

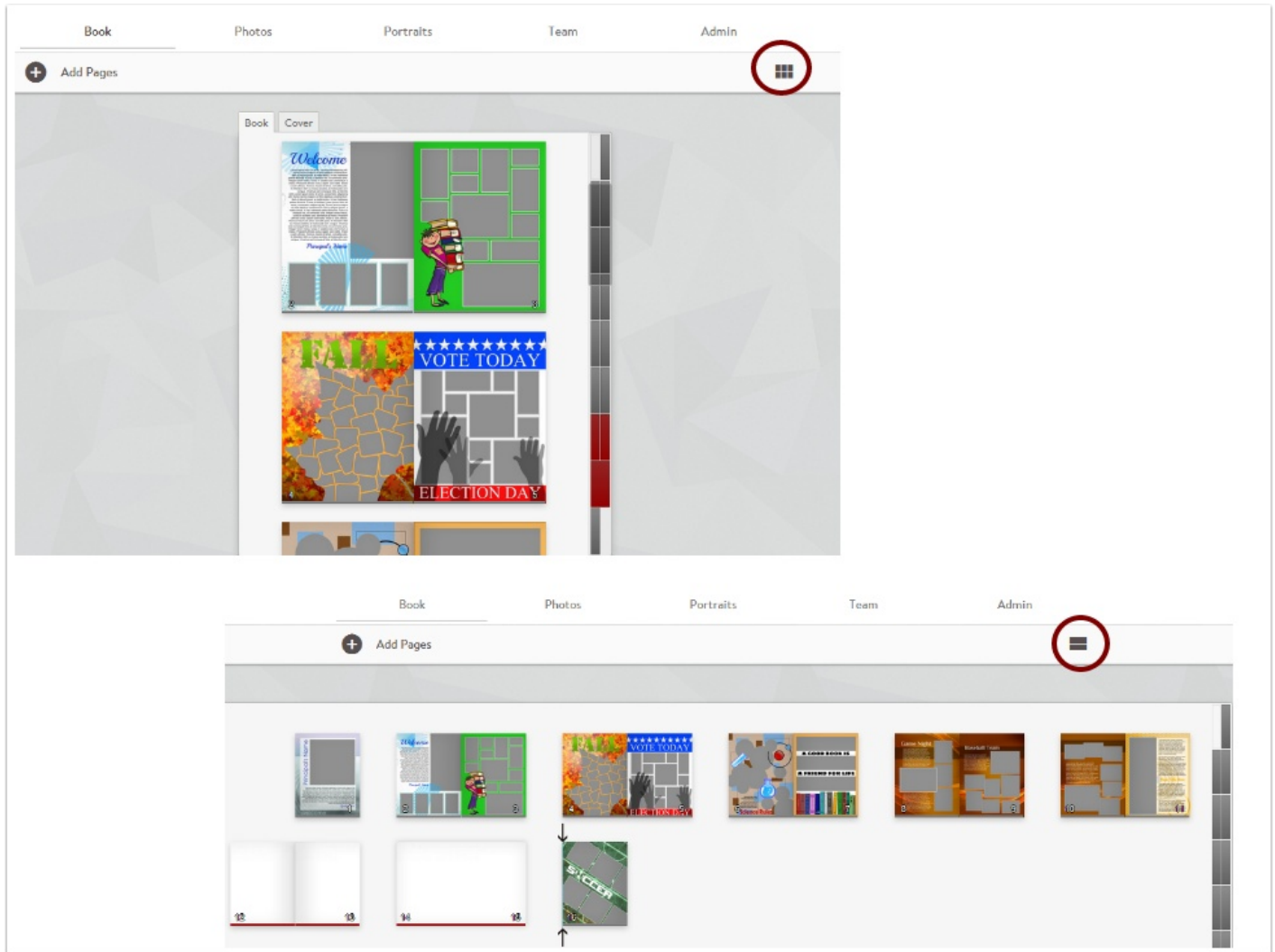
How do I manage my yearbook on My Book ladder?

Date : September 30, 2015

The **My Book** tab displays the sections of your yearbook.
Yearbook managers and co-managers can add, reorder, and delete sections from their book.

Your sections are displayed as a ladder of pages. You can choose to see the ladder as a long column of facing pages, or as a grid view.

