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ENTOURAGE YEARBOOKS MANAGE UPLOAD DESIGN COLLABORATE REQUEST HELP SURVIVAL GUIDE 2020 Sign Out

Get Started With EDOnline


Click Here to Upload Photos

Get your photos ready for your yearbook.




Click Here to View Deadlines

30 of 96 pages started.



Click Here to Design Pages

Start working on pages in your yearbook.



LINK by Entourage

Online Yearbook sales are:

OFF

Online Ad sales are:

OFF






General User Photo Upload:

OFF

iPhone App download:

Newsfeed

0 new updates

-  Anthony Hunter - A new photo has been uploaded to the category 'Homepage Features| top toolbar and Manage Tabs'. Photos uploaded by Anthony Hunter through the EDO staff website @ 7/22/2019
-  Anthony Hunter - 2 new photos have been uploaded to the category 'Top Toolbar and Advanced Settings'. Photo uploaded by Anthony Hunter through the EDO staff website @ 7/16/2019
-  Anthony Hunter - A new photo has been uploaded to the category 'Login Page & Homepage'. Photos uploaded by Anthony Hunter through the EDO staff website @ 7/16/2019
-  Anthony Hunter - A new photo has been uploaded to the category 'Login Page & Homepage'. Photos uploaded by Anthony Hunter through the EDO staff website @ 7/16/2019
-  Anthony Hunter - A new photo has been uploaded to the category 'Login Page & Homepage'. Photos uploaded by Anthony Hunter through the EDO staff website @ 7/16/2019

Warning: If off! If you haven't already, make sure [click on the link in the sidebar on the front end!](#)

E-Guide Menu

Part 1

GETTING STARTED

A Next Generation Yearbook Company...

Entourage is a next generation yearbook company driving the transformation for how easy and affordable school yearbooks are made. Our advanced yearbook services includes everything you will need to create amazing yearbooks for any organization.

Account Login

User ID/Email

Password

[Forgot Username/Password?](#)

Find Your School

Name Of School

Request a Free Sample & Price Quote

Yearbooks? By Entourage

REQUEST A CUSTOM YEARBOOK PROPOSAL

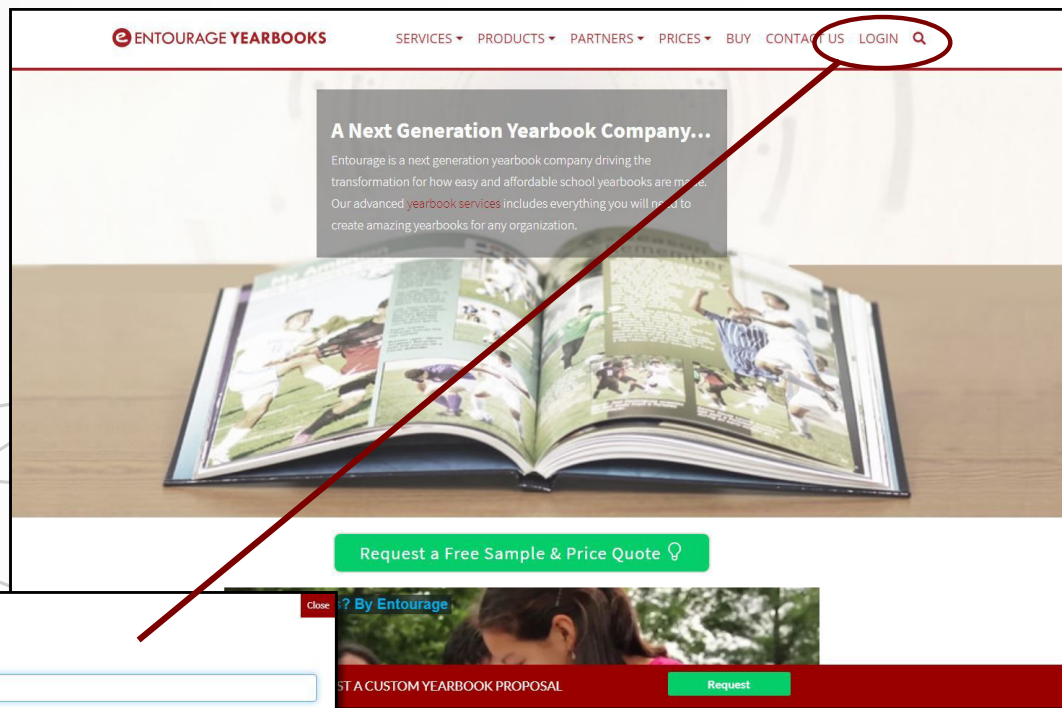
Request

LOG INTO YOUR ACCOUNT

ENTOURAGE SITE:

www.entourageyearbooks.com

In the upper right-hand corner, click **LOGIN**, then enter your User ID and Password.



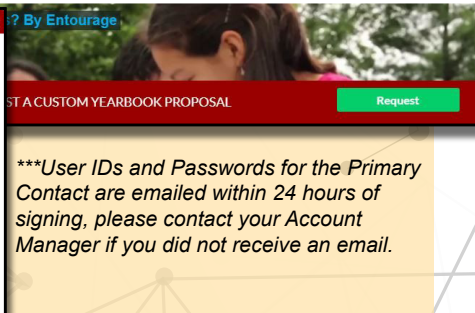
Account Login

User ID/Email

Password

[Forgot Username/Password?](#)

Find Your School



Next, out of the Project List that appears, click **OPEN** next to your current yearbook project.

Current Yearbook Project

Yearbook of Yearbooks 2018
Pages: 137 of 192
Cover: SIGNATURE
of Photos: 702
[Click here to access this yearbook project](#)

Recently uploaded photos

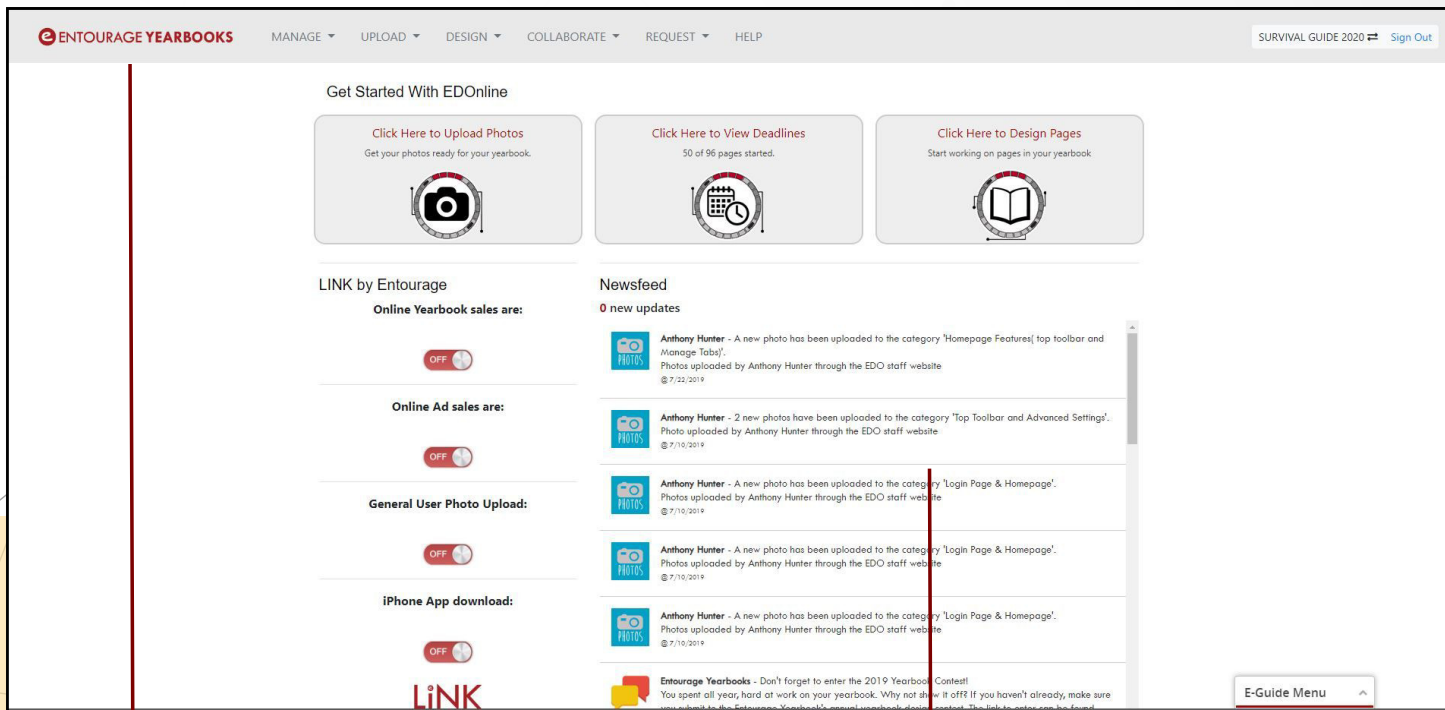
Project List

	(42221) Advisors Conference 2019 Yearbook - July 2019 Book Size: SIZE 9 Cover: SIGNATURE # of Photos: 0 <input type="button" value="Open"/>
	(39695) Advisors Conference 2019 Yearbook - July 2019 Book Size: SIZE 9 Cover: SIGNATURE # of Photos: 25 <input type="button" value="Open"/>

Getting Started

YOUR YEARBOOK HOMEPAGE:

The three large buttons, **Upload Photos**, **View Deadlines**, and **Design Pages**, are the main tools used to create a yearbook. These buttons provide quick access to these core features.



ACTIVITY NEWSFEED: Keep track of your account activity. The newsfeed feature displays various updates and activity in your account (i.e. photo uploads, Entourage announcements, and more).

ENTOURAGE YEARBOOKS

MANAGE ▾

UPLOAD ▾

DESIGN ▾

COLLABORATE ▾

REQUEST ▾

HELP

*The **Manage** tab allows you to edit your book specs and account information, setup your staff and their permissions, access your yearbook ladder and any content that has been uploaded.*

*The **Upload** tab provides quick access to the Upload Photo and other upload features, such as uploading PDFs and videos.*

*The **Design** tab gives you design access to the different parts of your yearbook such as the cover, index, and general pages, as well as your People Pages. You can also request a Design Review from this menu.*

*The **Collaborate** tab allows you access to Explore, Share, Discuss, and Learn. These sections include our Template library, the Yearbook Contest, Certification tests, etc.*

*The **Request** tab gives you the option to request a Proof Book, Marketing Materials, and/or a Yearbook Kit.*

*The **Help** tab is your key to contacting Entourage with any questions you may have. There are online tools to help you right away. You can also sign up for our free online training sessions via our webinar calendar.*

ACCOUNT INFORMATION:

Here you can update your contact information, page count, book quantity, and even your delivery date.

Manage Your Yearbook Account

Use this dashboard to update your contact information, and manage your Login Page. You can also request book spec changes. Book spec changes will not happen immediately, but pricing will be adjusted accordingly and applied to your account by the next business day.

Primary Contact Information
Project Name: SURVIVAL GUIDE 2020
First Name: Anthony
Last Name: Hunter
Address: 39 Everett Dr
City: Princeton
State: NJ
Zip: 08550
Email: a.hunter@entourageyearbooks.com
Phone: 8889266571

Current Book Specs
Current Book Quantity: 1 Books
Current Page Count: 96 Pages
Percent Color: 100%
Requested Delivery Date: 8/29/2020
Cover Type: Full Color Soft Cover

In the Manage Account section you can find your Account Manager, Sales Rep, and the Billing Departments direct contact information. They are at your service for any assistance you may need throughout the yearbook process.

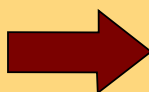
Your Entourage Team

For your guaranteed fast day-to-day support, including changing deadlines, technical issues, and using the website...
Account Manager: Anthony Hunter
Phone: 888-926-6571 ext 139
Email: a.hunter@entourageyearbooks.com

For special requests that require high priority and care. Send your escalated requests to...
Advocate / Champion: Anthony Hunter
Phone: 888-926-6571 ext 139
Email: a.hunter@entourageyearbooks.com

For questions about payments, invoices, and online sales...
Billing Contact: Tianna Ellerbee
Phone: 888-926-6571 ext 3
Email: accounting@entourageyearbooks.com

If you create more than one yearbook with our software, we offer cloning of one project to another using the **IMPORT ACCOUNT CONTENT** button.



Import Account Content
If you would like to make a clone of your yearbook content, you can do so here. Follow the instructions in the popup window to continue.
[Click Here To Get Started](#)

View Invoices
Would you like to allow ADMIN users to view and access Invoices?
Yes

ADD STAFF MEMBERS

MANAGE YOUR TEAM:

The **Manage Staff** page is where you can add each member of your team by creating them new login information, or invite staff members from previous projects to keep the login information they already use.

MANAGE ▾ **UPLOAD** ▾

- Yearbook Home
- Manage Account
- Manage Ladder
- Manage Staff/Users**
- Manage Photos
- Manage Uploads
- Manage Tasks
- Manage Deadlines
- Manage Yearbook Sales
- Manage Ad Sales
- Manage LINK
- Approve For Production
- Manage Invoices
- Manage Permissions
- Manage EDO Page Locks

Manage Yearbook Staff and Users

Yearbook Project: SURVIVAL GUIDE 2020
Yearbook Staff Members: 1
Member List: [DOWNLOAD CSV](#)

Current Yearbook Staff Members [Add New Staff](#) ← **Create your new team member logins here!**

These are staff members who have access to the yearbook project. You can change the member type to allow different permission for different types of users. Click on a staff member name to edit user settings.

#	Name	User ID	Email	Staff Type	Time Spent in EDOnline	Action
1	Anthony Hunter	A.HUNTER	a.hunter@entourageyearbooks.com	ADMIN	18.6 Hours	Delete

Total Time Spent on Yearbook: 18 Hours 33 Minutes

Invite Staff

You can invite staff members from your other yearbook projects to this yearbook project. Simply click, "Invite Staff" for each member you would like to invite.

----- ▾ [Filter Staff Types](#)

Yearbook	Name	User ID	Email	Staff Type	Action
T PROJECT - Template Previews Account	Alex VonBriel	ALEXANDRA@ENTOURAGEYEARBOOKS.COM	alexandra@entourageyearbooks.com	Administrator ▾	Invite Hide In List
T PROJECT - Template Previews Account	Heather	HEATHER123	heather.lipnitz@entourageyearbooks.com	Administrator ▾	Invite Hide In List
T PROJECT - Template Previews Account	Nicole Lipnitz	24752	nicole@entourageyearbooks.com	Administrator ▾	Invite Hide In List
Lucas- Sylvan Elementary 2019	Bailey	BAILEY.EVANS@USD299.ORG	bailey.evans@usd299.org	Editor ▾	Invite

Staff Member Information

Update the profile information for this yearbook staff member. You can update the contact email, change the password, and select member status and position.

User ID:
Email addresses are recommended for User IDs. You can invite existing users if you know their User ID.

Name:

Email:

Phone Number:

Password:

Confirm Password:

Staff Member Status:

Staff Member Type
Admins - Have complete access to everything
Editors - Can design pages, upload photos and access the collaborate tab
Staff - Can only upload and view photos
To edit these default permissions please go to [Manage Permissions](#)

EDOnline Designer Type:

Receive Notices:
Receive email notices about training and support resources for creating your yearbook.

The 3 STAFF MEMBER TYPES:

- ADMIN** - Recommended for the Primary Contact and those who need full design and account/invoice access.
- EDITOR** - Recommended for students and those who require access to the designer and the Collaborate tab.
- USER** - Recommended for those who need only limited access to the website, such as Manage and Upload Photos.

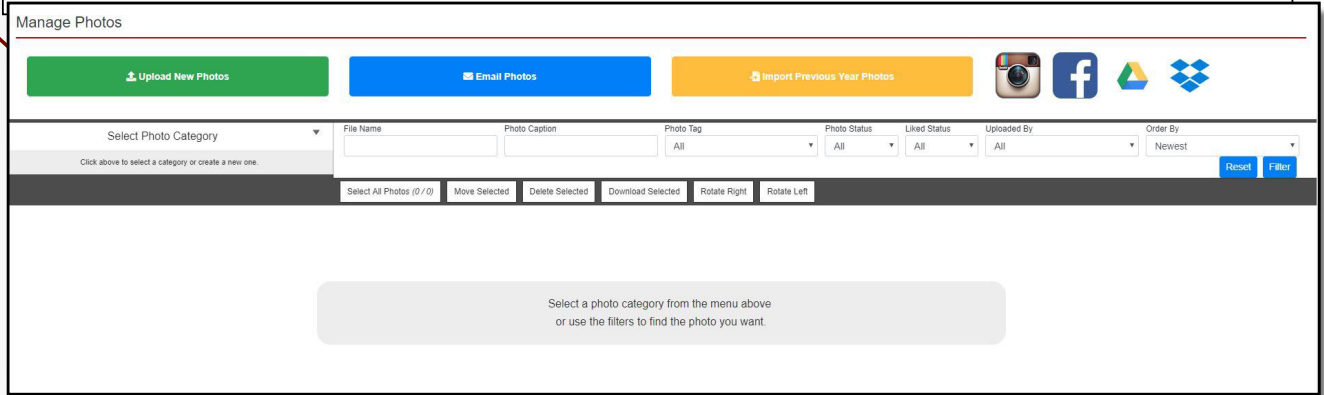
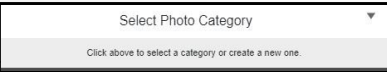
These types can be customized via the [Manage Permissions](#) page.

UPLOAD AND MANAGE PHOTOS

- MANAGE ▾
- UPLOAD ▾
- Yearbook Home
- Manage Account
- Manage Ladder
- Manage Staff/Users
- Manage Photos**
- Manage Uploads
- Manage Tasks
- Manage Deadlines
- Manage Yearbook Sales
- Manage Ad Sales
- Manage LINK
- Approve For Production
- Manage Invoices
- Manage Permissions
- Manage EDO Page Locks

ORGANIZE YOUR PHOTOS:

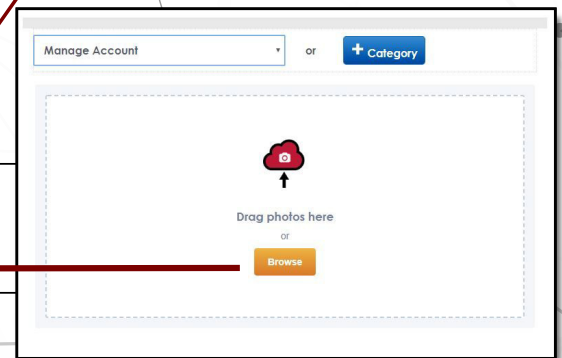
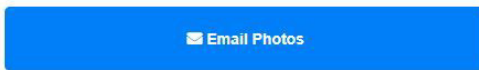
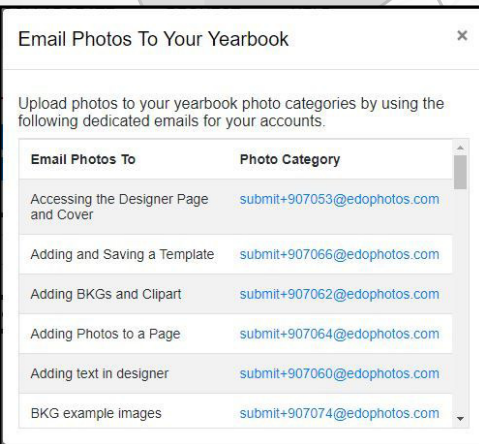
Utilize the **Manage Photos** page to organize your library of photos before or as you upload. This page is integrated with Instagram, Facebook, Google Drive, Dropbox, our own Mobile App, and email submission.

To begin, create your photo categories by clicking on the **Upload New Photos** button, then **Create Photo Category**. You can also designate an existing category as a Parent category when creating a new category to make a folder within a folder.



Once your category is selected, click on the **Upload New Photo** button. To upload photos from your files, click **Browse** and navigate to the photo file(s) on your computer.

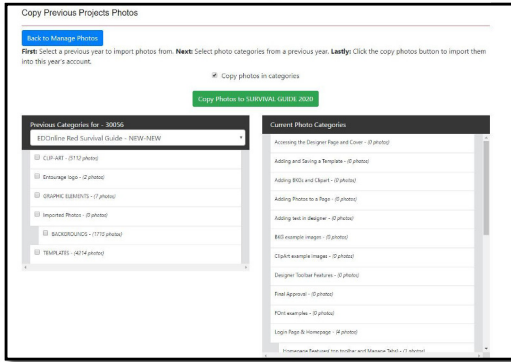
Email Photos To	Photo Category
Accessing the Designer Page and Cover	submit+907053@edophotos.com
Adding and Saving a Template	submit+907066@edophotos.com
Adding BKGs and Clipart	submit+907062@edophotos.com
Adding Photos to a Page	submit+907064@edophotos.com
Adding text in designer	submit+907060@edophotos.com
BKG example images	submit+907074@edophotos.com

Each category that you create will be automatically assigned an email address. The list of addresses can be found in the **Email Photos** button.

