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Please consider the environment before printing anything from this document.



Learning Outcomes

The student will ...

General

- Demonstrate proper care of all computer equipment
- Demonstrate positive attitudes and work habits
- Demonstrate interpersonal and organizational skills
- Demonstrate Problem Solving Skills
- Make Productive Use of Time
- Demonstrate independence skills and only seek help when necessary

Organization, Roles and Responsibilities

- Learn the role and responsibilities of staff members
- Participate in the decision-making process
- Develop responsibility for punctuality in meeting deadlines

Software

- Be able to design a page using InDesign
- Do basic photo editing using PhotoShop

Photography

- Take photographs using a digital camera (lighting, positioning, quality, etc.)
- Recognizing good photos

Introduction



【【 I don't know the key to success, but the key to failure is trying to please everybody.

Extra Time Club

Bill Cosby

Former Student



Every minute wasted in class is a minute you will have to spend on a weekend or after school ...

As the final deadline approached in late May, it is often necessary to spend out-of-class time (ie. weekends) working on the yearbook.

The amount of extra sessions required is completely dependent on the amount of work class members do not do during allotted class time.

These extra sessions are mandatory and will take precedence over other activities such as sports practices and games.

Deadlines and Marking

Deadlines are a major part of producing publications. Therefore, journalism students should think of assignment due dates as deadlines.

Because this is a project-based class, students are expected to use their class time wisely in order to complete their projects on time. I am available to answer questions and provide help to those students who are actively working on their assignments.

What the Yearbook should be ...

- It should be today's story and tomorrow's history.
- It should be in focus.
- It should be a time capsule about this school year.
- It should be a book about everyone.
- It should have photos that tell great stories.
- It should be more valuable in ten years.
- It should be the MOST LOVED book on campus.
- It should be fun.
- It should be different than last year's.
- It should make you feel seventeen forever.
- It should make you laugh (... and cry).
- It should be the ultimate autograph album.
- It should make you proud.
- It should be something you can talk about with your college roommate.

Source: Herff Jones, Inc. (yrbktips.com)

Insider's Advice

Sidestep surprises, dodge the drama and whip up the perfect yearbook - with a little help and advice from the people who know how: Yearbook Advisors who have stayed the course and in the process become experts in everything yearbook. Friesens talked to yearbook advisors in their classrooms to get the some insider's tips on how to bring your yearbook in on time, on budget and sans headache.

Here's what they told us . . .

STAYING ON SCHEDULE

"I reinforce a simple motto, that 'We do everything we can possibly do today' and, although we may appear to have the luxury of time at the beginning of the course, we will be thankful that we got so much out of our way by the end of the course. So, for example, we don't wait for the student portraits to arrive or events to happen before we lay out those pages." Grant Smith, Advisor, Selkirk School, Kimberley, BC

"Keep a binder of completed pages, and print off updated pages regularly. This will help you keep track of who is on task and on track and who needs to be assisted if necessary. Pair slower working kids with a gifted kid if needed." Warren Wiberg, Woodman School, Calgary, AB

"Make your first job creating the book's outline. Use the pagelayout poster you received and hang it on the wall. Then it is always there to keep you on track of what pages are to be done and when each deadline is to be met." Kerry Toole and Maya Rennie, St. Michael School, Calgary, AB

"Slow and steady gets the job done. Regular weekly meetings with the yearbook club through the year will get the articles written and names typed in a timely manner".

PAT LOCKER-BENNETT, MURIEL CLAYTON SCHOOL, AIRDRIE, AB

"Communicate regularly with the class (a 5-minute briefing at the start with computer monitors off), and do it from the customer's point of view so they are clear that this isn't just another class assignment." Warren Wiberg, Woodman School, Calgary, AB

DON'T WASTE TIME

"Keep your finger on the pulse of the class....people will find it very easy to look busy even when nothing is getting done." WARREN WIBERG, ADVISOR, WOODMAN SCHOOL, CALGARY, AB

"Students who like to procrastinate will make very good arguments in favour of delaying work on a page spread until the pictures arrive because it will be so much easier for (them) to do everything all at once. Good thinking but we must do everything we can possibly do today'."