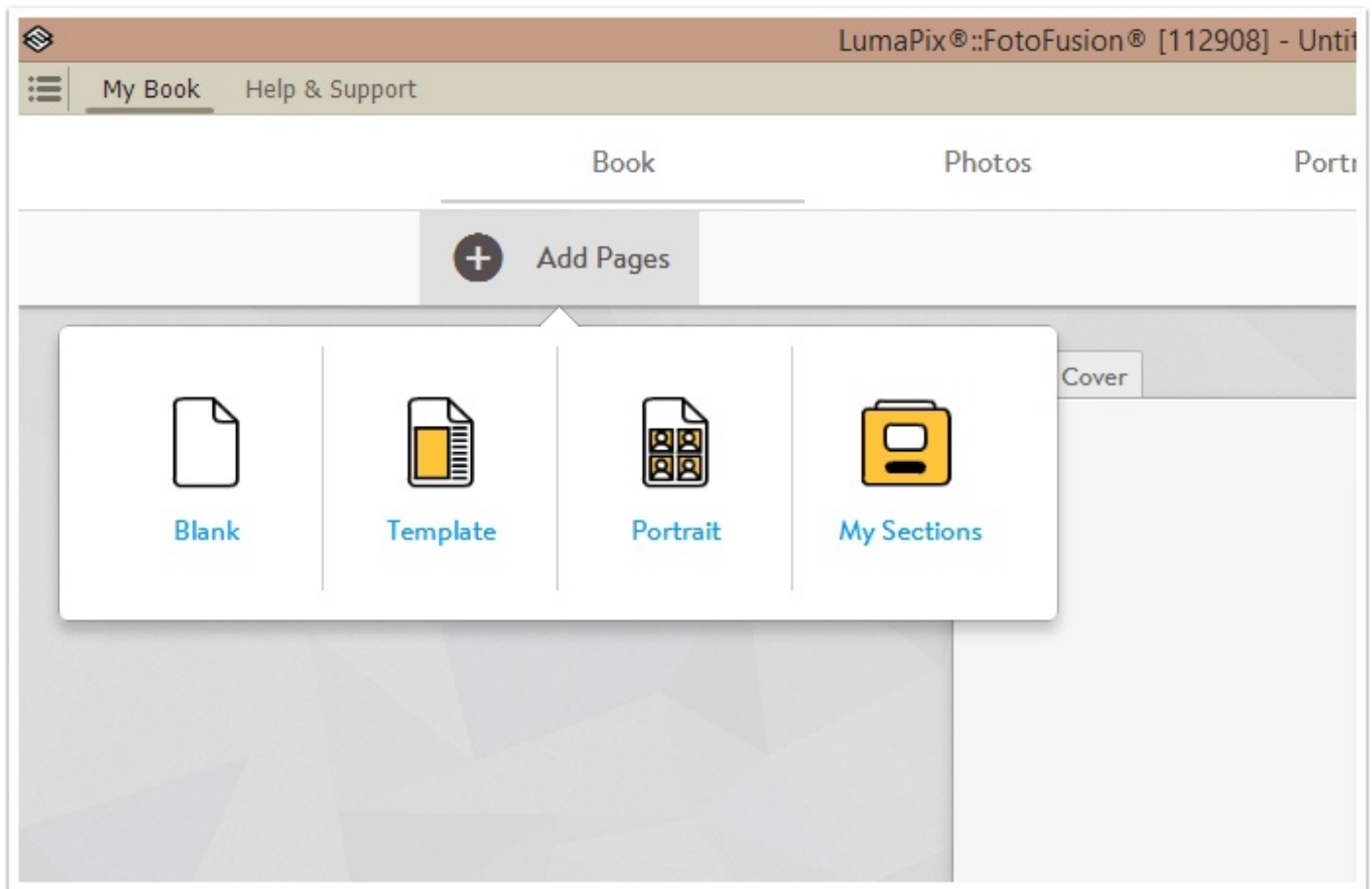
Click on the icon in the top left corner to change the view mode.



Adding pages to the Book ladder

At first login, My Book will display an empty ladder, to which you can add blank pages, templates, portrait pages, or existing projects from the current or previous year (if you used YearbookFusion previously).

Click on **Add Pages** to make your selection.



Building a Book "skeleton"

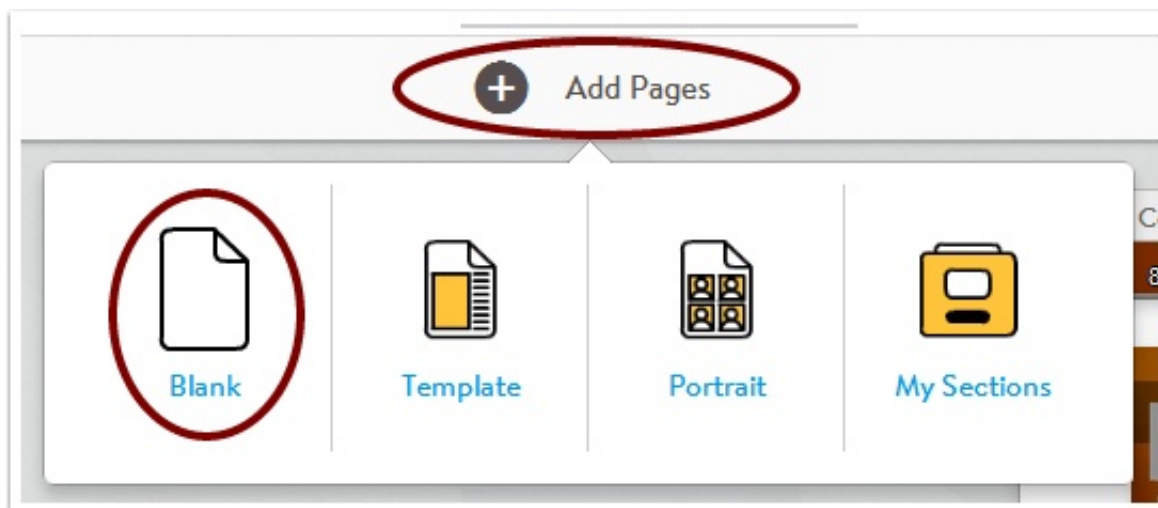
Start your book by adding blank pages and templates to build the skeleton for your new book, or