Provide parents, teachers, and other members of the school community with the corresponding email address(es). Any attached or embedded photos will automatically upload to that specific category once the email is sent.

Getting Started

Import Previous Year Photos



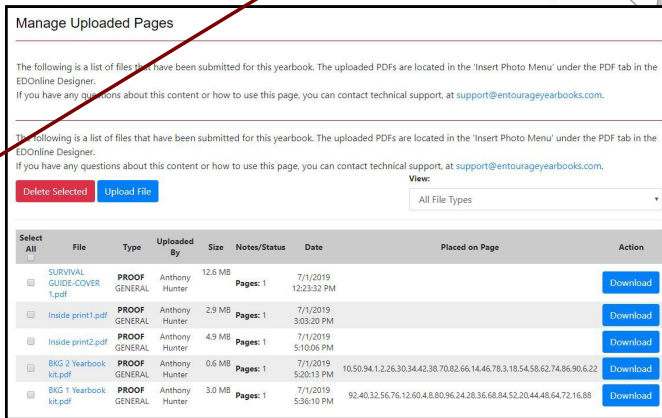
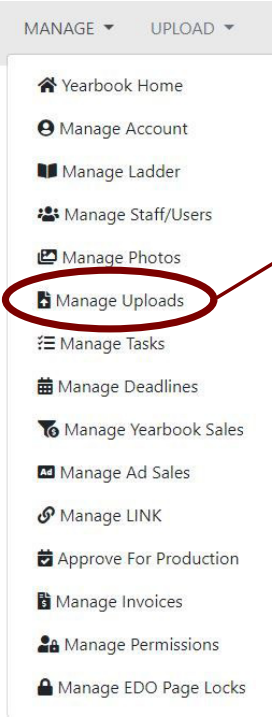
Re-signed accounts have the ability to **Import Previous Year Photos**. You will be able to choose an old category and import it with the pictures to your new account.



Log into your **social media** to use photos from your Instagram, Facebook, Google Drive, and Dropbox accounts.

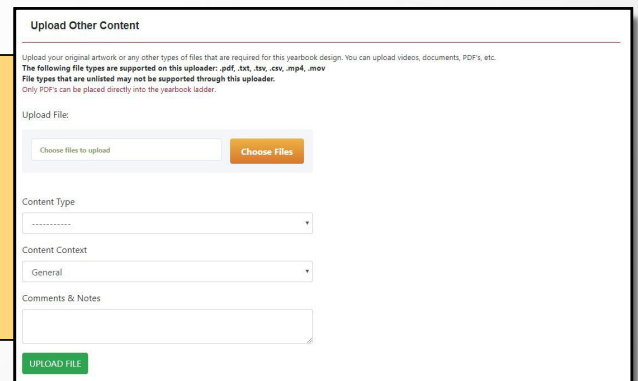
Upload PDFs to the Website

If you have any PDF files you need to upload to the project, you can do so in the **Manage Uploads** section.



You can view any PDFs that have been previously uploaded to the account here.

Click the **Upload File** button. You can then select any cover or page design PDFs you created in an outside program like Illustrator, Photoshop, or InDesign. Designate the content type and any appropriate comments, then click **Upload File** button to complete the process.



MANAGE LINK

Getting Started

MANAGE ▾ UPLOAD ▾

- Yearbook Home
- Manage Account
- Manage Ladder
- Manage Staff/Users
- Manage Photos
- Manage Uploads
- Manage Tasks
- Manage Deadlines
- Manage Yearbook Sales
- Manage Ad Sales
- Manage LiNK**
- Approve For Production
- Manage Invoices
- Manage Permissions
- Manage EDO Page Locks

LiNK is a separate website that serves as a "link" between your project and the the school community. **Manage LiNK** allows you to activate online yearbook and ad sales, photo submission on the desktop and mobile app, view the eYearbook, and create hosted Link pages and polls.

Manage LiNK

Setup My LiNK Account

Personalize Link

Link Access Password (optional):

Only set a Link access password if you would like to control which people are able to create Link accounts for your school. Leave this option blank if you would like everyone to be able to create a Link account.

Associating Students to LiNK Logins

When someone registers on LiNK would you like them to claim their student by the students Id or full name.

- Student Id Number
- Student Names

Online Store

Allow Link users to purchase the book from the online store.

Configure

Allow Link users to design, purchase, and submit advertisements of various sizes to be placed in the yearbook.

Configure

Link Community Website and Mobile App

- Allow Link users to use the Entourage Link mobile application.
- Allow Link users to post messages.
- Allow Link users to view the eYearbook.
- Allow Link users to view the Newsfeed.
- Allow Link users to view people in yearbook.

Allow Photo Upload and Content Submission

- Allow Link users to upload photos that can be used in the yearbook.
- Allow Link users to create new photo categories.
- Allow Link users to view all uploaded photos.
- Allow Link users to upload videos.
- Allow Link users to upload other content.

Confirm LiNK Changes

Manage LiNK Polls + ADD NEW

Poll	Description	# of Questions	# of Answers	Delete
------	-------------	----------------	--------------	--------

Manage LiNK Pages + ADD NEW

Page Name	Page Details	Status	Delete
-----------	--------------	--------	--------

Check the boxes to activate the items that you would like to make available to LiNK users. Click **Confirm LiNK Changes** to update.

The LiNK Site: link.entourageyearbooks.com

This is how the LiNK home page appears. Users will be required to create their own login (separate from your staff logins) and will search by your yearbook account title.

Purchase, Upload, and Design buttons will only be available once the corresponding setting is turned on in **Manage LiNK**.

See page **42** for more about the LiNK site!

MANAGE DEADLINES/INVOICES

MANAGE ▾ UPLOAD ▾

- Yearbook Home
- Manage Account
- Manage Ladder
- Manage Staff/Users
- Manage Photos
- Manage Uploads
- Manage Tasks
- Manage Deadlines**
- Manage Yearbook Sales
- Manage Ad Sales
- Manage LINK
- Approve For Production
- Manage Invoices
- Manage Permissions
- Manage EDO Page Locks

In **Manage Deadlines**, you will find several key submission dates based on your current delivery date. If you choose to change your delivery date, these dates will adjust automatically. Contact your account manager if you have concerns about these dates.

Manage Deadlines

Below is a 12-month calendar of each of your key deadline that Entourage suggests you follow to successfully deliver your yearbook on time. Read through each deadline to help create a time-line for your project. Confirming a deadline on this page will notify your account manager that you have completed the deadline, but will not request any proof materials. If you would like to request a proof [click here](#).

Key Deadlines	Due Date	Days Until Deadline	Completed
Initial Deposit	7/27/2019	17 Days Past Due	No
<ul style="list-style-type: none"> Gets your software activated 			
Cover Submission	5/10/2020	271	No
<ul style="list-style-type: none"> For any hard cover, soft cover, foil stamps, dye-cuts or any other cover embellishments Missing the cover deadline for any of the above will result in loss of the embellishment and/or delay in production of the book Final approval of the cover (no changes can be made to the cover at this time) 			
Final Approval	8/1/2020	354	No
<ul style="list-style-type: none"> Approval of your book is done from the ladder by pressing "Submit for Production" Submit My Final Approval Missing the final approval deadline will result in the delay of the delivery of your books If this date is missing, you will receive the next available delivery date Rush fees may be applied to your account if your approval date has passed (noted during approval process) Payment in full must be made at this time or the delivery of the books will be delayed 			
Delivery Date	8/29/2020		No

The First, Second, and Third Submission dates are also proof book request deadlines. See **page 15** for more about the Request Proof Book feature.

Pay Invoices Online Anytime!

Manage Invoices

Below is a list of invoices associated with your account. You can click on "Pay Now" to pay your invoice securely online or you can download a preview of the invoice to review.

Invoice Number	Memo	Status	Due Date	Invoice Amount	Balance Due	Pay/Amount Paid	Download
1042173001	Full Payment Invoice for the SURVIVAL GUIDE 2020 project	NEW	8/1/2020	\$30.87	\$30.87	Pay Now	Download

You have the ability to pay your invoice anytime before your Final Approval date by going to the **Manage Invoices** section.

Click **Pay Now** to submit credit card information or click **Download** to receive a printable PDF file to forward to your financial secretary.

HOMEPAGE TOOLBAR

The **Upload tab** provides quick access to the Upload Photo and other upload features, such as uploading PDFs and videos.

MANAGE ▾ UPLOAD ▾ DESIGN ▾ COLLABORATE ▾ REQUEST ▾ HELP

UPLOAD ▾

- Upload Photos
- Import Photos From Facebook**
- Create Photo Category
- Upload Pages & Other Content
- Upload Via Hightail

Import Photos From Facebook

You can now import photos from your Facebook account into your online yearbook account. To access your Facebook account information, you can simply click "Log In To Facebook" below to get started



Log In To Facebook

Warning: Any photos that get deleted from Facebook will no longer be accessible through our site. Deleting them from Facebook will also delete them from our database, along with any pages they are placed on.

Log into your Facebook profile and access your photos to use in your yearbook. School Facebook pages are not accessible by this feature.

Aside from uploading PDF files, you have the ability to **Upload Other Content** such as .mov, .mp4, .csv, and .txt files. (Videos can be incorporated into the yearbook using QR codes.)

Upload Other Content

Upload your original artwork or any other type of files that are required for this yearbook design. You can upload videos, documents, PDFs, etc. The following file types are supported on this uploader: pdf, txt, doc, csv, mp4, mov. File types that are unlisted may not be supported through this uploader. Only PDFs can be placed directly into the yearbook ladder.

Upload File:

Choose files to upload

Content Type

Content Context:

General

Comments & Notes

UPLOAD FILE

- Import Photos From Facebook
- Create Photo Category
- Upload Pages & Other Content
- Upload Via Hightail

Upload Via Hightail.com (formerly known as YouSendIt.com)

Hightail is for uploading large files that are too big for the website uploader. It is also a secondary way to upload Fotofusion scrapperage files, when upload to publisher is not working. This uploader is also for users working in InDesign, Publisher, Powerpoint, etc. Please make sure to check with your Account Manager or Entourage Support after you upload to ensure they receive the correct file.

HIGHTAIL

Welcome to Entourage Yearbook's file submit tool. If you have any questions please contact us at yearbooks@entouragyearbooks.com

Full Name:

Email: Your email address

Subject: Name of School - Attn: Name of Contact

(Optional)

Message:

SELECT FILE

SEND IT

By clicking on the "Send It" button, you agree to Hightail's [Terms of Services](#).

Please click on the HIGHTAIL logo to the left to access our DropBox at Hightail.com

Or type in your browser the following link
[https://www.hightail.com/dropbox?
dropbox=entouragyearbooks](https://www.hightail.com/dropbox?dropbox=entouragyearbooks)

Please put the name of your school and the name of your Entourage contact person in the subject line, as illustrated to the left.

If you happen to have a file too large to upload directly from your computer, Entourage also has a **Hightail** feature.

*** Make sure you contact your Account Manager and let them know you have uploaded via Hightail so they can make sure that the file is ready for you to place.**

Getting Started

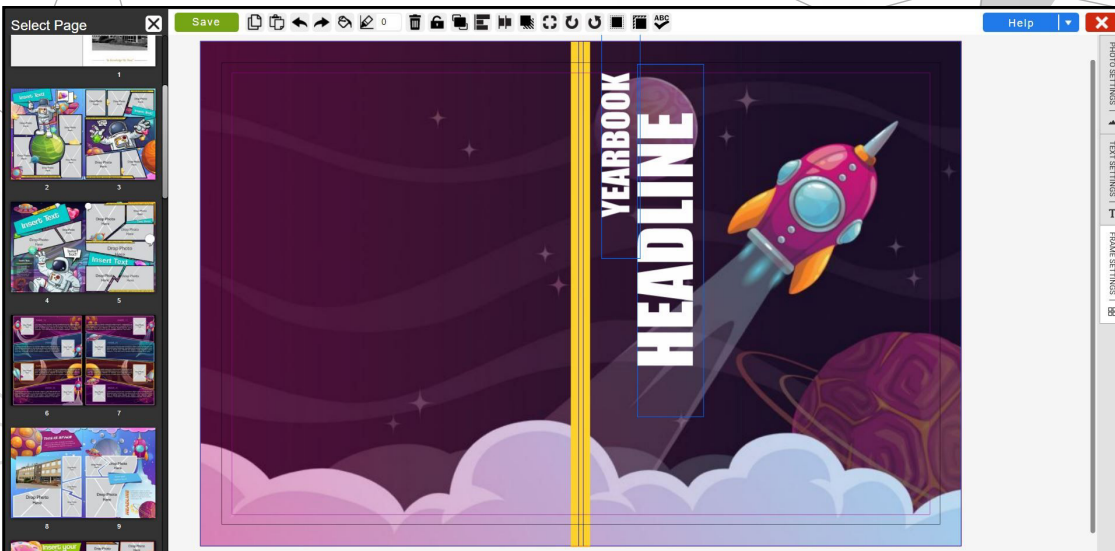
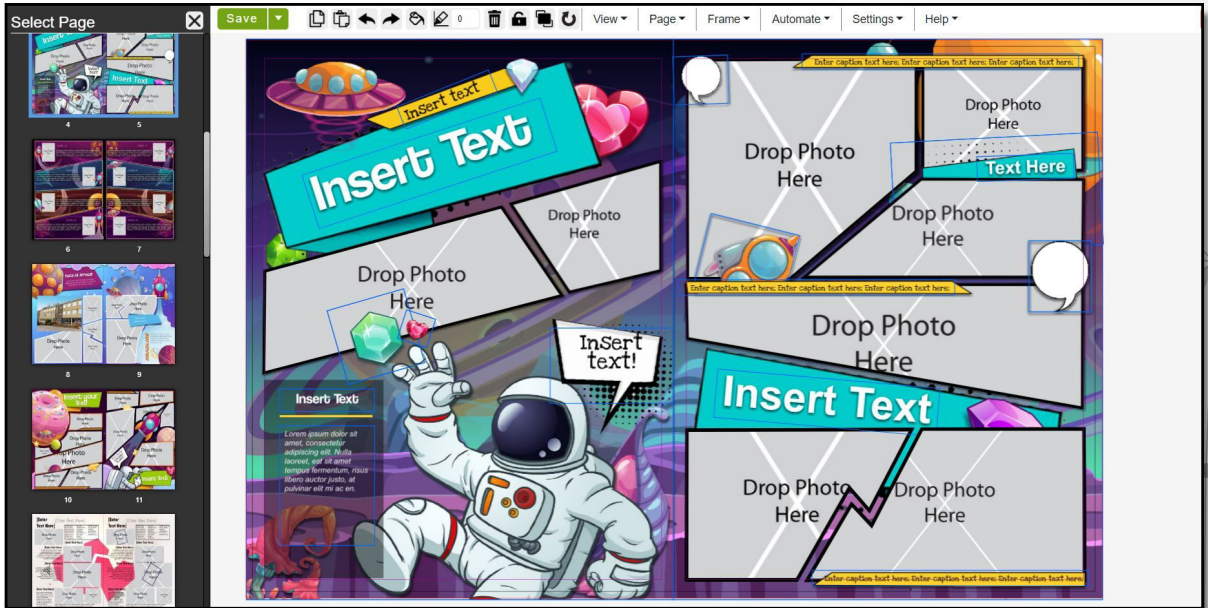
DESIGN ▾

- EDOnline - Page Design
- EDOnline - Design Cover
- EDOnline - Design People Pages
- EDOnline - Create Your Index

Page Design:

Choose a page to design from the ladder preview on the left side of the screen. You can then use the tools to design your pages.

The **Design tab** gives you design access to the different parts of your yearbook such as the cover, index, and general pages, as well as your People Pages. You can also request a Design Review from this menu.



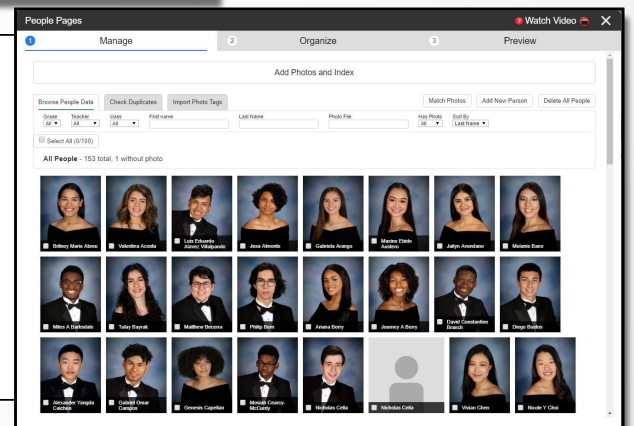
Design Cover:

Create your cover, add spine text, and set an exciting theme for your yearbook.

Design People Pages:

In this section you can create student portrait pages in three steps.

- Upload your portraits and student data.
- Separate the students by class, grade, or teacher, then choose a template.
- Automatically flow all of your student portraits onto specified yearbook pages.



HOMEPAGE TOOLBAR

Getting Started

- 🏠 Explore
- 📁 - Templates
- 🖼️ - Yearbook Gallery
- 🔍 - Typography Guide
- 🔗 Share
- 🏆 - Yearbook Contest
- 👤 - Refer Entourage
- 🔗 - Add Links
- 💬 Discuss
- 🏠 Learn

The **Collaborate** tab allows you access to Explore, Share, Discuss, and Learn. These sections include our Template library, the Yearbook Contest, Certification tests, etc.

You can rate all of the templates on the website and search for the most popular ideas!

Browse Templates

Browse our library of both Entourage designs and designs uploaded by other customers. You can search by whole book templates, or just templates for specific sections of your yearbook. Once you select your favorite templates click on Add to my Bookmarks. This will add them to the yearbook designer for you to place easily into the yearbook.

Available Templates

- Browse Templates
- Search Templates

Bookmarked Templates

[View Bookmarks](#)

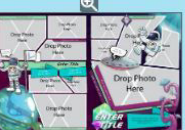

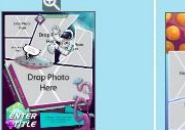

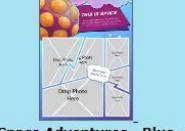
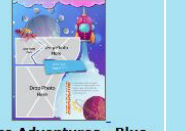

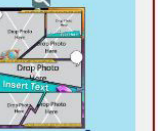


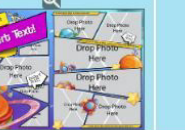

Page

- Award Winning Templates (37)
- Bookmarks (0)
- Custom Templates (0)
- Most Popular - Elementary School (21)
- Most Popular - High School (0)
- Previous Custom Templates (0)
- Recently Used in Your Book (0)
- Activities (382)
- Advertisement (76)
- All About Me (15)
- Autographs (44)
- Book Belongs to (15)
- Clubs (298)
- Collage (519)
- Cover (47)
- Divider page (237)
- Extras (15)
- Foreign Language (7)
- Holiday (28)
- Keep In Touch (8)
- Openers (88)
- Snippets (9)
- Sports (118)
- Year in Review (16)
- General (4)

Book

- Whole Book (285)
- Arcade Zone **NEW** (35)
- Art Deco (19)
- Comic Book (47)
- Elementary - Animals (12)

BOOK - Space ** NEW **

 <p>Space Adventures - Astro Gem Collage</p> <p>Add Bookmark</p> <p>★ ★ ★ ★ ★ 1 Ratings</p>	 <p>Space Adventures - Astro Gem Single1</p> <p>Add Bookmark</p> <p>★ ★ ★ ★ ★ 1 Ratings</p>	 <p>Space Adventures - Astro Gem Single2</p> <p>Add Bookmark</p> <p>★ ★ ★ ★ ★ 2 Ratings</p>	 <p>Space Adventures - Blue-Pink Galaxy Collage</p> <p>Add Bookmark</p> <p>★ ★ ★ ★ ★ 1 Ratings</p>
 <p>Space Adventures - Blue-Pink Galaxy Single1</p> <p>Add Bookmark</p> <p>★ ★ ★ ★ ★ 2 Ratings</p>	 <p>Space Adventures - Blue-Pink Galaxy Single2</p> <p>Add Bookmark</p> <p>★ ★ ★ ★ ★ 2 Ratings</p>	 <p>Astro Adventure 1A</p> <p>Add Bookmark</p> <p>★ ★ ★ ★ ★ 2 Ratings</p>	 <p>Astro Adventure 1B</p> <p>Add Bookmark</p> <p>★ ★ ★ ★ ★ 1 Ratings</p>
 <p>Space Adventures - Astro Gem Collage</p> <p>Add Bookmark</p> <p>★ ★ ★ ★ ★ 1 Ratings</p>	 <p>Space Adventures - Astro Gem Single1</p> <p>Add Bookmark</p> <p>★ ★ ★ ★ ★ 1 Ratings</p>	 <p>Space Adventures - Astro Gem Single2</p> <p>Add Bookmark</p> <p>★ ★ ★ ★ ★ 2 Ratings</p>	 <p>Space Adventures - Blue-Pink Galaxy Collage</p> <p>Add Bookmark</p> <p>★ ★ ★ ★ ★ 1 Ratings</p>

Browse Templates: Search through hundreds of topquality templates. Get ideas for your book and bookmark any template you like for quick access in the designer. You can bookmark the templates by checking the boxes under the template preview.


