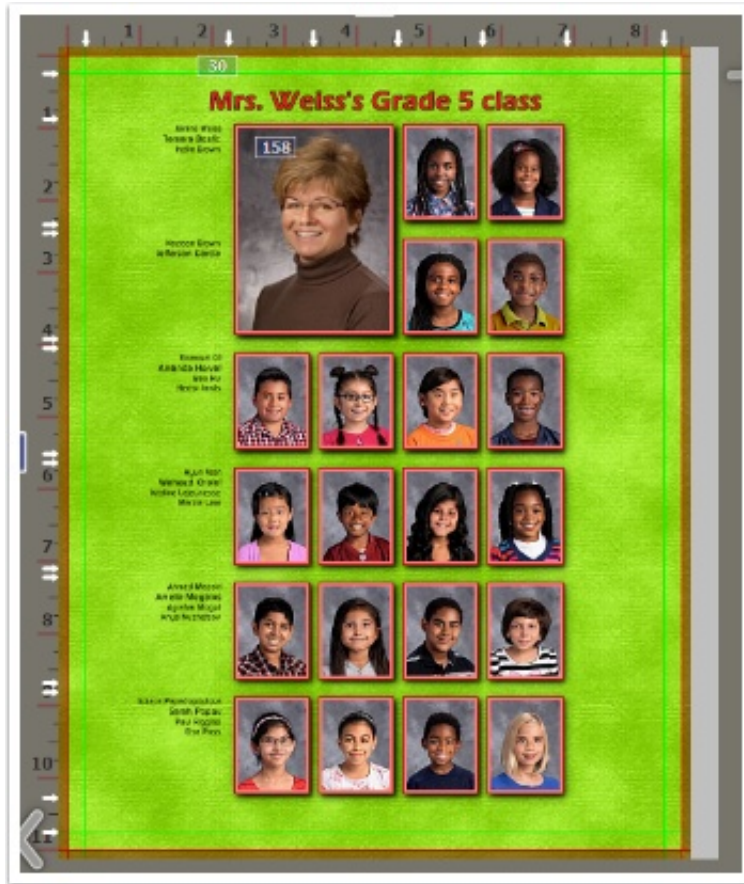LumaPix
YEARBOOKFUSION

How to I add a retake photo or a placeholder photo for a student not in the database?
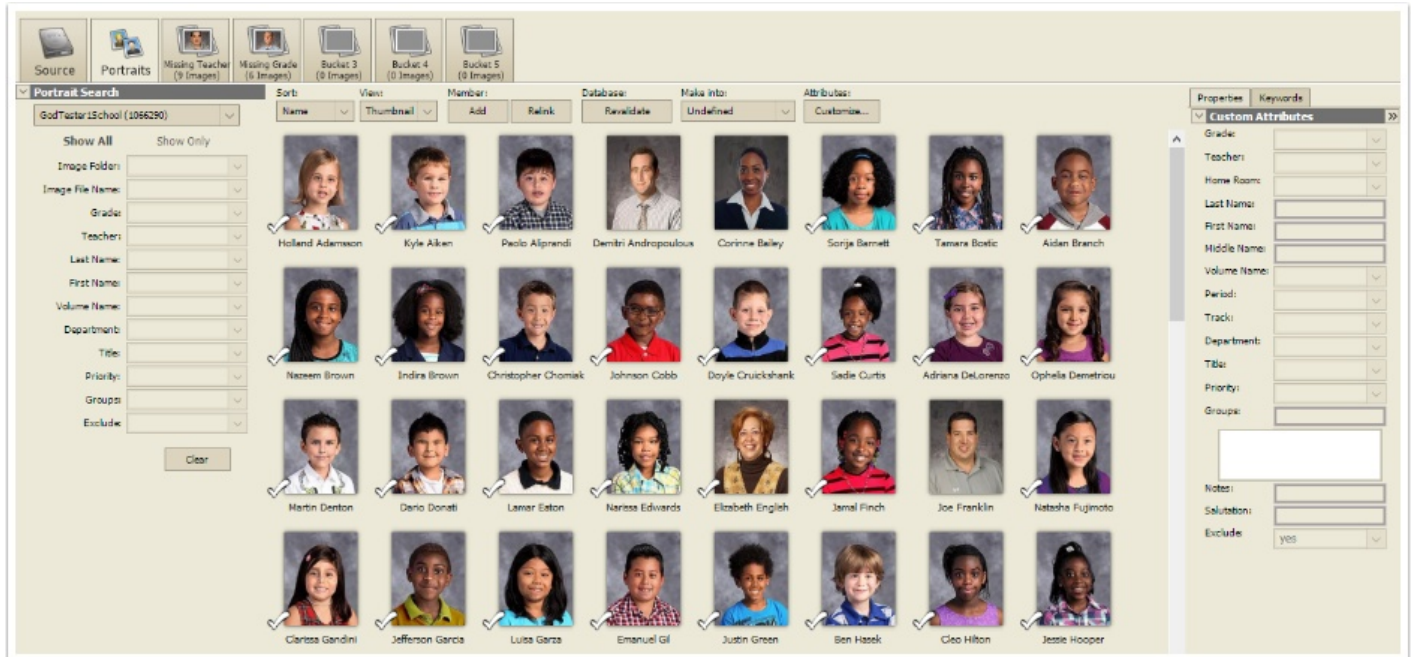
Date : February 8, 2016

