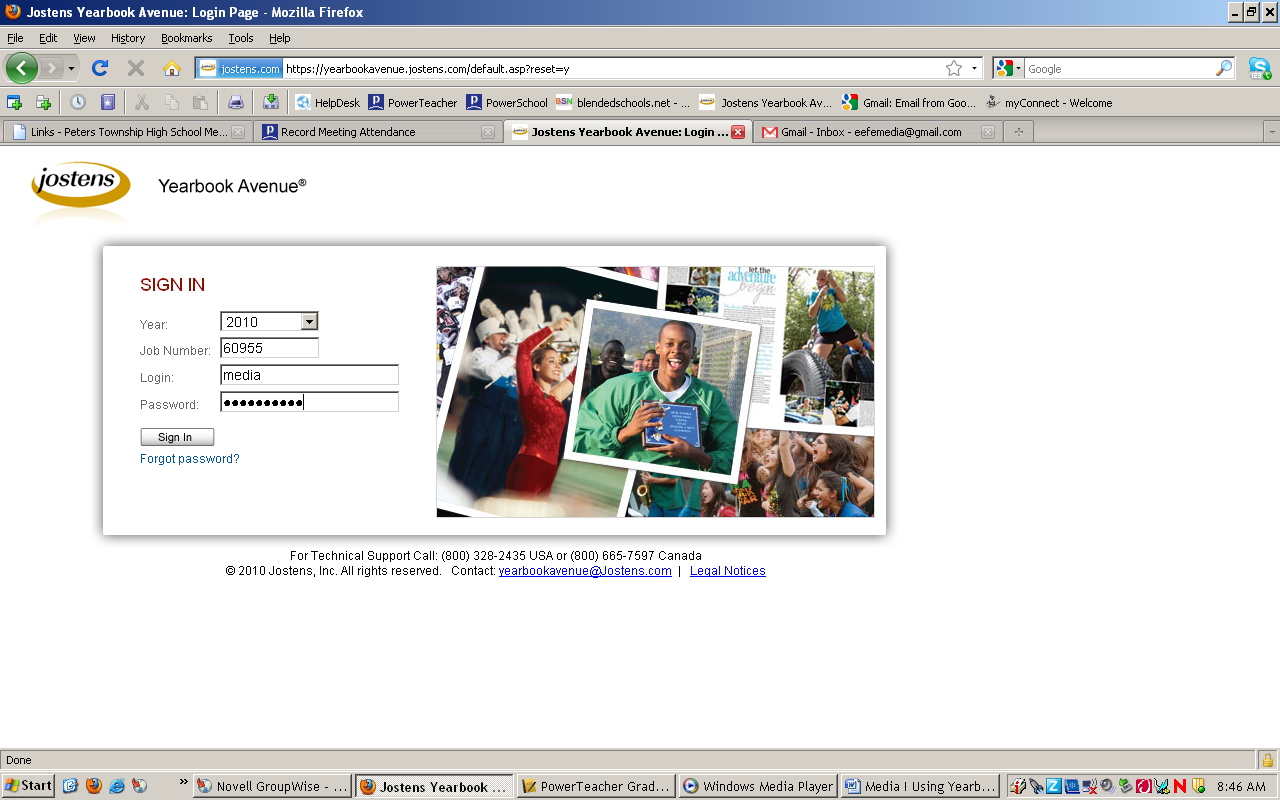
Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