Yearbook Gallery

Below are sample yearbooks to browse through for ideas to use in your yearbook project. They are sorted by school type. Click a yearbook title on the left then flip through the pages.

High Schools | Middle Schools | Elementary Schools

Other

- Westport TAPP Yearbook
- Eton Academy
- Alliance Homeschoolers
- CrossPointe Christian Academy
- Shallvet High School
- K.A.R.A.T. School of Learning
- Alex Pilibos
- Cabarrus Performance Learning Center
- Livingston Manor Central School
- Harrison High School
- Duarte High School
- Lighthouse Christian Academy
- Esteem Academy
- ASTI
- Carbon Career & Technical Institute
- Rambam Mesivta
- Harbor High School Yearbook
- Delaware Valley High School
- Konos Academy High School
- Atrisco Heritage Academy
- Bailey Magnet High School
- Goddard High School
- Watts High School
- Cache Public School



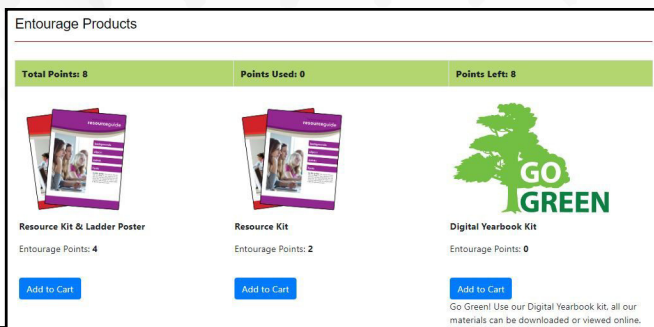
Yearbook Gallery: Need some inspiration? View hundreds of ideas from other schools across the country. Use the tabs to switch between several school types for age appropriate styles.

HOMEPAGE TOOLBAR

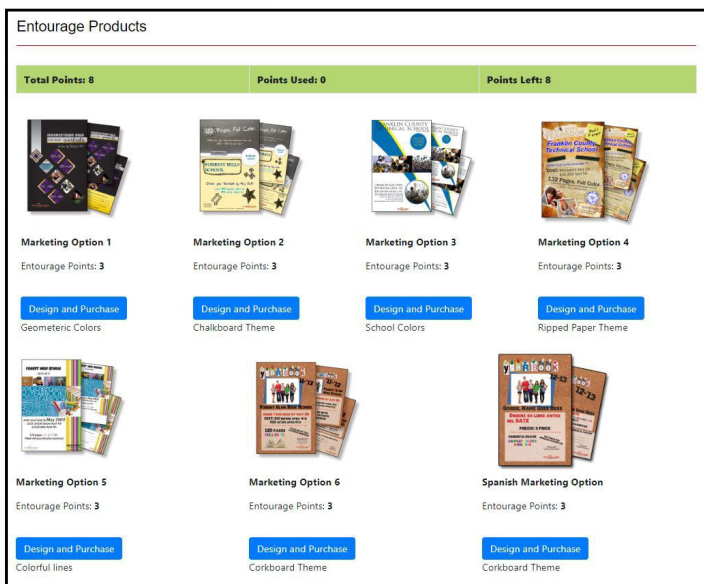
- Home
- Yearbook Kit
- Marketing Materials
- Proof Book
- Design Review

The **Request tab** gives you the option to request a Proof Book, Marketing Materials, and/or a Yearbook Kit.

Resource Kits are materials that you can utilize to help guide you in your yearbook process. You can get a physical or PDF version of these resources.



A ladder poster is also available with the Resource Kit.



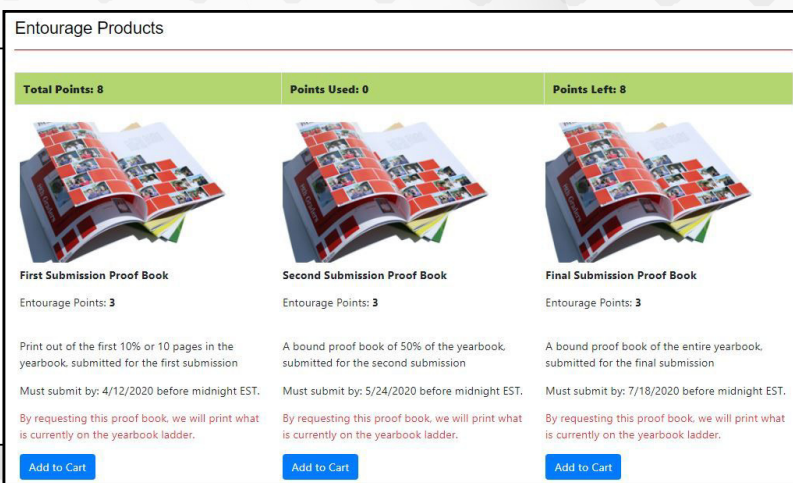
Marketing Materials allow you to design and receive your own order forms and posters. Promote your yearbook sales and generate interest in the yearbook. This is also a way to share information about buying books and ads online as well as how to contribute photos.

In order to request these features it is required to have have a minimum of 3 design points.

Contact your Account Manager to inquire further about the design points.

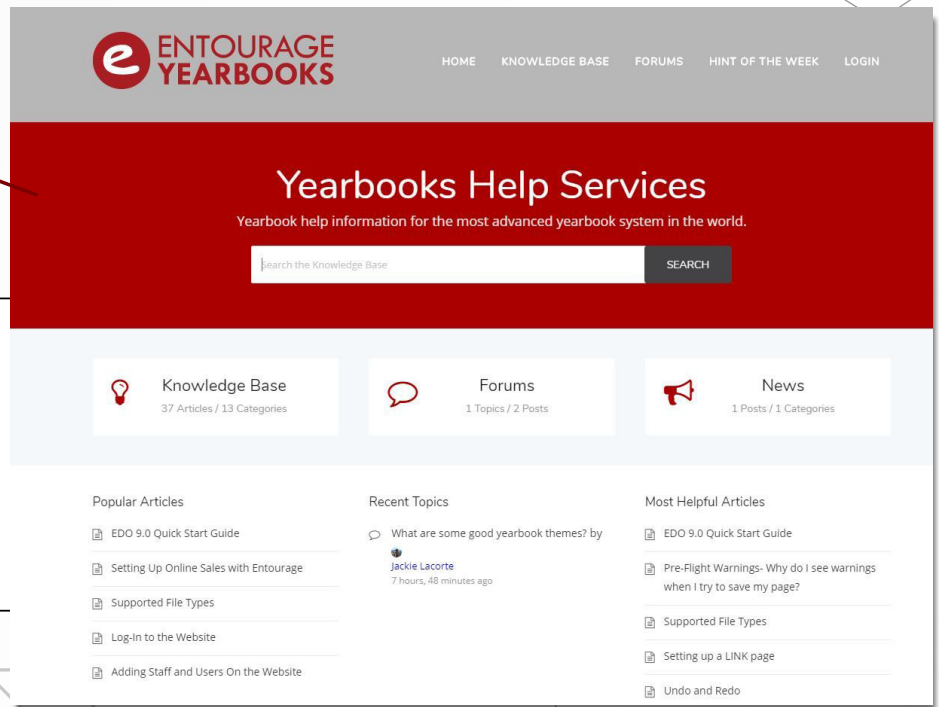
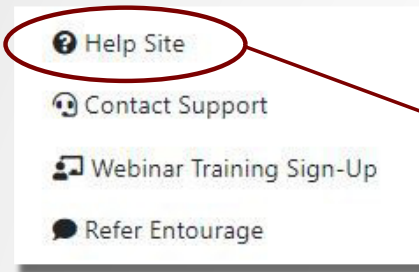
Proof Books are physical copies of your yearbook that can be used to check for clarity of images, layout, and spelling/grammar. Click **Add to Cart** below the first available proof book choice, fill out the delivery information, and click Confirm.

Proof books take 1 week plus shipping to arrive, so please order at least two weeks before final approval.

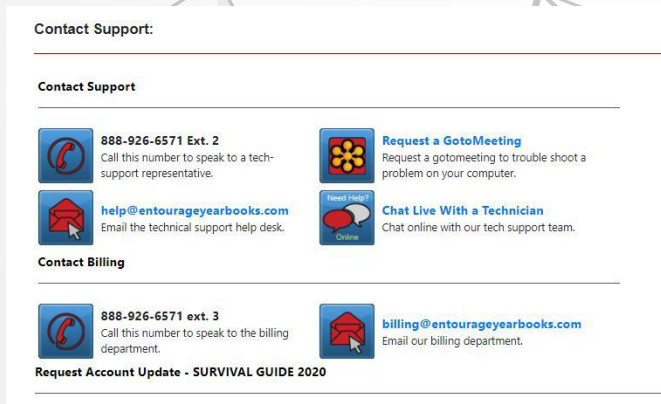


HOMEPAGE TOOLBAR

The **Help tab** is your key to contacting Entourage with any questions you may have. There are online tools to help you right away. You can also sign up for our free online training sessions via our webinar calendar.



Explore the **Help Site** for answers to frequently asked questions, chat in a yearbook forum with other advisors across the country, and view the Entourage newsfeed for recent updates and announcements.



The **Contact Support** page contains live chat and contact information for technical support and the billing department.

Schedule a Webinar for yourself or your class under the **Webinar Training Sign-up** page. There are three main training sessions to choose from:

1. **Getting Started/ Entourage Website**
2. **Edonline Basics**
3. **People Pages**

SIGN-UP FOR UPCOMING YEARBOOK TRAINING AND WORKSHOP EVENTS

The following is a list of upcoming events, training workshops, and online webinars. If you're interested in signing up for one of our yearbook sessions, please click on the desired webinar below, and complete the sign-up form on the next page. If you have any questions please call us at 1.888.YBOOKS-1.

If you are unable to attend one of our webinars, but are interested in learning more, click on the links to the right under each of the available webinars to download a PDF that provides the materials covered in the webinar.

***PLEASE NOTE: All webinar times are set in EST. Please plan accordingly.**

CALENDAR OF EVENTS Month: August 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Getting Started/Entourage Website 3:00:00 PM EST Duration: 30 Mins	2 Getting Started/Entourage Website 11:00:00 AM EST Duration: 30 Mins	3
4 EdOnline Basics 2:00:00 PM EST Duration: 30 Mins	5 Edonline People Pages 10:00:00 AM EST Duration: 30 Mins	6 EdOnline Basics 4:00:00 PM EST Duration: 30 Mins	7 Getting Started/Entourage Website 8:00:00 PM EST Duration: 30 Mins	8 EdOnline Basics 2:00:00 PM EST Duration: 30 Mins	9	10
11 Getting Started/Entourage Website 3:00:00 PM EST Duration: 30 Mins	12 EdOnline Basics 11:00:00 AM EST Duration: 30 Mins	13 Getting Started/Entourage Website 8:00:00 PM EST Duration: 30 Mins	14 Edonline People Pages 10:00:00 AM EST Duration: 30 Mins	15 EdOnline Basics 12:00:00 PM EST Duration: 30 Mins	16	17
18 EdOnline Basics 12:00:00 PM EST Duration: 30 Mins	19 Getting Started/Entourage Website 1:00:00 PM EST Duration: 30 Mins	20 EdOnline Basics 10:00:00 AM EST Duration: 30 Mins	21 Getting Started/Entourage Website 10:00:00 AM EST Duration: 30 Mins	22 EdOnline Basics 4:00:00 PM EST Duration: 30 Mins	23	24
25 Edonline People Pages 1:00:00 PM EST Duration: 30 Mins	26 EdOnline Basics 10:00:00 AM EST Duration: 30 Mins	27 Getting Started/Entourage Website 3:00:00 PM EST Duration: 30 Mins	28 Edonline Basics 12:00:00 PM EST Duration: 30 Mins	29 Getting Started/Entourage Website 11:00:00 AM EST Duration: 30 Mins	30	31

*IMPORTANT: All Level 1 Webinars are available prior to the first 20% deposit has been made. Level 2 Webinars are only available after your 20% deposit has been made. To make a payment please contact billing@entourageyearbooks.com.

YEARBOOK LADDER

Getting Started

YOUR PAGE PLANNING HQ:

View your yearbook progress, assign pages to staff, designate page content, directly access pages to design, and more.

The screenshot shows the 'Book Planning Ladder' interface. At the top, there are buttons for 'Page Numbering', 'Spell Check Book', 'Submit For Production', and 'Preview Book'. Below these are three main sections: 'Cover Details', 'Book Cover', and 'Page Details'. The 'Cover Details' section includes fields for Cover Type (SOFTCOVER), Cover Config (2 Page Spread), Cover File, Cover Uploaded (7/1/2019 12:25:56 PM), and Cover Notes. The 'Book Cover' section displays 'Back Cover' and 'Front Cover' thumbnails, with a 'Design Cover' button. The 'Page Details' section shows 'Front Inside Printing Details' and 'Page 1' details, including 'Design Inside Printing' and 'Design Page' buttons. A 'Cover Status' panel on the right shows 'NEW' status, recommended and current dimensions (18.25" Wide x 12.00" Tall), and an 'Assigned To' dropdown menu with a 'Preview/Approve Cover' button.

Page Numbering:

Add page numbers to your yearbook pages. Simple and advanced options are available.

Spell Check Book:

Review potential spelling errors page-by-page. The feature will make approved corrections to your page(s) automatically.

Submit for Production:

When you are ready to submit your book for production, this button will take you to the approval form.

Preview Yearbook:

View the digital flipbook of your yearbook progress. You can also generate a PDF version of your book sent to an email address of your choice.

Preview/Approve Cover:

Check several previews of your cover design and approve it when you are ready. Note: approving the cover will lock the it from any further editing.

The screenshot shows a 'Page 2' detail view. It includes fields for Section ([NOT ASSIGNED]), Title, Due, Updated (8/8/2019 1:43:21 PM), Status (PLACED), Edited, Assigned (NONE), and Assigned (NONE). A blue 'Design Page' button is at the bottom, with a large black arrow pointing to it from the right.

In these boxes you can assign pages to members on your team. You can also lock certain pages once they are complete to prevent further editing from non-admin staff members.

You can access your designer by clicking on the **Design Page** button next to the corresponding page you would like to access.

MANAGE YEARBOOK SALES

ONLINE STORE SETTINGS:

In the Manage Yearbook Sales section, set pricing, sales deadlines, and track sales progress.

- MANAGE ▾
- UPLOAD ▾
- Yearbook Home
- Manage Account
- Manage Ladder
- Manage Staff/Users
- Manage Photos
- Manage Uploads
- Manage Tasks
- Manage Deadlines
- Manage Yearbook Sales**
- Manage Ad Sales
- Manage LINK
- Approve For Production
- Manage Invoices
- Manage Permissions
- Manage EDO Page Locks

In the blue boxed area, you can reference quantities sold and generated revenue to order an accurate number of books to be printed.

Manage Yearbook Sales

Manage your yearbook sales with Entourage's online sales tracking tools. Here you can track sales of online orders, enter new yearbook orders, set up online sales, and get help estimating expected yearbook sales.

Set Up Online Sales

Set up your account to sell your yearbooks via Entourage's secure online yearbook store. Enter information about how much you want to sell your yearbooks for, what are your ordering deadlines, and information about your yearbook project (e.g., delivery deadlines, how to pick up your yearbook, etc.)

[Set Up Online Sales](#)

Track Yearbook Sales

View current yearbook sales both via your online shopping cart and through internal sales. Here you can add new orders, track order status, and delete invalid orders received.

[Track Yearbook Sales](#)

Track Ad Sales

View current ad sales both via your online tracker. Add new orders, track order status, and delete invalid orders received.

[Track Ad Sales](#)

Total Yearbooks sold	0
Total Yearbook Revenue	\$0.00
Entourage Fee <i>(3% of yearbook price sold online)</i>	\$0.00
Yearbook Upgrade Profit <i>(10% of upgrade value)</i>	\$0.00
Total Ads sold	0
Total Ad Revenue	\$0.00
Entourage Ad Fee <i>(3% processing fee)</i>	\$0.00

[Click here to see Entourage's Online Sales Policies](#)

Set Up Online Sales

If you would like to sell your yearbooks securely online via Entourage's yearbook store. You can turn on online sales by filling in the following information.

Would you like to turn on on-line sales for the SURVIVAL GUIDE 2020? Yes - Sell Our Yearbooks Online

Online Sales Options

1. How much do you want to sell your yearbooks for?
Current price per yearbook \$28.95. If you would like to sell your yearbook for more (for fund-raising), Entourage subtracts a 3% transaction cost for selling your yearbook online.

2. What is the purchase deadline for this yearbook?
(Leave this field blank; default value, if you'd like to leave purchasing on, till book approval)

3. Would you like to setup tier pricing with multiple deadlines for your online sales? **Enable Tiered Pricing**
Set online price to automatically change after different deadlines. Deadlines switch at 12 MIDNIGHT Eastern Standard Time.

Price 1: \$ <input style="width: 80%;" type="text" value="28.95"/>	Price 2: \$ <input style="width: 80%;" type="text"/>	Price 3: \$ <input style="width: 80%;" type="text"/>
1st Deadline: <input style="width: 80%;" type="text" value="08/01/2020"/>	2nd Deadline: <input style="width: 80%;" type="text" value="mm/dd/yyyy"/>	3rd Deadline: <input style="width: 80%;" type="text" value="mm/dd/yyyy"/>

4. What shipping options are available for your yearbook?
Select the type of shipping options available for people who order this yearbook online. **Ship to school (student picks up)**

5. What yearbook upgrades are available?
Select if you'd like to include the ability for people to add upgrades to their yearbook. 10% of all proceeds from upgrades is available to apply to your yearbook account balance. **Enable Personalization Sales**

6. Fill in a description of your product or you can use the default description included below.
The SURVIVAL GUIDE 2020 is available for sale. This year's yearbook is a Full Color Soft Cover bound and available for delivery after 8/29/2020.

Setup Online Sales:
 Activate your online store and set parameters, such as yearbook cost, optional tiered pricing, sales deadlines, required customer information, etc.

Personalized yearbooks are available as a sales option. This involves foil stamping the name of the student onto the front book cover.

Getting Started

Track Yearbook Sales records every online and offline sale made through your store. Information will include date of purchase, total amount paid, intended recipient, quantity ordered, and personalization text if applicable. Spreadsheet downloads are also available.

Track Yearbook Sales

Track Online Sales

Online Sales are not turned on. [Setup Online Sales](#)

By setting up online sales, you can increase your yearbook sales, and earn 10% back for every upgrade sold.

Track In-School Sales

This is a list of your in-school yearbook orders.
Track your in-school sales below. Input your in-school sales using the button "Create New In-School Sales Entry".

[Create New In-School Sales Entry](#)

Select All	Order Id	Name	Order Date	Quantity	Yearbook Sales	Total Sales	Receipt Number	Print Receipt
No In-School Sales Have Been Recorded								

[DELETE SELECTED](#)

In-School Sales Results

Total Number of Books Sold In-School: 0

Total \$ Collected In-School: **\$0.00**

If you offer in-school sales, select **Create New In-School Sales Entry** to record each sale. Please note that personalizations not purchased in the online store will only be produced if added through this feature.

MANAGE ONLINE AD SALES:

Setup Ad Pricing: Configure your pricing and add size options for family members and businesses to purchase.

Track Ad Sales: View and approve design and purchase ads before they can be placed in the page designer.

Manage Online Ad Sales

Step 1:
Setup Your Ad Pricing

Set up how many ads you want to sell and for what price.

[Setup Ad Pricing](#)

Step 2:
Design New Ads

Launch our online ad design tool to design new ads.

[Design New Ads](#)

Step 3:
Place In Book

Place your new ads into your book.

Only ads marked "APPROVED" and "PAID" can be placed.

[Download Ads](#)

Work In Progress Ads

Following are a list of Ads that people have started working on for your yearbook and a summary of the funds raised. Click on an ad to preview and edit.

Ad Name Ad Status Ad Payment Status Order By

Filter Ads

[Submit](#)

#	Preview	Ad Name	Created By	Last Modified	Status	Payment Status	Cost	Available Funding
Potential Total Funds:								\$0.00
Total Funds Raised (Paid ads):								\$0.00
# of Approved Ads (not placed in yearbook):								0
# of Ads Placed in Yearbook:								0

APPROVE FOR PRODUCTION

FINAL APPROVAL FORM:

Navigate to the final approval form from the Manage tab, the Yearbook Ladder, or Manage Deadlines page. Begin with the red links at the top and complete each section before attempting to submit.

- MANAGE ▾
- UPLOAD ▾
- Yearbook Home
- Manage Account
- Manage Ladder
- Manage Staff/Users
- Manage Photos
- Manage Uploads
- Manage Tasks
- Manage Deadlines
- Manage Yearbook Sales
- Manage Ad Sales
- Manage LINK
- Approve For Production**
- Manage Invoices
- Manage Permissions
- Manage EDO Page Locks

Final Yearbook Production Approval Form Created: 8/13/2019 1:08:24 PM

If your book is ready for Final Approval, please fill out this **Online Production Approval Form**. The Production department will not accept any orders for print unless you fill out and submit this form.

