	•	•			
Manage Yearbook Sales*	•				
Manage BAL4.TV*	•				

Adding Users:

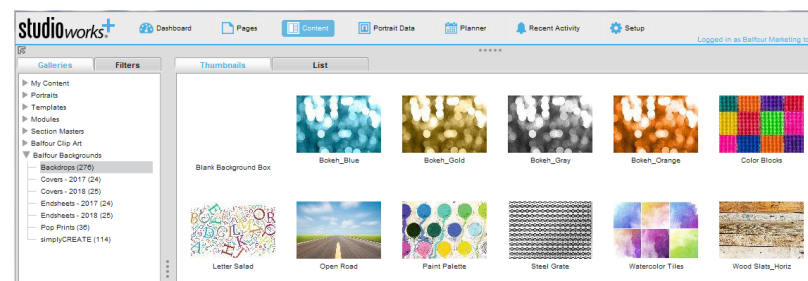
User accounts for your staff or volunteers can be added to your StudioWorks+ yearbook project. Users are added & managed at Balfour's yearbook website, *StudioBalfour* (<http://studio.balfour.com>). In **Manage > Project Users**, you can add as many users as you need, or disable a user if required. You will set a *role* for each user, with which they have designated access (permissions) to your yearbook's content (see table at right). Note: Only users with their login/account set to an *Adviser* role can add users to your project.

5 CONTENT

The **Content** window shows everything that can be placed on actual yearbook pages. This is where you upload and organize photos. You can also browse templates, modules, clip art and backgrounds in this screen.

There are seven sections within this part of the program: **My Content**, **Portraits**, **Templates**, **Modules**, **Section Masters**, **Balfour Clip Art** and **Balfour Backgrounds**. You can navigate through these sections by clicking on the section name under the **Galleries** tab on the left of your screen.

Content may be viewed as **Thumbnails** or in a **List** window with details about each item.



5 CONTENT (continued)

Uploading Content:

This is where your candid photos and imported stories are saved. You can add as many folders (galleries) to this section as you wish. You can also create sub-folders.

Creating Folders:

1. Click the **Add** button at the bottom right on the **Galleries** tab.
2. Enter a name, and then click **OK**.

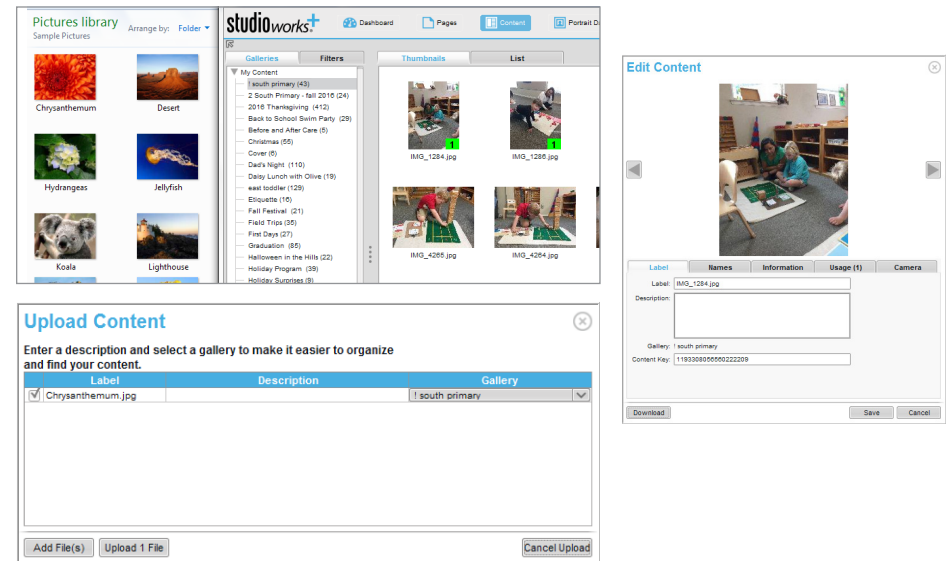
Upload/delete images or text:

1. Select folder where you want to add the image (or text in a .txt format).
2. Drag images or text from your hard drive, USB drive, desktop or CD into the desired gallery icon (folder), or into the thumbnails window. Or, click on the **Import** button on the lower right to search your computer for the file(s).
3. Click **Add File(s)**.
4. Click **Upload File(s)**.
5. To delete a file, highlight it, and then click the **Delete** button on the lower right.

Note: Images must be JPEG, TIFF or PNG files, in RGB format, and can be up to 20 MB each in size.

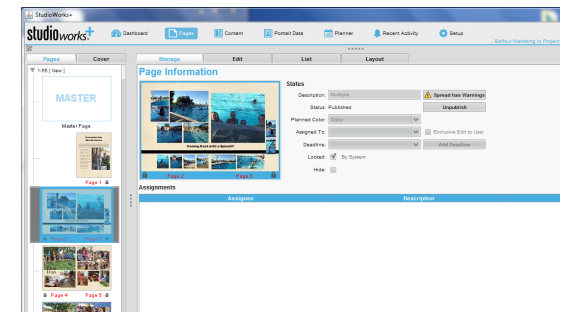
Working with images in Content:

1. Double-click on the image inside of the gallery or click **Edit** at the bottom right of the screen.
2. Once image has been opened, you can enter description of the photo, browse to see where it has been placed in your book, or delete it.



6 PAGES > CREATING A VIRTUAL LADDER

In the **Manage** tab, you can create a virtual ladder, manage page information, and launch the **Edit** page function by double-clicking on a spread. To expand or collapse a section, click on the orange triangles to the left of the section description.

