

YEARBOOKS! DESKTOP 2010 QUICKSTART GUIDE

Minimum Requirements

Windows XP, Vista
Macintosh OSX 10.4, 10.5
2.0 Ghz Processor
512 Mb RAM
Quicktime Player
Broadband Internet

Recommended

Dual Core Processor
2 Gb RAM
Adobe Reader 8

SECTION ONE: Installing Yearbooks! Desktop 2010

Please follow the steps in this section to install Yearbooks! Desktop:

If you have received a copy of the Yearbooks! Desktop CD, insert it in your computer's CD drive. If you have been provided with a downloaded copy of Yearbooks! Desktop, double-click on the installer file.

NOTE: In Windows, if you receive a security warning, click 'Run' to continue with the installation.

Windows XP and Vista Installation



(1) Within a few seconds the Yearbooks! Desktop 2010 Setup window will appear. Click 'Next' to continue with the installation.

(2) Please read the license agreement and if you agree to the terms of use, click the button labelled 'I Agree' and click 'Next'.

(3) Accept the default location to install Yearbooks! Desktop and click 'Next'. Click 'Next' one more time to proceed. The program will begin to install.

(4) On this screen, the recommended options have already been chosen for you. Click 'Next' to continue.

(5) When you see the confirmation screen, click the 'Finish' button to continue the installation.

(6) After Setup is complete, you will be prompted to install Quicktime, the Adobe Flash Player, and Adobe Reader. Follow the instructions on your screen carefully to finish the installation. Quicktime and Flash are required components, Adobe Reader is optional (but recommended).

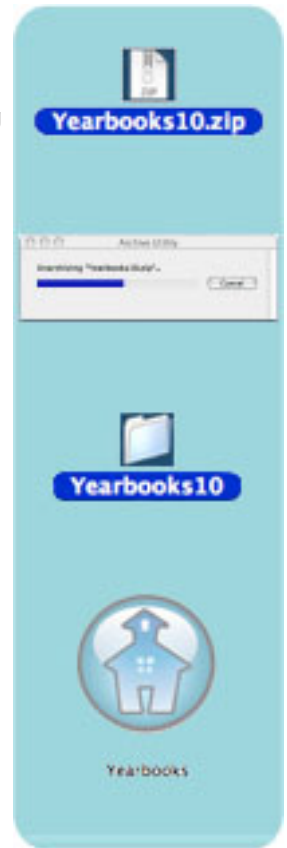
Macintosh OSX Installation

(1) On your installation CD, locate the file named "Yearbooks10.zip" and copy it to your desktop. This can be accomplished by dragging and dropping the file on to your desktop.

(2) Once the file named "Setup Yearbooks Desktop 2009 Mac OSX.zip" has been copied to your desktop, double click the file to begin extracting it.

(3) Accept the default location to install Yearbooks! Desktop and click 'Continue'.

(4) The software will then be installed to the default location on your 'Desktop' folder. Use Finder to navigate to the folder, and double-click the file called "Yearbooks.app" to start the program.



SECTION TWO: Start in Demonstration Mode

To launch Yearbooks! Desktop 2010 in Windows, double click the desktop icon titled 'Start Yearbooks! Desktop 2010' or use the icon that was created in your Windows Start menu.

To launch in Mac OSX, open Finder and browse to the folder that the program was installed to (typically, **:Macintosh HD:** **Applications:Yearbooks Desktop 2010:**), then locate and double click the file titled 'Yearbooks.app'.

Once you have launched Yearbooks! Desktop for the first time the software will be in a limited Demonstration Mode, with many sample pages already created. These were included to quickly show off the many features of Yearbooks! Desktop 2010. We recommend taking a look at all of them to get a preview of what's available.

Demonstration mode is limited in that you will not be able to finalize or create a high-resolution output file, until you decide to purchase and register the software. If you have already purchased the program, proceed to Section Three.

If you choose not to register the software, we invite you to continue following through the features described in this document to familiarize yourself with the software's operation.

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SECTION THREE: Register Yearbooks! Desktop

Once you have launched Yearbooks! Desktop for the first time you will need to register the software. Using the registration button, enter the registration information from your registration card.

