Yearbooks

Student Correction Guide

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 Captura Yearbooks 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 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 Captura Yearbooks account.*

Change how subjects are sorted. A drop down menu provides a list of options. *Caution: Changing this after panels have been placed will remove placed panels!*
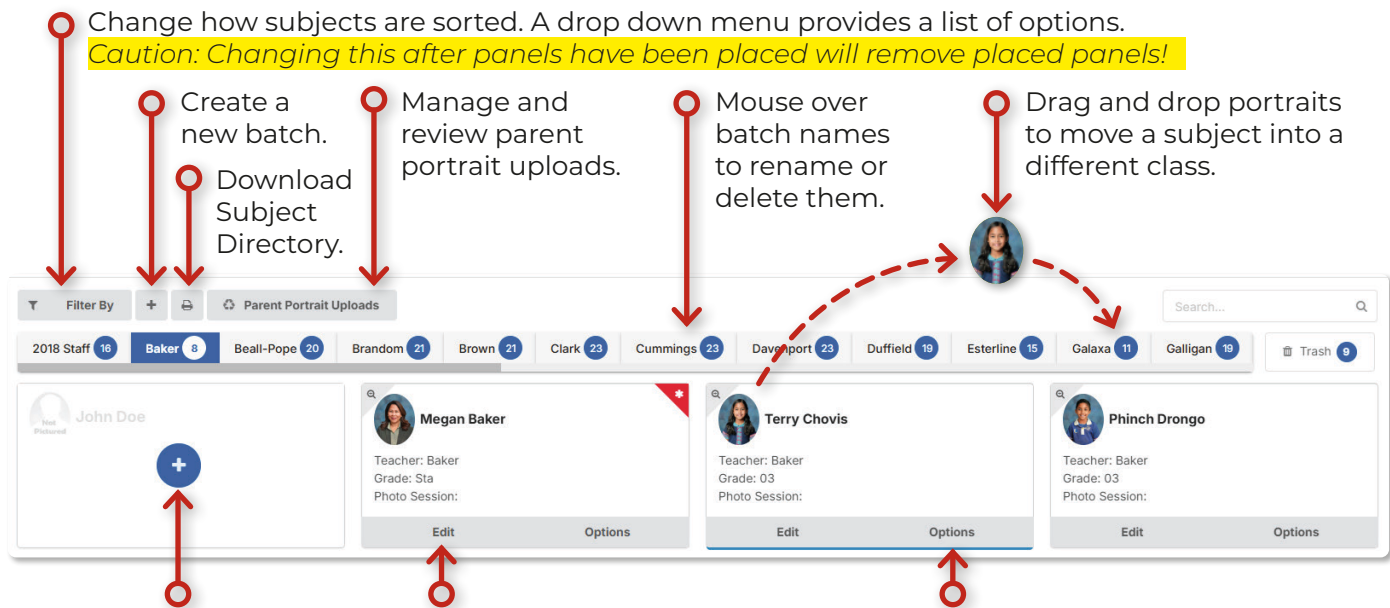
Create a new batch.

Download Subject Directory.

Manage and review parent portrait uploads.

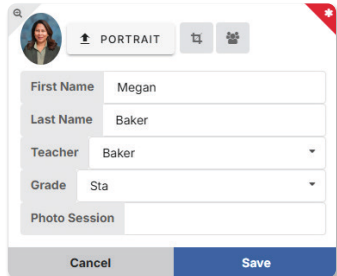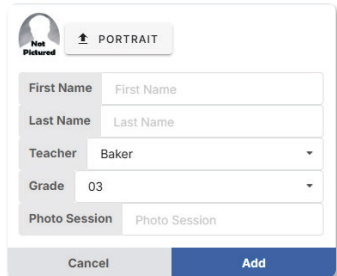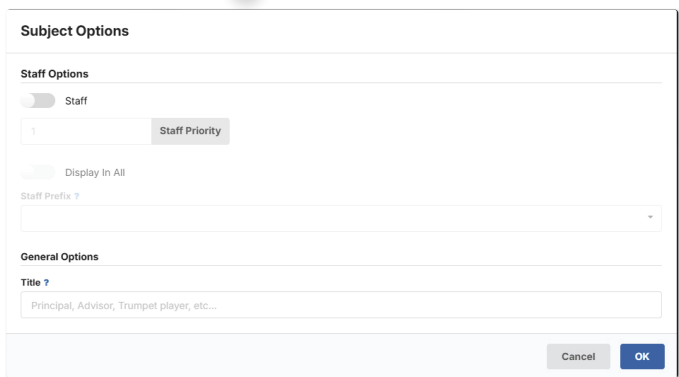Mouse over batch names to rename or delete them.

Drag and drop portraits to move a subject into a different class.

Add New Subjects
Click the blue "+" button to access a new subject window which can be completed by filling in the subject data fields and uploading a portrait.

Edit – Click Edit to edit subject names. Grade and Teacher can be changed using the corresponding drop down menus. Portraits can be replaced or recropped.

Options – Click this option to designate the subject as a staff member, designate Titles, assign Staff Priority (which number they are listed on the page), and whether you want this subject to "Display In All Classes".

Need help?
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800-889-6092

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