

# Student Correction Guide for PLIC Books

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 PLIC Books software. Use this guide to ensure student and staff names are correct before layout and reduce time spent fixing errors in the proofing stage.

## Proofing your portraits *before* placing panels is a must!

- Download your Student Directory from the site and share with teachers for proofing.
- Ask teachers to clearly communicate any changes which need to be made.
- Apply the corrections to your student portraits in the Subject Management portion of your PLIC Books account.

The screenshot shows the 'Subject Management' interface. Red callout boxes with arrows point to the following features:

- Create new class.** Points to the green '+' button in the top left.
- Generate student directory for download.** Points to the blue document icon in the top left.
- Create a subject and upload a portrait.** Points to the green '+' button on a subject card.
- Drag and drop portraits to move a subject into a different class.** Points to a portrait being dragged from the 'Frodeo' class to the 'Formica' class.
- Mouse over class to rename or delete them.** Points to the 'Rename' and 'Delete' buttons above the class list.
- Options** points to the 'Options' button on a subject card.
- Edit** points to the 'Edit' button on a subject card.

**Options** – Specify Staff members, designate Titles, the Staff Priority (the order in which they are listed on the page) and whether you want this subject to Display In All Classes.

**Edit** – Change any name spellings. You can also select a different Grade and Teacher field from the corresponding drop down menus.

The 'Subject Options' dialog box contains the following sections:

- Staff Options:** Includes a 'Staff' toggle (checked), a 'Staff Priority' field (set to 1), and a 'Display In All' toggle (unchecked).
- Staff Prefix:** A dropdown menu with 'Mr. Mrs, etc...' selected.
- General Options:** Includes a 'Title' field with a dropdown menu showing 'Principal, Advisor, Trumpet player, etc...'.

Buttons for 'Cancel' and 'OK' are at the bottom right.

The 'Edit' dialog box shows fields for:

- Portrait:** A small portrait icon and a 'Portrait' button.
- First Name:** Text input field containing 'Hadron'.
- Last Name:** Text input field containing 'Collider'.
- Grade:** A dropdown menu with '03' selected.
- Teacher:** A dropdown menu with 'Frodeo' selected.

Buttons for 'Cancel' and 'Save' are at the bottom.