

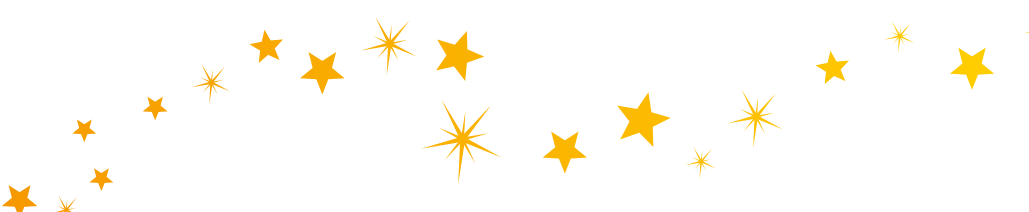


Anderson's™  
Yearbooks



Stages Yearbook Software™  
Instruction  
Manual



## STAGES™ Technical Support

If you encounter difficulties at any stage of your book creation, our technical support staff is available through e-mail at [techsupport@andersons.com](mailto:techsupport@andersons.com) or by phone at 800-650-7742. Our technicians are available to assist you in any portion of the yearbook creation process. Technical support is located in the Central Time Zone.

## STAGES 13 System Requirements:

**PC** - Windows XP, Vista or Windows 7    **Mac** - OSX 10.5 or later AND Java 1.6 or later

### Minimum Hardware:

#### STAGES Desktop

- 1.0 GHz processor\*
- 1 GB RAM
- At least 5 GB available hard drive space
- CD/DVD burner or Flash drive for export

#### STAGES Online

- 1.0 GHz processor\*
- 1 GB RAM
- Broadband Internet access

### Recommended Hardware:

#### STAGES Desktop

- 2.0 GHz dual core processor or better\*
- 2 GB RAM or more
- Dedicated graphics card
- At least 5 GB available hard drive space
- CD/DVD burner or Flash drive for export
- Broadband Internet access to download updates

#### STAGES Online

- 2.0 GHz dual core processor or better\*
- 2 GB RAM or more
- Dedicated graphics card
- Broadband Internet access

\* Intel or AMD only. We do not support Power PC Macs.

Although STAGES will run on a variety of computers, we encourage using systems that are similar to the recommended specifications for an optimal experience.

The STAGES program enables you to create a book by allowing you to import photos, type text, and place stock or custom artwork. The software allows you to do all of this free-form or with the aid of special positioning templates. The instructions in this manual will help guide you through the use of the STAGES software.

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## Installing STAGES

### **Installing STAGES and Java for Windows**

Before installing STAGES, please make sure that you have full administrative rights to the computer to ensure that the installation is successful. It may also be necessary to disable anti-virus software if it blocks the installation of new programs. If you will be using a school computer to create your book, you may wish to contact your IT department to confirm or review loading STAGES on the computer.

You may install STAGES either from the installation CD or from our website: [yearbooks.andersons.com](http://yearbooks.andersons.com). If you are installing from the CD, place the CD in your drive. On most Windows machines, the installer will auto-run.

### **If the installer runs by itself, you may skip to the installation wizard step.**

Open **My Computer** and go to your CD drive.

Then go to the **Windows Installer** folder.

There will be only one file inside the **Windows Installer** folder. This is the STAGES installer. Please double-click on that file.

This will bring up the Windows installation wizard. Click on **Next** to continue.

This will bring up the Terms and Conditions. Please read them and, if you agree, press **I Agree**.

Now you will have to choose a location to install the program into. If you are unsure of where to install it, simply leave it at the default location shown, and press **Install**.

STAGES will now be installed to your computer. A shortcut to STAGES will be placed on your desktop. If you wish to run STAGES now, you may press **Finish**. If you do not wish to run STAGES at the present time, uncheck the Run STAGES box and then press **Finish**.

When the STAGES program is launched, it automatically checks to see if there is an update available on the Internet.

If there is an update available, STAGES will automatically download and install the update. You will not lose any work that you have done and your book will be completely compatible with the updated version.

### **Installing STAGES on a Mac**

Before installing STAGES, please make sure that you have full administrative rights to the computer to ensure that the installation is successful. It may also be necessary to disable anti-virus software if it blocks the installation of new programs. If you will be using a school computer to create your book, you may wish to contact your IT department to confirm or review loading STAGES on the computer.

You may install STAGES either from the installation CD or from our website: [yearbooks.andersons.com](http://yearbooks.andersons.com).

If you are installing from the CD, place the CD in your drive. The STAGES installation CD will appear on your desktop. Please double-click on the CD to open it.

Go to the **OS X Installer** folder and double-click on STAGES 13.

This will bring up the Mac installation wizard. Click on **Continue**.

Now you will be at a readme screen. Click on **Continue**.

This will bring up the STAGES license agreement. Please read this and press **Continue**. If you agree to the terms, press **Agree**.

This will bring up a window where you will choose where you wish to install STAGES. STAGES will install by default to your Applications folder. You will also have to click on the Mac HD at the top of the screen if it is not chosen for you by default. If you are unsure of where to install, leave the default set and press **Continue**.

If the installer asks for your password, please enter it. This may be necessary to complete the installation. After the installation finishes, you will be able to go to your Applications folder on the Mac HD to launch STAGES.

When the STAGES program is launched, it automatically checks to see if there is an update available.

If there is an update available, STAGES will automatically download and install it. You will receive a notification letting you know that STAGES has updated if this happens. You will not lose any work that you have done and your book will be completely compatible with the updated version.

## Before You Begin

### Getting Started

#### Required computer knowledge

You do not need to know a lot about computers to use STAGES. However, you should be familiar with your computer, basic word processing programs, and how to import and effectively save images. If you plan to scan materials, you should be familiar with scanning techniques. If you do not use a computer on a regular basis, it is not recommended that you use STAGES.

### Planning the Book

Please see the **Image Requirements** section (p.4) of this manual. If you have any questions or concerns that your images may not meet these requirements, please contact Anderson's Yearbooks for guidance and to perform quality testing.

It is recommended that you read over this manual to familiarize yourself with the different options and areas you might need while laying out your book. Follow the instructions in this book to successfully create your book. This can be done through the curriculum, your parent/teacher organization, or volunteers.

Make a decision on where the book will be worked on, how many people will be working on it, and what computers you will be using to do the book. Please make sure that any computer you will be using meets at least the minimum requirements. Plan which topic items you will want on each page. Make a list of pictures you will need for each page.

Have your photographer supply you with a high-resolution portrait CD or DVD that includes an index file so you can import your portrait database. Please note that it is preferable to have all portrait pictures on one CD/DVD.

You may start your book before you receive your portrait CD or DVD, but you will not be able to flow any portrait pages until you receive that CD or DVD. After you receive the CD or DVD, you may import your portrait database at any time.

For the images that you plan to import into your book, it is recommended that you place your photos and custom artwork (these are images other than your portrait database) into folders on your hard drive. It is best if the folders are organized by the groups you will be using to sort by in STAGES. This will make importing the images much easier.

## Copyrights and Your Yearbook

### What is a copyright?

Copyright is a form of protection provided by the laws of the United States and other countries to authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other creative works. This protection allows the creator exclusive rights to these works, and to determine who has the "right to copy" these works.

Anderson's Yearbooks reserves the right to refuse to print any materials provided by its customers for any reason, including, but not limited to, materials determined by Anderson's, at its discretion, to be offensive, illegal, or in violation of any copyright or other proprietary rights. By submitting an order, and providing photos, trademarks, tradenames, images or other content (collectively, the "Customer Content") to Anderson's, Customer represents that it has the right to have the order printed, with the inclusion of the Customer Content, and that printing of the order by Anderson's, and the use of the Customer Content, will not infringe the intellectual property right of any third party. Customer will defend, indemnify and hold harmless Anderson's from any claims, costs, losses, and liability (including reasonable attorney's fees and expenses) arising out of or related to the Customer Content or the production of the Order as directed by the Customer.

### How can I find out who owns a copyright?

Some investigative work will be required. If the copyright owner is not listed outright on the work you wish to copy, you may need to directly contact the publisher of the work where you viewed the image to see if they know who the copyright owner would be. For web pages, you may need to contact the webmaster of the site or the company that produced it. For books it is recommended to contact the publisher. Anderson's Yearbooks cannot provide copyright advice for you. It is your responsibility to do the necessary due diligence and provide us with this information.

In most cases it is easy to obtain permission from companies for logos and images by simply contacting them. Most professional clip art packages allow reproduction rights for the files you purchase. Other sources such as Getty Images ([www.gettyimages.com](http://www.gettyimages.com)), Landov ([www.landov.com](http://www.landov.com)) or other image providers have special rates for schools purchasing photos for reproduction in yearbooks. You may also search for "Public Domain" images, which have limited or no rights restrictions.

You should begin the search immediately if you know you have possible copyrighted images. Any delay after submission of your yearbook to obtain permission will delay the delivery of your books!

### ***What do I need to provide to be able to use a copyrighted work?***

Anderson's Yearbooks may require a satisfactory letter of verification from the copyright owner which grants you permission to use their work in your yearbook. In the case of purchased clip art or images, simply include a copy of your License Agreement, which should specify your rights to reproduce the images in your yearbook. Your yearbook may be placed "on hold" until all copyright issues have been cleared.

### ***Can I quote poems or music lyrics?***

Poems and lyrics may also be protected by copyright. It is advisable to get the rights from the author or publisher before using them.

### ***Image Requirements***

All of your digital images will be stored within STAGES after you have imported them. As a result of this, you will not need to send the actual image files to us when you submit your book for publishing. Images may only be imported in RGB format. Please read the specifications below and follow them closely.

### ***Image Color Mode***

STAGES accepts only RGB images. Any other images (such as CMYK) will need to be converted to RGB before they will be able to be imported.

### ***Image Resolution***

Resolution is a very important factor to consider when looking at your digital images. Resolution is measured in DPI, which stands for dots per inch. Your book will be printed with a maximum resolution of 300 DPI. Thus, you will want to have the resolution of your pictures above 200 DPI at the size they will appear in your book. Going above 300 DPI is not necessary and will be unused quality. Because of this, your images need to be as close to 300 DPI as possible.

### ***Changing Image Resolution***

Many people try to increase the resolution of low resolution images in software such as Photoshop®. Unfortunately, this usually makes the image quality worse. There is only a fixed amount of information in an image, and by increasing the resolution and leaving the image size the same, you are asking the software to add more pixels to the image. The software is then forced to guess what each added pixel should look like based on the other pixels around it. A common result is that the images will become pixelated or fuzzier than they previously were.

If an image did not start out with a high resolution, 200 DPI or above, the best way to increase the resolution is to retake the picture at a higher camera setting or rescan the image at 300 DPI.

**\*TIP\*** The previous advice does not apply to digital camera images that have been taken at a high quality setting. They will have a low resolution, typically 72 DPI, but the image size will be large enough to compensate for the resolution. This is because the images actually have the extra pixels needed to increase the resolution when decreasing the size of the photo.

### ***Web Images***

Images that are downloaded from the web will generally have a low resolution of 72 DPI and will print poorly. Additionally, these images are usually copyrighted. It is not recommended that you use them in your book.

### ***Digital Images***

If you plan to take pictures with a digital camera, you should set your camera to take the pictures in the 2-4 megapixel range. Many digital cameras take pictures that are much larger than necessary, and it is advisable to either turn your digital camera's quality settings down or reduce their size before importing them into STAGES.

If you have a camera that is over 4 megapixels, you may wish to turn down the quality setting on the camera so that the pictures that it takes are not exceptionally large. Additionally, you should review and select only those pictures likely to be used in your yearbook prior to importing them. This will help to ensure the best performance of your computer while working on the book.

### ***Conventional Photos***

If you will be taking photographs with a conventional film camera, you can ask your local photo finisher to provide you with a High Resolution RGB CD. You will be able to import these images directly from the CD into STAGES.

**\*TIP\*** For best performance, you may wish to crop or otherwise edit these images before importing them into STAGES.

### ***Scanning Images***

If you choose to scan pictures, the resolution must be set to 300 DPI for a scan at 100%. If you plan to enlarge a photo after importing, then the resolution of the scan must be increased by the same magnitude to compensate for the enlargement. For example, a two-inch picture scanned at 300 DPI will be two inches when placed on a page. However, that same image scanned at 600 DPI would allow you to make the image as large as four inches on your page because the image would be 300 DPI at four inches.

### ***File Formats***

JPEG, TIFF, and PNG are all acceptable file formats. PSD or PDF file formats will not be accepted. These formats are chosen when you save your images either in scanning or image editing software. JPEG files should be saved at high quality and are the preferred file format due to their smaller size. PNG is typically used for clip art due to the ability to set the background of the image to be transparent. You should not use PNG for candids.

## Custom Artwork

You may choose to include custom artwork in your book. To do so, simply import your custom design as a candid. See **Importing Images** (p.16) for further directions on this. If you will be designing an entire page outside of STAGES that you wish to bleed (color extending beyond page edge), you will need to import it as a custom background. Directions for doing this are under **Importing Images**. You may then drag your custom background from the Backgrounds tab onto the page. File formats that can be imported are JPEG or TIFF.

## Custom Backgrounds

Custom backgrounds may either be backgrounds that you have designed yourself or entire collage pages done outside of STAGES. If you choose to paste up collage pages to scan and import into STAGES, you should avoid textured paper, such as construction paper, as well as metallic or fluorescent paper or stickers. Color and quality cannot be guaranteed on backgrounds that you have created.

The background should be 300 DPI at 8.5" by 11" when created. You will need to leave a 0.625 (5/8)-inch margin on all sides to ensure that no important items are trimmed off during the binding process. You will then import the file as a custom background into your book so that the background will bleed to the edge of the paper.

If you do not want your montage to bleed, you may paste pictures to the edge of the paper and import as a 7.5 x 10-inch candid, not a custom background, making sure you place it completely within the black line margin on the page in STAGES.

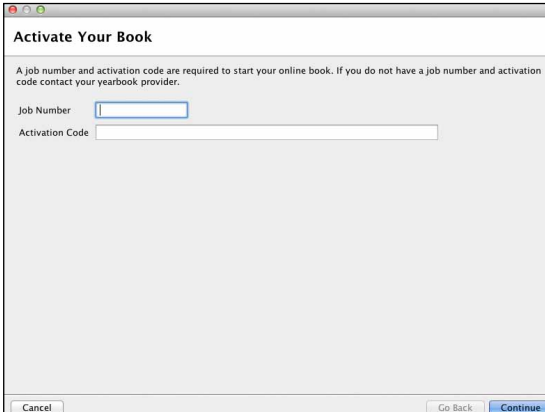
**\*\*ONLINE ONLY\*\***

## Starting Your Book

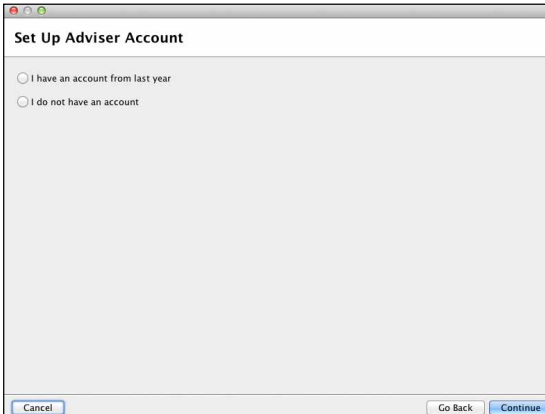
In order to activate your STAGES Online book, you will need a job number and activation code. These are emailed to you by Anderson's. If you do not have a job number and activation code, please contact Anderson's.

