

Dear Yearbook Staff,

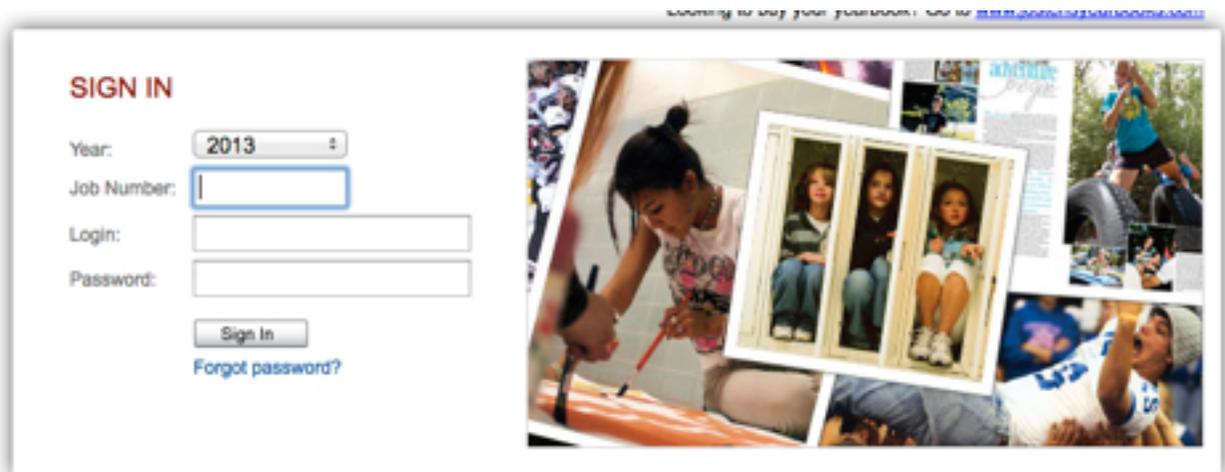
I got through uploading pictures onto the Jostens Yearbook website from our school's Naming Ceremony. The upload on my slow computer took about 2 days! Anyway, I wanted us to start tagging names to people's faces. Tagging is almost exactly the same as Facebook. If everyone helps the entire tagging process should flow pretty quick! Our first deadline is December 10th BUT we need to get stuff turned in BEFORE that so that I can have time to review the content.

Please follow the step-by-step instructions!

Thanks again. You are all the best!

STEP 1: Go to the yearbook website by clicking here: [Yearbook Webpage](#) (or type this web address: <http://yearbookavenue.jostens.com/>)

STEP 2: Log on using your information

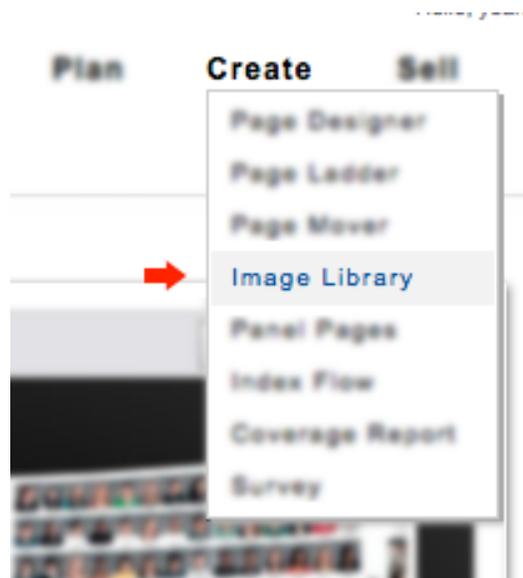


Job Number: 3036

Login: (Your *first name* and the *first initial* of your *last name*. Example: alexb)

