

# Creating Yearbook Ladder

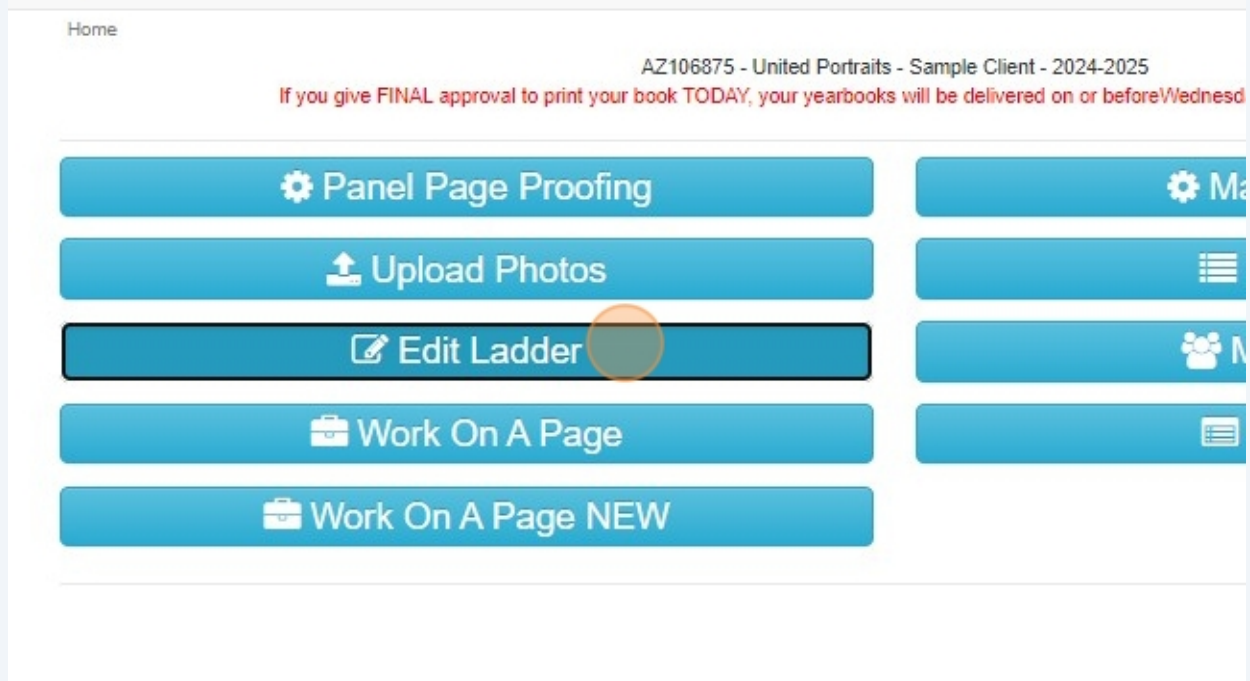
1

Navigate to

[https://yearbook-master.com/fe/clients/clients\\_home.shtml?ybid=744](https://yearbook-master.com/fe/clients/clients_home.shtml?ybid=744)

2

Click "Edit Ladder"



3 Click this text field.

<input type="checkbox"/>		NO	1st Grade Collage <input type="text"/>	By	10	11	1st Grade Collage <input type="text"/>
<input checked="" type="checkbox"/>	NO	NO	Mrs. Maher 2nd Grade <input type="text"/>	By	12	13	Mr. Brown 2nd Grade <input type="text"/>
<input type="checkbox"/>		NO	2nd grade Collage <input type="text"/>	By	14	15	2nd grade Collage <input type="text"/>
<input type="checkbox"/>		NO	<input type="text"/>	By	16	17	<input type="text"/>
<input type="checkbox"/>		NO	<input type="text"/>	By	18	19	<input type="text"/>
<input type="checkbox"/>		NO	<input type="text"/>	By	20	21	<input type="text"/>
<input type="checkbox"/>		NO	<input type="text"/>	By	22	23	<input type="text"/>