reuse sections from last year.

Consider what sections need to appear in your book (eg. Principal's Welcome, First Day of School montage, Homecoming, Clubs and Sports Teams, etc.), then add these pages to your book. Don't worry if this is the correct order for your pages, nor if you might need to use a different template later, since you can make changes at any point.

Adding Sections: Blank pages

To add a blank section, choose **Add Pages, Blank**.



Type one or more section names, and choose how many pages to create in those sections. By default, single sided pages will be added, but you can checkmark the Double Pages option if you want.

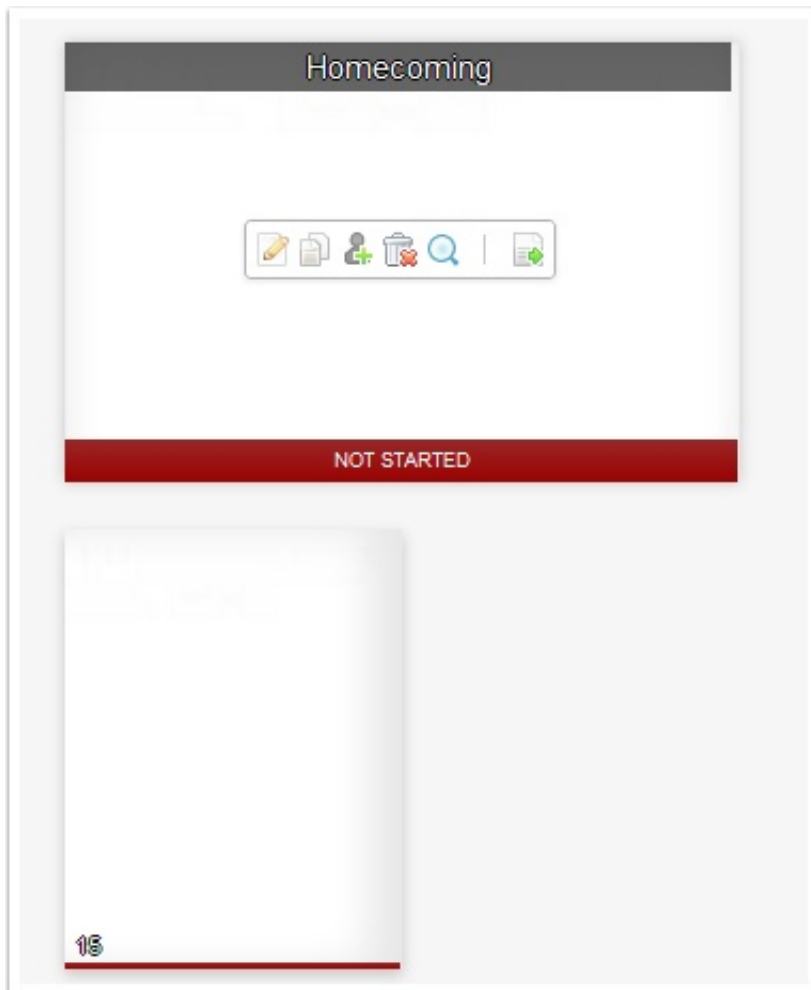
New Sections ×

Title	Pages	Double Pages	
Homecoming	2	<input checked="" type="checkbox"/>	
Terry Fox Run	1	<input type="checkbox"/>	
...	1	<input type="checkbox"/>	