If you have already imported your portrait database and flowed your panels, but were missing photos for certain individuals, you can add photos and information for the missing people.

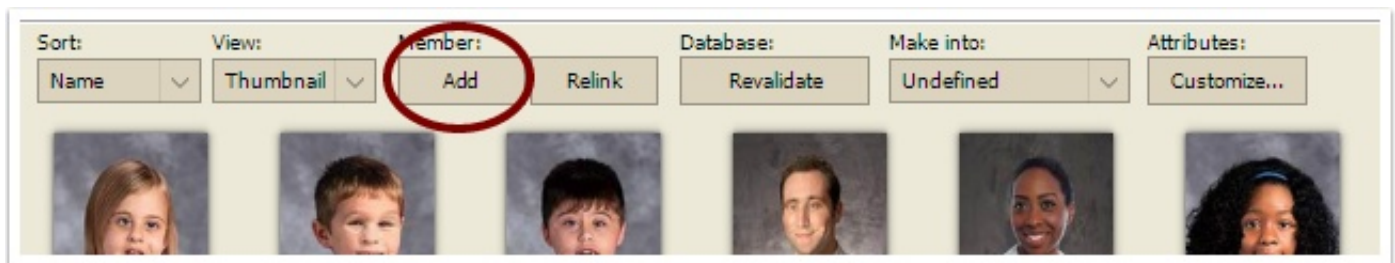Open one of your panel sections that needs to have additional portraits added to it.

In this example, we've opened a panel for an individual classroom. We have one candid photo taken by the teacher to add, and one placeholder photo for a student with no photo.

Click on the **Portraits** tab to see the database associate to this panel. Portraits that appear in the project are checkmarked.
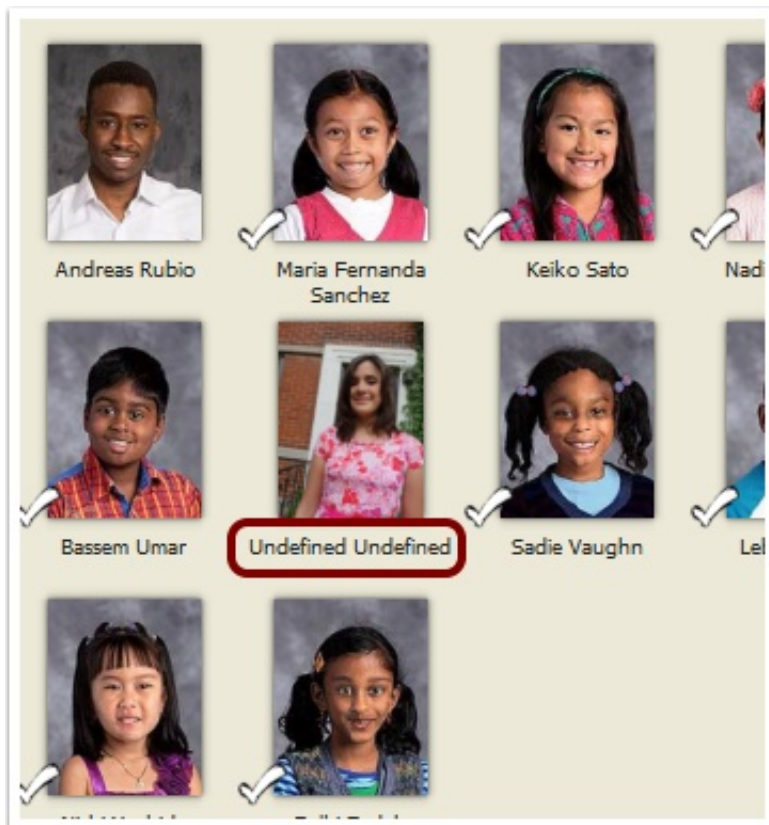
To add our new students, click on the **Add** button at the top of the portraits.