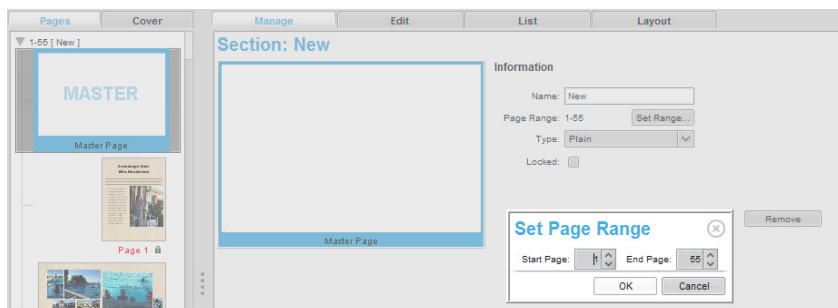


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6 PAGES > CREATING A VIRTUAL LADDER (continued)

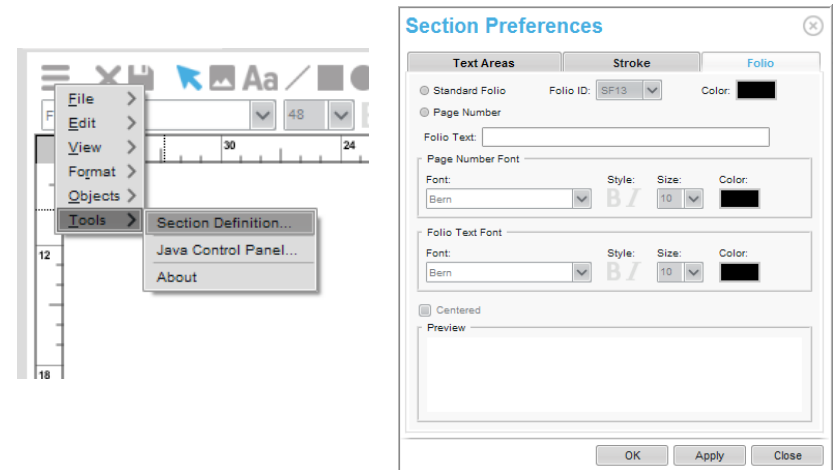
To add a section:

1. Double-click on a section. This displays the thumbnails in that range.
2. Click the **Manage** tab. (Make sure that the **Include Section Masters** box is checked at the bottom left.)
3. Click once on the spread labeled **Master**.
4. Enter the section name.
5. Click **Set Range** to set the beginning and ending page numbers, and click **OK**.
6. In type pull-down menu, select the page type: **Plain**, **Portrait** or **Index**.



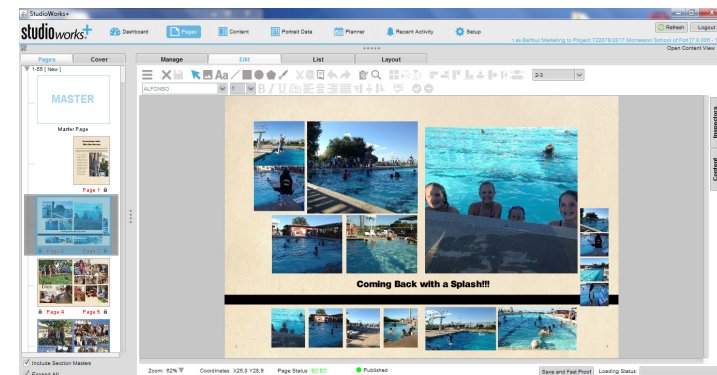
Setting up Section Master Attributes:

1. Click on the **Default Section Master** triangle below the last page thumbnail on the left-hand side.
2. Double-click the spread labeled **Master** or click on the **Edit** tab at the top of the screen.
3. Click the **Menu** button > **Tools** > **Section Definition**.
4. Set defaults for **Text Area**, **Stroke**, and **Folios**, and click **OK**.



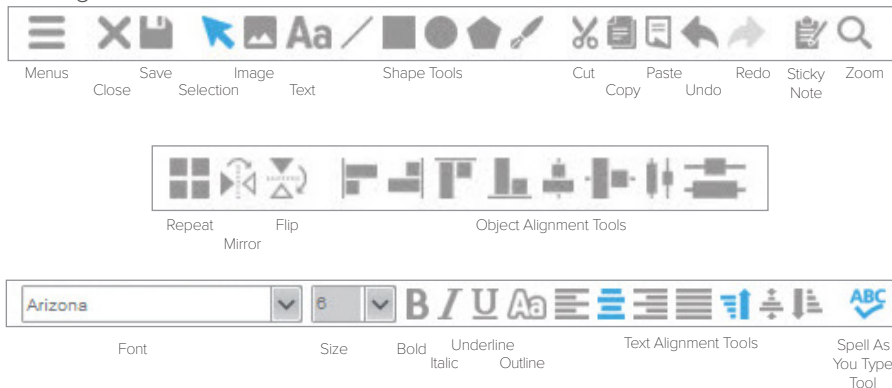
7 PAGES > EDITING TOOLS & INSPECTORS

In the **Edit** tab, choose a thumbnail page or spread from your ladder on the left side of your screen by double-clicking it. (These can also be opened by clicking on the page or spread in the ladder view in another window and clicking either the **Edit** tab or the **Edit** button on the bottom right of the screen.)

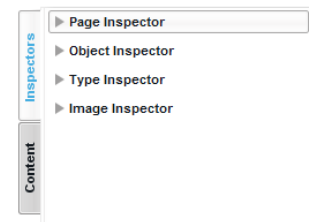


7 PAGES > EDITING TOOLS & INSPECTORS (continued)

Editing Toolbars:

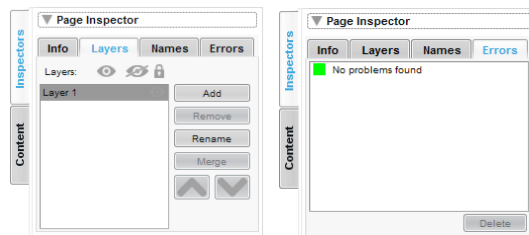


Inspectors:



The **Inspector Palette**, located on the right top tab of the screen, includes four inspectors. This is where you change or modify most elements.

Page Inspector



The **Page Inspector** controls overall features on the page. You can check page errors and warnings using this inspector.

Info – This tab gives you basic information about the page or page size, page number(s), and page status. It will also indicate whether the page is black and white or color.

Layers - This tab shows the layers of the page. When you first open a page, there will be two layers: the **Section Master**, which is locked and cannot be edited, and **Layer 1**, which is where all elements that you add will be placed.

This part of the program functions much like layers in Adobe® InDesign® or Adobe Photoshop®.

