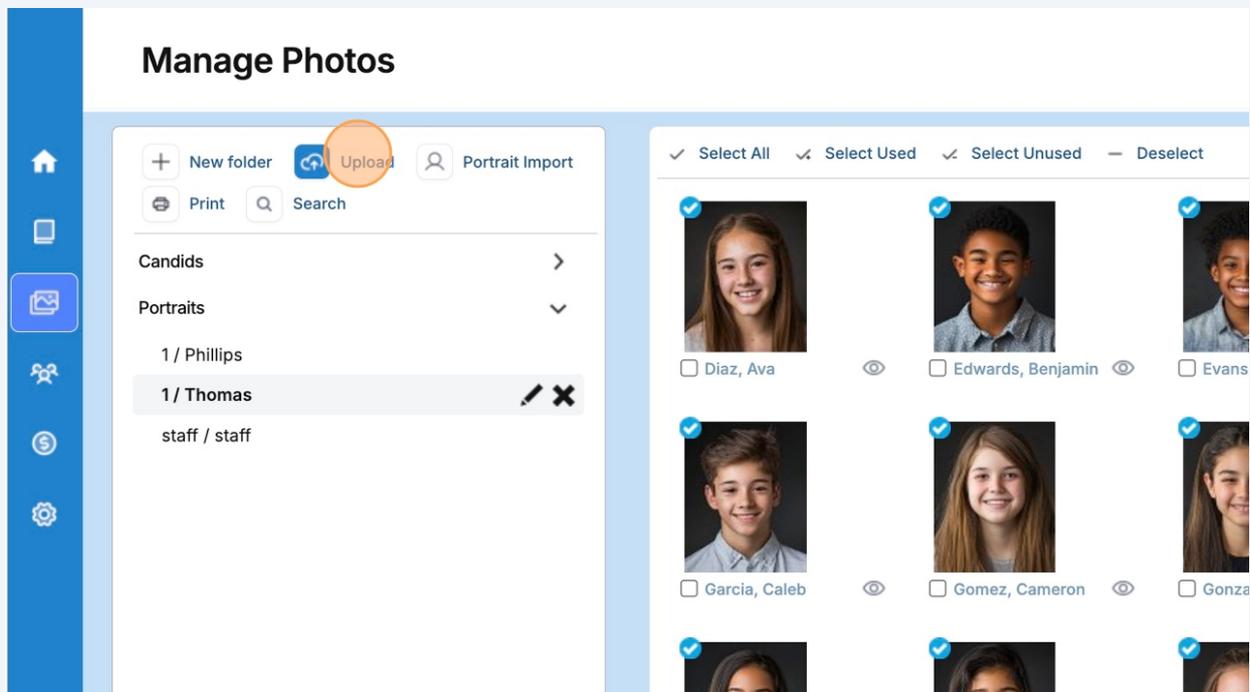


# How can I add a new student's portrait to a class that's already been imported?

Students or Staff may join your school later in the year and need to be added into the yearbook. You have already imported the Portrait Index files and flowed Portraits onto pages. This article shows you how to add a Portrait without having to reimport the Portrait Index folder and recreate Portrait pages.

