

LumaPix::YearbookFusion

Quickstart Guide

Last update: Sept 2010

**All features are subject to change;
check the YearbookFusion Help menu
for an updated version of this document.**

OVERVIEW

Welcome!

- We're proud that you have selected YearbookFusion.
- Please enjoy the process of getting to know this powerful tool, and creating a yearbook that gives years of pleasure to your students and parents.

Create your book in six steps:

- **Setup**
 - Install & activate the software
- **Get Familiar with the Tool**
 - Enjoy learning YearbookFusion!
- **Prepare for Collaboration**
 - Break the book into chapters
- **Candid Pages**
 - Collect candid photos
 - Design free-form pages - clubs, memories, etc
- **Panel Pages**
 - Import the PSPA CD
 - Make panel pages
- **Finalizing & Proofing**
 - Manage and check the overall book structure
 - Proof the book - get approval
- **Submission**
 - Upload to your publisher for printing

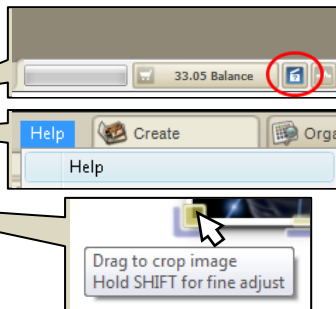


Big Ideas

- **YearbookFusion builds "recipes"**
 - Your yearbook is composed of a series of layouts, each made from scratch or with the help of templates and auto-arrangement tools.
 - Each layout can represent a cover sheet, a single side, or a two-page spread.
 - The layouts hold frames that refer to your photos, and display them with cropping, image effects, and other attributes (the original photos are never affected).
 - The connection from each frame to the photo it contains is 'live': it's important that the relationship between your layouts and the images they reference do not change.
- **To be shared, projects need to be accessible**
 - YearbookFusion can be installed on up to 40 computers for your school - at home, at the school, etc.
 - To support collaboration, the project needs to make its way to each computer in use.
 - The Remote Storage option is ideal: it allows projects and photos to be saved "in the cloud" - contributors can work from anywhere, simply loading and saving the project over their internet connection.
 - The next best collaboration option is using central storage on your school's network (e.g. "a LAN drive"). All YearbookFusion installations would be configured to point to a folder on this drive.
 - Finally, yearbook projects can live on individual computers, a USB key, or a removable hard drive. This is fine if you are working alone, or if you don't mind moving projects from one machine to another manually.

Getting help

- Click here to watch video tutorials
- The help menu holds an in-depth manual
- Hover over controls to read infotips
- If you are stuck on something that your publisher can't help with,
 - email support@lumapix.com
 - call 1 877 LUMAPIX



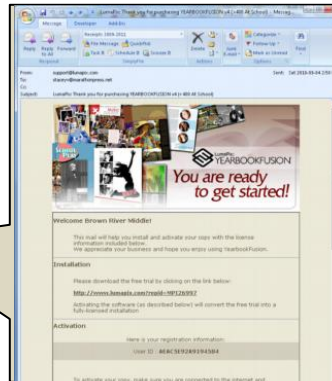
Getting Set Up

• Overview

- **Installing** gets the software running on your machine
- **Activating** it makes it usable
- You will have a single userID and single password for all installations at your school.

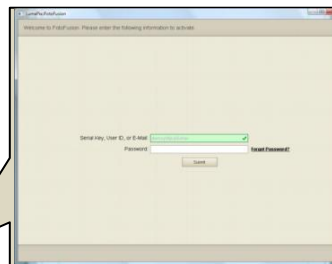
• Step 1: Install

- Your publisher will provide a download link and User ID.
- Click the download link to run the YearbookFusion installation program ("LumaPixSetup.exe"). You can run the installer directly, or save it to your desktop and then run it.



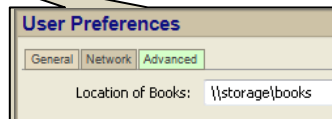
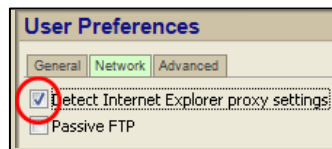
• Step 2: Activate

- Run YearbookFusion and choose Activate/Online from the help menu.
- On first activation you will be asked to choose a password. This password can be shared with students; the software can be installed and activated with these credentials on up to 40 computers.
- Once activated, your license is active for one year.