You can make a layer invisible or lock a layer simply by selecting the layer and changing the icon next to it. (The eye icons make the layer either invisible or editable.)

Names – This tab lists any names that have been tagged for the index and shows on what page the names appear.

Errors – This tab shows warnings and errors on the page.

Warnings appear next to a yellow box. These are items that the program wants to alert you to, like a “Shape on gutter” or “Image resolution issue.” A page can be published if warnings are present.

Errors appear next to a red box. These are problems with the page that must be resolved before the page can be published. Examples include “Unacceptable image resolution” and “Improper shape position for bleed.”

A green box means that there are no warnings or errors and the page is ready to publish.

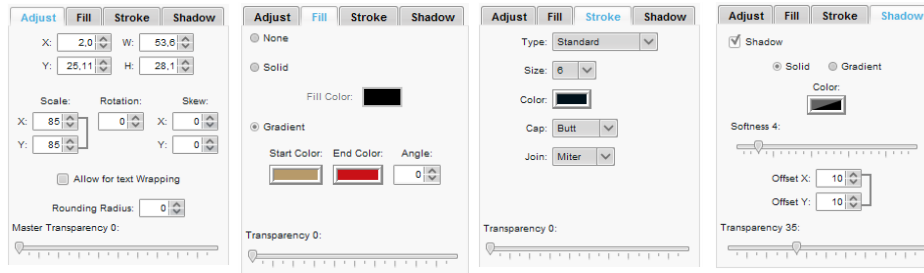
To find out what element on the page is causing a warning or error, click on the warning or error and the element causing the problem will then be selected on the page. You can correct the error or warning, or hit the **Delete** button at the bottom of the tab to remove the element.

7 PAGES > EDITING TOOLS & INSPECTORS (continued)

Object Inspector

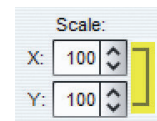
The Object Inspector allows you to manipulate individual objects, including boxes and other shapes. You can add fill colors, strokes and drop shadows to objects here.

Remember that you must select the object that you wish to manipulate with the black arrow tool (**Selection Tool**) before working in the Object Inspector.

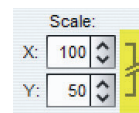


To position an object:

1. Click on the **Selection Tool** and select the object to manipulate.
2. Open the **Object Inspector** and click on the **Position** tab.
3. You can manually enter values to move the object horizontally (X) or vertically (Y) to a particular point on the layout. You can also manually adjust the width (W) and height (H) of objects.
4. **Scale** – Use the arrows or type in the values to scale an object horizontally (X) or vertically (Y). By default, an object scales proportionally. Click the connecting line to unlock proportion.
5. **Rotation** – Use the arrows to adjust the angle of the object.
6. **Skew** – Use the arrows to adjust the skew of the object.



proportionately scaled



disproportionately scaled

Text Wrapping:

1. Click the box to activate the object for text wrapping.

To fill an object:

1. Click on the **Selection Tool** and select the image or object to be filled.
2. Open the Object Inspector and click on the **Fill** tab.
3. Select **None**, **Solid Fill** or **Gradient Fill**.

Solid Fill:

1. Click the box to open the **Color Palette** and select a fill color.

Gradient Fill:

1. Click the **Start Color** box to open the **Color Palette** and select starting color.
2. Click the **End Color** box to open the **Color Palette** and select ending color.
3. Use the Angle Ruler to adjust the angle of the gradient.

To stroke an object:

1. Click on the **Selection Tool** and select the object to be stroked.
2. Open the Object Inspector and click on the **Stroke** tab.
3. Select the type of stroke: **None**, **Standard**, **Harvard** or **Harvard Flipped**.
4. Set the weight of the stroke, 1 – 12 point.
5. Click the **Color** box to open the **Color Palette** and select a stroke color.
6. Choose the **Cap Style**: **Butt**, **Square**, or **Round**.
7. Choose the **Join Style**: **Miter**, **Bevel**, or **Round**.
8. Select stroke transparency.

To add a drop shadow to an object:

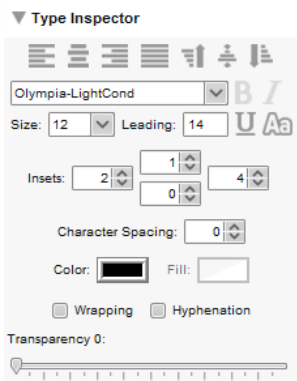
1. Click on the **Selection tool** and select the object to which you want to add a drop shadow.
2. Open the **Object Inspector** and click on the **Shadow** tab.
3. Click **Shadow Box** to add a drop shadow to the selected object.
4. **Color** – Click the color box to open the Color palette and select a shadow color.
5. **Softness** – Use the slider to adjust the softness of the shadow.
6. **Offset** – Use the arrows to adjust the horizontal (X) and vertical (Y) offset of the shadow.

To add transparency:

1. Click on the **Selection Tool** and select the object to adjust its transparency.
2. Open the **Object Inspector**.
3. Use the **Slider** at the bottom of the **Inspector** to adjust transparency

Color Options:

1. Select the object and click the **Color** box to open **Color Options**.
2. **Color Options** include swatches of **Balfour**, **X Colors** and **Custom Colors**. Clicking a swatch will change the selected object's color.



Type Inspector

Most object effects can be applied to text as well as to images. Text can be further manipulated using the **Type Inspector** to change type justification, family, size, leading, color and emphasis.

The first set of buttons under the **Type Inspector** tab changes the horizontal alignment of the text: **Left**, **Center**, **Right** and **Justified**.

The next three buttons control the vertical alignment of text within the text box: **Top**, **Center** and **Bottom**.

To set type style:

1. Highlight the text within a text box by double-clicking within the box or clicking in the box and pressing Control + A.
2. Select the font for the text in the drop-down menu. (Font names are displayed in their respective fonts, providing an example of the font.)
3. Choose the font style: **Bold**, **Italic**, **Underlined**, and **Outlined**.
4. Change **Size**, **Leading** and **Character Spacing**, as desired, using the respective drop-down menus.