1

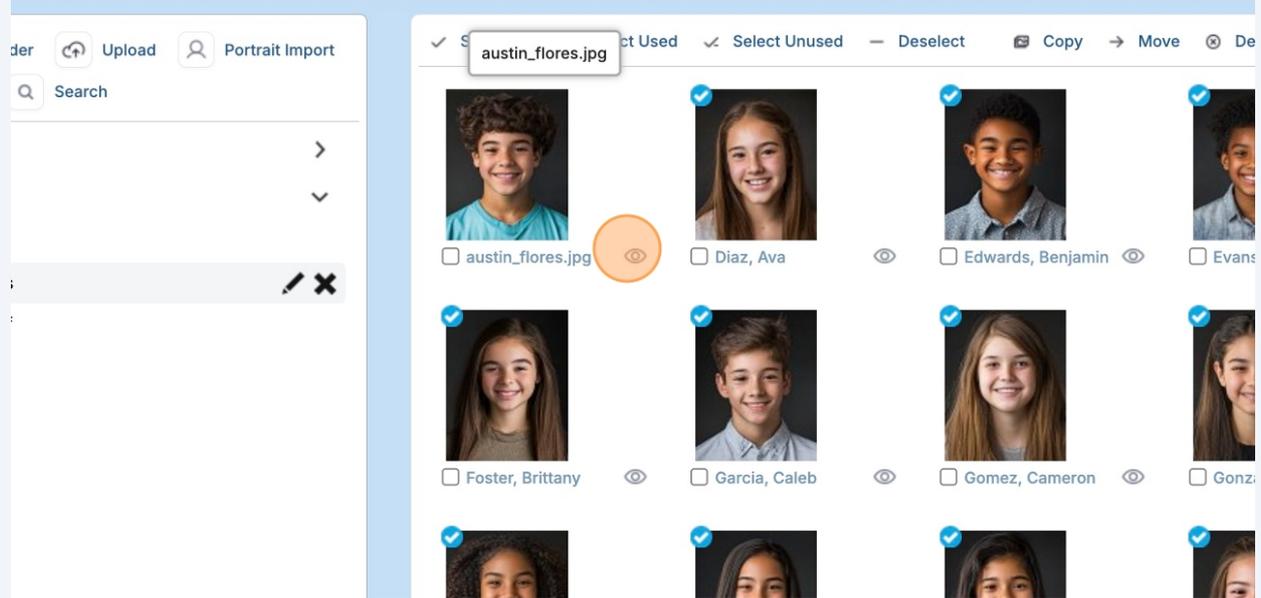
Under **Manage Photos**, select **Portraits** and the correct class portrait folder to upload the new portrait. Click on **Upload** and select the new portrait image or images.



2

Navigate to the new portrait you just uploaded and click on the **info "eye" icon** located at the lower right of the portrait thumbnail.

## Teacher Photos



3

Type in the necessary **metadata**, including **first name, last name, teacher name, etc.**

Click the **X** on the upper right to close the **Metadata** dialog and save.



**Teacher Portraits**

Check the box to specify all Teacher Portraits. Use the menu to set the sorting order for teachers on the page. Teachers with the same priority will be sorted in alphabetical order within their priority level.

**Photo Information:**

Size	640x800
Date Taken	2024:10:16 10:59:05
Uploaded By	PixamiSupport

Enter all of the information that you can regarding the portrait. First Name, Last Name and Grade are required.

