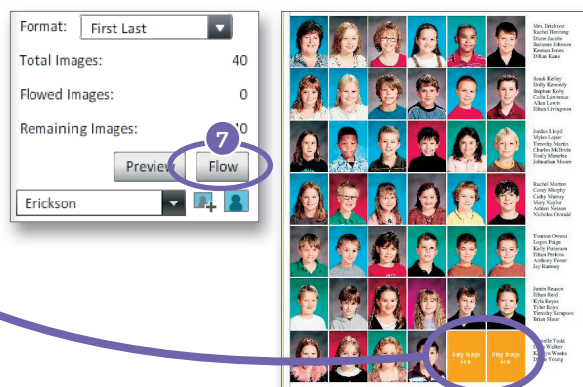
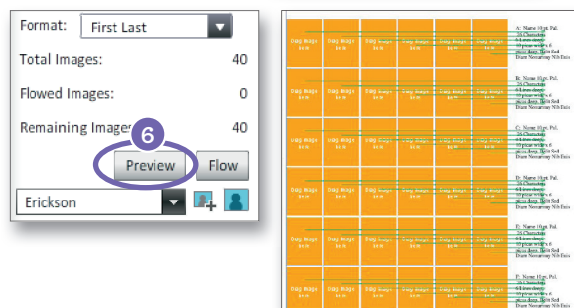
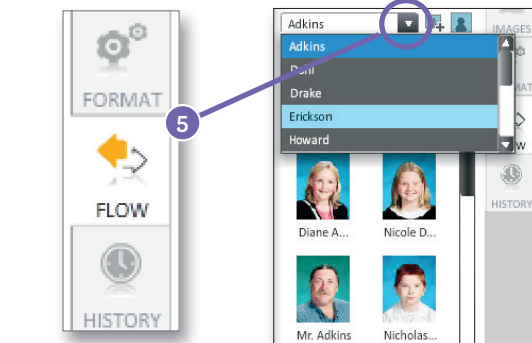
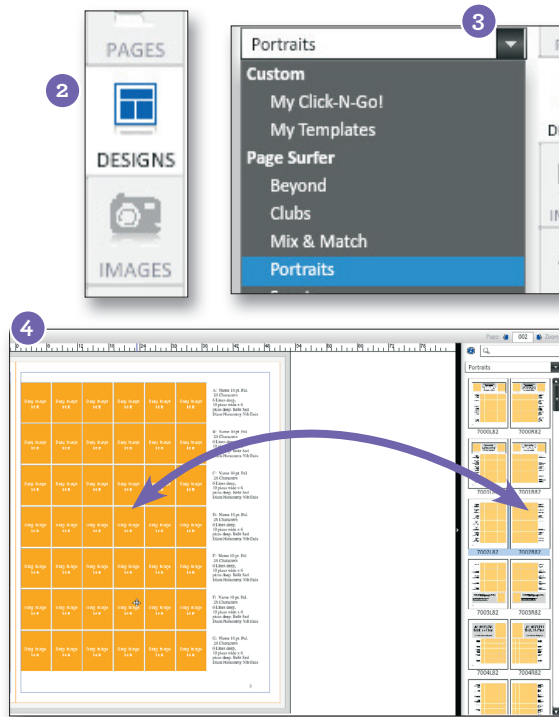


Flowing/Building Class Pages

Using Premade Templates For Flowing Class Pages

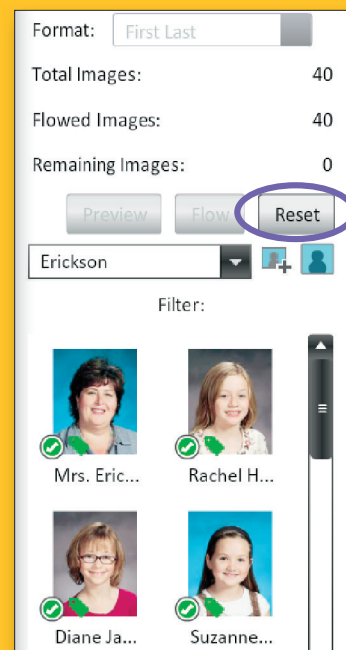
Note: Make sure to choose templates with enough room to flow all portraits in each group. Not allowing enough room may result in students not being placed on your pages.



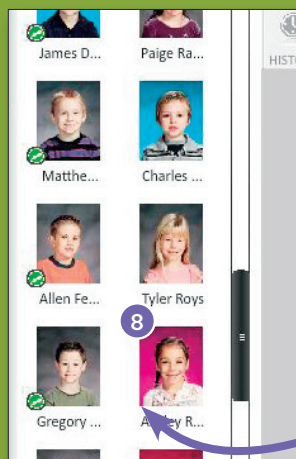
- 1 Go to the page on which you would like to flow your class portraits.
- 2 Click on the **Designs** tab, found on the right side of your screen.
- 3 Click on Portraits, found under the Page Surfer heading to view portrait templates.
- 4 Select a template. Apply it by dragging and dropping it onto your page.
- 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.
- 6 Click the **Preview** button to preview where the students will be placed in the template.
- 7 Click the gray **Flow** button to flow students into the template.

Reset Flow

TIP: You may reflow a class portrait page as many times as you need to until you submit the page. To reflow, select the class from the drop-down, and click "**Reset**" for that portrait category. This will pull the images out of the template. You are now ready to reflow the page.



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



- 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.

TIP: You may reflow a class portrait page as many times as you need to until you submit the page. To reflow, select the class from the drop-down, and click “Reset” for that portrait category. You are now ready to reflow the page.

Helpful Tips For Template Flowing Class Pages

- 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 the 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 photo boxes provided.
- Formatting images and text (changing fonts, font size, borders, etc) can be done after the class is flowed onto page.
- If you are Flowing on the **Right** page of a spread, but you have empty photo boxes on the left page, change your page view to the **Right Page** before flowing.
- Remove photo boxes before flowing for custom design. Your students will flow into photo boxes that remain on the page.
- Before flowing, make sure all student names and classroom/grade assignments are correct. This will save you time later.
- Adding a new portrait template onto a page will remove everything else. If there is something on the page you would like to keep, such as backgrounds or headlines, make sure to lock the item on the page before flowing.
- To keep class pages consistent, consider flowing your entire school, or each grade with the same settings. To do this, find the settings that work for the **largest class first**, then apply those settings to the other groups.
- To leave room at the bottom of your page for candid, choose a template with a slightly smaller portrait size.
- **Once you find settings or templates you like, write them down for future reference.**

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

My Template(s)/Settings:
