

# YearbookFusion Online – A Quick Start Guide

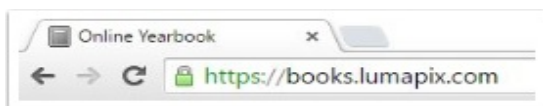
*Welcome to YearbookFusion Online.*

This guide will help you get started and plan out your yearbook process from start to end.

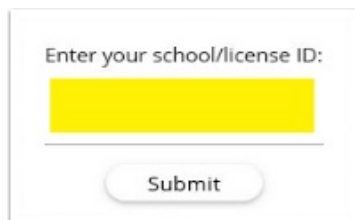
## Step 1: Launch the Application

In any web browser, type <https://books.lumapix.com> in the address bar.

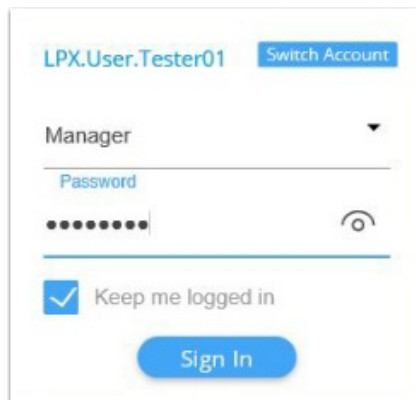
Hit **Enter** on your keyboard to go to YearbookFusion Online.



Sign in to your account with your **school/license ID**.

A screenshot of a sign-in form. It features a text input field with the placeholder text "Enter your school/license ID:". Below the input field is a "Submit" button.

Enter your **TeamMemberID** and **Password**, as outlined in the Welcome email sent by your yearbook company, or as provided by your yearbook adviser.

A screenshot of the user login interface. At the top, it shows the username "LPX.User.Tester01" and a "Switch Account" button. Below this is a "Manager" dropdown menu. The "Password" field is masked with dots and has a visibility toggle icon. There is a "Keep me logged in" checkbox which is checked. At the bottom is a "Sign In" button.

YearbookFusion Online will launch.

Note: Should you need to troubleshoot any connectivity problems, consult our system requirements page.

## Step 2: Assign Team Roles (optional)

As a manager of a yearbook committee, you can create up to forty separate log-ins for your team members.

You can assign roles to your committee members, providing them various levels of access and editing privileges based on their assigned role.

To manage your team, click the **Team** tab at the top of your page.

Choose **Add Team Member**. You can then set up their account, including assigning a role. Their role will define their level of access to the book.

The screenshot shows a web form titled "Team Member" with several input fields: Team Member ID, Password, First Name, Last Name, Email, Work Phone, Home Phone, Role (set to "Co-Manager"), and Enabled (checked). A "Send confirmation email" dropdown is set to "Yes". A yellow tip box with a red border and arrows pointing to the "See roles definitions" link and the "Role" dropdown contains the text: "TIP: The See Role Definitions button will show you what each role can access and edit." To the right, a panel titled "The page at wow.lumapix.com says:" lists role permissions: Manager (Can view book, manage photos, edit any section, manage sections, manage any team member), Co-Manager (Can view book, manage photos, edit any section, manage sections, manage any team member except the Manager), Advisor (Can view book, manage photos, edit any section, manage sections), Senior Editor (Can view book, manage photos, edit any section), Editor (Can view book, manage photos, edit assigned sections), Photo Editor (Can view book, manage photos), and Viewer (Can view book). There is also a checkbox for "Prevent this page from creating additional dialogs." and an "OK" button.

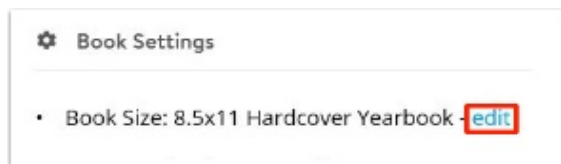
You can automatically send the team member a Welcome email (*Send Confirmation email: Yes*) so they will be able to login to the book and start working.

Click **Save** to create the team member. Continue to make new team members, or continue on to Step 3.

(Note: you can make changes to team members at any time after they are created.)

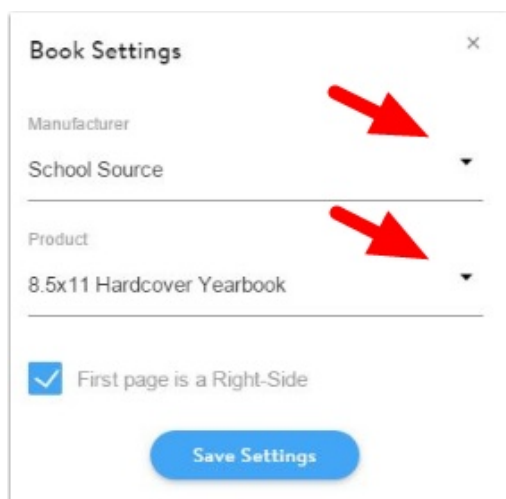
## Step 3: Select a Book Size

Select the **Admin** tab. Check the settings under Book Settings.



If the product selected is correct, make no changes.

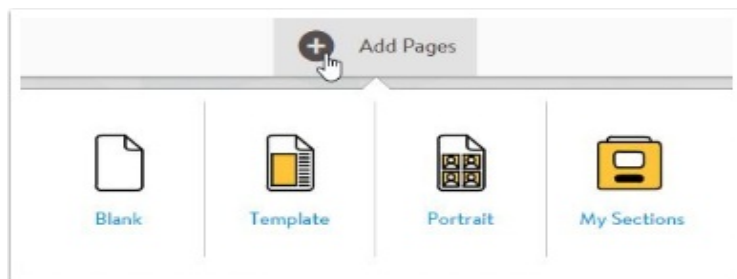
If you are under contract to make a different type of book other than the one specified, **edit** the product to select the correct product.



You can update the form factor as required – the new settings will apply to all of your pages.

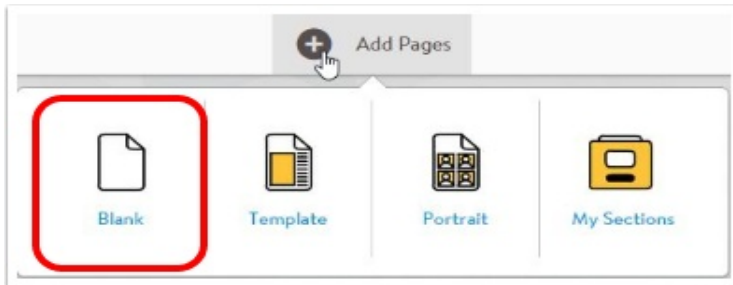
## Step 4: Add Pages to Your Book

You can add pages to your book from a variety of sources.

