

How to Flow Two Classes on a Single Page.



1

With two class folders selected open the Advanced Mode of the Portrait Wizard. Under Flow Settings **for multiple folders, place first photo of next folder** select **"On the next line"** from the drop down menu.

The screenshot shows the Portrait Wizard interface. On the left is a sidebar with icons for Templates, Candids, Portraits, Art, Backgrounds, and My Templates. The main area is divided into several sections:

- Portrait Settings:** Rows (6), Columns (6), Top Margin (0.50"), Bottom Margin (0.50"), Minimum Image gap (0.125"), Large Teacher Frame (No), and a checked box for "Teacher portraits are in the same folder." There is a "Switch to Basic" button at the top.
- Text Settings:** Header Text (RocknRoll One, size 30), Name Text (Arial, size 8), Name position (Outside), Name width (1.75"), Name gap (0.25"), and Name Display (radio buttons for Last, First and First Last).
- Flow Settings:** "For multiple folders, place first photo of next folder:" is set to "On the next line" (highlighted with an orange circle). Other options include "On the left" and "Next to the photos".
- Save and Load Settings:** Includes a dropdown menu and buttons for "Save Settings" and "Manage Settings".
- Help and Info:** Contains two informational messages with red icons.

On the right side, there is a preview window titled "Second Grade - Mrs. Thomas" showing a grid of student portraits. Below the preview are "Previous Page", "Next Page", and "Apply to Page" buttons. At the bottom right are "OK" and "Cancel" buttons.

2

Set your Portrait Settings Rows, Columns, margins, header text style, size and etc. Type in your title for the first class folder header and Click **"Apply to Page"**

Portrait Settings

Rows: 7
Columns: 8
Top Margin: 0.50"
Bottom Margin: 0.50"
Minimum Image gap: 0.125"
Large Teacher Frame: No
 Teacher portraits are in the same folder.
Borders: [Preview]

Flow Settings

For multiple folders, place first photo of next folder: On the next line
Place photos on partial rows: On the left
For outside names, place names for partial rows: Next to the photos
Display empty portrait frames: No
 Keep non-portrait elements

Save and Load Settings

Choose from the menu below to load saved settings: [Dropdown]
Click Save Settings to save your current settings to use later.
Save Settings Manage Settings

Text Settings

Header Text: RocknRoll One 30 T
First Grade - Mrs. Phillips
Name Text: Arial 8 T
Name position: Outside
Name width: 1.75"
Name gap: 0.25"
Name Display: First Last

Help and Info

1 You have 28 portraits in 2 folders. You will need approximately 1 page with the current portrait settings. 28 of 28 portraits were used.
2 Select 'Center' under Name Position in order to add additional text information below your portraits.

Video Help
Click Apply to create portraits on the current page. Use the Previous Page and Next Page controls to navigate through the section. Be sure to click Apply for each page. After applying to each page, click OK below to apply all settings to the editing page.

Previous Page Next Page Apply to Page

OK Cancel Back

3

Click **OK**, and a **"Save Settings"** dialog box will appear, allowing you to save your settings to apply them to other class portrait pages, maintaining a consistent layout throughout the book.

Click **"Yes"** to save the layout settings. Your Portraits will flow onto the page and the Portrait Wizard dialog will close, taking you back to the page editor.

Portrait Settings

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Columns: 8
Top Margin: 0.50"
Bottom Margin: 0.50"
Minimum Image gap: 0.125"
Large Teacher Frame: No
 Teacher portraits are in the same folder.
Borders: [Preview]

Flow Settings

For multiple folders, place first photo of next folder: On the next line
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Save and Load Settings

Choose from the menu below to load saved settings: [Dropdown]
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Save Settings Manage Settings

Text Settings

Header Text: RocknRoll One 30 T
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Help and Info

1 Select 'Center' under Name Position in order to add additional text information below your portraits.

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Previous Page Next Page Apply to Page