To set type style (*continued*):

5. Click on the box next to **Color** to change the color of the type.
6. To change the color of the inside of a font that has been outlined, click on the box next to **Outline Fill**.
7. To allow for words to be hyphenated or text-wrapped within the text box, check the box next to **Hyphenation** or **Wrapping**.
8. To change the transparency of the type, slide the ruler at the bottom of the window.

In the **Effects** tab, you can perform six effects on an image by checking the box next to them.

Note: To apply a **Color Mask** to an image, it must be converted to **Gray Scale** first.

To change the **Brightness**, **Contrast**, **Softening** or **Ghosting**, either click the arrows up or down or type in the values in the respective boxes.

In the **Frame** tab, you can specify any border you wish to place around an image.

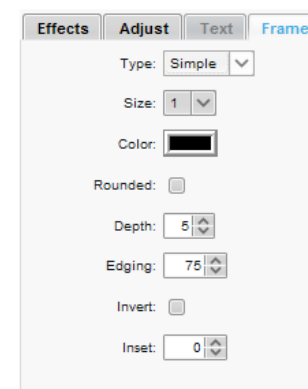
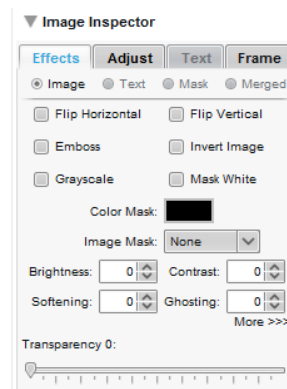
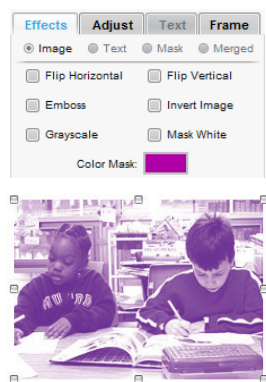


Image Inspector

In this inspector you can edit individual photos, including lightening or darkening, adding masks, and cropping.

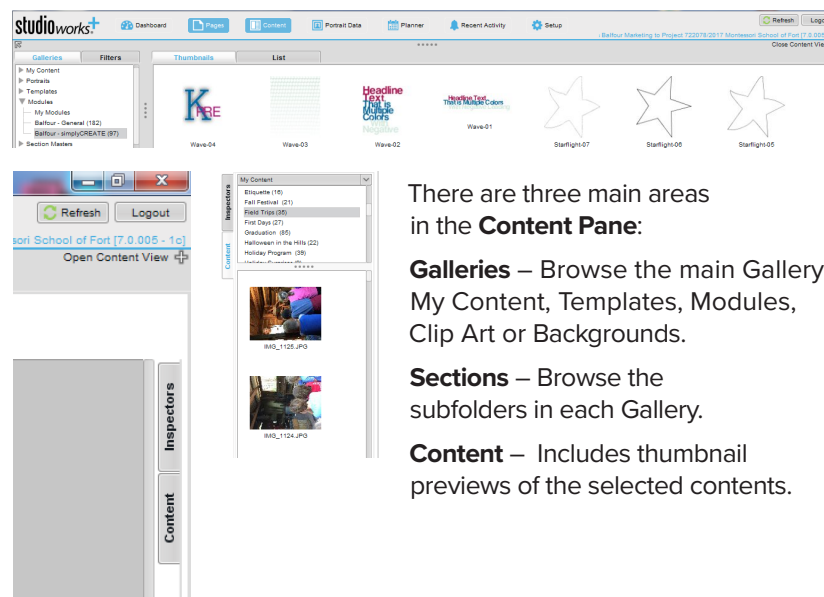
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7 PAGES > EDITING TOOLS & INSPECTORS (continued)



Content Pane

The **Content Pane** provides access to the content uploaded to your **Galleries** in the **Content Window**. Open the **Galleries Pane** by clicking the **Content** tab on the right side of the screen (under the **Inspectors** tab). Clicking the tab again will hide the **Galleries**. There is also a top view; click **Open Content View** under the program exit icon on the top right to open the view and **Close Content View** to close it.



There are three main areas in the **Content Pane**:

Galleries – Browse the main Gallery: My Content, Templates, Modules, Clip Art or Backgrounds.

Sections – Browse the subfolders in each Gallery.

Content – Includes thumbnail previews of the selected contents.

8 PAGES > EDITING & CREATING PAGES

Creating Pages

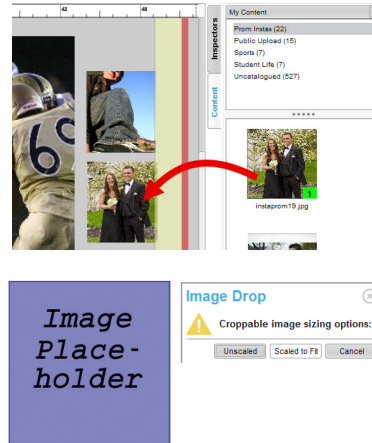
To open a page or spread for editing:

1. Click the **Edit** tab to activate it.
2. Click on a thumbnail in the **Page Thumbnails**. Clicking on one page opens a single page, clicking on the middle of the spread opens both pages.
3. Click the **Maximize** button (arrow under Balfour Yearbooks logo in top left corner) to enlarge the **Editor Window**.

Adding elements to a page

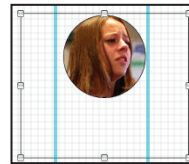
To add an image to a page:

1. Select a **Gallery**.
2. Select an image.
3. Drag and drop an image or story thumbnail onto the layout or into a frame. To create a frame, select the **Image** tool (camera icon).
4. A dialog box will appear when an image is placed in a frame. Click **Unscaled**, **Scaled to Fit** or **Cancel**, as desired.
5. Click tab to show/hide **Galleries**.



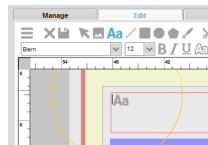
To crop an image:

1. Drop image into an Image Area.
2. Select the **Unscaled** option. (You may select **Scaled to Fit**, but **Unscaled** works best for masking in most cases.)
3. Double click on the **Image Area** which will illuminate the image outline. This shows the areas of the image that extend beyond the **Image Area**.
4. Once the image is selected, use your mouse to move the image and to adjust the part of the image visible in the **Image Area**. Only the parts of the image in the **Image Area** will be visible (printable).



