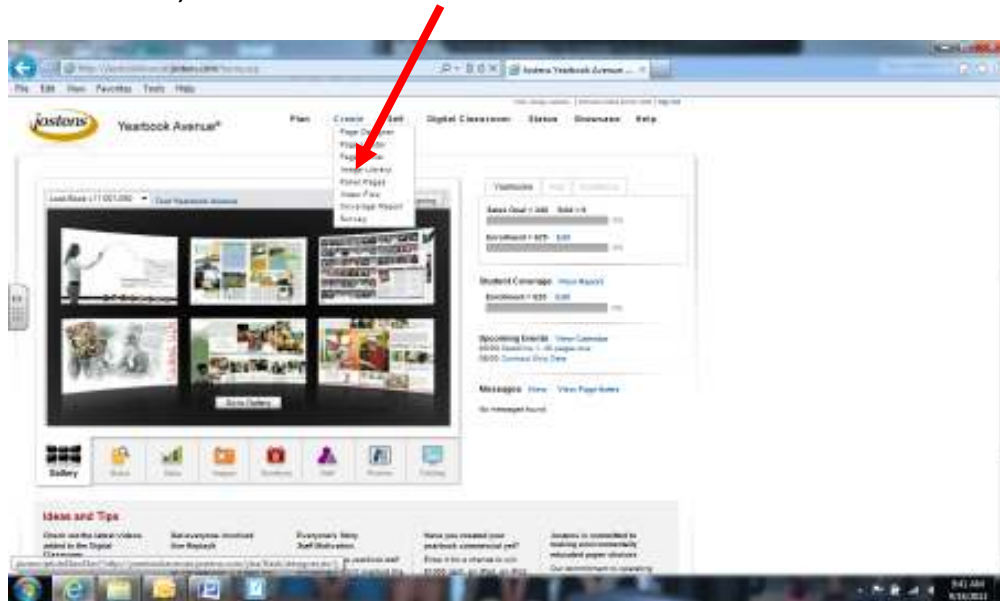


Photo Tagging Instructions:

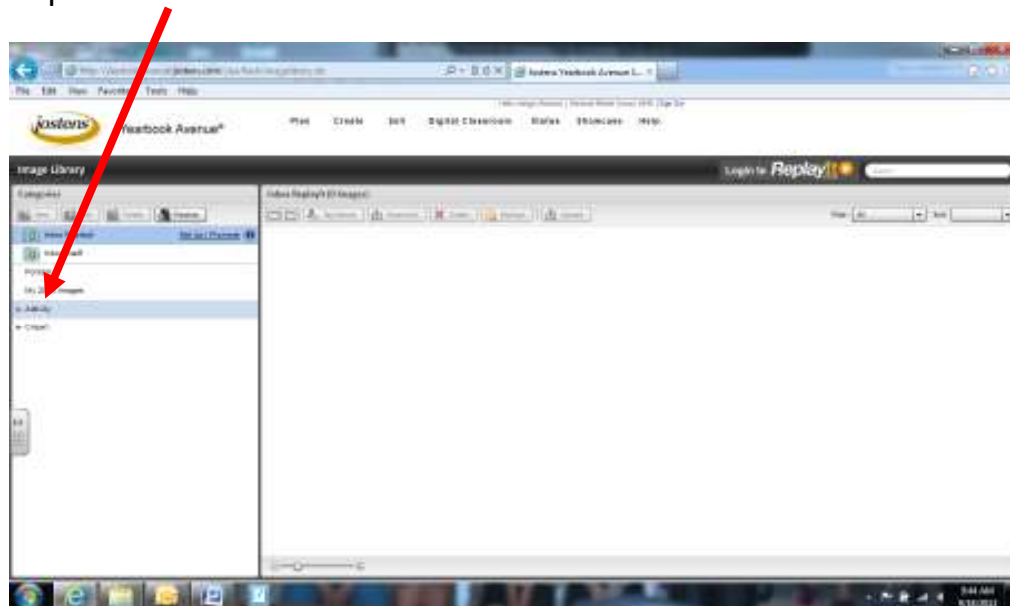
Go to the Josten's website at: <http://yearbookavenue.jostens.com/>

Enter the job number, login, and password.