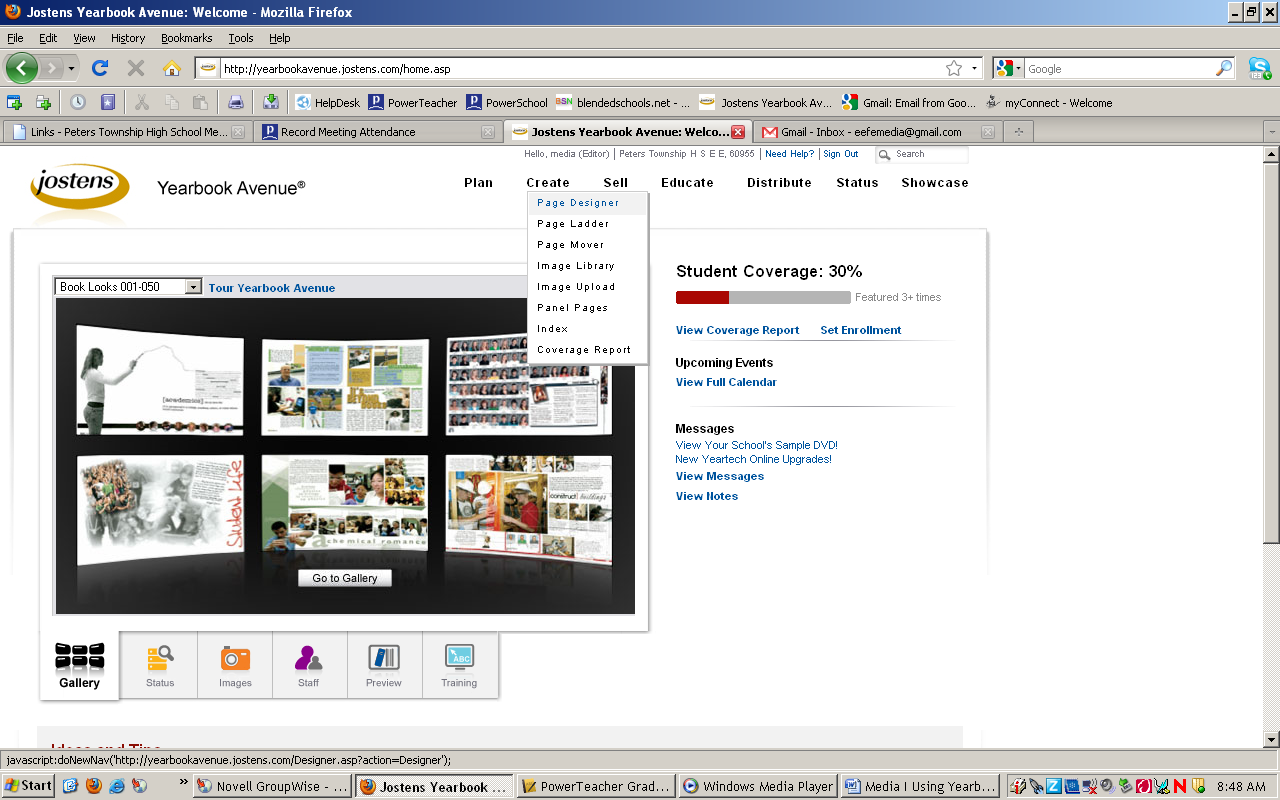
Yearbook

Thomas - 2016

Yearbook Avenue: Logging Into Pages



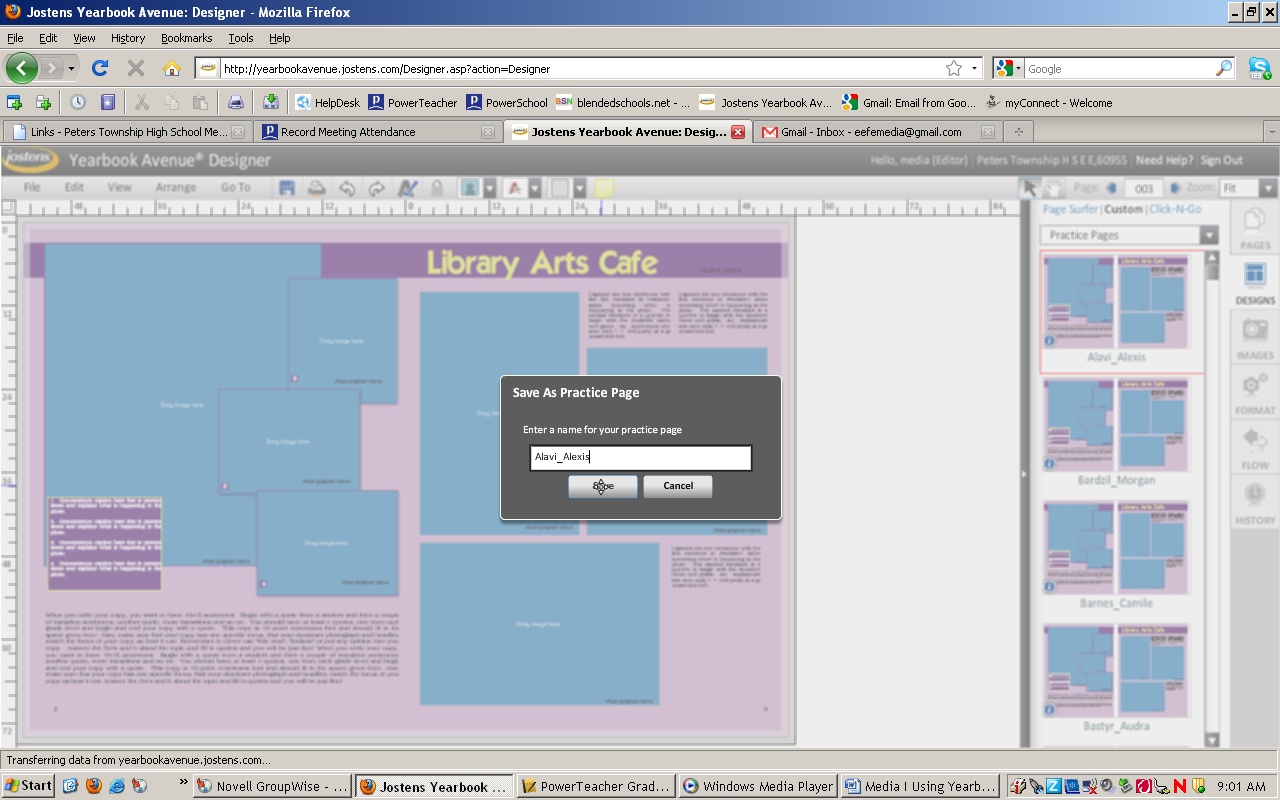
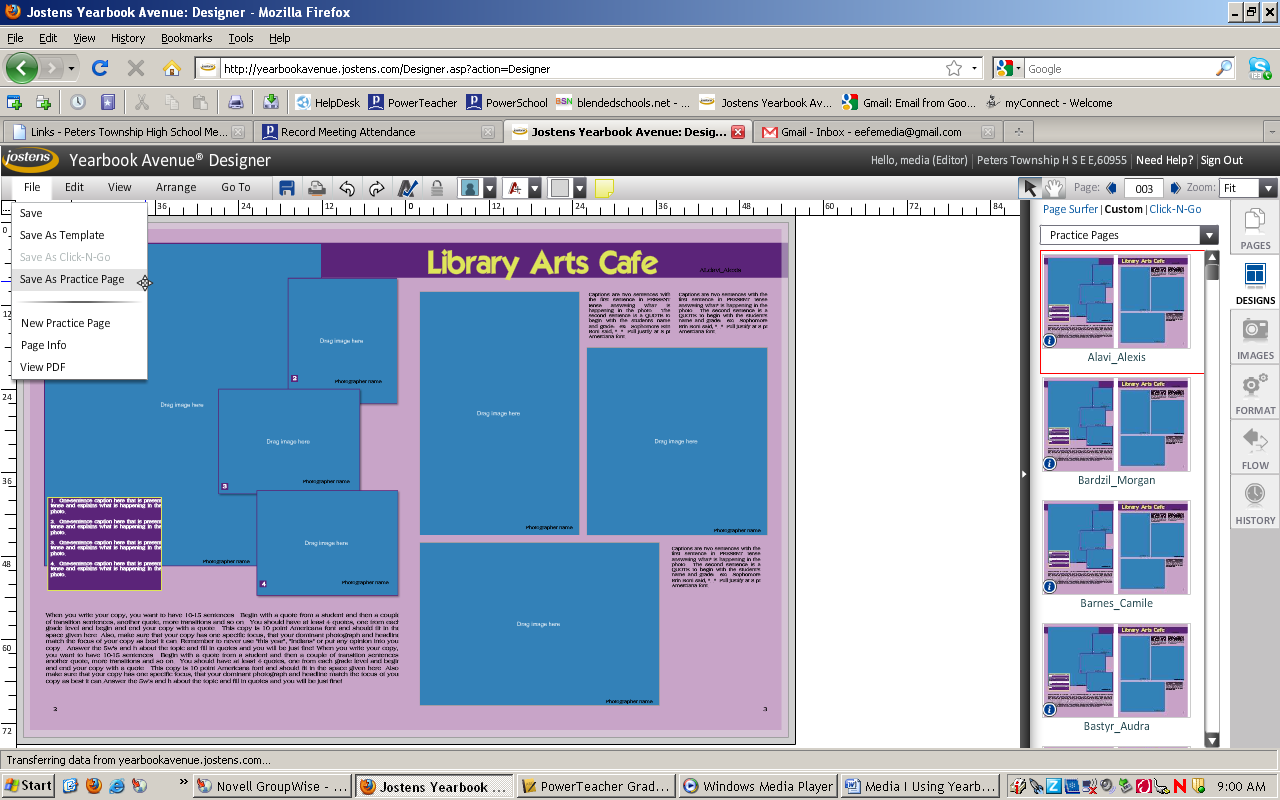
1. Go to [www.yearbookavenue.com](http://www.yearbookavenue.com)
2. Plug in the following information:
   1. Job #: 45962
   2. Login: first initial last name lower case
   3. Password: drive17
3. Go to CREATE and PAGE DESIGNER