Name of Organization:	Survival Guide - Yearbook Kit 2020	
Book Content File:	[NOT SET - CLICK HERE TO APPROVE BOOK CONTENT]	
	You do not have Entourage page numbering activated. To activate Entourage's page numbers click here .	
Cover File:	[NOT SET - CLICK HERE TO APPROVE COVER]	
Delivery Information:	[NOT SET - CLICK HERE TO SET DELIVERY INFORMATION]	
Book Specification:	Cover Type: Full Color Soft Cover	Number of Books: <input type="text" value="5 Books"/>
	Number of Books: Enter your final total of all yearbooks needed above, including all in-school and online sales.	Number of Pages: 96 Pages
	Number of Pages:	Type of Printing (% color): 100% Color
	Type of Printing (% color):	Book Size: SIZE 8
	Book Size:	Number of Ads in Yearbook: 0
	Number of Ads in Yearbook:	Number Approved & Paid Ads - Not Placed in Yearbook: 0
	Number Approved & Paid Ads - Not Placed in Yearbook:	

Final Payment Information: VALUE Yearbook Program **Final Payment Due - Submit Final Payment**

YEARBOOK ACCOUNT COMPLETION & FILE STORAGE

Would you like to save your Yearbook project in our Entourage Vault for access next year? The Entourage Vault is a service to store the photos, PDFs, and data compiled in this year's online Yearbook account for your Yearbook the following year.

If YES, what is the name of the contact for this Yearbook next year, so we can forward access information to the material in this Vault.

Re-Signing For Next Year! You can re-sign your Yearbook account for next year and get an early start on all of our new Yearbook programs, services and features.




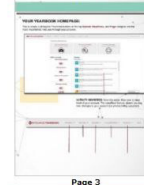




Final Payment Due: If not already paid in full, apply online revenue from yearbook and ad sales, supply credit card information, and/or online checking details now.

Approve Book Content:

This is the final review of all of your pages and pre-flight warnings. Click on the provided warning links to go directly to that affected page in the designer and make any necessary fixes. Fill out the bottom portion and click Approve.

Approve Yearbook Content

Please review the page content for this Yearbook and verify that you have reviewed all the pages and any warnings about your Yearbook content. Please **scroll to the bottom of this page** and fill in the form to confirm all the pages are ready for production. You can click on any page to view a larger version of the page image.

Pages		Page Information		
Page	Page Last Updated	Page Last Updated	Page Size (Inches)	
		Page 1	7/2/2019 3:59:40 PM	8.75" X 11.25"
		Page 2	7/1/2019 5:15:09 PM	8.75" X 11.25"
		Page 3	7/1/2019 5:15:09 PM	8.75" X 11.25"
		Page 4	7/2/2019 11:21:06 AM	8.75" X 11.25"
		Page 5	7/2/2019 11:21:06 AM	8.75" X 11.25"

Getting Started

PREVIEW & APPROVE YEARBOOK COVER

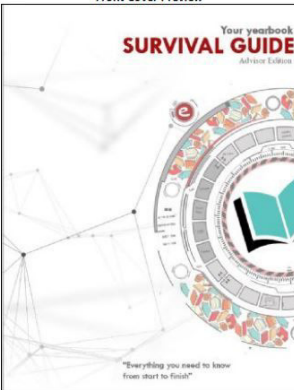
Below is a preview of your Yearbook cover. You can view and approve this Yearbook cover for final production. **Please note, once you approve your cover you will NO LONGER be able to make changes to the cover.** Any additional changes requested after final approval will result in additional change fees.

COVER TYPE: SOFTCOVER

Back Cover Preview



Front Cover Preview



Spine Preview

How your Yearbook spine would read if placed on table face up.



Approve Cover:

If you have not already done so, check several previews of your cover design and approve it at the bottom of the page.

Set Delivery Information

Provide the name and delivery address for your order.

Note: PO Boxes are not valid shipping addresses.

You have the ability to choose a **faster turnaround** time but there will be a rush fee associated with the date (approximates shown).

Yearbook Delivery Information

Please fill in the information for where and how to deliver your final Yearbooks.

Delivery Address		Name: <input type="text"/>	
Please specify the address where you'd like to deliver the Yearbooks <small>* Required fields</small>		Address 1:* <input type="text"/>	
		Address 2: <input type="text"/>	
		City/Region:* <input type="text"/>	
		State:* <input type="text"/>	
		Zip Code:* <input type="text"/>	
Delivery Date			
Please specify the date when you would like to receive these Yearbooks by.			
Our standard delivery is 3 weeks production plus delivery time (approximately 2 business days for delivery time). If you would like to receive these Yearbooks in less than our standard time, you can select an earlier date with an associated rush charge.		<input type="radio"/> Thursday, August 29, 2019 +20% Rush Charge (approximately \$5.79) <input type="radio"/> Friday, August 30, 2019 +16% Rush Charge (approximately \$4.63) <input type="radio"/> Monday, September 02, 2019 +12% Rush Charge (approximately \$3.47) <input type="radio"/> Tuesday, September 03, 2019 +8% Rush Charge (approximately \$2.32) <input type="radio"/> Wednesday, September 04, 2019 +4% Rush Charge (approximately \$1.16) <input checked="" type="radio"/> Thursday, September 05, 2019 Current Target Delivery Date <input type="radio"/> Friday, September 06, 2019 <input type="radio"/> Monday, September 09, 2019 <input type="radio"/> Tuesday, September 10, 2019 <input type="radio"/> Wednesday, September 11, 2019 <input type="radio"/> Thursday, September 12, 2019	
For your convenience, you can also select a later delivery.			
		<input type="button" value="Cancel"/> <input type="button" value="Confirm Delivery Information"/>	

The standard turnaround for yearbooks is **3 weeks plus shipping.**

YEARBOOK ACCOUNT COMPLETION & FILE STORAGE

Would you like to save your Yearbook project in our Entourage Vault for access next year? The Entourage Vault is a service to store the photos, PDFs, and data compiled in this year's online Yearbook account for your Yearbook the following year.

If **YES**, what is the name of the contact for this Yearbook next year, so we can forward access information to the material in this Vault.

Re-Signing For Next Year! You can re-sign your Yearbook account for next year and get an early start on all of our new Yearbook programs, services and features.

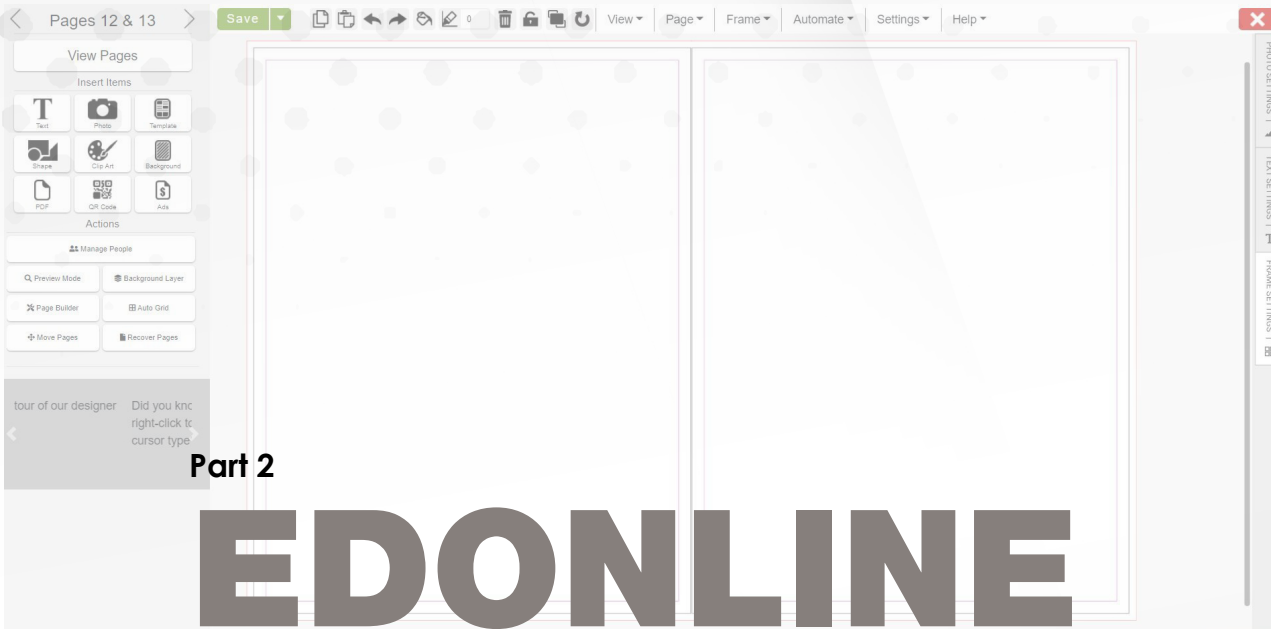
Yes - Please Store This Yearbook For Next Year

Save your content for the next year using the approval form. Provide a new contact for next year if applicable. **Re-sign** for the next year to keep your pricing and upgrades. There are options to re-sign for multiple years.

Re-signs are **non-binding**. If you re-sign and decide to cancel you will not be charged or penalized.

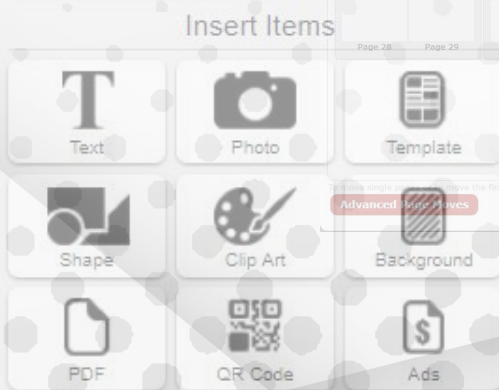
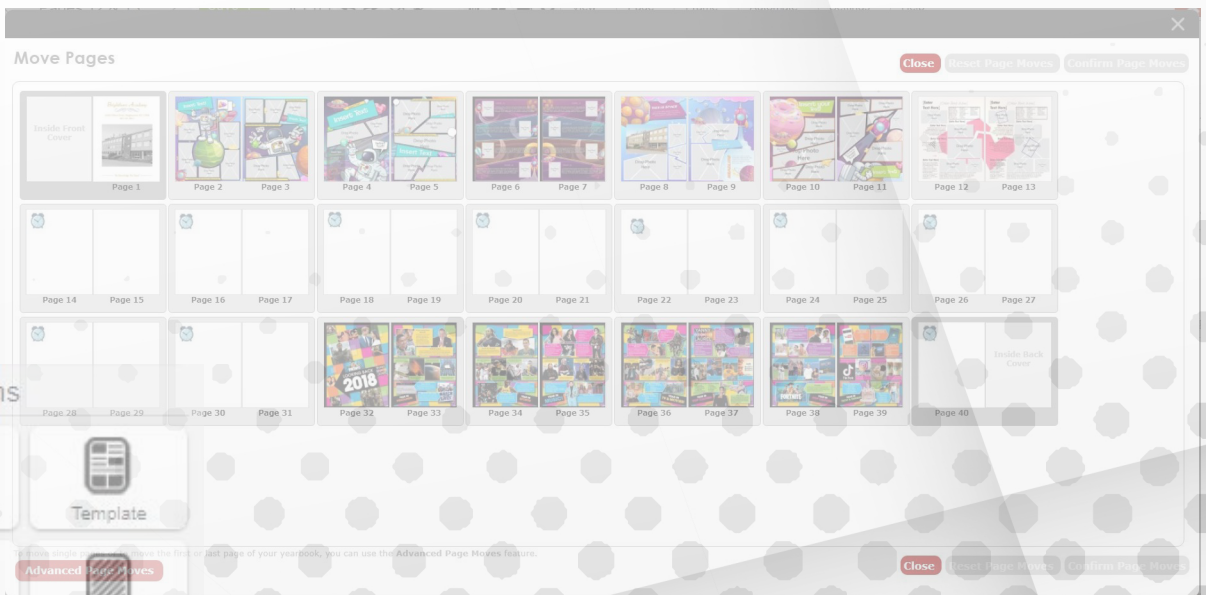


Ready to start designing your book? This is your all-access pass on how to use the Designer to create the best yearbook ever!



Part 2

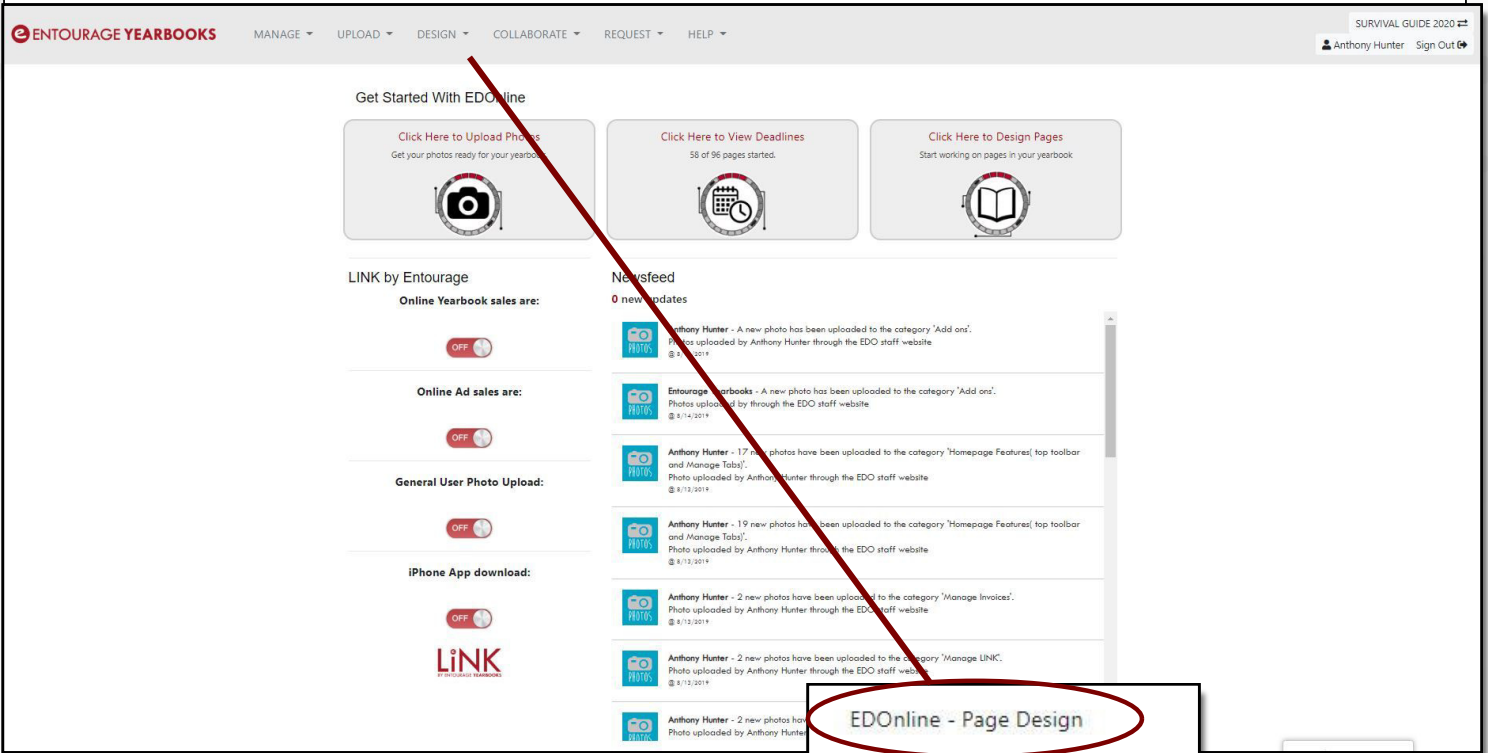
EDONLINE DESIGNER



ACCESS THE DESIGNER

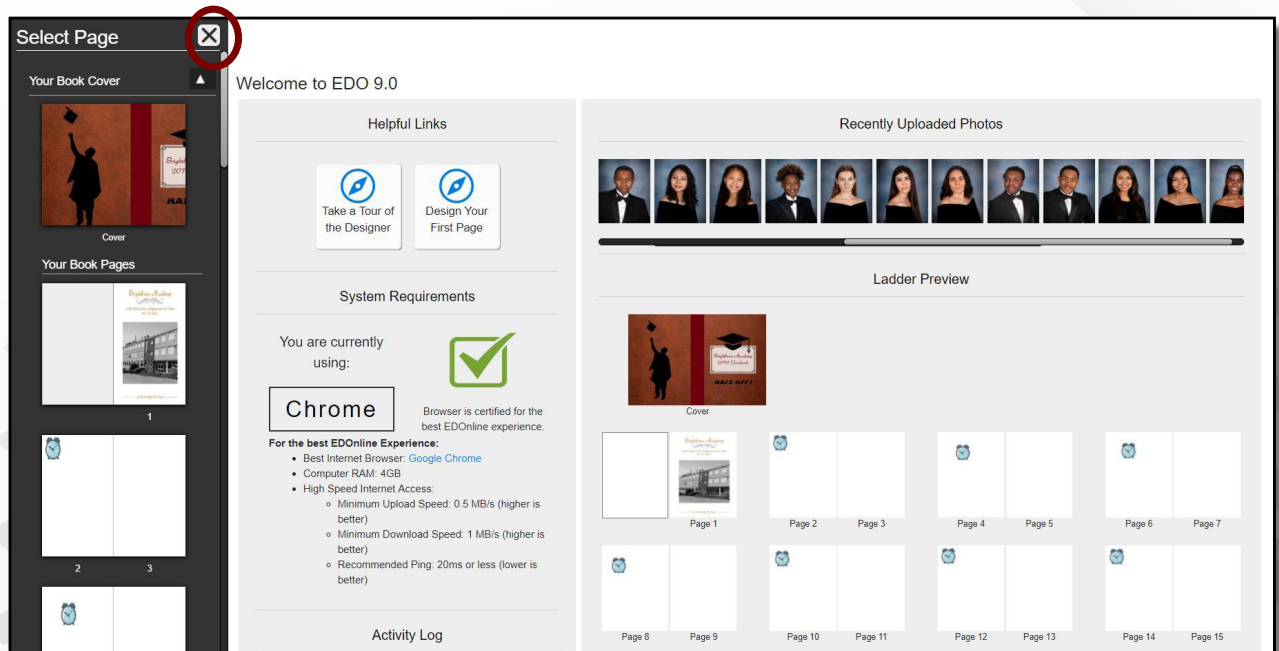
WHEN IN EDONLINE:

Access the designer using the Design tab or Manage Ladder. Only one person can access a spread at one time. Entourage recommends using Google Chrome or Mozilla Firefox as your browser while you design your pages.

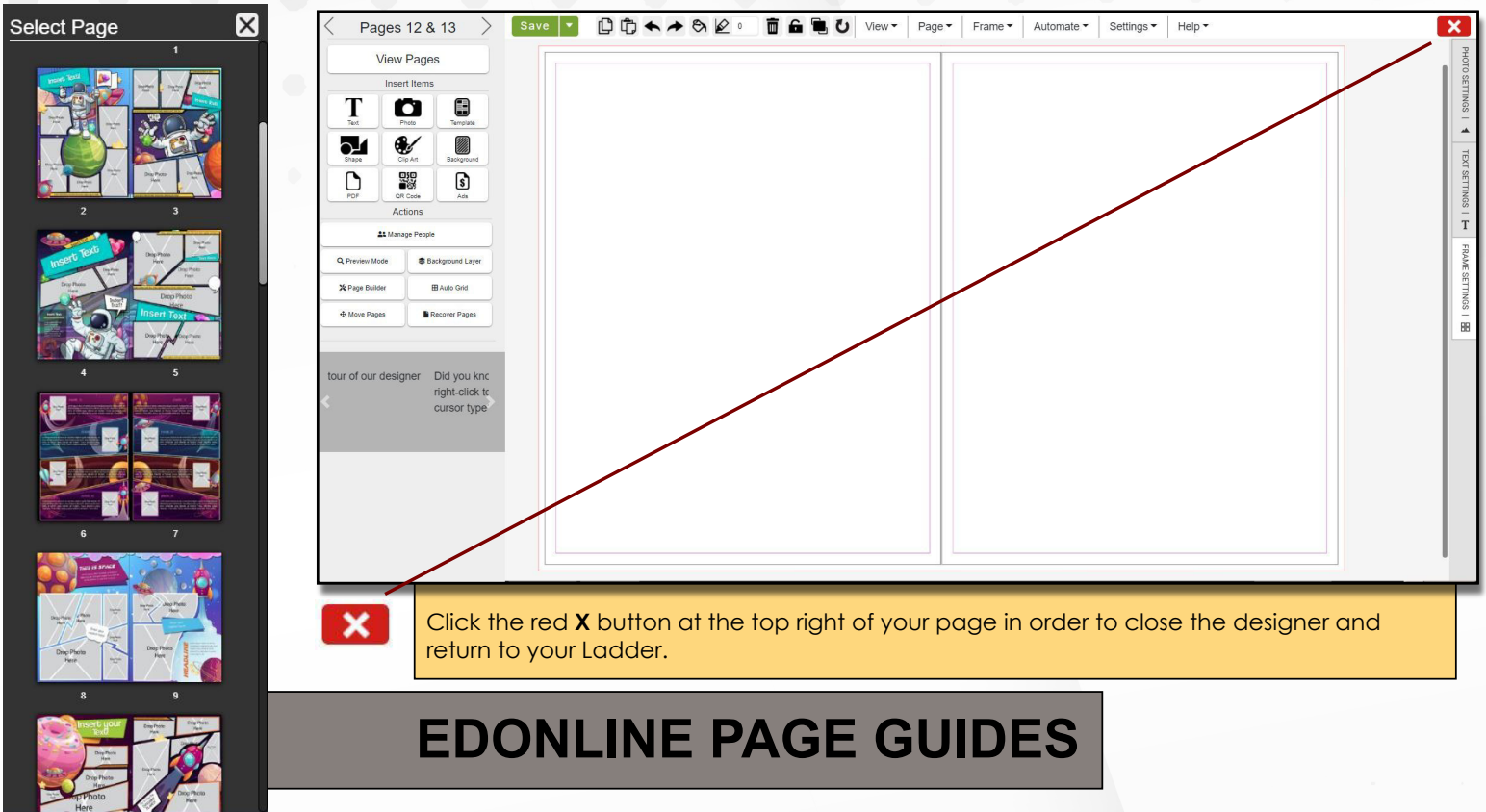


Note: Once we receive your initial deposit, your software will be fully activated. Until then, design access is limited to the first 7 pages and the cover.

