



EDITING AND REFLOWING PORTRAITS

GUIDE TO USING eDESIGN

This guide walks you through the steps to correct portrait data, proof portraits and reflow corrected portrait flows. The accompanying videos are in eDesign's Help Menu.

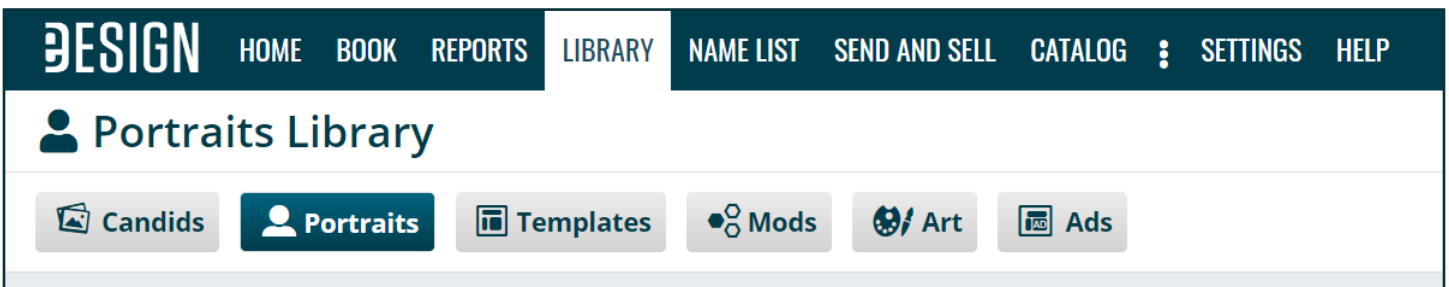
EDITING PORTRAIT DATA

CORRECTING AND EDITING PORTRAITS IN THE LIBRARY

After your portraits have been uploaded into eDesign they are located in the Portrait Library. From this library you can make any edits or corrections to your portraits. The following guide will step you through the process of editing your portrait data.

HOW TO GO ABOUT IT

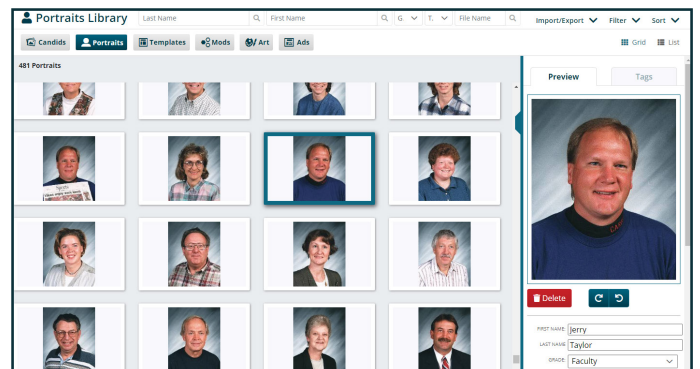
1. Click the **Library tab** in the navigation panel.
2. Click the **Portrait** button.




3. Choose the **List View** to see the portrait data. The List view separates the portraits into columns that allow you to easily filter and edit your portrait data.

Image	Last Name	First Name	Grade	Teacher / Other	Keywords	Date Uploaded	Do Not Include
	Sabnis	Indira	Staff	Select a Teacher		Jun 24, 2022	<input type="checkbox"/>
	Knoke	Jamey	11	Stephenson	Portrait Grou...	Jan 31, 2022	<input type="checkbox"/>
	Haddox	Rosie	11	Stephenson	Portrait Grou...	Jan 31, 2022	<input type="checkbox"/>
	Gann	Jennifer	11	Stephenson	Portrait Grou...	Jan 31, 2022	<input type="checkbox"/>

LIST VIEW



GRID VIEW

4. Below is a list of common options for sorting portraits. These options can be changed using the **Column Options** drop down to add or remove columns. Click the Up/Down arrows  to view the column in Ascending or Descending order.