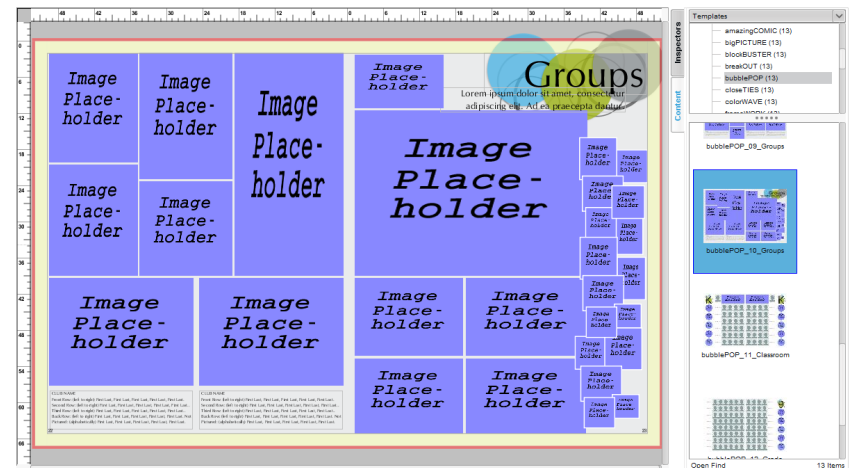
To add text to a page:

1. Select the Text tool (with red 'T') from tool bar.
2. Drag and release cursor to create a text box.
3. Type text directly into box or drag and drop .txt file into box.
4. Open **Text Inspector** to select type style.



To apply a template or a module to a page:

1. Open the **Content Pane**.
2. In the Gallery list, select a gallery from the **Templates** or **Modules** section.
3. Select a template or module with the mouse and drag it to the page to place it.



Note: Applying a template to a page or spread will replace anything already on that page/spread; elements on the **Section Master** are not replaced.

To apply clip art or a backdrop:

1. Locate the desired art in the appropriate Gallery.
2. Drop the art onto the page.

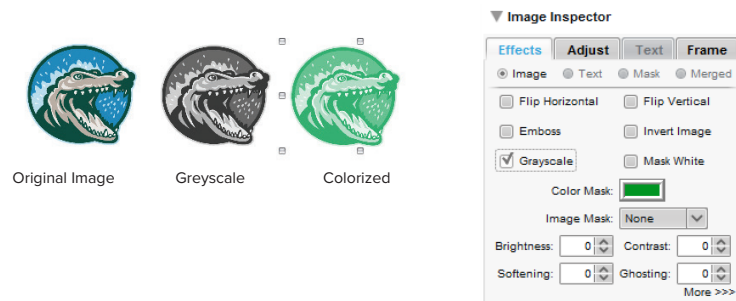
Note: After placing them onto your page, avoid enlarging images or clip art. This lessens the image quality. Enlargements of 125% or more will produce a **Publishability** warning; enlargement of 165% or more will produce an **Error Warning**.

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8 PAGES > EDITING & CREATING PAGES (continued)

To apply color to clip art:

1. Drag a piece of art onto the page.
2. Select the art with the **Selection Tool**.
3. Open the **Image Inspector** > **Effects** tab. The Image box should be checked.
4. Click **Greyscale**, then **Color Mask**.
5. Choose a color in the **Color Inspector**. The art dynamically will change colors onscreen.



9 PAGES > VIEWING AS A LIST OR LAYOUT

List View

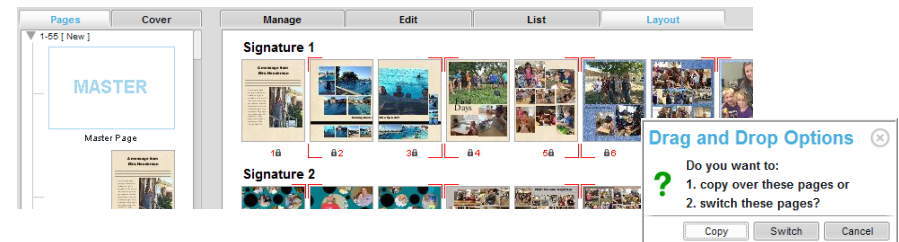
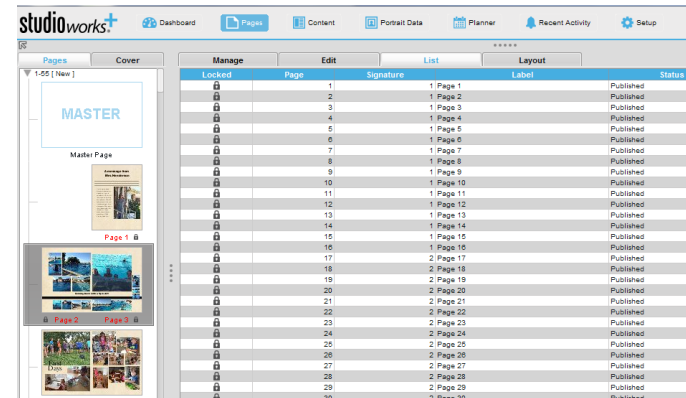
The List tab will show your pages in a list format. On this screen you can select multiple pages to open in the Editor, proof multiple pages at once and publish multiple pages. To select consecutive series of pages, click on the first page and hold the Shift key while you click on the last page in the series. To select pages in a non-consecutive order, click on the first page, hold the Control key and click on the other pages you wish to select.

Layout View

The Layout tab shows thumbnail images of your pages in signature (16-page) blocks. Red brackets around spreads indicate when an object crosses the gutter and the pages must be treated as a spread. You can move designs from one spread to another on this screen by clicking on a spread and dragging it to another spread

A window will appear asking if you wish to copy the layout or if you want to swap the pages. You can also apply templates directly to your pages on this screen. Click the green plus sign in the top right corner to open the **Content** window.

Choose your template, and drag it onto the appropriate spread.

