

## Name and Organize Activity Pictures

As you gather pictures keep them in separate envelopes labeled for their category. Whether you are receiving 35mm pictures or digital pictures, it will always save time later to sort them as you receive them.

## Sketch out your layouts

Either draw a sketch of your page before you paste down your pictures or lay the pictures on the page and get them arranged and cropped before beginning to tape them down.

## Edit student portrait information before creating class pages.

Making all of the corrections before building your class pages will make building your yearbook much easier and less time consuming. Have the teachers check your student list and pictures to make sure they are correct.

### Things to check in your Student List:

- |  |   |
|--|---|
| <input type="checkbox"/> Misspelled Names                  | <input type="checkbox"/> Names and Photos Match       |
| <input type="checkbox"/> Duplicate Students                | <input type="checkbox"/> Missing Students             |
| <input type="checkbox"/> Students are in the Correct Class | <input type="checkbox"/> Teacher's Titles are Correct |

## Work on similar pages together

Work on similar layout style pages at the same time. It allows for you to develop a routine and make those pages match more closely.

## Trimming photos

Use a good paper cutter to crop your pictures instead of scissors. This will not only be faster, but your page will look better.

## Use a Portrait CD

Request a Portrait CD from your photographer. You can send that CD along with your correct class list and Memory Book will create your class pages for you. Contact your customer service representative for details.

## Type Styles

Whether you are working in Microsoft Word or another text program, you can utilize the text features to change size, font and style quickly. Many programs allow you to create type styles. You can create styles for the different sizes you need to go on your reduction/enlargement layout sheets. Keep all your text files so they can be easily edited or reprinted when necessary. Have your text proofread before pasting it down on the layout page.

	Body Copy	Headings
65%	18 pt.	40 pt.
70%	16 pt.	34 pt.
80%	14 pt.	30 pt.
90%	12 pt.	26 pt.
100%	11 pt.	24 pt.
110%	10 pt.	22 pt.
120%	9 pt.	20 pt.
130%	8 pt.	18 pt.
140%	8 pt.	17 pt.

### Text sizes for reduction/enlargement sheets

For all copy in your yearbook to appear the same size when printed, follow this text chart. In this example, laying out 16-pt. and 34-pt. text to 70% width by 70% height will reduce them to 11 pt. and 24 pt. respectively.

## Class Photos

Mark your layout sheet where you need tape for each row of photos. Then run one line of tape to the precise width you will need for each row. Place the photos butted against each other. This saves time putting tape on each individual picture. NOTE: Make sure your tape is covered by the photos. Exposed tape may damage other pages. If you have exposed tape, cover it with single-sided tape. Do not get tape on pictures or type. It will show when printed.