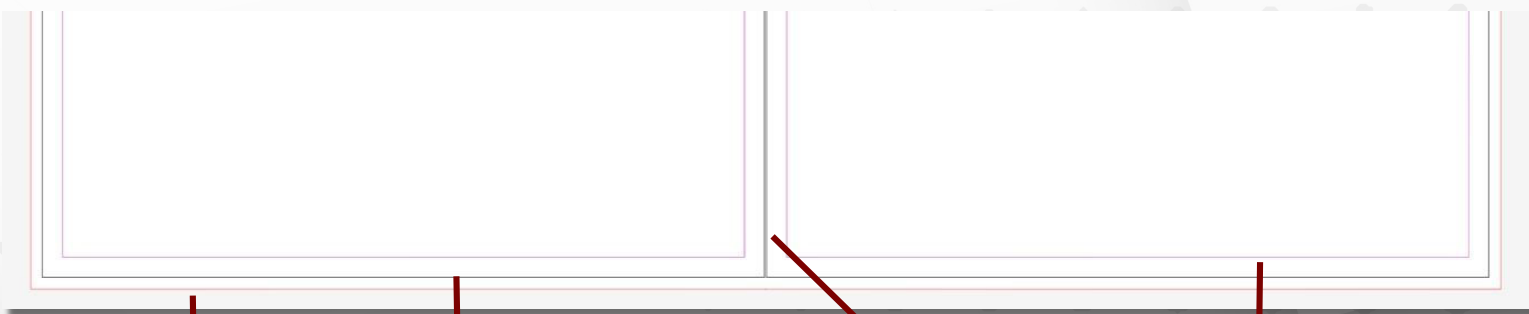
Click the gray X to hide the Select Page side menu for pages and return to the left toolbar.



Welcome to the designer! On the left side of the page is the **Select Page** menu. Select a spread to open the pages and begin your design.



While in the designer, these colored lines on the canvas will guide the placement of your content:



Red Guideline

This is the bleedline. All backgrounds should meet or exceed this line completely to ensure a clean bleed off the page.

Black Guideline

This is the trim line, where the pages will be cut during production. This designates the actual page edge in the final product.

Black Center Line

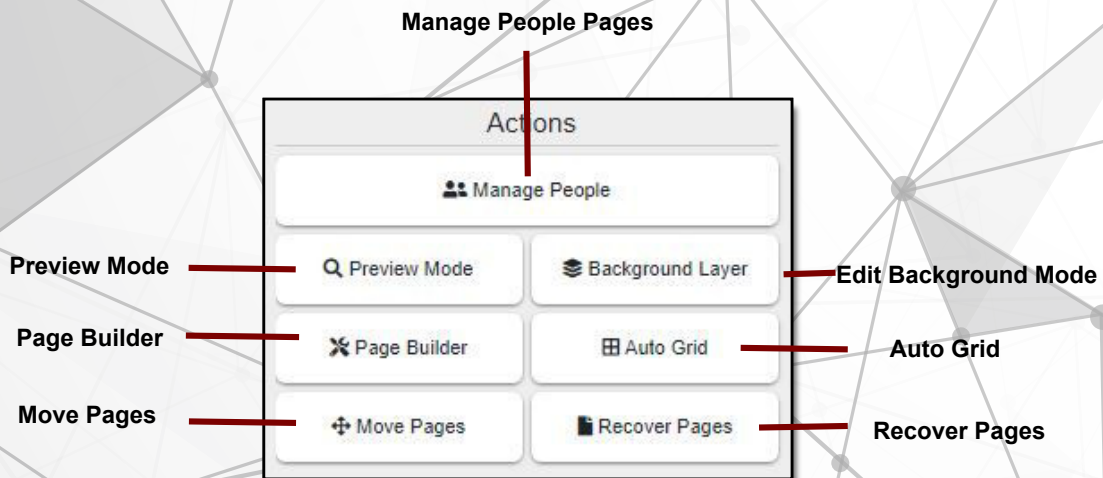
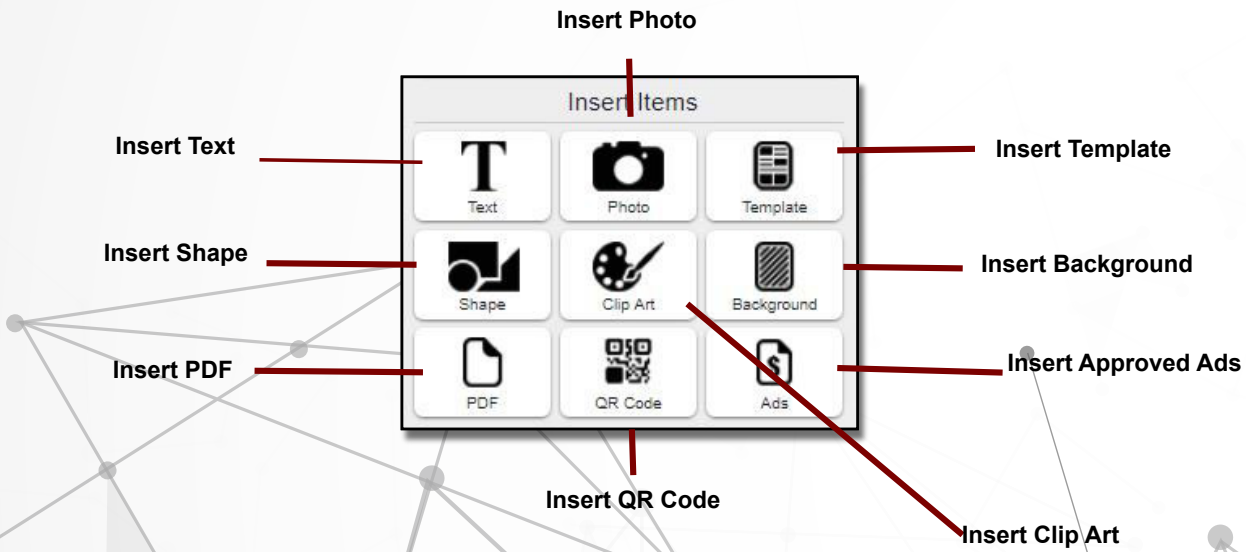
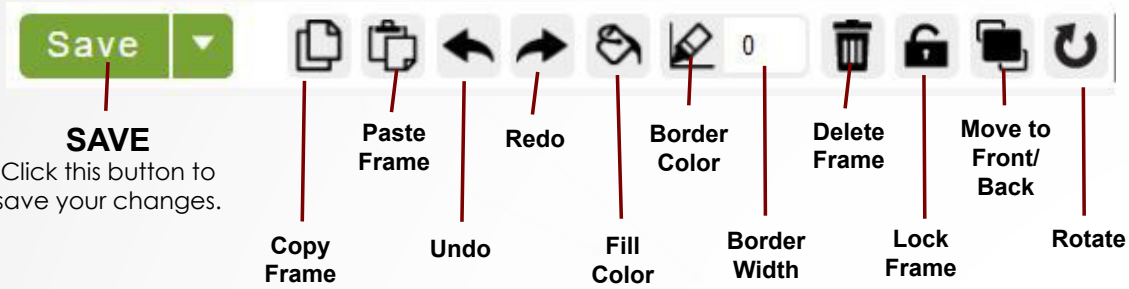
This is the center of your spread, where the pages will be bound to the cover. Make sure text or faces in pictures are not in this area.

Purple Guideline

This is your margin or "safe zone". Any items you do not want to get cut off must stay within the purple guidelines.

THE DESIGNER TOOLBARS

TOP AND LEFT TOOLBARS:



View ▾ | Page ▾ | Frame ▾ | Automate ▾ | Settings ▾ | Help ▾

VIEW TAB

- Ruler
- Snap To
- Grid
- Comment

In the **View Tab**, check the box next to the feature you would like to activate. With the **Ruler**, measure the dimensions in inches and distance of objects to the page edge. The **Snap To** feature will display a green line when an object edge aligns with the edge of another object while being moved. The **Grid** feature will overlay a transparent graph onto your page.

FRAME TAB

- Add Drop Shadow
- Add Rounded Corners
- Wrap Text
- Limit Move Region

The **Page Tab** offers the options to mirror a page layout or clear a page when you want to start over from scratch.

PAGE TAB

- Mirror Left Page
- Mirror Right Page
- Clear Left Page
- Clear Right Page

The **Frame Tab** provides quick access to frame settings such as add drop shadows to an object, add rounded corners to a selected object, or apply wrap text to an image so that text wraps around its edges.

AUTOMATE TAB

- Make People Pages
- Check Duplicates
- Flow People
- Access People Page Classic
- Create Your Index

In the **Automate Tab**, you can manage your people pages. You can also access the index generator.

SETTINGS TAB

- Manage Page Locks

In the **Settings Tab** you can manage page locks that are created by your staff members. This is useful when a staff member does not properly close a spread. Deleting the page lock will allow other members to access the spread.

HELP TAB

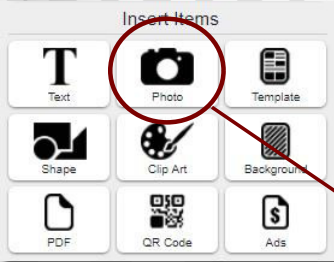
How can we help?

- Take Designer Tour
- How to Design your First Page
- Discuss Forum
- Contact Support
- Getting Started
- Shortcuts

Designer Type: HTML5

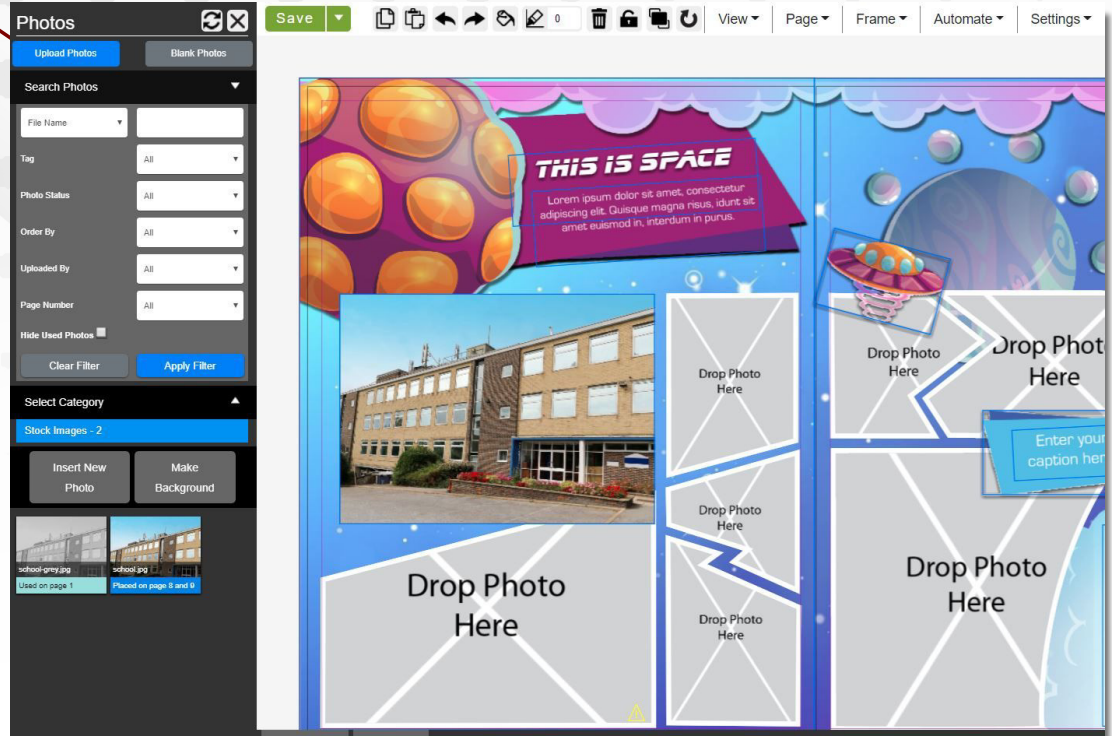
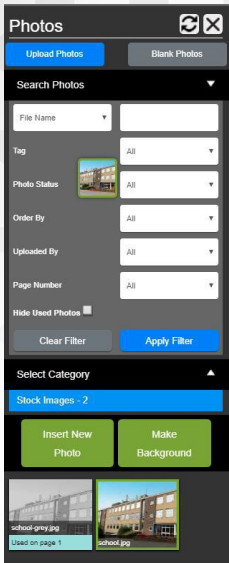
The **Help Tab** is another way to access Entourage support documents and contact technical support.

ADD PHOTOS TO PAGES

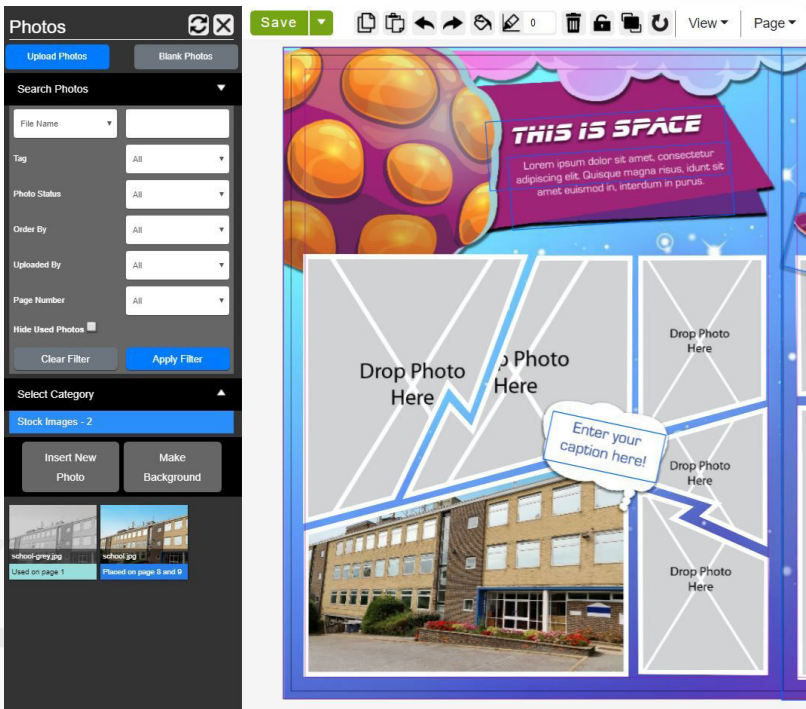


Place Photos:

Click on the **Insert Photo** button in the Insert Items section of the left toolbar. Select from your photo categories, then click on your desired photo and it will highlight in green.

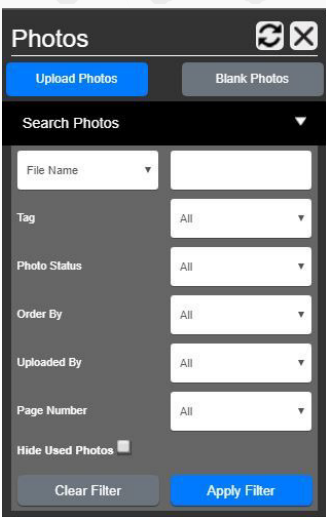
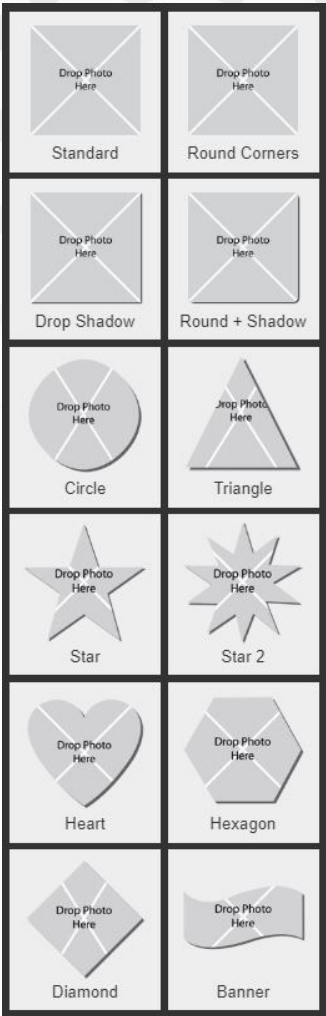


After you select the photo, click anywhere on the page canvas and it will appear!



If you have inserted a template, there will be Drop Photo boxes. After you select a photo, click inside a Drop Photo box and it will appear.

If a placed photo does not fit properly, you can adjust it by using the Photo Settings tab on the right hand side of the designer.



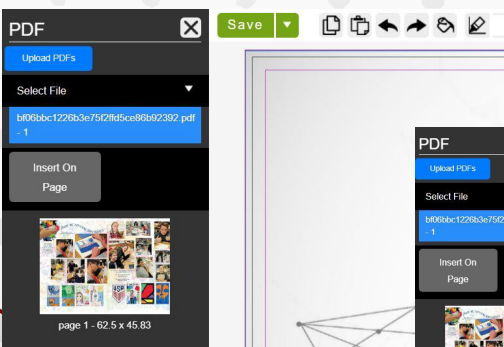
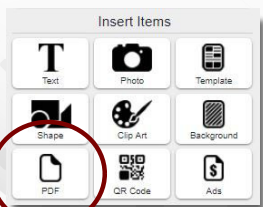
DROP PHOTO BOXES: You can insert these placeholder boxes as well!

These are useful at the beginning of your project if you want to design a page without having photos available for that page.



Add a PDF

Once you upload a PDF under Manage Uploads, you can place it on the page by clicking the **Insert PDF** button on the left toolbar.



CLIP PHOTOS



When a photo is selected on the page, a photo edit toolbar will appear under the top toolbar. In this toolbar, select **Clip** to remove the background from an image.



