

UPLOAD YOUR PHOTOS AND PURCHASE YOUR YEARBOOK ONLINE!



Use Google Chrome
for best results!



Visit Pictavo Community at
commpe.pictavo.com

UPLOAD YOUR PHOTOS

Click or tap 'Create an Account'

Find your school

Enter information

Verify e-mail and login

Click or tap 'Upload Photos'

Select the images for upload

Tag your photos

Choose an album

Add date information (if you want)

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CONGRATS!

The memories you shared may just end
up on the pages of your yearbook!



PURCHASE YOUR YEARBOOK

Find your school

Click or tap 'Shop My School'

Find your product & 'Add to Cart'

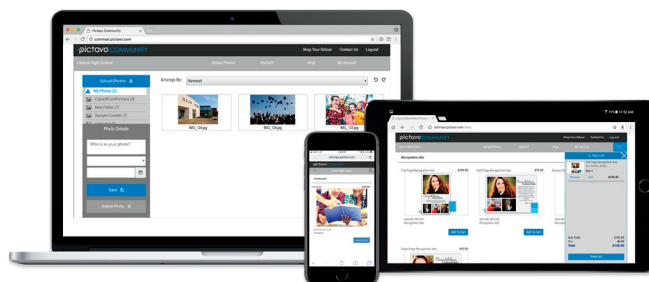
Enter student information

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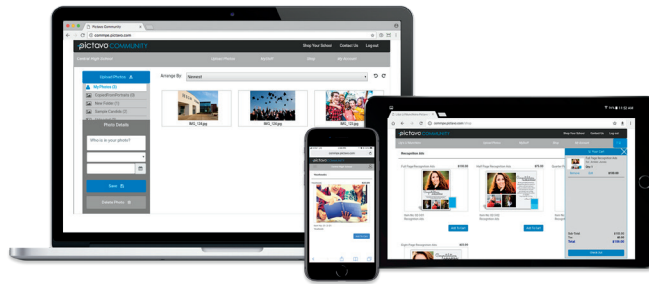
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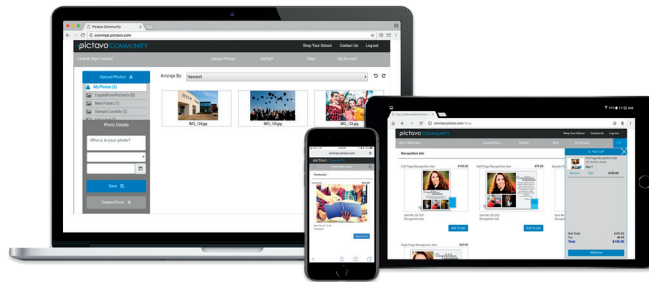
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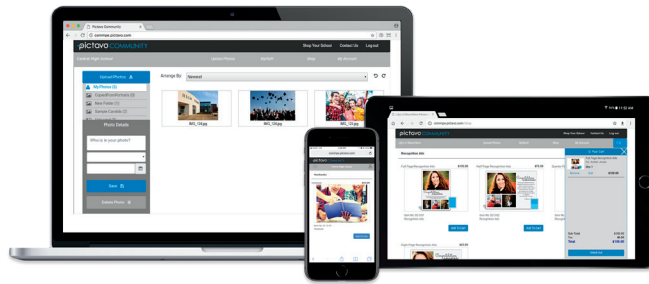


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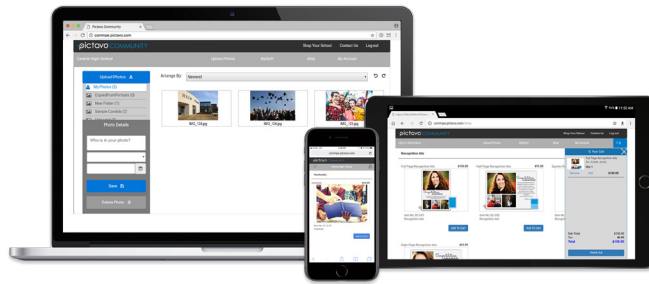
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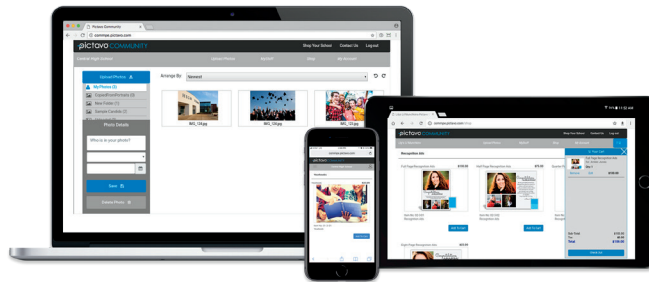
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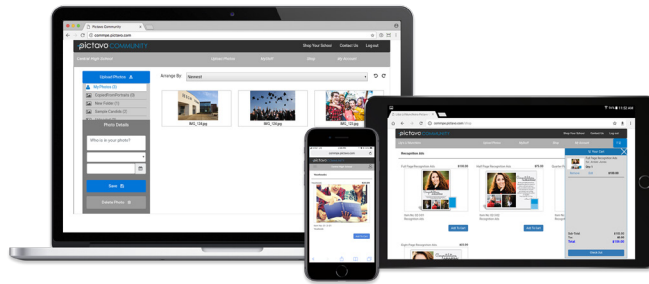
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SUPPORT YOUR LOCAL SCHOOL'S YEARBOOK!