• **Last Name:**

Select to sort by the portraits Last Name. Use the filter field under the Last Name column label to search for specific names.

• **First Name:**

Select to sort by the portraits First Name. Use the filter field under the First Name column label to search for specific names.

• **Grade:** Select to sort portraits by grade. Use the Drop Down menu to filter a specific grade.

• **Teacher/Other:**

Select to sort by teacher or other data groups. Use the drop down menu to filter a specific teacher or data group.

• **Keywords:**

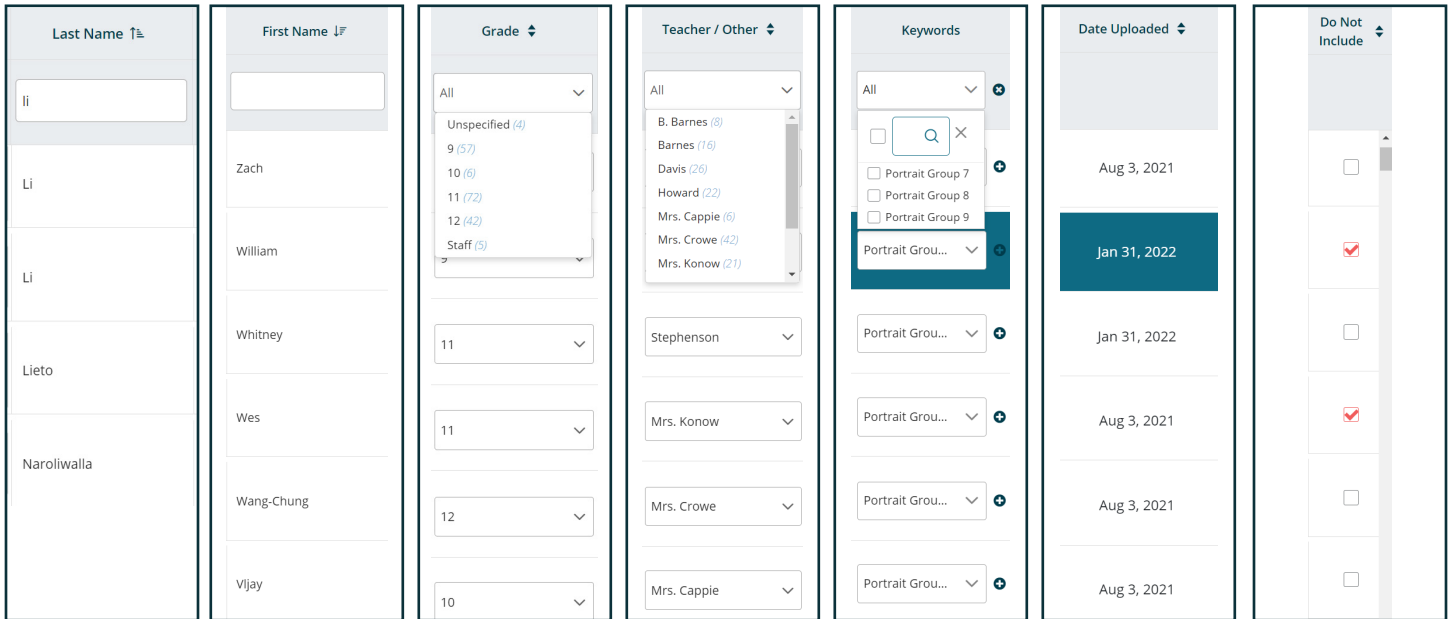
Select to sort by keywords that have been tagged on portraits. Use the drop down menu to filter a specific keyword or add a new keyword by using the + button.

• **Date uploaded:**

Select to sort by the date that the portrait was uploaded into eDesign.

• **Do Not Include:**

Check this box to exclude the portrait from the portrait flow. This will not remove the name from the Name List imported from eBusiness but will keep the image and name from flowing into the portraits.

