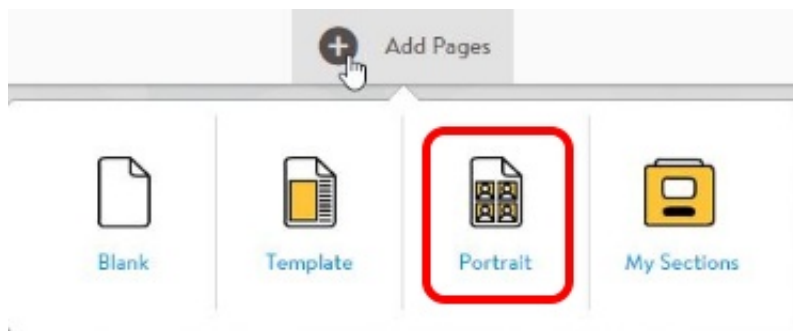


How do I create portrait panel pages?

Date : September 13, 2015

To make panels, you will first need to import a [panel database](#). After importing, you can add panel pages and flow panel grids.

To add a portrait section to your book, go to the **My Book** tab. Hover over **Add Pages** at the top of your page, then select **Portrait**.



As prompted, type a name for your new section, then click **Create Portrait Section**.

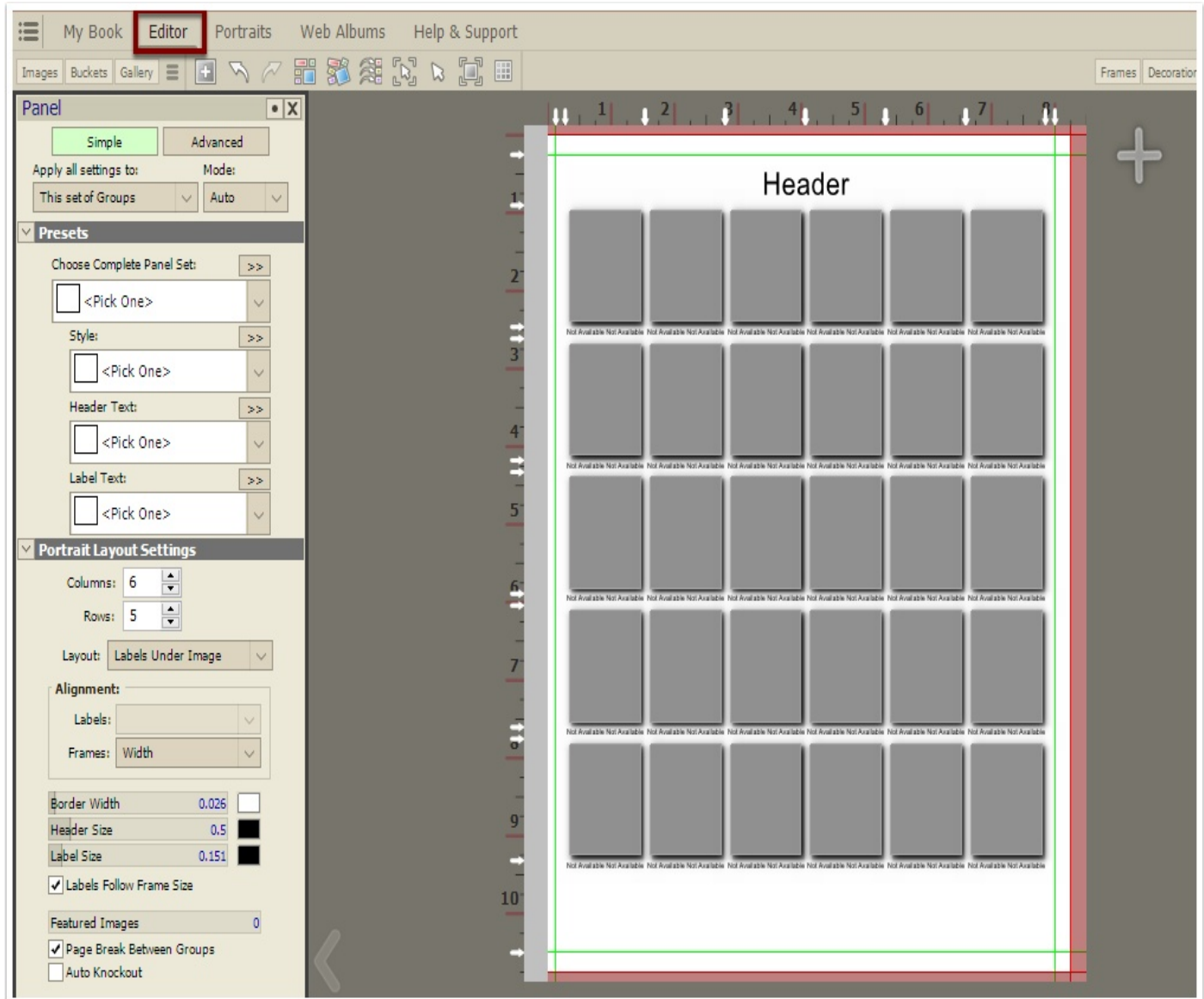
Portrait Section Name ×

Examples: Mrs Jone's Class, Staff, Grade 3

Staff

Create Portrait Section

The Editor will open, displaying an empty panel grid and the Panel hover.



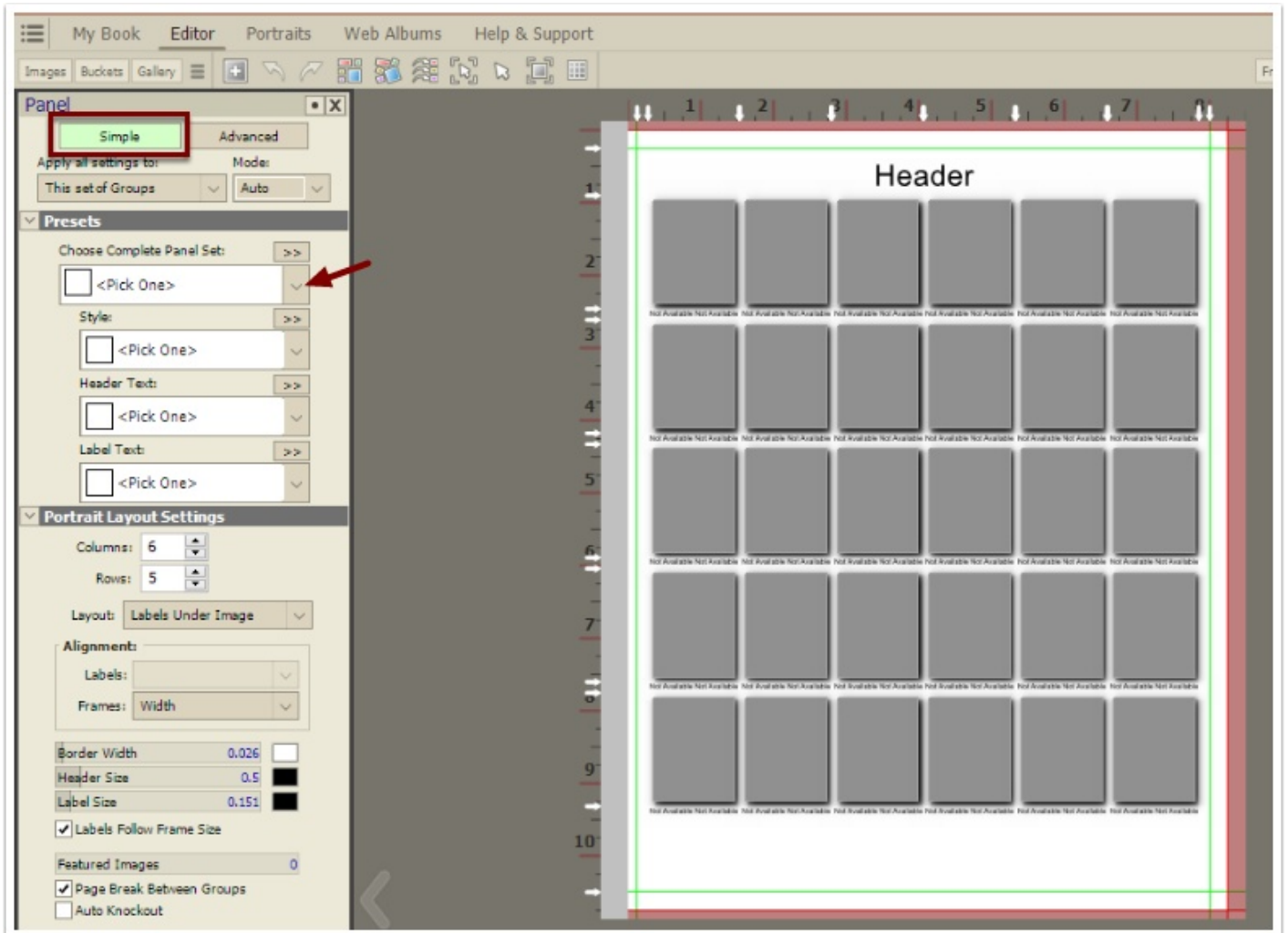
At this point, you have two choices to create your panel flow: **Simple mode** or **Advanced mode**.