Grant Smith, Advisor, Selkirk School, Kimberley, BC



"I used to spend a lot of time doing final edits on the students' submitted page layouts, especially after my first year when I discovered how many little red stop signs I was receiving in my proofs. Now, I work intensively with 2 to 3 Final Layout Editors, who take in the other students' generally good layouts, and go through the pages systematically to correct any little oversights and add the final designer's touches. For new

students, there is a lot to learn and to remember about page design and although they have a checklist, some tend not to be very good at checking the details. I still do a final check, but now it goes quickly."

Grant Smith, Advisor, Selkirk School, Kimberley, BC

MINIMIZING SURPRISES

"The biggest 'surprises' are when I learn that such-and-such a student, who I've entrusted with a large area of responsibility, turns out to be far too "laid-back" for the job. I dedicate approximately 35% of the course to Reliability and Group Work Skills, to quickly raise the issue with these students. If they can't handle the expectations, then I will find someone else in the class who can and the less reliable students are given a lesser role and a poorer mark. (It's all done quite matter-of-factly because I am just following the course objectives that I set out at the beginning of the class.)" Grant Smith, Advisor, Selkirk School, Kimberley, BC

"Hold people accountable for their pages...set deadlines and assign photo assignments. Link marks to meeting these deadlines. Editors and assistant editors are responsible for the editing, and have them physically sign off on their pages when done proofing them." Warren Wiberg, Advisor, WOODMAN SCHOOL, CALGARY, AB



"Always ask questions of the support personnel provided by Friesens, the printing company." Kerry Toole and Maya Rennie, St. Michael School, Calgary, AB

"Have someone who hasn't written or designed it, edit and double check the final page."

Kerry Toole and Maya Rennie, St. Michael School, Calgary, AB

PULLING IT ALL TOGETHER

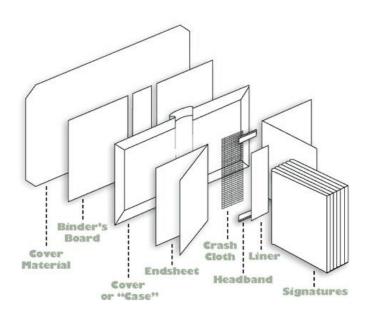
"Make the class a work environment. Kids will over-socialize, leaving you holding the bag if given the opportunity, even when deadlines loom." WARREN WIBERG, ADVISOR, WOODMAN SCHOOL, CALGARY, AB

"Lots of verbal praise when warranted." Warren Wiberg, Advisor, Woodman School, Calgary, AB

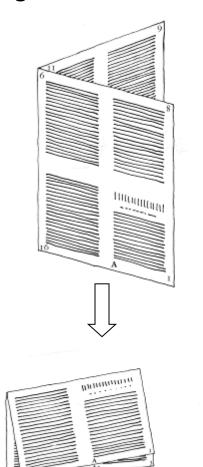
"Keep cool under pressure. Things will go wrong, but if you are organized and keep in mind that these problems will pass, you will survive!" Christie Johnson, Mt. Baker School, Cranbrook, BC

Putting the Book Together

Binding the Book



Signatures



CMYK

All color photos for use in the yearbook must be in JPG (CMYK) format. Normally, digital photos are in JPG (RGB) format. Therefore, all photos must be converted.