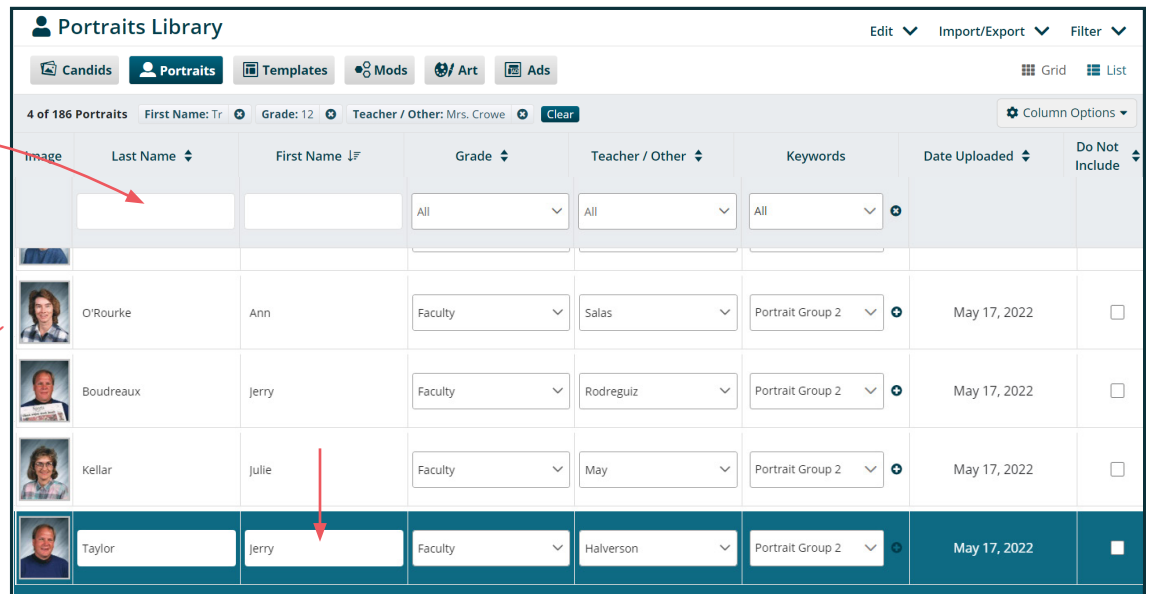


The image shows seven vertical panels representing different filter and sort options:

- Last Name:** A search box with 'li' entered and a list of names: Li, Li, Lieto, Naroliwalla.
- First Name:** A search box and a list of names: Zach, William, Whitney, Wes, Wang-Chung, Vijay.
- Grade:** A dropdown menu with 'All' selected, showing counts for grades 9-12 and Staff.
- Teacher / Other:** A dropdown menu with 'All' selected, listing teachers like B. Barnes, Davis, Howard, Mrs. Cappie, Mrs. Crowe, Mrs. Konow.
- Keywords:** A search box and a list of portrait groups: Portrait Group 7, 8, 9.
- Date Uploaded:** A dropdown menu with 'All' selected, showing dates: Aug 3, 2021; Jan 31, 2022; Jan 31, 2022; Aug 3, 2021; Aug 3, 2021; Aug 3, 2021.
- Do Not Include:** A dropdown menu with 'All' selected, showing checkboxes for each row.

