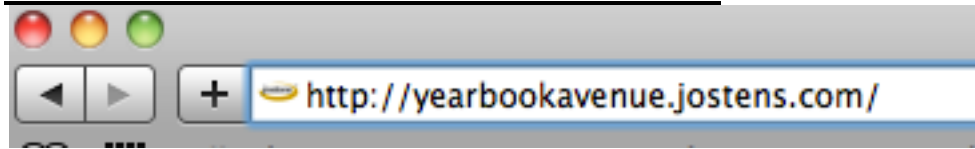


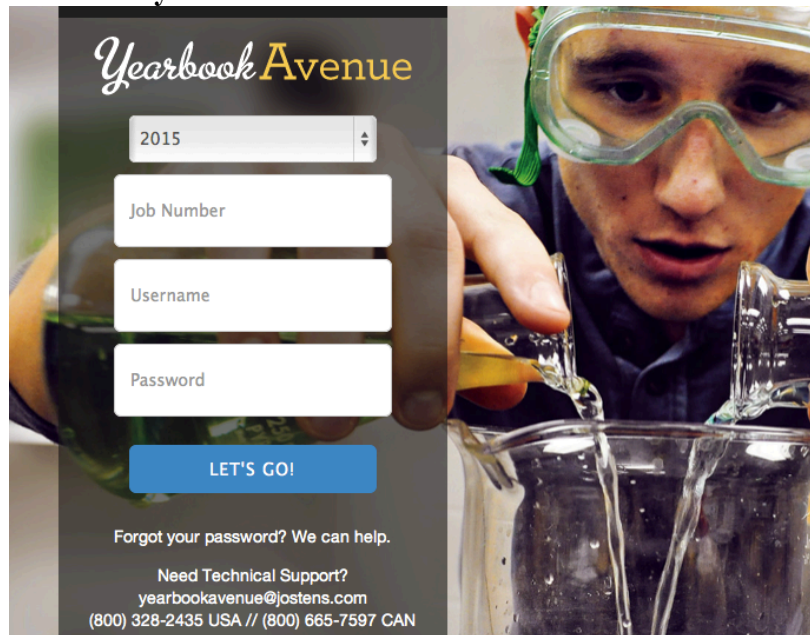
## HOW TO LOG IN USING YEARBOOK AVENUE:



**Job # is 68263**

**User Name: yblastname (no spaces)**

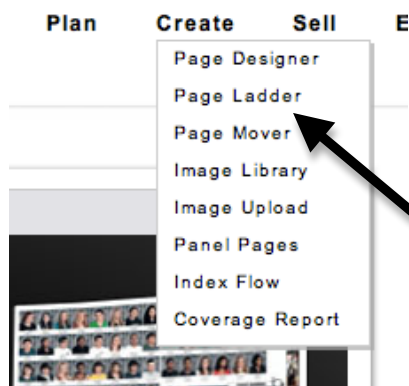
**Password: ybfirstname15**



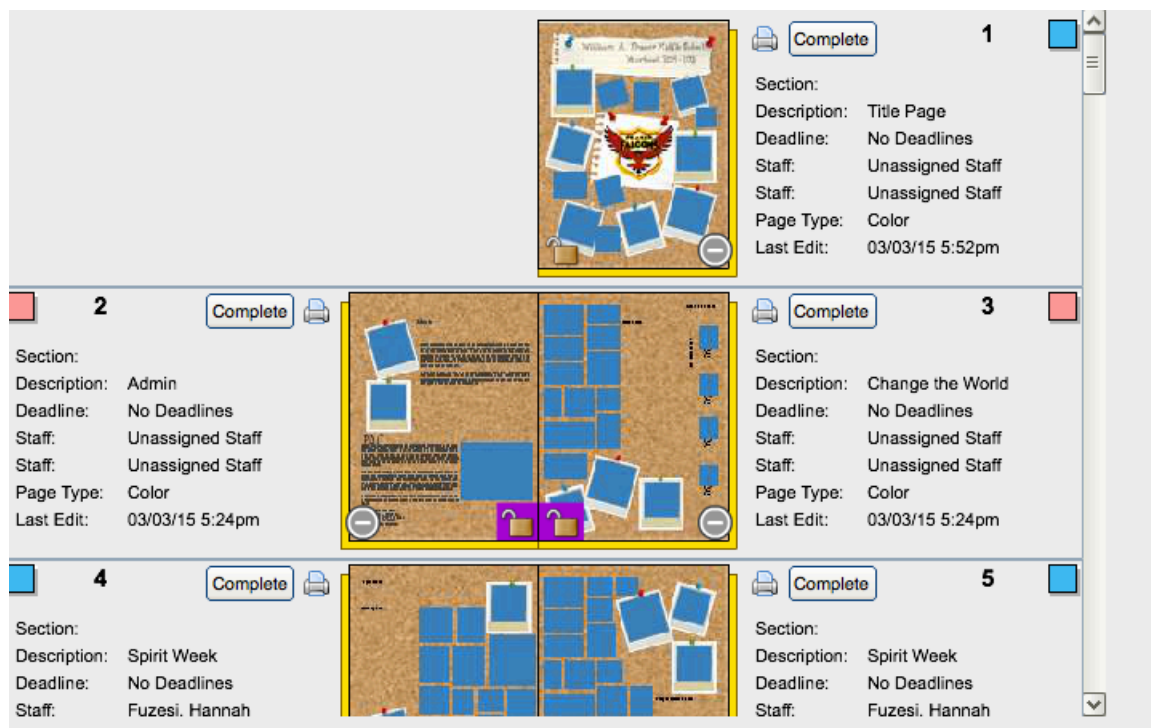
**When you are logged in you will see some menus at the top:  
The only ones you will use are PLAN and CREATE**



**To find your pages, CLICK your MOUSE on PLAN OR CREATE and CLICK on Page Ladder:**



**You will see a bunch of blue and brown pages. Find your page labeled with your name. You will only be able to click on the page that you are assigned to.**



**\*You and your partner will not be able to work on your pages AT THE SAME TIME. One person can put the photos on while the other one helps/gives feedback.**

### **VERY IMPORTANT:**

**\*These are the yearbook designs. Mrs. Wassen has worked very hard to design these pages, DO NOT CHANGE THE LAYOUT!**

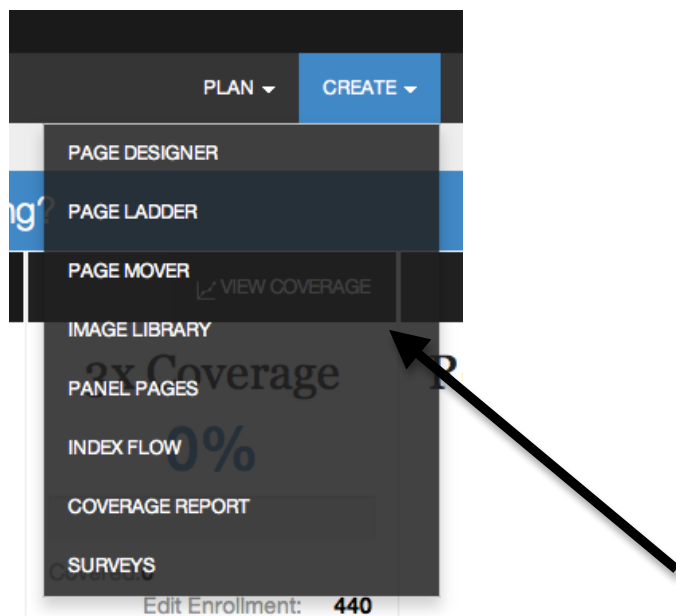
**~YOUR PHOTOS NEED TO FIT THESE LAYOUTS!**