RGB stands for

Red

Green Blue

CMYK stands for

Cyan

Magenta Yellow

Key (Black)







Cyan Component

Magenta Component



Yellow Component

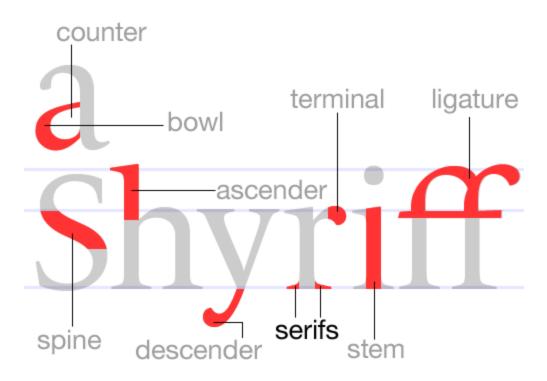


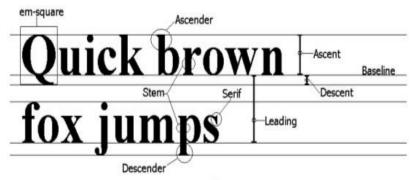
Key (black) Component

Mr. Giansante Yearbook - Page 6

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Typography Terms







Proportional Slab-Serif

Regular Bold Italic underline strikeout

Planning Decisions

Many decisions must be made before we can start work on the yearbook:

1. Number of pages.

Due to the printing process, the number of pages must be a multiple of 8. Normally, we have done 208. This is 26 groups of 8 pages.

2. Number of color pages.

Due to the printing process, color pages must be in groups of 8, fitting in with the other groups of 8.

3. Size of each page.

To simplify things, we usually work with standard paper sizes.

Letter size paper is 8.5" by 11" (216 mm by 279 mm). A4 size paper is 210 mm by 297 mm.

4. Orientation of the page.

There are two possible page orientations: portrait and landscape. The vast majority of yearbooks are done in the traditional portrait orientation. Recently, we have chosen to do it in the more artistic landscape orientation (2004-2005 and 2005-2006).

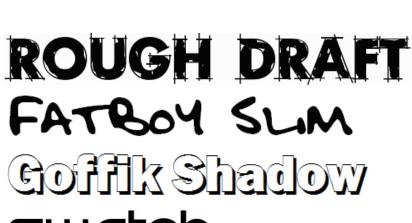
5. Headline Font

This gives each page a specific "look".

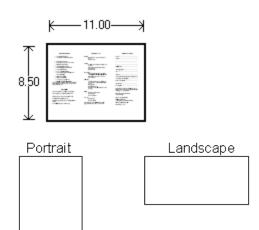
In my experience, this is the decision which the class has had the most trouble making.

Criteria:

- Must be legible
- Must contain numbers (0 to 9)
- Must contain special characters such as " / & '
- Must have accented characters
- Must have uppercase and lowercase (unless a decision is made that all headlines are uppercase)



SWatch TW Cen MT



Tips for Write-Ups

Write in past tense. The book will be read after the school year.

Use an informal style. Write more like you speak and use a feature approach. Yearbook copy shouldn't sound like a research paper.

Content should stress the outstanding developments of this year, but don't use this term.

Do not use the term "last year". When the book is read, it may not be last year. If it is necessary to refer back, use "previous year."

Never discuss "next year". When the book is read, next year will not be next year. Your purpose is to create a memory book for this year. Leave next year to the newspaper.

Avoid using the name of the school, unless necessary for clarification. Your readers know which school it is. (Poor: "South's Debate Team..." Better: "The Debate Team...")

Use third person - "he," "she," "it," "they". Be an objective reporter giving an account of what took place. No "I's" or "you's."

In general, use short sentences. Do vary the length of your sentences and the sentence structure, however. Use short paragraphs - 35 to 50 words.

For the most part use simple, short words. You're after readability; don't try to impress with seven syllable words.

Use active verbs that help show action and tell the story. Avoid "is," "are," "was," "were."

Use active rather than passive voice. ("The pitcher caught the ball," not, "The ball was caught by the pitcher.")

Avoid beginning with articles, "a," "an," "the".

Avoid triteness. (Busy as bees).

Edit for wordiness. Eliminate all unnecessary words and your copy will be more interesting.

Use quotations to make your copy come "alive".

Strive to be absolutely accurate, whether giving facts, using description, or quoting someone. Never make up quotes.

