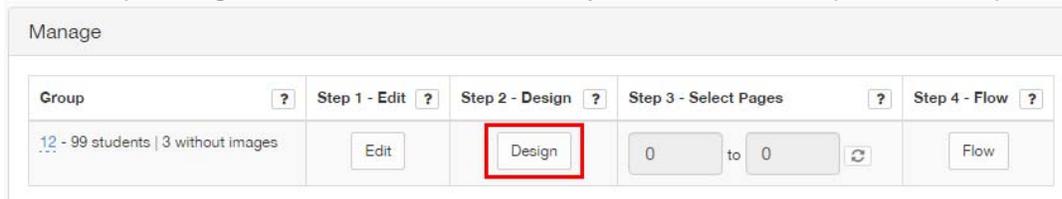
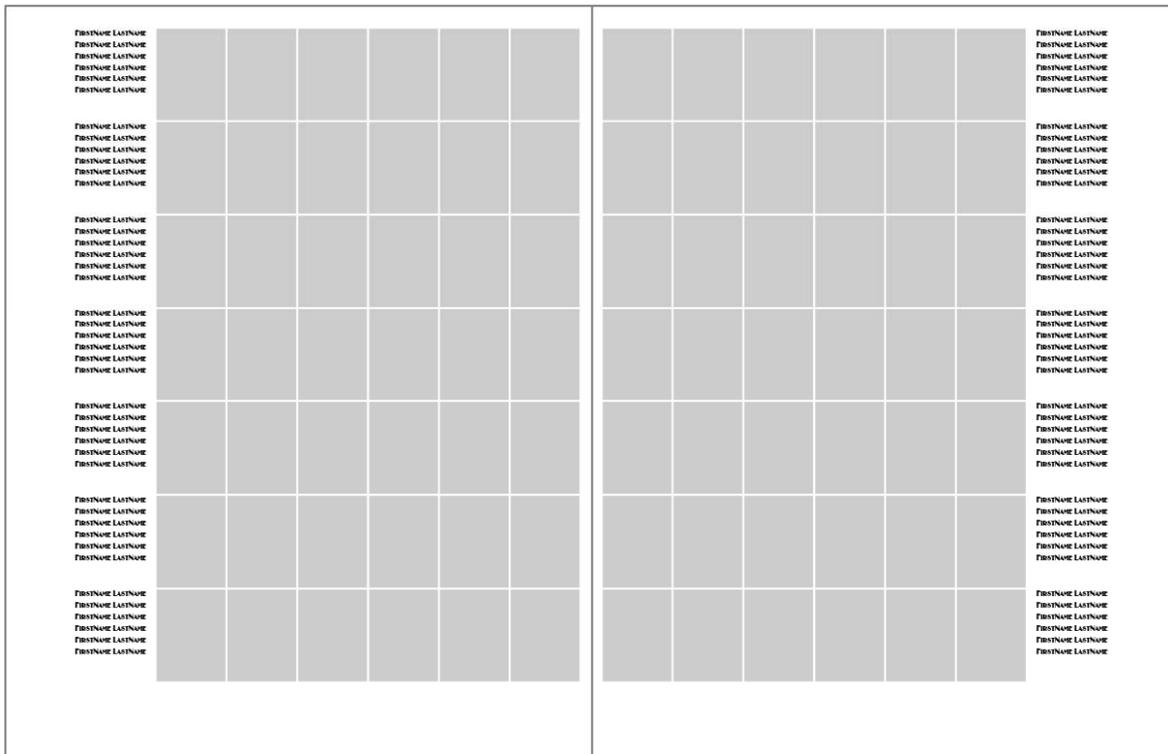
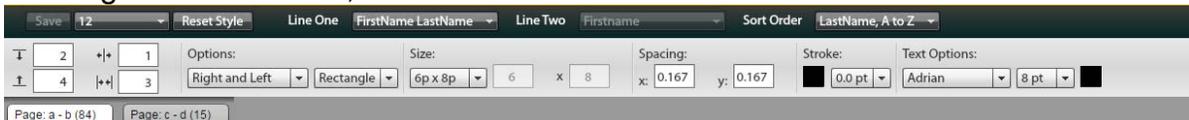


Flowing portrait images onto pages

1. Login to ConnectMe and go to the *Build It* tab and click on *Portraits*.
2. In the Manage area click on *Design* beside the grade that you want to start with. This will open a grid editor which will allow you to create the portrait template for flowing.



3. In the grid editor you can format how you want the names and images placed.
4. Across the top you will find the following settings:
 - a. Margins
 - b. Placement of portrait names
 - c. Shape of portrait box (rectangle or oval)
 - d. Portrait box size
 - e. Spacing between portraits
 - f. Stroke around portrait boxes
 - g. Font selection, size and color



5. To create space (for headlines, candids, etc...) simply click on the portrait boxes to add or remove them. The boxes you remove will be added to the end.
6. The tabs on top of the grid indicate how many images there are and how many spreads you will need. Click on those tabs to modify those grids. Once that is done click on *Save* and then close the web browser tab. This will bring you back to the *Portraits* screen.

- Now that your portrait grid has been created, a starting page number can be entered. Under *Step 3* enter the page number this group or grade will start. Click on the refresh button and it will automatically select the last page based on how many tabs were in the grid editing window.
- Once that is done click on *Flow* below *Step 4* to begin flowing the portraits. The flow button will then indicate *Flowing* and once the flowing is complete the button will then indicate *Remove*.

Manage				
Group	Step 1 - Edit	Step 2 - Design	Step 3 - Select Pages	Step 4 - Flow
12 - 99 students 3 without images	Edit	Design	20 to 22	Flow

Note: While the portraits are flowing you will still be able to navigate to other pages and work on page spreads. The portraits will appear on the pages once the system has finished flowing them.

- If a correction needs to be made to the flow, the portraits or the names you will need to click on *Remove*. This will remove the images from the spread and allow you to make your changes to the grid or the portraits in the portrait editing area.