

Leavers' Book Online Design Guide

Powered by Xmas4schools

Your simple guide to using our online editing tool!

We're absolutely delighted you've chosen Leavers' Books (powered by Xmas4schools) to design and create your Leavers' Books. How exciting!

Inside this guide, you'll find everything you need to bring your masterpiece to life. Our editing tool has been carefully designed to be intuitive and easy to use, but we know that design platforms can sometimes feel unfamiliar at first.

To help everything run smoothly and keep the process enjoyable, we recommend taking a few moments to read through the guidance and tips that follow. A little prep goes a long way towards a stress-free creation journey.

And remember, if you ever feel stuck or unsure, our friendly team is only a call or email away on 0800 612 7381 or info@xmas4schools.co.uk. We're here to help every step of the way!

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1. Softback vs Hardback – What’s the Difference?

In short, it comes down to finish and cost.

Our high quality, yet purse friendly, softback books are lightweight, flexible and easy to pop into a school bag. They feel more like a polished brochure than a weighty novel, making them a practical and affordable choice.

Our hardback books, on the other hand, have a sturdy, rigid cover that feels much more like a traditional book. They are a little more expensive, but their durability makes them a lovely long-term keepsake.

It’s important to choose the option that best suits your school and families, as we’re unable to mix and match styles within a single order. This is because hardback books have a minimum order quantity of 30 copies.

If you are considering a combination and think you would meet the hardback minimum, do get in touch. We’ll be very happy to talk through the options with you.

Hardback books feel a little more premium and are designed to last much longer



Softback year books are more less rigid than the hardbacks.

2. Getting Started

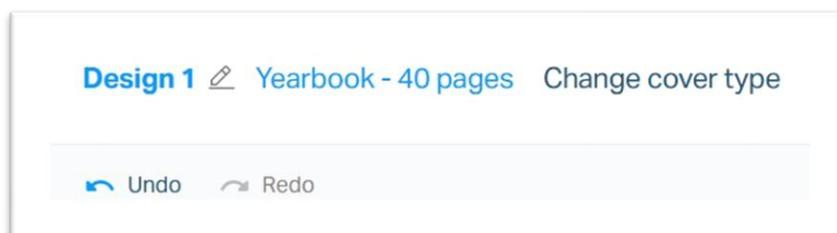
From the Leavers' Books page, simply choose your preferred design and click **Start Customising**. This will take you straight to our online editing tool, sometimes referred to as **Antigro**.

You'll need to decide which style of book you'd like to create (hardback or softback) along with your page count. We would recommend starting with 40 pages (the minimum requirement – this will provide you with 18 pupil profile pages) and adding more pages, if necessary, later in your book creation.

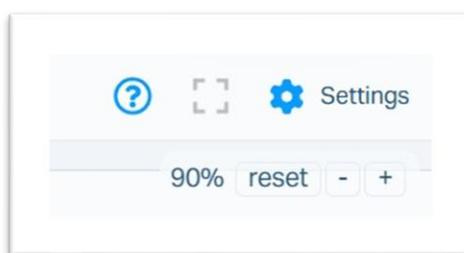
After selecting your preferred type, you'll see a selection of template options, created especially for School Leavers' Books. Browse through and select the design you'd like to work with.

When your chosen template opens, the fun begins. You can personalise each page to suit your school perfectly. All text is fully editable, and you can upload your own photos into the designated image areas provided. Before long, you'll see your leavers' book start to take shape, page by page.

At the top left of the page, to the right-hand side of the **Xmas4schools Leavers** logo, you will see the title **Design 1** – if you select the pencil icon, this will allow you to name your book – e.g. "St Mary's Year 6 leavers."



Neatly placed below this, you'll find your closest friends in this process – the **Undo** and **Redo** buttons. If you make a mistake or prefer a previous version of an image/text box, just click the undo button to go back or redo to bring you forward again.



On the far right of the screen, you'll spot three small icons: **Help (?)**, **Toggle Screen**, and **Settings**. You probably won't use them often, but it's useful to know what they do.

The **Help** section mainly relates to the technical print setup of your file, so you can safely ignore this while designing.

Toggle Screen lets you switch into full screen mode for a clearer view of your pages. To exit, simply press *Esc* on your keyboard.

Under **Settings**, you'll see that 'Snapping when moving' is ticked. This means that when you drag text boxes, images or graphics around the page, they'll automatically align neatly with other elements. If

you untick this option, movement becomes smoother and more fluid, but the helpful alignment guides will disappear.

Just below this area, you'll notice a percentage with minus and plus buttons. This controls how large or small the page appears on your screen. If text looks unclear, try adjusting the zoom here rather than increasing the font size within your design.