Do not editorialize (give opinion). Tell the facts and let the reader be the judge. Let those you interviewed give the opinions. Avoid such lines as, "Homecoming was the best dance of the year." Who says?

Be as concrete and specific as possible. (Avoid: "The band played at many events." Better: "The jazz band set a record number of performances with 23.")

Do not use the same information in both the copy and captions or scoreboards.

Omit the obvious. ("Students learned much about the country's past in history.") Instead, focus on specific highlights of classes.

Omit dull lists, such as officers, qualifications, classes offered. Officers may be listed in captions.

When deciding what to include in copy, ask yourself what people will want to read about in 5, 10, even 20 years.

Interview those involved.

Before writing, study, then research your subject.

When you've researched the subject, read over your notes to find your focal point or key idea.

Arrange your facts to give emphasis to that focal point.

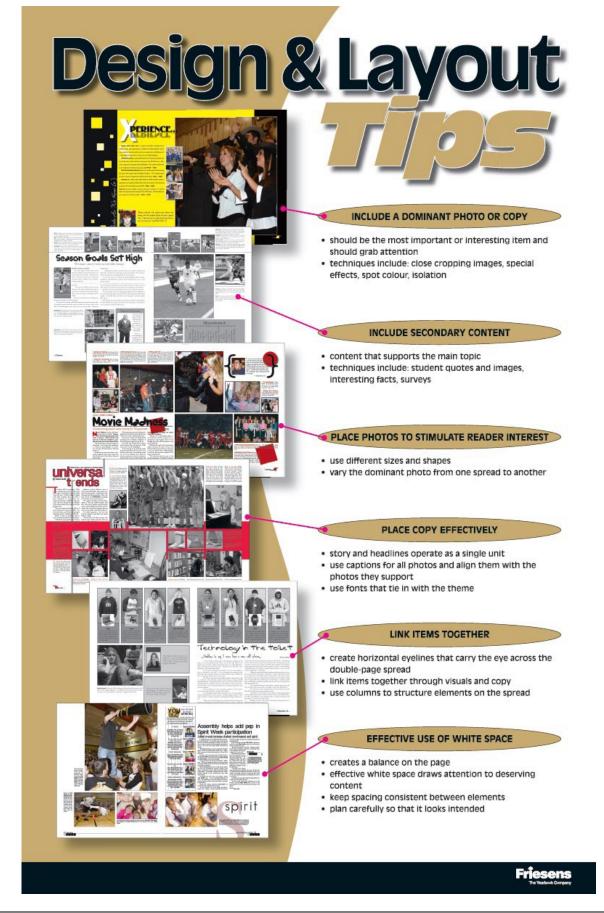
Write a simple outline, giving the order of information as well as approximate placement of opinion and quotes. Logical organization of information is the key to a good article.

Write a rough draft, following your style guide and incorporating the suggestions and rules above. Set it aside for a while, then edit and rewrite, perhaps many times, until you feel it is something you can be proud of, that it is publishable.

Then, and only then, turn it in to be edited. Do not dash off a rough draft, turn it in and expect someone else to make it "good".