### Starting A New Book

To begin, go to the **File** menu and choose **Activate**. This will open the book activation wizard. Next, enter your job number and activation code, then press **Continue**.



If you have an account from a previous year, you can use the same username and password for this year. If you do not have an account, you can always create a new account for this year. Choose whether or not you have an account from a previous year. If you do have an account from a previous year, enter the information for it. Once you have filled this out, press **Continue**.

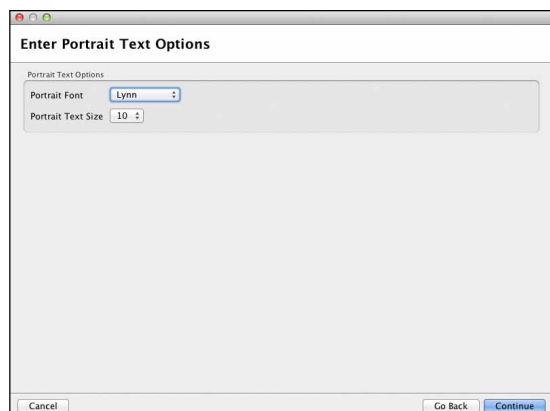


Next, you will have to choose the options for the portrait flow.

**Portrait Font:** This is the font that the names will appear in on your portrait pages. you may see a sample of each font in our font guide, which is included with the manual.

**Portrait Font Size:** This is the maximum size that all the names will print for the portraits in your book. Please note that names may appear smaller if the name is too large when flowed to fit in the given space. In this case, the font size of the names will only be enough to make them fit in the space allotted.

Choose these options and press **Continue**.



Next, you can optionally create additional users to log into your book. Additional user accounts allow users other than yourself to log into the book and can be created at any time

### Creating Additional Users



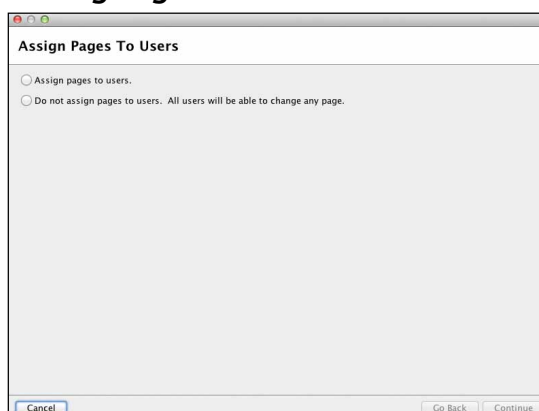
If you choose to create users, you will see this screen.



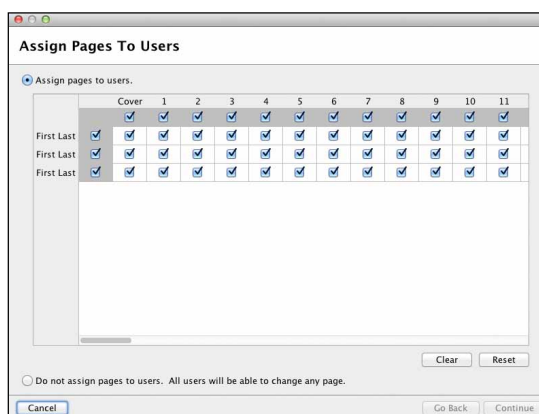
Create as many accounts as you see fit and press **Continue** when you are finished.

Next, you will be asked to set up page permissions for any users that you had just created. If you choose not to do this, any user that you just created will have editing access to all pages by default.

### Setting Page Permissions



If you choose to change page permissions, you will see this screen.

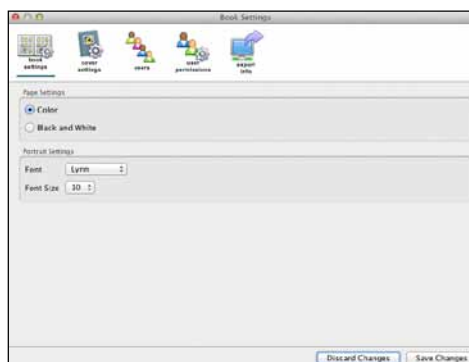


Here you can check or uncheck the boxes for the user to control how many pages they can access. Adjust page permissions as you see fit and press **Continue** when you are finished.

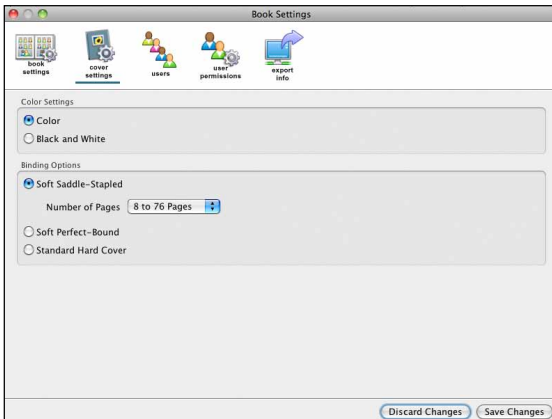
After this, you will be taken into your book.

### Changing Book Properties and Controlling User Accounts:

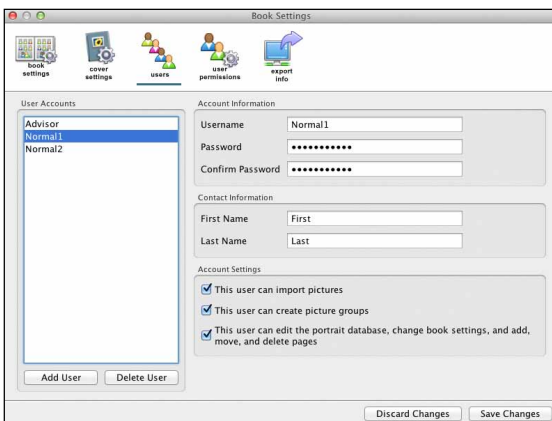
By going to the **File** menu and choosing **Edit Book Properties**, you can change any option that was set during the book activation and you can add or change user accounts as well.



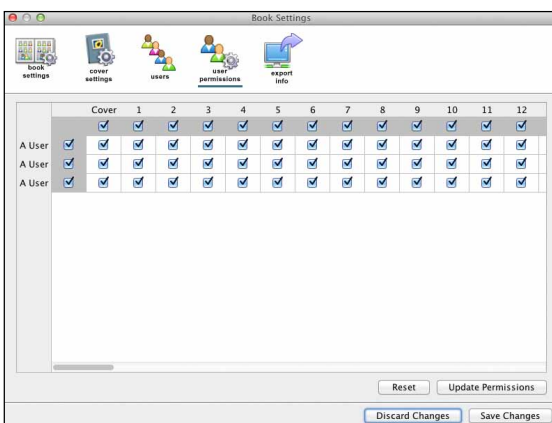
From here, you can alter book color as well as the portrait font options. If you wish to change the cover options, you can click on the **Cover Settings** area at the top.



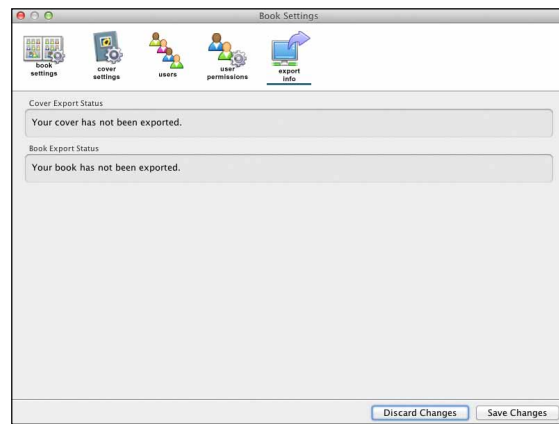
If you wish to create additional users or change options about existing users, such as their password, you can click on the **Users** area at the top.



If you wish to adjust the page access of user accounts, you can click on the **User Permission** area at the top.

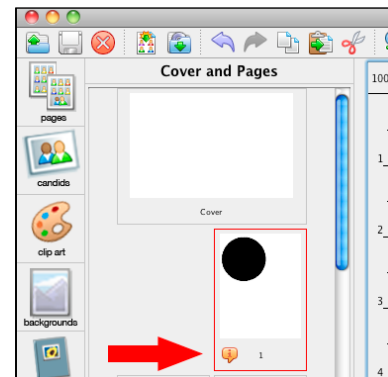


If you wish to see the export status of your book, you can go to the **Export Info** area at the top.



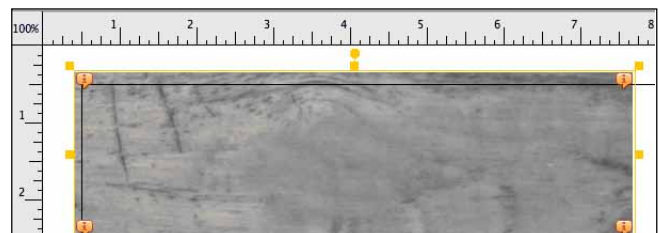
### Export Warnings

While you are creating your pages, STAGES Online will note if you have placed an item outside the page margin, whether you have text that is potentially not visible, or if you have images that are beneath 200 DPI. The export status of each page will be visible on the page thumbnail.



To check the individual status of each page, place your mouse over the page thumbnail and wait a moment.

Also, as you are placing items on your page, if you do something that causes an export warning, the edge of the item will change color and the export status indicator will appear in all four corners.



It is highly advisable to correct these errors before you finish your book so that there are no problems or delays when your book is printed.

Please pay attention to this during the book creation process to ensure that no errors occur as you are creating your book. The errors may be easy to fix early on, but may become harder to fix as time passes.

**\*\*DESKTOP ONLY\*\***

## Starting Your Book

### Multiple Users

In order to have multiple people working on the same yearbook, it is necessary to create different files for each user. However, only one person is allowed to have the portrait database and only that person will be able to flow portraits. The book with the portraits is considered the Master book. This is the book that you will be merging all of the other books into. Every other book is a Satellite book. These books are used to design candid pages. Books may be created using different operating systems (Windows/Mac) and still be merged together.

STAGES may be installed on as many computers as you wish. Each installation will work separately until the Satellite book is finished. At that point, the Satellite book needs to be merged into the Master book.

When creating the Satellite books, you should create them with only the number of pages that will actually be completed in the Satellite. Satellite books should include no blank pages. If your finished book is going to be an 84-page book, and the Master book has 84 pages, do not make a Satellite book with 84 pages. When the files are merged together, their page count is added together, so you would end up with a 168-page book and a lot of blank pages to delete.

If you wish to have an 84 page book when you are finished, you would want to set your master and satellite books up so that their total pages add up to be 84. For example, you could set your master to have 64 pages and the satellite book to have 20 pages, meaning that when they are merged together, it would include a total of 84 pages.

### Starting A New Book

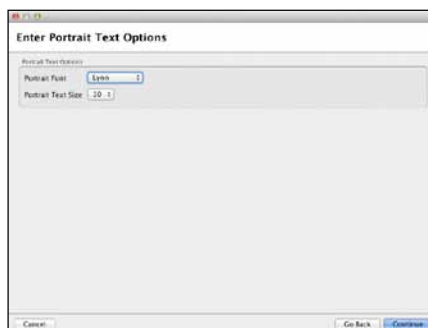
If you will be using the Master and Satellite feature to allow the book to be created on multiple computers simultaneously, please see the **Multiple Users** section for specific setup instructions.

To begin creating your book, go to the **File** menu and choose **New**. This will begin the Book Creation Wizard. Please choose first whether you will be creating a Master / Single book, which you would choose if you were the main book or if you were doing the book only in this one file, or a Satellite book, which you would only choose if this book will be merged into another book after it is finished. Once you have made your choice, press **Continue**.



### Master / Single Book Creation With Activation Code:

You will first be asked if you have an activation code. The activation code for your book will repopulate the information necessary to create your book from the information that you gave to Anderson's Yearbooks and will only ask you for the portrait font and portrait font size.



Choose the portrait font and portrait font size, and press Continue to create your book.

### Master / Single Book Creation Without Activation Code:

If you do not have an activation code, you will be prompted to enter the information manually. Choose whether or not you have an activation code and press **Continue**.



Next, you will have to either enter in the options for your book if you did not have an activation code or confirm that they are correct if you did have an activation code.



**Expected Pages:** This is the number of initial starting pages in your book. Remember that you may alter that number at any time, if you are not sure how many pages your final book will be.

**Portrait Font:** This is the font that the names will appear in on your portrait pages. you may see a sample of each font in our font guide, which is included with the manual.

**Portrait Font Size:** This is the maximum size that all the names will print for the portraits in your book. Please note that names may appear smaller if the name is too large when flowed to fit in the given space. In this case, the font size of the names will be reduced to make them fit in the space allotted.

Once you have filled in all of the information, press **Continue** to create your book.

### Satellite Book Creation

If you choose to create a satellite book, you will be asked for the following information:

**Expected Pages:** This is the number of initial starting pages in your book. If you are not sure how many pages your final book will be, remember that you may alter that number at any time.



Once you have filled in that information, press **Continue** to create your book.

This will create your book, placing the number of pages that you specified in the Tab Panel on the left-hand side.

**\*TIP\*** All of these items can be changed at a later time through either Edit Book Properties under the File menu, or by using Insert Page and Delete Page under the Edit menu. Please see the appropriate section of this manual for further instructions.

### Saving Your Book

Before you begin, please save your book. You can do this by going to the **File** menu and choosing **Save**.

Now choose a name and location to save your book to and then press **Save**. The name for your book may be anything that you choose, but the name of the file should be something that's easy for you to remember.

**\*TIP\*** Name your book something descriptive and save it in a location that is easy for you to remember. STAGES will save in your home directory by default. For most Windows XP users, this will be My Documents.

**\*TIP\*** Network drives, portable hard drives, and flash drives are great for backing up files and moving them between computers. However, as is good practice for any program, you should not work directly from them. Your book should be saved on your local hard drive whenever it is open and being worked on.

### Opening Your Book

To open a book that you have already saved, go to **File** and choose **Open**. Click on the book that you wish to use and press the **Open** button.