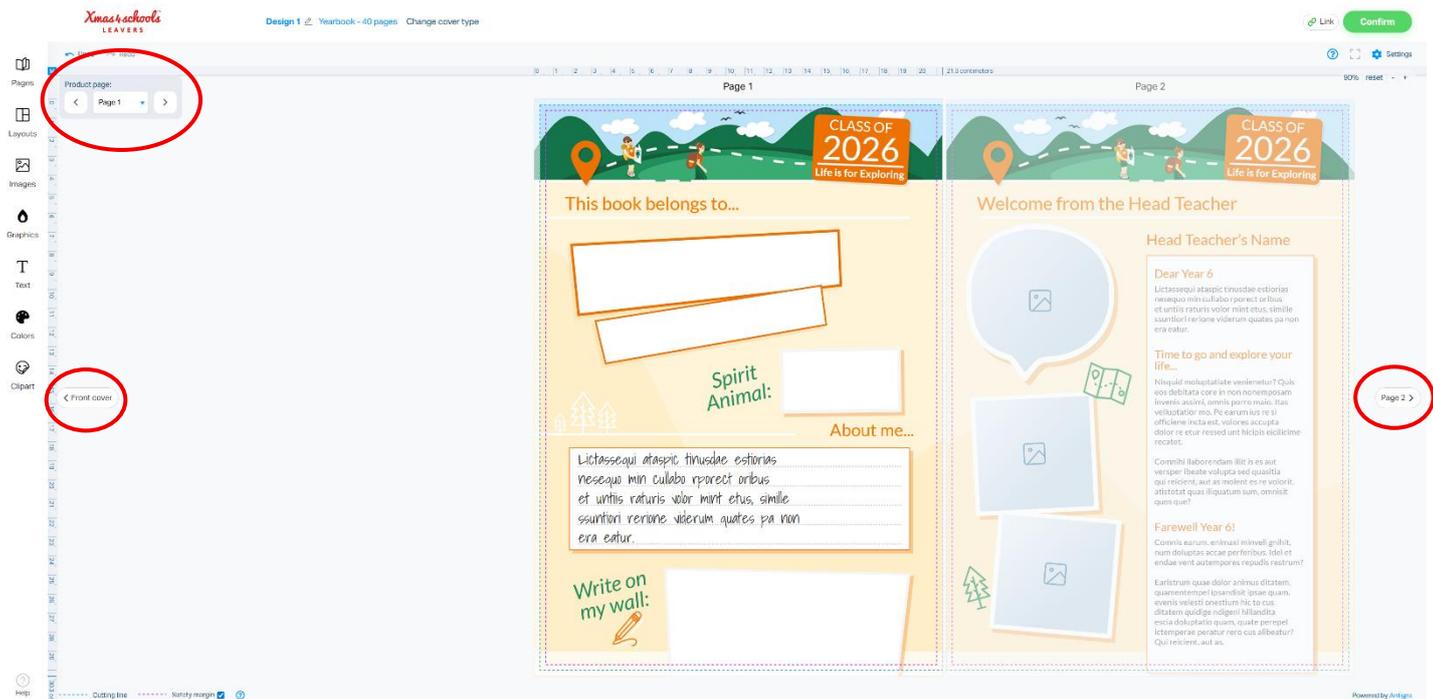
💡 Tip: ON page 2, you will find a page titled "This Book Belongs To:" – please keep this page blank and **do not** add in a child's name. The intention is that the child will write their name in the book as each book will be printed as identical generic copies.

3. Navigation

You can move through your book in several ways:

Use the **Pages** tab on the left-hand side of your screen. From here, you will see a preview of all the pages in your book, allowing you to quickly navigate to specific sections, rearrange pages, or review your layout.

Alternatively, you can use the arrows located at the top left-hand side of your screen or the **Page** buttons located halfway down the screen, either side of your design (pictured below.) The dropdown menu under 'Product page' allows you to select navigate between pages quickly.



The **Pages** icon will appear again late on in this guide when looking at adding and deleting pages.

4. The Toolbar

On the left-hand side of the screen, you will find a helpful toolbar that will allow you to customise and enhance your book. Below, you will find an at-a-glance description of each icon, with more detail being provided later in this guide.

Pages – Preview all the pages in your book and navigate easily between them.

Layouts – View all the pre-designed page templates available within your selected book design. You can apply different layouts to customise each page if the pre-determined page layout doesn't suit your needs.

Images – Upload and view the photos you would like to use in your book. Additionally, you can use the 'auto-generate' feature to automatically place your uploaded images into available image placeholders throughout the book.

Filters – Adjust the brightness, contrast and saturation of your images or apply different colour filters to enhance their appearance. Please note this icon will only appear when the page you are editing contains photos.

Graphics – Upload and view any additional graphics you would like to add to your book.

Text – Add new text boxes or edit existing text boxes.

Colours – Amend and select colours for the graphics in your book.

