

# Student Correction Guide for **pixami** YEARBOOKPRO

Thank you for choosing Strawbridge for your yearbook publishing needs. These instructions have been provided for use with your student directory to facilitate the correction process of your portrait data in the *Pixami* software. Use this guide to ensure student and staff names are correct before layout, and reduce time spent fixing errors in the proofing stage.

## Proof your students before placing panels!

- Download your Student Directory from the emailed link.
- Share each page to each teacher in your school. Set a deadline with your staff to mark name and class changes.
- Collect the pages and log-into the program to make the changes accordingly.

## Correct portrait data

Click the *Photos* button on the home page, then click the *Portraits* tab to view and edit portrait data.



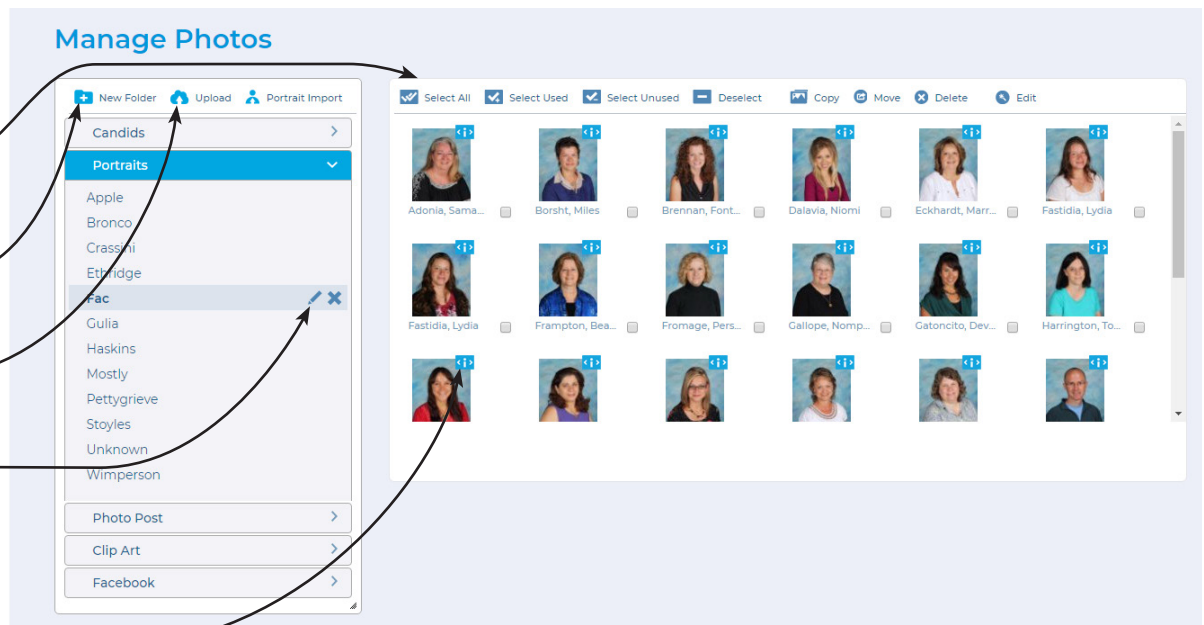
Click on portraits to select them, then use the features in the top menu to perform a variety of actions.

Create a new folder to organize portraits as needed.

Upload additional portraits.

Edit folder names.

Names can be edited by clicking the image preview icon.



## Quick tips for common needs

- Name format must be: Last, First (order is modifiable on class panel)
- To designate teachers, hover over the image, select the 'i' icon, click the 'teacher' box, and close out of the window. Multiple teachers can be set in order via the Priority dropdown.
- **Do not delete images!** Instead, move a person to a 'delete' or a 'not in book' folder so you can restore the image at your leisure.

Need help?

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