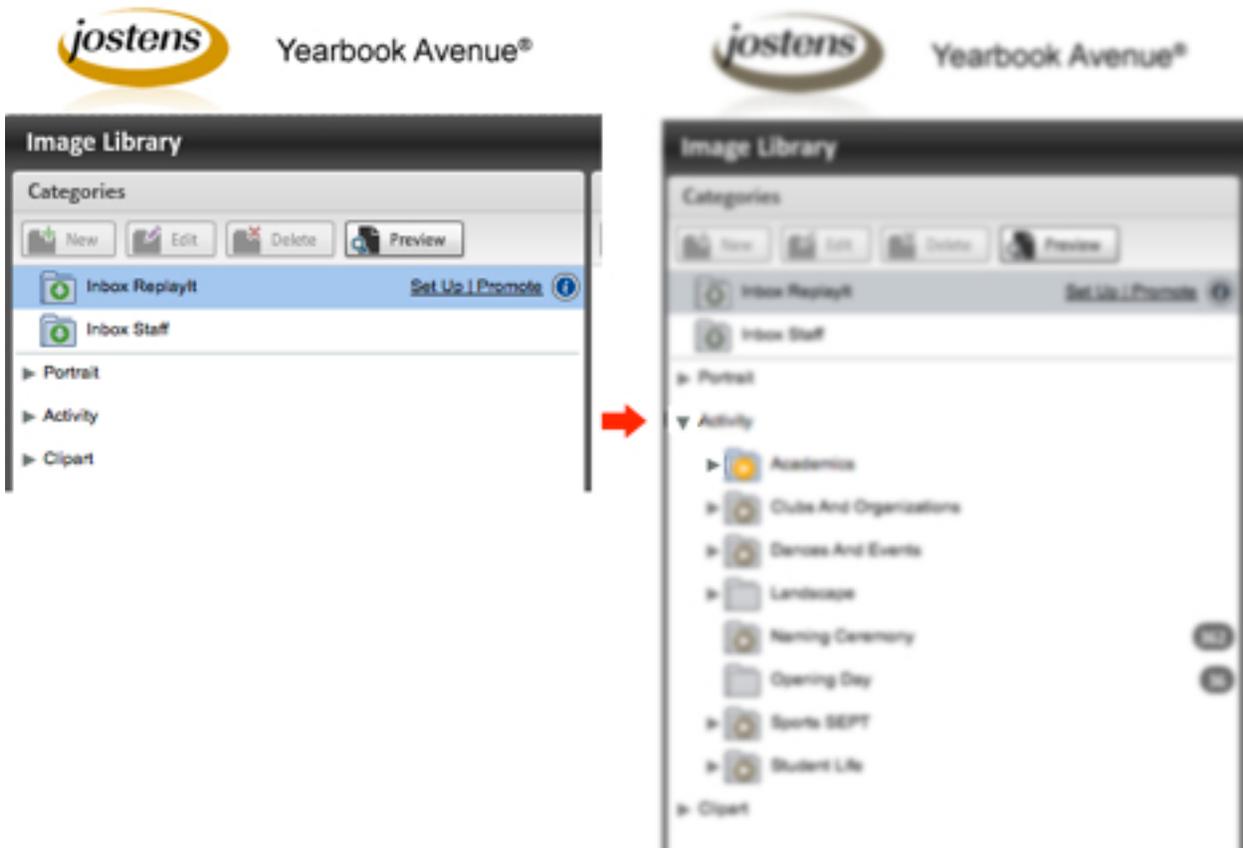
Password: (Your birthdate. Example: March 1st, 1996 would be 030196)

STEP 3: When the page loads, *hover your mouse over Create* and *click on Image Library*