Clipart – Add pre-selected shapes to your design



Pages



Layouts



Images



Filters



Graphics



Text



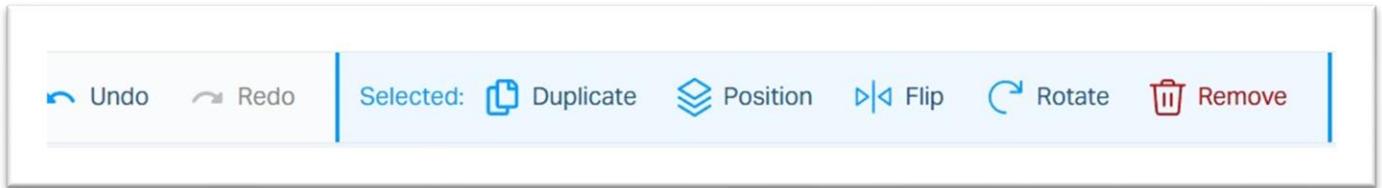
Colors



Clipart

5. The Secondary Toolbar

When you select almost any editable section within your yearbook design, a secondary toolbar will appear near the top of the screen, alongside the undo/redo buttons. It will look either like this:



Or like this:



Duplicate enables you to create a copy of the graphic or text box that you have selected.

Position refers to how the image is layered within the context of the page. When you select this function, another new panel will appear next to the left-hand toolbar. 'Align to page' options will move the selected item to the relevant area of the page, e.g. Top then Left will move the item to the top left part of the page.

💡 Tip: Do not untick the 'Keep in safe zone' check box as this may allow you to move something out of the safe print zone

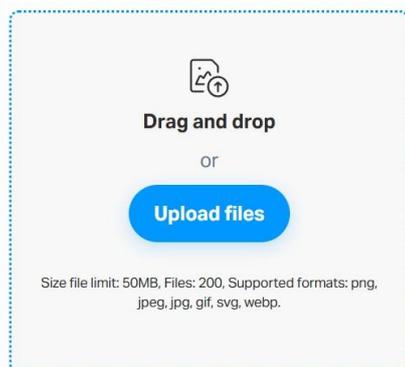
'Layers' refers to where the item sits in relation to other features. For example, 'Bring to front' will move the graphic to sit on top of other areas. If you play around with these functions and get a little stuck, just use the **undo** button.

Flip allows you to change the orientation of the item and **Rotate** changes the direction.

Remove easily deletes the item, although you can often also do this by pressing 'delete' on your keyboard.

6. Uploading and Editing Images

Images

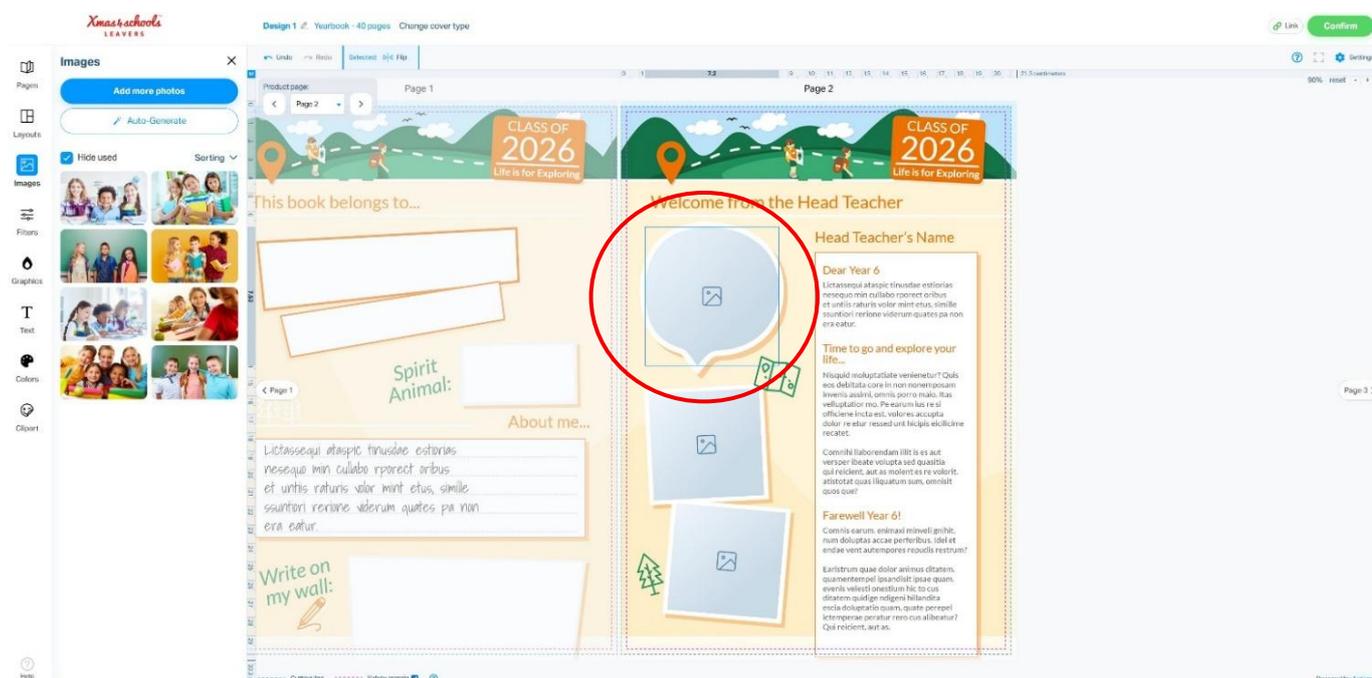


To upload an image, select the **Images** icon from the toolbar. You can then either drag and drop images into the upload box or choose 'Upload files'.

