

How to Submit Your Completed Yearbook



Congratulations, it's time to submit your finished yearbook in YearbookEZ!

Follow these easy, step-by-step instructions to Submit and Approve your yearbook for printing.

1 In **YearbookEZ**, navigate to the *Yearbook Ladder* page.

Yearbook Ladder

Yearbook in Progress + New

Section Name	# Pages	# Numbers	Status	Actions
Perfect Bound Cover	1	-	In Progress	
Introduction	9	1-9	Reviewed	
8th Grade Portraits	8	10-17	In Progress	
Student Life Back to School	8	18-25	Complete	

4 Then repeat this process to "Mark All Reviewed."

The screenshot shows the yearbook ladder interface. At the top right, there are buttons for '+ New Section' and 'Submit'. Below these is a table with columns: '# Pages', '# Numbers', 'Status', and 'Actions'. The table lists several sections, with the first row highlighted. A green circle highlights the 'Mark Section Reviewed' and 'Mark All Reviewed' options in the Actions column of the first row. To the right, the 'Sections' panel shows a preview of the 'Perfect Bound Cover' section, which is marked as 'Complete'. Below it, the 'Introduction' section is marked as 'Reviewed'.

# Pages	# Numbers	Status	Actions
1	-	Complete	Mark Section Reviewed Mark All Reviewed
9	1-9	Reviewed	
8	10-17	Complete	
8	18-25	Complete	
2	26-27	Complete	
2	28-29	Complete	
1	30	Complete	
5	31-35	Complete	
6	36-41	Complete	

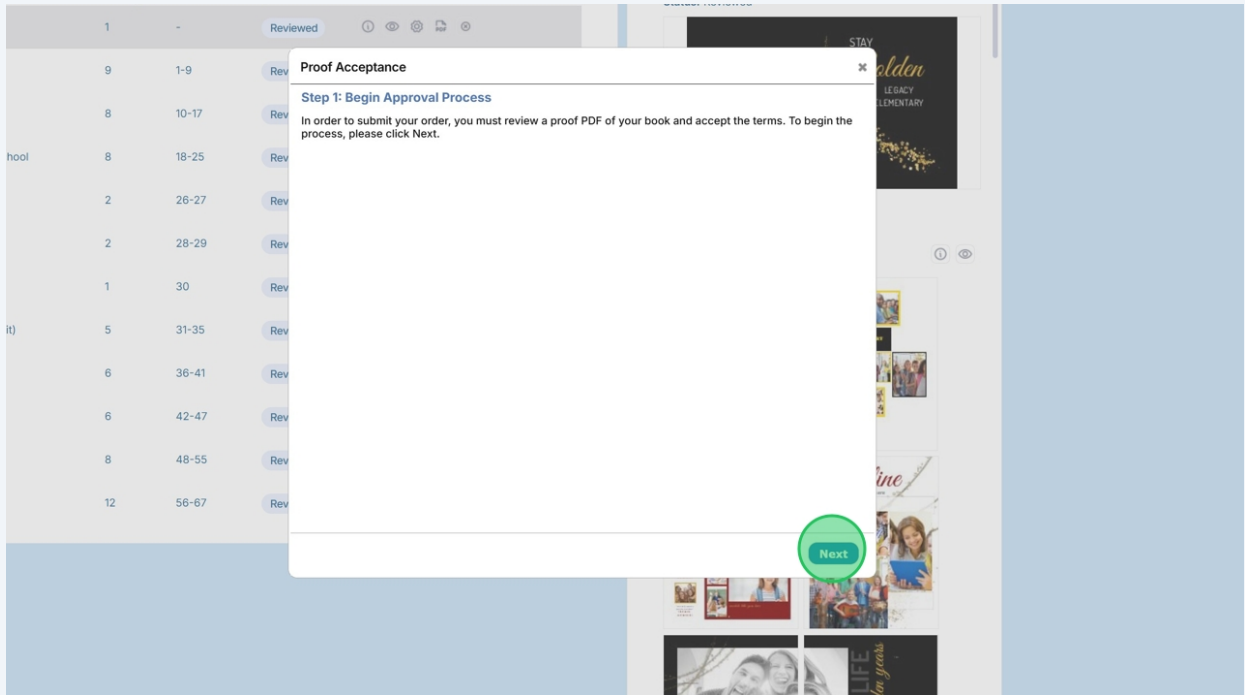
5 You are now ready to submit your book for print! Click *Submit* at the top right of the yearbook ladder.