Foreground Brush

Erase Marks

Zoom In

Zoom to Fit

Mark as Done and Exit Clipping Editor



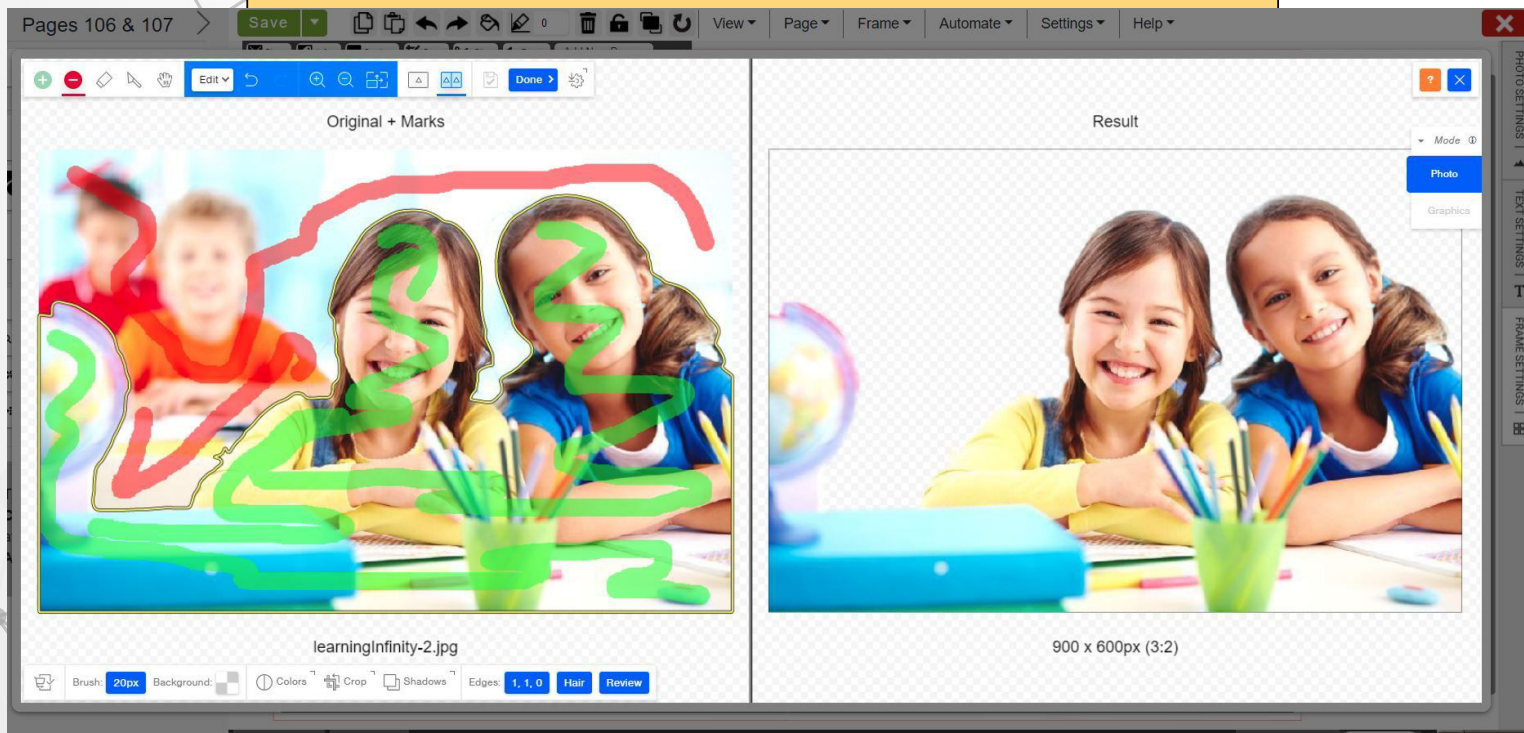
Background Brush

Scalpel

Zoom Out

Save Edits

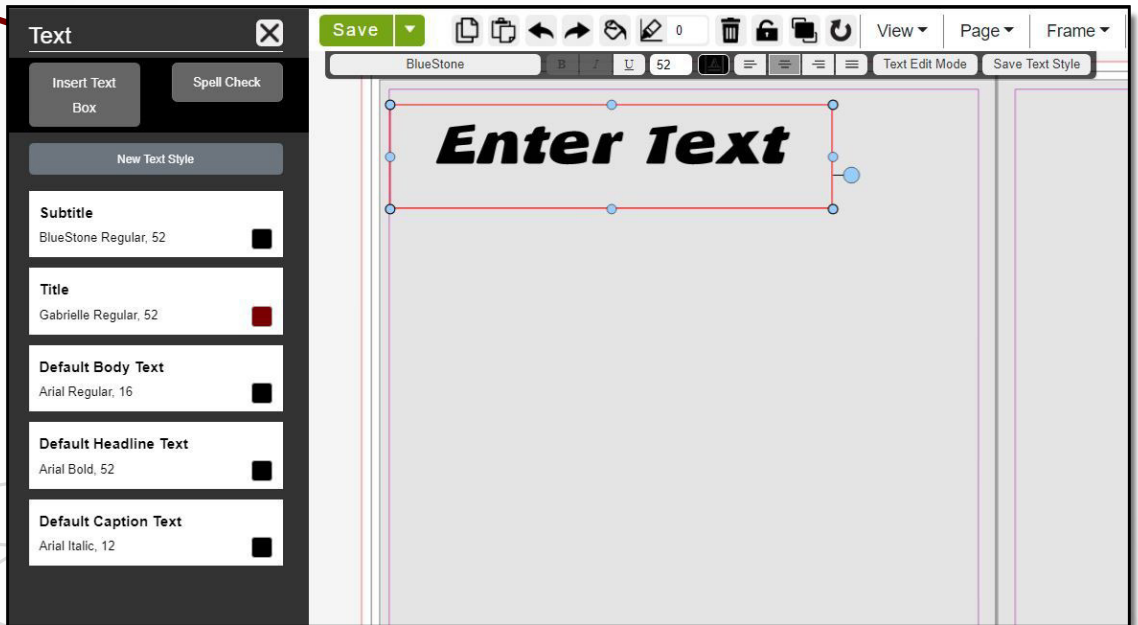
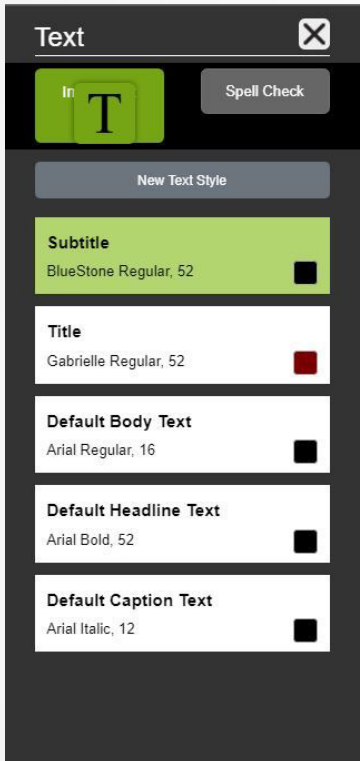
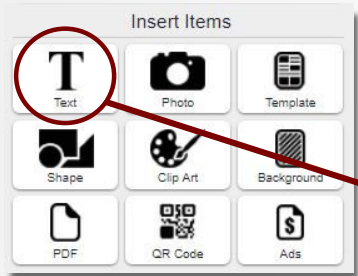
Use **Foreground Brush** for everything you want to keep in the photo.
Use the **Background Brush** for anything you want to get rid off on the photo.



You are given **500 clipping credits** at the start of your project. Each time you click **Done** you spend a point, so please use the clipping feature wisely. If you run out of clipping credits, or do not seem to have any, contact your account manager and they will be able to assist you in getting more!

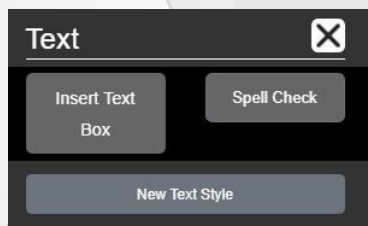
Place Text:

Select the **Insert Text** button in the Insert Items section of the left toolbar. Click on a default style and click onto the page to insert the text box.



Once the text is placed on the spread, and the text box is selected, a text editing toolbar will appear under the top toolbar. See more details on the next page.

You can also **Save as New Text Style** so that you can re-use your text settings later without the need to reformat your text each time you place a new text box.





Once the text is placed on the spread, and the text box is selected, a text editing toolbar will appear under the top toolbar.

Select Font

Bold

Italicize

Underline

Font Size

Font Color

Text Alignment

Text Edit Mode

Text editing toolbar: Save, Coolvetica, B, I, U, 65, Font Color, Text Alignment, Text Edit Mode, Save Text Style.

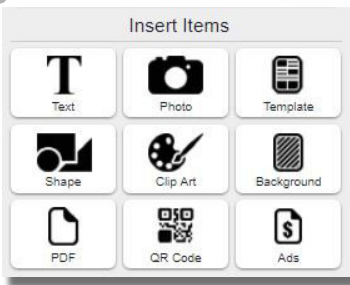
Sidebar: Text, Insert Text Box, Spell Check, New Text Style, Default Body Text (Arial Regular, 16), Default Headline Text (Arial Bold, 52), Default Caption Text (Arial Italic, 12).

Select Font

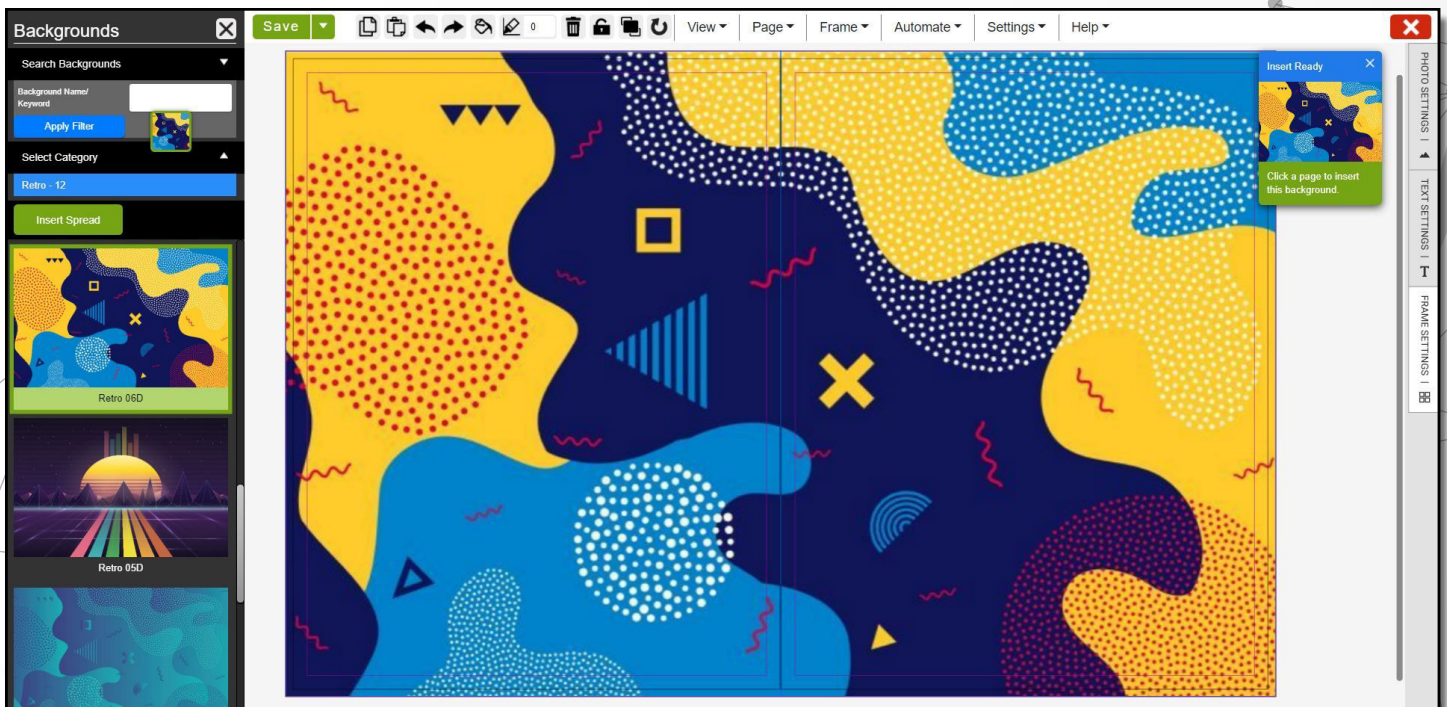
ACTION JACKSON	<i>Active Kingdom Script</i>	allert	AF Pepsi
Alfa Matter	Aller	AMATIC SC	Առաստան Տրգիլաւ
Առաստան Տրգիլաւ	Arial Regular	ARMY	BD CARTOON SHOUT
Berlin Sans	<i>Black Jack</i>	BLADE RUNNER	BlueStone
Bo Chen	Bodoni	BOOGIE NIGHTS	Book Antiqua
Boomerang	BRNG TH NPZE	Bukhari Script	Calamity Jane
CARBON BLOCK	Caviar Dreams	Century Gothic	CHINESE ROCKS
Chonker	Coolvetica	SECRET	DigitalStrip
Dream Orphans	eight track	Eurostile	Fertigo Pro
<i>Gabrielle</i>	Georgia	Grasshopper	ԱՅԵՆԱՆ ԿՈՄՊՅՈՒՅՆ

Choose from our selection of various fonts and styles that will fit your yearbook page or theme. "Busy" fonts, such as Boogie Nights, are recommended for headlines only.

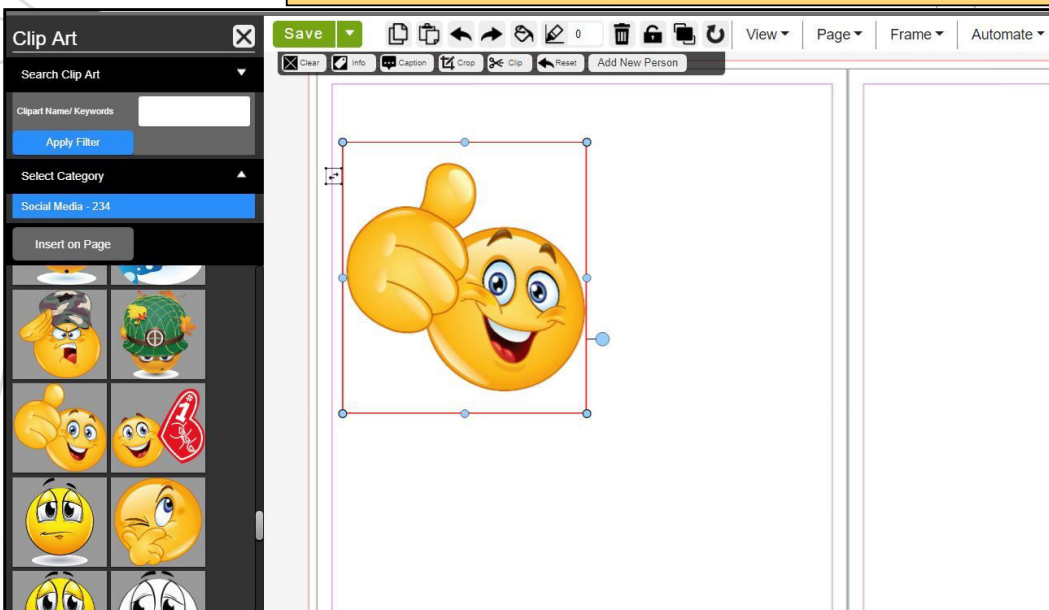
ADD BACKGROUNDS & CLIPART



To add backgrounds, click the **Insert Background** button on the left toolbar. Select a category or search for a specific background type using the keyword search button. Click on the desired background and click onto the page to insert it. Some backgrounds are intended for placement on one page and others will cover an entire spread.

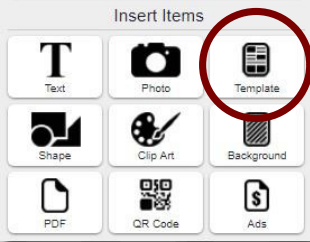


In order to edit the background you must be in **Background Layer** mode, found in the Actions section on the left toolbar. In this mode, you will be able to select or edit your background layer.

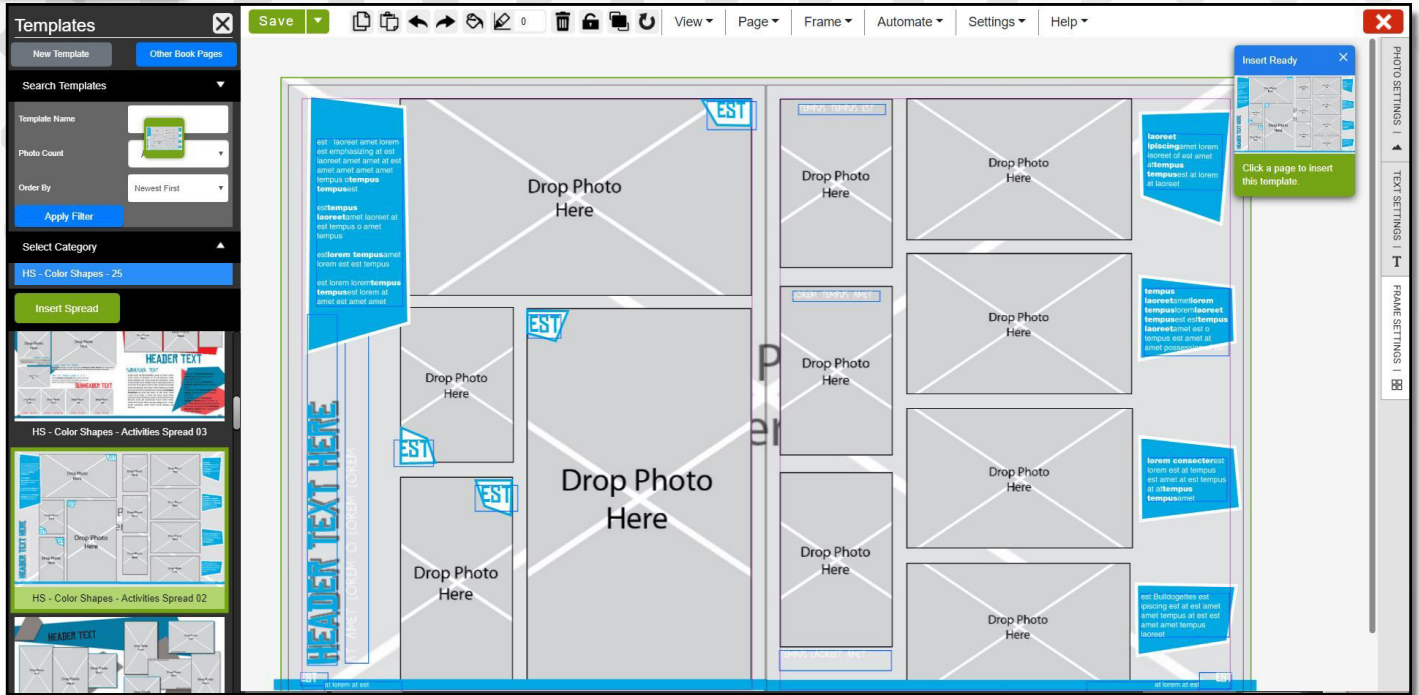


Add **Clip Art** to add to the theme of your page. There are plenty of different themes and categories to choose from to fit your idea. Use the keyword search bar or browse through the categories.

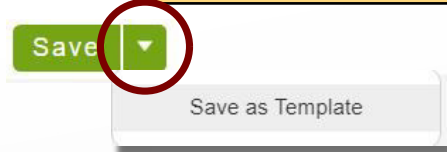
INSERT TEMPLATES



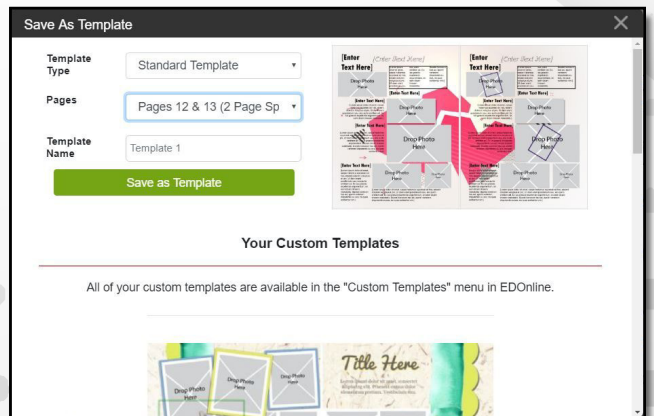
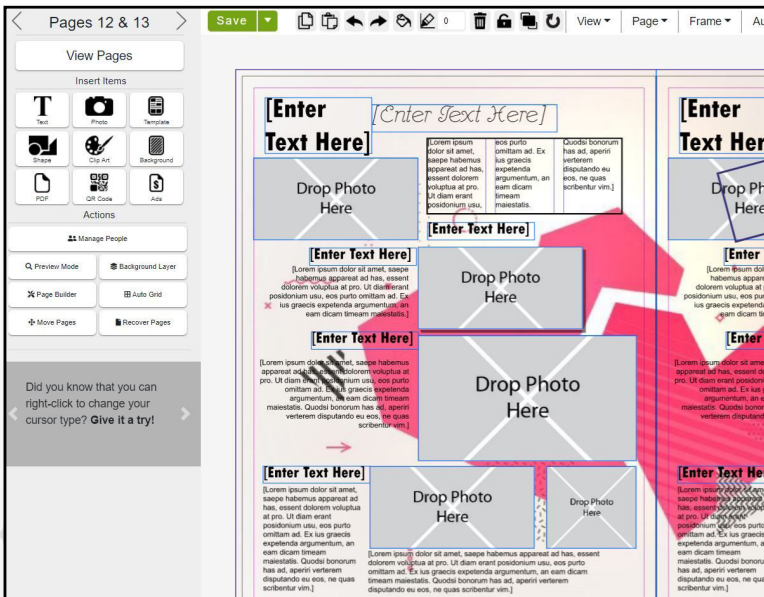
Choose from a multitude of templates we have to offer under our **Templates** section. These pre-designed pages can give you a great starting point to build from and save your valuable time.



If there is content on the page when you insert a template, you will be prompted to replace or cover that existing content.



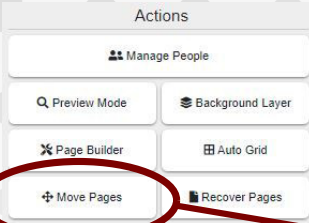
You have the ability to save your own pages as templates for later use. To **Save as a Template**, select the green down arrow next to the **Save** button.



You will have the option to save just a single page or the spread. Custom saved templates are not visible to other accounts but can be accessed by your staff in the **Templates** button > Custom Templates category.