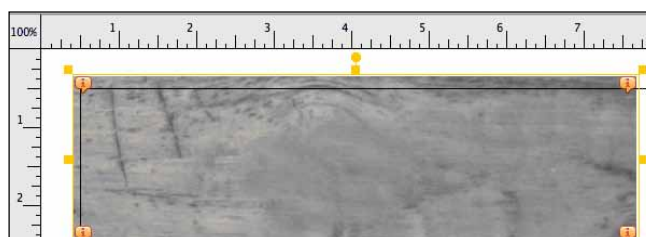
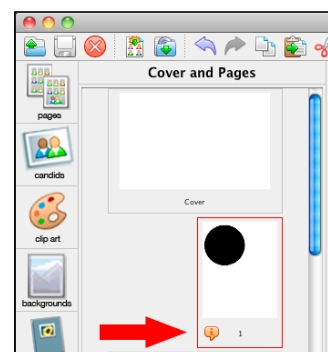
Please note that if you try to open a book from a CD, you will not be able to make edits to the book. This is because CD's are read-only and do not allow the data on them to be edited. If you receive a book on a CD that you need to edit, please copy the book to your hard drive before opening the book.

### Export Warnings

While you are creating your pages, STAGES will note if you have placed an item outside the page margin, whether you have text that is potentially not visible, or if you have images that are beneath 200 DPI. The export status of each page will be visible on the page thumbnail.

To check the individual status of each page, place your mouse over the page thumbnail and wait a moment.

As you are placing items on your page, if you do something that causes an export warning, the edge of the item will change color and the export status indicator will appear in all four corners.



It is highly advisable to correct these errors before you finish your book so that there are no problems or delays when your book is printed.

Please pay attention to this during the book creation process to ensure that no errors occur as you are creating your book. The errors may be easy to fix early on, but may become harder to fix as time passes.

**\*\*ONLINE ONLY\*\***

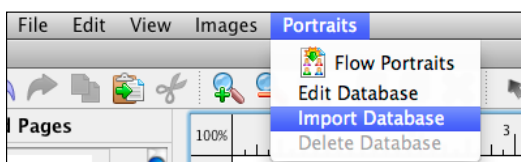
## Importing Portrait Database

It is preferred that you send your portrait CD directly in to be imported by Anderson's Yearbooks. There is a form included with your kit that will need to be filled out in order to do this. If you have any questions about this process, please contact Anderson's Yearbooks.

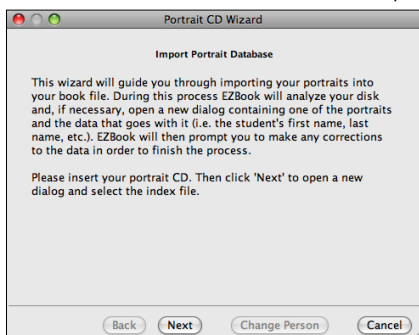
## Importing Portrait Database

The portrait database is imported from a CD or DVD provided to you by your photographer. Your portrait database will contain an image for every person that you will include in your portrait flows. The portrait database is imported through the steps below. Please note that STAGES will manage the portraits automatically, you do not have to import the portraits as candids, and that all work with portraits is done through the **Portraits** menu.

To import your portraits database, go to **Portraits** and choose **Import Database**.



Please read the directions and then press **Next**.

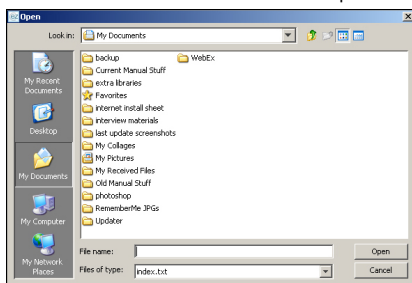


Now you will have to select the location of your index file. The index file is typically located in the main directory of your CD with the folders that contain your images,

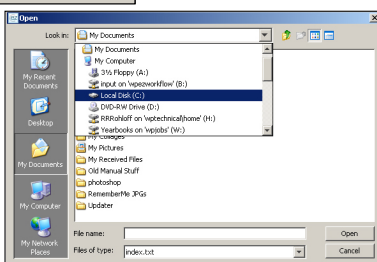
or with the images themselves if your CD does not contain folders.

## Finding the CD drive on Windows

Click the down arrow at the top of the page.

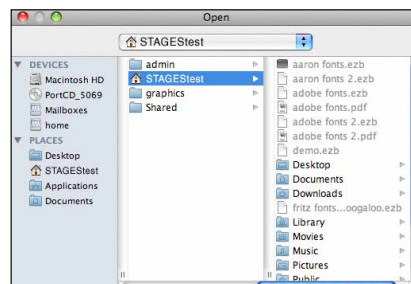


Choose your CD drive from the list. The drive may display the name of the disc at this time.



## Finding the CD drive on a Mac

The Mac CD drive is located on the left side of the selection window.



## Verify Person Data

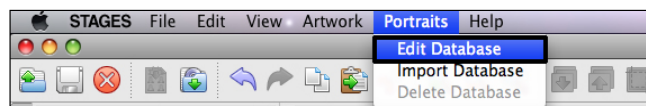
After selecting the index file, STAGES will display one portrait from your CD and ask you to choose the appropriate information for the person displayed. You will only need to verify the information on one person. STAGES will attempt to determine the correct information, but you should make sure that the correct information is in the four boxes.



After you have found a person that you recognize, please select the correct information from the dropdown menus on the right, then press **Finish**.

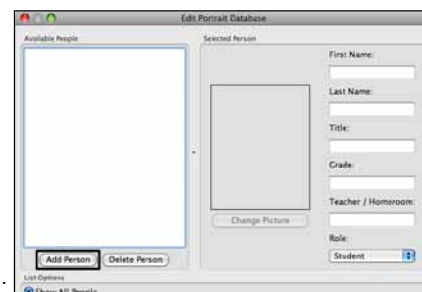
## Creating Database Manually

If your photographer is not able to supply you with a PSPA-compliant CD, you can choose to create your own database manually. Please note that it is only necessary to do this if you are not able to obtain a compatible CD from your photographer. To begin, go to the **Portraits** menu and choose **Edit Database**. STAGES will automatically have a blank database for you to fill in manually.



Use the **Add Person** button to create each person individually.

When you press the **Add Person** button, a blank person will be created with the value of EDIT for First Name, Last Name, Grade, and Teacher/Homeroom.

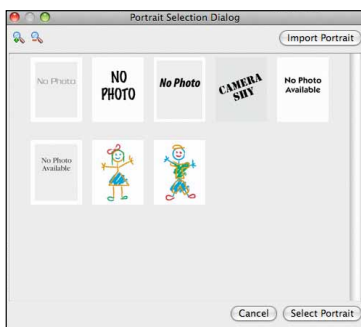




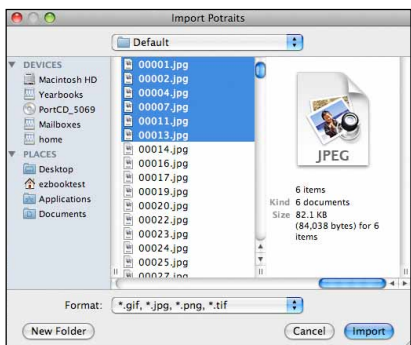
Change the information here to reflect the accurate information for the person you are adding to the database.

The final step in the process is to import the portrait for the person into your database. To do this, click on the **Change Picture** button.

This will bring up the list of all the portraits in the database as well as the No Portrait options. If you do not have any portraits imported, it will look like this:

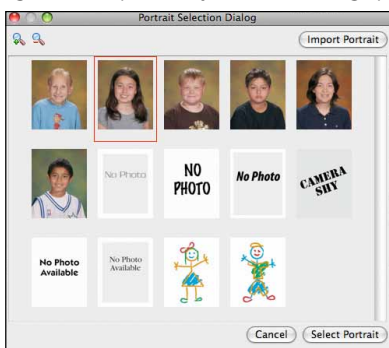


To bring new pictures into the database, click on the **Import Portrait** button. This will allow you to select portraits that are on your computer and import them into your database. Please navigate to where the portraits are located, select the portraits you wish to import, and press the **Import** button.



If you wish, you may import multiple portraits at once. This will allow you to simply choose the image you wish to use in the Image Chooser and you will not have to go through the tedious process of locating the images one at a time.

Please allow some time for STAGES to go through the portraits and bring them in to your book. After STAGES has finished, you will see the portrait images appear in the Image Chooser. You will be able to choose an image by clicking on it. This will place a red box around the edge of the image. To set that image to the person you are adding, press the



**Select Portrait** button at the bottom of the screen. You will need to create a new, blank person for every person that you wish to include in your book by pressing the

**Add Person** button. This will add another person to the database with EDIT for the first name, last name, grade, and teacher. Change the information for this person in the same way that you did for the previous person. You will have to repeat this for each person you wish to add to the portrait database.

In order to save your database edits, you will need to finish by pressing the **Apply Changes** button at the bottom of the Edit Database window.



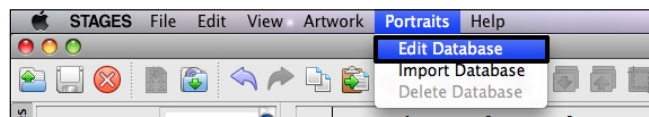
### Editing the Portrait Database

You should edit the portrait database as soon as it is imported and prior to flowing the portraits to your yearbook pages. This will help to ensure that no students are accidentally omitted from the portrait flows. However, if you do not edit the database immediately, changes may be made at any time.

If you choose to edit the database after portraits are flowed, please pay special attention to ensure that everyone that is supposed to flow with a class appears on the page.

**\*NOTE FOR ONLINE ONLY\*** The portrait database can not be edited when more than one person is logged into the book. This is because editing the portrait database may potentially change any page in the book, so no one else can have any of the pages locked when the database is being edited.

To edit the portrait database, go to **Portraits** and choose **Edit Database**.



Through this interface, you may alter any information about any of the people that have already been imported into your database. This will not include any portraits placed as candid. These will have to be altered individually. Portraits can be imported into the database after the initial import by using the **Add Person** feature. Please see that section of this manual (p.12) for directions.

**\*TIP\*** Be careful when changing people from one group to another. If you add a person to a group that has already been flowed to a page and the portrait flow is already full, STAGES will bump the last person off the flow. For example, let's say that you have a group that contains 25 people and they have been flowed on a page in a five row by five column flow, meaning that all people from the group are on the page. This particular arrangement leaves no spaces to add someone new to the flow. If you were to add another person to that group, giving it a total of 26 people, it would automatically bump the last person from the flow off the page.

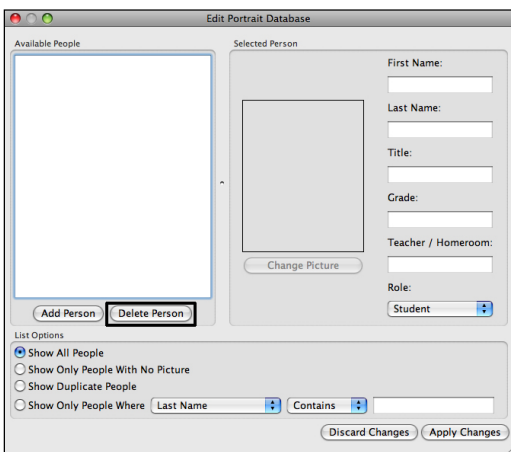
## Titles

Titles are optional words that can appear underneath portrait names. This can be useful for specifying things like Valedictorian or Science. In order to use titles, choose the layout that places names underneath the portraits. Note that choosing this option allows more space between rows of photos and the photos will be slightly smaller.

## Delete Person

By deleting a person from your database, you will ensure that they are never flowed and they will no longer appear in your book. This feature can be used to remove people who are no longer at the school or people who have duplicate pictures in the database.

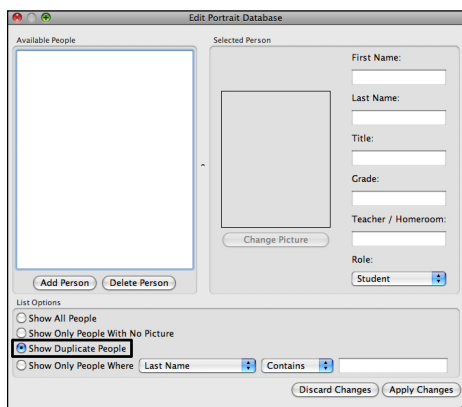
To delete a person, click on the name of the person you wish to delete. You will see their picture appear to the right. Click on **Delete Person** and say **Yes** to the dialog that appears.



**\*TIP\*** Be careful when using this as it can't be undone after saving the changes. If you are not sure about keeping a person in the database, consider changing the grade or teacher to a dummy value such as NOT FLOWED or something similar.

## Duplicate People

Your photographer may have chosen to provide you with multiple pictures for students and left it up to you to decide which picture you wish to use. To find out if there are any people in your database who have duplicate photos, click on the **Show Duplicate People** radio button at the bottom of the page.

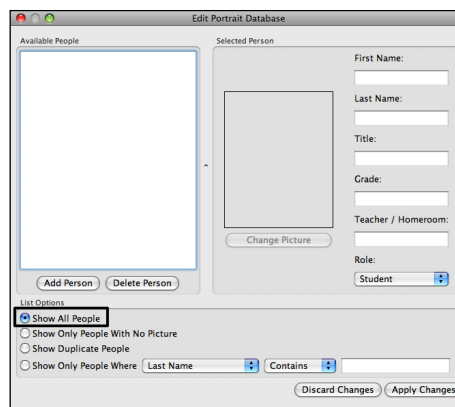


This will display all people who have duplicate pictures. If you choose to delete one person from

the list here, you will no longer see their name appear because there will only be one picture. You may alternately choose to change their grade/teacher to another value, which will give you the option of flowing their portraits at a later time.

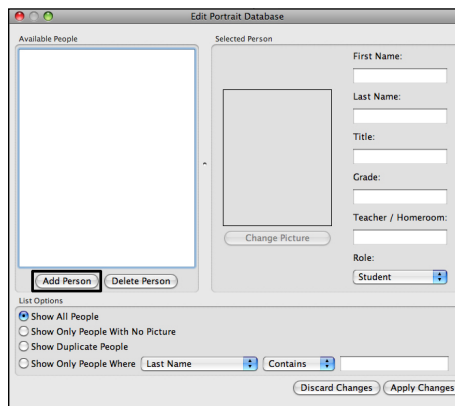
## All People

To see every portrait, not just duplicates, click on the **Show All People** radio button at the bottom. This will make the list of names on the right side show all the names of everyone in the database.



## Add Person

This can be used to insert a person into the database who was not present on the portrait CD. To do this, click on **Add Person**.