4 Type "Mrs. Breeze 3rd Grade"

5 Click this text field.

<input type="text"/> By			<input type="text"/> By			
<input type="text"/> By	10	11	1st Grade Collage <input type="text"/> By	NO		<input type="checkbox"/>
<input type="text"/> By	12	13	Mr. Brown 2nd Grade <input type="text"/> By	NO	NO	<input checked="" type="checkbox"/>
<input type="text"/> By	14	15	2nd grade Collage <input type="text"/> By	NO		<input type="checkbox"/>
<input type="text"/> By	16	17	<input type="text"/> <input type="text"/> By	NO		<input type="checkbox"/>
<input type="text"/> By	18	19	<input type="text"/> <input type="text"/> By	NO		<input type="checkbox"/>
<input type="text"/> By	20	21	<input type="text"/> <input type="text"/> By	NO		<input type="checkbox"/>
<input type="text"/> By	22	23	<input type="text"/> <input type="text"/> By	NO		<input type="checkbox"/>

6 Type "Mr. Schultz 3rd Grade"

7 Click this text field.

<input type="checkbox"/>		NO	<input type="text"/>	By	10	11	<input type="text"/>
<input checked="" type="checkbox"/>	NO	NO	Mrs. Maher 2nd Grade <input type="text"/>	By	12	13	Mr. Brown 2nd Grade <input type="text"/>
<input type="checkbox"/>		NO	2nd grade Collage <input type="text"/>	By	14	15	2nd grade Collage <input type="text"/>
<input type="checkbox"/>		NO	Mrs. Breeze 3rd Grade <input type="text"/>	By	16	17	Mr. Schultz 3rd Grade <input type="text"/>
<input type="checkbox"/>		NO	<input type="text"/>	By	18	19	<input type="text"/>
<input type="checkbox"/>		NO	<input type="text"/>	By	20	21	<input type="text"/>
<input type="checkbox"/>		NO	<input type="text"/>	By	22	23	<input type="text"/>
<input type="checkbox"/>		NO	<input type="text"/>	By	24	25	<input type="text"/>

8 Type "#rd Grade Collage"

9 Click this text field.

				By		
<input checked="" type="checkbox"/>	NO	NO	Mrs. Maher 2nd Grade	By	12	13
<input type="checkbox"/>		NO	2nd grade Collage	By	14	15
<input type="checkbox"/>		NO	Mrs. Breeze 3rd Grade	By	16	17
<input type="checkbox"/>		NO	3rd Grade Collage	By	18	19
<input type="checkbox"/>		NO		By	20	21
<input type="checkbox"/>		NO		By	22	23
<input type="checkbox"/>		NO		By	24	25

10 Type "3"

11 Click this text field.

<input type="checkbox"/>			<input type="text"/>	By			<input type="text"/>
<input checked="" type="checkbox"/>	NO	NO	Mrs. Maher 2nd Grade <input type="text"/>	By	12	13	Mr. Brown 2nd Grade <input type="text"/>
<input type="checkbox"/>		NO	2nd grade Collage <input type="text"/>	By	14	15	2nd grade Collage <input type="text"/>
<input type="checkbox"/>		NO	Mrs. Breeze 3rd Grade <input type="text"/>	By	16	17	Mr. Schultz 3rd Grade <input type="text"/>
<input type="checkbox"/>		NO	3rd Grade Collage <input type="text"/>	By	18	19	<input type="text"/>
<input type="checkbox"/>		NO	<input type="text"/>	By	20	21	<input type="text"/>
<input type="checkbox"/>		NO	<input type="text"/>	By	22	23	<input type="text"/>
<input type="checkbox"/>		NO	<input type="text"/>	By	24	25	<input type="text"/>