First Name

Last Name

Grade

Home Room

Teacher Name

Custom #1

Custom #2

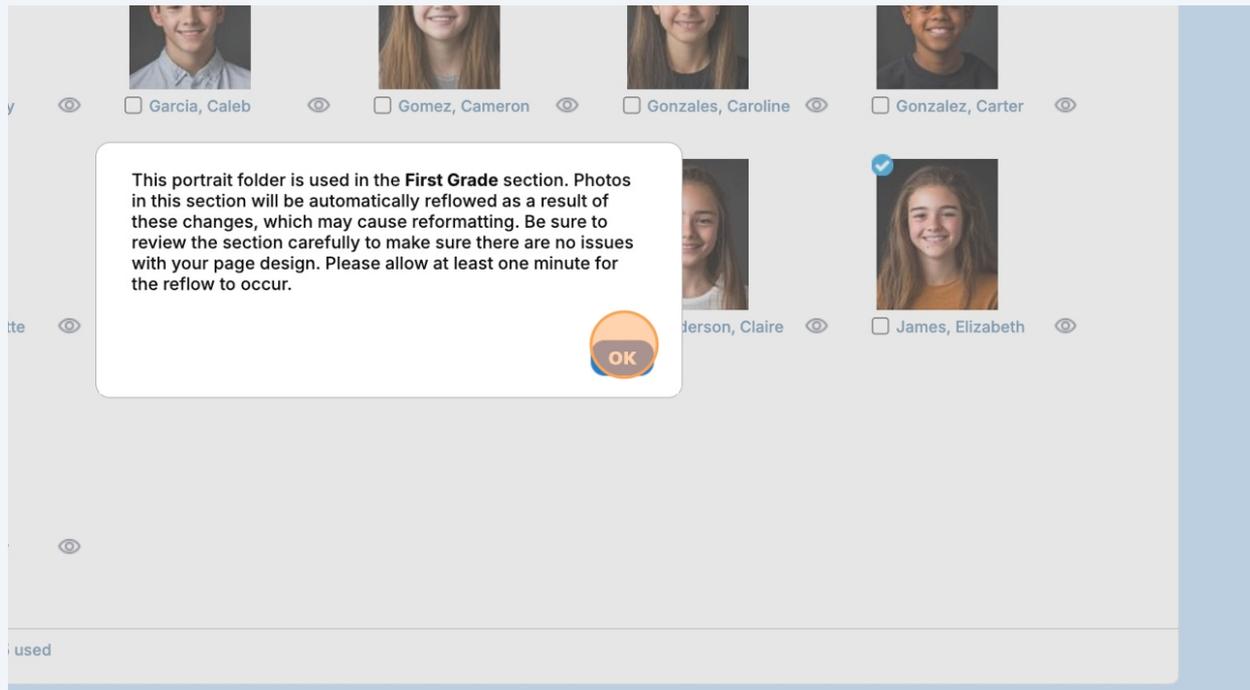
4

If the portrait folder has already been flowed onto the page with Portrait Wizard, you will get the message

**"This portrait folder is used in this section. Photos in this section will be automatically reflowed as a result of these changes, which may cause reformatting. Be sure to review the section carefully to make sure there are no issues with your page design. Please allow at least one minute for the reflow to occur."**

Click **"OK"** to close message.

"If the new portrait **DOES NOT APPEAR** select the Portraits tab and click on **"Reflow Portraits."**