Navigate to the folder where the photos are located, and select an image. Click **OK.**

The image will be added to the database, with "Undefined" as the first and last names.

Select the new portrait, and add the details about the portrait under the **Custom attributes section** on the right side.

Remember to make the new portrait's info match the information of their classmates - Grade,

Teacher, Homeroom, Period, Department, and Groups other details should match.

The new portrait's info is empty. Customize their name first.

Then match the rest of the info of a classmate's info.

Use the ⌄ to pick existing field choices.

Once the data has been entered, flip back to the Editor tab. The student will appear in their panel group on the Editor tab..

Repeat this prodecure for any other missing portraits that appear in the panels for the currently opened section.
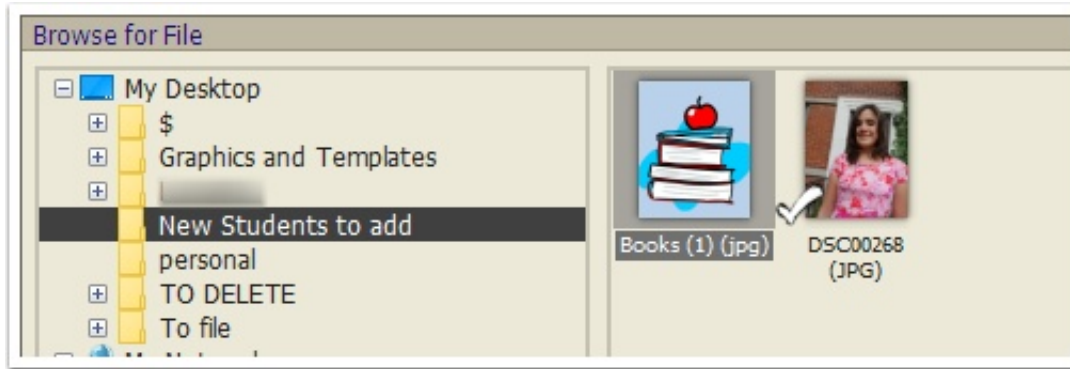
Note: do not add portraits for people who only appear in other sections/projects - new portraits need to be added directly to the section they should appear in, since the database for one project is not synched with the databases for all projects.

Using a placeholder image or graphic to replace a missing portrait

In this example, our second missing student does not have a photo. Instead, we have chosen a graphic file to act as a placeholder.
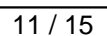
IMPORTANT:

1. Only use jpg files as placeholder graphics. Do not use png or clipart/logos with transparent areas around them, since YearbookFusion treats these as non-resizable "embellishment" type files.