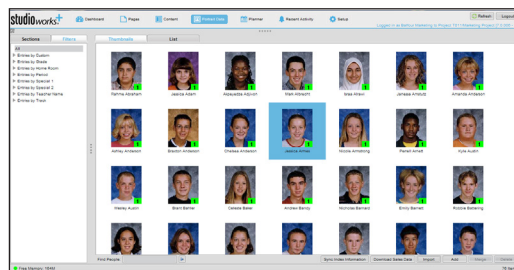
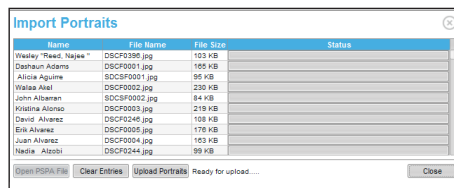
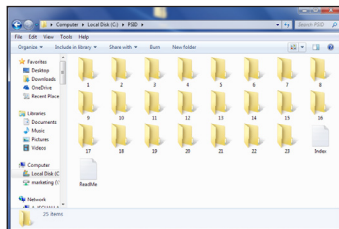


10 PORTRAITS

To import a PSPI CD:

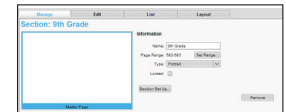
Make sure that the CD is set up following PSPI (Professional School and Sports Photographers International) guidelines. Large format images (800 pixels x 640 pixels) are strongly recommended. The CD should contain folders where your portraits are stored, along with an index text file (*.txt).

1. Go to the Portrait Data window and click **Import**.
2. An Import Portraits window will appear. Click **Open PSPI File** and browse to your CD drive. Select the index text file from your photographer's CD and click **Open**.
3. The program will display **"Verifying and Importing Data."** The window should begin to list the names of students with a gray status bar. It looks similar to the Import Content window when uploading photos in **My Content**.
4. Once all of the names have been listed, the window will indicate it is ready to upload portraits. When it does, click **Upload Portraits**.
5. When it is finished, the window will say **Portrait Upload Complete**.
6. Close the window and click the Refresh button at the top right of your screen. You should now see thumbnails of your portraits.



To set up portrait sections:

1. Go to the **Thumbnail Previews** on the **Pages** window. Be sure that **"Include Section Masters"** is checked.
2. Find the page range (next to the right arrow) that will contain your portrait pages. This will expand it. Click the Manage Tab, then click the spread labeled **Master**. It will open in the **Manage** tab.
3. Enter the section name. To define what pages the section will include, click **Set Page Range**. Type in the page numbers for the Start Page and End Page, then click **OK**.
4. Name the section using the teacher's last name or the grade level.
5. Change the type to **Portrait**.

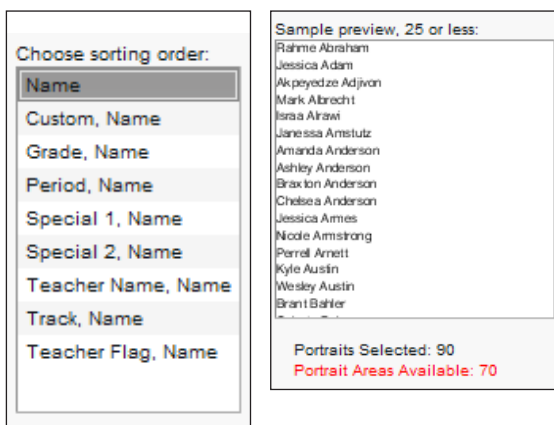
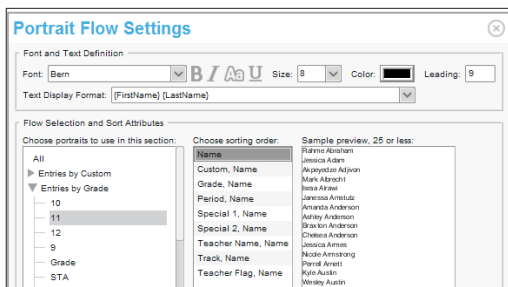


To set portrait flow settings:

1. To choose the font and size of the names of all of your portrait pages, click **Section Set Up**.
2. Select the font, emphasis, size and leading for your portrait names.
3. Below the font settings are the portrait group and sort settings. Select a group from the **Portrait Data** under **Grade**, **Teacher Name**, or **Homeroom**, a depending on how the pages will be divided.
4. Select the **Sort Attribute**. Choose **Teacher Flag**, **Name** if you're flowing by classroom with the teacher in the first spot on the page. Choose **Name** if you're flowing by classroom or grade with only the students on the page.
5. The **Preview** column will list the students in the order they will appear on the page. At the bottom of this column, you will see the **Total Portraits Selected** and the **Total Portrait Areas On Page**.
6. If you do not have enough Image Placeholders on your page for the **Total Portraits Selected**, it will be indicated in this column and you will receive a page error, making the page unpublishable.

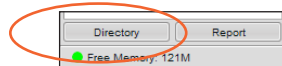
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10 PORTRAITS (continued)



To print directory proofs:

A directory proof is a list of all portraits and names in a group within the **Portrait Data**. Directory proofs make it easy to check students, grade designations and correct spelling of names.

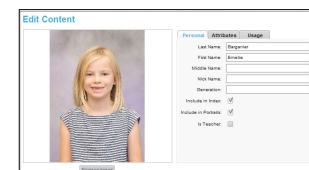
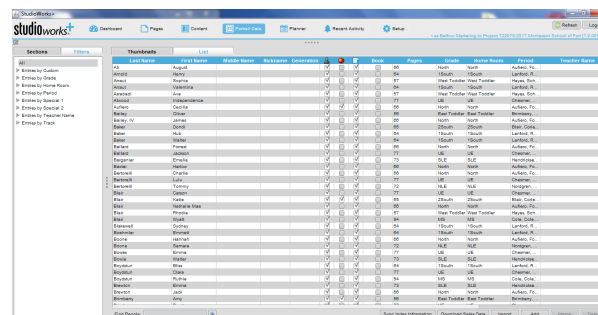


1. Once portrait sections are established and the photographer's CD has been uploaded, go to the **Portrait Data** window.
2. Click on the **Sections** tab, highlight one of the sections and click on the **Directory** button. (This will create a PDF showing thumbnails of all of the portraits and names in that section.)
3. Print a directory proof for each teacher. (The directory can be provided to teachers for corrections. Include directions and a due date for their return.)