+ Create 2 Sections

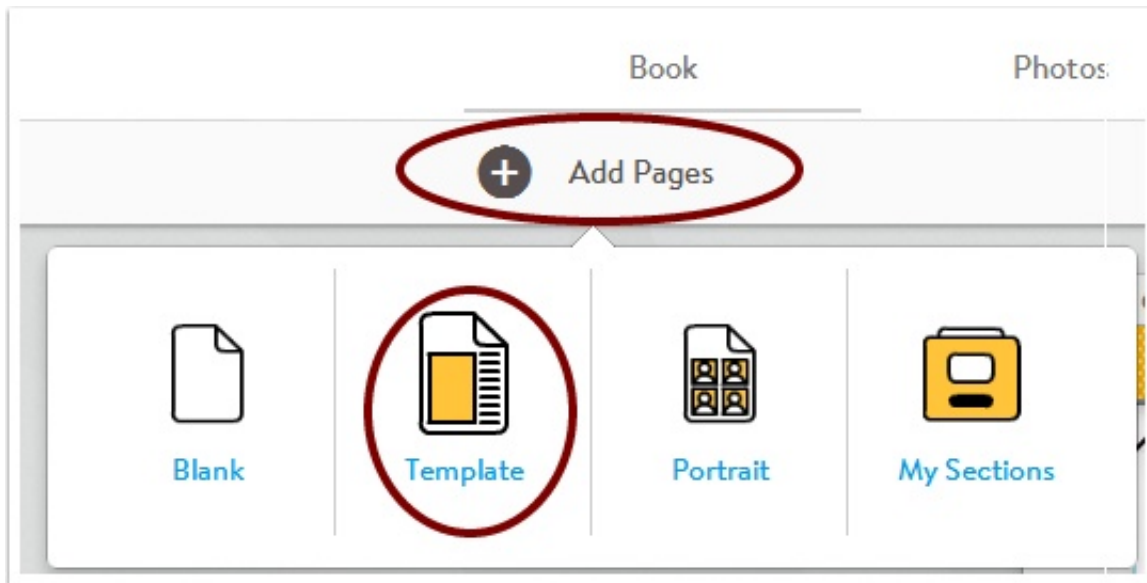
Click on the **Create Sections** button - the sections will be saved as projects in remote storage, and appear on your project ladder.

Note that when you hover over the sections, a menu of options appears, as does the section name and status.



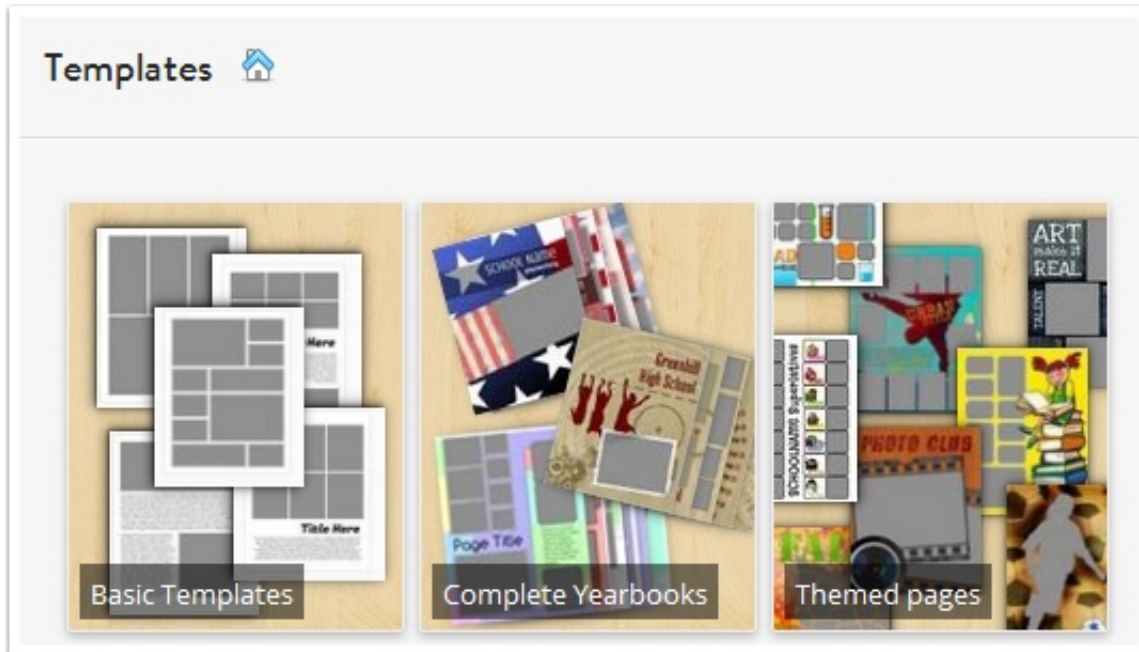
Adding Sections: Templates

To add a template, choose **Add Pages > Template**.