2. If you need to add more than one placeholder image, ensure that each person/record has a separate copy of the placeholder image file. Do **not** point three people/records to the same image (eg: three records use School logo.jpg). Create copies of the placeholder image (eg: make copies of the file named School logo (1).jpg, School logo (2).jpg,...), or use separate images for each record. Multiple records in the database cannot point to the same local image.
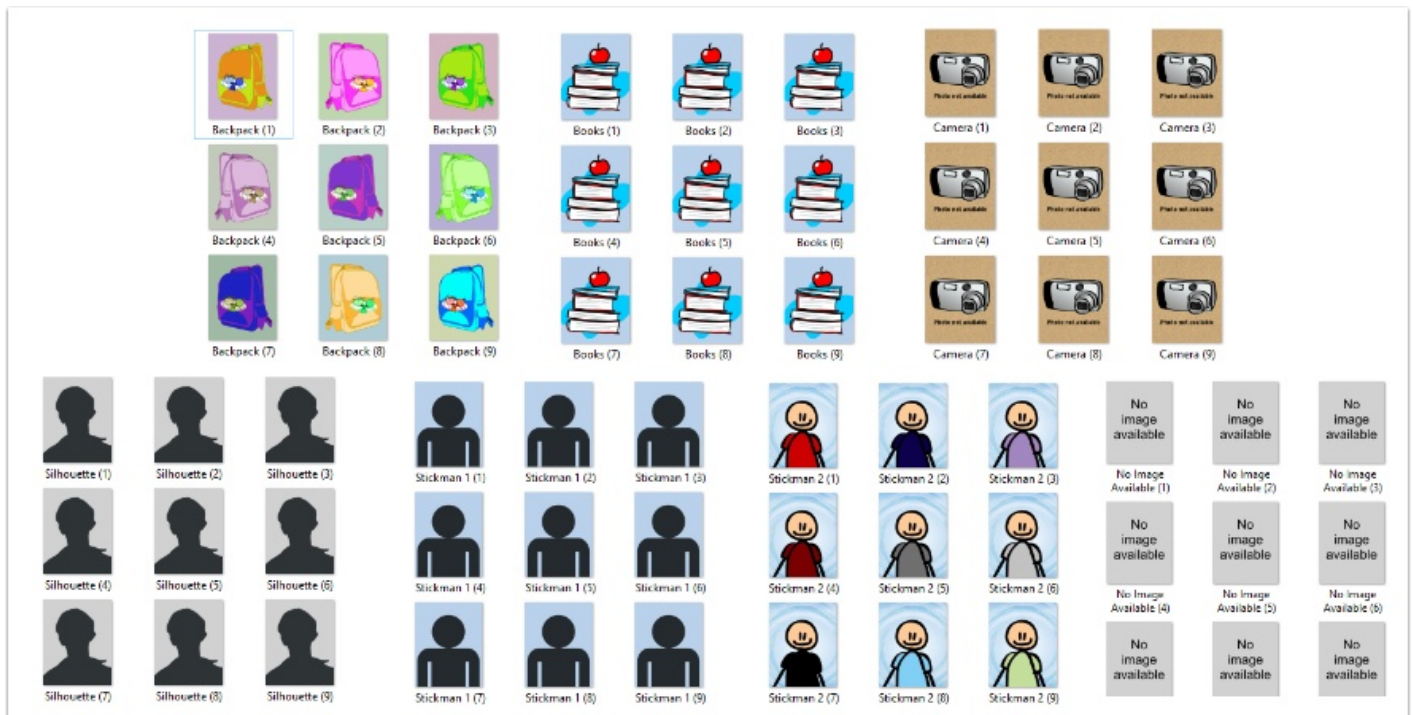
Add the placeholder image in the same manner as you would any other photo, and add the data associated with the missing portrait.

Solace Papadopoulous   Stacey Papp

Sabrina Pritchett   Eva Purcell

Keiko Sato   Nadia Strudwick

David Thompson-Smith   Sadie Vaughn

| Properties | Keywords |

Custom Attributes

Grade:	5
Teacher:	Weiss
Home Room:	
Last Name:	Thompson-Smith
First Name:	David
Middle Name:	
Volume Name:	YEARBOOK
Period:	
Track:	
Department:	Students
Title:	
Priority:	5
Groups:	

StudentPages

Notes:	
Salutation:	
Exclude:	no

After the data is added, the images will appear with the other portraits.