5. Filter/Sort the Portrait data into the best grouping for your editing purposes.

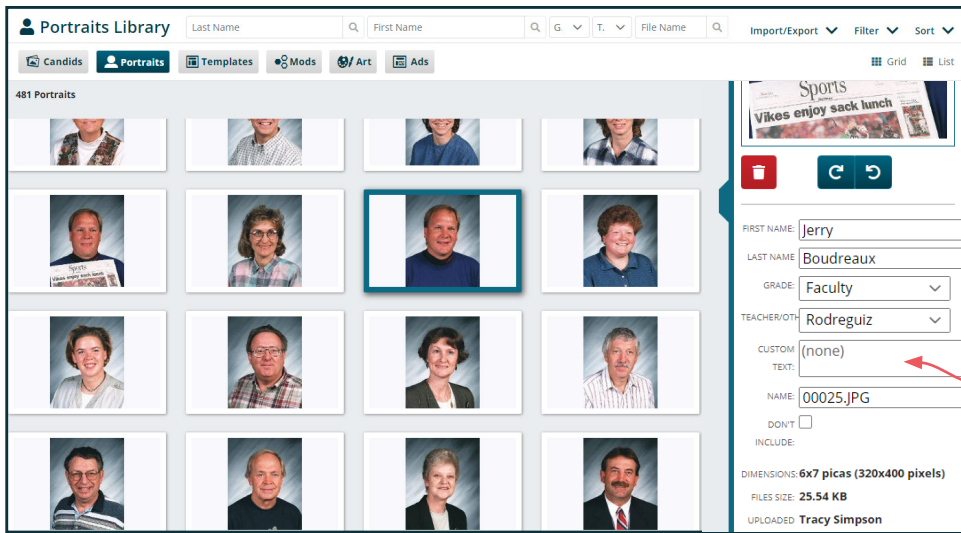
Multiple filter/sorting features can be used at the sale time. For instance you can filter by a grade and teacher then sort by name



The screenshot shows the 'Portraits Library' interface with the following details:

- Buttons: Candidates, Portraits, Templates, Mods, Art, Ads.
- Grid/List view toggle.
- Filters: 4 of 186 Portraits, First Name: Tr, Grade: 12, Teacher / Other: Mrs. Crowe, Clear.
- Column Options dropdown.
- Table columns: Image, Last Name, First Name, Grade, Teacher / Other, Keywords, Date Uploaded, Do Not Include.
- Table rows:
 - Row 1: [Image], [Search Box], [Search Box], All, All, All, [Date], [Do Not Include]
 - Row 2: [Image], O'Rourke, Ann, Faculty, Salas, Portrait Group 2, May 17, 2022, [Do Not Include]
 - Row 3: [Image], Boudreaux, Jerry, Faculty, Rodreguiz, Portrait Group 2, May 17, 2022, [Do Not Include]
 - Row 4: [Image], Kellar, Julie, Faculty, May, Portrait Group 2, May 17, 2022, [Do Not Include]
 - Row 5: [Image], Taylor, Jerry, Faculty, Halverson, Portrait Group 2, May 17, 2022, [Do Not Include]

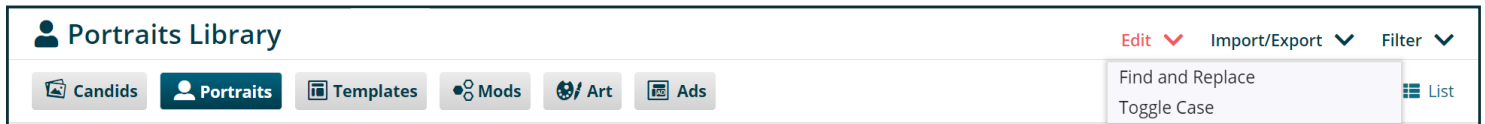
6. Clicking in the portrait data fields or selecting the various drop down menus will allow you to make changes to data.



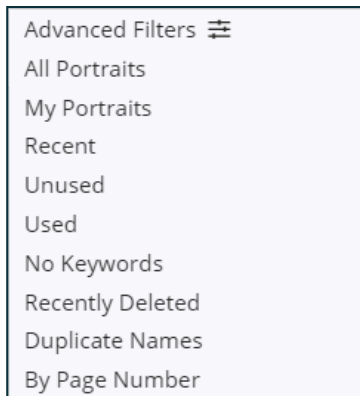
CUSTOM TEXT

If you will be using Custom Text in your portrait flow it must be entered in the Portrait Grid view mode.