12 Press **ctrl + c**

13 Click this text field.

<input type="text"/> By	10	11	<input type="text"/> By	NO		<input type="checkbox"/>
<input type="text"/> By	12	13	Mr. Brown 2nd Grade <input type="text"/> By	NO	NO	<input checked="" type="checkbox"/>
<input type="text"/> By	14	15	2nd grade Collage <input type="text"/> By	NO		<input type="checkbox"/>
<input type="text"/> By	16	17	Mr. Schultz 3rd Grade <input type="text"/> By	NO		<input type="checkbox"/>
<input type="text"/> By	18	19	<input type="text"/> <input type="text"/> By	NO		<input type="checkbox"/>
<input type="text"/> By	20	21	<input type="text"/> <input type="text"/> By	NO		<input type="checkbox"/>
<input type="text"/> By	22	23	<input type="text"/> <input type="text"/> By	NO		<input type="checkbox"/>
<input type="text"/> By	24	25	<input type="text"/> <input type="text"/> By	NO		<input type="checkbox"/>

14 Press **ctrl + v**

15 Click this checkbox.

10	11	1st Grade Collage	By	NO		<input type="checkbox"/>
12	13	Mr. Brown 2nd Grade	By	NO	NO	<input checked="" type="checkbox"/>
14	15	2nd grade Collage	By	NO		<input type="checkbox"/>
16	17	Mr. Schultz 3rd Grade	By	NO		<input checked="" type="checkbox"/>
18	19	3rd Grade Collage	By	NO		<input type="checkbox"/>
20	21		By	NO		<input type="checkbox"/>
22	23		By	NO		<input type="checkbox"/>

16 Click this checkbox.

<input type="checkbox"/>		NO	1st Grade Collage	By	10	11
<input checked="" type="checkbox"/>	NO	NO	Mrs. Maher 2nd Grade	By	12	13
<input type="checkbox"/>		NO	2nd grade Collage	By	14	15
<input type="checkbox"/>		NO	Mrs. Breeze 3rd Grade	By	16	17
<input type="checkbox"/>		NO	3rd Grade Collage	By	18	19
<input type="checkbox"/>		NO		By	20	21
<input type="checkbox"/>		NO		By	22	23



17 Click this button field.

	NO	1st Grade Collage		10	11	1st Grade Collage
		<input type="text"/>	By			<input type="text"/>
NO	NO	Mrs. Maher 2nd Grade		12	13	Mr. Brown 2nd Grade
		<input type="text"/>	By			<input type="text"/>
	NO	2nd grade Collage		14	15	2nd grade Collage
		<input type="text"/>	By			<input type="text"/>
	NO	Mrs. Breeze 3rd Grade		16	17	Mr. Schultz 3rd Grade
		<input type="text"/>	By			<input type="text"/>
	NO	3rd Grade Collage		18	19	3rd Grade Collage
		<input type="text"/>	By			<input type="text"/>
	NO	<input type="text"/>		20	21	<input type="text"/>
		<input type="text"/>	By			<input type="text"/>
	NO	<input type="text"/>		22	23	<input type="text"/>
		<input type="text"/>	By			<input type="text"/>

18 Click this dropdown.

NO	Front Cover Inside				MSD	Welcome Page
	<input type="text"/>					By
NO	Letter from the Principal					By
	<input type="text"/>					By
NO	Mrs. Kramer Kindergarten					By
	<input type="text"/>					By
NO	Kindergarten Collage					By
	<input type="text"/>					By
NO	Ms. Brown 1st Grade			9		Mrs. Framer 1st Grade
	<input type="text"/>					By
NO	1st Grade Collage			11		1st Grade Collage
	<input type="text"/>					By
NO	Mrs. Maher 2nd Grade			12	13	Mr. Brown 2nd Grade
	<input type="text"/>	By				By
	2nd grade Collage					2nd grade Collage

Page done by ✕

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Select ▼

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**Update**

Select

School

United Portraits

Both

19 Click this button field.

inside			Welcome Page	By	NO		<input type="checkbox"/>
e Principal				By	NO	NO	<input checked="" type="checkbox"/>
Kindergarten			Kindergarten	By	NO	NO	<input checked="" type="checkbox"/>
Collage			Collage	By	NO		<input type="checkbox"/>
1 Grade	8	9	Mrs. Framer 1st Grade	By	NO	NO	<input checked="" type="checkbox"/>
Collage	10	11	1st Grade Collage	By	NO		<input type="checkbox"/>
2nd Grade	12	13	Mr. Brown 2nd Grade	By	NO	NO	<input checked="" type="checkbox"/>
Collage			2nd grade Collage				