The screenshot shows the yearbook ladder interface after all sections have been reviewed. At the top right, the 'Submit' button is highlighted with a green circle. The table below shows all sections marked as 'Reviewed'. The 'Sections' panel on the right shows the 'Perfect Bound Cover' section marked as 'Reviewed' and the 'Introduction' section also marked as 'Reviewed'.

Pages	# Numbers	Status	Actions
-		Reviewed	
1-9		Reviewed	
10-17		Reviewed	
18-25		Reviewed	
26-27		Reviewed	
28-29		Reviewed	

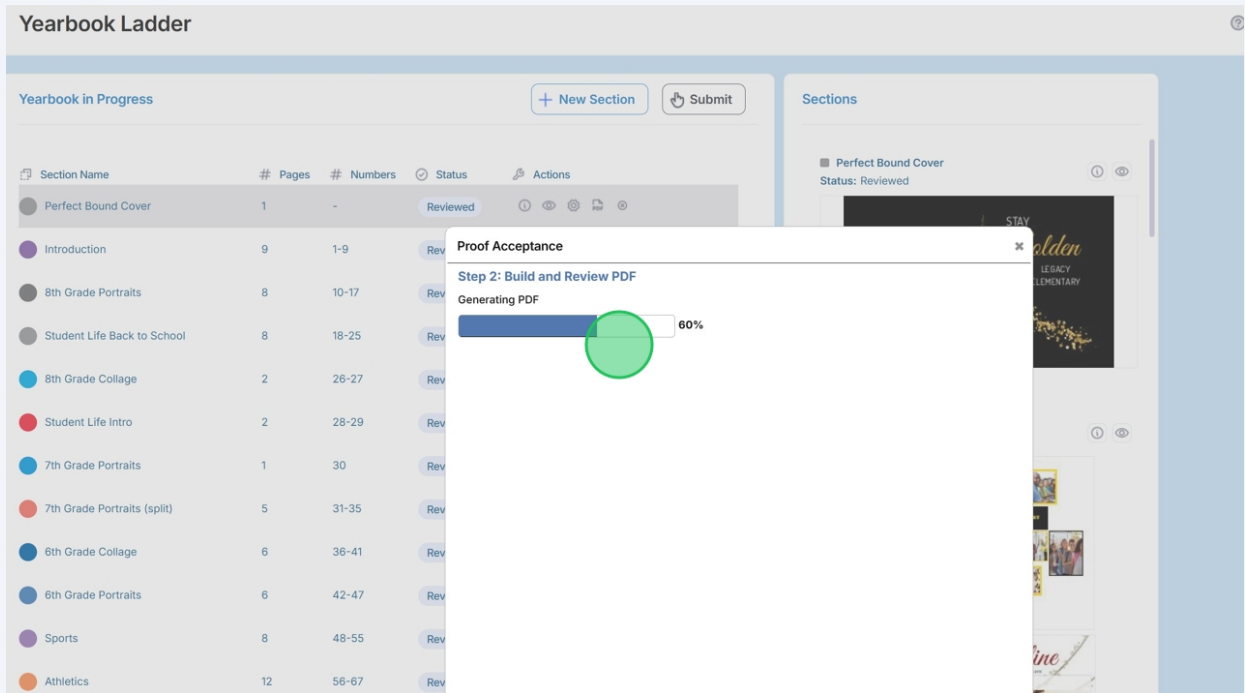
6

You will be prompted to generate a proof PDF, to review as part of the submission process. Click Next to generate the PDF.