7. Tools in the **Edit Menu** allow for faster editing for multiple records. For example, click the Edit Menu and choose **Find and Replace** to locate and change misspellings. The **Toggle Case** function can be used to change **ALL CAPS** names to **Title Case** or vice versa.



8. The **Filter Menu** will allow you to further filter your name list. This includes Advanced Filters, which allows you to combine the filters in the menu for more complex filtering.



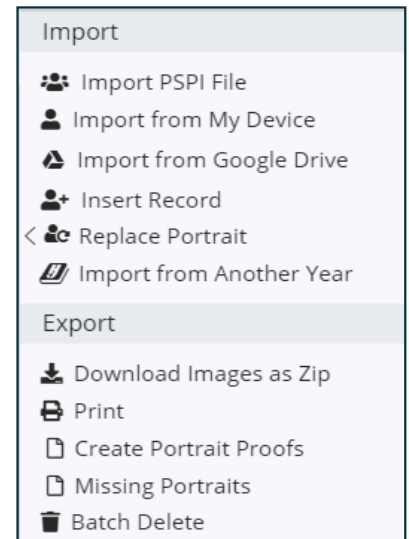
9. The **Import/Export Menu** will allow you to add portrait image files and insert records.

Import

- **Import PSPI File:** Used to import the photographer supplied PSPI
- **Import from My Device:** Imports image(s) from the local device and creates a blank record.
- **Import From Google Drive:** Imports image(s) from the Google Drive and creates a blank record.
- **Insert Record:** Creates a blank record with no associated image.
- **Replace Portrait:** Replaces the selected image from the local device or Google Drive.
- **Import from Another Year:** Pulls Portraits from a previous year.

Export

- **Download Images as Zip:** Downloads the selected images as a zipped file.
- **Print:** Opens a new tab with a small set of directory proofs, five columns wide.
- **Create Portrait Proof:** Opens a dialog that allows you to specify how you want your directory proofs to be: grouped, sorted, and at what size to print them at.
- **Missing Portraits:** Creates a missing portrait report, comparing portrait data to the name list inside eDesign.
- **Batch Delete:** Deletes the portraits that are in the current view.



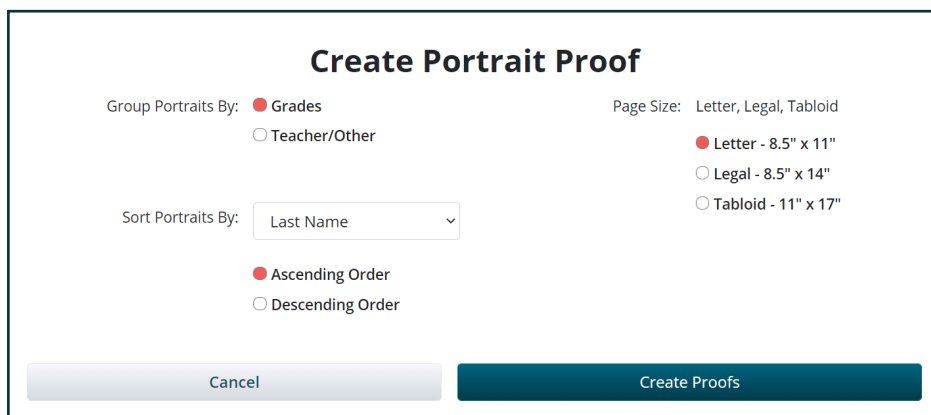
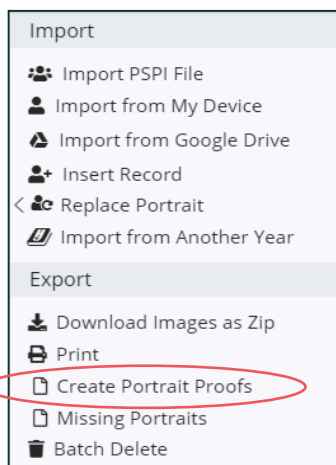
PROOFING PORTRAITS

CREATING PORTRAIT PROOFS

Portrait Proofs allow you to easily see each image with its associated data in a printable format. This can be used to mark up corrections of your portraits. These can be created in the same portrait groups that you will use to flow the portraits.

