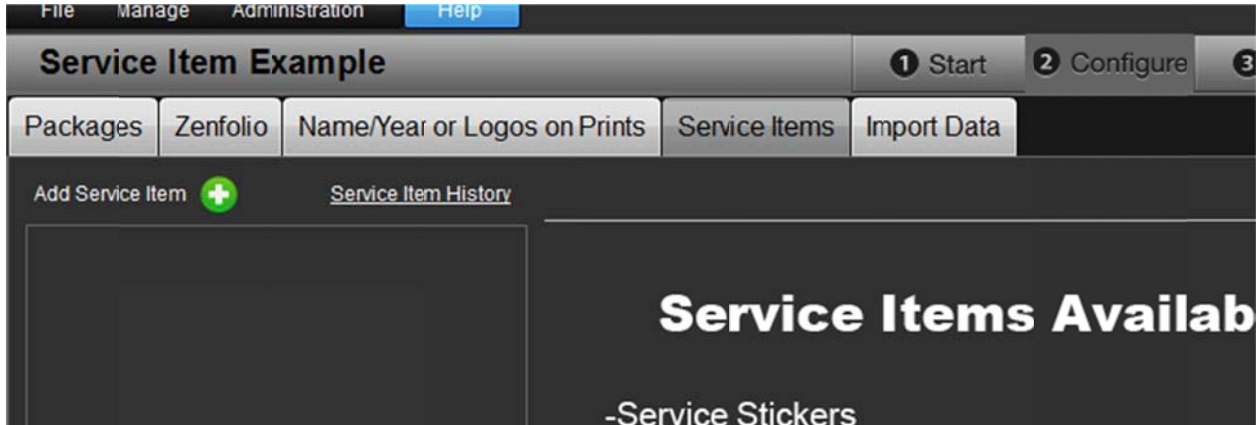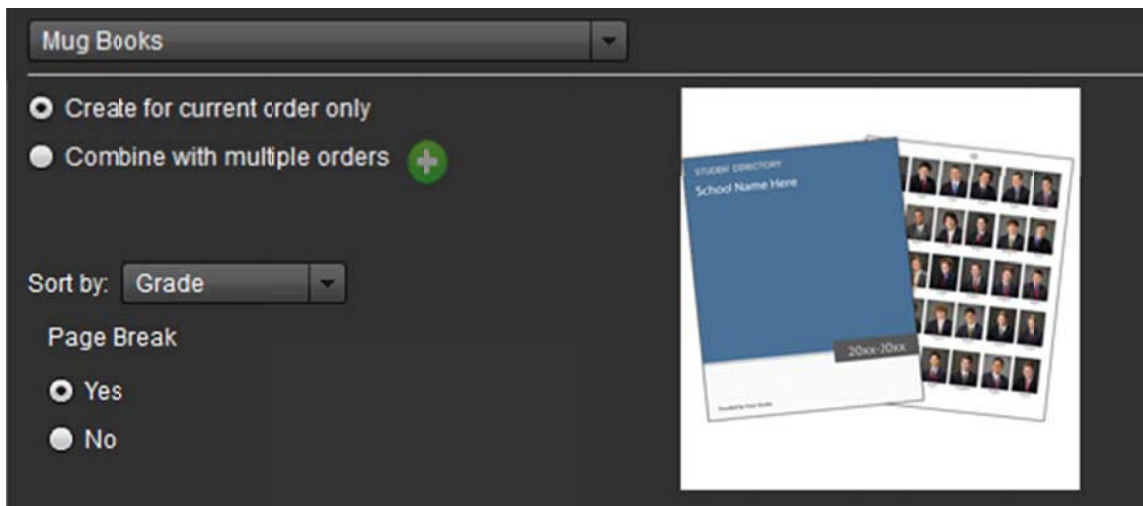**Mug Books (student directory)**

The Mug Book can be used in conjunction with, or in place of, administrative software as a hard copy. It contains one image of each student and faculty member. The Mug Book is spiral bound with an attractive cover page which displays the school name and your studio name.

The image size is approximately 1.05" x 1.32" and has the student's name and grade printed below each image. The charge for these is $1.75 per sheet.

1. Go to the Service Items tab in the software and click on the green button with the white cross next to "Add Service Items".

2. Using the menus, select desired options.

2. Move on to the build stage and enter the images that you would like to have included in the mugbook. All images entered and marked as service item pose will appear on the product.