In the "Registered To" field, enter the school name EXACTLY as it appears on the registration card. If there are any errors, such as the spelling of your School's name, please contact your publisher to update the registration information.

The registration is made up of four letters and six numbers, and also must be entered EXACTLY as it appears on the card.

NOTE: Your copy of the software will attempt to use your available internet connection to check for available software updates. Should you receive a firewall warning, it is recommended that you allow Yearbooks! Desktop to access the internet. You will be alerted if there are any updates available to download. **We strongly recommend running the latest version of Yearbooks! Desktop at all times.**

When you have successfully registered your copy of Yearbooks! Desktop 2009, you will receive a success message on your screen. On this screen, Yearbooks! will ask you if you wish to clear your yearbook and start a new one, or keep the existing book. If you choose to clear, then all of the demonstration pages and content will be deleted. You may then proceed to add new blank pages. If you have started working on your pages, you may wish to choose to keep the existing book.

SECTION FOUR: Import your Photo CD

Yearbooks! Desktop autoflows portraits to your yearbook pages by first importing a PSPA (Professional School Photographers Association) Photo CD. If you received your Photo CD from a professional photographer or your Publisher, it is most likely PSPA standard.

For more information on determining your photo CD type, or if your Photo CD is not PSPA standard, please click the Help button anywhere in Yearbooks! Desktop and navigate to Section Three of the User Guide.



(1) Begin by clicking the Students button. Next, click the button labelled 'Import Wizard' located on the right side of the screen.

(2) Select 'PSPA' from the 'Select Photo CD Type' drop-down menu, then click 'Browse To' to locate your INDEX.TXT file; it is usually found at the root of your PSPA Photo CD. Click 'Next' to continue.

(3) You can choose to organize your school by Grade, Home Room, or Teacher's Last Name. These options are called 'Groups' and Yearbooks! Desktop uses them to group your staff and students when arranging the portraits on your yearbook pages.

NOTE: If an option is dim, it means your INDEX.TXT file did not contain sufficient information to group by that group type.

(4) Click 'Next' and then 'Finish' to import your Photo CD. Yearbooks! Desktop will copy the relevant information from the CD, and organize your staff and students into their specified groups.



(5) Yearbooks! Desktop will inform you when the process has been completed, and provide you with a tally of the total image count. Click 'OK' to exit the wizard. Yearbooks! Desktop will now review your student data to ensure that there are no errors. When the review is complete, click 'OK' and return to the Student List screen.

SECTION FIVE: Building your Pages

Clicking on the 'Pages' button will take you to the Page Ladder, a basic representation of your yearbook which helps you organize the pages in your book.

Add new Pages

Click the 'Add Pages' button to open the Add Page Wizard. Follow the instructions on your screen carefully to add as many new blank pages as you like.

Create an Activity Page

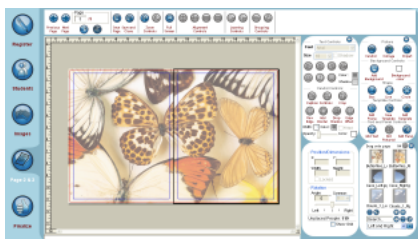
Activity Pages are non-portrait pages that include custom elements such as text boxes, candid images, clipart and backgrounds.

(1) Click on the 'Pages' button, scroll through the page ladder and select a blank page in which to create your activity page. You may need to click the 'Add a Page' button to add a blank page to your yearbook. Double-click the page to open the Page Editor.

(2) To add text to your page
Page screen. Type your text in the Edit Text pop-up box that appears. You can also set the font, size and color, and change attributes like bold, italic and underline. Click OK to add the text to your page.

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SECTION FIVE: Building your Pages (continued)



The new text is automatically placed in the top left corner of your page; click and drag to move it around the page. To adjust the font, size or color after creating your text, click once on the text box to select it, and make the necessary changes on the Tool Bar on the top of your screen.