**~THIS IS WHY WE HAVE ASKED YOU TO HAVE EXTRA PHOTOS TO WORK WITH**

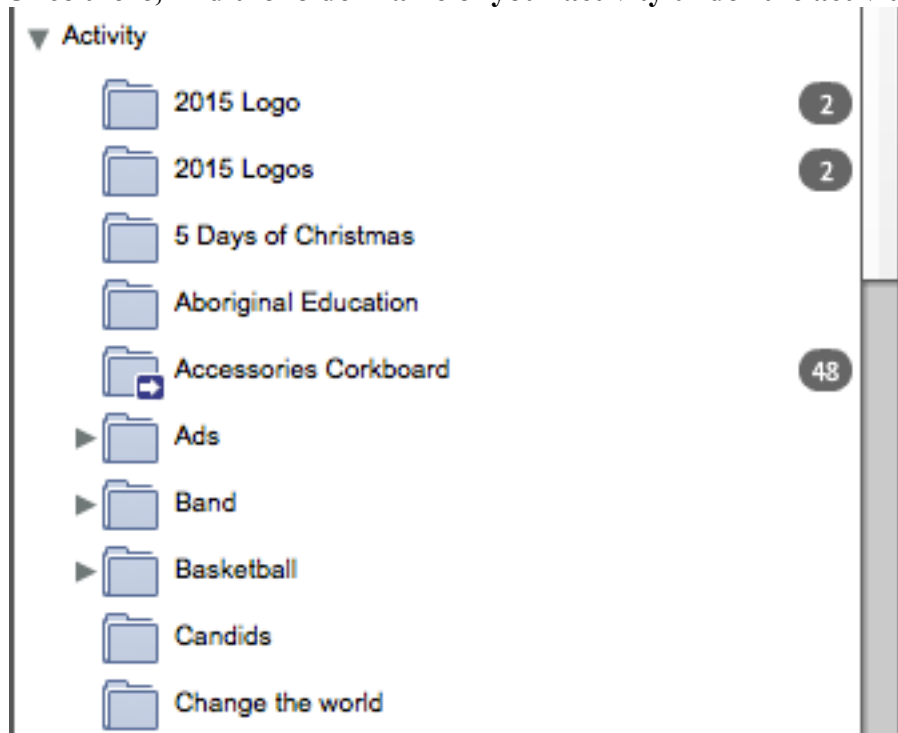
**NB: THE “PAGE LADDER” IS LIKE YOUR HOME BASE. IT IS WHERE YOU CAN NAVIGATE BETWEEN PAGES AND SEE WHAT STILL NEEDS TO BE COMPLETED.**

**TO UPLOAD PICTURES:**

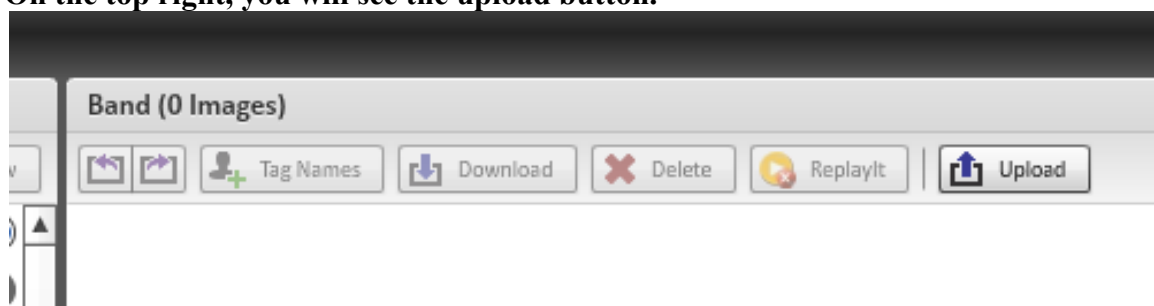
**CLICK** your mouse on **CREATE**. THEN click on **IMAGE Library**.