• Step 3: configure LAN storage (optional)

- Choose Edit / User preferences.
- On the Advanced tab, enter the name of the default folder that all machines should be saving books to.



Software updates

- Periodically, YearbookFusion will offer to update itself.
- Accepting updates is a good idea; updates mean that bugs have been fixed, or new features added. Updates will not affect saved projects.

System Requirements

- Windows 7 / Windows Vista / Windows XP / Windows 2000
- 512 MB RAM, Pentium III, 450MHz or faster (2 GB recommended)
- 1024x768 desktop display resolution
- A two-button mouse (three buttons recommended)
- 25MB free disk space
- Online access (for software updates, video tutorials, help files, templates, graphics, and Remote Storage if applicable)

Unable to connect?

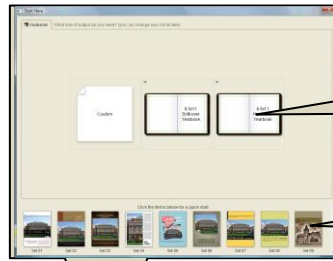
- If you experience connectivity problems, try this:
 - Open Edit / User Preferences
 - Check the option to "Detect Internet Explorer proxy settings" on the network tab
 - Quit and Restart
- School IT policies may be causing connection issues. Tell your IT staff:
 - Open port 80, port 21, and port 443.
 - Enable Binary transfer.
 - Soap headers should not be filtered.
- A network diagnostic tool is available here:
http://www.lumapix.com/web_about/about_systemrequirements.shtml
- Stuck? Call 1 877 LUMAPIX.

YearbookFusion Quickstart Guide - Page 4 of 12

GETTING FAMILIAR WITH YEARBOOKFUSION

Play!

- Takes some time before you start the actual yearbook to find your way around.

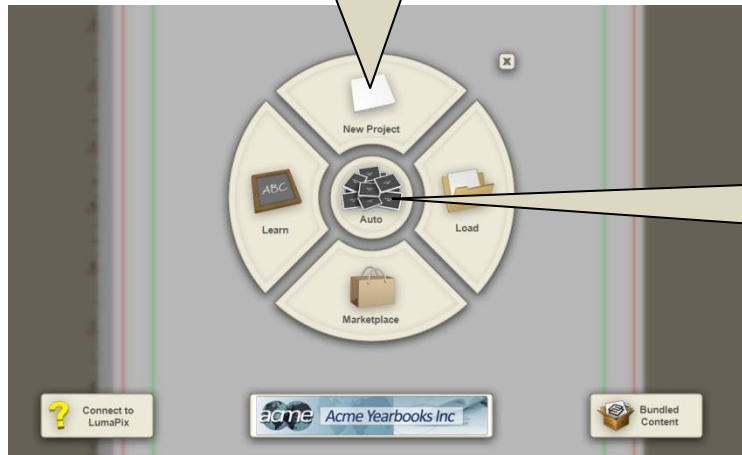


From Scratch

- A blank project will be created

Template

- Pick a yearbook Design

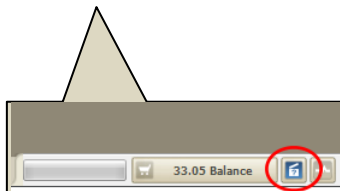
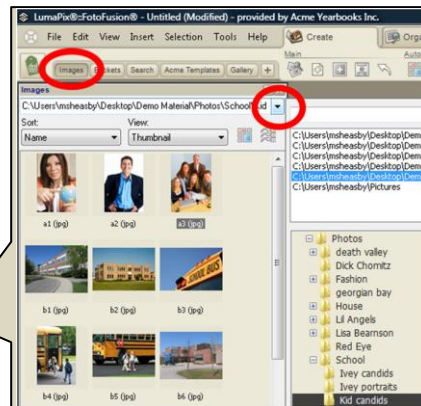


Autocollage

- Create a class candid page automatically

Just try it!

- The best way to learn is to just jump in.
- Go to the create tab.
- Open the images hover by moving your cursor over it.
- Find a folder with images by clicking on > if necessary.
- Drag an image to the canvas.
- Play with the blue and yellow handles on the selected frame to see what they do.
- Try clicking the blue clapper icon to watch some training videos.