 **Tip:** Ensure any photos that are uploaded are high resolution to avoid uploading errors.

Once your photo has been uploaded into the image gallery, you'll then be able to place it in your book.

 **Tip:** Uploading all your images at once will save time later and make the design process smoother.



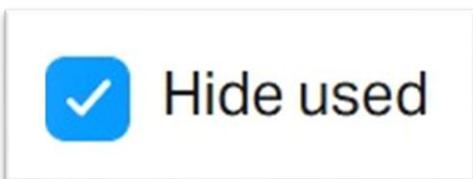
When you're ready to insert your images, select the relevant image placeholder that you wish to edit (shown above with the square surround.) Select the image you would like to use from the gallery by clicking on it. Now you can perfect your placement if needed by making some edits. If you are selecting a landscape photo for a square or round placeholder, you may find the image doesn't sit how you'd like it to. To change this, hover over the directional button in the middle of the image until it turns blue, click, and drag the image to the part you wish to show.



💡 Tip: If the photo you are trying to upload is larger or a different shape to the image holder, you will not be able to use the ‘zoom out’ function as the program will always aim to fill space. Consider cropping images where needed before upload or swapping locations where needed.

At the bottom of an image, you will find 6 icons: rotate left, rotate right, zoom out, zoom in, revert to centre and delete.

If you need to change an image you have already inserted, simply click on the image, then select **Replace** from the left-hand toolbar (you will notice this no longer says **Images** when there is an image located in a placeholder), and choose a different image from the gallery.



To save yourself from duplicating images, you can select “Hide used” – if you think you may need to double up on images, makes sure you untick this box. You can also sort images in your gallery of images to show which were uploaded the most recently if you’re uploading in stages.

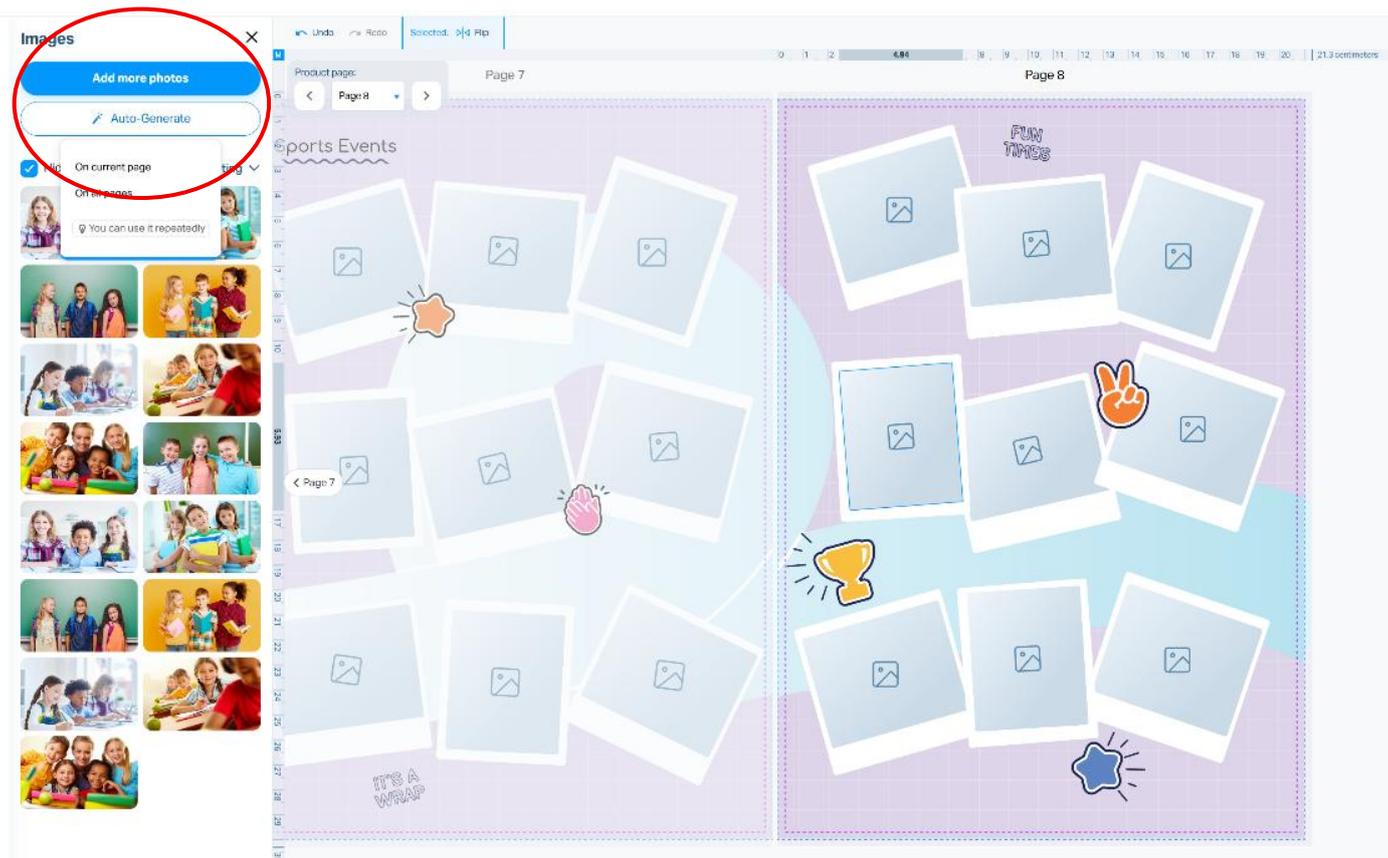
As previously mentioned, the **Filters** icon will only appear on pages that feature images/image placeholders. This function will only work when an image is in the placeholder. When you select an image and select **Filters**, you will see a preview of the photo with a choice of coloured filters. You can also edit the brightness, contrast and saturation of the image should you wish to.

