

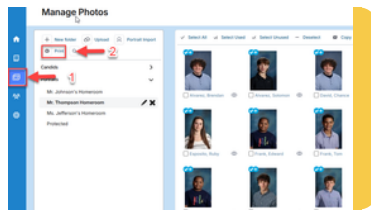
Portrait Directory Proofing

Your Safeguard for a Mistake-Free, Fully Represented Yearbook

STEP ONE

Locate Your Directory

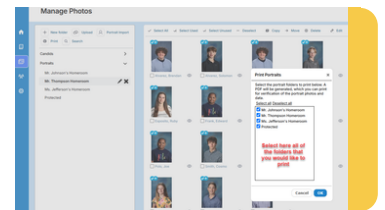
Click the portrait icon on the left toolbar and then click on the print option.



STEP TWO

Select Classes to Print

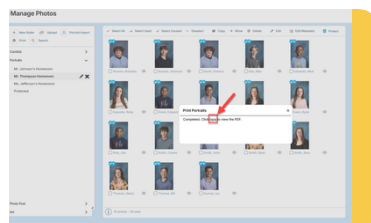
Check all of the portrait or class folders you would like to print and then select OK.



STEP THREE

Download PDF Proof

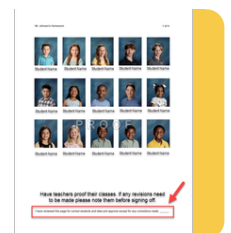
Click [HERE](#) to download the PDF of the portrait directory.



STEP FOUR

Print & Place in Office Mailboxes

Print the PDF and place each teacher's sheet in their mailbox.

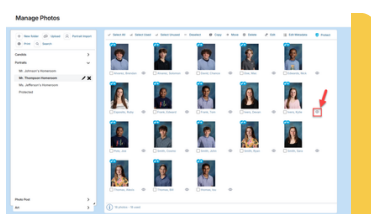


Steps 5 & 6 only apply if revisions need to be made

STEP FIVE

Editing Subject Fields

Click the eye icon of the subject that needs to be revised.



STEP SIX

Make Revisions

Make revisions from each teacher's sheets. Changes will save then flow automatically.