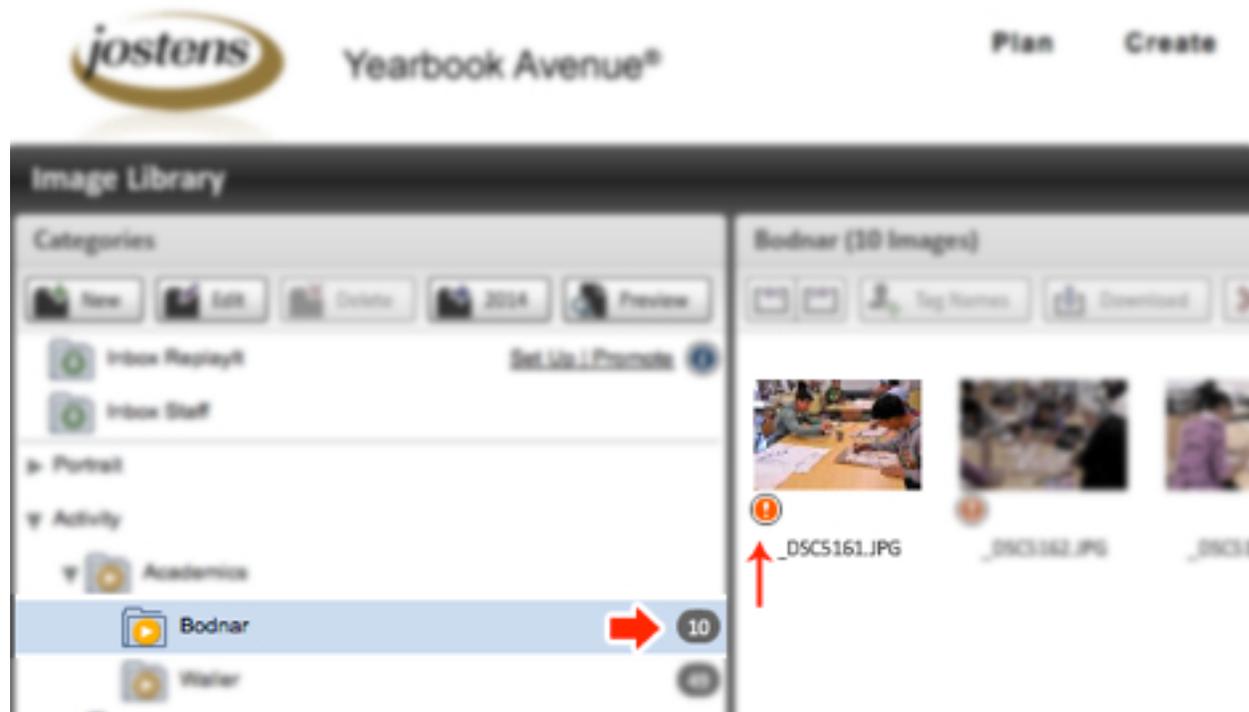
STEP 4: When you go to the Image Library you'll see a list of image folders on the left. Click on the tiny **gray arrow** next to **Activity**.

***Each arrow means there are folders inside other folders. Look at the example below.*

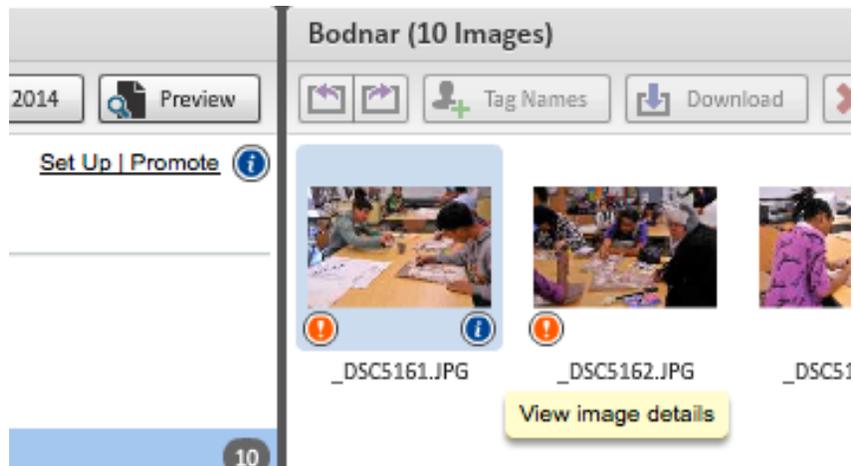


STEP 5: As you can see, there are a LOT of folders and subfolders. Start with the folder **Academics**. Click on the little *gray triangle* next to Academics. I will start with the folder **Bodnar** to show you how name tagging is done. The “10” that you see means that there are 10 photos inside the folder. The **orange circle** with the exclamation mark means that the photo does NOT have names tagged on it. After you tag a photo the orange circle disappears.

