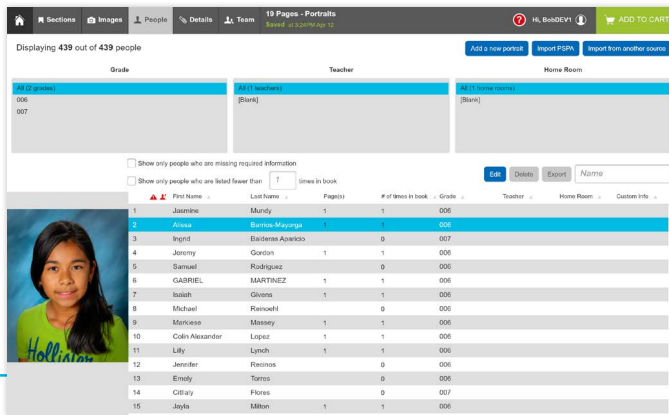


# TUTORIALS



## PSPA Data Portrait Flow

You can import student and staff portraits by using the PSPA disc provided by your school photographer. Our web app extracts the data from the disc and presents it in an easy-to-use interface.

➔ For best results, make sure your browser software is up-to-date. While our uploader works with most browsers, we recommend using Chrome. Ⓢ

**1** Click on the **People** tab at the top left of the web app and click **Import PSPA**.

**Import PSPA**

Depending on your computer's security settings, you may be asked to allow Java to access the portrait directory. If so, click **OK**. If you encounter any problems with this step, contact your YSS.

**2** Select your PSPA file location. Once you locate the folder that contains the file called index.txt, click **OK**.

**3** The portraits and data will appear on the screen as they upload. This may take a few minutes. Once the portraits have been successfully imported, you will see a confirmation message. Click **OK** to continue.

**4** Use the **Export** button inside the **People** tab to create a PDF proof of the PSPA data. Use it to carefully check the imported data for the following:

- Duplicate or missing portraits.
- Each portrait has a first name and a last name and the proper grade.
- Names and portraits match.
- Make sure each grade is accounted for and there are no miscellaneous categories.
- Check names that begin with Mc (such as McDonald) and hyphenated names to make sure they are capitalized correctly.
- All data will be as it was entered by your school portrait photographer. Similar to step 5, you may edit any entry by double-clicking and making changes in the pop-up window. **NOTE:** changing any information in the drop-down menus will alter the imported data. *Proceed with caution.*

**5**

Add a new portrait

No Photo

First Name

Last Name

Grade

Teacher

Home Room

You can add missing portraits by clicking the **Add a New Portrait** button to manually create a student portrait record. In the pop-up window, click the **Browse** to find and import photo, then enter the student's information. Click **OK** to complete the record. **NOTE:** If you upload a non-portrait photo, it may be sized differently in the final layout. Crop it before uploading to ensure the best results.

What type of section do you want to create?

**Freeform**

A blank slate limited only by your imagination.

**Portrait**

This special type of section automatically flows portrait photos and names into layouts. Before creating this section, we recommend you first import portrait photos into the Portraits Manager and read our guide to Portraits.

**6**

### CREATING YOUR PORTRAIT SECTION

Back in the **Section Manager**, click **New Section**. A window will appear from which you can select either **Freeform** or **Portrait**. Select **Portrait** and click on **Next** to continue.

When prompted, name the new **portrait section** accordingly. The next window will prompt you to enter the number of students and choose the number of portraits you want on each page. As

you change the number of portraits per page, the page requirement number will adjust automatically. Click on **Finish** to create the new portrait section.

If you have more portraits than will fit in a portrait section, you will see a warning in the **Section Manager** (see left). See page 13 for instructions on adding pages in the **Page Manager**.