💡 Tip: You cannot remove image placeholders as these are set throughout the design.



If needed, you can let the online editing tool Auto-Generate the locations of the photos you've already uploaded into your gallery. Depending on the number of photos in your gallery, you may find there are duplicates. You will also find that the image may not necessarily reflect the theme of the page. However, it is a good starting point, especially if you leave photos till the end of your design process and want an idea of what the finished book will look like. When you select the 'Auto-Generate' function, you can choose between filling just the current page or the entire book.

💡 Tip: If you use Auto-Generate, remember to carefully check the pupil profile pages to make sure the right image is used in the right profile!



7. Graphics



Graphics will look a little like this (left.) These are the cartoons or doodles that you will see throughout our designs. Many of these graphics are locked and **are not editable as they form the structure and design of the book.**

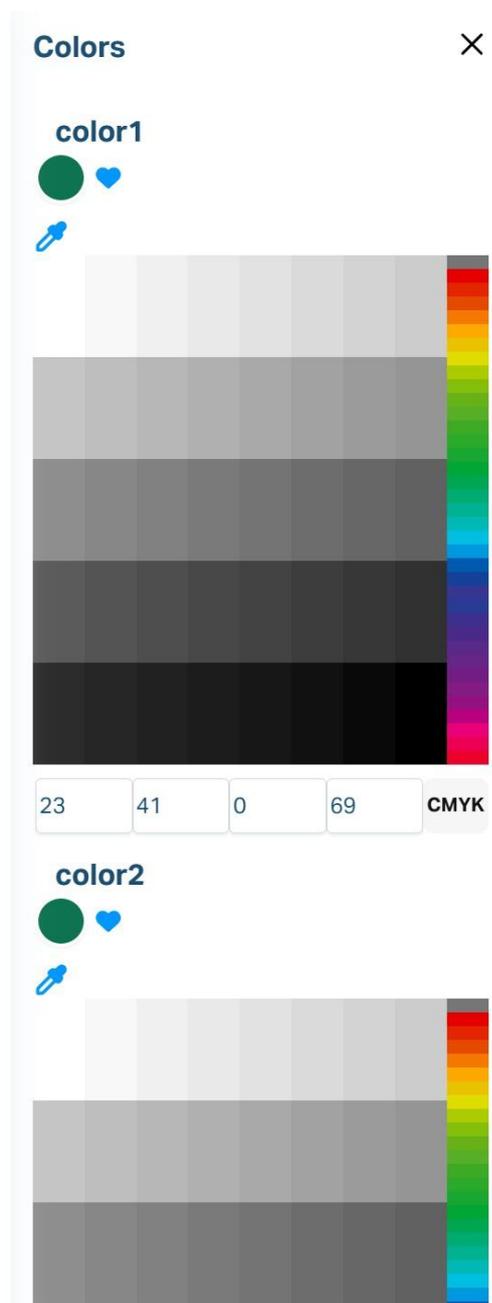
When you select a graphic that is editable, the **Graphics** tab will open in the toolbar. You will now be able to replace the colours or graphic itself should you wish.

💡 Tip: For the theme to flow through your book, we would recommend deleting graphics where needed as opposed to adding in new graphics.

Select a graphic and you'll notice a panel appears next to the left-hand toolbar which will now enable you to edit colours.

Depending on the style of book you have chosen, some of the cartoons and doodles will have multiple colours. The above example has two colours – one colour for the border and one for the main body of the graphic. If you select a new colour in section 1, you will be able to identify which part of the graphic this refers to and the same with section 2. When you are finished with this area, click the **X** in the top right corner – this is the same rule for the other icons.

