

CREATING A PAGE//YEARBOOK 2013-2014

1. Login to Jostens Yearbook Avenue.
2. Put your cursor over “Create” and then select “Page Ladder”
3. Select the page you wish to work on.
4. Choose your color background; white, black or the grey second from the left on Grey-scale pallet
5. Decide what type of page design you would like to use:

THREE COLUMN DESIGN

6. Right click on the ruler at the top of the page and select “Create 3 columns”. These green lines will be your horizontal guidelines.
7. Drag on the template that matches your design choice (3 columns) and season. Found in the “My Templates” Folder under Designs. . NOTE if using a black background use the three column template titled “BLACK-3-COLLUM”
8. If you are doing a two-page spread use the plain template titled “3-COLLUM-PLAIN” for the right page. We also recommend using an eights design for the second page.
9. Place Edited photos and text. Sticking to the green guidelines. NOTE: Vertical space between elements should be the same as the space between columns (1 Pica) This includes the space from the line at the top of the page.

EIGHTS DESIGN

6. Right click on the ruler at the top of the page and select “Create two columns” these green lines are your horizontal guidelines.
7. Drag on the template that matches your design choice (2 columns) Found in the “My Templates” Folder under Designs. NOTE if using a black background use the two column template titled “BLACK-2-COLLUM”
8. Place Edited photos and text. Sticking to the green guidelines. NOTE: Vertical space between elements should be the same as the space between columns (1 Pica). This includes the space from the line at the top of the page. Each element should take up an even eighth, half of quarter of the page. You can also evenly split an eighth up to fit more elements (sixteenths).

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9. If you have any quotes you would like to include on your page please contact Hayley and Josh.
 10. We encourage you to upload any other of the elements from the folder including the dotted line, which can be used under text.
 11. Don't be afraid to leave white (or black or grey) space, as this is something we are trying to focus on.