# Welcome to Scripsi Online Publishing

Start Your Project at: https://onlinepublishing.studentreasures.com

## ① Start Your Project

Login with the information provided in your confirmation email.

- Under the **My Projects** tab click the **Green Plus Button** to start a new project.
- **To create additional teachers' projects:** click the **My Teachers** tab. Then, click the **Green Plus Button** to create new teachers.
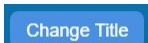
Follow the steps below to set up your book:
- ☑ Name your project
- ☑ Select your project format
- ☑ Indicate the format of your book
- ☑ Choose your page layout
- ☑ Assign Pages (**Assign to Yourself** if you will be creating the book, or **Assign to Students** if your students will be creating the pages themselves.)
- ☑ Select your Press Date

On the next screen, add your students' names to generate their classbook pages or individual books. Don't forget to activate your students by selecting them and clicking activate.

## ② Create Your Books

Under the **My Projects** tab, click the **Blue Book Icon** next to your project.

Once in the bookmaker, add a title to your book by clicking on the **Change Title** button at the top left of your screen, type your title, and click **Save**. Save changes throughout your project by clicking **Save**.

Click the ⚙ button to exit or logout at any time.

Refer to the following pages for instructions on adding images and text to your project.

**More**

Click here to **watch our Scripsi Video Series** on YouTube: https://bit.ly/LNFls

## ③ Complete Your Project for Publishing

Email parents the link below so they can order copies of your published book:

**https://studentreasures.com/preorder/**

This year when parents pre-order online they can save on the purchase of book copies!* Don't forget shipping and handling is included, too! So be sure to share the good news with [this email template](#) with all the details on ordering!

Then, complete your Order Confirmation Page online at:
**https://studentreasures.com/finalize/**

*If you have any families paying with cash or check, please contact our Customer Service Team at 800-867-2292 for instructions on returning these payments to Studentreasures so they can be included with your project.*

## ④ Review and Approve Pages

Review your students' submitted work by going to the **My Projects** tab and clicking the 📘 **Blue Book Icon** next to your project.

When you're finished, click your name and click "**Exit**". Then, click the blue **Submit** button next to the book(s) you'd like to submit for publishing.

# Add Images to Your Project

Select the **project** tab to upload images so the whole class can access them. Students can add pictures through the **personal** tab. In the **personal** tab, only the person who uploaded the images can view and use them in their project.

- Click **upload images** and select your images
- Select multiple images by holding down **Ctrl** while selecting images
- Accepted formats include: **JPG, JPEG, BMP, or PNG**

## Add Uploaded Files
Click or drag the image onto the page from your library.

## Add Clipart
Use the "**Clip Art**" tab at the top of the project library to browse.
Click or drag images to add them to your project.

## Rotate & Enlarge Images
Click on the image and drag the arrow in the bottom left corner to the desired rotation or size.

## Use the Drawing tool
Click the [Draw] button located in the top toolbar. Select drawing options from the lefthand toolbar.

| Rectangle | Line | Width: 5 | Flip | Back Color | Fore Color |

More
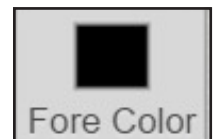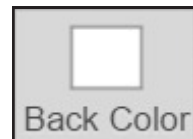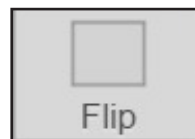
# Add Text to Your Project

Click the **A Add Text** button in the toolbar at the top of the page. Click **Edit** and begin typing in the text box.

## Move a Text Box

Click to activate the text box, then click and hold to drag the text box into place.

## Enlarge a Text Box

Click on the text box and drag one of the corners to the desired size.

## Format Your Text

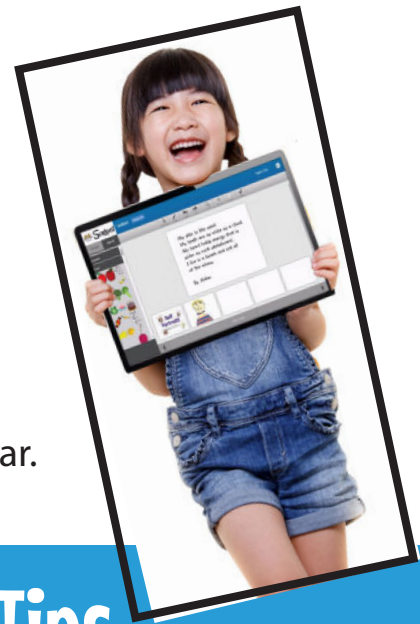Highlight text and click the desired tool on the side toolbar.

| **Font** helvetica | **Aa** Size: 18 | ■ Text Color | **B** Bold | **U** Underline | *I* Italic |

## Align Text in a Box

Click **Edit** on a text box and click the **Text Align** button.

## Delete an Image or Text Box

Click on the text box or image. Click the **Delete** button on the toolbar.

# Scripsi Troubleshooting & Tips

### Can't find your project to add your students?

Go to the **My Students** tab select

**Upload Students** or **Create Students**

In the dropdown menu, select project name and assign students to your project.

### Trouble adding pictures?

Your file name may be too long. Try shortening the file name and uploading again.

### Text Overflow Message

If you recieve this message, try this:

- Make your text smaller
- Delete some text
- Add text to another page

### Can't Save?

Go to the **My Projects** tab and click on the **Blue Book Icon** next to your project. Once in your project, click the **Change Title** button, enter a title and click save.

If you are still experiencing an issue, please contact customer service at (800) 867-2292. Press 1, when prompted, for customer service.

**Studentreasures.com**          **(800) 867-2292**

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