Simple mode can be accessed if your database includes some supplemental information, added by using the [Make Into](#) button - your panel creation process will be streamlined. **Advanced mode** allows you to create a custom panel flow - this will be covered in [a separate article](#).

Simple Mode Panels

Click on the **Simple** tab at the top of the Panel hover. *Note: this will only work if you have used the [Make Into](#) feature on the Portraits tab, assigning groups, departments and priorities to your portraits.*

Under the **Presets**, choose a **Complete panel set**.

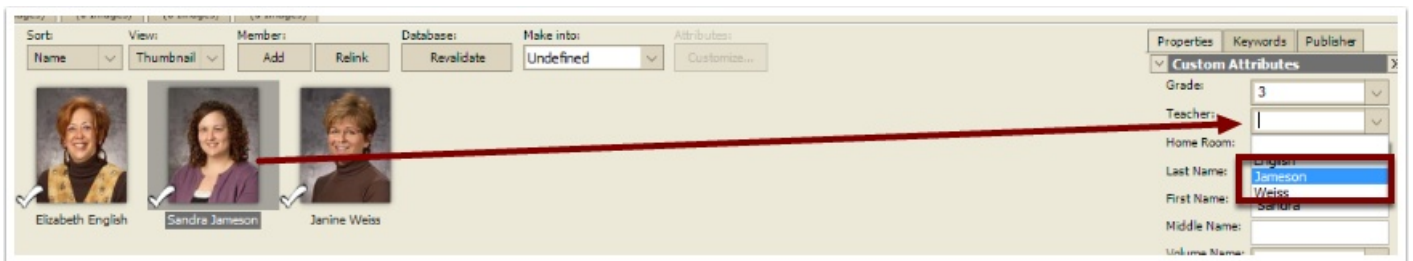


Choose a preset. In this example, we are creating a panel for all the student pages, grouped by their homerooms (teacher).

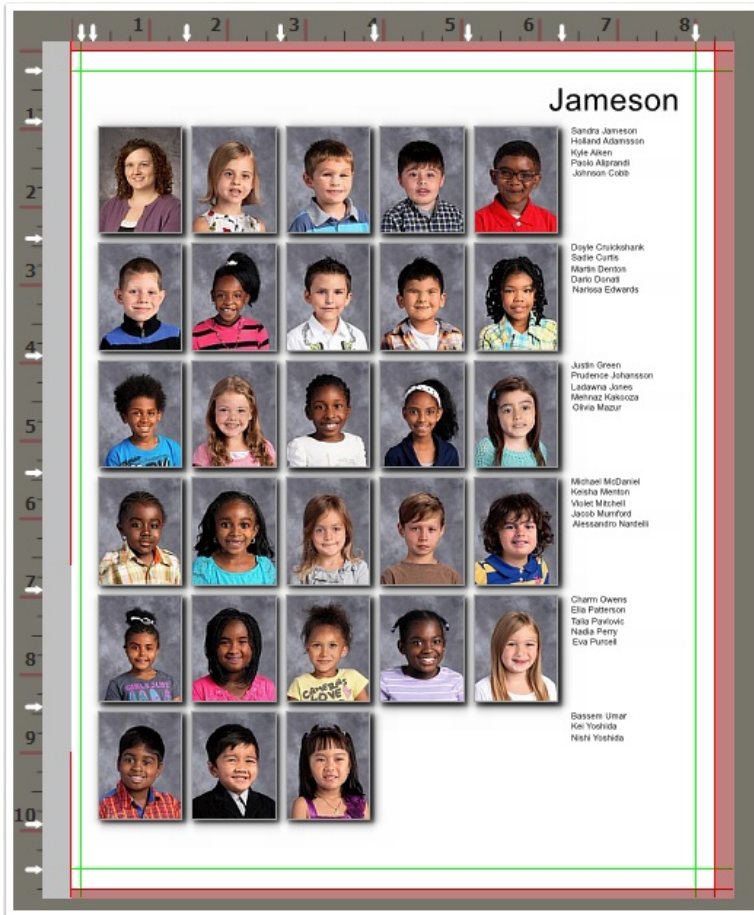
The results are immediate - images appear in the panel, which can grow to be several pages long.



Note: In this particular example, we can see there is a sorting problem we can fix. Notice that a separate group has been created for the teachers, apart from their students. Because the students are all grouped by Teacher, we know immediately that the teachers must not be included in the same Teacher group as their students. To fix this, return to the Portraits tab, and reassign the teachers.



