

portrait flow

New Portrait Flow

Memory Book Company would like to announce the addition of a new portrait flow option for the Memory Book Online™ program. This feature provides an easier and more customizable way to create your portrait pages.

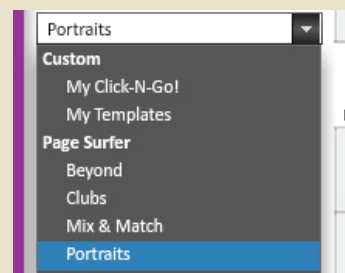
Flowing Your Class Pages

Step 1: Go to the page on which you would like to flow your class portraits.

Step 2: Click on the Designs tab, found on the right side of your screen.

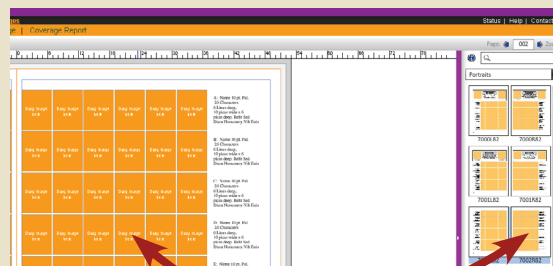


Step 3: Click on Portraits, found under the Page Surfer heading to view portrait templates.

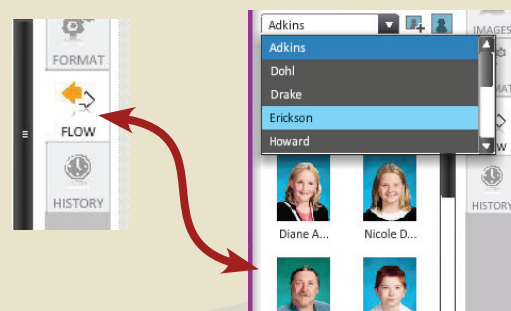


Step 4: Select a template. Apply it by dragging and dropping it onto your page.

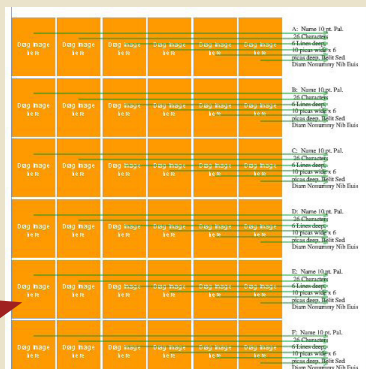
Note: Make sure to choose templates with enough room to flow all portraits in each group. Not allowing enough room may result in students not being placed on your pages.



Step 5: After you have applied templates to all the pages needed for that group, click on the "Flow" tab. Select a class to flow from the drop-down menu.



Step 6: Click the “Preview” button to preview where the students will be placed in the template.



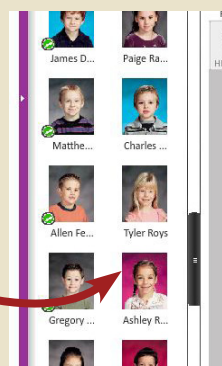
Step 7: Click the “Flow” button to flow students into the template.

Note: You must remove all empty photo and text boxes before flowing images onto the facing page.



Step 8: Verify that all images from the class have flowed onto a page. If they have not, place a template on the next page, and repeat the flow process for that class.

Note: Images without a green check mark have NOT been placed on a page and will have to be flowed before submitting.



Helpful Tips

- You must have a portrait template on page before flowing.
- Your class portraits will continue to flow to the next template if the class will not fit into template on the page. Be sure, when laying out your pages, to allow plenty of room for the entire class.
- You may flow more than one group into a template if it has enough photoboxes provided.
- Formatting images and text (changing fonts, font size, borders, etc) can be done after the class is flowed onto page.
- Remove photoboxes before flowing for custom design. Your students will flow into photoboxes that remain on the page.
- You will receive an error at submission if all portraits are not flowed or marked as “do not use.”