

YEARBOOK CONNECT AT A GLANCE



Walsworth's Yearbook Connect allows you to submit and receive yearbook pages, images and other files all online and from one spot.

Log on to Yearbook Connect.

1. Go to **walsworthyearbooks.com**.
2. Click the **Login** link.
3. Enter your assigned **username** and **password**. For existing customers, usernames and passwords will remain the same. New customers and advisers will receive an email with their username and password. If you did not receive the email, call your customer service representative at 800.972.4968.
4. Click the **Yearbook Connect** button.

Send files to Walsworth

To begin submitting files to Walsworth, click the **Send Something to Walsworth** button. Choose the link matching your submission task: Pages, Cover Art, Endsheets Art, Page Proofs, Cover Proofs, Endsheets Proof, Portrait Editor File, Portrait CD or Missing Items.

Upload Portrait Editor or Portrait CD files

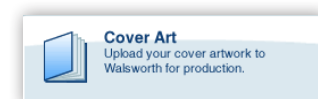
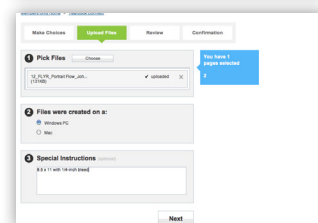
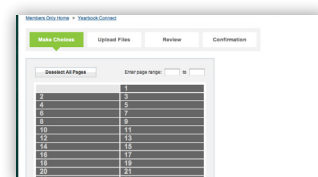
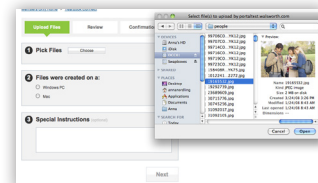
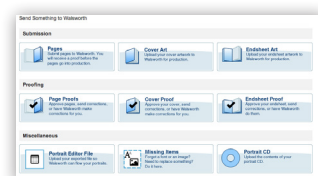
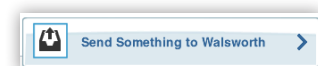
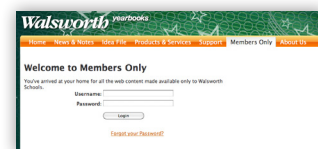
1. Click either the Portrait Editor or Portrait CD link.
2. In the **Pick Files** field, click **Choose** and then navigate to the location on your computer where these files are saved.
3. In the **Files were created** field, click the radio button to select the platform you use to create your yearbook, either Windows or Mac.
4. In the **Special Instructions** field, type any special handling information. Click **Next**.
5. Verify all the information on the Review screen to make sure it is correct. If it is, click the **Submit** button.

Upload PDFs or page files with links

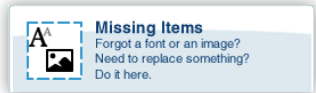
1. Click the **Pages** link.
2. Under **Make Choices**, click to select the page numbers of the pages you want to upload. Once your pages are selected, click **Next**.
3. In the **Pick Files** field, click **Choose** and then navigate to the location on your computer where the PDFs or page files and links are saved. To select multiple files, hold the Control key (Windows) or Command key (Mac) while clicking on each file. In one upload session, 50 files, or 300 MB per file, can be uploaded.
4. In the **Files were created** field, click the radio button to select the platform you use to create your yearbook, either Windows or Mac.
5. In the **Special Instructions** field, type any special handling information, such as UV coating, fold-out, tip-in or other information to be communicated to Walsworth. Once those three required steps are completed, click **Next**.
6. Verify all the information on the Review screen to make sure it is correct. If it is, click the **Submit** button.

Upload cover and endsheet material

Follow the above process. Simply start by clicking either the Cover Art or Endsheets Art link. When prompted, click to indicate the type of file you are submitting in the **Files are for...** field.



AT A GLANCE YEARBOOK CONNECT



Received	Downloaded	
Type	ProofPart	Date Received
Image		03-16-14
Image		03-16-14
Image		03-16-14

Upload corrected proofs

1. Click the **Page Proofs** link.
2. Under **Make Choices**, use the drop-down menu to select the part where your corrected proof files belong.
3. Click to select the page numbers of the proof pages that you are returning. Once your pages are selected, click **Next**.
4. For each selected page, use the drop-down menu to choose an option under **Who will make corrections?** – either No corrections, Uploading corrections or Walsworth will correct. If you choose Walsworth will correct, instructions must be left in the field that displays.
5. In the **Pick Files** field, click **Choose** and then navigate to the location on your computer where the PDFs or page files and links are saved.
6. In the **Files were created** field, click the radio button to select the platform you use to create your yearbook, either Windows or Mac. Once the required steps are met, click **Next**.
7. Verify all the information on the Review screen to make sure it is correct. If it is, click the **Submit** button.

Upload missing items

You may have to upload missing items if: you realize that you have forgotten to upload items, your CSR requests you submit a missing item, or you receive a missing items request at proof time.

1. Click the **Missing Items** link.
2. In the **Files are for...** field, choose the component for the item(s) you are uploading. If you are submitting missing links, choose **Pages**.
3. In the **Reason for sending?** field, choose the option that best describes why you are submitting the missing item.
4. In the **Pick Files** field, click **Choose** and then attach the missing items.
5. In the **Files were created** field, click the radio button to select the platform you use to create your yearbook, either Windows or Mac.
6. In the **Special Instructions** field, type any special handling information. Click **Next**.
7. Verify all the information on the Review screen to make sure it is correct. If it is, click the **Submit** button.

Receive files from Walsworth

Whenever you have a file from Walsworth that is ready to be downloaded and viewed, you will receive an email notification.

Your files can be downloaded by logging in to Yearbook Connect. On the Yearbook Connect home page, the files will display under the Ready to be picked up: heading. Find the page you would like to download and click the button in the left column.

For additional information about this topic, refer to the Submitting section of The Process Manual, which can be found on the Resource DVD. You can also contact Computer Support at 800.369.1530 or computer.support@walsworth.com.