Big Ideas

- Images & text “live inside frames”.
 - Drop images on the canvas to add a new frame.
 - Frame handles allow you to resize, reshape, zoom & reposition frames without affecting the original image file.
- Page types
 - Book can be composed of
 - Album sides (single pages),
 - Double-page spreads (two adjoining pages),
 - A cover page (wide layout, possibly including a spine).
 - Add various page types from the Page hover.
- Bleed/Safe areas
 - Meaningful content should always be inside the green “safe” lines.
 - Never put important content near or beyond the red “bleed” lines - it will be trimmed off during printing.

YearbookFusion Quickstart Guide - Page 5 of 12

GETTING FAMILIAR WITH YEARBOOKFUSION

Wheel Button

- opens 'start wheel'



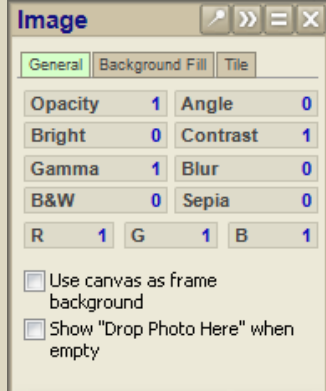
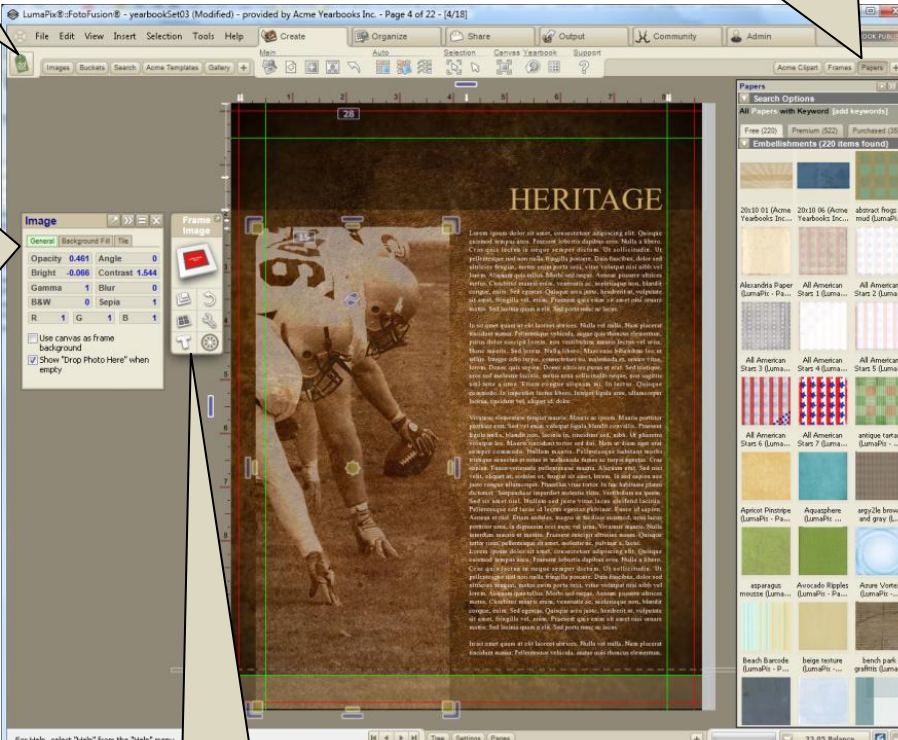
Hovers

- Move the cursor over them to access images, clip art, etc



Editor

- Launched by clicking on toolbox
- Provides access to complete settings





Navigation

- To zoom the canvas:
 - Roll the mouse wheel OR
 - Tap the +/- keys OR
 - Alt-A to reset
- To pan the canvas
 - Press the space bar, drag with left mouse button OR
 - Press the mouse wheel down and drag
- To move through your pages
 - Use page up / page down on your keyboard OR
 - Click the next/prev page buttons


Toolbox

- Appears beside selected items
- Provides quick access to common settings



Pages Hover

- navigate to other pages



PLANNING / PROJECT MANAGEMENT / COLLABORATION

Where books live

- Each book is saved in a folder containing chapters, copied images, and data about the book itself.
- This book folder can reside on:
 - your local drive (eg: C:)
 - your in-school local network network (for example, \\network\yearbook)
- If you are using the Remote Storage option, then the master copy of the project lives on the server "in the cloud"; local copies of the files only exist to accelerate performance.