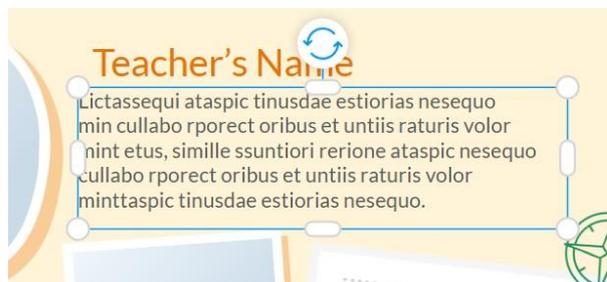
To delete a graphic, select the one you wish to remove and either choose 'Remove' from the secondary toolbar or use the 'delete' button on your keyboard.



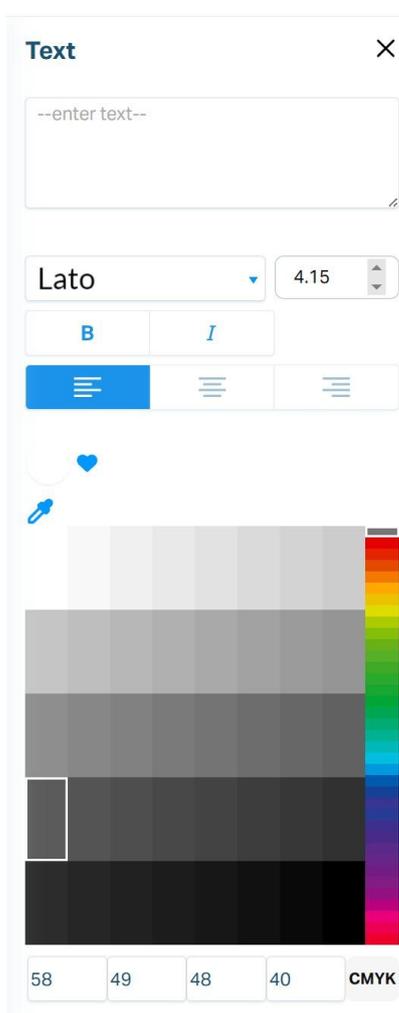
8. Updating and Editing Text

When editing text, it would be worthwhile having any digital Teacher Message and Pupil Profile templates to hand. Copying and pasting text is far easier than typing by hand!

To move a text box, click once on the box and the directional cursor will appear. Hold down the left mouse button whilst the directional cursor is present and you will be able to move this box wherever required. The circle above allows you to rotate the text box if needed.



 **Tip:** If you click a text box once and press delete, you will delete the entire text box, not just the text within it.



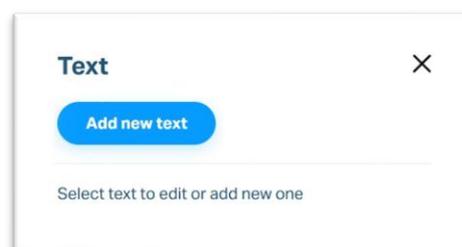
To edit the text within a text box, you will need to click a second time so that the cursor appears. When the cursor appears, there are two ways you can now add text. You can either type directly into the text box or head to the left side of the screen and you will notice the 'Text' tab has now opened in the toolbar.

Here, you can also complete a range of actions. You can select your preferred font style and size from the dropdown boxes, make the text **bold** or *italic* and amend the justification of the text (left, centred, right.)

There are a huge range of font colours to choose from too, but we would recommend keeping a small palette of colours.

 **Tip:** When you choose a colour that you would like to use again in your book, click the love heart next to the colour and the system to use again later. If you change your mind on that colour and wish to remove it from your palette, simply click on it and select the bin icon.

When adding a new text box, ensure you have not selected anything already on the page where you wish to add the text box. Click 'Add new text' and a box will appear. You will then be able to edit the box as usual.



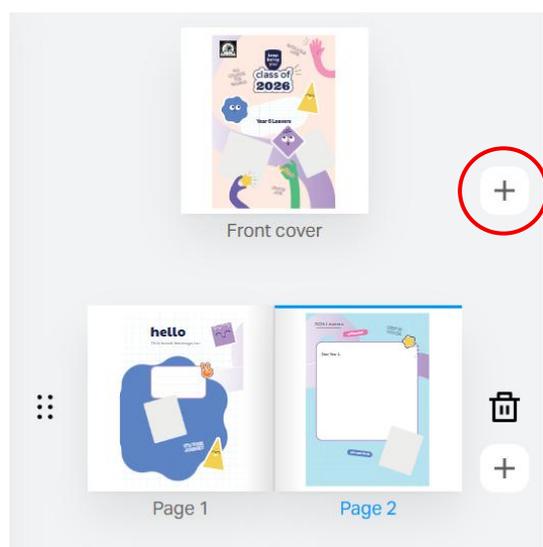
The white shapes at the corners and edges of the text box allow you to adjust the width, height and overall size of the box.

To delete a text box, simply click once and press delete. Alternatively, select 'Remove' from the secondary toolbar.

9. Adding/Removing Pages

While you can add or remove pages to suit your preferences, there are certain limitations due to the way the books are printed. These books are produced using folded sheets, with each sheet creating four pages (printed on the front and back, then folded in half). Because of this production method, pages must be **added or removed in multiples of four** to ensure the book binds correctly and prints properly.