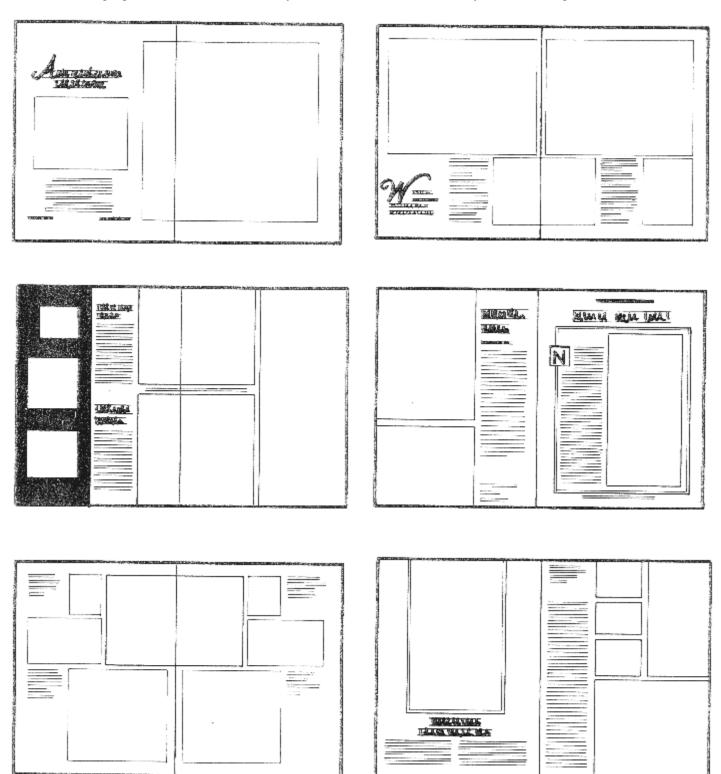
Source: http://jteacher.com

Design and Layout Tips

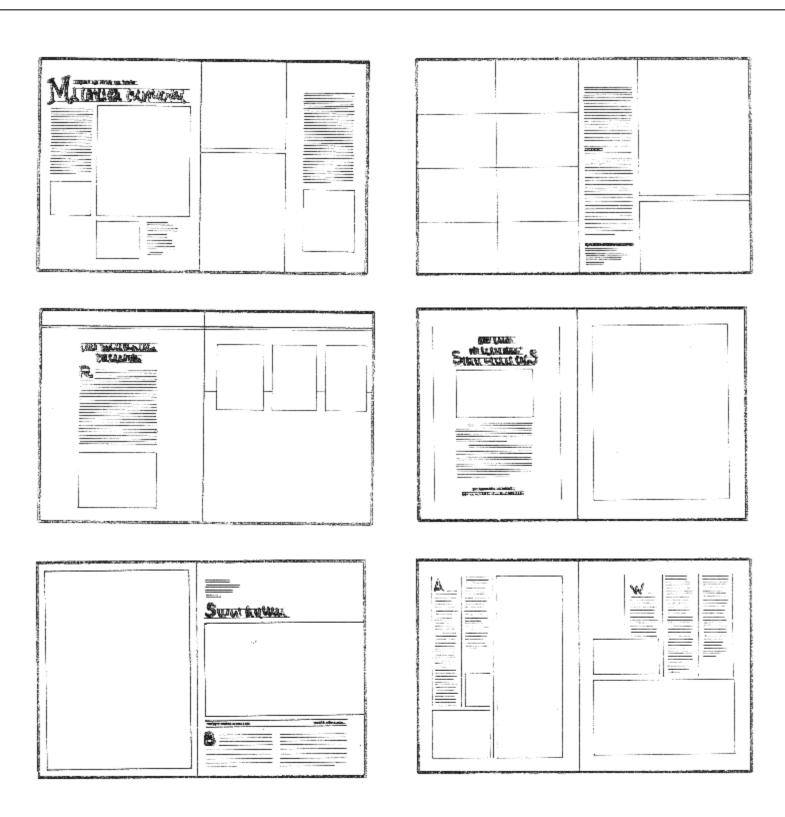


Sample Page Layouts

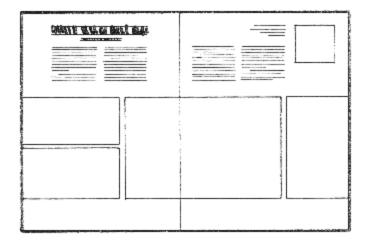
Source: Managing the Student Yearbook, by Jim Nelson Black, ©1983 Taylor Publishing