Choices

- You can choose to keep everything in a single chapter, or break the books into several chapters.
 - A single chapter for the entire book is simpler to manage, and suitable if only one person is working on the book.
 - Multiple chapters make collaborating with others simpler, as only one user can work on a chapter at a time.
 - **IMPORTANT: the database of students used for panels must exist in ONE CHAPTER ONLY.**

Workflow

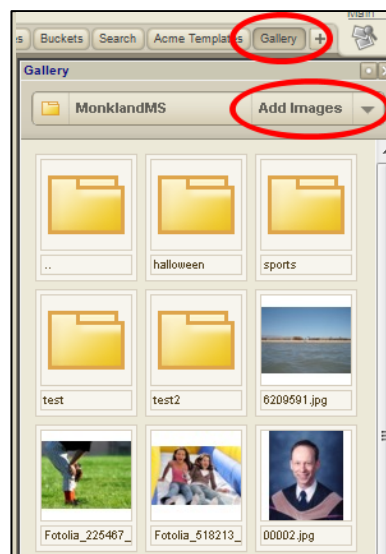
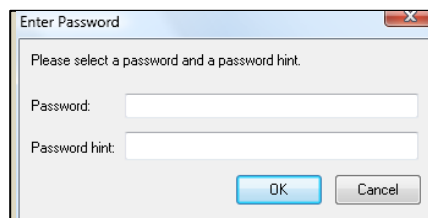
- **Admin: Setup**
 - Create a book (file/new book)
 - Create chapters for each section of the book
- **Contributors: Create**
 - Choose a chapter
 - Edit, save
- **Admin: Manage**
 - Archive/restore
 - Proof
 - Upload to the publisher.

Tip

- The Remote Storage option is ideal for multi-user environments.
- Otherwise, saving your project to a LAN drive (instead of local hard drives) will reduce the potential for local projects on various machines getting out of synch.

Using Remote Storage (if available)

- Projects can be saved to Remote Storage, where they "live in the cloud"; think of it as just another place to save files, except that it can be seen by any online contributor - at home, or in an internet cafe, or in the school.
- Some publishers pre-create a master project containing the PSPA database and save it to Remote Storage, to get schools up and running faster.
- Simply use file/open and file/save, then click the Remote Storage option.
- Opening a chapter locks it, to prevent other users from saving work while you are working on it. For this reason, you will be asked to enter a nickname for yourself; this identifies you to other collaborators in case they need access to the file.
- When you save a project to Remote Storage for the first time, all source images are uploaded with the project. This can take time. Subsequent loads and saves are much faster.



Protecting Projects

- To prevent changes to projects, set a password on them:
 - Choose File/Project Management/Password Protect Project.
- After this, the password will be needed to reopen the project.

Sharing Images in the Gallery

- The Remote Storage option is required for this functionality.
- Your publisher may have made clip art available to you in the Gallery.
- You can also share candid images with your group; click 'add images' to upload images from your computer. All contributors at your school will see them.
- Drag images from the Gallery to the canvas to use them in a layout.

CANDID PAGES

Adding Images

- **Drag Images from...**
 - Windows
 - The images hover
 - The Gallery (if Remote Storage is available)
- **... to ...**
 - the canvas
 - an existing frame
 - the grey area outside the canvas
- **Multiple dragged images become attached to the cursor**
 - Click to drop them one at a time.
 - Pick up images from the canvas by clicking on their frame number, or select the frame and tap the P key. The image will return to the dropper, leaving an empty frame.