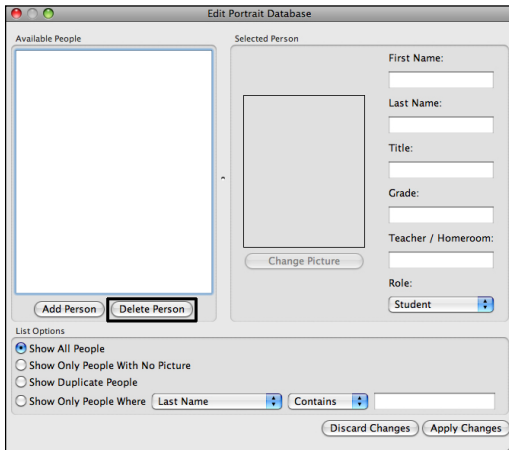
This will create a blank person with First Name, Last Name, Teacher, and Grade values of "EDIT". You will change those to reflect the correct information.

**\*TIP\*** If you wish to include a person but do not yet have a picture of them, you may want to place them in the database so that there is a place reserved for them when their class is flowed. You can always add their picture at a later time using the directions below.

In order to save any changes that you make, you will need to press the **Apply Changes** button at the bottom of the screen after you are finished. If you press Cancel or otherwise exit the window, your changes will not be saved.

## People With No Picture

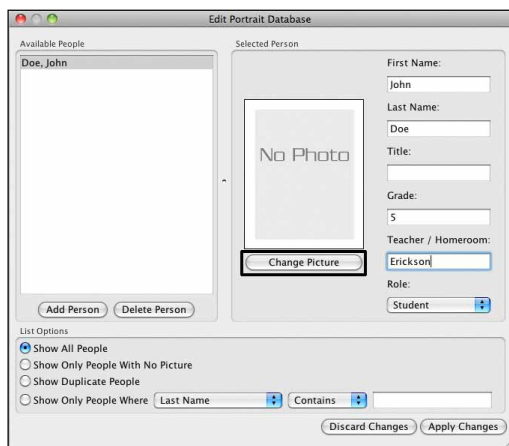
If you click on the **Show Only People With No Picture** radio button, it will pull up a list of all the people in the database that do not have a picture attached to them. You may either choose from a variety of Not Pictured options that have been built into the program or import a picture into the database for the student.



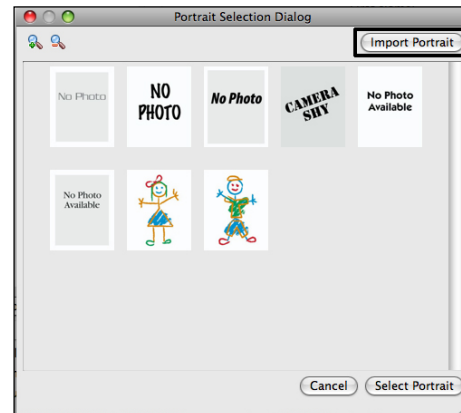
## Importing Portraits after Initial Import

Begin by either finding a person already in the database who does not have a portrait, or adding a new person to the database through the **Add Person** button.

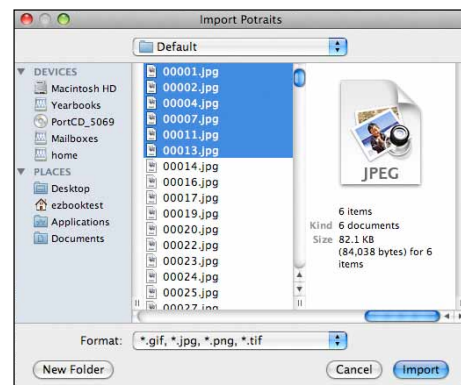
STAGES allows you to import more than one portrait database into your book. However, if you have pictures for people who are missing from the portrait CD, they can be imported into your book one at a time as well. To do this, go to a person without a picture and click on the **Change Picture** button.



This will bring up the pictures of all the people in your portrait database. To import a new picture, click the **Import Portrait** button.



This will bring up the Image Chooser. Navigate to where the pictures are located, select the images that you wish to import, and press the **Import** button.



Import more than one picture at a time by holding down either shift or ctrl and clicking on the images. You will now see their pictures along with all of the other people in the database. To select a specific portrait, click on it and press **Import**.

Always be sure to press **Apply Changes** at the bottom of the window to save the changes you have made to the database.

**\*TIP\*** If you do not have a picture for a person, STAGES includes a number of Not Pictured options. Find these at the bottom of the Image Chooser after all of the portraits.

## Flowing Portraits

After you have imported a database, you may begin adding the portraits to the pages by going to the page on which you want to add portraits and pressing the **Portrait Flow** button.

The size of the portraits on the page is determined by the number of rows and columns chosen. STAGES will make the pictures as large as possible given the number of rows and columns. If you want to leave extra space on the page to add other items to the page, simply flow with extra rows or columns.

For example, if you have a class of twenty and you wish to leave extra space on the page, you may choose to flow this with six rows and seven columns, which would provide space for forty-two portraits. STAGES will automatically place the twenty people in the class at the start and leave blank space beneath the portraits where you will be able to place clip art, candids, and text.

**\*TIP\*** Plan where you want each class ahead of time and know how much space you have allotted for each class.

**\*TIP\*** Be sure to have teachers proofread these pages to make sure that everyone is in the correct class, that their names are spelled correctly, and that all students in the class are pictured.

Even if you have a PSPA CD from your photographer, there is still some variation in the way that they are created. Some photographers will group teachers with their students and some will place the teachers in their own group. If your database is not set up as you want it to be, please follow the directions below to correct the issue before you flow your portraits.

If teachers are with students and you want them on their own page, you will have to go to the **Portraits** menu and choose **Edit Database** and change either the teacher or grade (depending on which you chose to group the portraits by) to another value. This can be anything that you choose, whether it is Staff, Faculty, Teachers, etc. All staff should have the same information under either the Grade or Teacher field or they will not flow together.

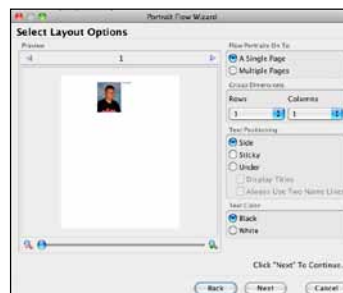
Before going on, please be sure that you are on the page that you want to flow portraits to.

To begin flowing portraits, either press the **Portrait Flow** button or go to the Portraits menu and choose Flow Portraits. You will first have to specify whether this flow is by Grade, Homeroom or Teacher, or whether this is a special flow of the Teachers, Assistants, and Staff.



After choosing how you want to flow, press **Next**. The next screen will ask you which group you would like to flow on this page.

After choosing which class you want to flow onto the page, press **Next**. This will bring up the screen where you select staff positioning. Choose the options that you want and press Next.



On this screen, you will choose all of the options for the portrait flow itself.

Flow Portraits Onto:

**Single Page:** This will only flow portraits across the page that you currently have selected. If you do not have enough rows and columns for all of the people, the remaining people will remain in the portrait flow wizard and you will have to flow them on a different page.

**Entire Group (Multiple Pages):** This will flow all of the people from any given class through multiple pages. For example, if you have a class of 100 people and you choose to flow them with four rows and five columns, STAGES will automatically place twenty photos per page and repeat that across five pages. However, if you take the same 100 photos and flow them with six rows and five columns, the first three pages will have 30 photos and the fourth page will have the remaining 10 photos at the same size as the previous portraits.

## Group Dimensions

When selecting rows (horizontal) and columns (vertical), be sure to leave enough space to include all of the photos that you wish to place on the page. For example, if you have a class of 26 people, choosing four rows by six columns will leave two people off the page.

\*TIP\* If you wish to have all of your class pictures flow the same size, regardless of actual class size, you might want to locate the largest class in your database and determine the number of rows and columns for that class, then flow every class with that same number. This will leave empty space in smaller classes but will ensure that all class flows have a consistent look.

You will need to choose how you want the names to appear, underneath the portraits or to the side. You may also choose whether you want your portrait name text to be black or white.

When you created your book, you specified a portrait font size. This size represents the maximum size that portrait names can be. Portrait names may be made smaller if it is not possible to fit the entire name in at the maximum size. Names will be reduced in size as little as possible to fit the name in the space allotted.

If you have a name that is reduced in size and you do not wish it to happen, you may either reflow the group with fewer rows or columns, reduce the font size by going into **Edit Book Properties**, or abbreviate the person's name through the **Edit Database** screen.

\*TIP\* Don't forget to leave a space for the teacher or assistant if you have them flowing with the children. Your teacher will flow along with the students if the teacher has the same information in the grade/teacher field as the students.

You can see the number of teachers, assistants, and students to the right of where you choose the class. Use this as a guide to make sure that all of the people from the class will be flowed.

\*TIP\* If you do not see a class in the portrait flow wizard, that means that everyone in the class has been placed on a page in the book.

\*TIP\* Remember that you can always delete and reflow pictures if you are not happy with the layout. Do not be afraid to experiment with different layouts until you find one that you wish to keep. To delete a flow, click on it on the page so that it puts a green box around the flow, then press the Delete key on your keyboard.

The last option to choose is to modify the portrait layout. This is done by designating specific locations within the portrait flow where portraits will not appear. You do this by clicking on the pictures of the people to specify where portraits will not appear.

\*TIP\* If you are flowing with more spaces in the flow than the number of people to be flowed, it is not necessary to cross out any boxes at the end. STAGES will automatically leave unused boxes at the end of the flow blank. Please do not check the boxes at the end of a portrait flow simply because they do not have a student there yet.

After choosing which boxes, if any, you want to remain blank, press **Finish**.

The portrait flow will appear on your page. You can move the portrait flow to any location on the page that you wish, as long as you stay within the black margin.

\*TIP\* To make sure that everyone from a given class has been flowed onto the page, go back into the portrait flow wizard. If the name of the class appears in the dropdown menu, then there is at least one person in that class who has not been flowed onto the page.

### *Flowing Teacher Portraits Larger than Students'*

To do this, you will make two portrait flows. Begin by making a new portrait flow, Single Page, one row by one column, with teachers at the start, and names appearing underneath the portraits. Then press **Next**, don't cross out any boxes, and press **Finish**. This will add the teacher to the page larger than the students.

Then flow the student classes normally. You will need to cross out boxes within the portrait flow if you wish to have the teacher's picture placed where there would normally be student portraits.

### *Export Warning: Portraits under 200 DPI*

If you receive an export warning that your portrait flow is under 200 DPI, what has happened is that you have chosen to flow the portraits larger than their actual size. You have two options: one is to reflow the pictures using more rows and columns so that the pictures show up smaller; the other is to request a new CD from your photographer which has pictures that are at least 640x800 pixels. This size will ensure that no matter how large they are flowed, they will still be of acceptable quality.

### *Export Warning: White text must be no smaller than 8 point*

If you receive this warning, it means that STAGES has had to reduce the size of someone's name under 8 points in size and you are using white text. Because of the printing process, white text is not allowed to be less than 8 points in size. To correct this error, you may either reflow the portraits with fewer rows and columns, thus making the names larger; edit the portrait's database and abbreviate the person's name; or use black text.

### *Organizing Images Through Artwork Groups*

All of the objects that can be added to your pages are stored within the tab panel on the left-hand side.

This is the area where you select which items to use on your pages. In order to organize images that are imported into your book, you have the option of creating new groups within each of these areas. To do this, go to the **Images** menu and choose **Create Image Group**, then choose

which type of group you would like to create and provide a name for that group. Please note that images cannot be moved between groups after they are imported.

### Organization of Images

This section refers to outside images that you will be importing yourself such as candid, custom backgrounds, or clip art that you are providing yourself.

Groups serve as an organizational tool so that you can find images quickly and easily. Since images cannot be moved between groups after they are imported, it is important to make sure that you import them into the proper group at the start. Any artwork that is bundled into the STAGES program will automatically be placed into the appropriate group by the program.

To create a group, go to the **Images** menu, then go to **Create Image Group**. You now choose which type of group you want created.

**\*TIP\*** You may wish to name your groups the same name as the folder on your hard drive that the images will be coming from. This will make it as easy as possible to determine which images go into which groups.

You will then be asked to name the group. Please note that groups cannot be renamed, so make sure that you name it clearly and correctly. Examples of groups would include Special Events, Classroom Candid, Field Trips, etc.

### Importing Images

This section refers to outside images that you will be importing such as candid, custom backgrounds, and clip art that you will be providing yourself.

Importing images allows you to add your own pictures, backgrounds, covers, and clip art into your book. It is important that you identify which type of image you are importing before importing them (background, clip art, candid, or cover).

#### **\*\*ONLINE ONLY\*\***

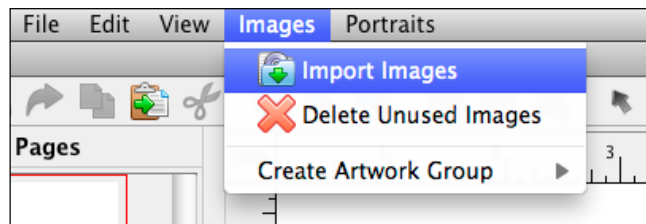
The speed at which images import into the program will depend heavily on the upload speed of your Internet connection. To test the speed of your connection, go to [www.speakeasy.net/speedtest](http://www.speakeasy.net/speedtest) and perform a free Internet connection test.

You may either upload images yourself or send them directly to Anderson's Yearbooks to upload. There is a form in your kit that will need to be filled out. Please contact Anderson's Yearbooks for specific details on this.

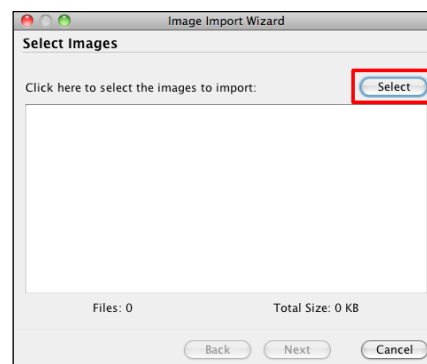
Also, you can restrict users so that they are not able to upload pictures into the book. This is done through the Account Administration webpage. Please see that section of the manual for directions on how to do this.

Please note that this is only for images that you will be providing yourself and you will not need to import any of the included artwork in this way. See *Importing Portrait Database* (p.10) to import the portrait images provided to you by your photographer.

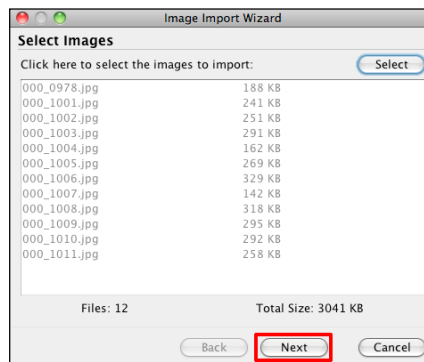
To import images, click on the **Import Images** button, or go to the **Images** menu and choose **Import Images**.