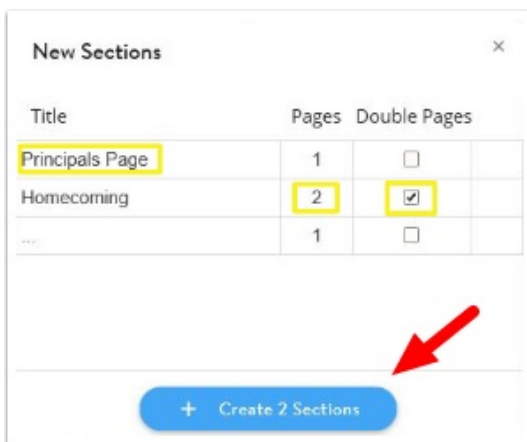


## Add a Blank page

If you want to work from a blank slate, hover over **Add Pages** and choose **Blank**.



You can create multiple sections at once.

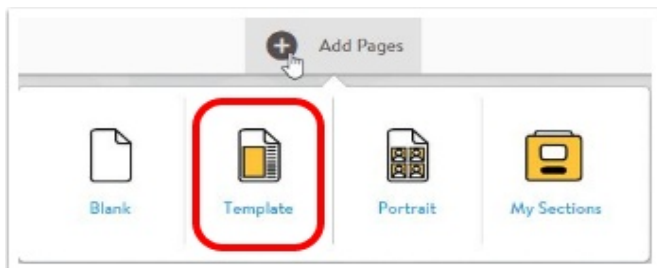


Provide a title for the section (eg. Principal's Page, Homecoming, etc.) and specify the number of pages for that section. Check mark **Double Pages** if you would like your section to be made up of double page spreads instead of single pages. Click on the **Create Sections** button to generate the empty sections in your ladder.

## Add Templates

YearbookFusion Online provides access to an extensive collection of pre-made layouts, which include basic templates (empty image frames and text placeholders on a white background), complete yearbook layouts (40 page designs on a common theme), and themed pages (complete designs for school activities and common yearbook themes). The templates can be completely customized.

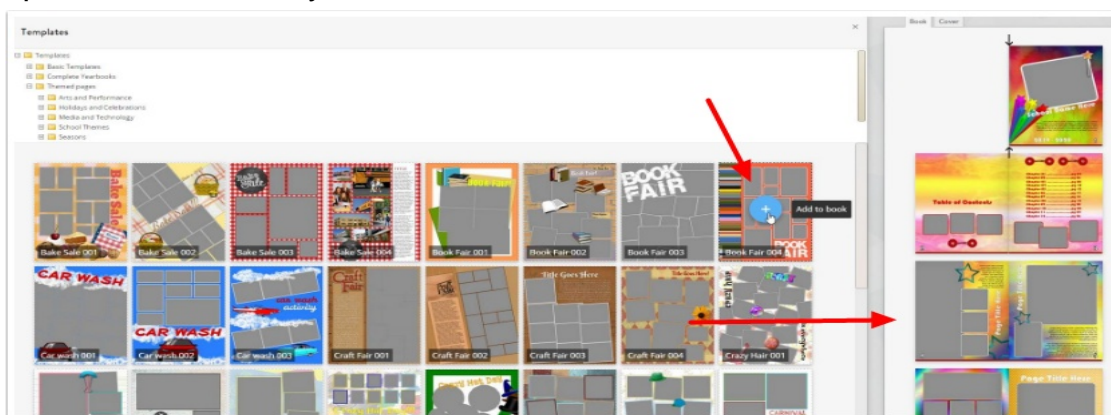
To add a template, hover over **Add Pages** and click **Template**.



Click on the Folder thumbnails to choose your category of choice.

When you find a template you want to use, hover over it, and click **Add to book**.

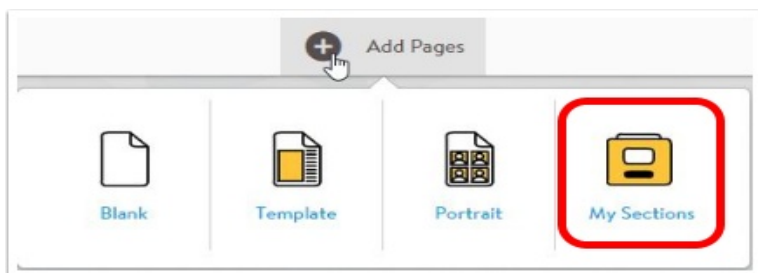
The template will be inserted into your ladder. You can also drag templates to a specific location on your ladder.



## Add Existing Sections

You can add previously made pages that were removed from your ladder, or sections made for from the previous year's project.

Hover over **Add Pages**, then click on **My Sections**.



Search for the page you want to add. When you find it, hover over it, then click Add to book to insert the page into your ladder. You can also drag it the layout to the ladder.

## Duplicate a section

Any section already on your ladder can be duplicated.

Hover over the section on your ladder. Click on **Create a copy of this section**.

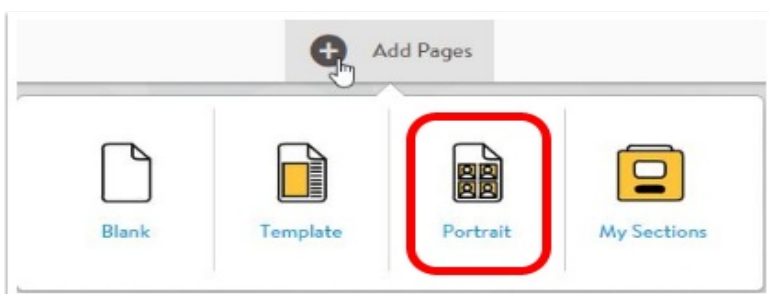
With this action, you can make multiple copies of custom-made pages you want to use as a template in your book.



## Add Portrait Pages

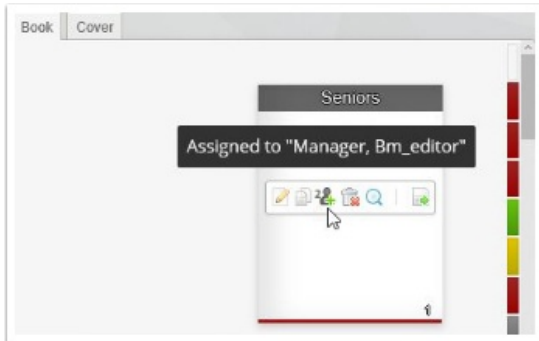
To create a panel page, you will need to import a portrait database (also known as a PSPA CD).