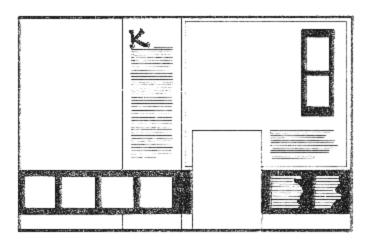


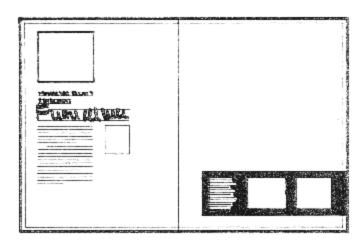
Sample Page Layouts

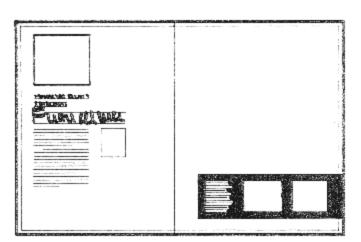


Sample Page Layouts



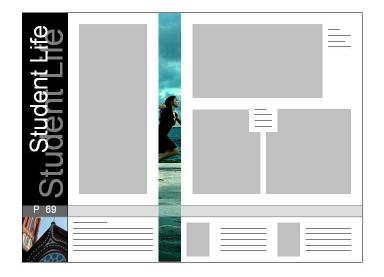




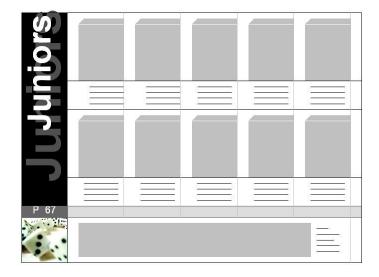


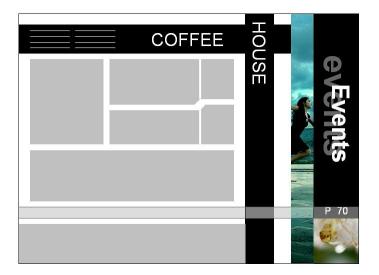
Layout Mock-ups

by Nicolas Hung, Yearbook Class 2006-2007









THE FRIARS IN 2007

Student Athlete Graduation Success Rate*

Graduation Rate: 94%
NCAA Div. I average: 77%
Providence is tied for third among
BIG EAST Conference
institutions

Ranked among the top-5% of NCAA Division I schools

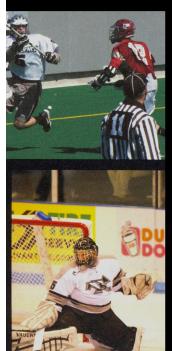
*for student-athletes exhausting eligibility

Academic Honors

BIG EAST Academic All-Stars: 92 HOCKEY EAST Academic All-Stars: 16 MAAC Academic All-Stars: 2 All-Independent Academic Team: 2

Athletic Honors

NCAA Tournament
Participants (Team): 8
NCAA Northeast Regional
Champions: 1
New England Champions: 9
All-America honors: 9
All-BIG EAST honors: 37