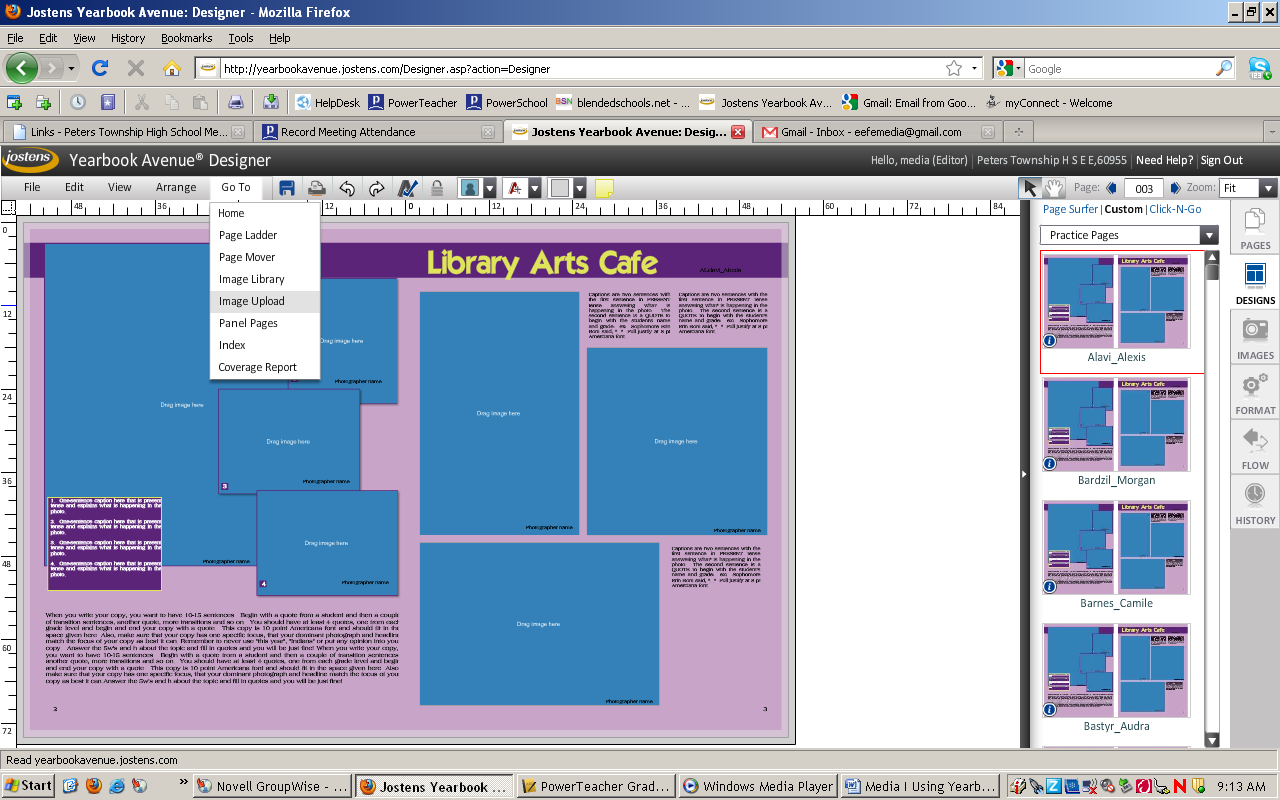
1. Click on File in left hand corner, then select new practice page in pull down menu.
2. Under name, call file LAST NAME, FIRST NAME
3. On right hand side, scroll down to media 1 template (in alpha order)
4. Drag onto center of page.
5. On left hand side, change name and class period to your name and class period.
6. On left hand side, pull down menu to SAVE AS PRACTICE PAGE.
7. Re-name file in the SAME WAY – Last name, first name.
8. Confirm by OVERWRITING the original file.

Yearbook Avenue Saving Practice Pages

1. If you do not save properly, your pages will be DELETED.
2. You must NOT use the SAVE button, but rather go to FILE>SAVE PRACTICE PAGE each time you want to save and ALWAYS save Lastname, Firstname properly (spelling, capitalization, etc.) or you will have several half-saved pages.