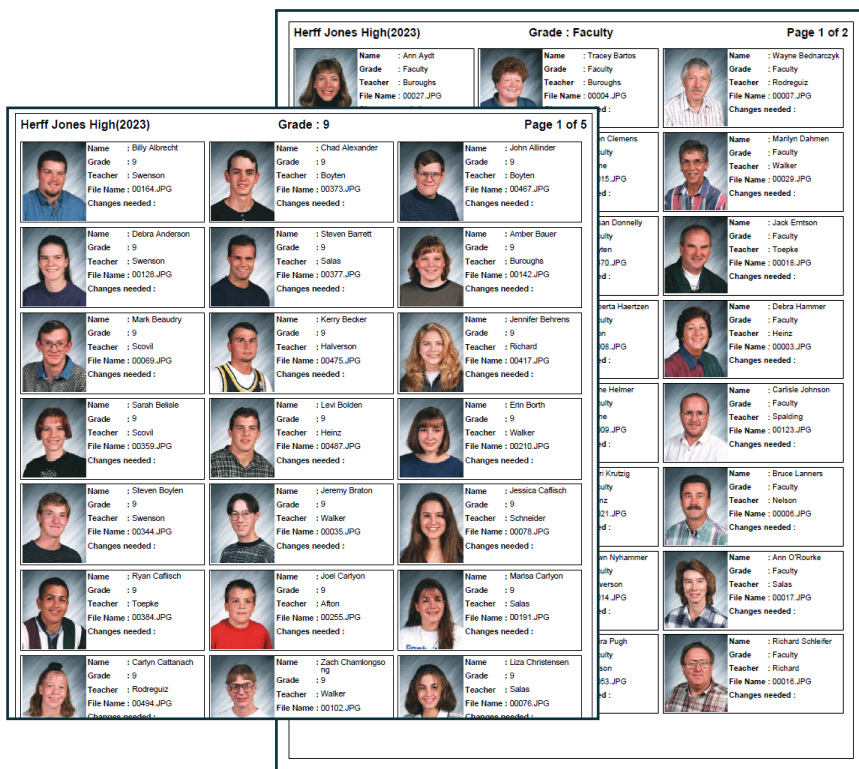
HOW TO GO ABOUT IT

1. Click the **Library** tab in the navigation panel.
2. Click the **Portrait** button.
3. Click the **Import/Export** menu.
4. Choose **Create Portrait Proofs**.
5. **Group the Portraits by Grade or Teacher** Other.
6. **Sort Portraits by First or Last name** and **Ascending or Descending** order.
7. **Choose the Paper size.** This is the size paper that the proofs will print on. This will vary by printer so choose what works best for your printer.



8. The **Portrait Proofs** pdf files will generate and download to your local computer as a ZIP file to your download folder. These can be viewed on your computer or printed out for easy editing.