Page done by ✕

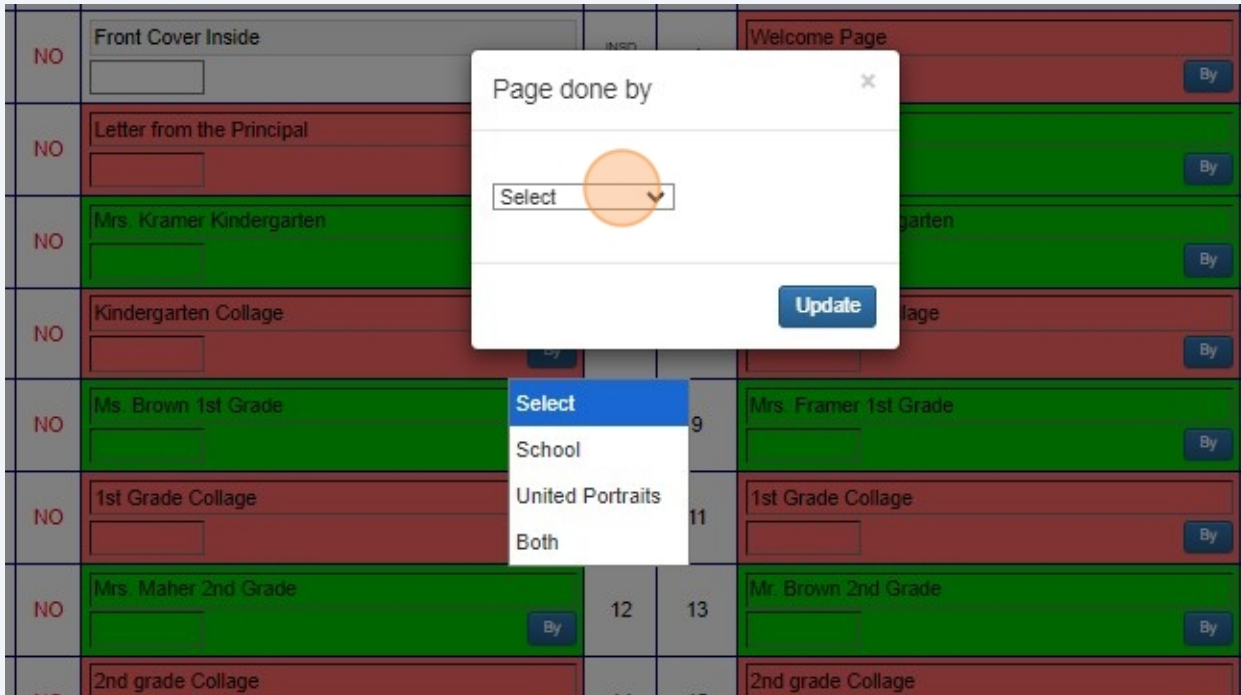
Both ▼

Update

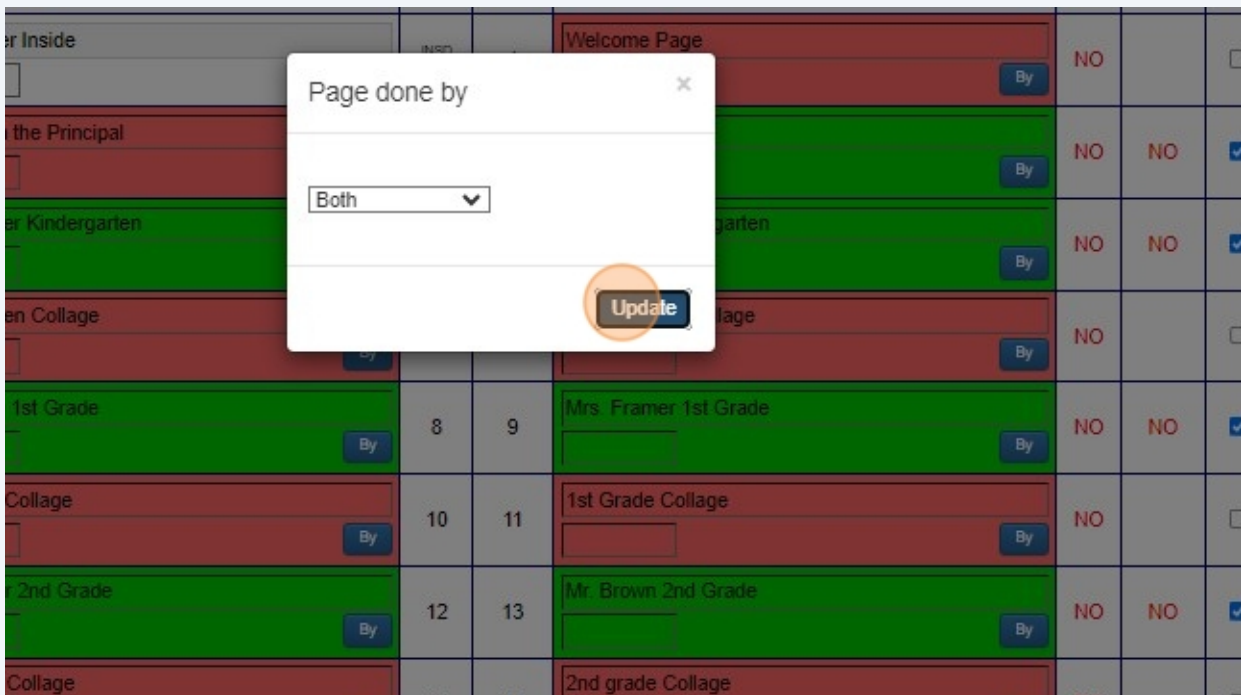
20 Click this button field.

10	11	1st Grade Collage	By	NO		<input type="checkbox"/>
12	13	Mr. Brown 2nd Grade	By	NO	NO	<input checked="" type="checkbox"/>
14	15	2nd grade Collage	By	NO		<input type="checkbox"/>
16	17	Mr. Schultz 3rd Grade	By	NO		<input checked="" type="checkbox"/>
18	19	3rd Grade Collage	By	NO		<input type="checkbox"/>
20	21		By	NO		<input type="checkbox"/>
22	23		By	NO		<input type="checkbox"/>
24	25			NO		<input type="checkbox"/>

21 Click this dropdown.



22 Click this button field.



23 Click this button field.

NO	NO	Mrs. Maher 2nd Grade <input type="text"/>	By	12	13	Mr. Brown 2nd Grade <input type="text"/>
	NO	2nd grade Collage <input type="text"/>	By	14	15	2nd grade Collage <input type="text"/>
	NO	Mrs. Breeze 3rd Grade <input type="text"/>	By	16	17	Mr. Schultz 3rd Grade <input type="text"/>
	NO	3rd Grade Collage <input type="text"/>	By	18	19	3rd Grade Collage <input type="text"/>
	NO	<input type="text"/>	By	20	21	<input type="text"/>
	NO	<input type="text"/>	By	22	23	<input type="text"/>
	NO	<input type="text"/>	By	24	25	<input type="text"/>
	NO	<input type="text"/>	By	26	27	<input type="text"/>

24 Click this dropdown.

NO	Front Cover Inside <input type="text"/>				Welcome Page <input type="text"/>	By	
NO	Letter from the Principal <input type="text"/>					By	
NO	Mrs. Kramer Kindergarten <input type="text"/>				garten	By	
NO	Kindergarten Collage <input type="text"/>				lage	By	
NO	Ms. Brown 1st Grade <input type="text"/>			9	Mrs. Framer 1st Grade <input type="text"/>	By	
NO	1st Grade Collage <input type="text"/>			11	1st Grade Collage <input type="text"/>	By	
NO	Mrs. Maher 2nd Grade <input type="text"/>		By	12	13	Mr. Brown 2nd Grade <input type="text"/>	By
	2nd grade Collage <input type="text"/>				2nd grade Collage <input type="text"/>		