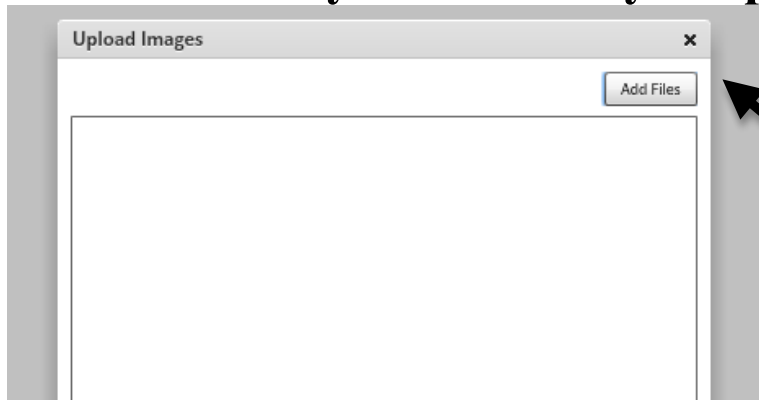
Once there, find the folder name of your activity under the activity heading.



On the top right, you will see the upload button.



**\*\*Make sure you have exported them out of iphoto into an EDITED folder on your desktop. That is where you will find your photos to upload!**



**Go to your...**

**~Desktop**

**~Edited folder**

**~Select photos by clicking on the first photo, then holding shift and clickin on the last photo...this will select all your photos. Another option is clicking on the first photo and control A to select all.**

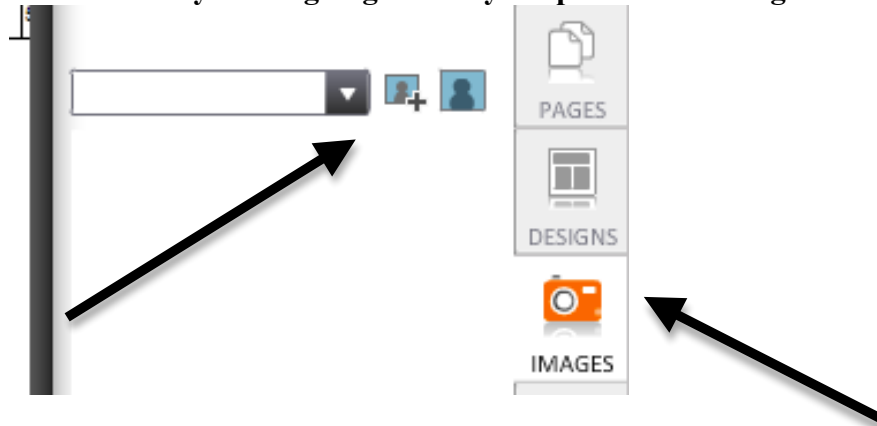
**THEN YOU NEED TO WAIT...READ A BOOK AND WHEN YOUR PHOTOS ARE DONE UPLOADING, THEN THE POP UP BOX WILL DISAPPEAR. CHECK TO MAKE SURE ALL PHOTOS WERE UPLOADED.**

