

Welcome to Scripsi Online Publishing

Start Your Project at: <https://onlinepublishing.studenttreasures.com>

1 Set Up Your Project

Login with the information provided in your confirmation email. To add teachers go to the **My Teachers** tab. Click the green **+** button to create teacher profiles one at a time or click the green **↓** button to import multiple teachers from a spreadsheet.

If you will be working on your own class' project follow the steps 2 and 3 to set up and create your books.

2 Start Your Project

- Under the **My Projects** tab click the green **+** button to start a new project.

Follow the steps below to set up your book, including;

- 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.

3 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 **Settings** button to exit or logout at any time.

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


Click here to **watch our Scripsi Video Series** on YouTube: <https://bit.ly/2ULNFIs>




Finishing Your Project

4 Review and Approve Pages

Have each publishing teacher:

- Review student's submitted work by going to the **My Projects** tab and click the  **Blue Book Icon** next to your project.
- When you're finished, click on your name in the top righthand corner and click "Exit". Then, click the blue **Submit** button next to the book(s) you're sending for publishing.

As the coordinator, you'll need to submit each project for publishing:

- Go to the **My Projects** tab and mark the checkbox next to projects that have been marked complete. Click the  button in the top of the screen to submit books for publishing.

Please note, projects are only submitted for publishing after they've been submitted through your coordinator account.

5 Complete Your Project for Publishing

Remind each teacher to email parents the link below so they can order copies of the published book:

<https://studenttreasures.com/preorder/>

This year when parents pre-order online they can save \$2 off the purchase of hardcover books.* 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, have each teacher complete their Order Confirmation Page online at:

<https://studenttreasures.com/finalize/>

**If there are families paying with cash or check, please contact our Customer Service Team at 800-867-2292 for instructions on returning these payments to Studenttreasures so they can be included with the project.*



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

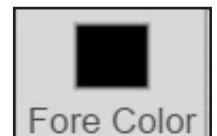
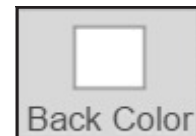
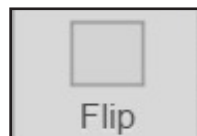
Use the “**Clip Art**” tab at the top of the project library to browse.
Click or drag images to add them to your project.

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  button located in the top toolbar. Select drawing options from the lefthand toolbar.



Add Text to Your Project

Click the  button in the toolbar at the top of the page. Click  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.



Align Text in a Box

Click  on a text box and click the  button.

Delete an Image or Text Box

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



Scripsi™

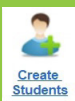
Troubleshooting & Tips

Can't find your project to add your students?

Go to the [My Students](#) tab select



or



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 receive 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 & press 3 for Scripsi help.

Studenttreasures.com

(800) 867-2292