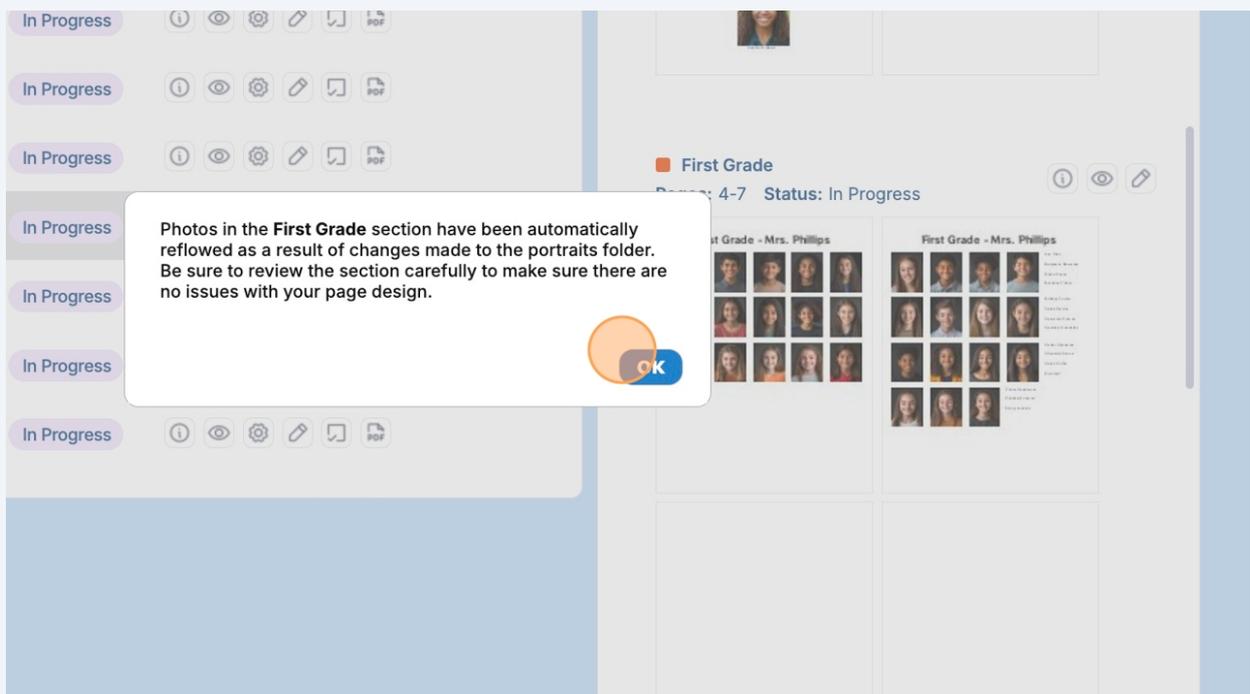
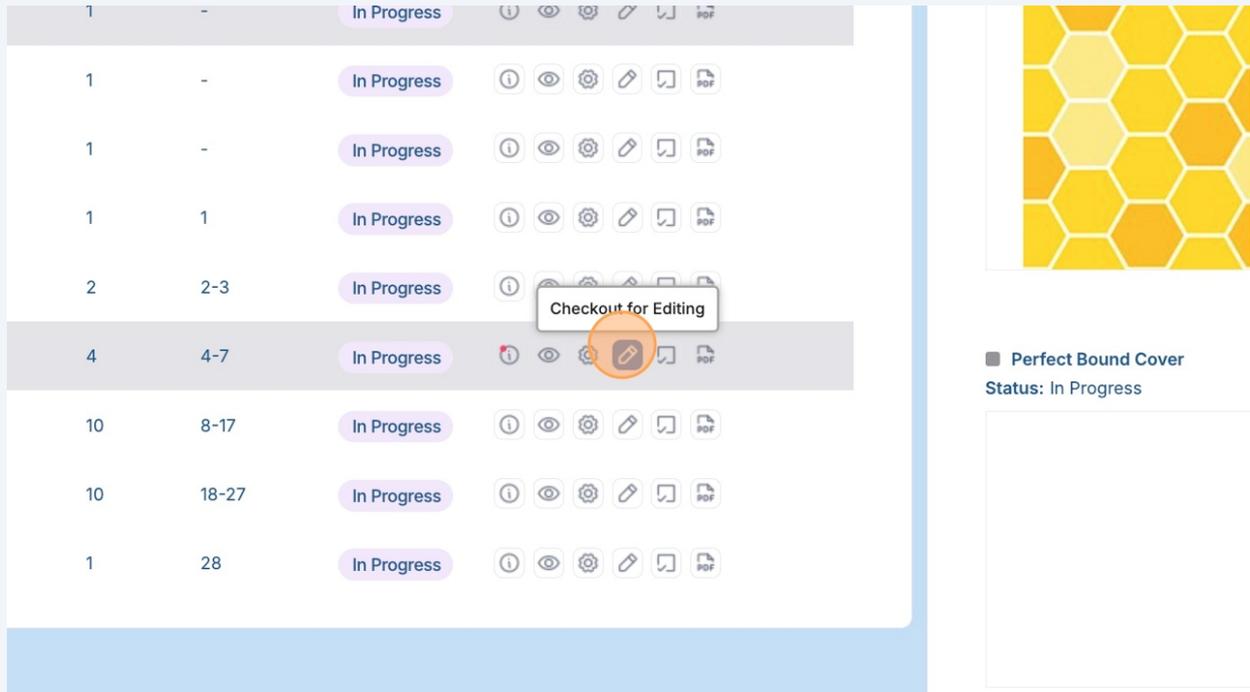


5

Open the appropriate section the new portrait photo should appear in the **Editor**. If the new photo affected the portrait flow of the section, you will get the message

**"Photos in the SECTION NAME have been automatically reflowed as a result of changes made to the portraits folder. Be sure to review the section carefully to make sure there are no issues with your page design."**

Click **"OK"** to close message and open the section in the editor.