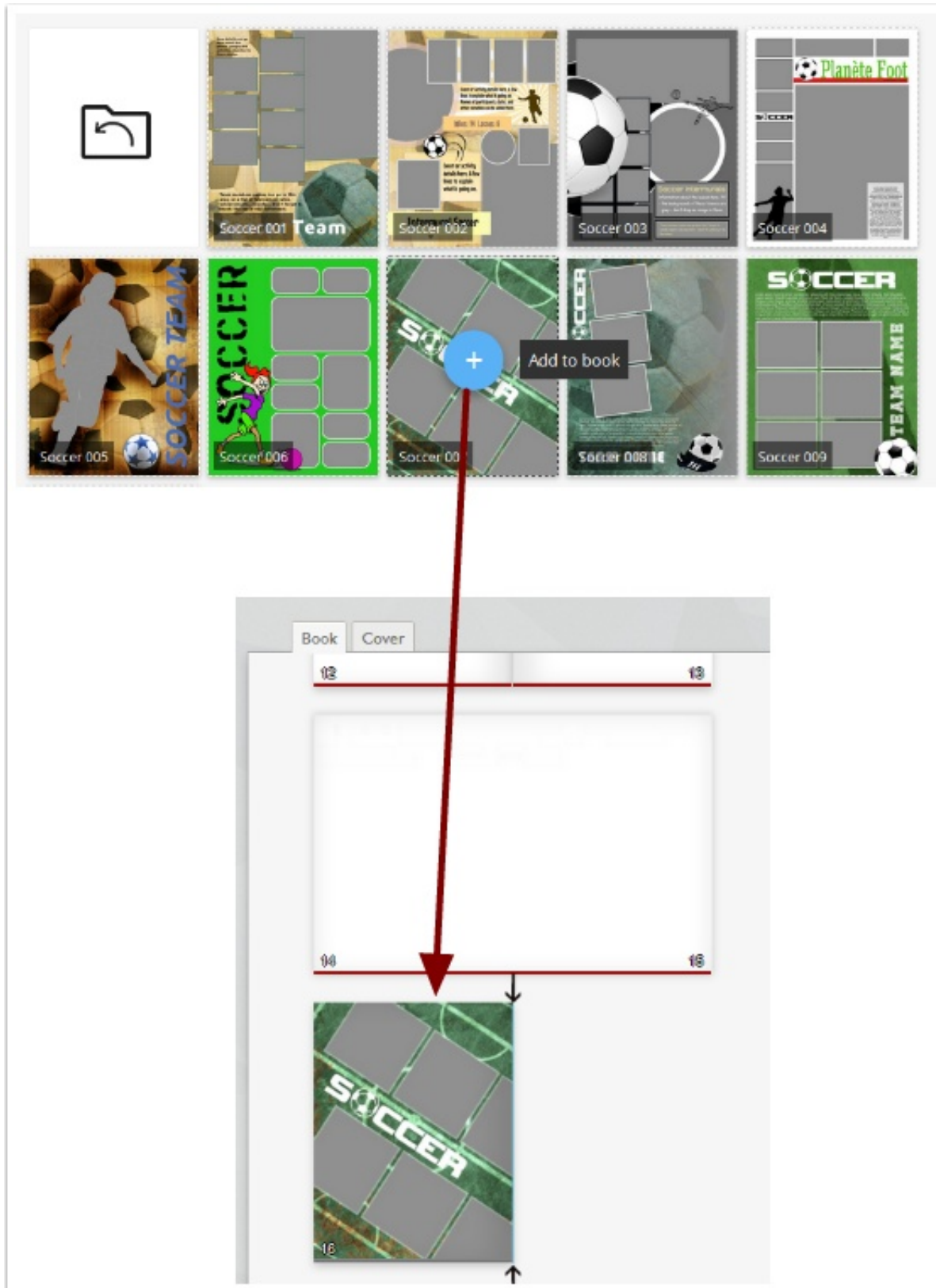
Templates are organized in three categories:

- **Basic templates**, comprised of empty image frames and text frames.
- **Complete yearbooks**, featuring 40+ layouts with a common style (eg. American, Chalkboard, Designer Magazine, Sticker Book, Techno)
- **Themed pages**, for specific types of sections commonly found in yearbooks (eg. Holidays, Sports, Clubs).



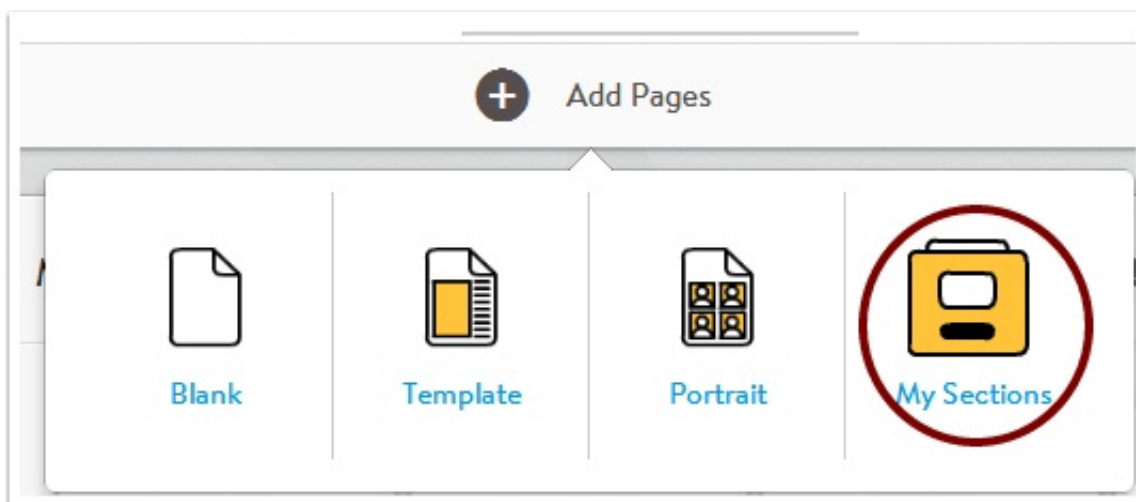
Explore the categories to find templates to match your sections and tastes.