To make changes:

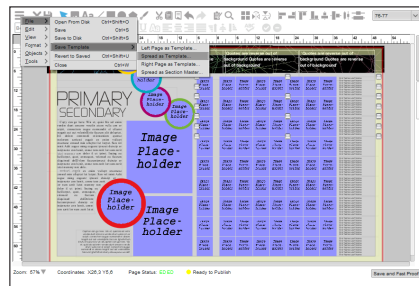
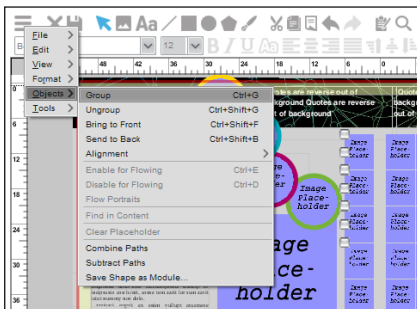
1. In the **Portrait Data** window, click the **List** view, then the **Filter** tab. Scroll through the groupings to select by **Teacher Name** or **Grade**, whichever applies.
2. Make corrections using the **List** tab in the **Portrait Data** window. You can change the spelling of a teacher or student's name or which group or filter they are assigned to.
3. Under the **Thumbnail** tab, double-click a portrait to make changes.
4. If teachers will be placed with their class, check the red apple icon in the **List** tab. This will label them as a teacher and will put them as the first to flow with that class. The teacher should be in the same group as the students he or she will flow with.
5. To add a student whose portrait was not included on your PSPA CD, click the **Add** button at the bottom right of your screen. Type the student's first and last names under the **Personal** tab. Then, click on the **Attributes** tab and enter their **Teacher Name** or **Grade** so that they will flow with the correct class.
6. Click **Add** and an **Upload Portrait** button should appear. Browse to where their photo is stored, and click **Save**.

Note: Periodically click the *Refresh* button to update the changes you make. Changes may not show on the screen until you hit *Refresh*.



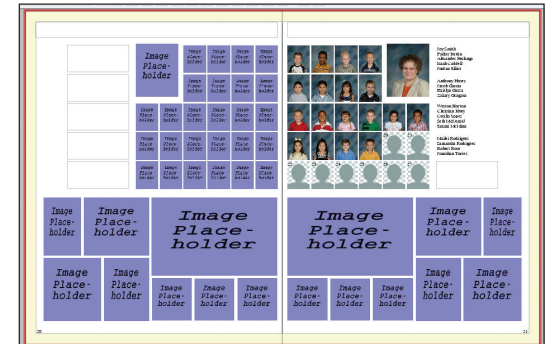
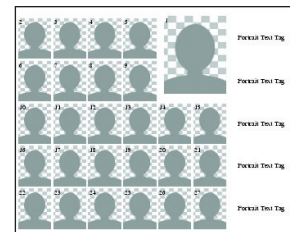
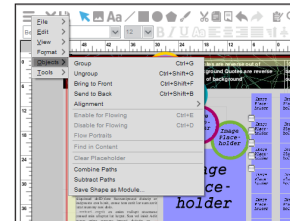
To pick a portrait template:

1. Go to the **Pages** window and click on the first class portrait spread thumbnail to open in **Edit** mode.
2. Select a portrait template with enough image boxes for the number of students in each class. (You can edit any Balfour Template to customize it for your school.)
3. Group each row of portraits with its text box, if this has not already been done on the Balfour Template you chose. To do this, hold down the **Shift** key on your keyboard and click on each portrait box individually. Also click on the text box for that row while holding the shift key. Then click **Menu > Objects > Group**.
4. Do this for each row of portraits on your page(s).
5. To save your new, customized template, go to **File > Save Template**. Then, choose if you want to save the left page, right page or spread as a template. Type in a name for the template and click Save.
6. Now, this template can be found by going to **Galleries > Templates > My Templates**.



To flow portraits:

1. Select all of your portrait boxes and text boxes; make sure you don't select any non-portrait elements.
2. Go to **Objects** and **Enable for Flowing**. (Your portrait boxes should turn gray with a silhouette inside them.)
3. Click **Objects > Flow Portraits**. (Your portraits and names should begin to appear on your page.)



Note: After flowing, any changes in spelling or classes must be made in the Portrait Data. Do not click on the portrait text boxes to change name spelling. Changes will not be saved if you do.

Note: It's a good idea to leave any extra portrait boxes on the page until you're almost finished with the page. That way, if you have to add any students later in the year, you already have a spot on the page for them. You can then delete the extra boxes at the end or replace them with candid photos or clip art.

11 CREATING AN INDEX

Creating and flowing the Index should be among the final actions before publishing the yearbook:

Note: Because portrait pages are dynamically linked to the Portrait Data, final page numbers do not appear in the Portrait Data until the portrait pages are published. For all other pages, page numbers appear in the Portrait Data at the time the entry is marked on the page.

Populate the Portrait Data

To add an entry to the Portrait Data:

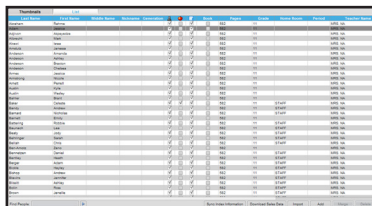
1. Click the **Add** button.
2. Complete the name and other fields.
3. Click the **Upload Portrait** button to locate and upload a portrait image.
4. Click the **Add** button.
5. Click **Save**, then **Refresh**.

To delete an entry from the Portrait Data:

1. Select the entry to be deleted.
2. Click the **Delete** button.
3. Click **Yes** to confirm the deletion and to delete the portrait.

To merge multiple entries in the Portrait Data:

1. Use the **CTRL** key to select multiple portraits.
2. Click the **Merge** button.
3. When the **Merge Entries** screen appears, select the entry into which the other selected entries will merge.
4. Click **Merge** to merge the selected entries. The new entry will contain the index page references for all merged entries.
5. Click **Yes** to confirm and complete the merge.



Mark Names :

StudioWorks+ automatically adds marked names to the Portrait Data. While you are working on spreads, highlight every name to be indexed and click the **Mark Name** button. A non-printing line will appear through each name to denote its marking and inclusion in the index. Marked names and page information will be added to the Portrait Data.