Mrs. Weiss's Grade 5 class - Cont'd

Philip Rountree
Keiko Sato
Nadia Shudwick
Duncan Sutherland

Summer Thompson
David Thompson-Smith
Sadie Vaughn
Lebron Watts

If you need a set of portrait placeholder graphics, LumaPix invites you to download one or more zip files from our server, which contain 20

[Backpack set](#) | [Books set](#) | [Camera set](#) | [Silhouette set](#) | [Stickman 1](#) | [Stickman 2](#) | [No Image set](#)
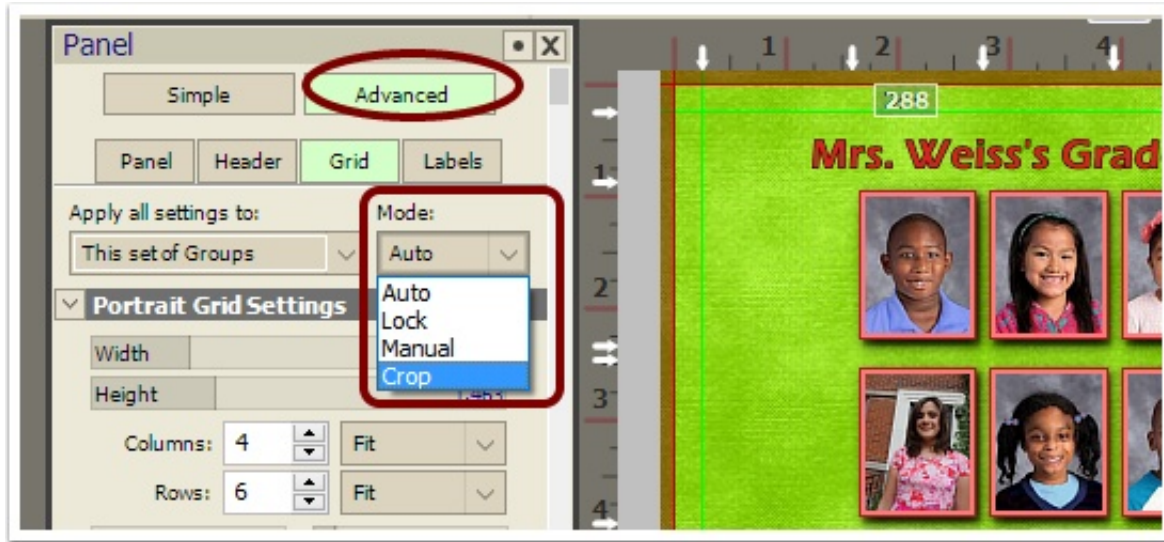
If the links above do not cause a zip file to download, copy and paste the following urls in your browser:

- http://site.lumapix.com/downloads/Yearbook/No_Portraits_Backbacks.zip
- http://site.lumapix.com/downloads/Yearbook/No_Portraits_Books.zip
- http://site.lumapix.com/downloads/Yearbook/No_Portraits_Camera.zip
- http://site.lumapix.com/downloads/Yearbook/No_Portraits_Silhouette.zip
- http://site.lumapix.com/downloads/Yearbook/No_Portraits_Stickman_1.zip
- http://site.lumapix.com/downloads/Yearbook/No_Portraits_Stickman_2.zip
- http://site.lumapix.com/downloads/Yearbook/No_Portraits_Text.zip
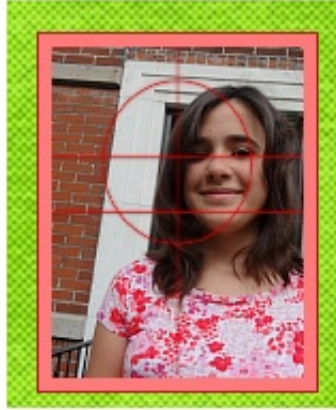
Adjusting the position of panel images

If you need to adjust the photo's position or zoom, place the panel into **Advanced** settings, and change the **Mode** to **Crop**.

In Crop mode, you can select a single portrait to the gold frame handles to zoom and pan the image.

Drag the gold handles.

A guideline for the face position will

Done!

Be sure to return to **Auto** mode when you have completed your edits or your panel will be locked for future edits.