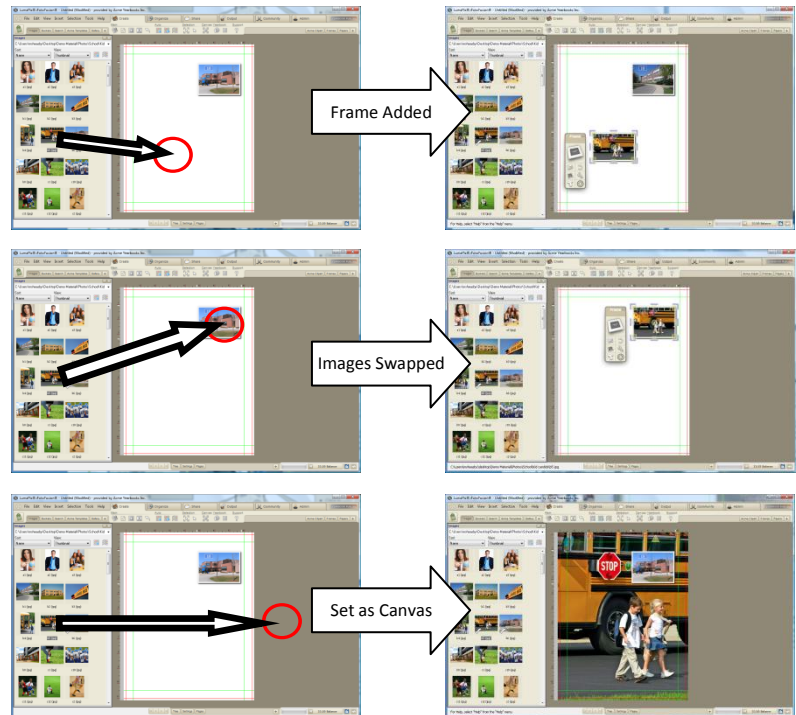


Image Controls

- Drag left / right / up / down to adjust brightness & contrast



- Click to open image editor (Black & White, sepia, blur, gamma, etc)

The Frame Hover

Selecting a frame pops up the frame hover – giving fast access to many common settings...

Border Controls

- Drag left / right to control border width



- Click to open border editor

Shadow Controls

- Drag to adjust shadow distance / softness



- Click to open shadow editor

Arrange

- Drag up / down to control order
- Click to edit alignment and other arranging tools

Splitter

- Drag left / right / up / down to split frames into smaller frames

Add Text

- To the selected frame

Tools

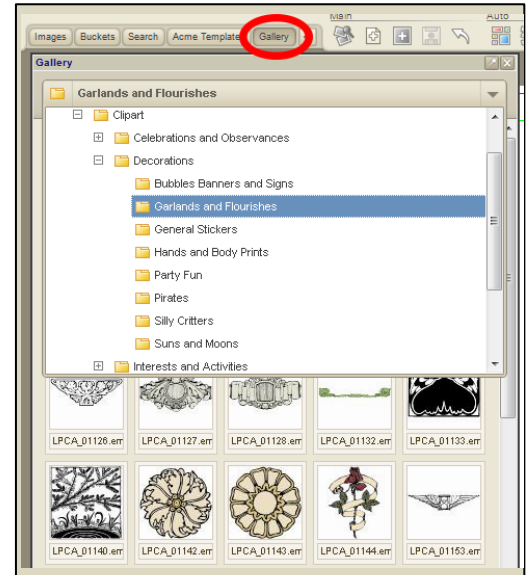
- Red eye
- Matte Cutter

Flip / Rotate



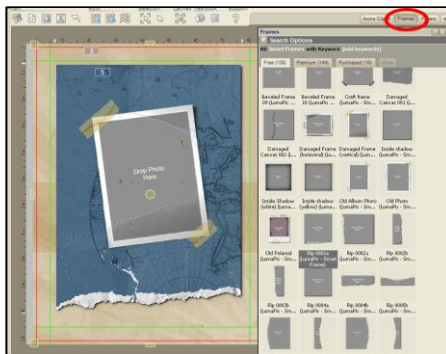
Text

- Click on the 'T' to add text.
- Text can be added to the canvas or attached to a particular image, based on what you have selected when you add the text.
- Resize the text frame using the blue handles
 - In 'Resize to fit' mode, your text will fill the frame as you resize it.
 - If you need consistent text sizes, use 'lock and clip' mode.
- Use the settings in the text editor to change the look of your text on a per-character basis.



Header graphics

- Drag headers from the gallery to the canvas and resize them to fit.
- Your publisher should have provided you with a clip art catalog; this presents the headers in an easy-to-read fashion.

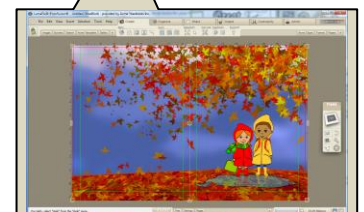
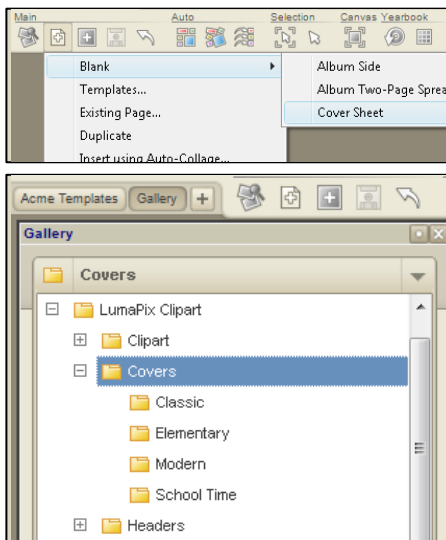


Clip Art / papers / frames

- In the gallery hover, find the 'LumaPix Clip Art' folder to browse an extensive clip art collection.
- You'll find papers in the papers hover, and another set in the gallery; drag them to the grey area outside the canvas to set the paper as a background.
- Drag frames from the frames hover onto your images to apply them.