Once the import is complete, you can add portrait pages to your ladder. See Steps 8 and 9 below for details.

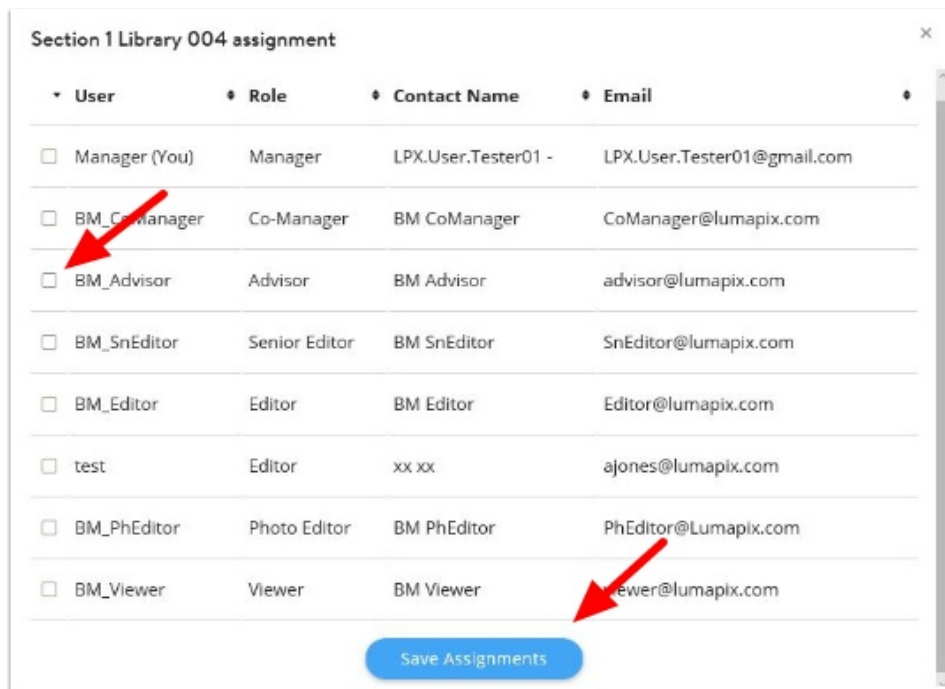


## Step 5: Assign Sections to Your Team Members

To assign a section to a team member, hover over the section and select **Assign this page for editing**.



Check off your team member(s) to assign to this section. When done, click on **Save Assignments**.



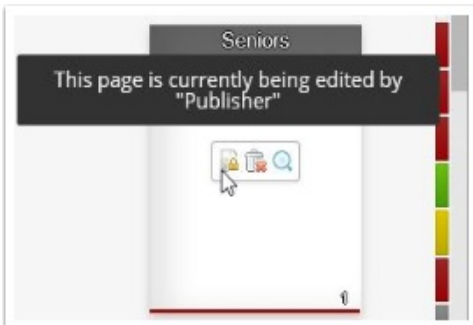
To see who a page is assigned to or make changes to the assignment at any time, hover over the page on the ladder, then click on the Team icon.

## Step 6: Edit Your Candid Pages

To launch a section into editing mode, hover over it and click on **Edit this section**. Your section will launch in the online editor.

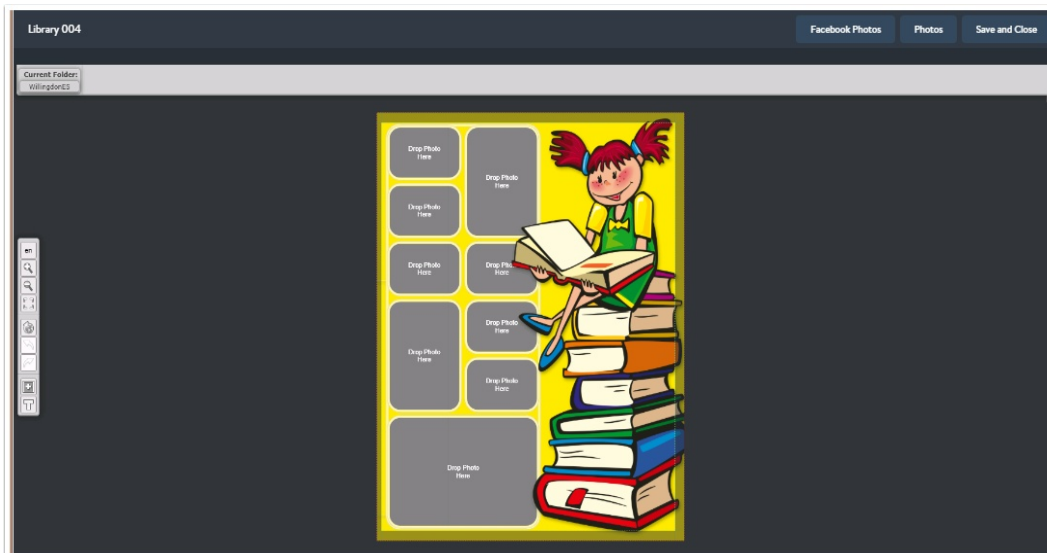


When a section is opened, a lock will appear on it in the ladder. Note: You can unlock and edit a page currently being edited by another team member by clicking on the lock icon, however they will lose any unsaved changes.



When the project is opened in the Online editor, you can add images, clipart and decorations, and customize text.

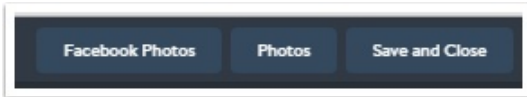
Note: your project will be auto-saved during the process.