 **Tip:** When you add or remove pages, **you cannot undo your action**. If you decide you no longer wish to keep the new pages, you'll need to manually delete them. If you want to re-add deleted pages, you'll also need to do this manually.



To *add* in a page, click the plus button that you'll find to the right hand side of the pages. **This will now add in four individual pages**. If you need to change the layouts of any of the newly added pages, select the page where you need to amend the layout and then choose **Layouts**. You'll then be able to pick from any of the pre-determined layouts within the book.

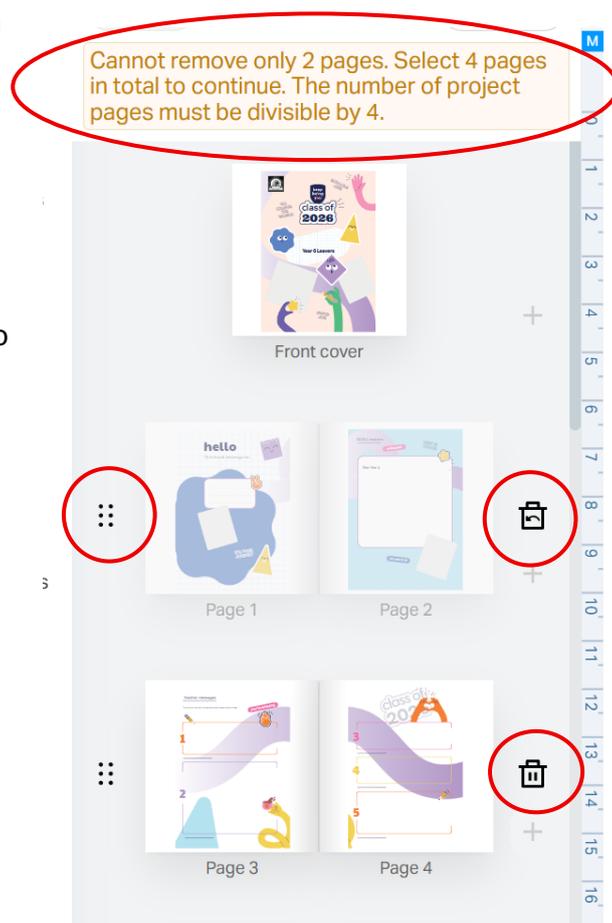
 **Tip:** Avoid the 'Photo layouts' section as these will not slot in to the themed pages particularly well and will only add in a selection of plain images.

The pages you are most likely to duplicate are teacher messages, photo pages and pupil profiles.

To *remove* pages, you will also need to do this in groups of 4. Above the plus icon you will see a **bin** icon. Select this to start removing. When clicked, a message will appear reminding you that you will need to select pages in multiples of 4 in order to complete the removal. In order to select further pages for deletion, you will need to choose another 2 pages by clicking the next relevant bin icon. You will notice that the bin now has a backwards arrow within it. If you have selected one by mistake, click this again to remove it from the deletion selection.

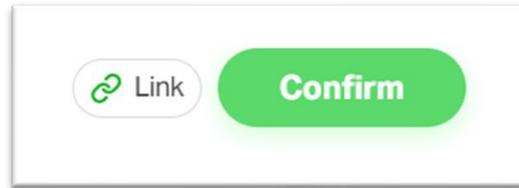
When you are happy with the pages you are removing, a **save** button will now appear where the original warning message appeared. Click here to complete the page removal.

To move around pages within the book set up, click the 6 dots to the left of the page due and drag to the location where you require the pages to be.

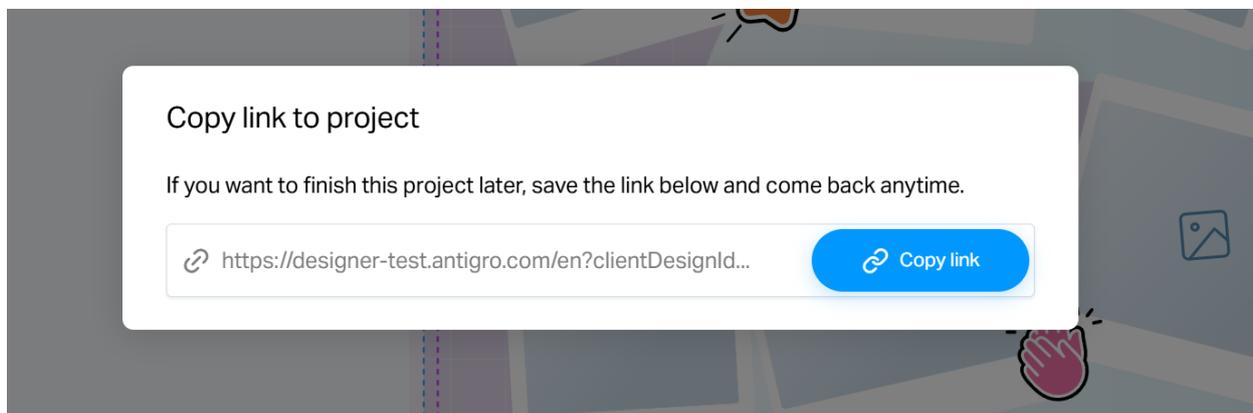


10. Saving Your Progress

There is no set order for personalising your Leavers' Book, so feel free to work through it at your own pace and complete sections whenever it suits you. We would recommend allowing at least a week for completion to allow time for proof reading and last minute information additions, but you can of course take longer should you need (taking into consideration the 3 week turnaround for delivery.)