As soon as the data was corrected, the panels reflowed. On the Editor tab, the teachers are back with their students.

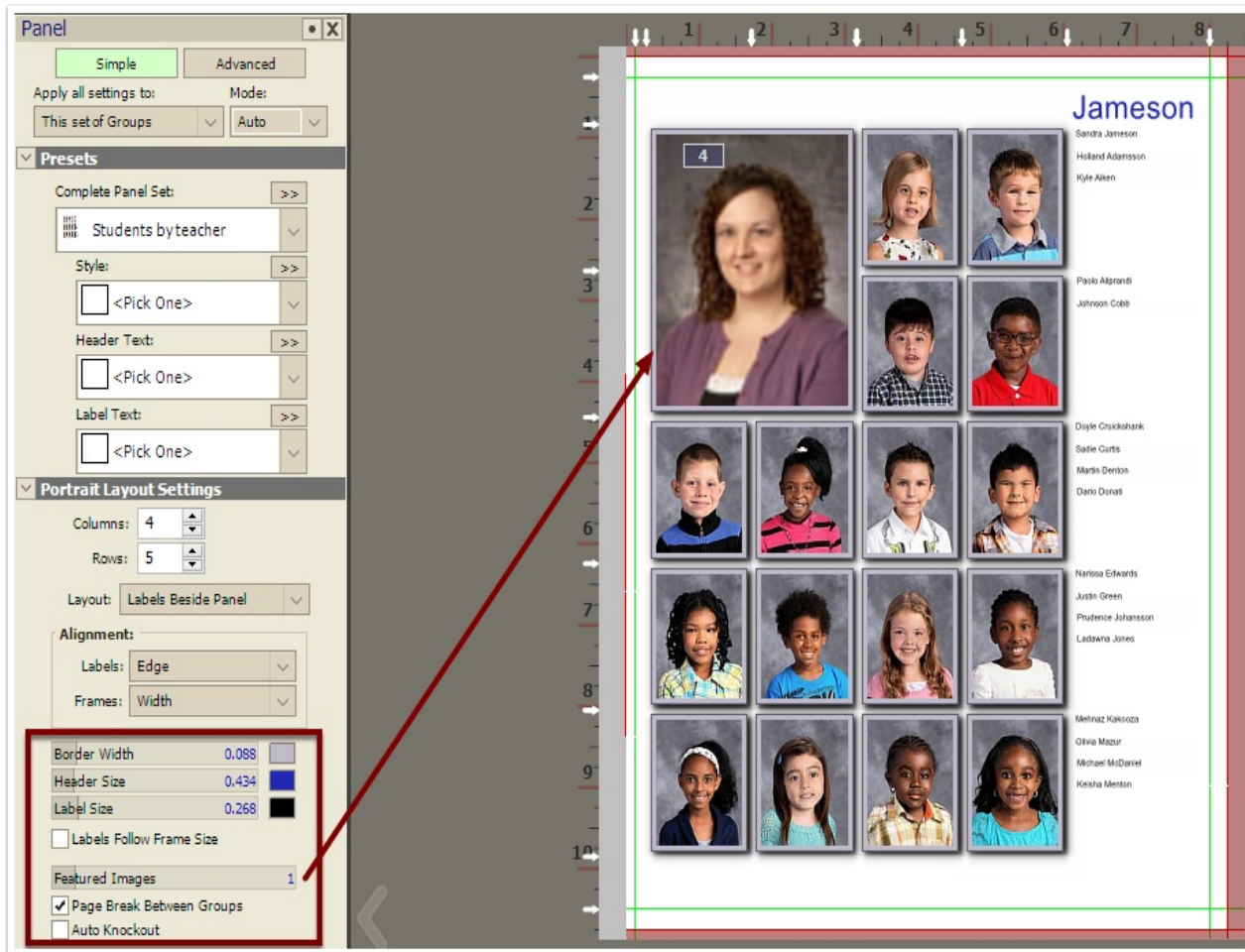


Continue to refine your panel layout under the Panel hover's Portrait Layout Settings. Change the number of Columns and Rows, where the labels will appear and layout of the image frames.



Next, adjust the border width, header and label size.
You can change the color of your border and labels by clicking on the color picker.

Featured Images transforms the specified number of images into double-sized. Type 1 to make the first image larger, type 2 to make the first two larger.



Checking **Auto Knockout** cause the panels to "run away" from any image frame dropped near to the panel pave.



You can continue to decorate your panels, adding Backgrounds or candid images. When completed, hit Save at the top of the page. You may add additional Panel pages back on the My Book tab, as required.

Note: any database changes made to one panel page section will not be reflected in other databases. The changes are specific to the section.