OK Cancel Back

Save Settings

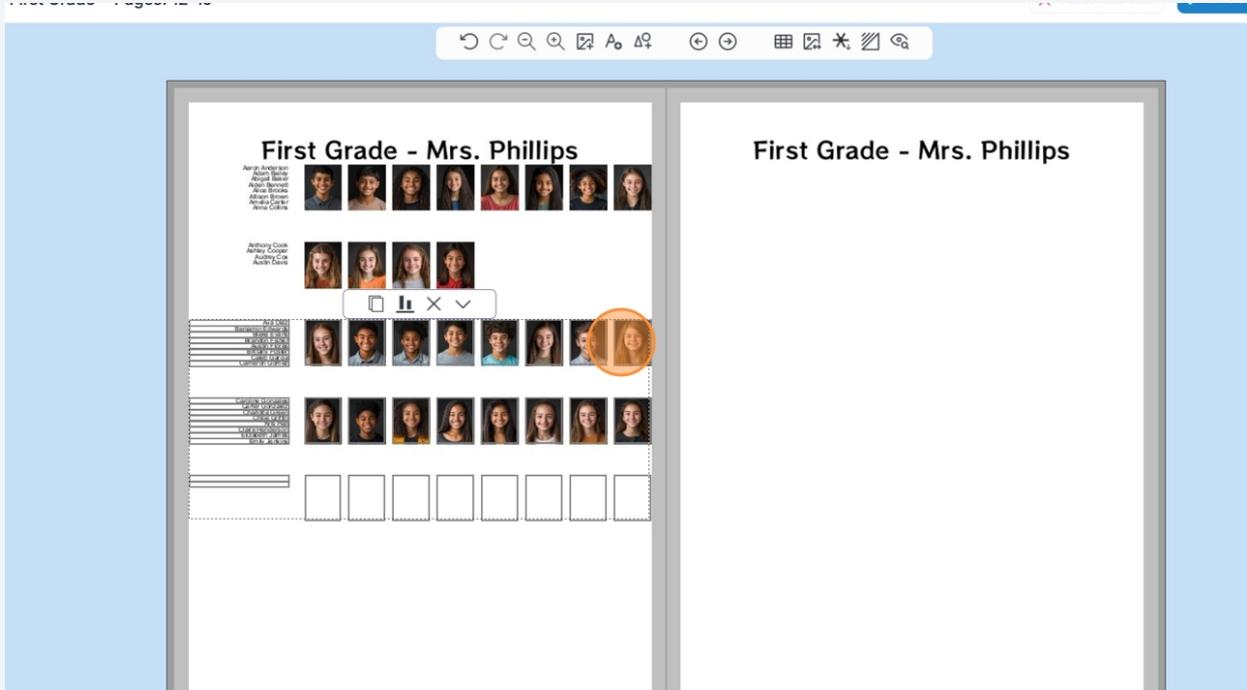
The last settings used have been stored with this section. If you want to save them for use in another section, give them a name below and click Yes.

7x8 2 classes on a page

Yes No

4

Select and drag the second class towards bottom of page leaving enough room between classes to add a header. **TIP:** you can use your arrow keys to move or adjust your selection with precision.



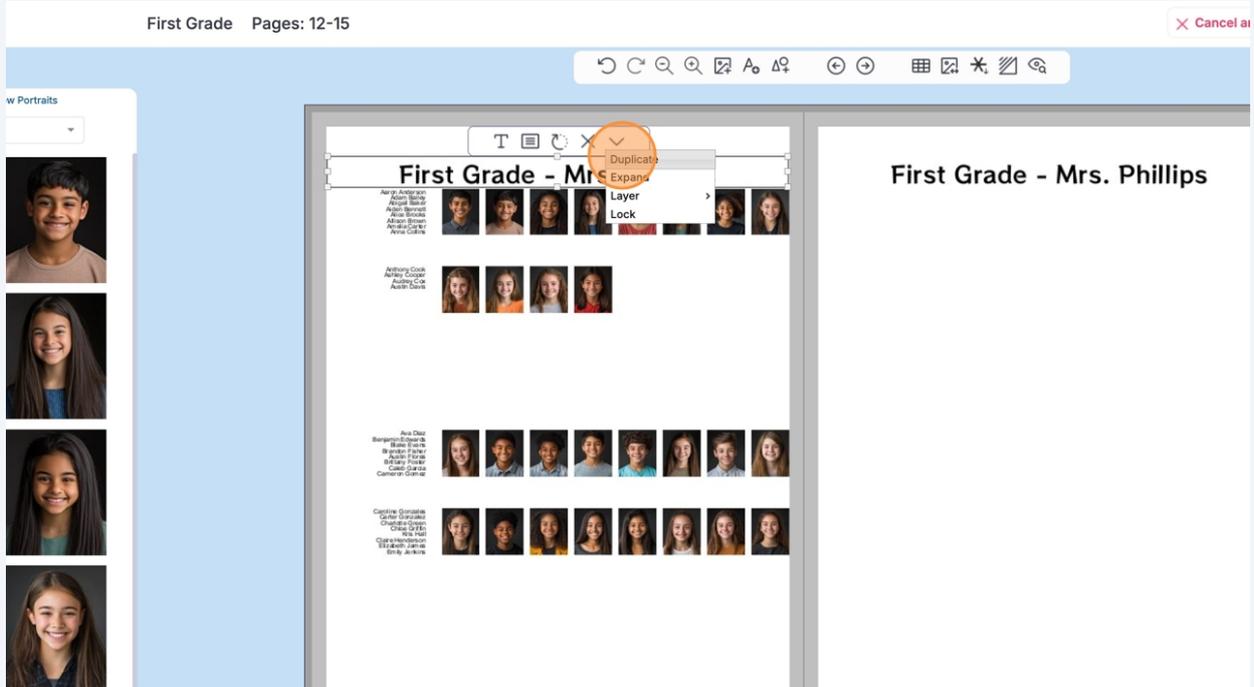
5

Select the top header, click on the **more "arrow"** editing tool and select **"Unlock"** from dropdown menu.

Select the top header again and select **"Duplicate"** from dropdown menu.

Select and move the duplicated header into position above the top row of portraits for the second class.

Tip: For precise placement, use your arrow keys to nudge the text frame with more accuracy.



6

Select the header text tool and type in the name of the second class header. In this example we typed "Second Grade - Mrs. Thomas". Click on **Apply**.

You now have used the Portrait Wizard to flow two classes onto a single page, and manually added a second class header.

