



TOP TEN STEPS TO A YEARBOOK

1. THEME (SEE: THEME & DESIGN POSTER)
2. COVER & ENDSHEETS
3. DIVIDER PAGES
4. PLAN CONTENT OF YOUR PAGES (LADDER)
5. DESIGNATE COLOR PAGES
6. CHOOSE FONTS: (SEE: www.adobe.com/type or Adobe Fonts book)

Headlines: _____

Sub-Headlines: _____

Body Copy (Stories): _____

Captions for Photos: _____

By-Lines: _____

Page Numbers: _____

Portrait Names: _____

7. PAGE NUMBER ART (FOLIO)
8. SET UP 2008 YEARBOOK COMPUTER FILES (SEE: FILE ORGANIZATION POSTER)
9. PAGE LAYOUTS (TEMPLATES and/or ORIGINAL DESIGN)
10. DEADLINES & SUBMISSIONS