To save your design progress, simply click on the **Link** button in the top right-hand corner. This will generate a link that you can save to your device or share with others. When you select **Copy link**, your link will be pasted to your 'clipboard.'



When sharing the link with others, be cautious that any changes they make cannot be reversed, so avoid editing the book at the same time where possible. We would also recommend sharing this link with no more than 3 other contributors, to avoid mix ups and errors within your book.

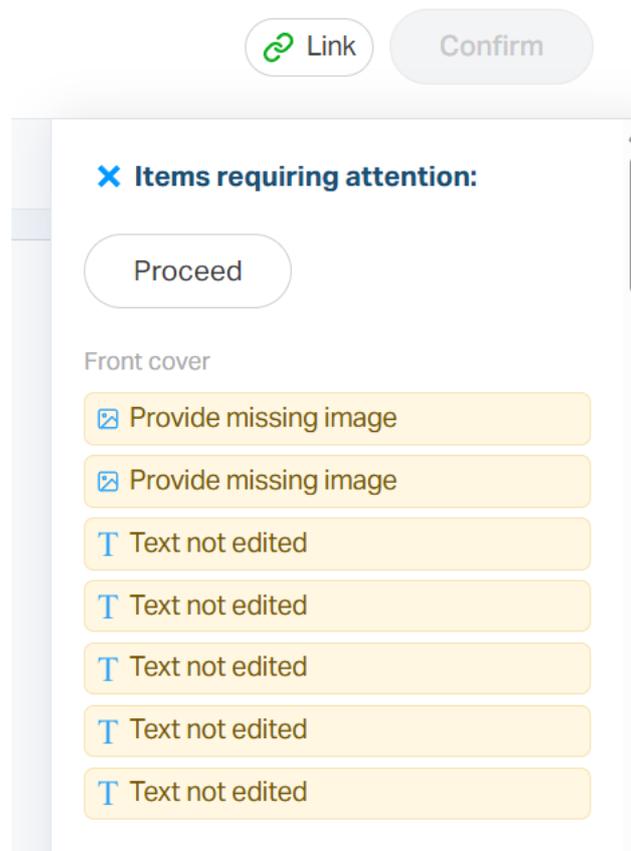
11. Completion

As you come to the end of your book, take a few moments to carefully review each page. Check spellings, names, and dates to ensure everything is correct. Ensure all image placeholders have been filled, and no template text remains. Look over your pages, to confirm all pages are in the correct order and make sure that the photos chosen for the pupil profile pages match the child in the description.

Once a design is confirmed, no further changes can be made, therefore it is imperative that it is proofread by another set of eyes.

When you are happy with your design, follow the **Confirm** button at the top right corner of the screen.

After you click **Confirm**, a list of warnings may appear to highlight any errors or unedited areas that need your attention. Review these carefully and make any necessary changes.



When you are confident that your book is complete, click **Proceed** at the top of the page.

From here, you can choose your order quantity and continue to place your order by following the on-screen instructions.

12. FAQs

Can we change the colour themes of the set templates?

Most elements within our set designs are customisable, however to keep the theme consistent through book, certain backgrounds and graphics have been locked.

Do you need to keep the existing titles on the Pupil Profile page or can these be changed?

All of our text boxes are editable and we would actively encourage making this book as personal to your school as possible. You can change the headings to match the personalities of your children.

What is the minimum order amount?

There is no minimum order requirement for softback books. However, hardback books require a minimum order of 30 copies.

What is the minimum page count?

Our minimum page count is 40, which equates to approximately 18 pupil profile pages within the set templates. If you have less than 18 pupils, you can duplicate other set pages within the book to hit the minimum 40.

I only need to add in 2 extra pupil pages – can I do this instead of 4?

Due to the print set up you will still need to add in the full 4 pages. We would recommend duplicating the “messages from friends” or photo pages to fill any spare pages.

How long does it take to print and deliver the books?

From payment and approval, we will aim to have your books delivered to the school within 3 weeks.

Can we change our design to another halfway through creating our book?

You absolutely can, however, please note that you will not be able to transfer across the work you have already completed and you will need to start again from scratch.

What if I realise I’ve made a mistake after confirming and submitting my design?

Once a design has been submitted, it’s usually not possible for us to make edits or changes. That said, if you spot an issue and let us know as quickly as possible, we’ll always take a look to see whether there’s anything we can do.

Please note that once your book has gone to print, no further changes can be made. Any corrections at that stage would require a full reprint, which would be re billed at the original order value.