



# Submitting Your Pages

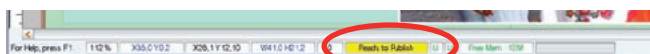
A major difference between creating a yearbook online and traditional projects is spread submission. You do not ship spreads to Taylor but rather **Publish** spreads as they are completed and ready for printing.

There are four steps to getting a spread ready for publishing:

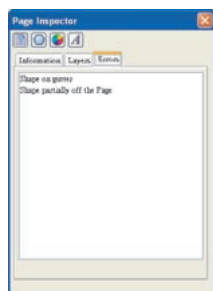
1. Check spread status
2. Mark spread as **Complete** (in the Pages Window)
3. Proof spread (print PDF proofs from the Pages Window)
4. **Publish**

## Check Spread Status

StudioWorks alerts you when a page is ready to be published in the Editor. One of three different status labels is displayed in the lower, right corner of each spread.

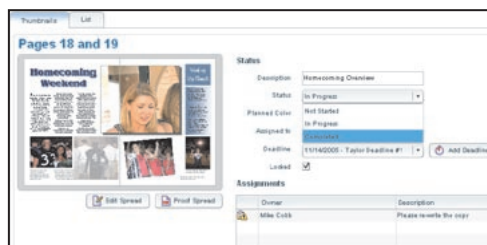


- **Ready to Publish** – indicates that the spread is ready to publish and does not require further adjustments or attention.
- **Ready to Publish** – indicates that the spread is ready to publish but there could be some potential errors such as elements crossing a gutter. You should view these errors in the **Page Inspector**. When you click on a listed errors, the element causing the errors will be highlighted.
- **Not Ready to Publish** – indicates that the spread is not ready to publish due to missing elements or other errors that would cause the spread to print improperly. You should view and fix these errors in the **Page Inspector**. When you click on a listed errors, the element causing the errors will be highlighted.



## Mark as Complete

Once you have fixed all of the errors and a page is **Ready to Publish** you can mark the spread **Complete** in the Pages Window.



## Proof Spread

Proofing each page in your yearbook is an extremely important step to ensure the page is complete and accurate prior to publishing it to Taylor. We recommend printing a proof of each page and organizing them in a binder for future reference.

**All pages must be proofed prior to publishing.** This must be done within 7 days of the date the page is published – you will receive an alert in StudioWorks if this has not been completed.

### To proof a single page:

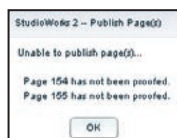
1. In the **Pages Window**, click the page preview along the bottom of the screen to view the page details.
2. Click the Proof Page button below the page preview

### To proof multiple pages:

1. In the Pages Window, click the **List** tab to view pages in list view.
  - 2a. To select **a sequence of consecutive pages/spreads**, click the first page in the list. Holding the **Shift** key, click on the last page in the sequence.
  - 2b. [Alt] To select **non-sequential pages** or spreads, click to select a page in the list. Holding the **Ctrl** key, click on additional pages/spreads.
3. Click the **Proof Pages** button in the top-right corner of the window.
4. When the PDF proof is ready, click on the displayed link to download the proof. It can be printed, saved or emailed.



*In order to publish a page, it must have been proofed within seven days.*



### Publish

After a spread has been marked **Complete** and proofed, you can publish it from the Pages Window. You can publish your pages in single pages or in multiples.



*Only users with Adviser-level permissions are able to publish pages.*

### To publish a single page:

1. In the **Pages Window**, click the page preview along the bottom to display the spread information.
2. Click the **Publish** button next to the page status.

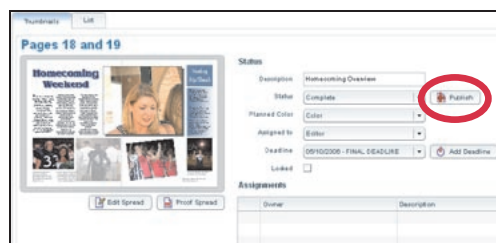
### To publish multiple pages:

1. In the Pages Window, click the **List** tab to view pages in list view.
- 2a. To select **a sequence of consecutive pages/ spreads**, click the first page in the list. Holding the **Shift** key, click on the last page in the sequence.
- 2b. [Alt] To select **non-sequential pages** or spreads, click to select a page in the list. Holding the **Ctrl** key, click on additional pages/spreads.
3. Click the **Publish** button in the top-right corner of the window.
4. Check each box on the Publish Confirmation Screen and click **Publish**.

Congratulations – when you’ve published your spread(s), you’re done!

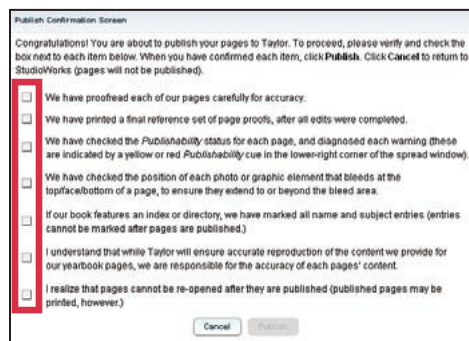


*Pages can be unpublished by users with adviser-level permissions UNLESS all pages in the 16-page printing signature have been published. If all pages in the printing signature are published, contact your Account Executive for available options.*



*You can view a published page, but it is locked for editing after being published.*

3. Check each box on the Publish Confirmation Screen and click Publish.



Once you have published a spread, you’re done!