# Name Tagging & Indexing

➲ **The index will always print at the end of the book. If you don't want to utilize the Index section, you can turn it off so that it will not print in the yearbook.** ⬳

1 With your layout open, click the photo you wish to tag. From the **Edit** tab, type the name of the person(s) in the photo. If you've already uploaded your PSPA files, the imported names will populate as you begin typing. To tag more people, add them the same way as shown above.
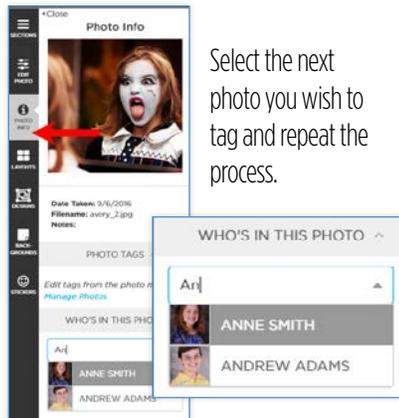
Select the next photo you wish to tag and repeat the process.

2 If you are unable to locate the person you wish to tag, make sure their name is correct in the PSPA data.

3 If you are still unable to locate the person you wish to tag, click **Add New Person** in the photo **Edit** tab. Fill in the form for adding a new entry and click **OK**.

Note: Unless you are adding a portrait photo (not recommended here), there is no need to complete the Grade, Teacher, Home Room or Custom Info fields.
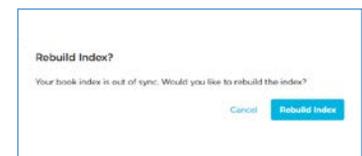
BUILDING THE INDEX

Because the index must "rebuild" itself each time an entry is added, we recommend that you wait until all other sections are locked before proceeding.
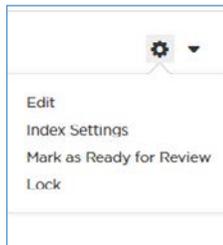
In Creator Studio, you will see a notice on the Index section when you need to rebuild the index after changes have been made.

Click that and you will be asked if you want go ahead..

FORMATTING THE INDEX

You can change your index layout to accommodate additional elements or columns by clicking on the **gear** icon in the Index section.

Select **Index Settings**. This will cause the index to rebuild, so don't add any stickers, captions, photos or other elements until the index has been rebuilt for the last time!
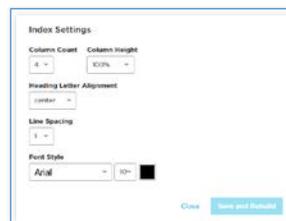
Once all of the other sections are individually locked and the index has been rebuilt for the final time, you can make changes to the format and add elements.

From the **Index Settings,** you can change the font, size, color, line spacing and type alignment. To change column heights go into the section to add images, stickers and backgrounds.

After you have finished formatting the index, lock the section and request a proof.
Once it comes and you have approved it, you will be ready to order your yearbooks.