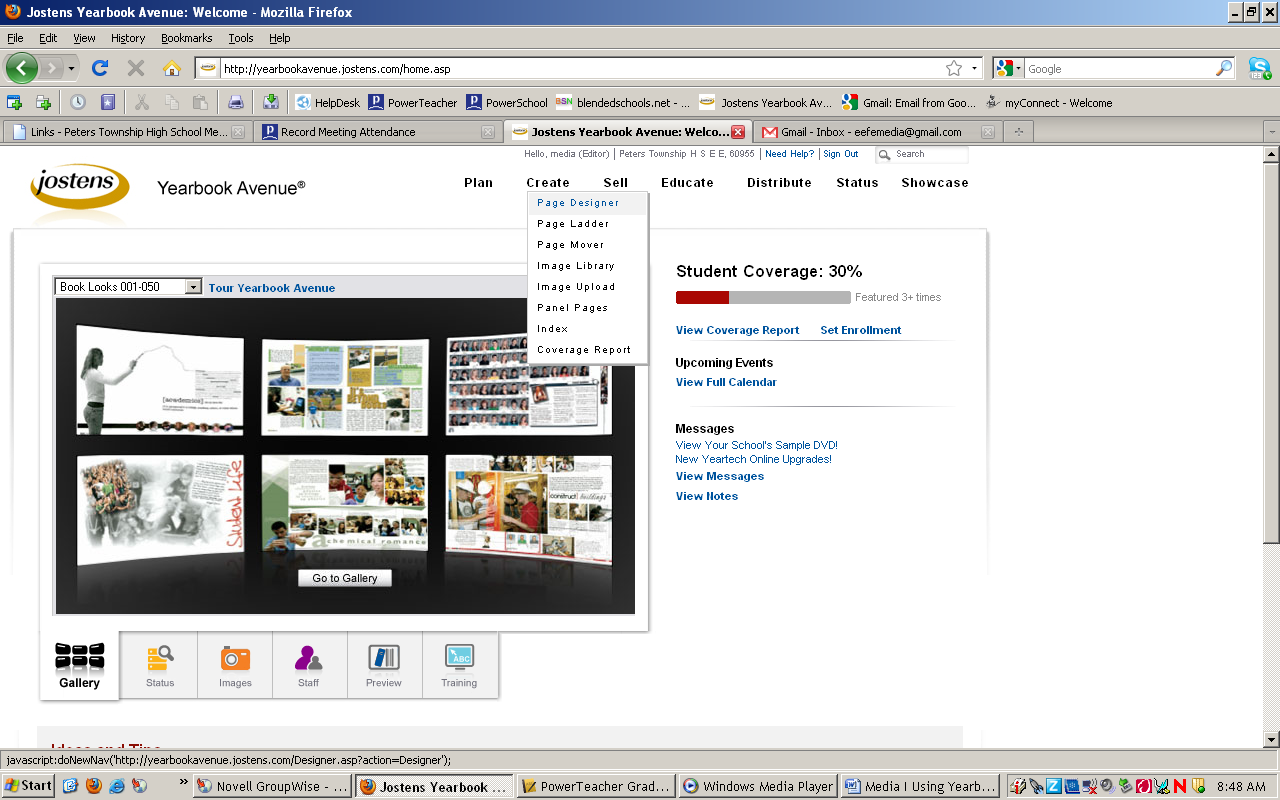


Yearbook Avenue: Uploading Photos

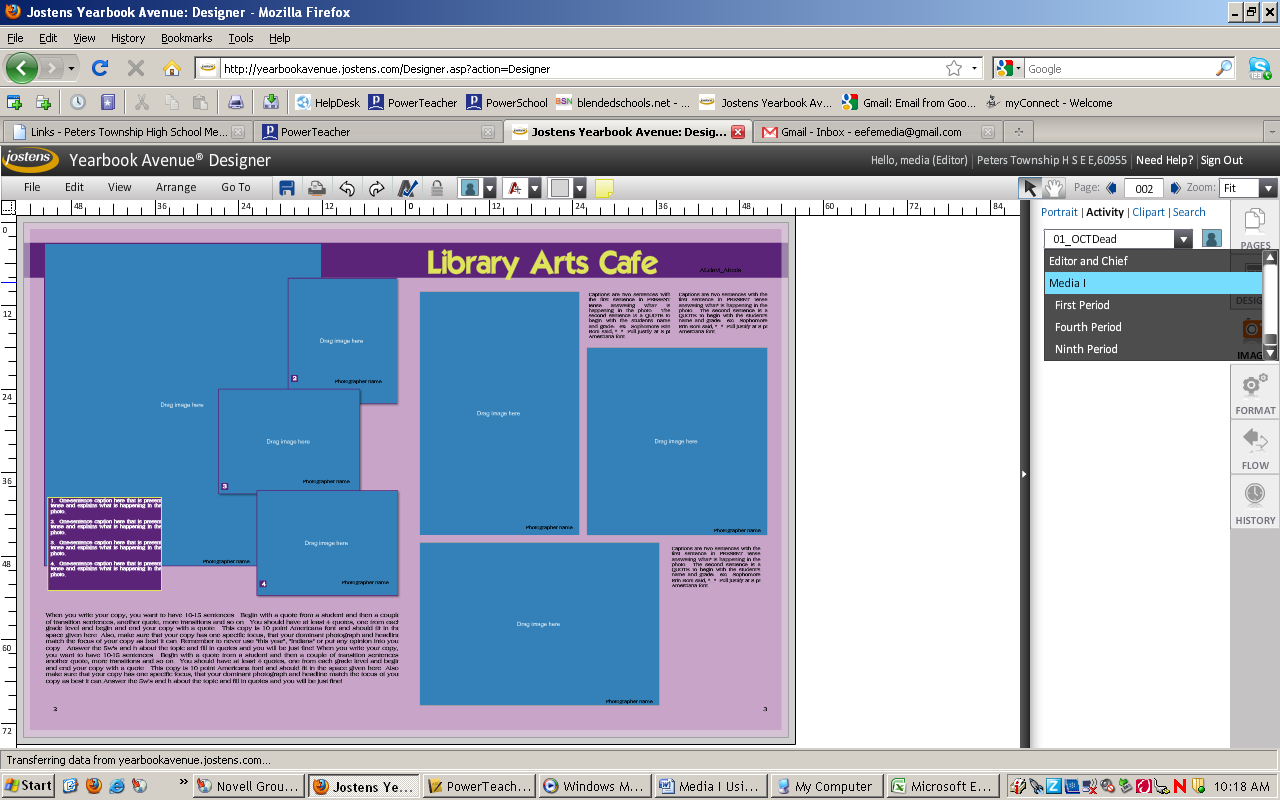
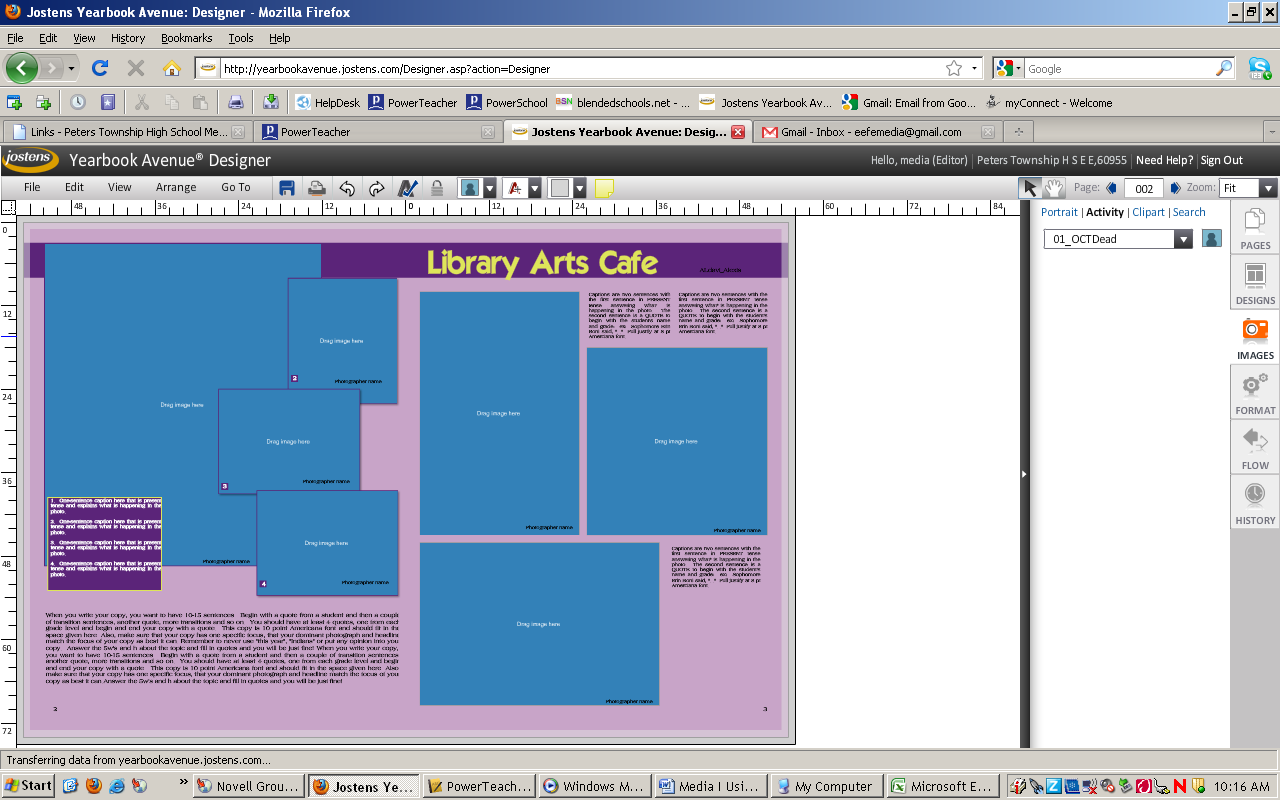
1. After you save your practice page for the first time, properly. Click on GO TO and go to IMAGE library.
2. When you arrive in image library, turn down the arrow under activity
3. Select the folder called Practice Pics This is where your “summer fun” images will be placed.
4. On the right hand side, click upload. A box will open. Select your files.

