

Yearbook Page Layout Tips

BULLETIN 1: OCTOBER 18, 2021

1. DESIGN - DON'T DECORATE

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3. To get started, go to <https://tr5.treering.com/school/238563/all-books>
4. At the opening page, Click on the **Edit Yearbook button** (to the right of the Buy Standard Books button)
5. At the next page, click on the **Edit Book button**
6. The ladder will appear. Find the pages that have been assigned to you.
7. At right, click on the **Community Content** button (at the bottom), then click on **Shared Photos**, then **Editor Only Folders**.
8. You will see all of the currently uploaded photos organized in folders.
9. Open the folder that corresponds to your page assignment.
10. To place a photo on your page, simply select and drag that photo onto your open page spread.
11. You can resize the photo by clicking and dragging on one of the corner handles.

12. *Layout musts:*

- ALL captions: 10pt Helvetica
 - **Do not overlap photos - EVER.** NO COLLAGES - EVER.
 - To align photos, click and hold down the shift key to select the photos. The Image Options dialog box will open. You can align and distribute photos using this feature. **It is absolutely vital that there be purposeful layout in the yearbook.** Ask for help if you are struggling with layout.
 - Don't add cutsie little illustrations and icons - unless it truly pertains to the content.
13. For now, please keep the page color WHITE. Do NOT use the distracting, overwhelming background patterns available - they render a page that is eye-crossing. I am open to a discussion of page backgrounds, but it is the last thing we do. Assigning colors to pages is one of the last things that is done before the book goes to the printer.
 14. Font style and size must be consistent within each section of the yearbook (Sports, clubs, etc) . Color may change, but the uniformity of font style an size helps the viewer and give organization to the book.

15. EVERY photo must have a caption with the full name of each individual in the photo.

I AM open to non-traditional layout ideas. Take a look here: <https://www.manypixels.co/blog/post/yearbook-layouts#professional-minimalist-yearbook-pages>

- IMPORTANT: YOUR PAGE can be edited at any time by me.
- It is my job to oversee final production to ensure that **the yearbook fairly and equally represents the students at Oakland High School.**
- Hidden messages, inside jokes, and emitting individuals from the book will not be tolerated.
- Professional layouts and professional attitudes by staff members are expected.