First, click on the **Select** button to select which images you would like to import. Once you have those images selected, click on **Import**.

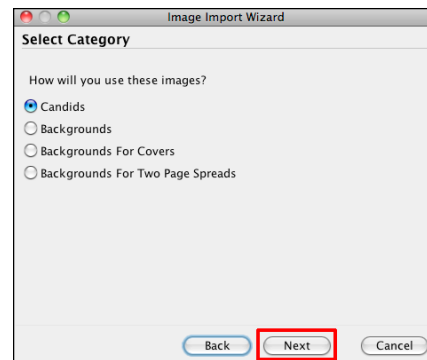


**\*TIP\*** You can import more than one image at a time in a number of ways. You may hold down the **CTRL** key when clicking on images to select more than one at a time. You may also hold down **SHIFT** to select a range, or press **CTRL+A** to select all items in a folder.



This will display a list of the images that you have just selected. If these are the images you wish to bring into your book, click on **Next**.

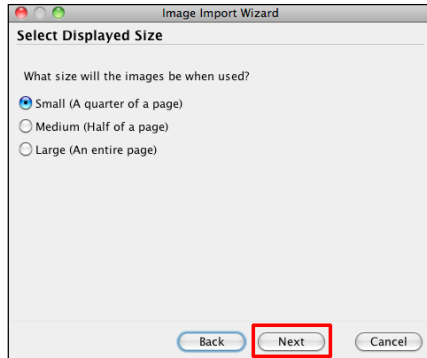
The next screen will ask you what type of images these are. Choose which type of image it is and press **Next**.



Now you will have to choose the display size of the image. Please note that this does not affect the way that your book will print in any way.

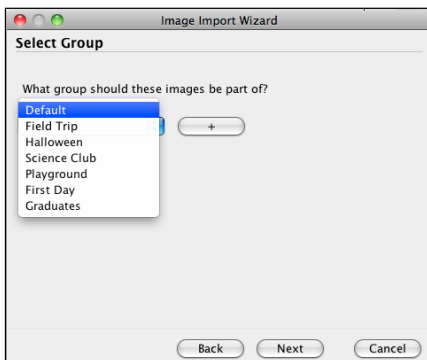
If you are importing images that are intended to be under a quarter of a page, choose **Small**, if it will be a half page, choose **Medium**, or a whole page, choose **Large**.

Please note that choosing smaller thumbnails will help STAGES perform faster. Thus, if you are on a lower-end machine or otherwise concerned about performance, choosing **Small** is the best option.

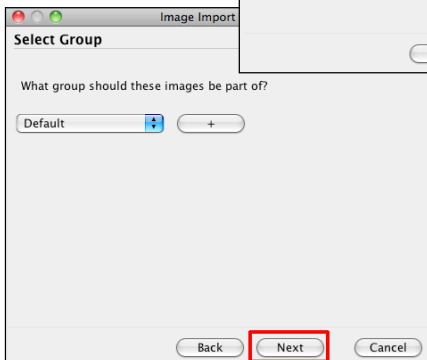


Once you have chosen the display size, press **Next**.

On the next screen, you will have to choose which image group to put the image into. You can see a list of all of the existing image groups in the dropdown menu.



If you wish to create a new image group, you can click on the button to create a new image group, into which you can import images immediately.

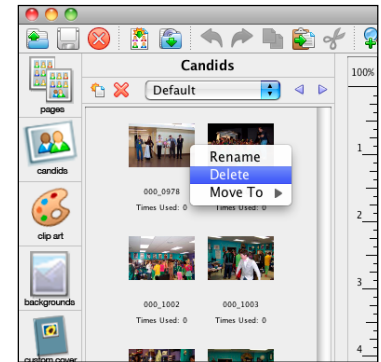


To complete the import process, press **Next**.

## Deleting an Image from Your Book

If you no longer wish to have an image in your book, you may right click on the thumbnail of that image on the left side of the program and choose **Delete**.

If the image that you are trying to delete is still on a page, STAGES will warn you that the image is already on a page. If you go ahead with deleting the image, it will be removed from whatever pages it was placed on as well as being removed from the book.



### **\*\*ONLINE ONLY\*\***

The ability to delete an image from your book is something that you can restrict on a per-user basis. If you do not wish to allow a user to do this, you may log in to the account administration webpage and turn off this ability for certain users. Please see the account administration section of the manual (p.6) for further instruction on this.

## Designing Your Cover

If you are doing a custom cover within the STAGES program, you may choose to use any of our cover backgrounds or import your own. The cover backgrounds are located in the **Cover** tab. Creating a custom cover may incur an additional cost; please contact your yearbook representative for more information.

You add this to the page in the same way that you add a page background. Additionally, you design the cover in the same way you design any page within your book. If you are doing a hard cover or Smyth sewn hard cover book of 80 pages or more, you have the option of placing spine text on your book. To do this, place a text box between the dotted lines at the center of the cover.

On a hard cover or Smyth sewn hard cover book, STAGES marks off where there will be an indentation as a result of the binding process.

Please be aware of this as you are creating your cover.

## Designing Your Pages

### **\*\*ONLINE ONLY\*\* User Permissions**

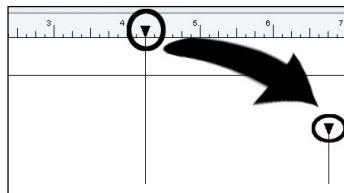
The yearbook advisor may restrict users from being able to edit pages through the account administration webpage. Users may be restricted from editing any or all pages as the advisor requires. Please see the account administration section of the manual (p.6) for detailed direction on how to accomplish this.

Users who are restricted from being able to edit a page will not be able to make any changes to the page, but they will be able to view the contents of it.

## Rulers

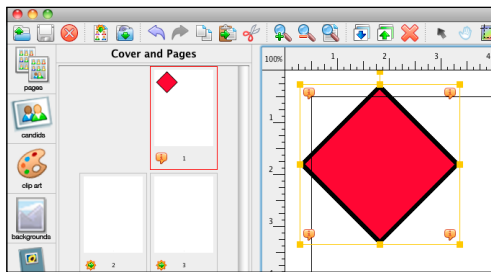
Ruler guidelines are available both horizontally and vertically to assist you in lining up the placement of objects in your book. To add a ruler, click anywhere in the ruler area that is around the top and left edges of your page.

To remove a ruler, click and drag the black arrow anywhere outside of the ruler itself.



## Crop Marks

STAGES shows you an 8.5" by 11" view of your pages with a solid black line a half-inch in from the edges of the page. Any items that goes over this solid black line may be cut off when the book is bound, however it will not necessarily be cut off. The book will be cut somewhere between the edge of the visible page and the solid black line. If you move an item outside of the page margin, you will be given an export warning in the bottom left-hand corner of the page.



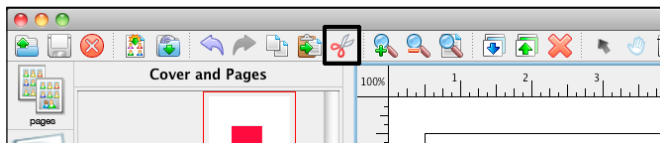
You may place your mouse over the symbol to see a list of the export errors for the page.

If items fall outside the solid black line on your screen, you will need to move them inside of that line to guarantee that the item is not cut off when the book is printed.

## Cut/Copy/Paste

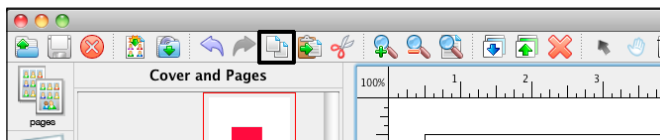
### Cut

To cut an object from your book, begin by clicking on the item that you wish to cut. This will put a green box around it. Then click on the **Cut** icon. This will delete the item from the page and place it in your clipboard to be pasted elsewhere.



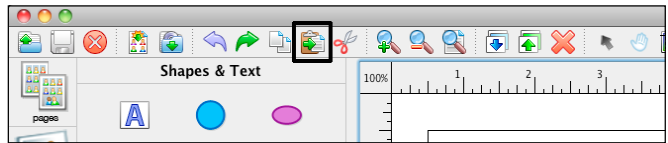
### Copy

To copy an object in your book, begin by clicking on the item that you wish to copy. This will put a green box around it. Then click on the **Copy** icon.



### Paste

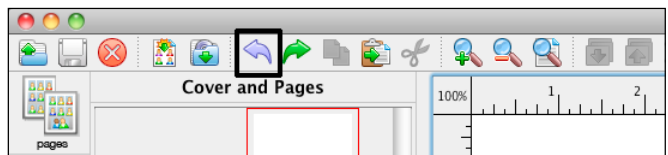
After either cutting or copying an item, go to the page where you want to paste the item and then click on the **Paste** icon.



**\*TIP\*** You may also use the standard keyboard shortcuts to perform Cut, Copy or Paste. To cut, hold down **CTRL** and press **X**. For copy, hold down **CTRL** and press **C**. For paste, hold down **CTRL** and press **V**.

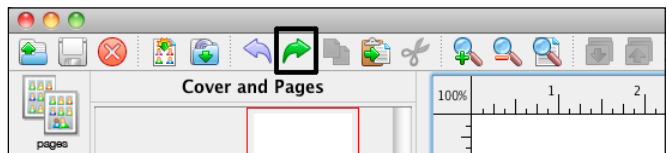
## Undo/Redo

**Undo** and **Redo** are both located under the **Edit** menu.



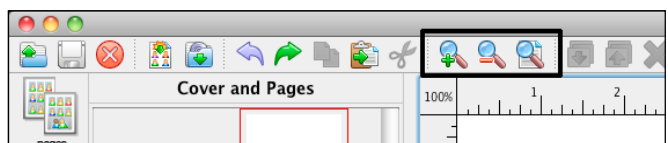
Clicking on **Undo** will undo the last action that you performed from whatever page you were working on. Please note that there are some actions that cannot be undone, such as deleting a portrait database.

Clicking on **Redo** will undo your last **Undo**. Use this option to cancel out the last **Undo**.



## Zooming

To zoom in or out on the pages, click on one of the three **Zoom** buttons.



You can use **Zoom In** and **Zoom Out** to get a more or less detailed view of individual sections of a page.

Using **Zoom to Fit** will automatically zoom to the largest dimension that allows the entire page to be seen on the screen at one time.

## **Adding Backgrounds/Borders to a Page**

To add a background or border to a page, begin by going to the page where you want to add the background or border. Then go to the **Background** tab on the left-hand side.

Choose the series from the dropdown menu at the top that contains the background you wish to add. Then drag and drop the background you wish to use on the page anywhere, in the same way that you would add a candid or clip art.

It does not matter where you drop the background as long as it is on the page somewhere.

Selecting another background automatically deletes the current background.

To remove a background from a page, go to the **Edit** menu and choose **Remove Background**. Or simply put a different background on the page.

## **Templates**

Templates enable you to quickly and easily create pages that have a consistent, professional look. To add a template to a page, go to the **Templates** tab on the left side. You then add a template to the page by dragging and dropping the template you wish to use onto the page as if it were a background.

Templates may be added to pages that are already in progress, or to a blank page. When a template is added to a page, STAGES will place a number of picture boxes and text boxes to allow you to place your own images and words onto the page.

If you do not wish to use some or all of a template, simply delete the picture or text boxes from the page. Items can be placed between picture boxes and picture boxes can be moved around the page.

## **Creating Custom Templates**

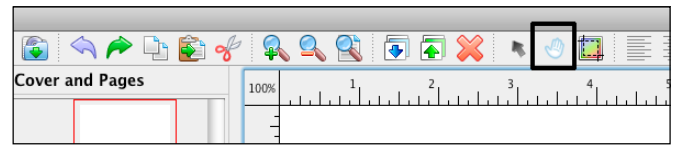
To save an already created page as a template, go to the File menu and choose **Save Page as Template**.

You will then have to choose which group you would like to save the template to, just as you have to choose when importing an image.

**\*TIP\*** You can create custom template groups just as you can for images that you import.

## **Hand Tool/Adjusting Position In Picture Box**

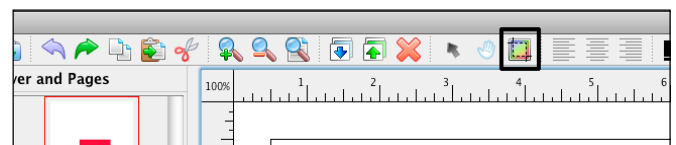
To adjust the positioning of an item within a picture box, click on the Hand tool.



This will allow you to drag the item around within the picture box, but will keep the outer edges of the picture box in place, changing only what is displayed on the screen.

## **Cropping**

To crop an image, click on the image that you wish to crop. This will place a green box around the image. Then click on the Crop Tool.



This will change the green box to blue. Use the boxes on the edge of the image to move the edges of the image inward according to how you want the image cropped. You can also drag the item around within the crop box to change what part of the image is cropped.

If you no longer wish to crop images, click on the Arrow tool to switch back into normal page editing mode.

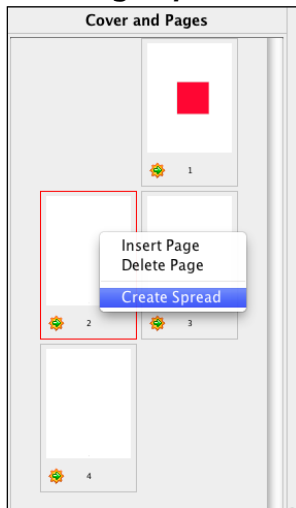
## **Two-Page View**

To assist you in getting a more detailed view of what your book will look like when printed, STAGES can be set up to view your book in Two-Page View. This will show you the two pages that will appear side by side when your book is printed.

To switch to this view, click on the **Two-Page View** button in the lower right-hand corner of the page.

To switch back to single page view, simply click the button immediately to the left of the **Two-Page View** button. Please note that this view simply has two separate pages opened side by side and is NOT a two-page spread. For instructions on how to create a two-page spread, please see the next section of the manual.

## Two-Page Spreads



A two-page spread enables you to design two pages together as one large page. Doing a two-page spread involves linking two pages together. To do this, right-click on one of the pages and choose **Create Spread**.

This will link the two pages together and automatically make STAGES display both pages side by side. From here, you can place a single 11x17 image across both pages, if it is imported as a two-page background, or you can design a collage page as well.

Please note that if you are doing a soft perfect-bound or hard cover, there will be a small area in the center, as noted by dotted lines, that will be bound into the center of the book and may not be visible when printed. Please bear this in mind when designing a two-page spread with those binding types.

## Text Boxes

To place a text box, go to the **Shapes and Text** tab on the left-hand side and drag the icon that says **Text** onto the page and drop it in order to place the text box.