To add a template, hover over it, and click on the **Add to Book** button.
The template will be added to your Book ladder.



Adding Sections: Existing Sections

Click on **My Sections** to add projects made in the previous school year (if you are a returning user) or add projects created in the current year.

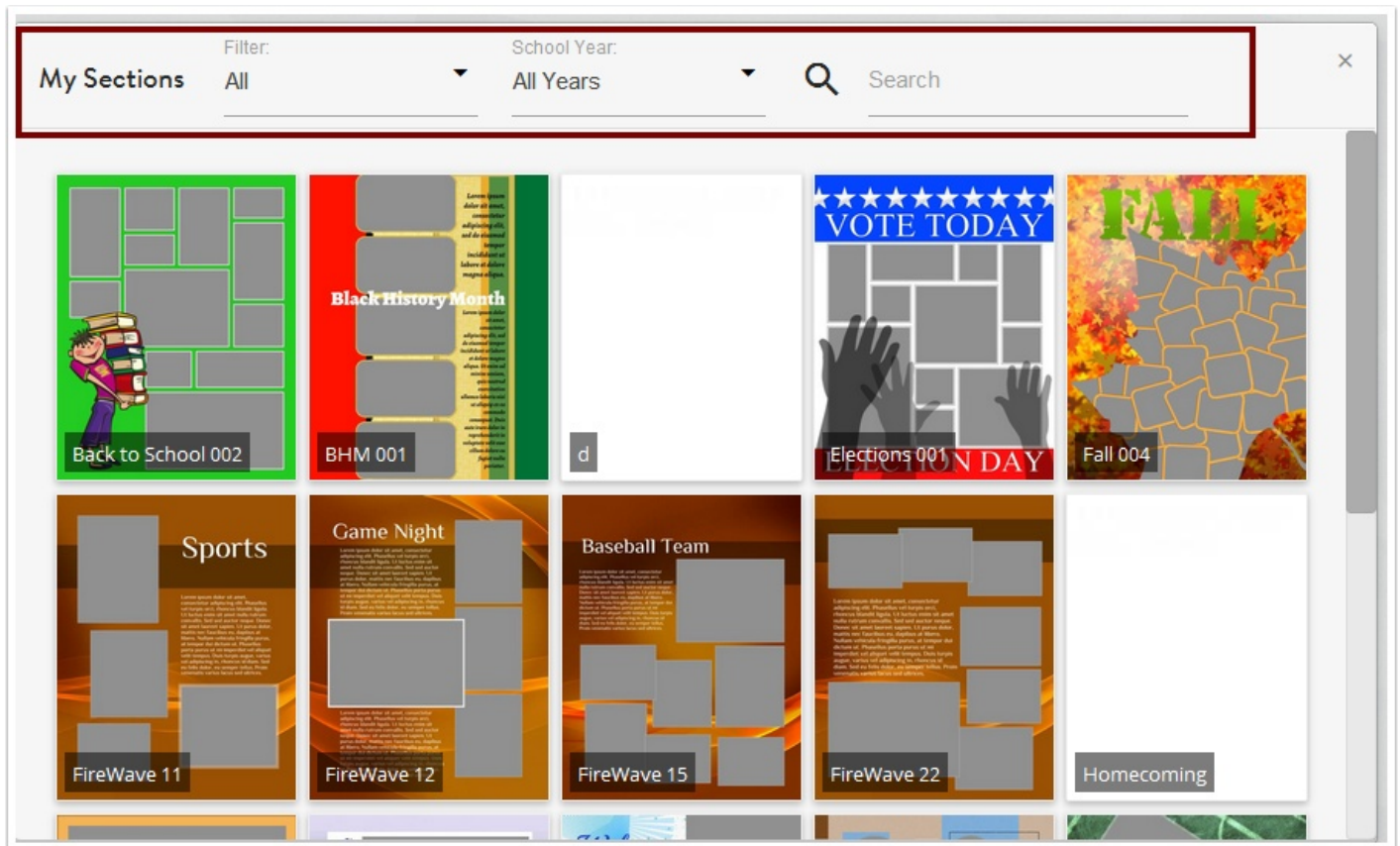


You can filter your projects in several ways:

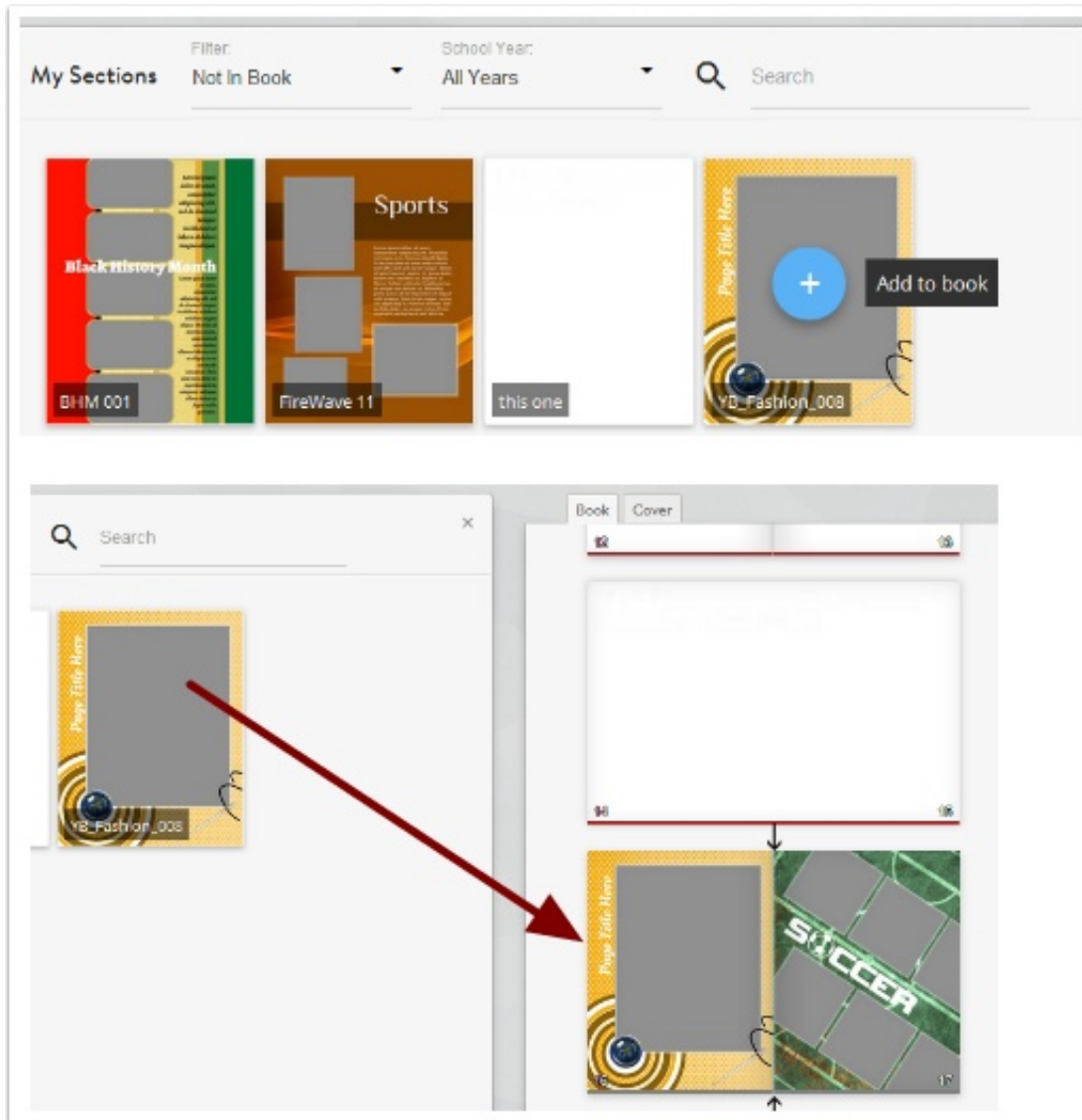
- Show all your project, projects in the book, not in the book, or portraits

- Show projects saved in all years, or only this year, or only last year.
- Search for a project by file name.

Full details can be found [here](#).

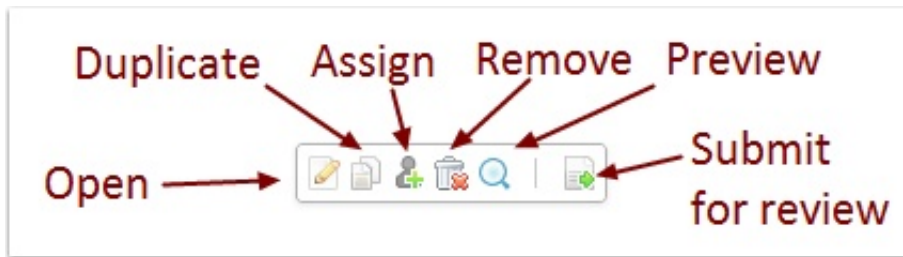


To add a project or page into your ladder, hover over it, and click on **Add to Book**.