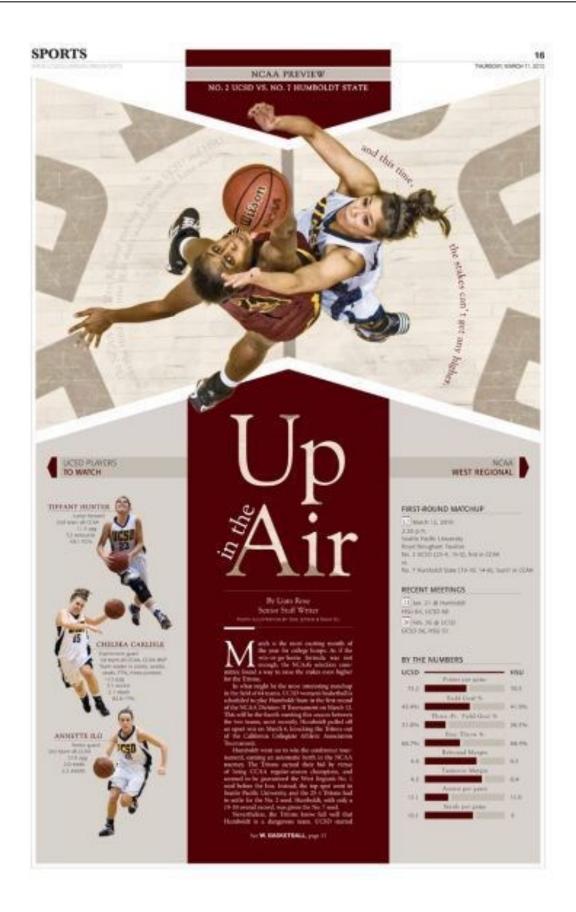


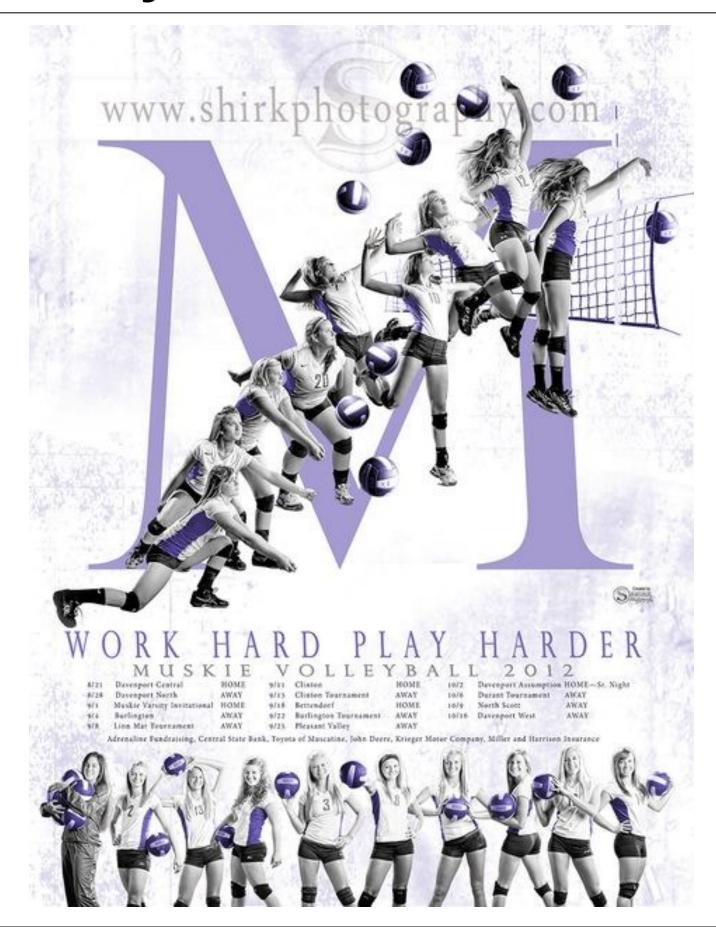














How 50 Cent scored a half-billion





Christmas at the movies:

Kevin Spacey as Jack Abramoff; Nicole Kidman and Aaron Eckhart play grieving parents.

Pages F2-3

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ONTHE COVER

Acclaimed architectural photographer Gordon King took our cover picture of a Perth renovation project by Michael J. Martin Luxury Renovations. It's the project that makes Martin proudest and we share his thoughts on page 56.

UP FRONT

Then and now: A look at the old and the new in home decor

Home runway: What the models are wearing

Where the heart is: Industry players take us to their homes

60 YEARS BACK — AND 60 MORE FORWARD

Evolution: Ottawa's abodes have come a long way in six decades



The early players: We show you the first homes built by three pioneers 30

Next-gen: Several builders are keeping the business all in the family

The future: What will Ottawa look like 60 years from now?



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BUILD AUTUMN 2011 11

Professionals seek to continue their studies in competitive programs









CHRIS LOPEZ

CYLOR SPAULDING

REBECGA FUENTES

Graduate Orientation 021