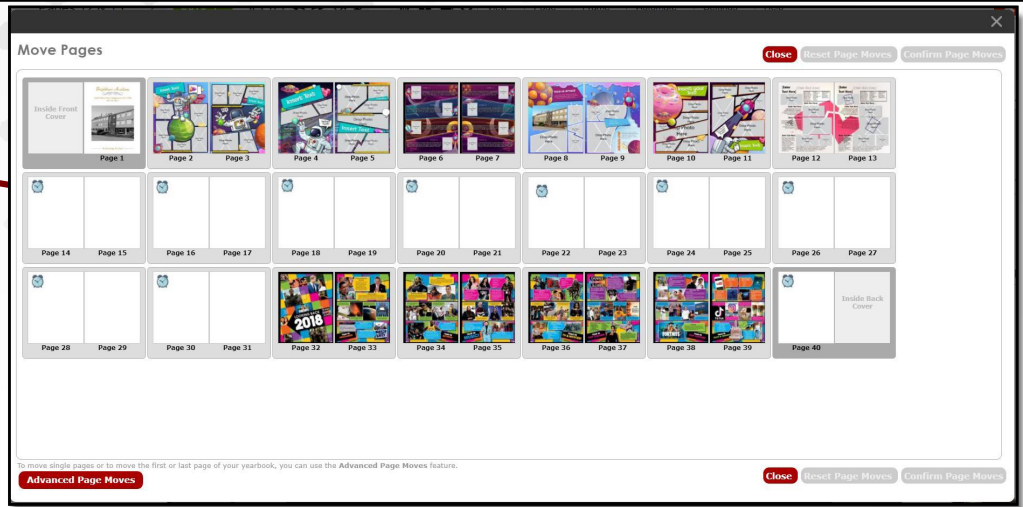
MOVE PAGES & RECOVER PAGES

If you need to rearrange your pages, you can do so under the **Move Pages** button in the actions section of the left toolbar.

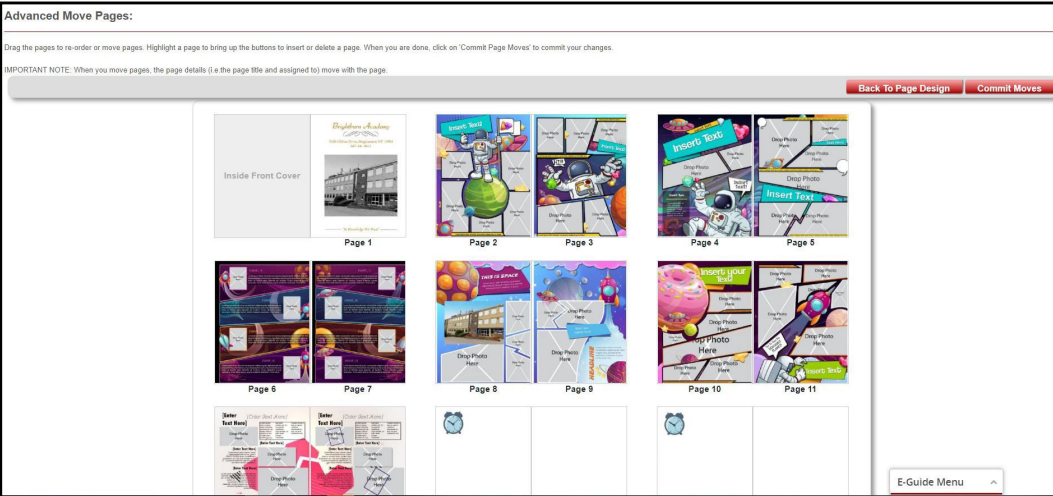


The pop-up window that appears will allow you to click and drag spreads into a new order.

Click **Commit Page Moves** to save the changes or use **Reset Page Moves** to start over.



Advanced Page Moves

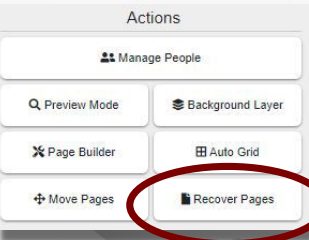


If you would like to move single pages at a time, click the **Advanced Page Moves** button at the bottom right of the move pages pop-up window.

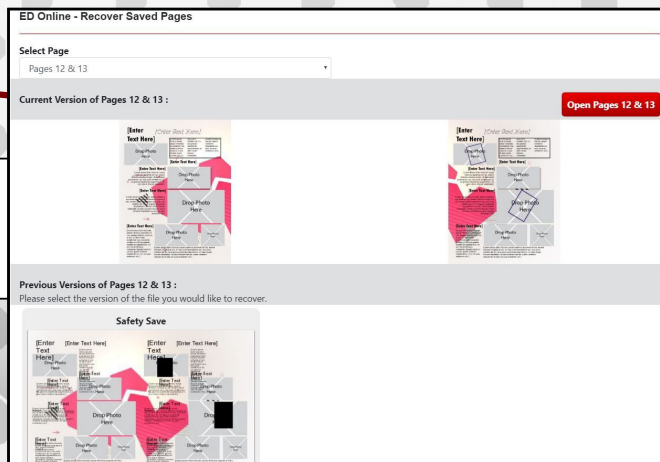
You may bump some pages into the unused page dock at the bottom of the screen. In order to save your changes, the dock at the bottom of the screen must be empty. You can drag and drop important pages back into the correct place in your book, or delete the blank or unneeded pages.

RECOVER PAGES

If you want to revert to a previous version of a spread, click on **Recover Pages** in the Actions section of the left toolbar.



You can choose between the last **ten** saves of the spread.

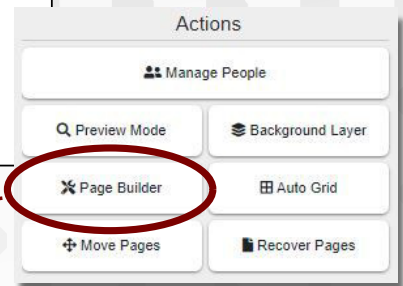


RECOVER PAGES

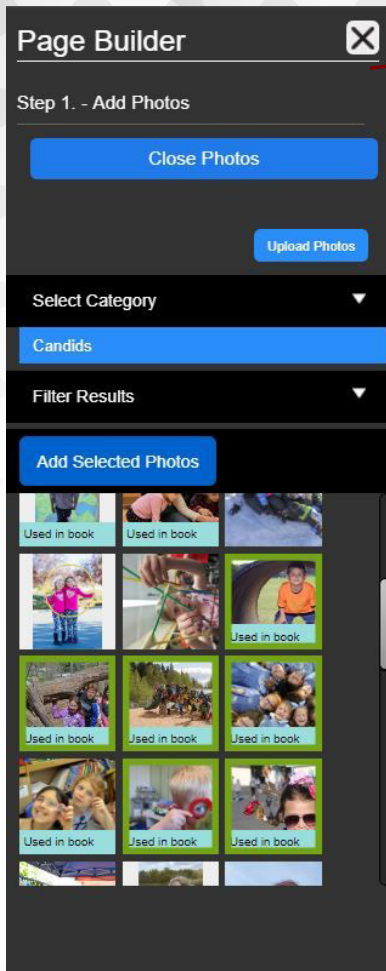
PAGE BUILDER

Use **Page Builder** to place multiple photos in a template of your choice onto a blank page. Find this feature in the Actions section of the left toolbar.

This time-saving tool works in three quick steps:



Once you click on the Page Builder Icon a side menu will appear.



Page Builder

Step 1. - Add Photos

Select New Photos



Step 2. - Choose Template

Close Templates

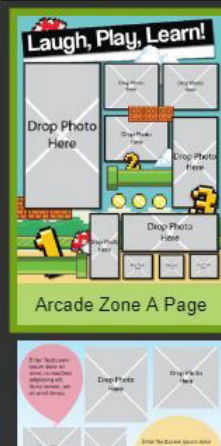
Template Category

All Template Categories

Photo Count

10 photos

Use Selected Template



Step 1: Add Photos

Click on the **Select New Photos** button and your categories list will open. Choose the photos you want on the page. The selected photos will have a green border. Then click **Add Selected Photos** when you are finished with your selection.

Step 2: Choose Template

Click **Choose Template** to browse for your desired template. You may sort by category or by photo count, which will display templates that have the same quantity of photo spots available as selected in step one. Click **Use Selected Template** when your final choice is highlighted green.

Step 3: Create Page

Click **Create Page** to view the generated template that Page Builder creates. You have the option to click **Regenerate Preview** so the photos shuffle around on your template or place the design on the left page or the right page once you are satisfied with the layout.

The screenshot displays the EDOnline Designer interface. On the left is the 'Page Builder' sidebar with three main sections:

- Step 1. - Add Photos:** Includes a 'Select New Photos' button and a grid of photo thumbnails.
- Step 2. - Choose Template:** Includes a 'Select Template' button and a preview of the chosen 'Laugh, Play, Learn!' template.
- Step 3. - Create Page:** Includes a blue 'Close Preview' button.
- Finished - Page Generated:** Includes a 'Reset Page Builder' button.

Below the sidebar is a text box: "Once you have added photos and selected a template, click Generate Preview to see how the photos will look with the template. You can then shuffle the photos in the template by clicking Regenerate Preview."

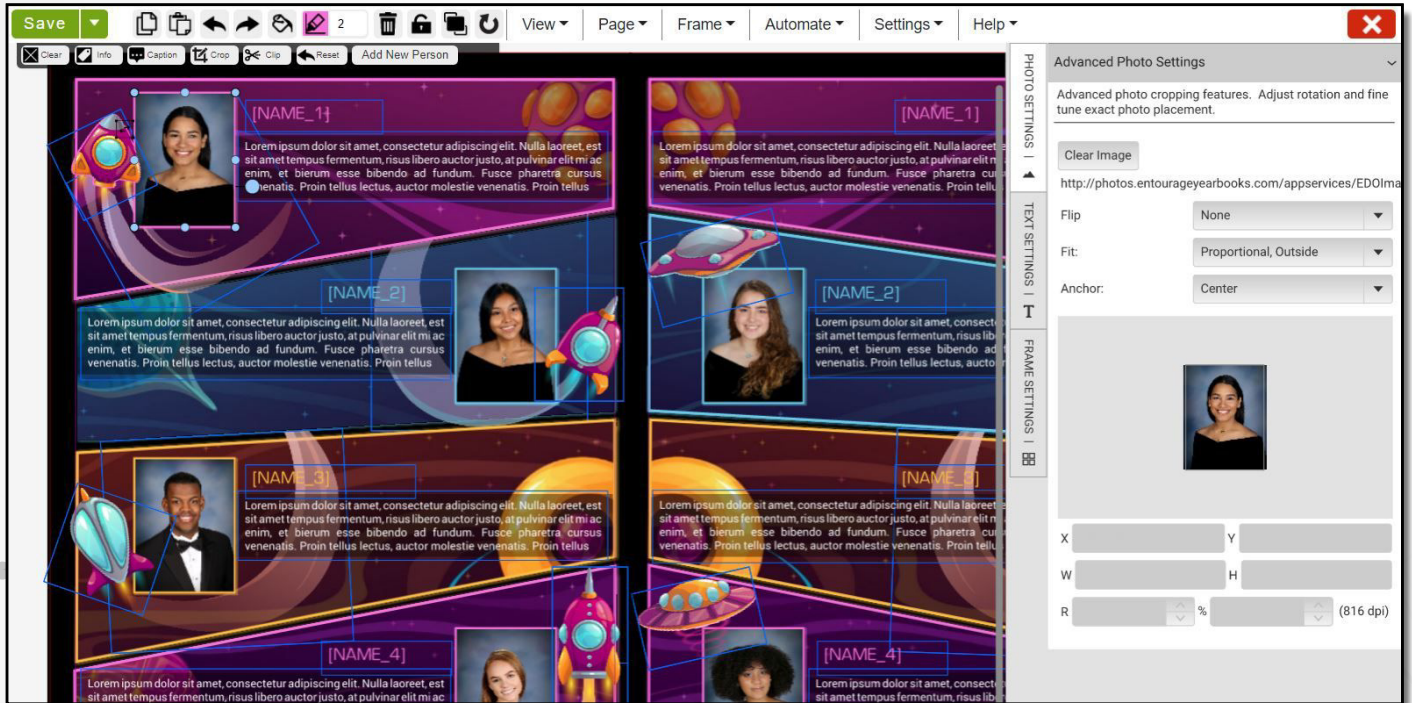
The main area shows a preview of the 'Laugh, Play, Learn!' template. It features a large title at the top, a central photo of a boy in an orange shirt, and several smaller photo frames containing various images of children. The template is decorated with pixelated game elements like bricks, a life brick, and a power-up. At the top of the interface is a toolbar with icons for Save, Copy, Paste, Undo, Redo, Erase, and other editing functions. At the bottom of the sidebar are tabs for 'Page Notes' and 'Page Details'.

Once the template is placed on the page, you can adjust the photo within the photo frames using the Photo Settings tab on the right side of the designer. See page 38 for more details.

ADVANCED MENU

The Advanced Menu tabs give you more options to adjust and edit objects on the page. Click one of the tabs on the right side of the designer to expand those options. You must have a photo or text box selected to view the options within those tabs.

There are three Advanced Menu tabs: **Photo Settings**, **Text Settings**, and **Frame Settings**.



To easily close any of the Advanced Settings tabs, click the Advanced Menu button on the bottom of the designer.

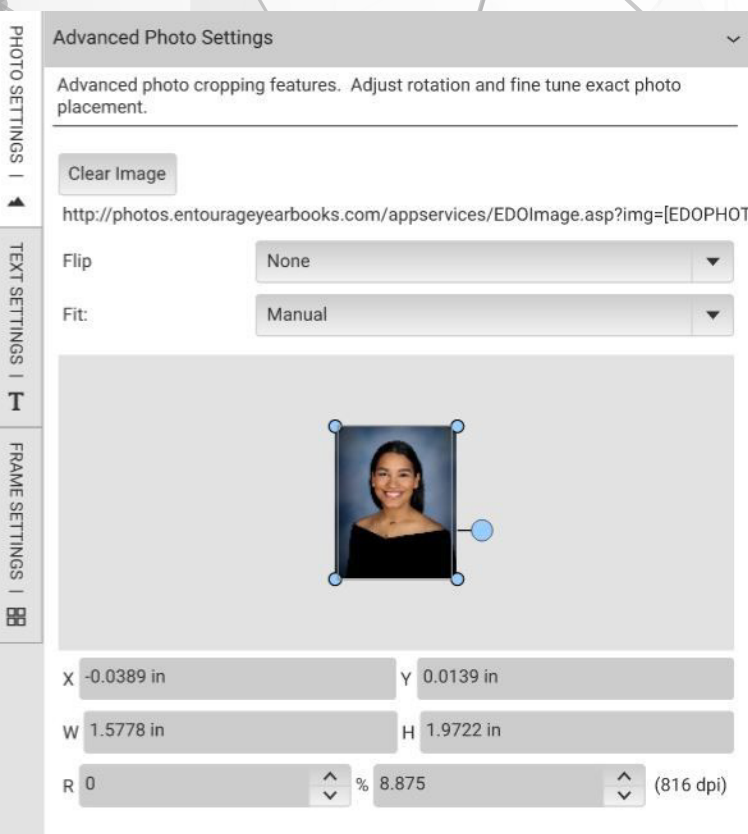
Photo Settings

Clear Image - Deletes the image, leaving the selected frame available for a new image.

Flip - Horizontally or vertically flip the image.

Fit - Gives several fitting options for the image. Use Manual to move the image within the frame without altering the frame size or shape.

The settings below the image preview allow you to change the image's position on the page, dimensions, rotation, and size within the frame.



Text Settings

Character Settings

Font: Roboto Regular

Size: 12

Underline

Strikethrough

Position: Normal

Baseline: 0

Case: Normal

Color: [White]

Tracking: 0

Enable Kerning

Leading: 120 %

Paragraph Settings

In addition to **Font**, **Size**, and **Color** options, this feature provides **Baseline**, **Case**, **Tracking**, **Kerning**, and **Leading** for more advanced text formatting.

Various border, color, and fill options can be found here. The **Inset** options customize the margins between the text and frame.



This tab is most frequently used to add or lower the opacity of an image so that it appears lighter than usual. The lower the percentage, the more transparent the image will become.

Frame Settings

Border, Fill, and Drop Shadow

Change border colors, fill colors and add drop-shadows

Assign Shape

Border

Fill

Dropshadow

Opacity: 100 %

Inset Left: 0.1 in

Inset Right: 0.1 in

Inset Top: 0.1 in

Inset Bottom: 0.1 in

Frame Size & Location

Wrap Text

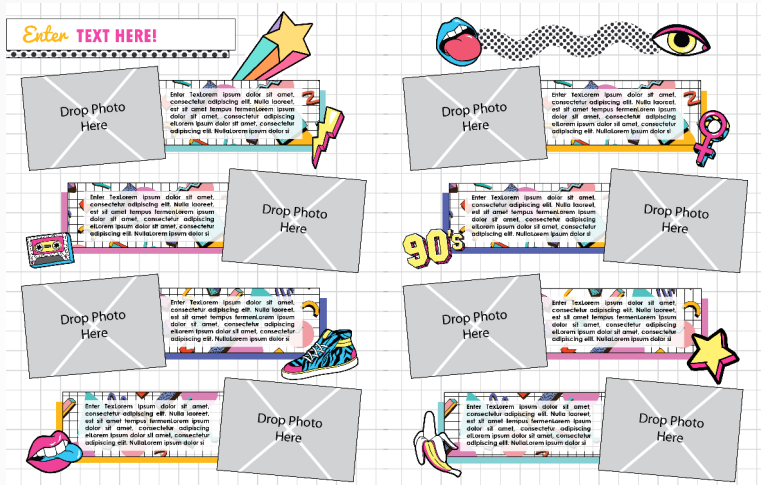
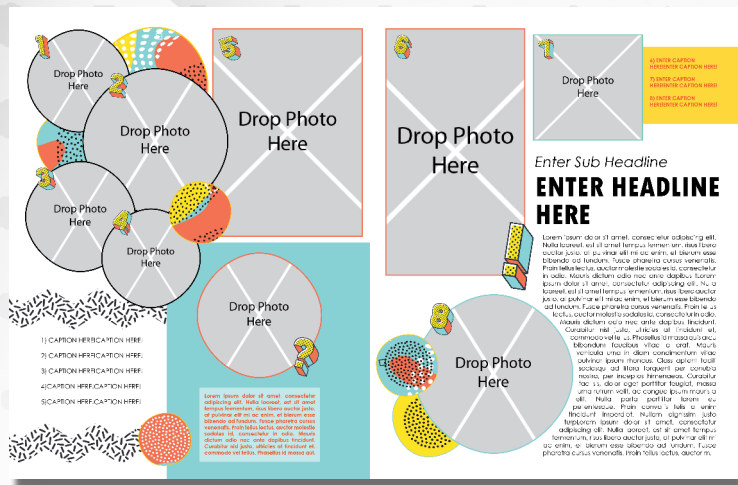
Path Point

Preflight Results

NEW IN EDONLINE

90s RETRO THEME NOW AVAILABLE!

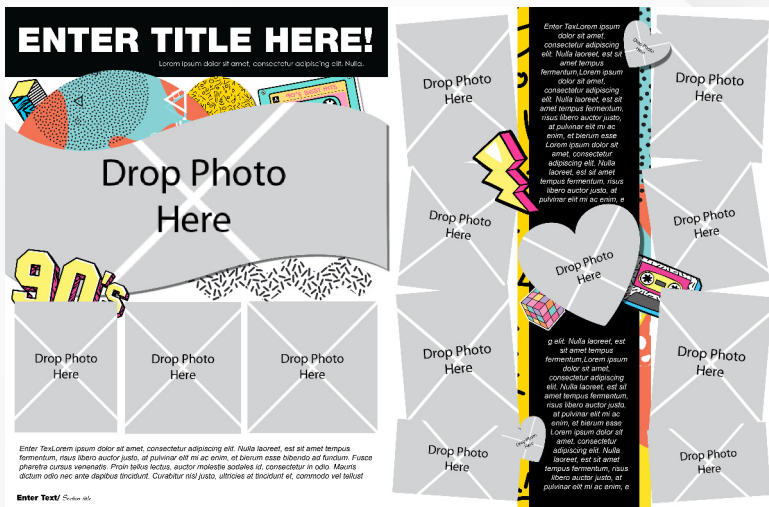
After popular demand we have now added "90s Retro" backgrounds, templates, and clipart. If you have suggestions for themes you would like to see in the future, please let us know!

