Digital Yearbook Guidelines

USE THIS GUIDE
FOR YEARBOOKS
DESIGNED ON A COMPUTER

P *rint*
G *raphics Inc.*
& COPY CENTRE

PLEASE READ BEFORE STARTING!!!

The idea of creating your yearbook pages in a digital format may seem daunting at first, but it will quickly become easy and fun to work with. After you've completed your pages, convert them to a PDF. If you can't convert them to a PDF contact us for assistance or for other acceptable formats.

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 files be submitted according to our schedule.

- **DO** use the software that you have available and are comfortable using.

- **DO** keep your pages to 21.6 cm x 27.9 cm (8½" x 11") with a 13 mm (½") margin all around for an image area of 19 cm x 25.3 cm (7½" x 10").

- **DO** keep the number of fonts used in your yearbook to a minimum.

- **DO** shoot your digital photos at a high quality setting (check your camera instructions).

- **DO** scan your photos or pages at a high resolution (600 dpi resolution is best).

- **DO** convert all photos to grayscale for all black & white pages.

- **DO** change all files to PDF format (press quality) before submitting.

- **DO** ensure that all linked files (photos, fonts, clipart) are on the computer that you are using to make your PDF files.

- **DO** ensure that all file names include your school name and page numbers.

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

- **DO NOT** use images from the internet that are 72 dpi or less.

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

- **DO** print out a master set of numbered pages to submit to Print Graphics with your digital files. Please label your colour pages if applicable.

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

Supported files you can make into a PDF

Microsoft® Office Formats:

Word (.doc), PowerPoint (.ppt), Excel (.xls), Publisher (.pub)

*Note: **Create Adobe PDF Online** converts documents which Microsoft Office 2003, 2007, and 2010. Microsoft Publisher 2003, 2007, 2010 or Publisher 2003, 2007 and 2010 are able to successfully open and print.*

Adobe Formats (CS / CS2 / CS3 / CS4 / CS5)

Illustrator® (.ai), InDesign™ (.indd), Photoshop® (.psd)

Note: Files from Illustrator version 9 or later are already stored as PDF files and do not require conversion. InDesign files earlier than version 2.0 are not supported for conversion.

AutoCAD

AutoCAD (.dwg)

Note: Create Adobe PDF Online only supports AutoCAD files saved as versions Release 2.5 through AutoCAD 2007.

Corel WordPerfect Office Formats

WordPerfect (.wpd)

Adobe PostScript® Formats

PostScript (.ps, .prn), Encapsulated PostScript (.eps)

Text Formats

Rich Text Format (.rtf), Text (.txt)

Image Formats

Windows bitmap (.bmp), GIF (.gif), JPEG (.jpg), PCX (.pcx), PICT (.pct, .pict), PNG (.png), RLE (.rle), TIFF (.tif)

Note:** If you are unable to convert your file to a PDF please don't hesitate to call Print Graphics at **905-898-4692** or Toll Free at **1-877-879-1972.

Mrs. Smith's Class Grade 2

Track & Field

Hallowe'en

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:

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

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

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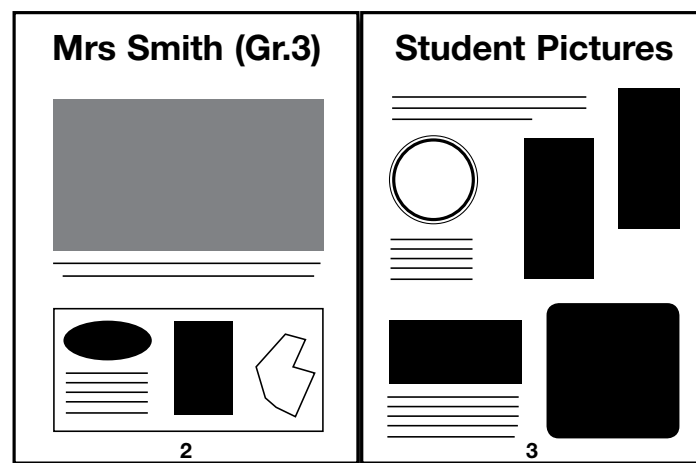
The following applies to saddle stitch books only. If you have Black and White and Colour pages in your yearbook. They are printed as an entire 27.9 x 43.2 cm (11" x 17") spread (2 pages). This means that for every page designated as being copied in colour, there will be a corresponding page that will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

1	80

2	79

Example 1

Actual Photo

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.

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

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.

Inkjet Photo

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.

Tip: Do not use Inkjet printed photos or photocopies.

Uncropped Image

Cropped 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).

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.

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