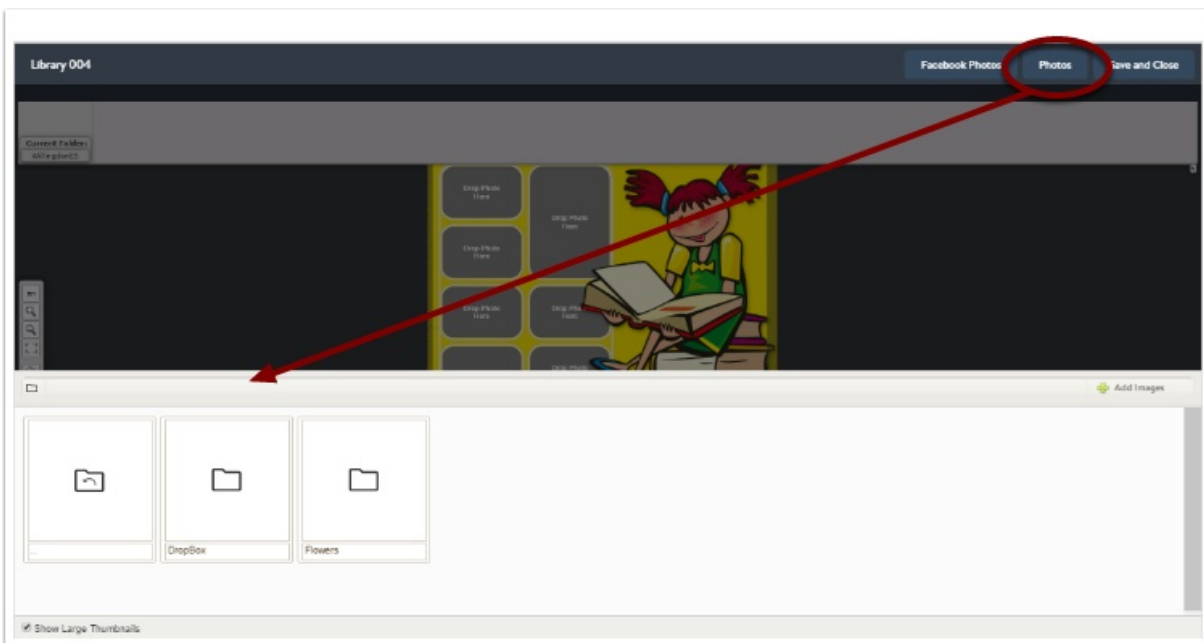
## Adding Images

Photos, including decorative clipart and background papers, are access in the top right hand corner of the Editor.

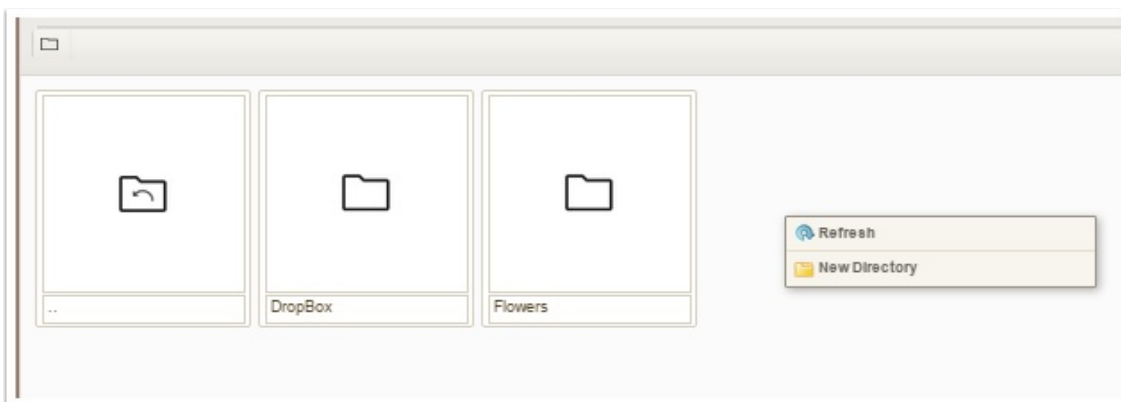


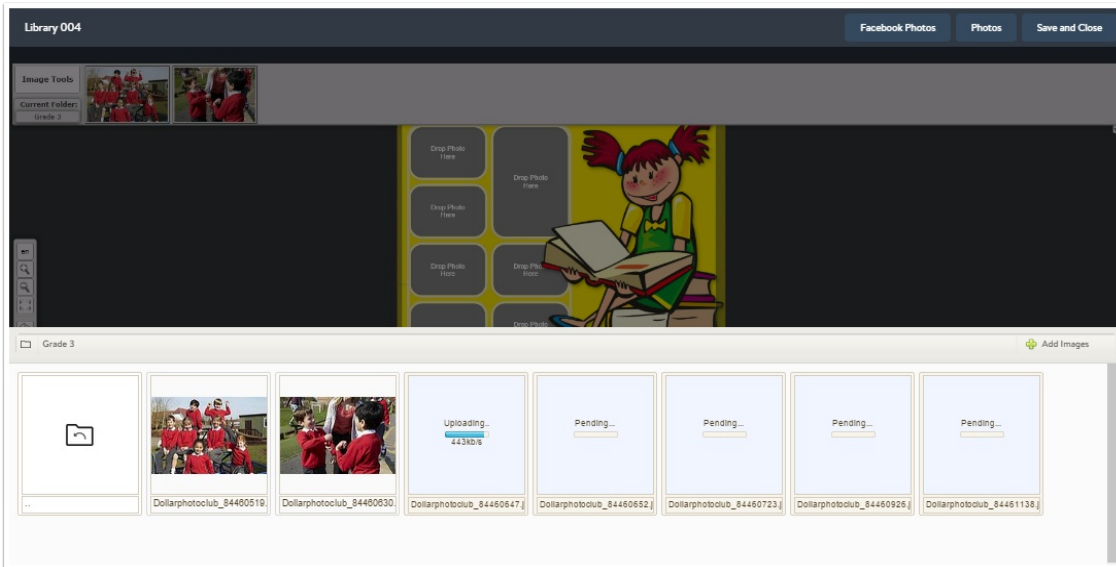
Click on **Photos** to access your Gallery of images.

- **Add images from your local drive.** Optionally, make a folder in the Gallery by right-mouse selecting inside it – choose New Directory and create a name for it.



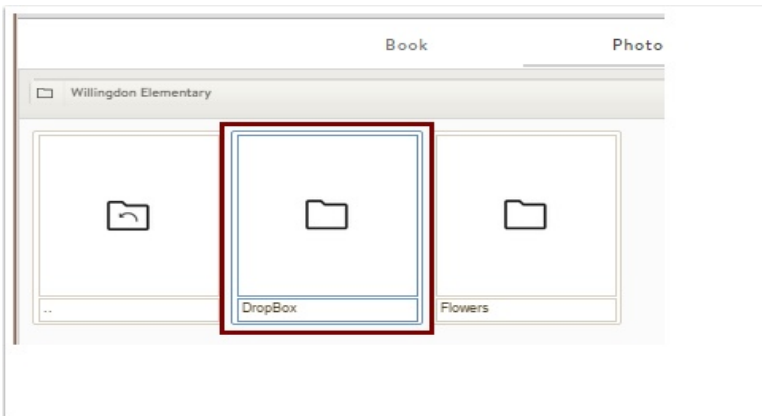
Click into the folder, then **Add images**. Point to your local images, multiselect them, then upload them to your folder.