Option A: To Mark a Name

1. Highlight a typed name.
2. Click the **Mark Name** button on the Editor toolbar.



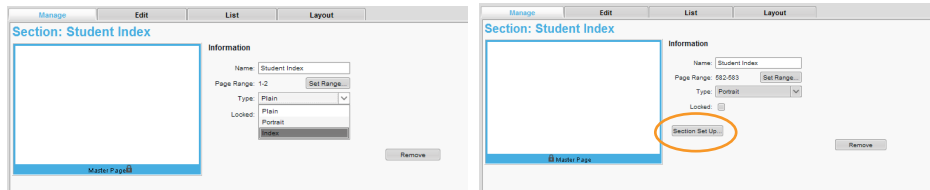
Option B: To Tag a Name

1. Double-click an image from **My Content**.
2. Click on the **Names** tab.
3. Type the name of a student or teacher found in the **Portrait Data**.
4. Click **Add**.
5. When finished tagging names, click **Save**.



To set up the Index:

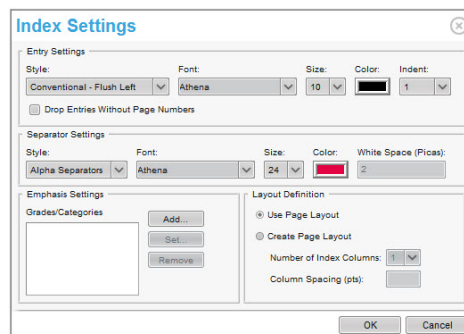
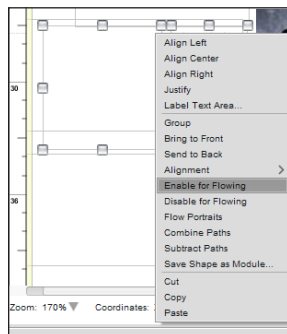
1. In the **Page Window**, create your index section by opening the section master in the **Manage** tab.
2. Set the appropriate page range and select section type to **Index**. (Before proceeding, make sure your **Portrait Data** has been imported and edited.)
3. Click **Section Set Up** to set the style and format of the index entries, leaders and page numbers. Use the drop-down menus to select: **Entry Style**, **Font**, **Font Size** and **Hanging Indent**.



To create the index:

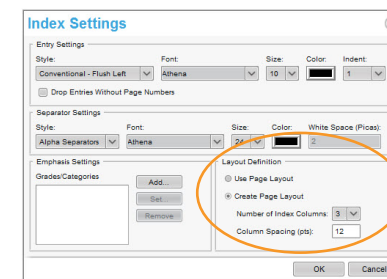
Option A: Use a template or draw text boxes

1. Open an index page/spread by selecting the **Edit** tab and double-clicking the thumbnail of the page or spread.
2. Either place a template from **Content > Templates > Balfour Index** or draw text boxes in columns on the index spreads. (This is where the index names will be flowed. You should draw text boxes on every spread in the index section that will contain index entries.)
3. Select each text column and right click the mouse to select **Enable for Flowing**.
4. Once you have enabled every text area column for flowing, save and close the spread.
5. To flow the names into the index, select the Section Master for the Index from the Manage tab. Click **Section Set Up**.
6. Click **OK** and dialog box will close.
7. Click **Flow**.



Option B: Create a page layout

1. Select the Section Master for the Index from the Manage tab. Click **Section Set Up**.
2. Click **Create Page Layout** and enter number of columns and the amount of space to be between the columns (in points).
3. Click **OK** and dialog box will close.
4. Click **Flow**.



Note: Do not design the text area layouts on the index section master. You may use the Section Master for common elements to appear on each page in the index.)

12 SUBMITTING PAGES

A major difference between creating a yearbook online and traditional projects is spread submission. You do not ship spreads to Balfour but rather **Publish** spreads as they are completed and ready for printing.

Check Spread Status

StudioWorks+ alerts you when a page is ready to be published in the **Editor**. One of three different status labels is displayed in the lower, right corner of each spread.

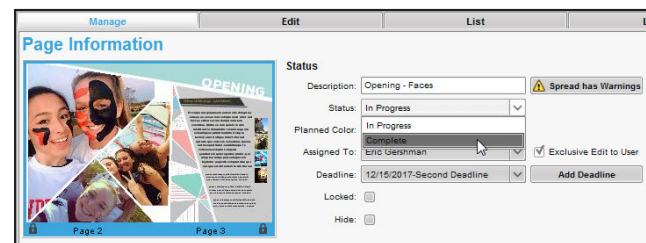
Ready to Publish (shown in green box) – Indicates that the spread is ready to publish and does not require further adjustments or attention.

Ready to Publish (shown in yellow box) – Indicates that the spread is ready to publish, but there could be some potential errors such as elements crossing a gutter. You should view these errors in the **Page Inspector**. When you click on a listed error, the element causing the errors will be highlighted.

Not Ready to Publish (shown in red box) – Indicates that the spread is not ready to publish because of missing elements or other errors that would cause the spread to print improperly. You should view and fix these errors in the **Page Inspector**. When you click on a listed error, the element causing the errors will be selected on the page.

Mark as Complete

Once you have fixed all of the errors and a page is **Ready to Publish**, you can mark the spread **Complete** in the **Pages Window**.

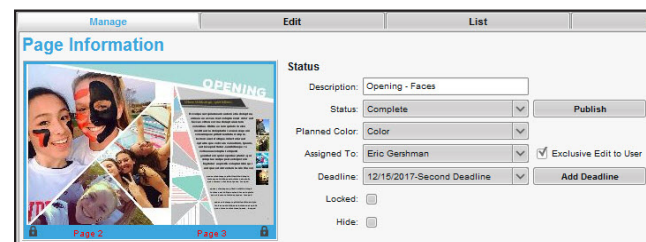


Proof Spread

All pages must be proofed prior to publishing. This must be done within seven days from the date the page is published. You will receive an alert in StudioWorks+ if proofing has not been completed.

Publish

After a spread has been marked **Complete** and proofed, you can publish it from the **Pages Window**. You can publish your pages in single pages or in multiples.



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