Paste-up Yearbook Guidelines

USE THIS GUIDE
FOR YEARBOOKS
DESIGNED BY
CUT AND PASTE METHOD

Print Graphics Inc. & COPY CENTRE

PLEASE READ BEFORE STARTING!!!

In order to obtain the best results for your yearbook and to avoid any delays, we have compiled a list of suggestions:

- **DO** follow our calendar included in our Yearbook Kit. In order to meet your yearbook delivery date, we require that your Paste-up pages be submitted according to our schedule.

- **DO** ensure that all pages are marked on the back with your School Name, Page Number and Border Number (if a border is requested) and colour if applicable.

- **DO** ensure that fingers remain as clean as possible when gluing photos onto the Paste-up sheets to avoid fingerprints on the photos.

- **DO NOT** place clear tape over top of the photos or "roll" tape underneath.

- **DO** use the Paste-up sheets provided. If you choose to use your own paper, please ensure that it is heavier than regular bond paper and that the image area is no larger than 19 cm x 25.3 cm (7½" x 10"). Only covers do not require a Paste-up sheet.

- **DO** use a glue-stick (ie. UHUstic) and **not** "wet" glue (ie. Elmer's white glue).

- **DO** use white paper **only**.

- **DO** use original photos

- **DO NOT** use photos that have been printed by either a laser printer, inkjet printer or that have been photocopied.

- **DO** use BLACK pens or markers only and **not** pencil or coloured pens.

- **DO NOT** use "metallic" or "light coloured" stickers on the pages.

- **DO** use borders that we have available for you to choose from rather than adding your own (See page 15).

- **DO** encourage each member of your team to read these notes.

- **DO** a photocopy master set of numbered pages to keep as a reference.

- **DO NOT** use page #'s on the front let us put them in.

If you have any questions or concerns, please contact our team and we will be glad to offer any assistance that you may require.

Using scrap paper, make a "mock-up" book by writing the categories required on each page to determine how many pages are needed in your book as well as placement in relation to each other.

The total number of pages in your book (not including cover or inside cover) must be divisible by four (Please refer to the Page # Chart). If you need to add pages to your book to do this, consider putting in "autograph" pages at the end.

Some suggestions for page categories include:

- Classes
- Sports
- Spiritual Events
- Plays
- Hallowe'en
- Christmas
- Trips
- Staff
- Clubs
- Competition Winners
- Candid photos
- Principal's Message
- Autographs

Many yearbooks contain a special section of a few pages dedicated to the graduating class. These may contain separate photographs of the students with information beside each photo as to who they are, ambitions, nicknames, etc.

Page # Chart

4	8	12	16	20
24	28	32	36	40
44	48	52	56	60
64	68	72	76	80
84	88	92	96	100
104	108	112	116	120
124	128	132	136	140
144	148	152	156	160
164	168	172	176	180

TIP: Even number pages are always on the left hand side while odd number pages are always on the right hand side.

An easy way to layout your class pages is to use 2 facing pages to create the desired 2 page spread. On the left place your class picture and below the students names. The right page can be used for additional photos, illustrations, poems, stories, etc. Yearbooks can be in black & white, full colour or a combination of both.