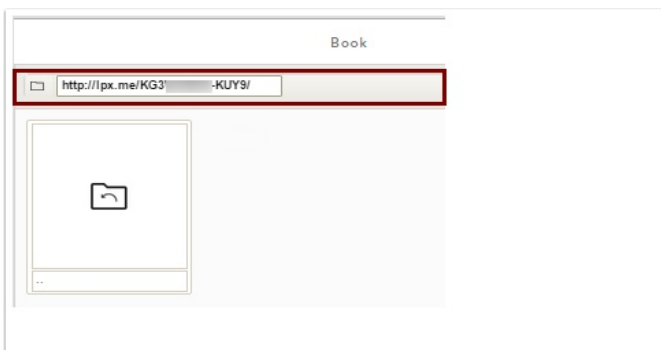


When the upload is finished, the images will appear in the top bar, available to drag and drop on your canvas.

- **Add images from your Dropbox.** Within your Photo Gallery, you will find a folder named Dropbox.

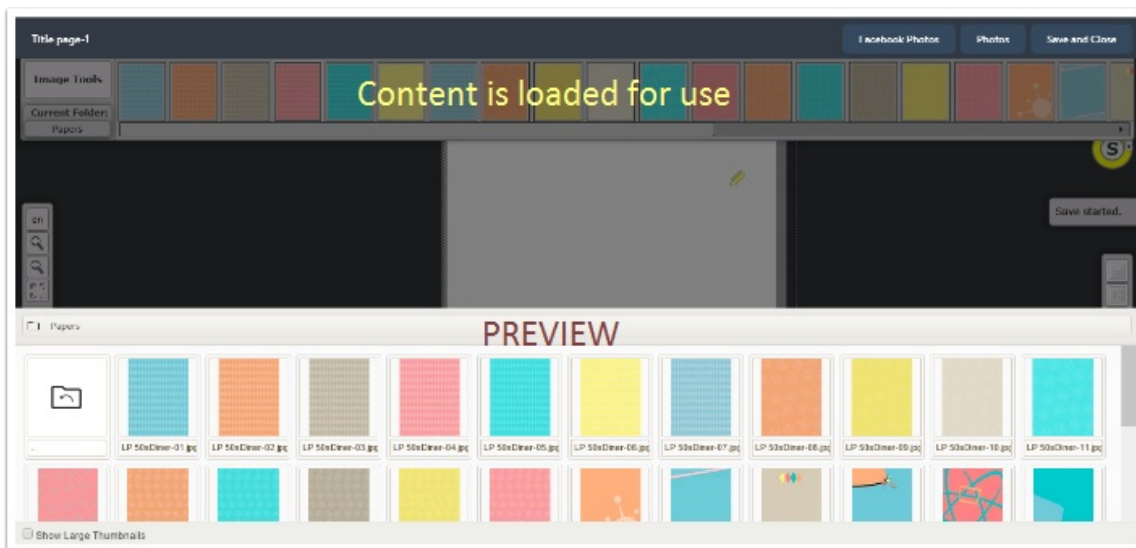
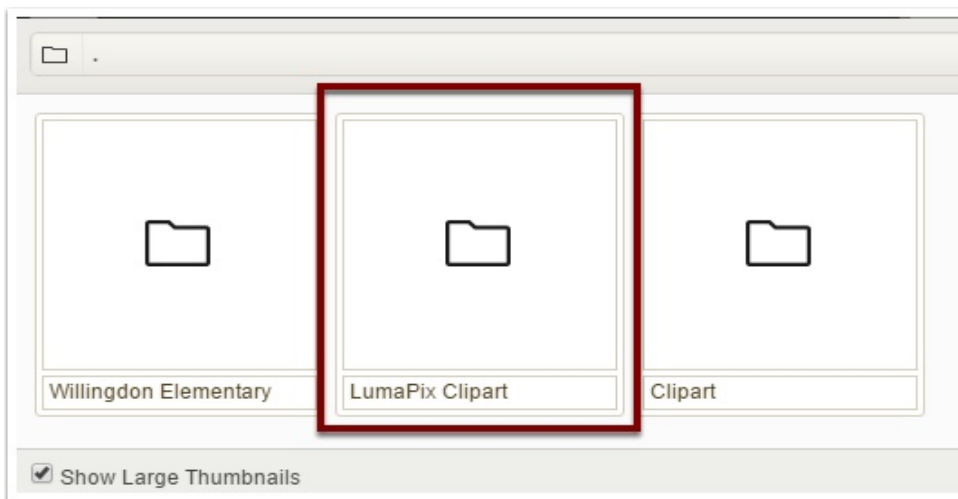


The Dropbox, and all folders created within it, have a URL (web address) that you can distribute to members of your community.

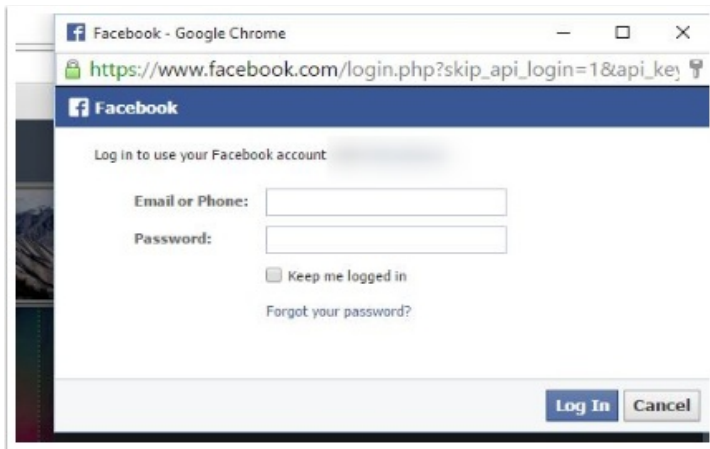


This URL will direct them, in any internet browser, to a site where they can upload photos. Once their photos are uploaded, they will be available for use in your book. Navigate to the Dropbox folder, and the folders within it, to select it. The images will appear on the top bar, available to drag and drop your canvas.