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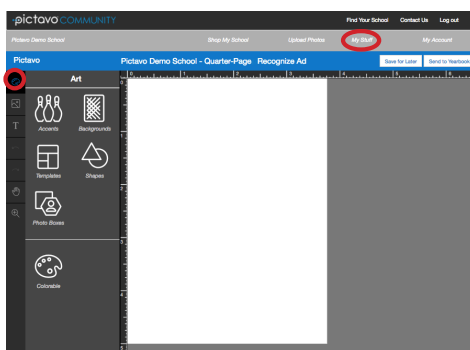
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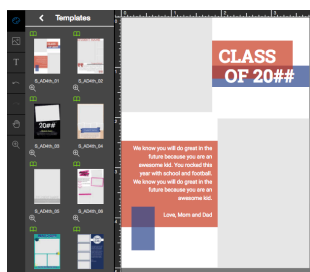


DESIGNING YOUR AD IN PICTAVO COMMUNITY

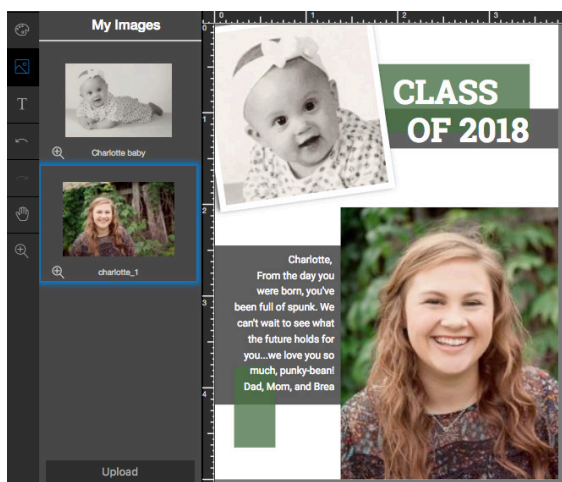
After purchasing an ad from your school on Pictavo Community*, you're ready to design it!



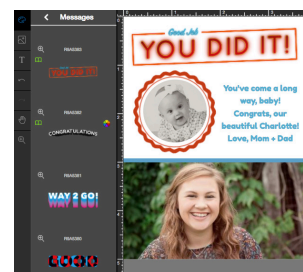
Log in to Pictavo Community and find your purchased ad in 'My Stuff.' Once in the ad design area, click on the Art Palette icon to view Pictavo's art selection.



Most people find it easiest to start with a pre-designed template they can customize with their own photos and words. Click on the Templates album to see a preview of the designs available. Just select your favorite and drag it on to the page!



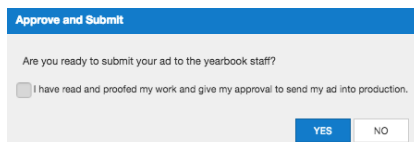
To add your own text, click on a text box and begin typing. Change the font and color if you want. Change the color, size and location of accent graphics by clicking on them and selecting from the options. Add photos by dragging and dropping them from your computer into a photo box or finding and uploading them in the Photos area. You can also modify the design by adding, moving and sizing text, art and photos on the page.



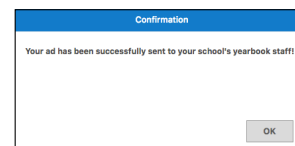
You can also create your own ad by adding text and photos and using Pictavo's creative backgrounds and accents for a one-of-a-kind look.



Save your work periodically by pressing 'Save for Later.' After each save, you can continue working or log out and come back later. When you're finished, click 'Send to Yearbook.'



Pictavo will ask you to confirm that you really do want to submit your ad to the yearbook staff and also ask if you've reviewed your ad thoroughly since changes cannot be made after submitting.



After you receive a confirmation that your ad has been sent to the school, you can reference it in the "My Stuff" area from now on.

* Pictavo Community can be found at commpe.pictavo.com