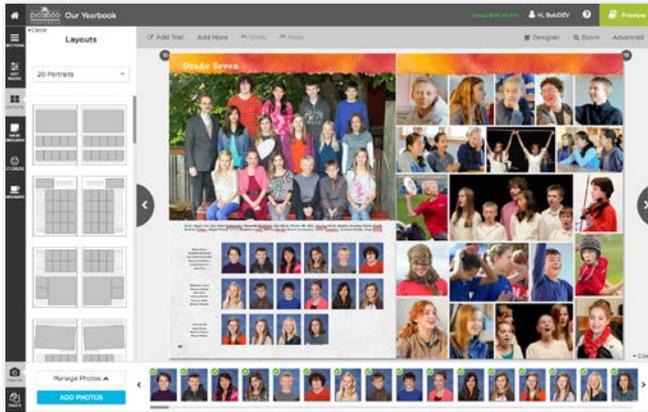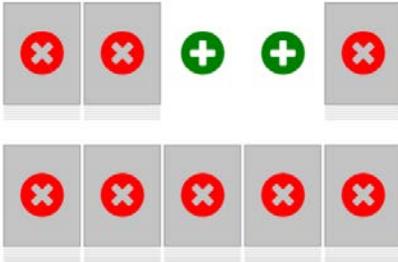# TUTORIALS

Dress Up Your Portrait Pages

Don't settle for pages and pages of plain portraits.
Add headlines and graphics to make your pages pop.

Once you have imported your photos from your **PSPA disc**, it's time to decide what else you want to include on your page. Choose from more than 100 pre-designed options in the **Layouts** tab. You may need to change layouts to accommodate the additional elements. Click on text boxes to change the font, color or text justification of your portrait names. You may opt to apply to the entire page or **section**.
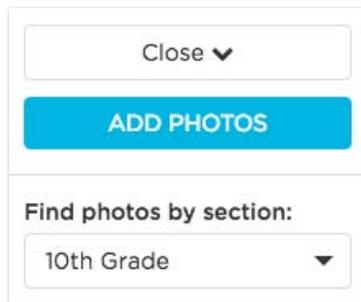
MOVING PORTRAITS

To make additional room on a page for a headline or a photo, you'll need to remove some of the portrait boxes. After you have applied a portrait layout, select the page of the layout you want to edit. Then, select the **Edit Layout** button located in the left panel. From here, you can start clicking on the red X's to create spaces in your layout. You can also click the green plus signs to add portraits back after they have been removed. If you want to use this layout on every page in the current section, select the **Apply to Entire Section** checkbox. Once you are finished making adjustments, select **Apply.**

ADD GRAPHICS & PHOTOS

Click the **Manage Photos** button in the lower left corner. The photo tray will expand. Then from **Find photos by section**, choose the section that houses the photos you'd like to use. Drag and drop images onto the page from the photo tray.

You may also choose from the large selection of stickers or add shapes or lines to your design.

ADD A LARGER TEACHER PHOTO

There are several layout options that will accommodate a larger teacher photo. To use, apply the desired layout. Then using the instructions mentioned on the left in "Add Graphics & Photos" find the faculty/staff section. Drag and drop the teacher's portrait into the larger photo well from the photo tray. Then, remove the teacher from the portrait flow so the image doesn't appear twice on the page.