Double-click on the text box in order to change the text.

In order to change the font, font size, text color or alignment of the text box, use the **Text Color**, **Font Size**, or **Alignment** icons. You do NOT need to highlight text in order to change these properties. The properties apply to all text in the box automatically.

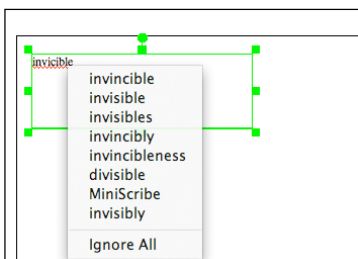
Please note that the **Font Type** is set for the entire text box. If you wish to have text in a different font, you will need to use a second text box.

**Text Color** is available for text 14 points or greater. Text less than 14 points will only be available in black or white.

## Spell Checking

A spell checker is built in to STAGES and is indicated by a red jagged line appearing underneath any words that are not in the dictionary.

In order to receive suggestions concerning how the word should be spelled, right-click on the underlined word.



From here, you may either choose a word from the list to replace the word or continue with the misspelled word if you are sure that it is actually correct (e.g., if it is a place name or proper name).

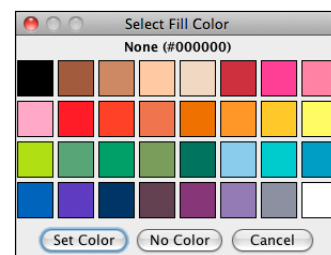
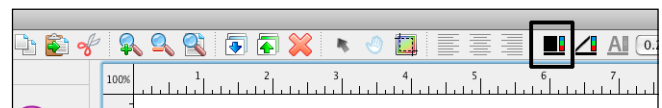
The red lines informing you that you have a misspelled word will only appear when you are in the text box. To see if a given text box has words misspelled, you will need to double-click on the text box in order to edit it.

## Drawing Shapes

To add shapes to your page, go to the **Shapes and Text** tab on the left-hand side.

Click and drag the shape from its location on the left to where you want it on the page.

To set the color of the shape, click on the **Fill Color** button.



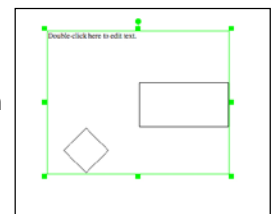
Then click on the color that you want the shape to be and choose **Set Color**.

From here, you can move, size, and rotate the shape as you see fit. See *Item Properties* below.

## Group Operations

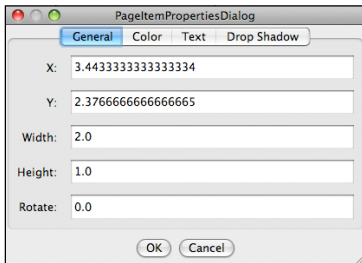
STAGES enables you to do any of the operations you can do to a single item to multiple items at once. To select multiple items, simply draw a box around the items you wish to select.

You may then perform any operation on all of the items at once rather than having to do each item separately.



## Item Properties

Within STAGES you are able to manually edit any property of an item on your page. To do this, right-click on any item that is on your page. This will pull up the **Page Item Properties Dialog**.



From here, you will be able to enter a specific value for the X or Y axis in inches, which allows you to place any item at an exact position on the page. For example, if you have an image that you want to place at

the same spot on a number of pages, you could use this to exactly place the image at 1 inch in by 2 inches down.

You may also specify an image size. Size of the image is measured in inches as well. This can be used along with **Group Operations** to make a number of images exactly the same size all at once. It may be used individually as well to size an image to exact specifications.

It is also possible to rotate images to a specific degree. This is useful if you want to rotate an image 90 or 180 degrees. It is also useful to combine with **Group Operations** to make a number of images all rotate to the same degree.

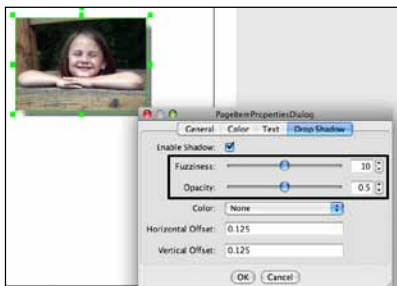
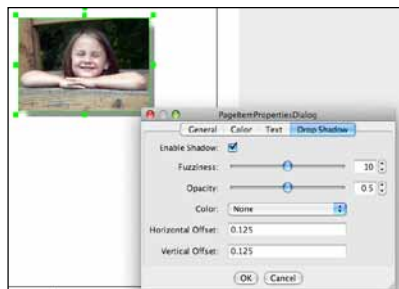
Under the **Color** tab, you may also add borders to images or set the color of a drawing shape.

The **Text** tab allows you to specify any of the properties of a text box.

## Drop Shadow

To add a drop shadow to an image, right-click on the image you wish to place a drop shadow on, go to the **Drop Shadow** tab, and choose **Enable Shadow**.

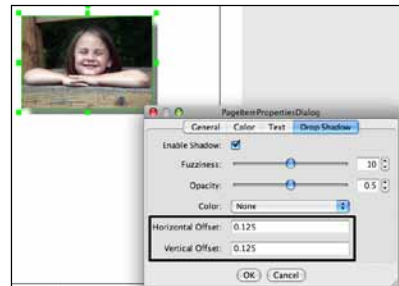
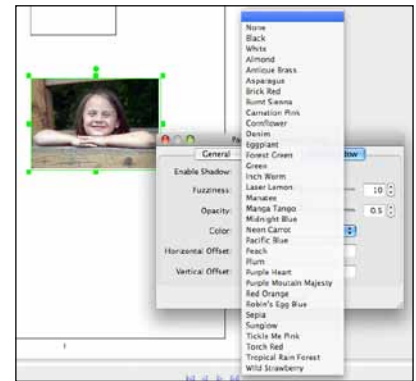
From here, you will be able to adjust the fuzziness, opacity, color and offset of the drop shadow.



Once the drop shadow has been enabled, you may adjust the fuzziness and opacity by moving their slider bars.

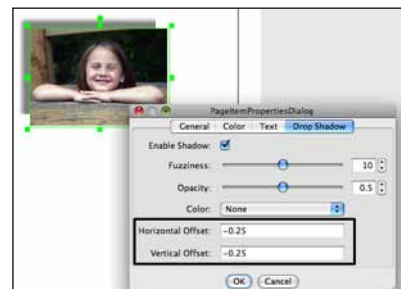
The color of the drop shadow is adjusted through the dropdown.

Please note that the opacity option will affect how the color appears by making it either lighter or darker.



The horizontal and vertical offsets are adjusted in inches and may be set up to one inch away from the object.

**\*TIP\*** To add a drop shadow on the other side of the image, use a negative value for horizontal and vertical. For example:



Please note that you cannot use **Undo** to revert changes made to drop shadow positioning. If you wish to move the drop shadow back to where it was, you will need to go back in to the **Page Item Properties** dialog by right-clicking on the image, and make the change manually.

## Cropping to a Shape

Before starting the crop, you will want to crop out any extra space that is on the image to ensure that what you want is displayed within the newly cropped image.

To crop an image into a specific shape, click on the image so there is a green box around it, and then press the **Crop** Tool in the same way as if you were cropping the image's display area.

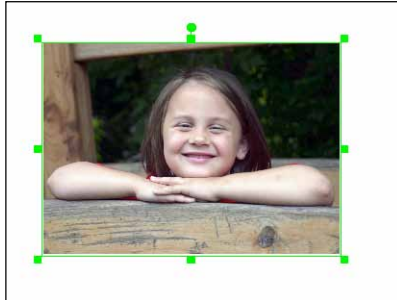
This will turn the border of the image blue to indicate clearly which item is being cropped. Then go to the **Drawing** tab on the left-hand side.

Drag and drop the shape you want the picture to be inside of the blue outline. If you no longer wish to crop images, click on the Arrow tool to leave Crop.

\*TIP\* This can also be done in the same manner with portrait flows. For example, to crop portraits into and oval shape, click on the portrait flow so there is a green box around the entire flow. Press the **Crop** button; the **Drawing** tab; drag and drop the oval shape.

### Resizing Objects

To resize an object, begin by clicking on the item, which will place a green box around the image. Then, click and hold on the green squares at the edge of the image and move your mouse to resize the image.

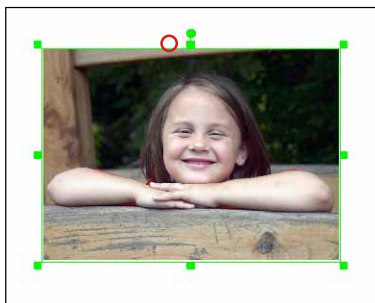


Please note that on candids, clip art, squares, diamonds, and circles, the proportions will be constrained so that the image will not become distorted. Practically speaking, this means that you will not be able to increase or decrease the height without doing the same to the width, and vice versa.

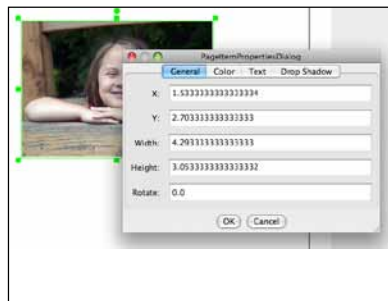
\*TIP\* Pay attention to the resolution of the image if you are increasing the size of the image. Reducing the resolution of an image too far can lead to poor quality images when printed. The resolution of the image is always displayed at the bottom of the screen after you click on the image. If an image drops below 200 DPI, you will want to either make the image smaller on your screen to increase its DPI, or request a higher resolution image.

### Rotating a Picture

Begin by clicking on the picture you wish to rotate. This will put a green box around the picture. Then click and hold on the **Rotate Wheel** and move the mouse to rotate the image.



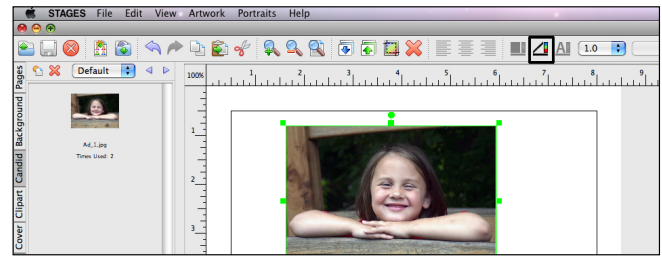
If you wish to rotate an item by a specific degree, you may do this by right-clicking on the item. This will bring up the Page Item Properties dialog. From here, you may enter a specific degree in the **Rotate** box.



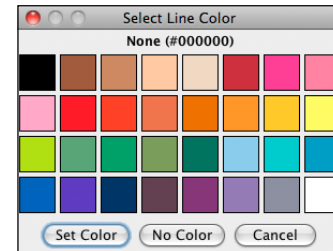
### Adding a Frame

Begin by clicking on the picture to which you wish to add a frame. This will place a green box around the image.

Then click on the **Line Color** button.



This will bring up a window where you can choose the color. Click on the color you want the frame to be and press **Set Color**.



After you have specified a color, you may change the size of the frame around the picture. You do this by choosing a different number from the **Line Size** dropdown box. You may also add a frame to an image by right-clicking on the image and going to the **Color** tab. Here you may specify **Line Color** and **Line Size**.

\*TIP\* Note that the frame begins from the edge of the image and goes inwards. So if you are also cropping your image, be sure to leave space around the edge of the image for the frame size that you want.

### Nudging

When moving an object, it can be difficult to get it placed exactly where you want it using just the mouse. If you need to move an object by a small increment, you can use the arrow keys on your keyboard to move it slightly in whatever direction you wish. This is called Nudging and is useful for fine-tuning object placement on your page.

### Selecting Items through the Tab Key

If you wish to select an item on your page but cannot visually locate it, or if you wish to cycle through all of the items on your page, you may do so by pressing the **Tab** key on your keyboard. Every time you press the Tab key it will select the next item on the page, allowing you to go through every item.

This will be useful in selecting an item on your page that is completely behind some images or has fallen behind a portrait flow.

### Changing Layout Order

All items that you place on a page are layered one on top of another in the order that they are placed on the page. In order to change which items appear on top of one another, you will need to change their layer order through the use of the

**Move Forward** and **Move Backward** buttons. Take this set of images, for example:

If you wish to move the selected item to the back, you would use the **Move Backwards** button.

By clicking the button multiple times, the image moves to the back of the other images that it is stacked with.



The **Move Forward** button can be used to bring an image forward. Please note that portrait flows are always going to be the top layer. Items that are placed on top of portraits will be sent behind the portrait flow when the book is closed. Also, backgrounds are always the back layer. As a result of this, it is not possible to move anything behind the backgrounds.



**\*TIP\*** Portrait blocks are always the top layer on any given page. If an item is moved on top of a portrait, STAGES will move the portrait block back on top.

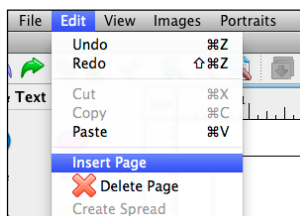
## Page Operations

### **\*\*ONLINE ONLY\*\***

Performing any of the page operations (adding, moving, or deleting a page) requires that no more than one user is logged in to the book. This is because these operations could potentially change any page at any time, thus, no one else may have a lock on a page when someone is attempting to add, move, or delete a page.

### Adding a Page

To add a page, select the page immediately before where you want to insert the new page. Then go to the **Edit** menu and choose **Insert Page**. This will place a new, blank page immediately after the page that you are currently on.



### Deleting a Page

To delete a page, go to the page that you wish to delete, then go to the **Edit** menu and choose **Delete Page**. Multiple pages may be deleted at one time. To do this, begin by selecting more than one page by holding down the CTRL key and clicking on the pages that you wish to delete. You

may also use the Shift key to select a range of pages to delete.

**\*TIP\*** Please be careful which pages you delete because deleted pages cannot be restored.

Please remember that this will delete the entire page from the book, not just what is on that page.

**\*TIP\*** When you delete a page, STAGES will automatically renumber all of the pages. For example, if you delete page 4, then pages from 5 until the end of the book will have their page number decreased by one. Thus, the old page 5 becomes the new page 4, the old page 6 becomes the new page 5, and so forth. Pages 1 through 3 will remain the same

### Moving a Page

To move a page, click and hold on the page in the **Pages Panel**, drag the page and place it on the page in the desired new location. Drop the page you are moving on top of another page, not in between. This will simply move the page you are dropping it on back one page in the book. This will not delete any pages. You may also move pages by right-clicking on the page and choosing **Move**. This method requires the pages to be moved to either the first page, last page or a specific page.

Pages may be moved in groups. To do this, select more than one page by holding down the CTRL key and clicking on the pages you wish to move. You may also use the Shift key to select a range of pages to move. From there, simply drag the pages to the location you would like them to be and drop them.