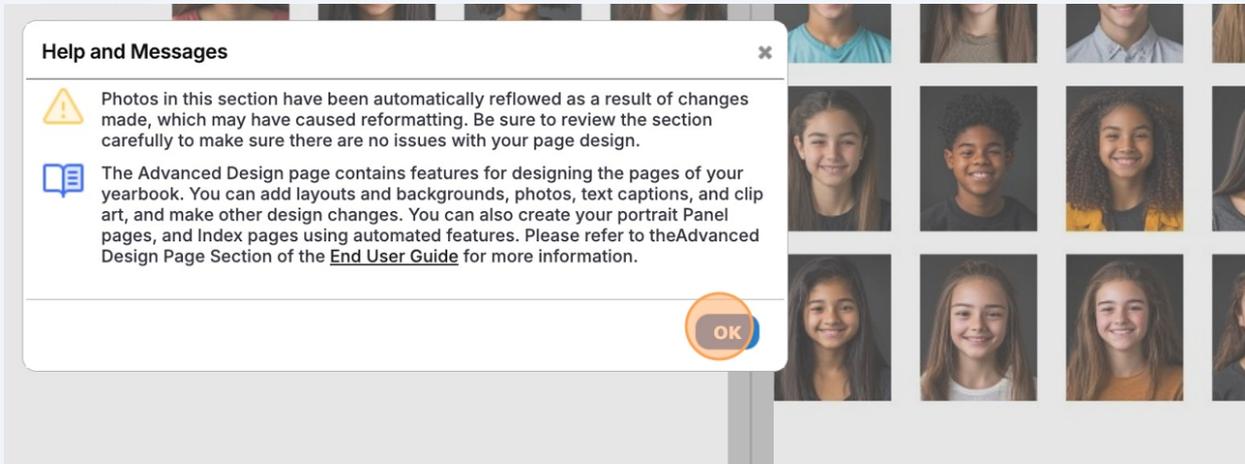


6

If the newly added portrait initiated a portrait reflow in the section when first opening the section a **Caution** message appears.

After reading the message click "**OK**" to close.

Carefully review the portraits flowed onto the page checking to see if the new portrait you just uploaded is appearing on the page along with the correct first and last name.