Yearbook Avenue: Inserting & Removing Photos

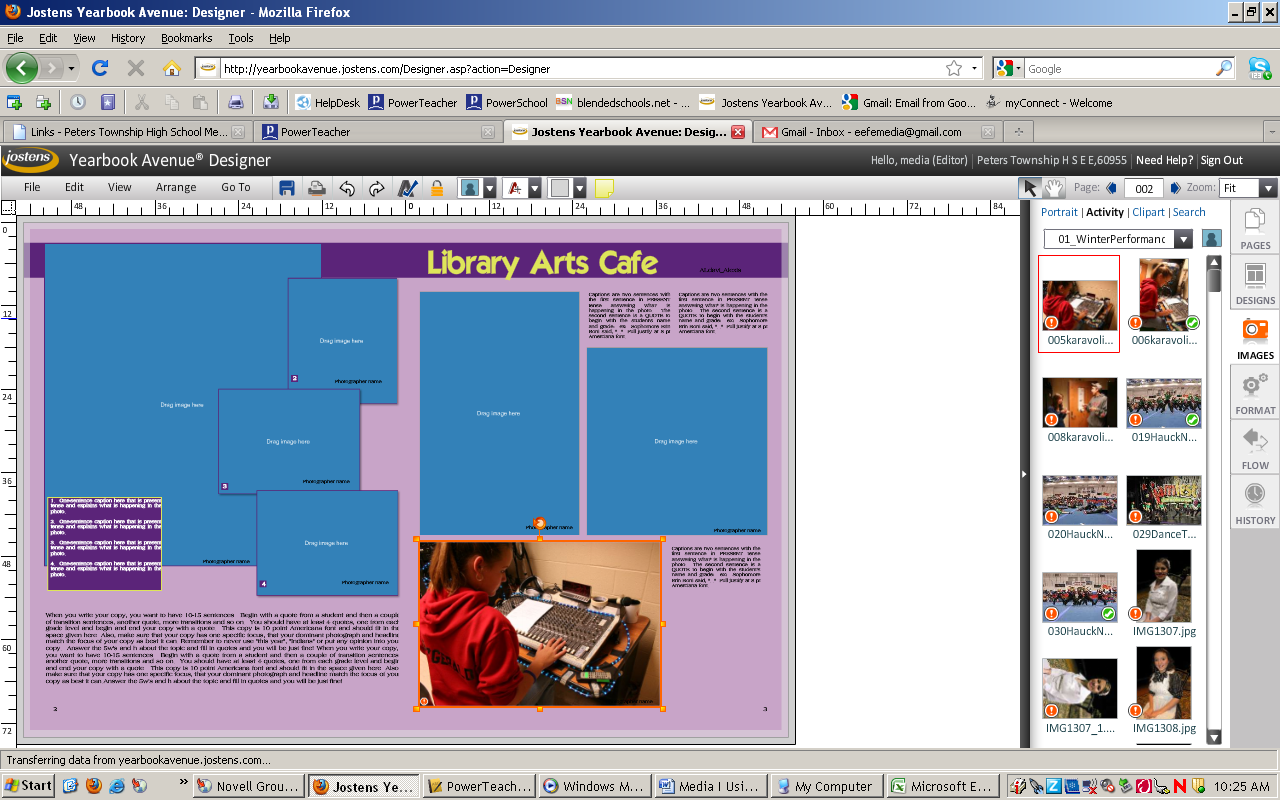
1. Go back to CREATE and PAGE DESIGNER and go to PRACTICE PAGES, and drag your practice page onto the pages.

