

YEARBOOK PHOTO UPLOAD & LAYOUT DESIGN

ACCESS

WWW.YEARBOOKAVENUE.COM

Year: 2012
Job Number: 08373
Login: Lower case, first initial, last
name (e.g. asims)
Password: rocken11

STEPS TO UPLOAD

1. From menu across top, click **CREATE**
2. From drop-down menu, select **IMAGE LIBRARY**
3. In the left-hand column, click the small triangle next to "Activities." This will open the list of folders. Click the triangles to open individual folders--many folders contain subfolders to further identify event, grade or classroom.
 - For example, PE, Music, Art, Computer Lab, Library and Science are under "Encore" and often contain folders for events. For Example, Science Exploration Day pictures from Mrs. Burgess' class should be filed under Encore/Science/K Exploration Day.
4. Highlight the appropriate folder for your pictures.
5. To select images click **UPLOAD** from tool bar across the top and a box will appear with an "Add Files" button in upper right corner.
6. Clicking **ADDING FILES** will open a browser for your files. Select the picture to upload and click "open."
7. Click "Done Uploading" or provide more details:
 - To further identify picture click "Add Names." Click the second tab in the box, "Details."
 - Note, it is not necessary to identify names since the book will not contain an index.
 - In the **CAPTION** box, enter more details beyond folder title , such as, grade and/or classroom.
 - Click "Apply Changes" at the bottom.
 - Advance to next picture by clicking the arrow.
 - When all captions have been entered, click "Done."

**Uploading to specific folders and providing details in the caption is very helpful to the layout designer.
Thanks for taking the time!**