## **HOW TO ADD PHOTOS TO YOUR PAGE:**

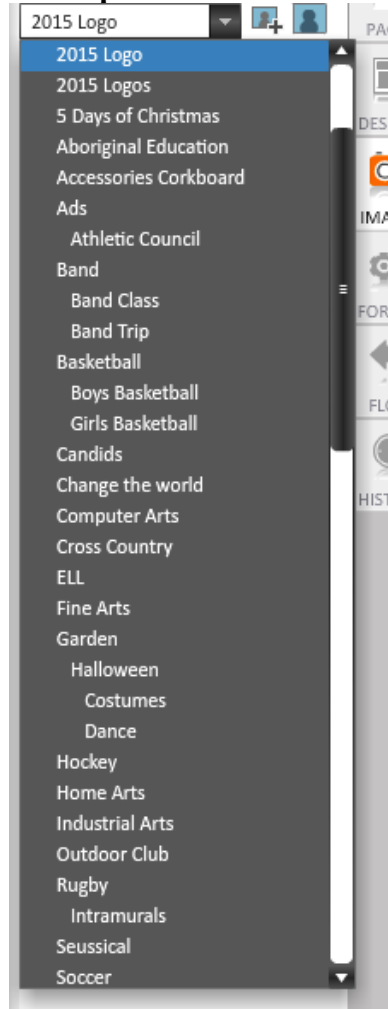
~ **CLICK on PLAN or CREATE AT THE TOP OF YOUR PAGE** and click on Page Ladder.

~Once you find your page, make sure your name is on it, then click on it. This will direct you to your page.

This is where you are going to find your photos on the right hand side:



Click images and find your activity folder in the drop down menu. Your photos will show up on the side bar box.

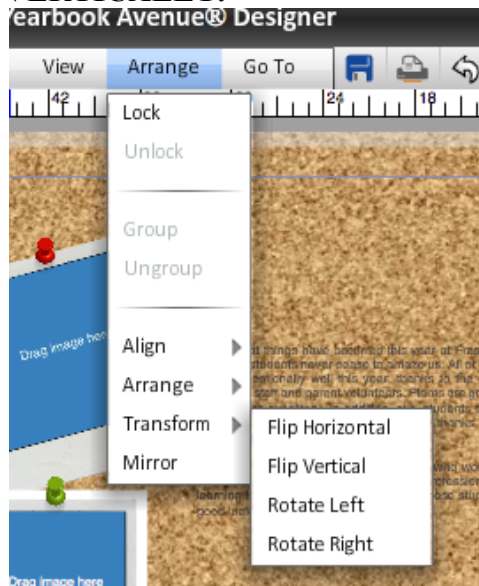


**~ONCE YOU SEE THE PHOTO you want to use, JUST DRAG AND DROP IT INTO THE BOX YOU WANT. IF YOU MAKE A MISTAKE, GO TO EDIT AND UNDO or USE the backwards arrow. IT WILL REMOVE THE PHOTO OR CHANGE WHAT YOU NEED TO CHANGE. YOU CAN ALSO GO TO EDIT AND DELETE THE PHOTO IF IT WAS A FEW STEPS BACK.**

**~IF YOU CLICK ON THE PHOTO, YOU CAN ZOOM INTO THE PHOTO AS WELL.**

**~DO NOT CHANGE TO BLACK AND WHITE UNLESS IT IS THE SURVEY QUESTION PHOTO.**

**~MAKE SURE THAT THE PEOPLE IN YOUR PHOTO ARE LOOKING INTO THE CENTRE OF THE PAGE. YOU CAN FLIP A PHOTO IN YEARBOOK AVENUE. GO TO ARRANGE AND TRANSFORM. THEN YOU CAN FLIP IT VERTICALLY.**



## **IMPORTANT:**

**\*\*SAVE SAVE SAVE! EVERY FEW MINUTES.**

**1. DO NOT USE ANYONE ELSE'S PHOTOS FOR YOUR PAGE. USE YOUR PHOTOS ONLY!**

**2. These are the yearbook designs. Mrs. Wassen has worked very hard to design these pages, DO NOT CHANGE THE LAYOUT!**

**~YOUR PHOTOS NEED TO FIT THESE LAYOUTS!**

**~THIS IS WHY WE HAVE ASKED YOU TO HAVE EXTRA PHOTOS TO WORK WITH**

**NB: THE "PAGE LADDER" IS LIKE YOUR HOME BASE. IT IS WHERE YOU CAN NAVIGATE BETWEEN PAGES AND SEE WHAT STILL NEEDS TO BE COMPLETED.**