- 49999_9
- 49999_10
- 49999_11
- 49999_12
- 49999_Faculty
- 49999_Unspecified



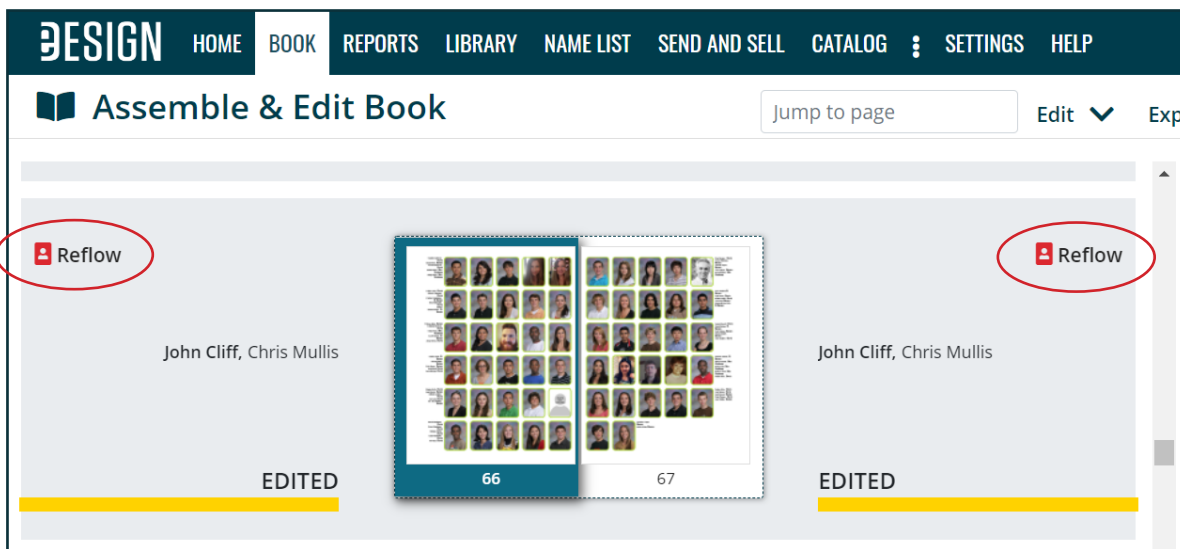
PORTRAIT REFLOW

REFLOWING CORRECTED PORTRAITS

If you have placed your portraits onto your pages using Portrait Flow and have made changes within the Portraits Library, you will need to reflow your portraits to update the pages.

HOW TO GO ABOUT IT

1. After portrait changes have been made, the **Reflow Icon** will appear on the Ladder to show that the portraits need to be reflowed.
2. **Click the Reflow icon** to go to the Portrait flow wizard.

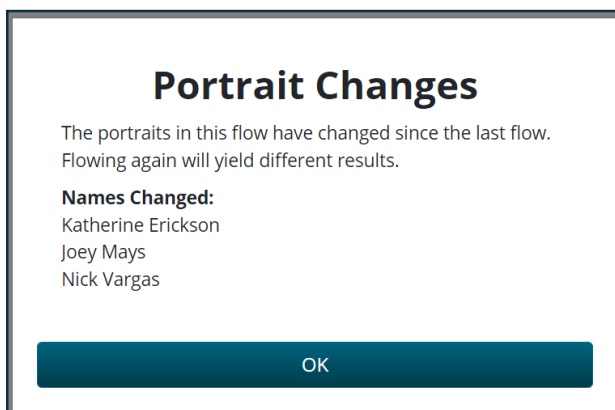


3. A red triangle will appear on the portrait flow when changes have been made.

The screenshot shows the 'Portrait Flow' table. The table has the following columns: Flow Name, Pages Flowed, Portrait Group, # In Flow, Columns / Rows, Portrait Size (Picas), Character Style, Text Position, and a set of action buttons (Edit, Copy, Delete). A red triangle icon is visible in the first column, pointing to the first row. The first row contains the following data: Flow Name: 9, Pages Flowed: 66-67, Portrait Group: 9, # In Flow: 57, Columns / Rows: 5/6, Portrait Size (Picas): 7 x 9, Character Style: Portrait Names, Text Position: Side. The action buttons are Edit, Copy, and Delete.

