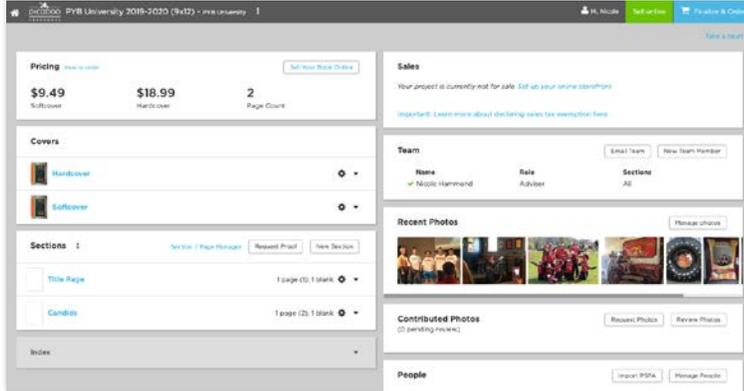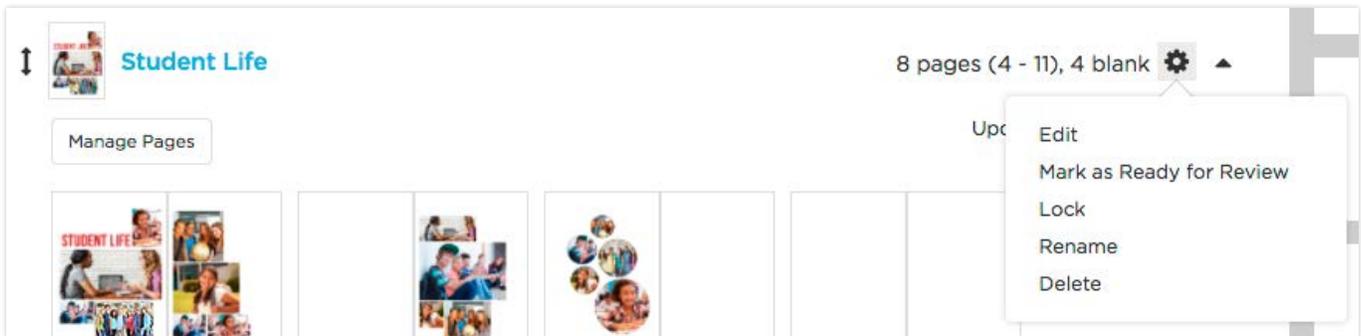# Finalize Your Yearbook

You're almost finished! But, before you start the celebration, there are a few more details to take care of.

From the Project Dashboard resolve any outstanding notes and notifications then click the gear icon and select **Lock** each section.

As you lock each section, you will be asked if you would like to perform spellcheck. We also recommend that, if you don't have your margin and crop zone guides turned on, you turn them on from Advanced > Rulers, Grids & Guides. Make sure important elements such as text and faces aren't too close to this area as they could be trimmed off during production.

Open your cover section(s) one last time to make sure all elements are positioned the way you intended before submitting. Make sure important elements (like text and pictures) aren't in the crop zone surrounding the cover, as they will be trimmed off during production. Adding or deleting pages after designing your cover changes the size of the spine and thus may cause cover elements to shift (even if the cover section is locked!). Remember to lock your covers when you are finished checking them!

You can request a digital proof at any time. Click **Request Proof** from the Sections module in the Project Dashboard to have a PDF of your project sent to your email.

Paying by Invoice

Did you sell any yearbooks outside of your online Storefront? Please review the invoice process carefully and submit your **Invoice Request Form** at least two weeks prior to the order date if you intend to pay by check.

1. Collect money for any in-school yearbook sales and track who has paid.

2. Fill out the **Invoicing Request Form** [link provided at **creatorstudiopro.com/resources**].

3. Creator Studio Pro will generate an invoice within two business days.

4. Mail payment for 100% of the invoice.

5. Once the check is received, Creator Studio Pro will email you a payment code for the value of the invoice.

6. Use the code to pay for books online upon check-out.

You can always contact your account manager or CSS if y ou'd like for them to double-check your cover before paying.