**\*TIP\*** If you move a page that has portrait flows with the names appearing on the sides of the images, please note that the names will always appear opposite the binding edge for visibility reasons. Thus, if you move an odd-numbered page to an even-numbered page, or vice versa, the names will shift from one side of the portraits to the other. On odd-numbered pages, the names will always appear to the right of the portraits and on even-numbered pages, the names will always appear to the left of the portraits.

**\*TIP\*** If you wish to see more pages to make it easier to move a page from one part of the book to another, you may make the area where you view pages bigger or smaller simply by clicking and holding on the area between the page view and where the selected page is displayed, and dragging it in or out.

### Snap-to Grid

In order to enable you to quickly line up objects on your page, STAGES has an optional **Snap-to Grid** to assist in setting up pages. The Snap-to Grid will force all the pictures you place on a page to align themselves to a grid. This will enable you to line up images across a page at an even level.

To enable the **Snap-to Grid**, go to the **View** menu and choose **Show Snap-to Grid**.

To hide the **Snap-to Grid**, go to the same location, which will now read **Hide Snap-to Grid**.

### **\*\*DESKTOP ONLY\*\* Merging**

To merge books together, open your Master book, go to the **File** menu, and choose **Merge**.

Then select your Satellite book and press **Open**. STAGES will merge your two books together. This will append all of the pages from your Satellite book to the end of your Master book.

**\*TIP\*** STAGES will merge everything from your Satellite book into your Master book. This includes both used and unused images. For best performance, before doing the steps above, open your Satellite book and go to the **File** menu and choose **Delete Unused Images**. Then save and close your Satellite book and do the steps above.

**\*TIP\*** When you merge two books together, STAGES will merge blank pages as well. If you do not wish to have blank pages merge, delete them from the Satellite book before merging the books together.

## Edit Book Properties

When your book was set up, a number of things such as number of pages, page size, portrait font, portrait font size, portrait sorting, and whether you are doing a custom cover within STAGES were chosen. Understandably, these items can and do change during the course of creating your book. If you ever need to change any of these, you may do so by going to **File** and choosing **Edit Book Properties**.

This will bring up a window where you can adjust the portrait font, the portrait font size, portrait sorting, and whether you are doing a custom cover.

When changing any properties of your book, you should be aware that altering these may change your cost per book and may change your book's delivery date as well. If you have any questions about this, please contact your Anderson's consultant.

### **\*\*ONLINE ONLY\*\***

Editing the properties of your book requires that no more than one person be logged in to the book. This is because the changes made there could potentially affect any page in the book; thus, no one else can be in the book when the book properties are being edited.

**\*TIP\*** If you adjust the portrait font or portrait font size, please be sure to proof your portraits to verify that you are happy with the changes. Changing the font or font size can and will adjust the sizing of the names and it is important that you review each page to make sure that you have the look you are trying to achieve.

## Printing, Proofing, and Exporting Your Book

### **Printing Your Book to Review**

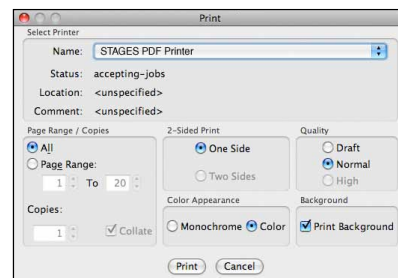
It is very important that you proof your book carefully before submitting it for publishing. Printing your book for review places a hard copy of the book in your hands and can be very helpful for finding errors that you may have missed on

your screen. Additionally, get as many people as possible involved in the proofing process. More eyes looking at the book means more mistakes get corrected. Have the teachers proof the pages that contain their students. They are the ones most likely to notice if a child is missing or if there is a child who does not belong in their class.

Printing the book is also a valuable way to show others the results of your work.

To print a hard copy of your book, go to **File** and choose **Print**. This will pull up a window where

you will be allowed to choose which printer you wish to use, as well as the number of copies and the page range to be printed.

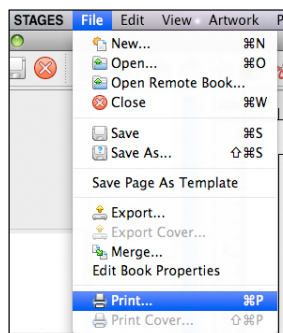


Because of the differences between your lab-printed photos, your color printed proof, RGB monitors and the printing process, you may experience reasonable variation in color between your photos, proof, or monitor and your final printed yearbook. This variation is normal and considered acceptable in the printing industry.

Hard copies printed from the STAGES program are low-resolution, and should not be used to determine the printability of the images used in your book or for the accuracy of the color. The STAGES program warns users if the resolution of any image is too low for our standards. If the book is submitted containing low-resolution images, the publisher will not be held responsible for their quality.

### **Generating a PDF of Your Book**

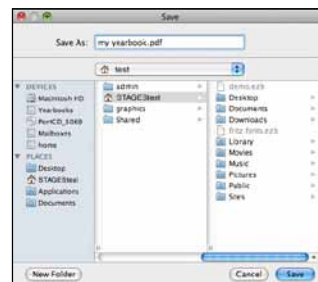
STAGES can generate a low-res PDF of your book. This file is a very accurate representation of what your book will look like when it is printed, except that the version that you generate will be much lower resolution and watermarked.



This can be useful for allowing people to review the book without having to print the book out. The PDF can be e-mailed or burned to a disc to allow anyone to see what the book will look like without having to have STAGES installed or print a physical copy. To do this, go to the **File** menu and choose **Print**.

In the dropdown menu where you choose your printer, there is an option for the **STAGES PDF Printer**. Choose this, then the other options that you want and click **Print**.

STAGES will then ask you where you would like to save your book. Choose a location and press **Save**.



## Proofing and Exporting Your Book

### Overview of the Export Process

Overview of the Export Process

Exporting a book for publishing consists of printing a hard copy of your book to review during the export process, going through the export wizard and then either uploading your book or saving an EZX file to your computer for offline submission. The export wizard will guide you through all the necessary steps. During the process, if you find any errors in your book, you may click the **Cancel** button to exit the process and continue editing your book.

If you have to cancel out of the export process for any reason, you will need to start it again from the beginning.

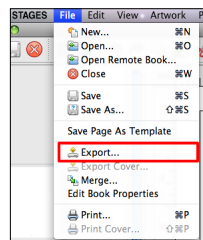
The exported copy of your book will have the extension of .ezx and is what your book will actually be printed from. During the exporting process, you will review a proof of your book on the screen. This proof is to verify placement of page items and to allow you to review export warnings. In the event a hard copy is submitted and there is a discrepancy between the hard copy and the proof you see on the screen, we will consider the proof you see on the screen as the correct version of the document. All adjustments to the digital file will be considered corrections and charged accordingly.

### Book Export

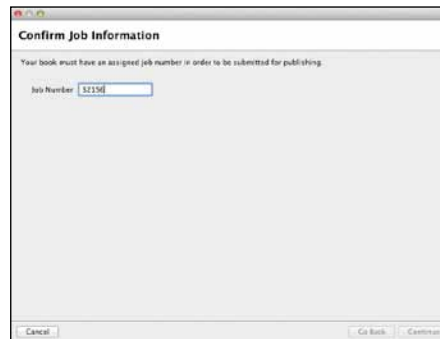
After you have completed your book, please print out a hard copy and carefully review it to ensure there are no errors or omissions. After corrections are made and your book is ready, the next step is to export your book for publishing. Exporting your book for publishing will assist you in uploading your book directly for publishing or generating an EZX file to be submitted offline.

Begin by ensuring your finished book has a page count that is a multiple of four. Because of the way the book is printed, your finished book will have to be in this format. STAGES will not allow an export unless it is. After you have verified this, please save your book.

To export your book, go to the **File** menu and choose **Export**. This will open the export wizard. STAGES will then gather information about your book to be used during the export process. While this is ongoing, you will see the screen below.



Once that process is complete, you will be prompted to enter your job number if you did not use an activation code to set up your book. If you used an activation code to set up your book, you will not see this screen.

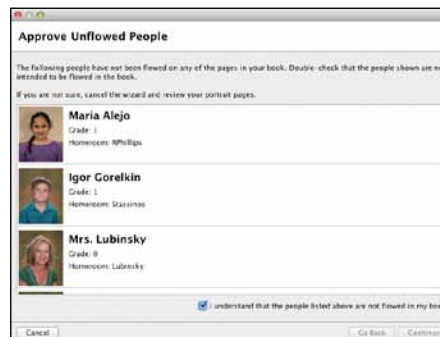


Your job number is given to you by Anderson's. Please contact Anderson's if you are being asked for a job number and do not know what it is. Please enter your job number here and press **Continue**.

Next, you will be presented with your book and cover set up information. Please verify that it is correct. If the information is not correct, you will need to cancel out of the export process and correct the information. Once you have determined that it is correct, check the box saying "The settings of my book and cover are correct" and press **Continue**.

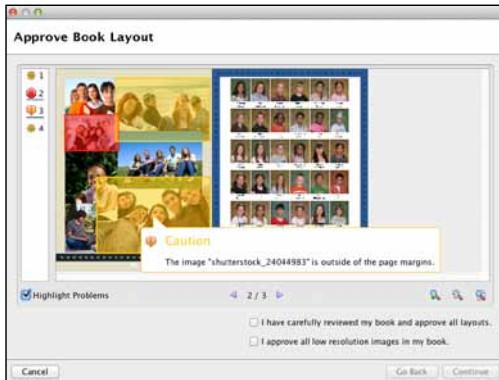


The next screen will display a list of all people who are in your portrait database but have not been flowed onto a page.



If you believe that any of these people should be flowed, you will need to cancel out of the export process and verify that they are on the page that they are supposed to be on. Once you have verified that these people are not supposed to be flowed, please check the box that says "I understand that the people listed above are not flowed in my book" and press **Continue**.

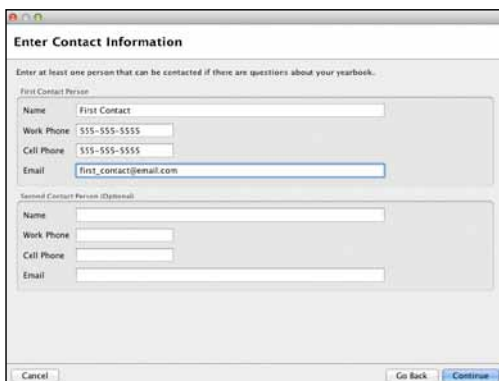
Next, you will be presented with an electronic proof of your book. This proof demonstrates any export warnings that may be on any pages and also serves as a final check that the layout and placement of page items is correct. Please review any export warnings and proof the book a final time. This is your last opportunity to catch any changes that need to be made before the book is submitted for publishing.



After approving your proof, you will need to specify your method of payment. Choose an option and press **Continue**.

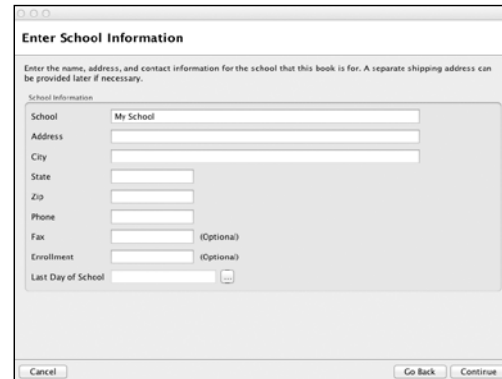


Once you have checked all of the export warnings and looked over all of the pages, check the box that says "I have carefully reviewed my book and approve all layouts" to signify that the page designs are what you want and check the box that says "I approve all low resolution images in my book" to signify that you are aware that any images which are giving the export warning about being low resolution are approved to print as-is. Once you have checked those two boxes, press **Continue**.

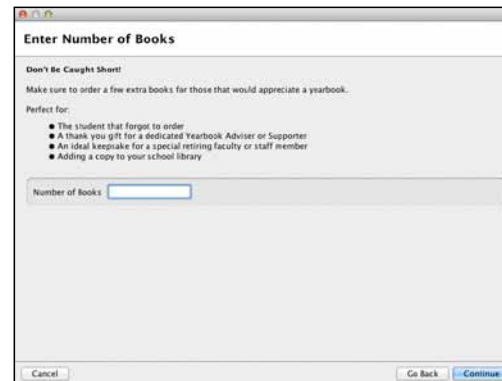


Next, you will need to enter contact information should there be any questions about your book submission. Fill in both the first and second contact persons and then press **Continue**.

Next, you will need to enter the information for your school. Please fill this out completely. Note that the address here is not necessarily the address where the books will be shipped. You will be able to enter a different shipping address later if you wish. When you are finished filling this out, press **Continue**.



Now, you will need to enter in the number of books that you are ordering. Please enter in that number and press **Continue**.



On the next screen, choose whether or not you wish to receive a proof and press **Continue**.



If you choose to receive a proof, you will be prompted to enter an address before you can press **Continue**.

On the next screen, you will be asked to enter a shipping address for your books. You may choose to ship them to the school, whose address you entered on a previous screen or you may choose to ship them to a different address.

If you choose to ship them to a different address, you will be prompted to enter the address.

Next, you will be asked whether you want personalization. Choose which personalization option you wish and press **Continue**.

On the next screen, you will be asked if you want a year in review section into your book. Choose which options you want and press **Continue**.

Next, you will be given the opportunity to enter any special instructions for your book. These instructions are any directions you wish to give about your book submission not covered at any point during the export process. Please enter any special instructions you may have and press **Continue**.

On the next screen, you will need to agree to the terms and conditions and then fill in your name and title. Once you have done that, press **Continue**.

The screen that appears next depends on whether you are doing an STAGES Online book or an STAGES Desktop book. Please see the appropriate section to finish your book export.

## STAGES DESKTOP:

You may now choose to submit your book online directly or you may choose to save the files to your computer to be submitted on a CD, DVD, or Flash Drive. Choose which option you want and press **Continue**.



### Desktop Offline:

If you choose to submit your book on a CD, DVD, or Flash Drive, you will first be asked about whether you want the media back. Choose the appropriate option and press **Continue**.

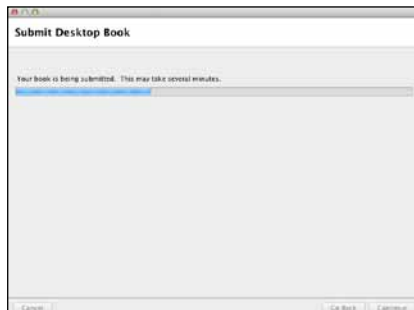


Once you choose this, STAGES will begin creating your export file. This export file will have the extension of .EZX and that one file is all that you will need to submit. The file will be saved in the same location as your book. Please place this file on a CD, DVD, or Flash Drive and submit it offline.