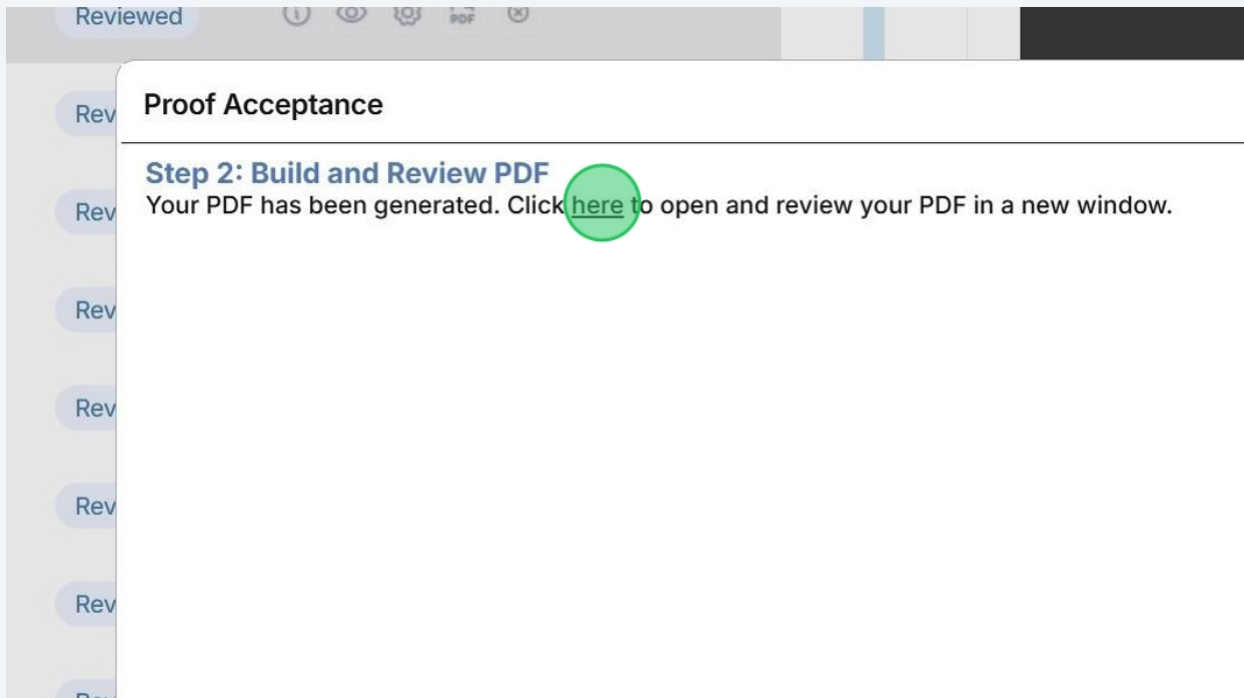


7

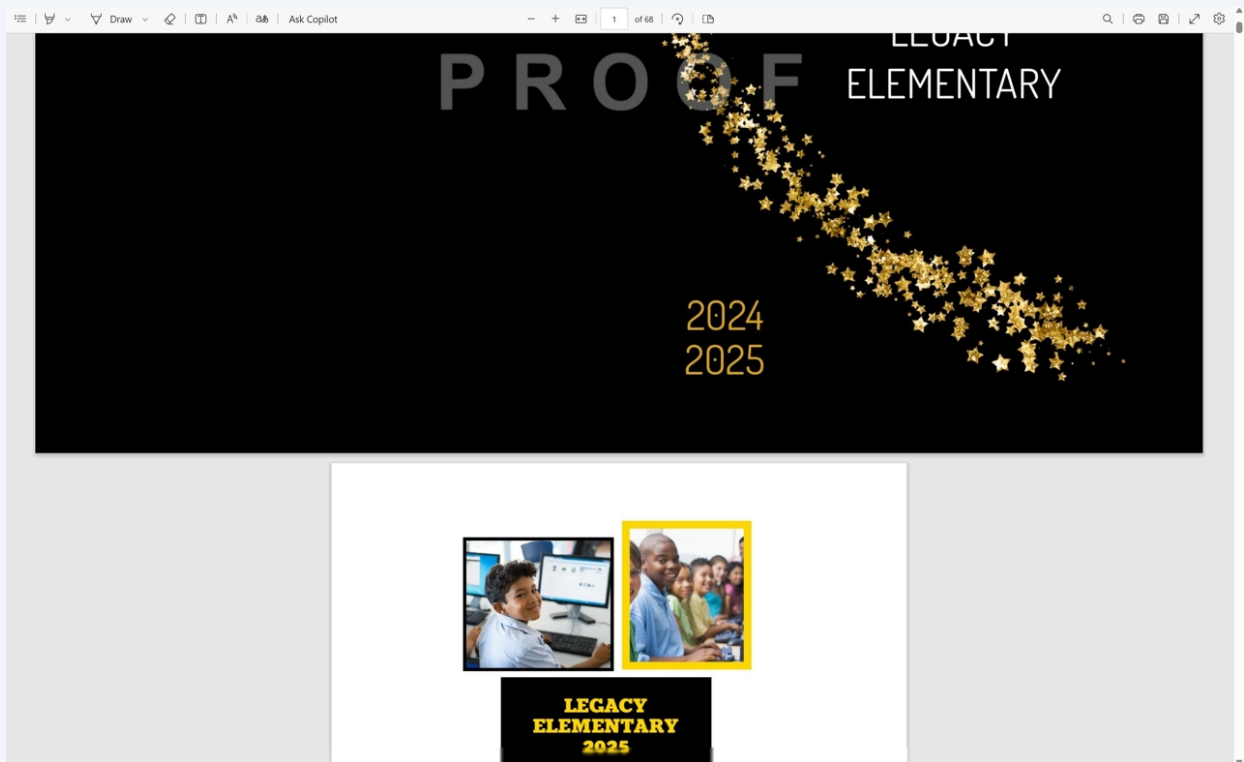
The PDF Proof may take just a few minutes...