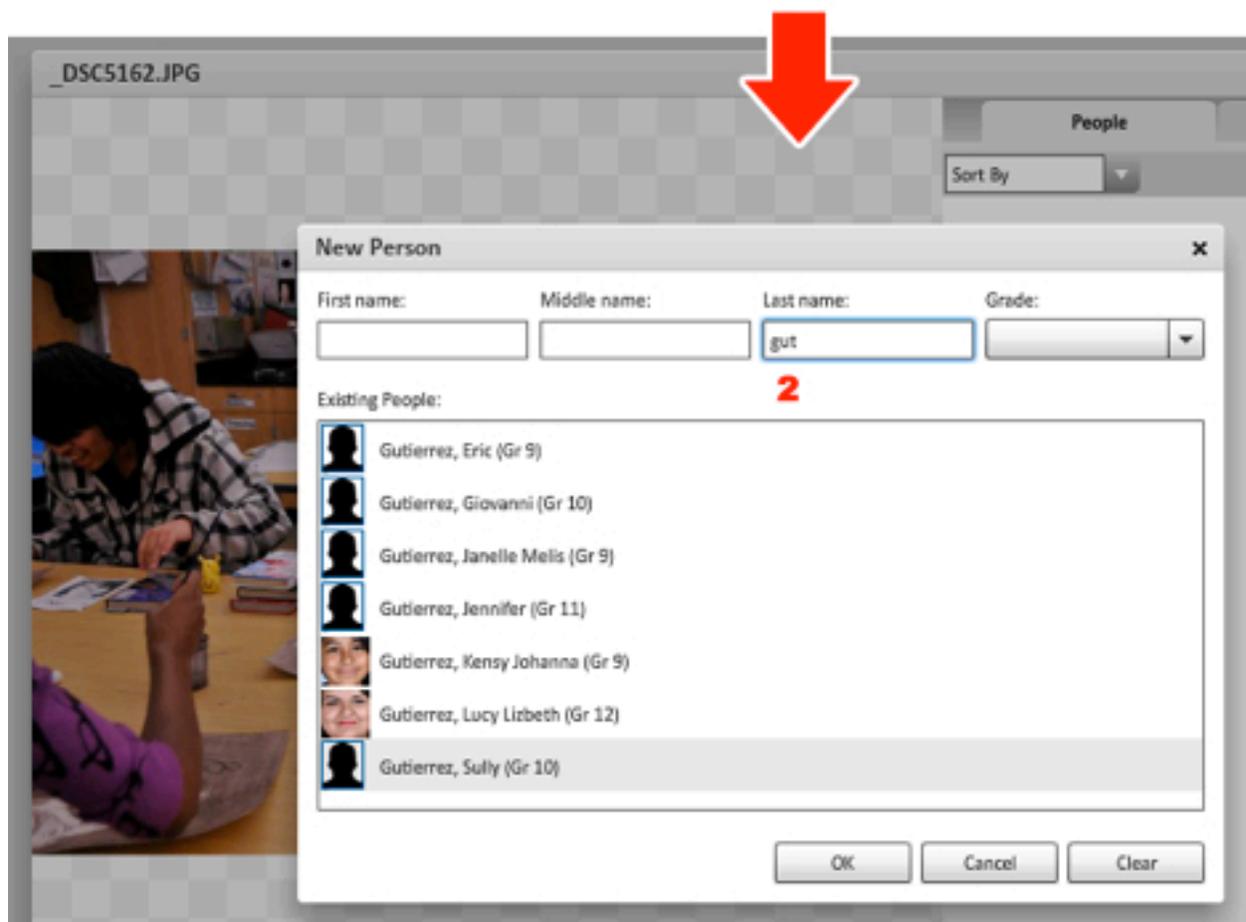
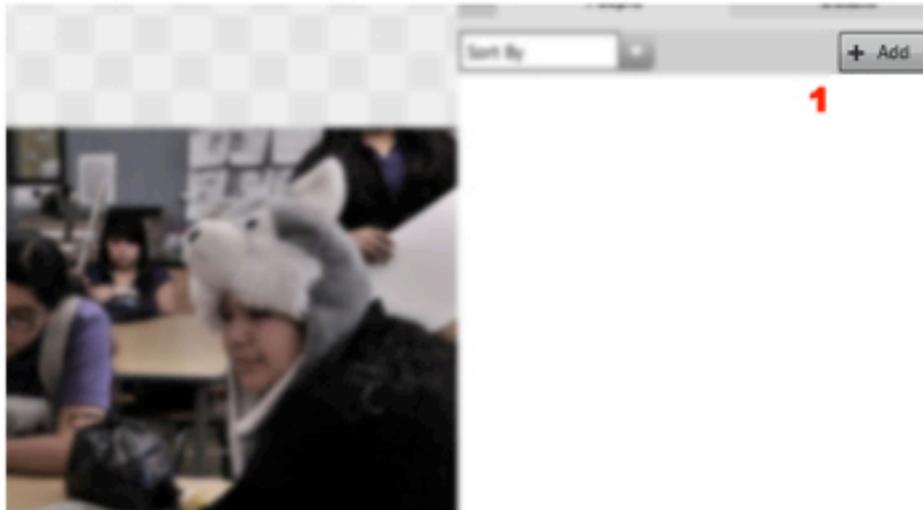
***There could be a small problem with this. You may know some people in a photo, but not all, leaving some pictures with people untagged. No one will know this because the orange circle will disappear! Tag those that you know and simply write down the photo number on a sheet of paper and bring it in for someone else to help you out.*