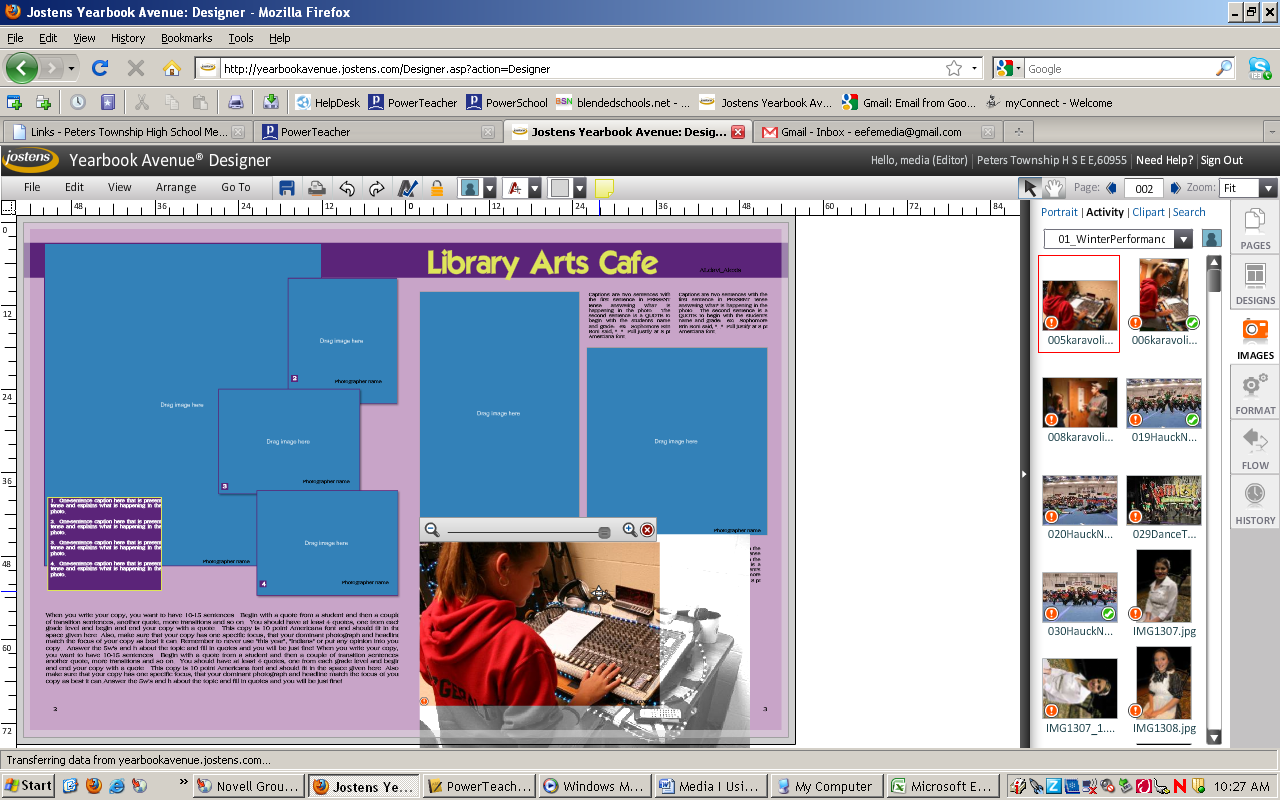


1. Select the IMAGES tab on the RIGHT and SCROLL down to the folder you saved your images in your image folder.

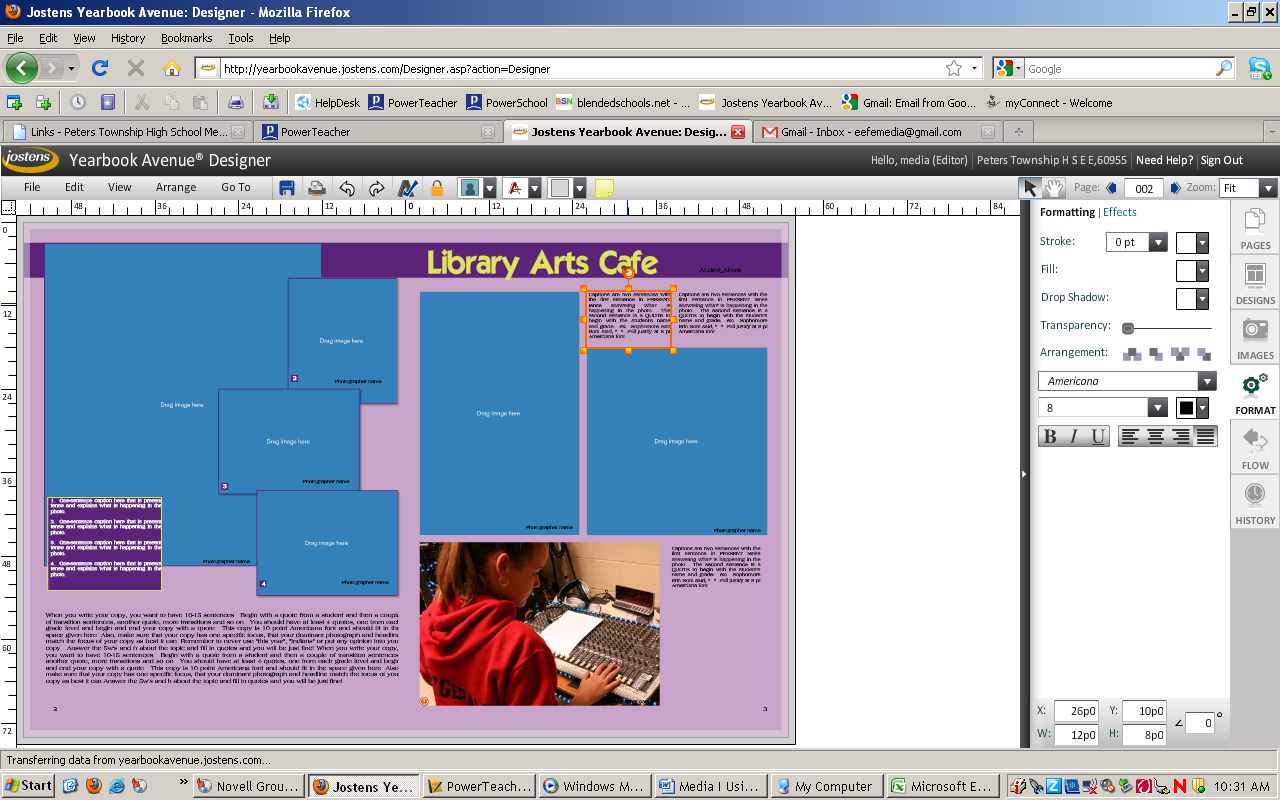


1. Simply “DRAG AND DROP” the images you want to put into the layout.



1. If you want to REMOVE the photo, RIGHT CLICK and select DELETE ELEMENT…DO NOT CUT the box!
2. To CROP the image…DOUBLE CLICK ON IT and use the + and – to zoom in and out and the hand to move up and down. And select the red X when finished cropping.
3. Don’t forget to go to FILE>SAVE AS PRACTICE PAGE and your Lastname\_Firstname to save properly.

Yearbook Avenue: Inserting Text

1. Click on a text box and begin typing. To format text, select the FORMAT button on the side where the pages and image buttons are.
2.  Captions 8 pt./Copy 10 pt. You can pick a font. Headline is 54pt.