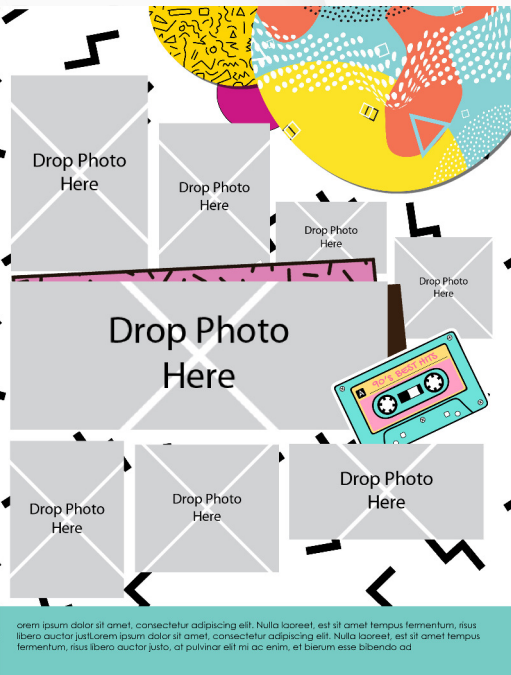
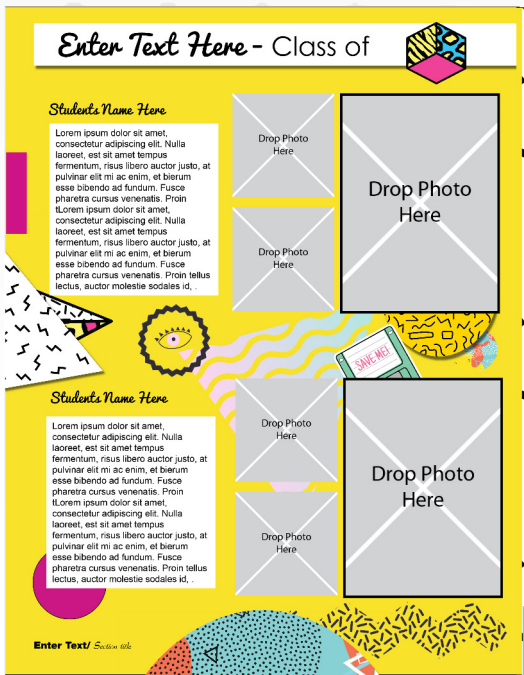


Backgrounds!

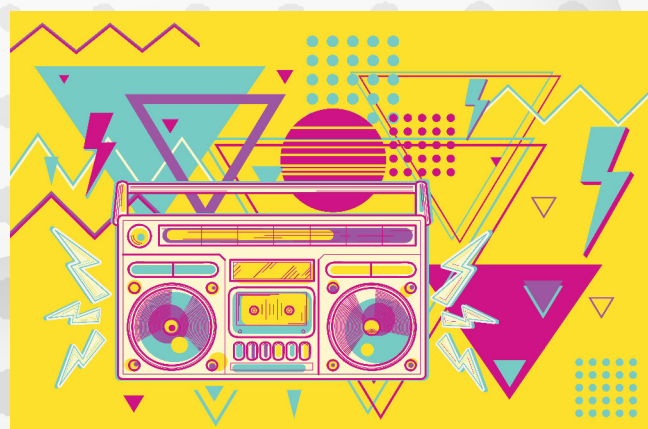
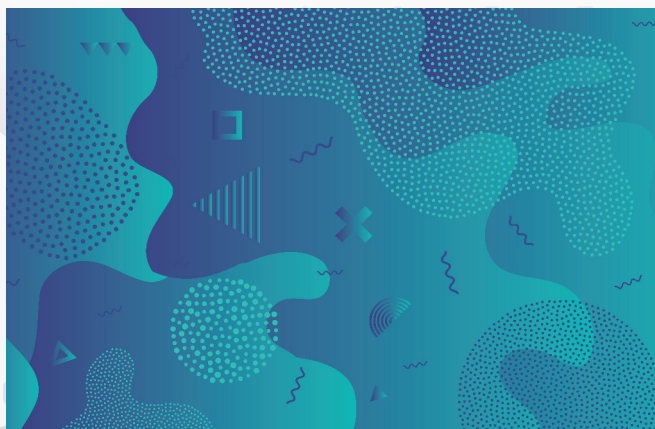


Templates!



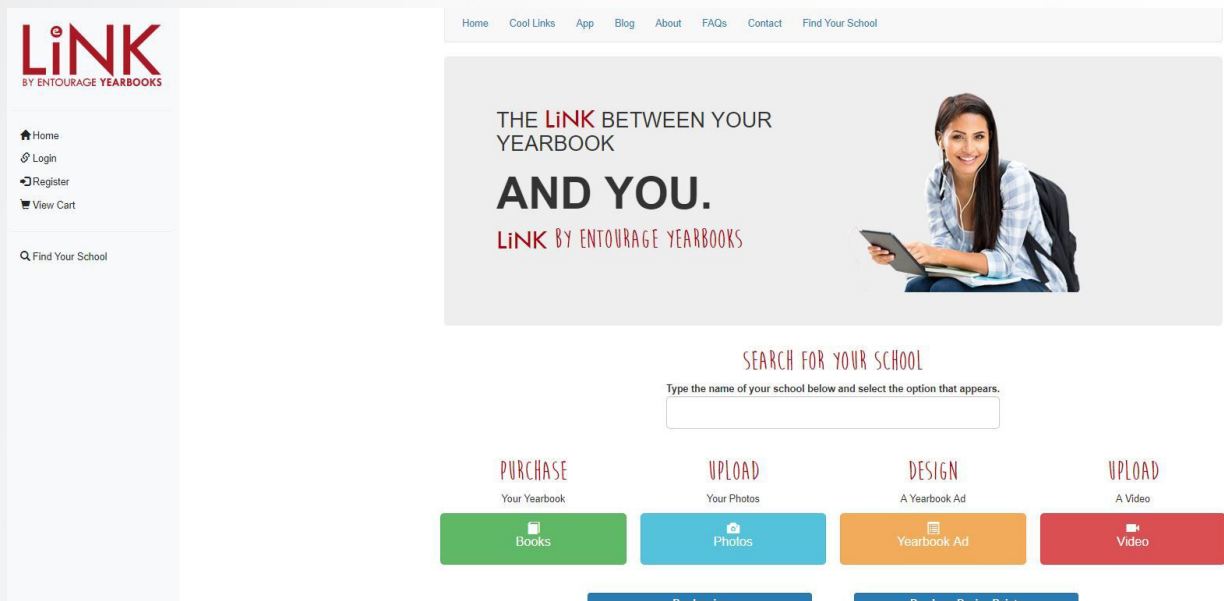


Clipart!



THE LiNK SITE

Provide LINK.ENTOURAGEYEARBOOKS.COM to community users like parents, teachers, or friends. Here they can Upload Photos, Purchase Yearbooks, and Design Ads for your project.



Once on the site, they must **Register** with their own User ID and password to access the **LiNK** site. From there, they can search for the school's yearbook by name and use the features you have activated on your **Manage LiNK** section.

CREATE YOUR NEW LiNK ACCOUNT:

Name

Email

Password

Confirm Password

I would like to receive updates and announcements from my school regarding the yearbook project.

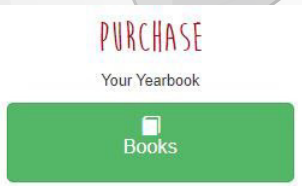
I would like to receive updates and announcements from Entourage Yearbooks regarding new promotions and specials.

Already have a login?

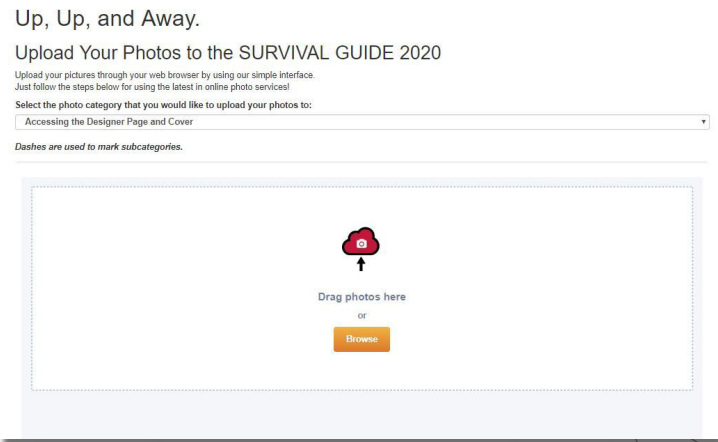
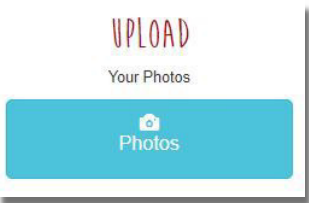
[Click Here To Login with an existing Username and Password](#)

Use the **Purchase Books** button when ready to purchase a yearbook online. Follow the prompts for your order and check out before the deadline. Provide your email address to receive an electronic receipt.

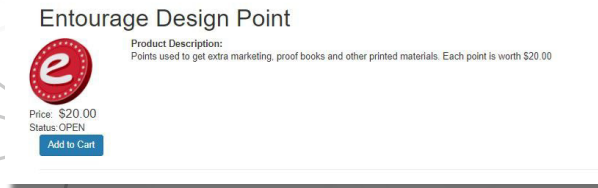
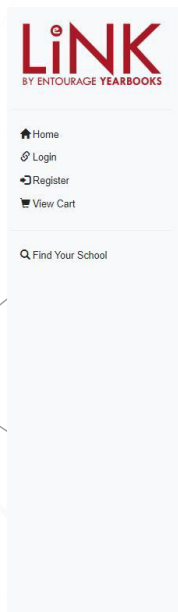
The **Design Yearbook Ad** button will bring you to a list of available ad sizes and prices for purchase in your school yearbook. These can be used for personal pages for students or business advertisements.



LiNK SITE & Mobile App!



Click **Upload Photos** to view the available categories for submission. Select the desired category from the dropdown menu then click **Browse**. Choose photos and click Open to begin the upload.

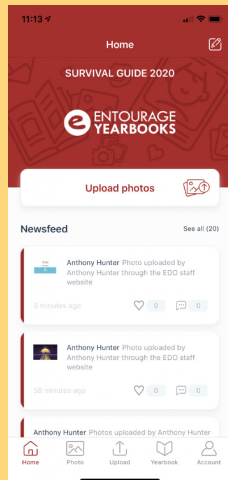
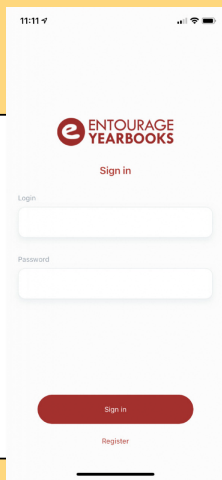


If you need more Design Points to request a Proof Book or Marketing, you can purchase more points here in LiNK. Just click the **Purchase Design Points** button!

DOWNLOAD THE MOBILE APP

With the mobile app, LiNK users have the ability to upload photos to your categories directly from their phones. Make sure you are registered in the LiNK site first in order to log into the mobile app.

*Make sure permission for the mobile app is turned on under the **Manage LiNK** section of your yearbook account.





Part 3

MARKET YOUR YEARBOOK

Want to know how
to promote and market
your yearbook at school?
Here are some helpful tips
on how to do so!

How to MARKET YOUR YEARBOOK

Introduction

Think about it; your **yearbook** is a **business!** Yearbook is one of the few classes/clubs that raises money, makes, markets, and sells a product!

YOU SHOULD RUN IT LIKE ONE...

While most of your manpower is going to be dedicated to making a fantastic yearbook, you will need a marketing and sales team as well.

Question: How do I organize the sales and marketing side of my Yearbook Business?

Answer: Create a Team to Focus on these three areas...

- Marketing and Selling Yearbooks
- Marketing and Selling Business Ads
- Marketing and Selling Personal Ads

Question: How do I run the creative side of Yearbook Class as a small Business?

Answer: The number one thing that you can do to make your whole yearbook project successful is to **Remember your Audience.** You are creating this book to represent the entire school community. As you are creating the book, keep asking yourself...

- What would they want to see in the yearbook?
- What is important to them?
- What would they not want included in the yearbook?

Remember to get out there and actually talk to the students, faculty, and staff. What you think they are looking for, and what they actually want may be totally different. Don't guess, do your research.

No matter how **Amazing** your yearbook is, **it won't sell itself!** Just like any other business, you need a sales and marketing team to promote your product.

APPOINT A BUSINESS MANAGER AND TEAM

Just like you have an editor in charge of the creative side of the yearbook, appoint a very organized staff member to oversee the business side of the yearbook.

Question: What should be the job descriptions of the Business Manager and Team?

Answer: The Business Manager will work with the advisor and editors on planning all of the financial aspects of the publication including book sales and ad sales. The business manager will prepare marketing materials, set goals, plan events, and track sales.

Question: Our staff is too small to have a dedicated business manager. What should we do?

Answer: If you have a small staff, your group will have to double up on some responsibilities. Keep in mind that it's not up to the sales manager alone to sell all of the yearbooks. Their job will be to organize, and make the sales process easy and accessible to all the other staff members.



CREATE A SALES PLAN

Book Sales Preparation

Before you start **selling** it's very important to establish a sales **plan and goals**.

WHAT DO YOU WANT TO ACCOMPLISH?

The Advisor, Business Manager, and Editors should develop goals for ad and book sales and a plan of action for the Business Manager to execute.

Question: How do I determine my goals for sales and marketing?

Answer: Most goals for ad sales are determined by financial need. How much money do you need to raise for your project in addition to book sales? Are you trying to keep the cost of the books down with ad sales? Use the answers to these questions to set ad sale goals. Goals for book sales are often based on sales from the previous year. You should always set a goal higher than last year's to keep your school's year-book tradition growing.

Question: What does a typical sales plan look like?

Answer: Here is an outline of what a typical school year will look like for a business manager:

- Establish goals for book sales and ad sales
- Create forms for selling ads to business and parents
- Train staff members to sell ads and set individual sales goals
- Decide on promotions for yearbook sales for the whole school year
- Create marketing materials for book sales (ask about free personalized marketing)
- Train staff members on book sales and set individual sales goals
- Plan yearbook promoting events and execute throughout the school year
- Continue to track yearbook sales
- Personally follow up with students who have not purchased books



Think about all the **magazine** and **television** ads you see every day and which ones are the most effective. Keep these in mind as you create your yearbook ad campaign.

LET THEM KNOW WHY THEY NEED A YEARBOOK.

There are endless ways to promote your yearbook. Create a marketing campaign using a mixture of classic and creative marketing techniques to reach the whole school.

Question: What are the most popular ways to promote yearbook sales?

Answer: Here are some of the tried and true marketing methods

- Order forms/handouts passed out at school to mailed home
- Online Ad Sales
- Posters
- Early discount promotions
- Announcements (tv/loudspeaker)

TIP
Talk up your book. Keep mentioning cool features, funny pictures, and awesome quotes, so the whole school is buzzing with anticipation.

Question: How do we reach more students through more creative marketing?

Answer: Try as many different approaches as you have time and budget for to reach and appeal to the largest group possible.

- Who's Pictured list - create a list of all the students in the school, and highlight their name as they are pictured. Hang the list so everyone in the school can see. If they know they are in the book, they are more likely to buy the book.
- Yearbook pep rally - plan a special pep rally to kick off yearbook sales. Have staff members talk about what their yearbooks mean to them now.
- Don't forget to use social media websites like facebook to advertise your books.

ADVERTISEMENT STRATEGIES

Pre-Sales and Promotions

You know how your grandparents love the **early bird special**? So do your classmates! Give them a great reason to buy their books early and watch the sales roll in.

BUY EARLY FOR THE BEST PRICE!

Running an early promotion is very important for creating some start up revenue for your yearbook and gauging the school's current interest level in purchasing the book.

Question: What is an example of an effective early promotion?

Answer:

- Selling the books at a discounted price early in the year is a standard early promotion. For example you can market your book for \$30 until Oct. 31st and \$40 after.
- Another popular early promotion is **bundling your book sales** in with other popular activities or items that will happen through out the year for a savings. For example, buy your yearbook, tickets to homecoming, and your school pictures together and save \$10.

Question: What response should I expect to an early yearbook promotion?

Answer:

- Ideally you will get about **20% to 30%** of your total expected sales during the first early promotion that you run.
- Don't get discouraged if you don't get a huge response, remember that it's early in the year and there is still plenty of time.
- This is a great time to gauge interest in the yearbook. If your current marketing isn't creating much excitement, you have plenty of time to try something new.
 - **Don't be shy** about asking people why they didn't buy a yearbook even with the great savings. To sell books you need to understand why they aren't buying yet.

TIP

Contact your account manager for custom marketing pieces including posters, handouts, and order forms. Also turn on online sales !

Don't stop now. Even after you launch your yearbook sales campaign and do your first promotion, keep reaching out to the school community to keep excitement high.

FIND NEW WAYS TO ADVERTISE.

After the excitement of the initial yearbook sales day has worn away it's important to continue reaching out to the school community. Sales may not come in as quickly as the first day, but keep selling.

Question: What are some ideas for continuing to reach out?

Answer: Make sure that everyone knows how to order their yearbooks.

- Continue to make sure posters are up around the school.
- Post sales information on the Yearbook Classroom door.
- Continue to talk up the yearbook every opportunity you get.

Question: What are some alternative advertising methods?

Answer: Continue to remember your audience as you sell your books. Try advertising methods that will stand out to different groups of students in the school.

- Try hanging life size photos of different groups, (car team, chorus, etc) around the school with a page number. Students are more likely to buy a book if they are in it.
- Do a yearbook preview at a school wide assembly or pep rally. Prepare a slide show of some pictures, spreads, and really interesting concepts that you are including in your book. Make sure you have something to interest everyone.
- Use the internet to reach more people. Make sure you have a link on the school website to purchase the book. Also advertise through facebook and other social networking sites that the students are already members of.
- Don't forget about parents. Send a handout home, or print an ad in as many of the school sports bulletin's as you can.

ADVERTISEMENT STRATEGIES

You don't have to be a used car salesman to **sell yearbooks**. It's as easy as planning fun events, talking up the book, and creating plenty of opportunities for students to buy.

MAKE SURE EVERYONE HAS A CHANCE TO BUY.

Whether you are offering online sales or cash only, make sure that every student at your school knows how to purchase their yearbook, what the promotions are, and what the deadlines are.

Question: How do I maximize the sales opportunity?

Answer:

- Make sure that your staff members are available to sell books at several different times during the day. Have sales tables set up before school, during lunch, after school, and during big school events.
- Offer different methods for sales including online sales, having a sales table set up at school, sales available at the yearbook classroom etc.

Question: Is it better to spread sales out over the whole year or have specific sales weeks?

Answer:

- For selling larger amounts of books all at once, having certain sale days and weeks advertised and promoted certainly works better.
 - Parents and students often prefer to purchase their book online and this works best with open sales over the whole school year.
 - In the end, both methods generally result in about the same total sales.

TIP

Sell your books online. Create a link on your school website to your online book sales site so that parents can purchase books easily.

Even if your sales are going great, there is no reason to slow down now. Make sure you continue to follow up with all students who have yet to order a book.

CONTINUE TO FOLLOW UP...

The marketing manager should be tracking sales and always have a running list of who has not purchased their yearbook yet. This is your target group for following up personally.

Question: What are some good strategies for following up?

Answer: Follow up on two levels. Have members of your sales team speak to the students individually about ordering a yearbook, and find out why they haven't ordered one yet. Continue to market to large groups too. Make announcements and let everyone know that the final deadline for ordering is approaching quickly.

Question: What can I say if they are not interested in ordering a book?

Answer:

- Find out why they don't want to order one.
- If it's a money issue, maybe you can offer a payment plan.
- If they don't think they will be pictured, show them how much coverage of them and their friends will be included in the book. Let them know that the staff is doing their best to make sure that everyone is covered in the book.
- If they say they aren't interested in having a yearbook and they would never look at it, be ready with some stories from faculty and staff members about what their yearbooks mean to them now.



BUSINESS ADS

Selling to a Business

Local businesses and yearbooks are a **great match**. When local businesses support the schools, the school community is more likely to support them!.

SELLING BUSINESS ADS.

Business ads usually consist of a business card or a logo with a little bit of text. These can be designed online, or the business can email or mail you their content for you to format.

Question: How should I price Business Ads?

Answer: These ads usually cost a little bit more because you are asking businesses to sponsor your book, not individuals.

Question: How do I approach businesses about buying ads?

Answer:

- Staff members usually split up areas of the community and basically go door to door selling ads. (Make sure you get permission from parents and school administrators before you start this.)
- It's a great idea to bring last year's yearbook with you in order to show examples of what the ad section looks like.
- It's also a great idea to bring statistics of how many people your book reaches, and a testimony from a business owner who advertised with you last year about how the ad sales helped their business.
- Finally, it's a great way for businesses to show their support for their community. Remind them that families in the school like to support businesses that support the school.

Reaching parents by mail or email is generally the best way to sell personal ads. Most parents want to submit their ad directly to the yearbook staff as a surprise for their student.

Question: How should I price Personal Ads?

Answer: Personal ads generally run a little less to purchase than business ads so that it's not a major investment for parents to participate (keep in mind they are most likely the ones paying for the yearbook purchase too).

Question: What should Personal Ads include?

Answer: The format for Personal Ads is usually a few lines saying congratulations or a quote, a picture or 2 (setting a limit on the number of pictures allowed per ad size is a good idea), and who the ad is from.

Question: How should Personal Ads be submitted?

Answer: If you choose to use our Online Ad sales and design then the parents can build their ads online and submit them electronically.