(3) Borders and Backgrounds can be added to your Activity Page by clicking the Backgrounds button. The Image Browser on the bottom right of the screen will fill up with all of the available border images. Simply drag and drop the desired image from the Image Browser directly on to your Page. You'll see the background change to the chosen background image.

(4) Add clipart to your page by clicking the Clipart button. The Image Browser will change to display all of the included clipart content. Select the clipart image you wish to use by dragging it from the Image Browser on to your page.

(5) To add Candid pictures to your page, click the 'Candid' button. To import a Candid image, click the '+' button on the Image Browser. In the browse window, navigate to the candid you wish to import and click 'Ok'. The image will appear in the Image Browser. To add the Candid to your page, drag the image from the Image Browser on to your page.

NOTE: Candid images that have been rotated, or enhanced with an edge effect may appear distorted on screen. This is because Yearbooks! Desktop uses low-resolution thumbnails of your original images on-screen to improve the speed of the program. Your final Yearbook will use the high-quality image files.

(7) As you progress through the creation of your Yearbook pages, please remember to save your work frequently.

Create a Portrait Page

(1) Click on the 'Pages' button on the left side of your screen, and scroll through the Page Ladder to select a blank page on which to create your Portrait page. Double click the page to open the Page Editor.

(2) In the Edit Page screen, click the 'Panel' button to open the Panel Wizard. Select the group you wish to place from the list. When a group is selected, a tally is displayed telling you three items: how many portraits there are in total, how many have already been placed on other pages, and how many portraits still remain to be placed. Click 'Next' to continue.

(3) Scroll through the available list to choose a panel. Click once to select it. Also on this screen, you may choose your edge style. The available choices are Raw Edge (no effect), Edge Effect (a stylized frame overlay), or Border (solid color frames of varying thicknesses). Click 'Next' to continue (or Auto Flow to finish).

(4) If you have chosen to add an effect or a border, the next screen will allow you to customize your selection. For Edge Effects, simply scroll down through the list to find the desired effect. Select the effect by clicking it with your mouse. If you added a Border, you can change the Border Width by clicking on the box to the right, and select your desired thickness. You may optionally choose to change the color of the border, and the opacity level of the border.

(5) When you are satisfied with your panel formatting, click 'Auto Flow' to have Yearbooks! Desktop flow the portraits to your page.

(6) To add custom content such as Text Boxes, clipart, candid images or backgrounds to your Portrait page, please refer to the 'Create an Activity Page' section.

SECTION SIX: Final Check and Print

When you've finished building your yearbook, proceed to the Finalize button on the left side of your screen. Here you can use the Final Checks Wizard, which scans your book for several common errors, such as duplicate, unplaced, or missing images or students.

(1) When running the Final Checks Wizard, it's highly recommended that you leave all options selected, as it will help ensure your yearbook is error free. Click the green 'Run Final Checks' button to begin the wizard.

(2) Your results will be grouped into two categories: warnings and errors. Warnings are marked with yellow X's, and are non-critical problems such as students with similar or identical names. Errors are marked with red X's, and must be addressed prior to your yearbook's completion. Errors may include (but not limited to) things like unplaced Students, or invalid or missing candid image files. Click the 'Error Report' button to continue, and you may choose to print a copy by clicking the 'Review Problems' button.

(3) Once you're satisfied that your yearbook is error-free, click 'Continue' to proceed and create a Proof version for your review. Clicking the 'PDF Files for Proofing' button will bring up the Print to PDF Wizard. Be sure to click 'Print Cover' if you have created a custom cover. Click 'OK' to generate the PDF, and then click 'Next' to proceed.

If you have trouble viewing the PDF, please check to ensure that Adobe Reader is installed on your computer. For further assistance, see section one of the User Guide.

(4) The 'Print Cover Sheet' button will generate a checklist for packaging your yearbook for publication. This page should be filled out and included as a part of your final package. Click 'Next' to proceed.

(5) Click 'Package Files' to finish your yearbook. All of your files will be compressed into a single zip file which can then be written to a CD and sent to your Publisher. Depending on the size of your book this may take a few moments, so please be patient.

Congratulations!

More detailed help can be accessed by clicking the Help button.