Cover sheets

- You'll find a set of covers in the gallery;
 - Add a cover sheet
 - Open the gallery to the covers folder
 - Drag a cover graphics to the grey area outside the canvas.



PANEL PAGES

Big Ideas

• The PSPA CD

- This is a CD in a standard format, containing portrait photos and an index file listing names, grades, etc per individual. This enables photographers to share images with schools and streamline yearbook production.

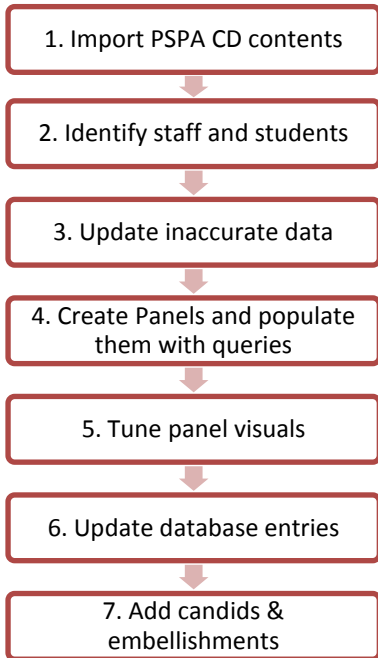
• Importing

- Importing a PSPA CD into YearbookFusion creates a database which is saved with the current chapter.

• Panels

- Panels are multi-page objects made up of a grid of images, labels and headers (titles).
- Panels behave like a word processor; they grow and shrink as you edit the source data or frame sizes. This can add or remove pages from the project.
- Panels work best when grouped – “find all students, then break them into groups based on their teacher” is better than “find all students in Mrs. Smith’s class”.

Workflow



LumaPix extras
(add to PSPA index before importing, or edit in YearbookFusion after import)

PSPA 2010

PSPA 2009

| Volume | Folder | Filename | Grade | Last Name | First Name | Home Room | Period | Teacher | Track | Department | Title | Groups | Priority |
|----------|--------|-----------|-------|-------------|------------|-----------|--------|----------|-------|----------------|------------|-------------------------|----------|
| Yearbook | 001 | 00001.jpg | 4 | Bongiovanni | Carina | | | Stalwick | | student | student | studentpages | 5 |
| Yearbook | 001 | 00400.jpg | 4 | Stalwick | Arlen | | | Stalwick | | Faculty | Teacher | studentpages;staffpages | 3 |
| Yearbook | 001 | 00404.jpg | 6 | Monday | Michael | | | Monday | | Support | Bus Driver | staffpages | 5 |
| Yearbook | 001 | 00405.jpg | 6 | Winkler | Bob | | | Winkler | | Support | Librarian | staffpages | 5 |
| Yearbook | 001 | 00403.jpg | | Toshiba | Linus | | | Admin | | Administration | Principal | staffpages | 1 |
| Yearbook | 001 | 00411.jpg | | Bronfman | Agatha | | | Admin | | Administration | VP - boys | staffpages | 2 |
| Yearbook | 001 | 00412.jpg | | Cavendish | Peter | | | Admin | | Administration | VP - girls | staffpages | 2 |

IMPORTANT: Identifying roles at the school

• Extra data about individuals

- YearbookFusion works best if you invest the time to enter additional information about individuals:
 - Department
 - Title
 - Groups
 - Priority
- With this extra information, presets allow you to create panels in a few clicks:
 - Staff by department
 - Students by grade
 - Students by teacher
- Additionally,
 - Teachers appear atop classes
 - Headers are correctly formatted

The PSPA Index.txt format

• Base PSPA fields:

1. Volume Name
2. Image Folder
3. Image File Name
4. Grade
5. Last Name
6. First Name
7. Home room
8. Period
9. Teacher Name
10. Track

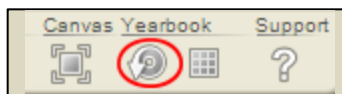
• Important information that can appear in the index file, or be added in YearbookFusion:

11. Department
 - Student
 - Faculty
 - Administration
 - Support Staff
12. Title
 - Student
 - Teacher
 - Principal
 - etc (freeform)
13. Groups
 - StudentPages
 - StaffPages
 - StudentPages;StaffPages
14. Priority
 - 1 = highest
 - ...
 - 5 = lowest

PANEL PAGES

1. Import PSPA CD contents

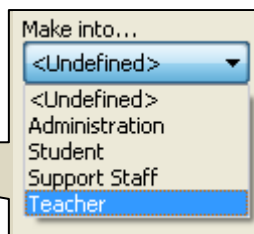
- Click on the 'import' button
- Select index.txt on your PSPA CD
- If the file is correctly formatted, the column headings should match the actual data; consult the documentation otherwise.



| Volume Name | Imag... | Image File ... | Grade | Last Name | First Name | Home Floor |
|-------------|---------|----------------|-------|-------------|------------|------------|
| Yearbook | 001 | 00001.jpg | 4 | Bongiovanni | Carina | |
| Yearbook | 001 | 00002.jpg | 4 | Bones | Jeff | |
| Yearbook | 001 | 00003.jpg | 4 | Collins | Henry | |
| Yearbook | 001 | 00004.jpg | 4 | Corazon | Regina | |

2. Identify Staff & Students

- In the organizer, select one or many portrait images
- Click 'make into' and choose a role at the school (e.g. "teacher")
- This assigns group(s), priority, and a department to the individual.
- **This information is critical for the panel presets to function correctly.**



Sets these fields:

Department: Faculty
 Title: teacher
 Priority: 3
 Groups: StaffPages, StudentPages

3. Update inaccurate data

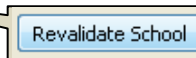
- Examples of typical changes:
 - The PSPA file did not specify a grade for Andrea
 - Timothy prefers "Tim"
 - Alice moved to Smith's class
 - Fred left the school
- Select one or many portrait images to display information associated with them, and type or choose updated values in the controls on the right.
- Click Revalidate School at any time to check for missing information.
 - Any images with critical missing info will be placed into buckets, where they can be selected and corrected.
- TIP: Select multiple images to change common data for a group of people
 - eg: Changing a teacher's name for a whole class.
- TIP: You can combine multiple fields to filter
 - eg: Grade=5
AND Last Name=Smith



Last Name: Mondry
 First Name: Michael

Type changes

Last Name: Mondry
 First Name: Mr.



Errors found

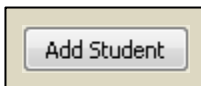


Find Errors

Grade: [dropdown]
 Teacher: Germain

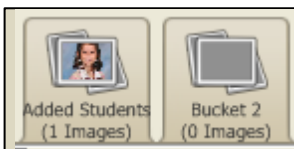
Fix Errors

Grade: 4
 Teacher: Germain



Adding a Student

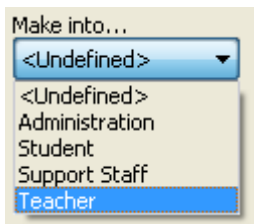
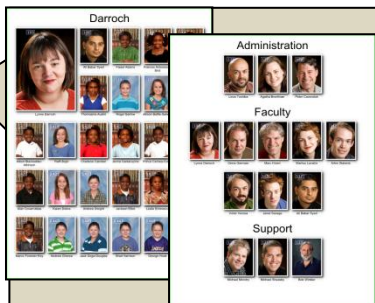
- Use the organizer's "source" tab to find a photo of the student in your file system
- Click 'Add Student'
- Go to the 'added students' bucket
- Select the just-added student and configure their grade, teacher, etc.



PANEL PAGES

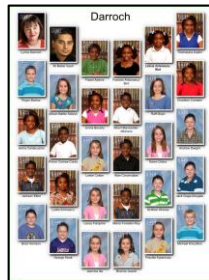
4. Create panels and populate them with database queries

- Open the panel editor
- Choose a preset starting point
- Try other presets to see alternative layouts
- If your results do not look like this,
 - Use the organizer to check that individuals have been correctly marked as students / teachers / administrators / support staff.
 - Select images and use the 'Make Into' control:



5. Tune panel visuals

- Simple mode** allows you to set presets for the look of the panel; try choosing different presets to see what they do.
- The other controls give quick access to common settings to achieve a variety of looks; play with them to see the effect on your book. You can always apply a preset to return to 'normal' settings if you get off course.



6. Update database entries

- You can return to the organizer and update student information at any time; the panel will simply reflow to reflect your changes.