### Grade - Mrs. Phillips



### First Grade - Mrs. Phillips



### Mrs. Phillips



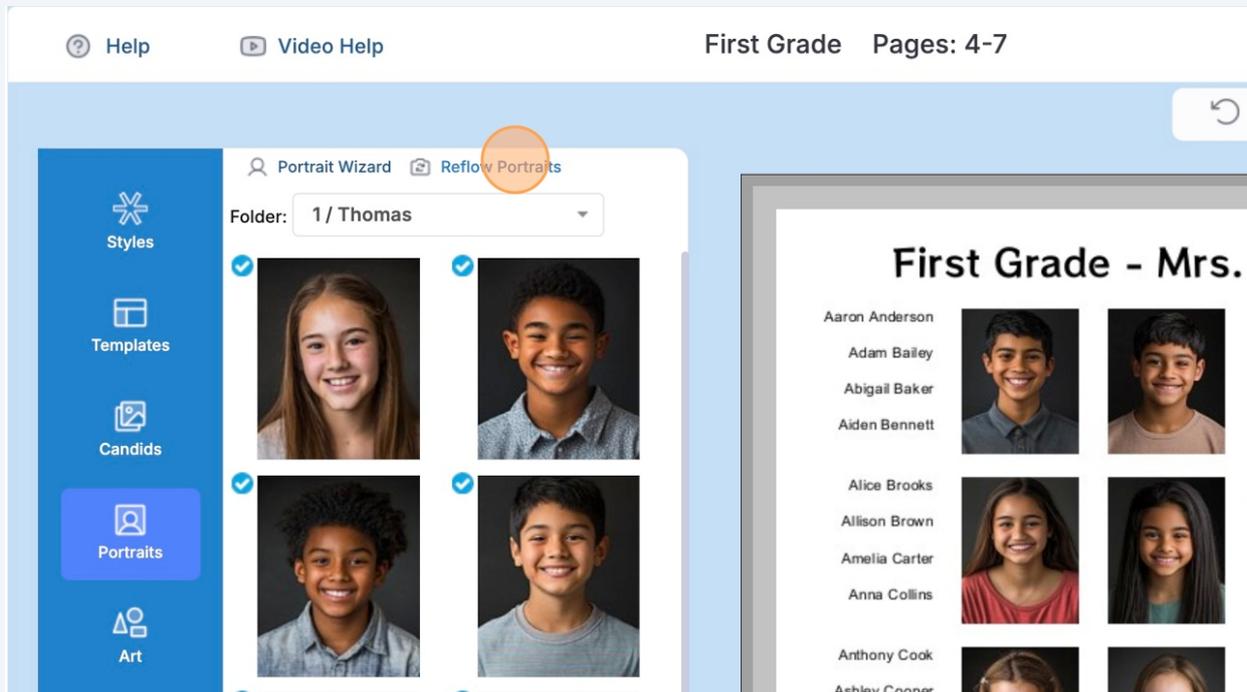
### First Grade - Mrs. Phillips



7

If the new portrait has already flowed onto the page you can **SKIP the remaining steps** and save changes by click on the **"Save and Exit"** and return to the Ladder.

If the new portrait **DOES NOT APPEAR** select the Portraits tab and click on **"Reflow Portraits."**



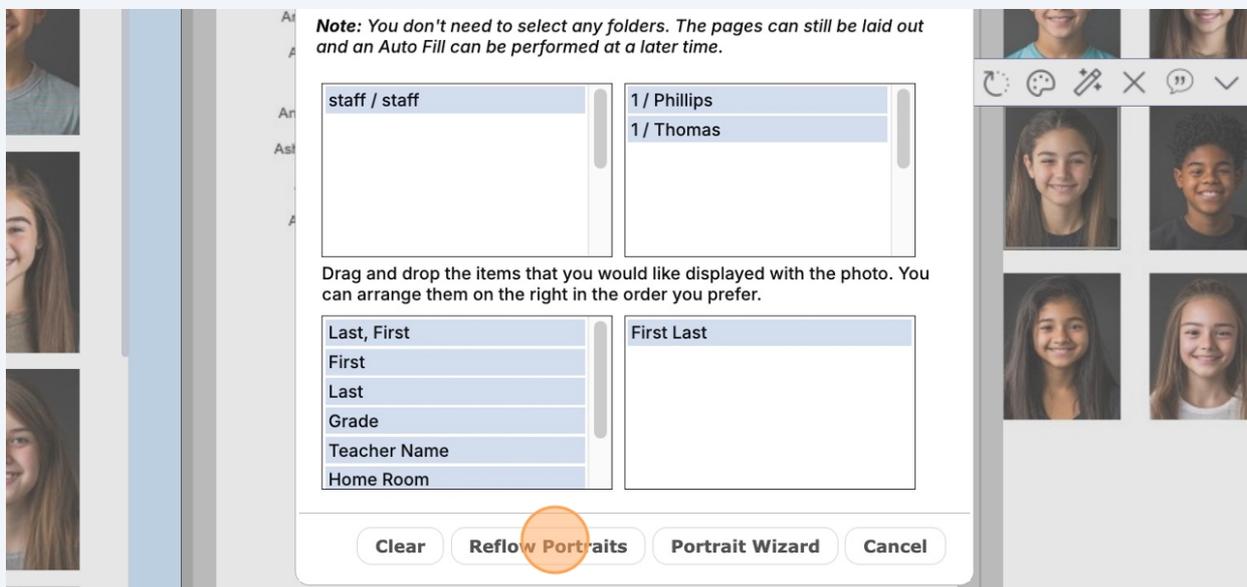
8

The **"Select Portrait Folders"** dialog appears.

Make sure the correct information is appearing in the right columns and click the **"Reflow Portraits"** button.

Check to make sure the new portrait and correct first and last name is listed on the page.

When finished click **"Save and Exit"** to save changes in the **Editor** and return to your **Ladder**.



8

The "**Select Portrait Folders**" dialog appears.

Make sure the correct information is appearing in the right columns and click the "**Reflow Portraits**" button.

Check to make sure the new portrait and correct first and last name is listed on the page.

When finished click "**Save and Exit**" to save changes in the **Editor** and return to your **Ladder**.