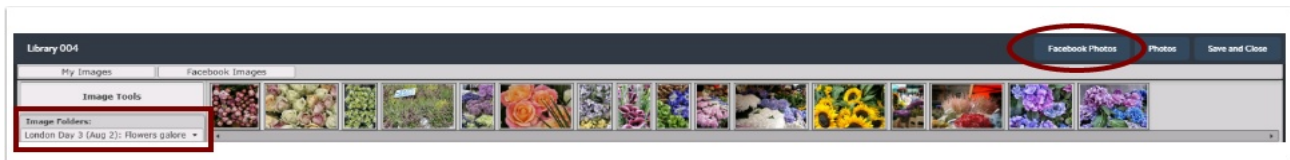
- **Add decorative embellishments.** Also within the Photo Gallery is a folder named LumaPix Clipart. Navigate up to this folder, and browse among the collections of thousands of pieces clipart, papers, cover papers, and headers.



- **Add Images from Facebook.** At the top of the Editor, select this option to log into your Facebook account. Log in, then navigate to your images folders within Facebook.



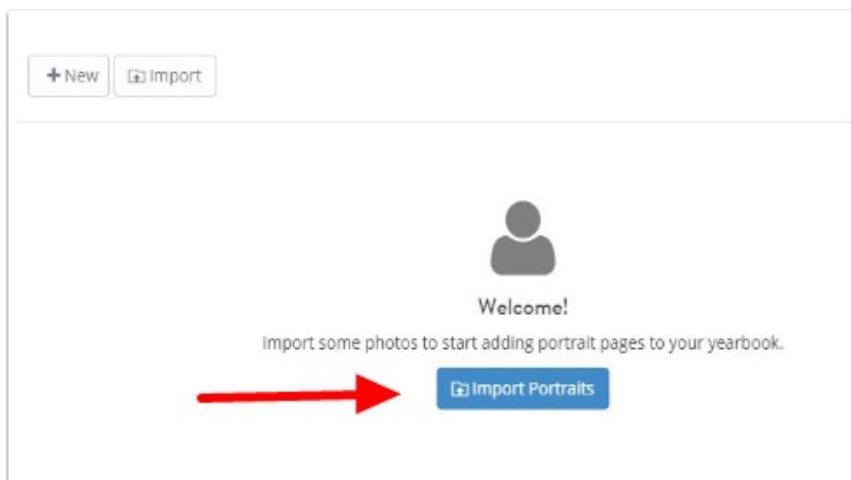
Drag the images to the canvas to use them.



Please note that your login will not grant permanent access to your Facebook account unless you are logged into Facebook on your browser, or you choose to turn on the checkbox to remember the connection.

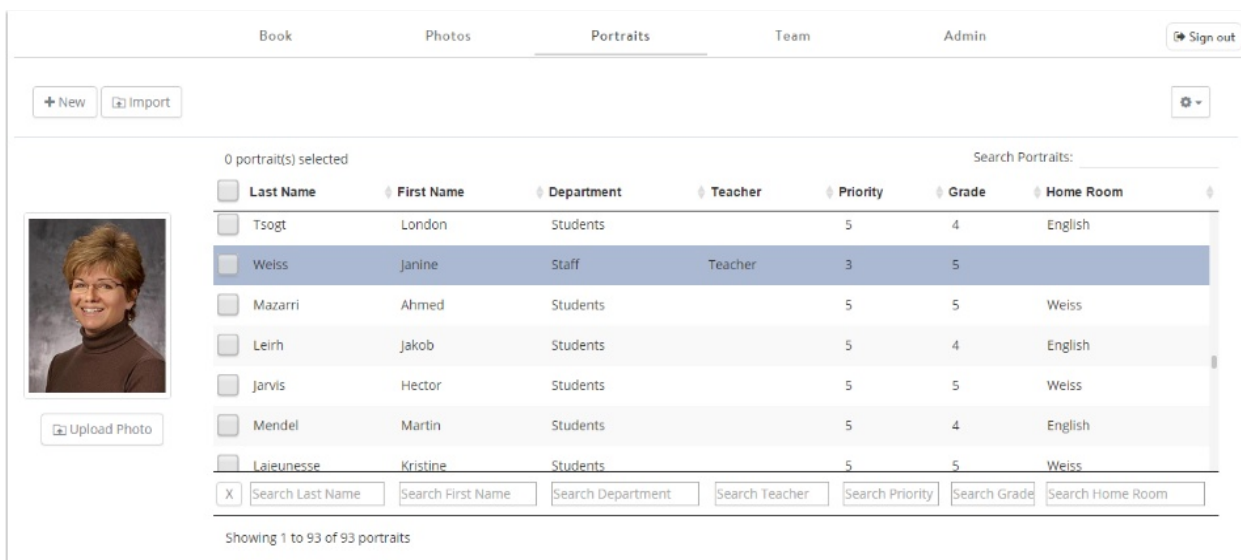
## Step 7: Import Your Portraits

Click on the **Portraits** tab to import your PSPA CD (the CD containing your portrait images and a database file describing them).



Follow the on-screen steps to import your database index file and your portraits. To import portrait photos from multiple subfolders, select the contents of one folder, upload the images, and then choose the next folder, until all the images have been added to your online database.

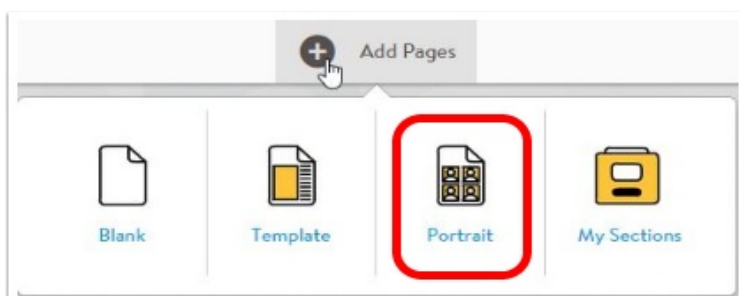
Edit the database information (eg. correct typos, change homerooms) and add new portraits at any time in the Portraits tab at any time after import. However, any changes made to the portrait database will not automatically update in portrait pages you have already created. As such, you would need to edit those pages again and sync them with your changes.



## Step 8: Create Portrait Pages

Managers & Co-Managers are able to create portrait panel pages from their imported portrait database.

Hover over **Add Pages** and click on **Portrait** to open the portrait wizard.