Mrs Smith (Gr.3) **Student Pictures**

2 3
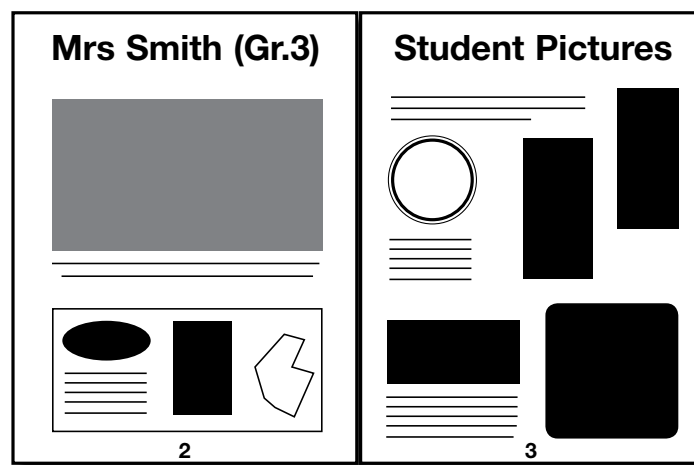
The following applies to saddle stitch books only. If you have Black and White and Colour pages in your yearbook. They are printed as an entire 27.9 x 43.2 cm (11" x 17") spread (2 pages). This means that for every page designated as being copied in colour, there will be a corresponding page that will also be in colour (please see example 1 or contact our office for more direction on this procedure).
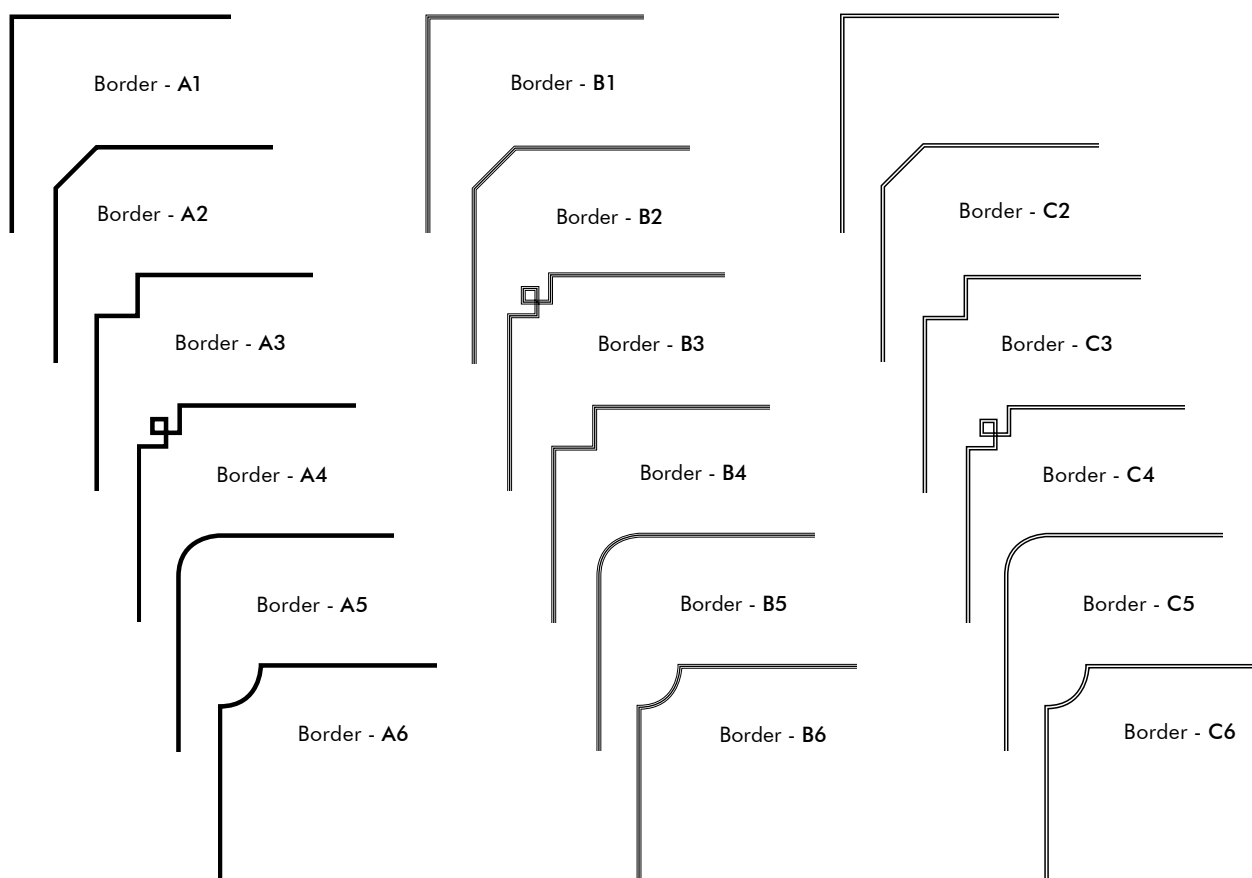
| 1 | 80 |
| 2 | 79 |