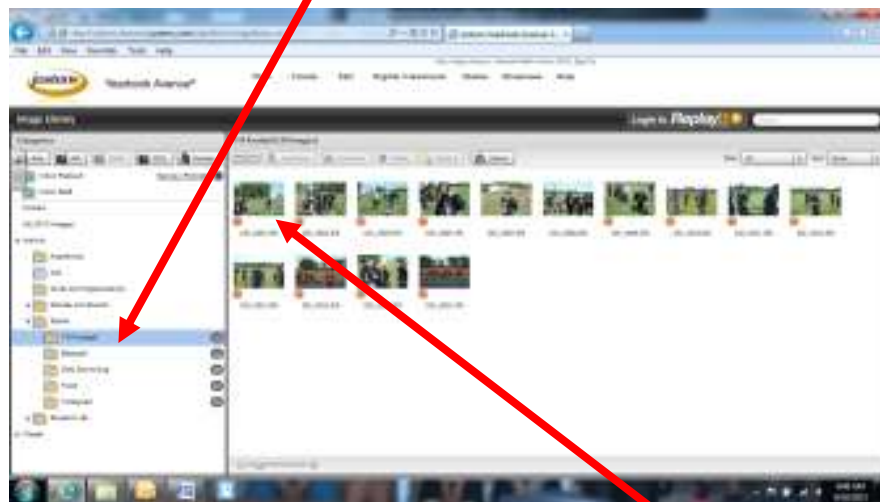
Hover over **CREATE**, and select **IMAGE LIBRARY**.



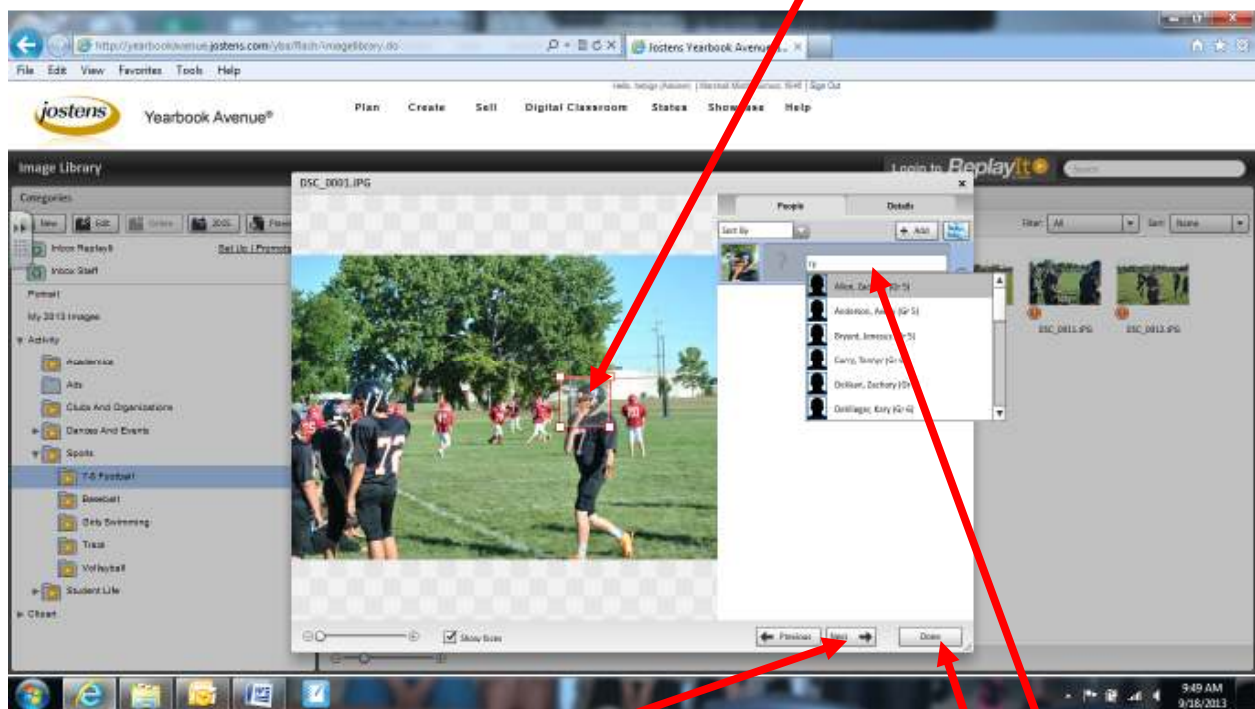
Once you are in the IMAGE LIBRARY, go to the left side of the page and click the arrow to open **ACTIVITY**.



The activities will appear, click the folder where you would like to begin working.



Next, double click the picture you would like to start **TAGGING**. Once the enlarged screen has appeared, you can click on a face and a red box will appear.



When the box is highlighted, begin typing the name of the person in the picture. The names will start to show up, select the name of the person in the picture. Then, click **NEXT**. When you are finished tagging, be sure to click **DONE** – that's when the 'tags' save.

If you do not know the name of a student, write down the **number** of the picture and the **folder** it is in, so we can figure out who it is.