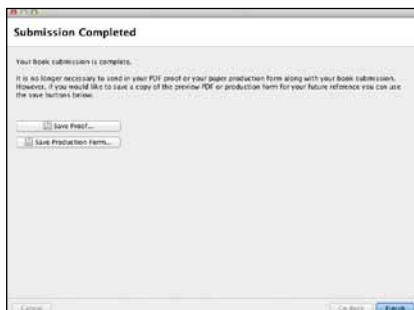


### Desktop Online:

If you choose to submit your book directly by uploading it, you will see a progress bar as your book is being uploaded.



You will be notified when the upload is successful.



## STAGES ONLINE EXPORT:

The book submission process is now completed. You will receive this screen to confirm that the submission was successful.



## Helpful Tips

**Portrait names** can be difficult to read on darker backgrounds. You might want to consider choosing a border or lighter background. You may also try making the portrait text white when using a darker background.

When **importing candid images**, you should select the group that they are going to be placed into before starting the import. Once the import has begun, you won't be able to change the tab that the photos have been placed into. You can move them later, but selecting the right one from the start saves time.

Keep all images and text within the **black margin lines** on the computer screen to avoid having items cut off. The black margin line around the page is a boundary, and only the background should go beyond it.

**Do not use copyrighted materials** in your book. These include product logos, photographs from magazines, photos downloaded from the Internet, movie posters/DVD covers, CD covers, professional sports logos, etc.

**Proof your PDF** file before submitting your book. The publisher will go by this if there is something in question when the book is processed.

## Troubleshooting/FAQ

### Cover Setup

#### May we print on the back cover?

Only if you are creating a custom cover. Custom cover pricing includes printing on both the back and front covers.

### Formatting Your Images

#### Should my images be in RGB or CMYK color mode?

Only RGB images can be imported into the STAGES program. Grayscale images should be converted to RGB as well.

#### Which file format should we use to save our images?

STAGES accepts JPEG, TIFF, and PNG files only. JPEG files are recommended for candid photos because of the much smaller file size when compared with TIFF files. PNG files are recommended for clip art because PNG files can have a transparent background.

#### At what resolution should I have my images?

Every image should be 300 DPI at the actual size the image will appear in your book. Scanned pictures should also be scanned at 300 DPI at the actual size the image will appear in your book. When ordering a photo CD from your photographer you should request a high resolution CD.

#### How do I know if my images are high resolution?

STAGES keeps track of the resolution of every image that has been placed on a page. When you click on an image within STAGES, the resolution is displayed at the bottom of the screen.

#### Can I open images in Photoshop and change the resolution to 300 DPI?

Your images will still be blurry even if you force them into a higher resolution. You cannot add quality back in to an image where no quality existed previously.

#### My image is only 72 DPI but it is very large (40 inches by 30 inches); will this image be okay?

Certain digital cameras take images at 72 DPI but make them extremely large to retain quality. An image that is 72 DPI at 40 inches by 30 inches has an actual size of 2880 pixels by 2160 pixels. This means that this image could be as large as 9.6 by 7.2 inches and still be 300 DPI since  $2880 / 300 = 9.6$  and  $2160 / 300 = 7.2$ .

#### How should my images be named?

You can name your images in any way that you see fit. STAGES will automatically rename any images that it needs to. There is no reason for you to rename your images for STAGES.

#### May we import images from a digital camera?

Yes. You should have your camera set to between two and four megapixels so that images are the appropriate resolution.

#### How will we know if our images are linked correctly?

You will not need to worry about linking images in STAGES. The program automatically stores a copy of your image within your book when you initially import it.

#### May we include a two-page spread in our book? How should we submit it? What size works best?

Yes, a two-page spread can be done directly through the STAGES program. A digital 11 x 17-inch photo at 300 DPI provides the best results. A 10 x 8 or 14 x 11-inch photo will also work, but will not be proportional to the page size and will leave a 1/2-inch margin on the top and bottom of each page. When creating your image, be sure to leave space in the center for the gutter. To avoid empty space, make sure that you have ample space in the picture around the subject of your photograph that can be cropped out.

### Artwork

#### Does STAGES include artwork for me to use in my book?

Yes, STAGES includes a wide variety of backgrounds, borders, clip art, and autograph pages for use in STAGES. Use coordinated artwork from one of the artwork series or mix and match to suit your tastes. There are no usage limits on stock artwork in STAGES.

#### Can I import my own clip art into STAGES?

Yes, you can import any clip art so long as it is not copyright protected and meets our specifications: RGB color profile, high resolution, and JPEG, TIFF, or PNG file format. PNG files are allowed to have a transparent background, so you will be able to see the background on the page around the clip art. This makes them ideal for use as clip art. Custom clip art should be imported into the **Clip Art** tab and you can either make your own tab or use the standard **Default** tab.

### **May we use custom artwork?**

You may use custom artwork that follows our guidelines. Use caution when bringing in custom art. We cannot guarantee that custom art will reproduce through our image setters, nor can we assure faithful color reproduction. Not all art is suitable for printing processes, and not all art is legally available for reproduction if you are selling your books. If you choose to use custom art, you can import it from a CD or scan it and import it into STAGES as a candid image.

### **Can I place images to the edge of the page in a collage?**

It is not recommended to place any images outside the solid black line on the screen as these images may be cut off when your book is printed. If you are aware that any images placed outside the solid black line may be cropped and you are okay with these images being potentially cropped, please note on the production form that you realize cropping may occur. Do not place any text outside the margin lines.

### **Book Submission**

#### **What process do we follow to get our book printed?**

Complete the export process as detailed earlier (p.25-28) in the manual. This will provide all of the necessary information to the publisher. If you have any questions or concerns about whether your yearbook was received properly, please contact Anderson's Yearbooks.

#### **Do we get to see a proof of our book before it's printed?**

No. The PDF file you download and review will be used as the proof to check the final pages against. You should keep a copy for yourself of the digital files you submit for publishing. If you discover errors or changes you'd like to make after your book has been submitted, please call to see what can be done. Changes made after you submit your book will incur an additional charge and may delay your book. If you request a proof, you will be billed for the proof and your book will be delayed. It will be rescheduled to the next available date once your proof is returned. To avoid delays, please let Anderson's Yearbooks know if you will be requesting a proof when you sign up, so your book can be scheduled properly.

#### **When will our book ship?**

The STAGES plan is fast. In as few as twenty-four business days after you send in your files and they pass preflight, your books will be shipped. Allow up to five business days to receive your books.

### **\*\*ONLINE ONLY\*\***

#### **Problems Getting Started**

##### **I started the STAGES application but I don't see my pages.**

After you start STAGES, you will have to open your book. To do this, go to the **File** menu and choose **Open**. You will then be prompted for a username and password. If you do not have one, please contact your yearbook advisor. If you are the yearbook advisor and have not yet activated your account, please follow the instructions earlier in the manual on how to do this.

### **Flowing**

**The names on my portrait flows are not the way I want them** (example: Harold instead of Harry, names all in upper case, etc.) To fix this, you will have to go to the **Portraits** menu, choose **Edit Database**, and make the changes you wish to make. Any changes that you make under the **Edit Database** screen will automatically be reflected on the portrait flows. You will not need to reflow the portraits.

#### **I have two classes that are flowing together. How do I get them to flow separately?**

To get two classes to flow separately, you will have to go to the **Portraits** menu and choose **Edit Database**. In this box, you will have to change every student in one of the groups to be another value. For example, if there are two kindergarten classes that are flowing together, you might consider changing one class to "Kindergarten AM" and the other to "Kindergarten PM."

#### **I want to flow my portraits but the icon is not highlighted.**

First, make sure that you are not working on the cover. If you are not on the cover, the problem is that you do not have a database imported. If you import a database, you will then be able to flow portraits.

### **Working With Images**

#### **How do I delete candid from the book?**

To delete a candid from the book entirely, go to the tab on the left-hand side that contains the candid. Right-click on the candid and choose **Delete**.

#### **Is it okay if I use color images on my black and white book?**

Yes. When your book is submitted, any color images will be converted to black and white. Please bear in mind that dark backgrounds will show up darker when the book is printed in black and white, so you may want to consider using lighter backgrounds.

#### **How do I import multiple images at once?**

When selecting images, there are a few keyboard shortcuts to know that will allow you to import multiple images. First, by holding down the CTRL key, you can click on individual images to select them one at a time. By clicking on one image, then holding down the SHIFT key, you will select all items in the range between that image and the next that you click on. Finally, by pressing CTRL+A, you will select every item in the folder that you have open.

#### **I was given a picture that isn't in a format that STAGES supports (Microsoft Publisher file, Adobe PDF file, etc.). What do I do?**

You should contact the person who gave you the image and request a JPEG, PNG or TIFF file. STAGES will not import any files other than those.

**I need to select an item that's completely covered by another item (such as a portrait flow). What do I do?**

You can use the tab key on your keyboard to move between all the items on a page. If you are unable to select an item, simply press the tab key on your keyboard until the item you wish to select appears.

**Text**

**I'm trying to change the color of my text and it won't stay changed to the color I want.**

Because of limitations in the printing process, you will not be able to select any color other than black or white, for text that is less than fourteen points in size. You may have white text as small as eight points in size. If you try to change the text color when the size is too small, it will simply revert to black.

**I'm trying to use a special character, but when I click off of the text box, all I get is a square.**

Only certain special characters are compatible with STAGES. See the inside back cover for complete list.

**I have a document done in a word processing program (such as Microsoft Word); how do I get the text into STAGES?**

While STAGES cannot directly import text, you can use the copy/paste function in order to bring text in. To do this, open the file in whatever word processing program it was created in, highlight the text and press CTRL+C to copy the text. Then go to STAGES and insert a text box. Edit the text box so that there is nothing there but a blinking cursor and press CTRL+V to paste. You may have to increase the size of the text box in order to properly display all of the text. Also, any formatting such as size changes or bold/italics will be discarded.

**Printing**

**My printer stalls after X number of pages.**

This is caused because your printer is set to spool the entire document before printing but then the printer does not have enough memory to handle the entire file. This can be solved by printing ranges. If your printer prints the first 56 pages of an 88 page book, just print 1-55 and then 56-88, or 1-44 and then 45-88. This will ensure that the printer does not run out of memory when printing.

**Exporting**

**I'm getting "items outside the page margin" in the Verifying Page Layouts section.**

If you get this error, you need to go back through your pages on the screen and verify that you can see the solid black line around every page that is giving that error. If you can see the solid black line going around the entire page, you can safely disregard that error.

**Recommended Software**

**Adobe Photoshop Elements** – A 30-day free trial of this powerful image manipulation software may be found at [www.adobe.com](http://www.adobe.com).

**Clipart.com** – This site has a large collection of royalty-free clip art available for purchase.

**Copyrights and Your Yearbook**

**What is a copyright?**

Copyright is a form of protection provided by the laws of the United States and other countries to authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other creative works. This protection allows the creator exclusive rights to these works, and to determine who has the "right to copy" these works.

Anderson's Yearbooks reserves the right to refuse to print any material for which you are not the author and for which proof of permission to reproduce, or other satisfactory evidence of the right to produce such material, is not provided.

**How can I find out who owns a copyright?**

Some investigative work will be required. If the copyright owner is not listed outright on the work you wish to copy, you may need to directly contact the publisher of the work where you viewed the image to see if they know who the copyright owner would be. For Web pages, you may need to contact the webmaster of the site or the company that produced it. For books it is recommended to contact the publisher. Anderson's Yearbooks cannot provide copyright advice for you. It is your responsibility to do necessary due diligence and provide us this information.

In most cases it is easy to obtain permission from companies for logos and images by simply contacting them. Most professional clip art packages allow reproduction rights for the files you purchase. Other sources such as Getty Images ([www.gettyimages.com](http://www.gettyimages.com)), Landov ([www.landov.com](http://www.landov.com)) or other image providers have special rates for schools purchasing photos for reproduction in yearbooks. You may also search for "Public Domain" images, which have limited or no rights restrictions.

You should begin the search immediately if you know you have possible copyrighted images. Any delay after submission of your yearbook to obtain permission will delay your delivery!

**What do I need to provide to be able to use a copyrighted work?**

Anderson's Yearbooks may require a satisfactory letter of verification from the copyright owner which grants you permission to use their work in your yearbook. In the case of purchased clip art or images, simply include a copy of your License Agreement, which should specify your rights to reproduce the images in your yearbook. Your yearbook may be placed "on hold" until all copyright issues have been cleared.

**Can I quote poems or music lyrics?**

Poems and lyrics may also be protected by copyright. It is advisable to get the rights from the author or publisher before using it.

# Special Characters Available in STAGES

Hold the ALT key down and type the number on the numeric keypad  
(NOT the numbers across the top of your keyboard)

a acute	á	ALT	160	Spanish
e acute	é	ALT	130	Spanish & French
i acute	í	ALT	161	Spanish
o acute	ó	ALT	162	Spanish
u acute	ú	ALT	163	Spanish
A acute	Á	ALT	0193	Spanish
E acute	É	ALT	0201	Spanish & French
I acute	Í	ALT	0205	Spanish
O acute	Ó	ALT	0211	Spanish
U acute	Ú	ALT	0218	Spanish
u dieresis	ü	ALT	129	Spanish
U dieresis	Ü	ALT	154	Spanish
n tilde	ñ	ALT	164	Spanish
N tilde	Ñ	ALT	165	Spanish
question down	¿	ALT	168	Spanish
exclamation down	¡	ALT	173	Spanish

a grave	à	ALT	133	French
A grave	À	ALT	0192	French
a circumflex	â	ALT	131	French
A circumflex	Â	ALT	0194	French
a dieresis	ä	ALT	132	French
A dieresis	Ä	ALT	142	French
c cedilla	ç	ALT	135	French
C cedilla	Ç	ALT	128	French
e grave	è	ALT	138	French
E grave	È	ALT	0200	French
e circumflex	ê	ALT	136	French
E circumflex	Ê	ALT	0202	French
e dieresis	ë	ALT	137	French
E dieresis	Ë	ALT	0203	French
i circumflex	î	ALT	140	French
I circumflex	Î	ALT	0206	French
i dieresis	ï	ALT	139	French
I dieresis	Ï	ALT	0207	French
o circumflex	ô	ALT	147	French
O circumflex	Ô	ALT	0212	French
oe	œ	ALT	0156	French
OE	Œ	ALT	0140	French
u grave	ù	ALT	151	French
U grave	Ù	ALT	0217	French
u circumflex	û	ALT	150	French
U circumflex	Û	ALT	0219	French
u dieresis	ü	ALT	129	French
U dieresis	Ü	ALT	154	French
y dieresis	ÿ	ALT	0255	French
Y dieresis	Ÿ	ALT	0159	French
guillemot left	«	ALT	0171	French
guillemot right	»	ALT	0187	French
Euro	€	ALT	0128	European Currency