Example 1

We have noticed from past experience that sometimes pasted borders are placed on crooked, skewed or are reproduced on a photocopier. To avoid these problems, we suggest that you please refrain from using any borders but if you must, choose from our selection shown below.

Creating your borders digitally by us will maximize the image area as well as ensure the quality of every border used. We will add your chosen border digitally to each page as selected by you.

If you would like to use digital borders around your pages, please leave the outer 6.5 mm (¼") of your page area blank and ensure that your selection is marked on the back of each Paste-up sheet that requires a border added to it.

Border - **A1**

Border - **A2**

Border - **A3**

Border - **A4**

Border - **A5**

Border - **A6**

Border - **B1**

Border - **B2**

Border - **B3**

Border - **B4**

Border - **B5**

Border - **B6**

Border - **C2**

Border - **C3**

Border - **C4**

Border - **C5**

Border - **C6**

Please Note:

For consistency within your yearbook, we strongly suggest keeping your selection to one border throughout as selected by your Yearbook Committee rather than by each class.

You have the flexibility of using either black & white or colour photographs or a combination of both.

If you are using a digital camera, **please do not use photos that are printed out by an inkjet printer due to poor final reproduction quality.** Instead, send your digital photos to Print Graphics.

Have your photographer(s) try to get candid photos of students in everyday situations around the school as well as the special events.

Look through all the photos available and determine which ones are suitable for use. Categorize these photos to determine which pages they will be used on.

When choosing your photos from all available, look for good contrasting photos which will reproduce best. Also look for close ups which show expression rather than long distance group shots. Pictures from the internet should not be used and may result in poor quality on the finished yearbook. Low resolution photos may look good on screen but once printed, the pixels spread out, creating poor quality.

Actual Photo
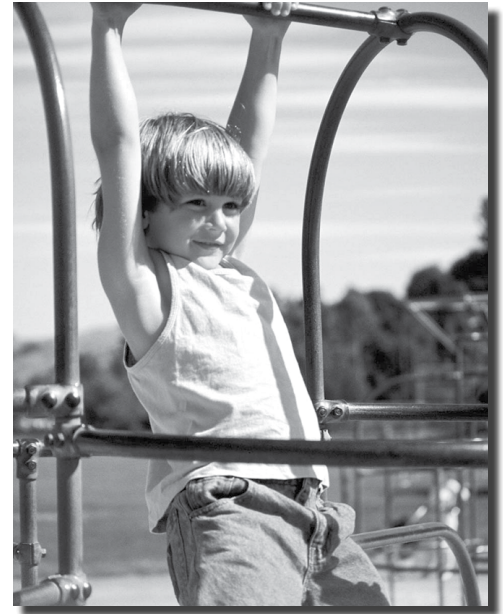
Tip: Use actual photos for your Paste-up pages or professionally printed pictures.

Inkjet Photo

Tip: Do not use Inkjet printed photos or photocopies.

Uncropped Image

Crop the photos to eliminate the areas not needed and to draw the attention to the area that you want the observer to centre on. Use a pen knife and ruler when cropping to ensure that the sides of the photos are straight.

Try to look at the tonal values in a photograph rather than the colour (keep in mind that the end result may be printed in black & white). A dark red object beside a dark green object may show great separation in colour, but have a similar tone value when changed to black and white losing the separation. (*Hint:* If in doubt regarding the tonal values in a photograph, make a black & white photocopy of the photo. This will give you a rough indication of how the colours will separate).