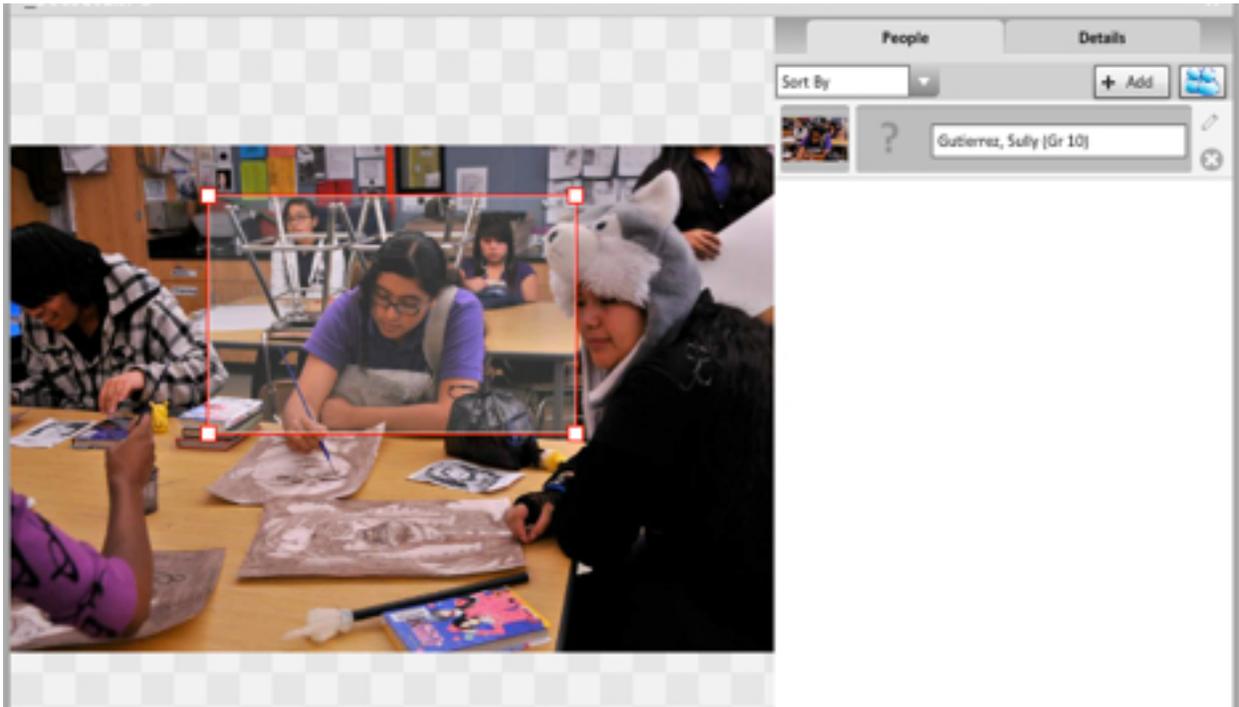
STEP 6: HOW TO TAG - Hover (don't click) over a picture. You should see a **blue "i"**. Click the blue "i".