Page done by

Select

Update

Select

- School
- United Portraits
- Both

25 Click this button field.

Inside			Welcome Page	By	NO		<input type="checkbox"/>
the Principal				By	NO	NO	<input checked="" type="checkbox"/>
Kindergarten			Kindergarten	By	NO	NO	<input checked="" type="checkbox"/>
Collage			Collage	By	NO		<input type="checkbox"/>
1st Grade	8	9	Mrs. Framer 1st Grade	By	NO	NO	<input checked="" type="checkbox"/>
Collage	10	11	1st Grade Collage	By	NO		<input type="checkbox"/>
2nd Grade	12	13	Mr. Brown 2nd Grade	By	NO	NO	<input checked="" type="checkbox"/>
Collage			2nd grade Collage				

Page done by ✕

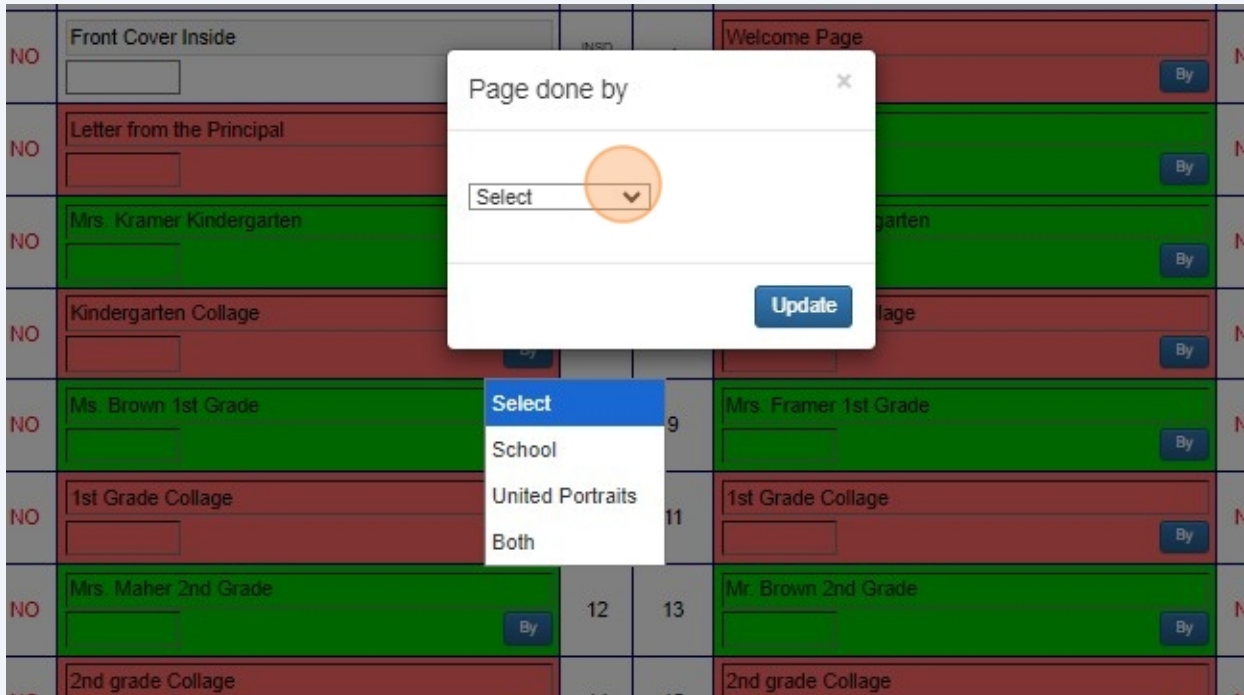
▼

Update

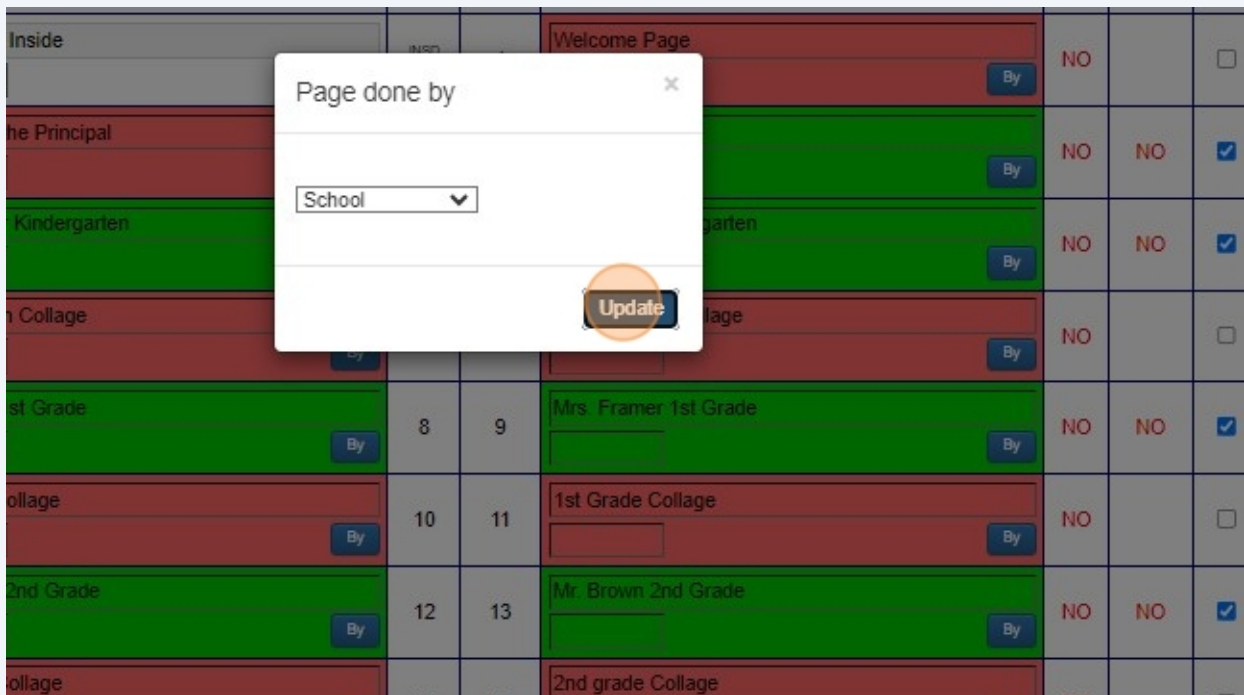
26 Click this button field.

12	13	Mr. Brown 2nd Grade	By	NO	NO	<input checked="" type="checkbox"/>
14	15	2nd grade Collage	By	NO		<input type="checkbox"/>
16	17	Mr. Schultz 3rd Grade	By	NO		<input checked="" type="checkbox"/>
18	19	3rd Grade Collage	By	NO		<input type="checkbox"/>
20	21		By	NO		<input type="checkbox"/>
22	23		By	NO		<input type="checkbox"/>
24	25		By	NO		<input type="checkbox"/>
26	27			NO		<input type="checkbox"/>

27 Click this dropdown.



28 Click this button field.



29 Click this button field.

<input type="text"/> <input type="text"/>	By	46	47	<input type="text"/> <input type="text"/>	By	NO
<input type="text"/> <input type="text"/>	By	48	INSD CVR	Back Cover Inside <input type="text"/>	By	NO
			BACK CVR	Back Cover <input type="text"/> 09/16/2024	By	NO

Submit

View Change History:

Done by

United Portraits
School
Both
Panel Page

Panel Review

NO	Not ready for first review, panel not generated.
REV.P	Pending review.
COR.P	Pending corrections.
DONE	DONE : Review and Corrections done .