Cropped Image

If possible, try to arrange that the class photos be taken against a light background. In colour, the students may stand out against a dark blue stage curtain, but in black & white, the students with dark hair will "disappear" into the background.

When working on the class pages, have each individual class teacher write out the students names according to their location in the class photo. After the Yearbook Committee has typed these names, the page should go back to the teachers for proofreading to eliminate any errors.

The Paste-up sheets are provided to you smaller than your final printed sheet size. The size of the Paste-up sheet indicates the full image area that you may paste photos or text onto. Please do not paste anything past the edges of the sheet.

Straight aligned text and photos are essential to produce a clean, professional looking yearbook. You are not required to use our Paste-up sheets and you may use your own computer generated pages. If you do use your own, please ensure that the photos, graphics or text are placed no closer than 1.3 cm ($1/2$") to the outer edges of your 21.6 cm x 27.9 cm (8$1/2$" x 11") sheet.

Have 1 or 2 people type all the text needed for the entire book. Ensure that the text sizing and fonts used are consistent throughout. Use either computer generated printouts from a laser printer, ink jet printer or type them on a typewriter. The text must be clear, black and bold.
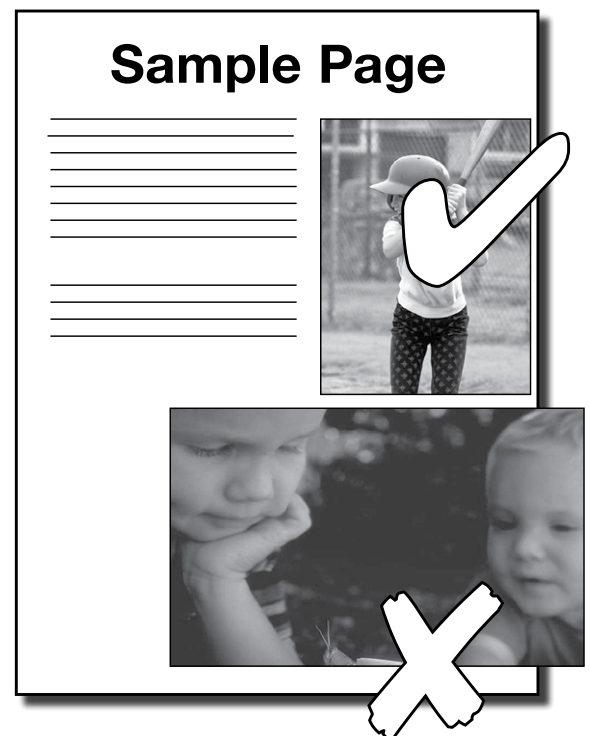
Avoid using your own borders as this will limit the quality and minimize the image area of your yearbook pages. If you do require borders, choose up to three different styles per book from the selection provided by Print Graphics. These borders will be added digitally to ensure quality and perpendicular consistency between yearbook pages.
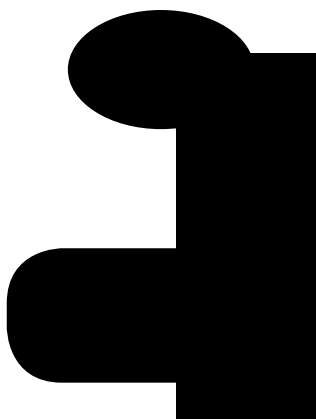
Sample Page

**OVERLAPPING
COLOUR**

**OVERLAPPING
BLACK & WHITE**

Use large, bold typestyles for your headlines along the top of each section/page.

Use a dry glue-stick (ie. UHUstic) to adhere the photos to the Paste-up sheets. Please do not use wet glue! We do not need to remove these photos for production of your book, so please ensure that they are on well and that they will not fall off the pages and become lost.

When adhering photos to the Paste-up sheets, overlapping of photos in too many layers may result in "shadows" being scanned and printed on your final yearbook.

If you are using illustrations drawn in pencil, please photocopy and darken before Paste-up to ensure that you have a clean black image.

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