Managing Your Book: The Section Menu

When you hover over a section on the Book ladder, a menu will appear.

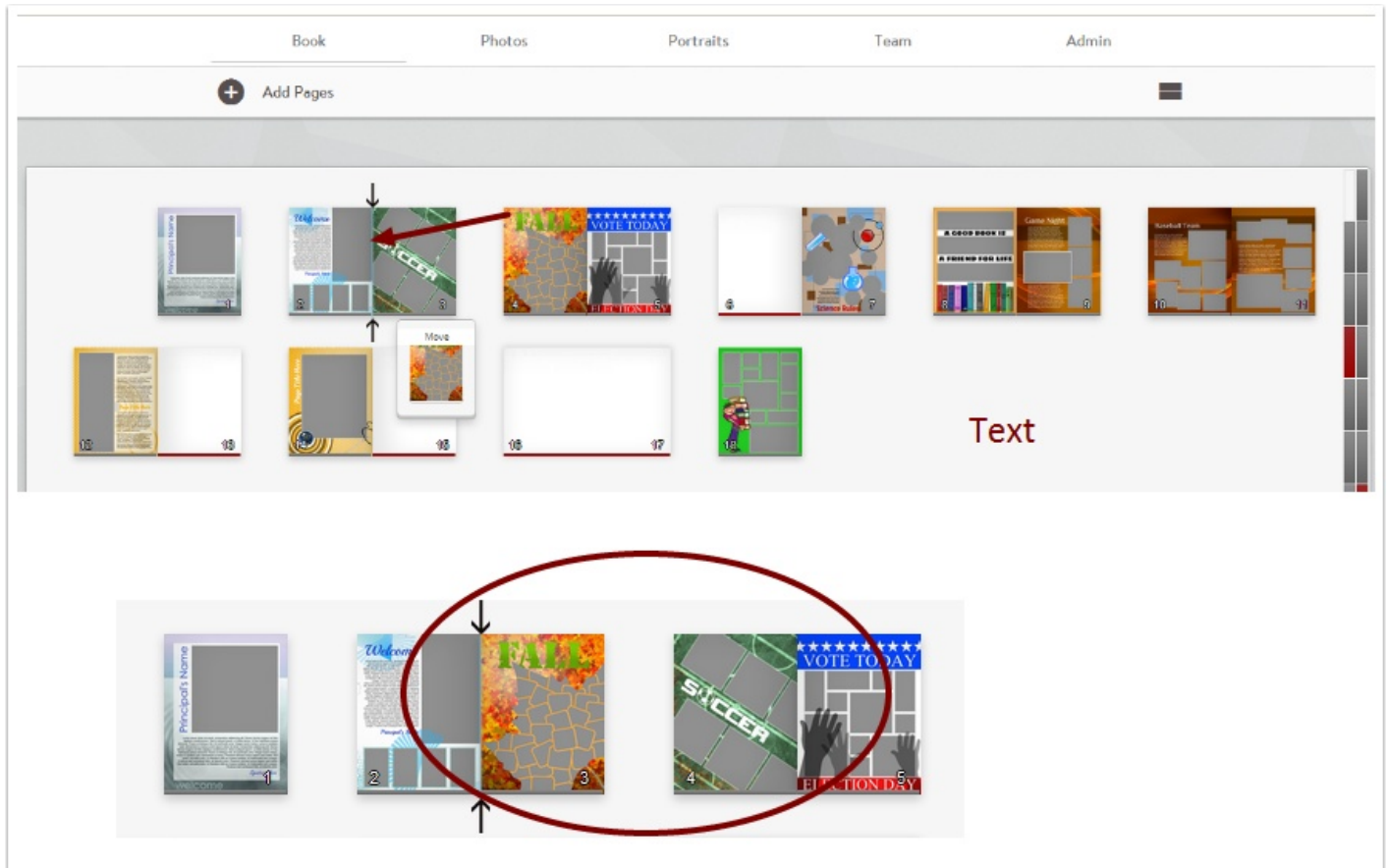


It allows you to allows you to:

- Open the section in the Editor tab, so you can work on the page(s)
- Duplicate the section, so you will have two copies of the section.
- Assign a team member to work on the section.
- Remove the section from the ladder (but not delete it permanently).
- Preview the section.
- Submit the page for review.

Managing Your Book: Moving Sections in the Ladder

To move a section within your book ladder, drag and move it to the new position on the ladder. Arrows will appear at the point of insertion.



Other features

Learn more about:

- [team management](#)
- [book logic](#)
- [creating panel pages](#)