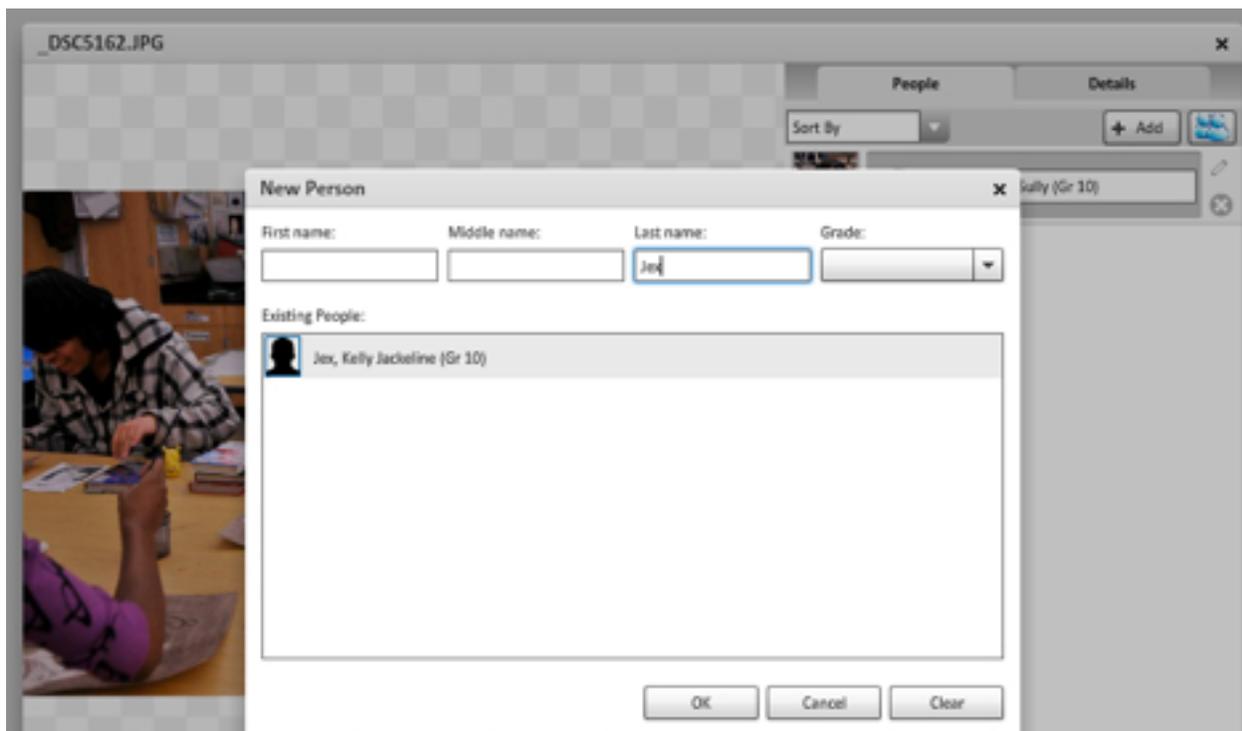
STEP 7: The photo should enlarge giving you a few options. Click on **+ Add**. Begin typing the name of the student you know (It's easier if you know their last name). Like Facebook, Jostens will begin to *guess* who you were looking. When you see the name, click on it! and Press **OK**.



STEP 8: After you click **OK**, you should see a box with white corners (like Photoshop). Drag the corners until you resize the box over the person's face.



STEP 9: The picture above has a couple of my students. You can continue to **Add** tags/names by repeating steps 7 and 8.