	Flow Name	Pages Flowed	Portrait Group	# In Flow	Columns / Rows	Portrait Size (Picas)	Character Style	Text Position	
⚠	9	66-67	9	57	5/6	7 x 9	Portrait Names	Side	Edit Copy Delete

4. Click the red triangle to review and confirm the changes to be made to the flow.

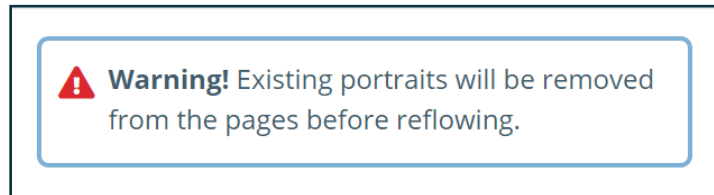


5. Click the **Edit** button of the corrected flow.

The screenshot shows the DESIGN software interface. At the top, there is a navigation bar with 'DESIGN' and menu items: HOME, BOOK, REPORTS, LIBRARY, NAME LIST, SEND AND SELL, CATALOG, SETTINGS, and HELP. Below this is the 'Portrait Flow' window. The window title is 'Portrait Flow' and it has a 'New Flow' button. A table lists flow details, and a red arrow points to the 'Edit' button.

	Flow Name	Pages Flowed	Portrait Group	# In Flow	Columns / Rows	Portrait Size(Picas)	Character Style	Text Position	
	9	66-67	9	57	5/6	7 x 9	Portrait Names	Side	

6. Click **Next**.
7. On the next page, click **Reflow Portraits**. You will see a **Warning!** at the bottom of the Portrait Flow window. This is let yo uknow that the previous panels that were flowed will be removed and the new portraits will be flowed in their place.



8. Your pages will update with the corrected portraits.

PROOFING PORTRAITS AFTER REFLOWING

REVIEWING CORRECTED PORTRAITS

After you have made your portrait corrections and reflowed the portraits you should proof the pages on which the portraits were flowed. This is to check the accuracy and placement of the portraits on the final pages. You will also be able to check the portraits in relation to any other elements on the page.

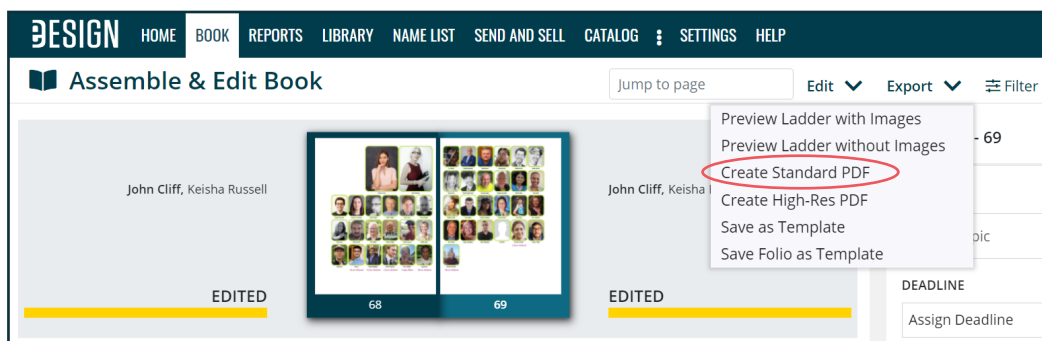
HOW TO GO ABOUT IT

1. Click the **Book** tab in the navigation panel.
2. **Navigate in the ladder** to the portrait pages you would like to proof. You have two options to create page proofs.
3. **Select a single or double page spread.** *Note: if you choose more than 2 spread pages the option to create the PDF will be grayed out. You can only choose a single page or a complete spread.*

Option 1:

Use this method for quick download of pages.

- Click the **Edit** menu and choose Standard PDF. If you have concerns about image quality, choose High Res PDF. A PDF will be generated and sent to the download folder on the local computer.
- Repeat this process for all the pages in the flow group.



Option 2:

Use this option to review the pages before creating the PDF.

- **Open the first page of the flow** by double clicking on the page icon in the ladder. Once the page is open, select the lock on the facing page if it is a double page spread.
- **Go to the File Menu** and choose Standard PDF. If you have concerns about image quality, choose High Res PDF. A PDF will be generated and sent to the download folder on the local computer.
- Repeat this process for the remaining pages of the flow group.