7. Add candid & embellishments

- Drag papers, clip art, candid photos, etc to your panel pages to add interest.
- "Knockouts" allow you to place photos and embellishments above panels without obscuring students.
- Clicking on frames in the panel will knock them out - they will appear as translucent red and be skipped when the panel is filled. These frames will not show in your final output; click them again to turn the panel image back on.
- Turn on occlusion to make the panel frames "get out of the way" of other frames when they are dropped on top of the panel.

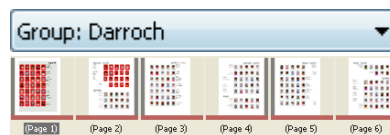


Manual Mode

- Switching the panel to manual mode converts the panel frames to regular frames, enabling you to crop individual images and achieve layout effects.
- TIP:** reverting to fully automatic mode will reset any manual changes you have made.
- Consult the full documentation regarding advanced mode and manual mode.

Scope

- The scope controls determine if changes you make are applied to all panels in the chapter, all panels in the current set, or only the selected panel.
- TIP:** Be careful, particularly when using 'all panels', as changes may happen on pages that you are not looking at.



ASSEMBLY / FINALIZING & PROOFING / SUBMISSION

Things to check

- **Are all students & teachers present and correctly labeled?**

- Use “Add student” to add missing individuals.
- Use “Exclude” to remove extras.
- Use the organizer results pane to update names, grades, etc.
- Use “Relink Image” to update panel photos with reshoots.

- **Do you see warning signs on images?**

- These mean that the image’s resolution is insufficient. Fix this by...
 - reducing the cropping on the image (zooming out), or
 - resizing the image to be smaller, or
 - swapping for a higher-res image.

- **Is page numbering correct?**

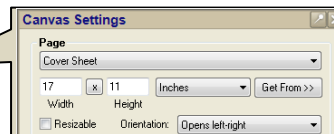
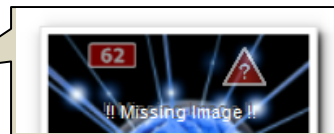
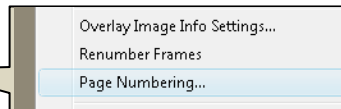
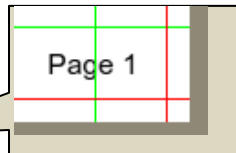
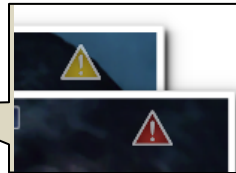
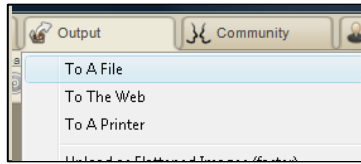
- Is it positioned beyond the crop line?
- Is page numbering on and visible on appropriate pages?
- Try a font with a thin dark border and a light color interior.

- **Any missing images?**

- If source images have been moved, the layout will need to be reconnected to their new location in order to finalize or upload your project.
- Choose Tools/Locate Missing Images to reconnect them; see the help file for more details.

- **Is the cover sheet the right size?**

- Some publishers provide multiple sizes of cover sheet – you need to pick the right one based on the page count for your book.
- Choose this from the canvas settings editor – double-click in the gray area outside the canvas to open it.



Proofing your book

- **Options which your publisher can enable for proofing include:**

- Rendering the book to a flattened file (such as PDF).
- Printing pages of the book on your desktop printer.
- Emailing a small version of your book to proofreaders.

- **Most publishers insist on signoff on a printed proof**

- Upload the book to your publisher.
- They will send you a proof for your review and official acceptance.

Submission

- **To upload to your publisher:**

- Choose an ‘upload to publisher’ option from the File menu.
- The file will be sent to your publisher’s FTP site:

- **“Flattened files”**

- Are rendered to a printable format before uploading.
- Rendering can take time.
- The resulting upload is smaller and faster.

- **“Complete project”**

- Allows your publisher to edit the book before printing.
- It will be archived to a single file containing all images and fonts, so your publisher can correct minor errors.

- **“Upload file”**

- Lets you upload any local file to your publisher.

If you are using Remote Storage

- Your publisher already has access to your project; they may still ask you to upload the project when it’s time to print (this saves them the rendering step) - or they may prefer to load your project from Remote Storage and render it themselves.

DONE! Congratulations!

- You have made it to the end of the yearbook layout process. We sincerely hope it was a pleasant and rewarding experience.
- Thank you for using YearbookFusion!