Follow the on-screen steps to create a section of portraits.

Portrait Wizard

Section Name >

Portrait Selection >

Label Options >

Sorting Options >

Grid Options >

Section Name

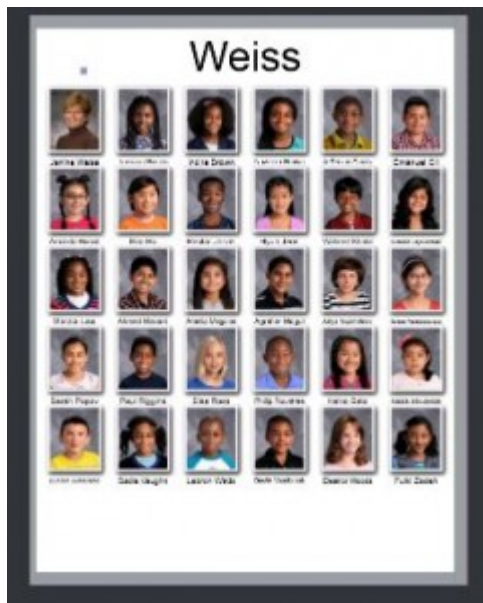
What would you like this section to be called?

Portrait Section Name

Examples: Mrs. Jones's Class, Staff, Grade 3.

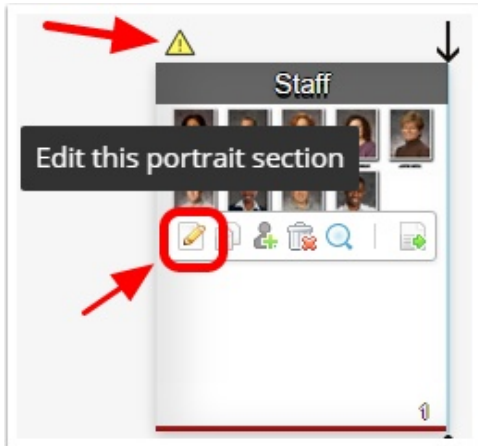
Next

After you complete these steps, one or more pages of panels will be generated and appear on your book ladder. You can then open the panel pages to decorate them with clipart, change fonts, and select border shapes and colors on your images.

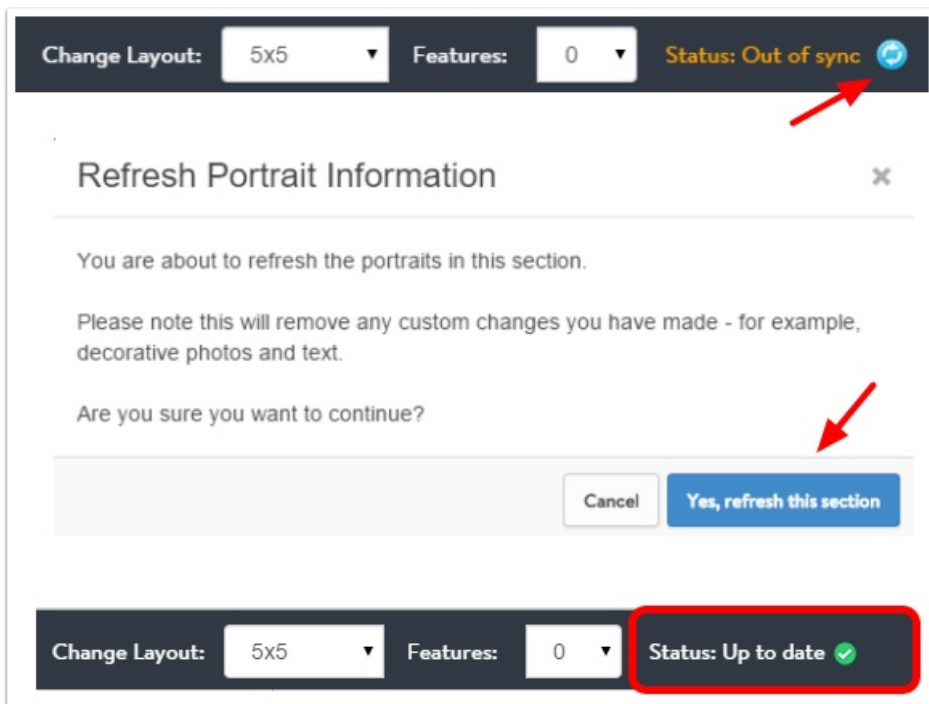


Note: you can make changes in your Portraits tab after reflowing your pages.

The yellow triangle on the page thumbnail, on the Book ladder, lets you easily see on your ladder which pages are no longer in sync with your database after your changes. To sync your pages after making changes to your database, click to open the section in the editor.



At the top left of the editor you will see the current **Status** of the page. Click the blue circle icon to sync the section with the database changes. A message window will open asking you if you are sure you would like to make the change, click **Yes, refresh this section**. The page will reload and the **Status** will change to **Up to date**.

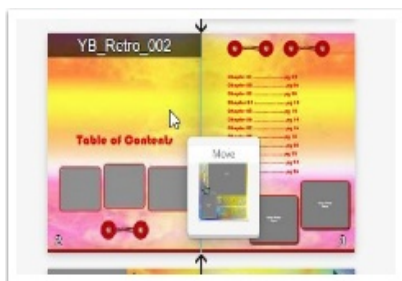


## Step 9: Manage Your Pages

To remove a section, hover over it in the ladder, and click on the trash can icon.



To change the order of your sections, click and drag a page to a new location within your book ladder.

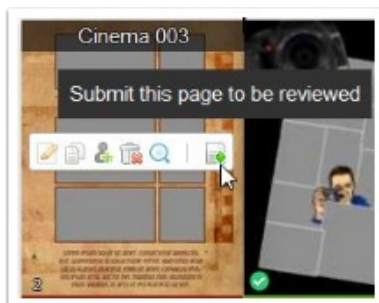


To swap pages, drag one page over another.