8 When the PDF is ready, click the link to review it in a new window.



9 Scroll through your PDF Proof and carefully review every page one final time, beginning with the Cover.



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The *Proof Acceptance* dialog will list any *final warnings* and errors in your book, along with your expected *print quantity*.

Please review your PDF for the listed errors, and the other items on the final acceptance checklist.

Proof Acceptance



You have warnings and errors which have not been resolved in your book. The specific warnings and errors are:

- You have portrait photos which have not been used in the book. You can get more detail on the Activity tab.
- You have overlapping or clipped text warnings on page 10.
- You have portraits covered on page 10.
- You have blank pages on pages 36, 42, 43, 44, 45, 46 and 47.
- You have missing page numbers on pages 7 and 36.
- You do not have a multiple of 2 pages in your book. Blank pages will be added at the end.

Please make sure these are OK before accepting the proof.

The quantities for your book order are below. Please make sure that they are correct. If they are not, then do not accept the proof and contact your yearbook provider to make any changes.

100 Perfect Bound Cover

Terms

As the customer, you are solely responsible for final approval of this proof and for certifying its adequacy and accuracy. We are not responsible in any manner for any asserted printing or design

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Important! *If you need to make any changes or corrections before you submit the book, exit the proofing process now. Then, Reject any sections to make the necessary changes, and begin this process again.*

If you are ready to proceed with your final submission, click the checkbox to confirm, and then click Next to submit your book.

The screenshot shows a proofing interface with a table of contents on the left and a checklist in the center. The table of contents lists page ranges (30-41, 42-47, 48-55, 56-67) and 'Rev' buttons. The checklist includes:

- All students are included
- All classes are included
- Any/all 2-page spreads with a continuous image spanning both pages appear correctly
- All desired graphics and text elements have been included
- All elements of the electronic proof are accurate, correct and complete
- The cover page is the correct size for the number of pages in your book

Below the checklist, it states: "By approving this proof for production, you affirm the following:"

- You understand and agree to all of the above.
- You understand that what is shown in the proof is what will be printed and give the printer authorization to print this job in its final form in accordance with the electronic proof.

It also includes a disclaimer: "If you are not the school principal, your principal has provided you the authority to execute this agreement on his/her behalf."

A checkbox is checked with the text: "I have reviewed the PDF proof and accept the above terms."

At the bottom right, there are two buttons: "Previous" and "Next". The "Next" button is highlighted in green.

On the right side of the interface, there are preview images of book pages and a cover page titled "STUDENT LIFE the golden years".

12 Congratulations, your yearbook has been submitted!

The ladder has been locked to prevent any further changes. We'll take it from here -- and transmit your yearbook electronically for production, then delivery to your school!

Thank you for trusting us with this important lifelong treasure for your students. Please contact your Legacy Sales Rep with any questions.