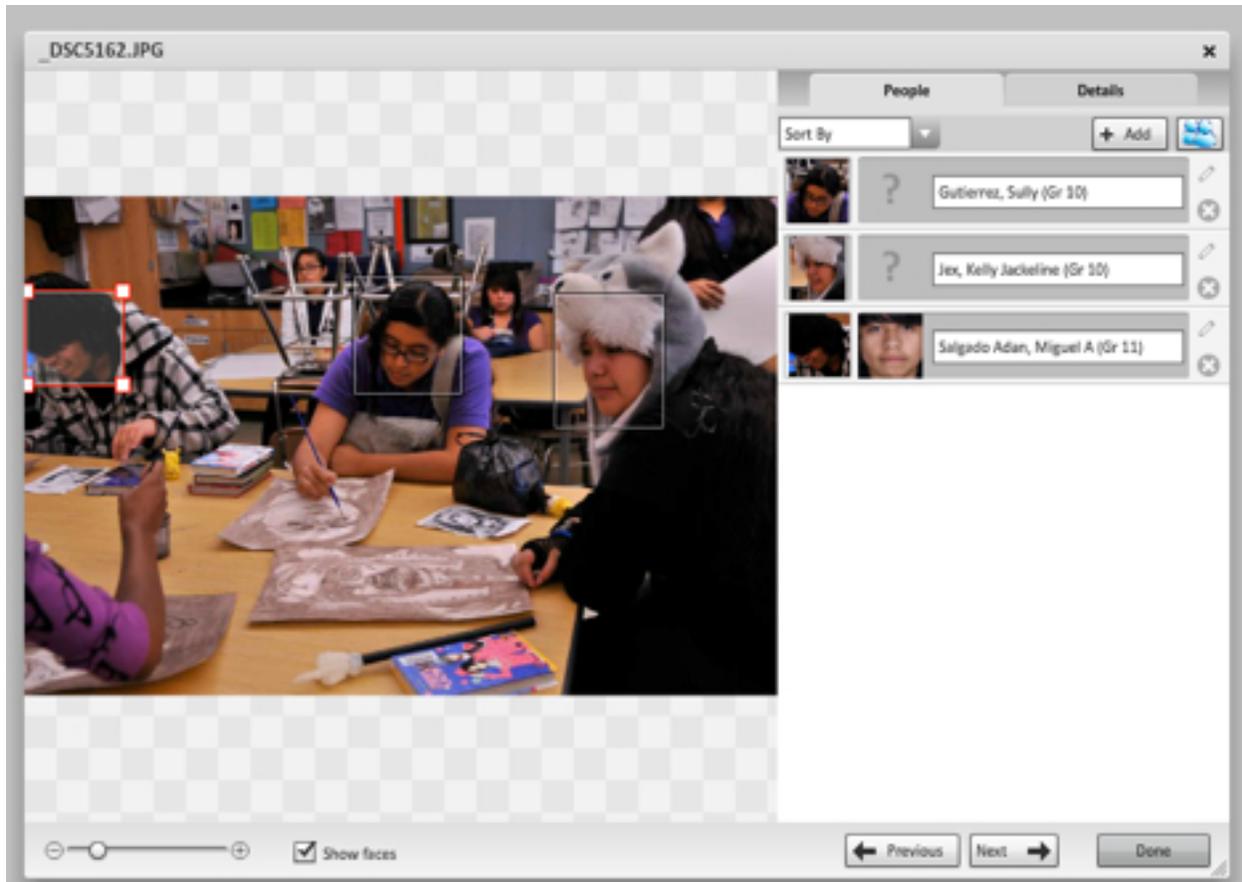


As you can see below, I've already tagged a few students.

** Some students did not take a mug shot so you'll see a gray question mark (see below). Don't worry about it.*

*** You can continue on by simply pressing the button below marked **Next** to go to the next photo. When you're all finished just press **Done**.*

Note how the orange circle is no longer under that photo.



STEP 10: Jostens saves it all for you! When you're finished just **Sign Out** (see below)