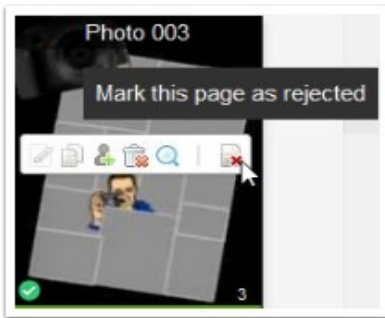
## Step 10: Review and Approve Your Sections(optional)

As your pages are completed by your team members, they can be sent for review and approval. On the Book ladder, select **Submit this page to be reviewed.**

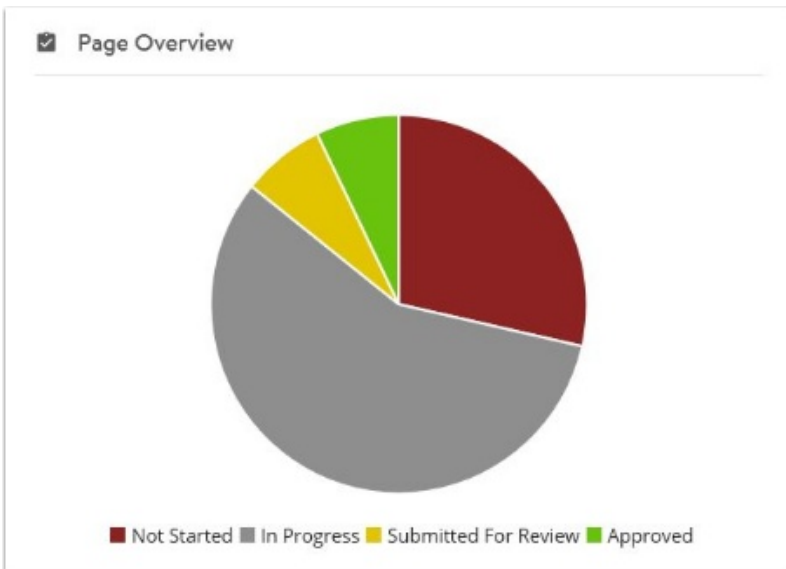




Managers and Co-Managers can approve or reject pages. Once approved, they are locked for editing.



*Note: Approving pages helps you to manage your book under the Admin tab. It's not required to complete your book, but is a valuable management tool to check your book's progress.*

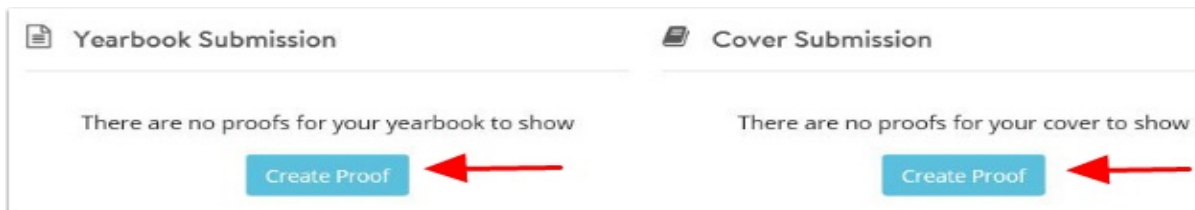


## Step 10: Create a Proof

Once your book is complete, create a proof for the book and the proof for the cover. This provides both you and your publisher an online preview to proof before final submission.

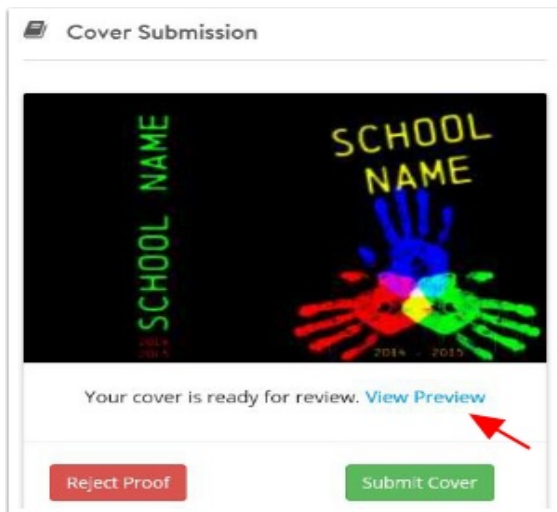
To create a preview, open the **Admin** tab at the top of the page.

Click **Create Proof** under **Yearbook Submission** or under **Cover Submission**.



Click **View Preview** under your Submission to see an online slideshow preview.

*Move through the online preview by swiping left and right, to move through the pages. To close the preview, click X at the top right.*

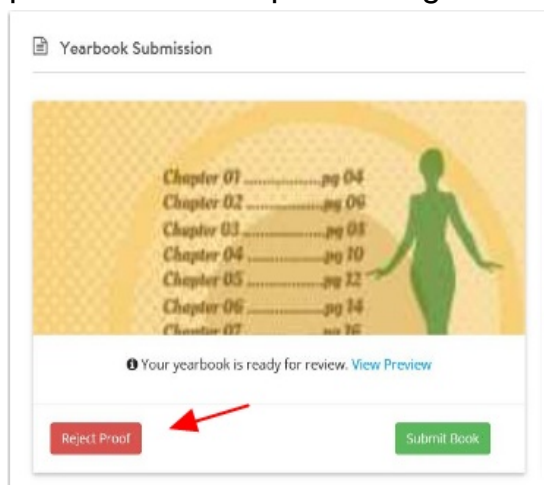


## Step 11: Finalize Your Book

Review your proof.

If you need to make more changes, click **Reject Proof**.

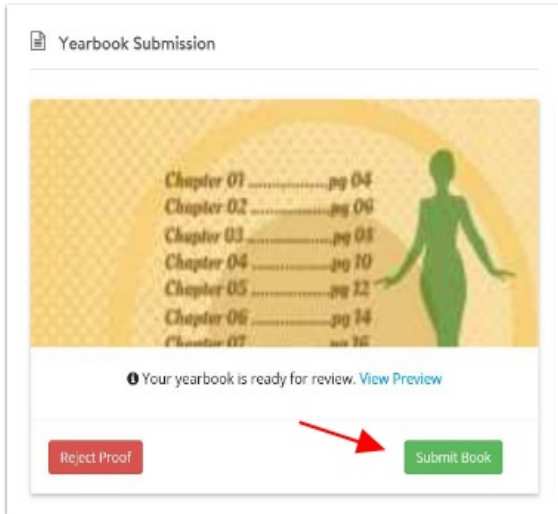
This will delete the current proof allowing you to make any changes. Resubmit the proof to start the process again.



If you approve the proof, click **Submit**.

Submitting your book gives your publisher the go-ahead to print your book.

Important note: Once submitted, there's no further changes that can be made to your book. If you edit a page, those changes will not be printed.



## Congratulations!

You have made it to the end of the yearbook process.

We sincerely hope it was a pleasant and rewarding experience. Thank you for using YearbookFusion Online!