

Yearbook marking criteria.

Before you hit “Complete”, make sure:

∪ Your photos are good (the levels have been adjusted), there is no blur, and faces are visible. **/30**

∪ Your corners are rounded to 6 point, and your gutters are even. **/10**

∪ Your write-ups are spaced evenly and have seasonal blocks of colour behind the text. **/15**

If you have a page title, make sure the following;

- it is in 38 point font
- it's over top of an image that is indicative of the page
- the font should be opaque, white, lower case, and have a black shadow (see page two of this document for an example)

/10

You have included a page number over the glasses in the bottom right (refer to the attached sheet) **/5**

Your write-ups are spell checked, and include names of the people involved in your page. Try to make your write-ups interesting, and powerful. **/20**

Your font for captions is 9 pt, and your body is 11pt . This text should be in Franklin Gothic style font or it is a quote in Constance. **/10**

Captions under photos should be center aligned. Also, names should be included. If you're doing a sports page, a roster should be included. **/10**

Your text boxes should be the same width as the photo below, above, or next to it. **/5**

Make sure your page has a background that follows the “Guidelines for putting in a background” you can find this attached to this sheet. **/10**

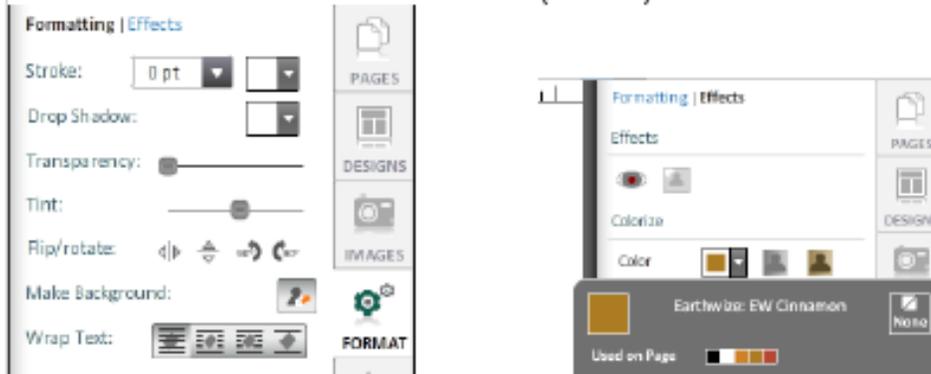
/125

GUIDELINES FOR PUTTING IN BACKGROUND

1. Insert image placeholder, and make it a background



2. Insert a **hi-resolution** image from image library. Do **not** use an image that you have already used. *Try using a Gaussian Blur in Photoshop...*
3. Set tint to 50.00 in the Format tab (below).



4. In the Effects subtab, choose a colorization of EW Cinnamon (above).

GUIDELINES FOR FORMATTING HEADING COLUMN

1. Choose an **hi-resolution** image that has a uniform color/tone. For example, this image is acceptable:



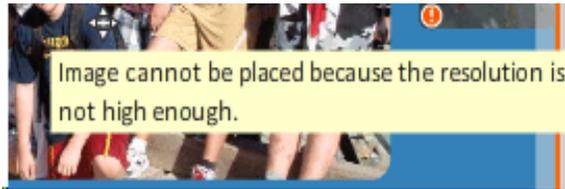
Do not choose an image that makes the text very hard to read (does not contrast with the white text) or is too "busy". A darker image is recommended for this purpose.

2. Make the text **opaque, white, lowercase**, and **with black shadows** set to the default settings. For example:|



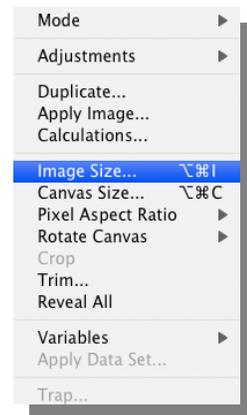
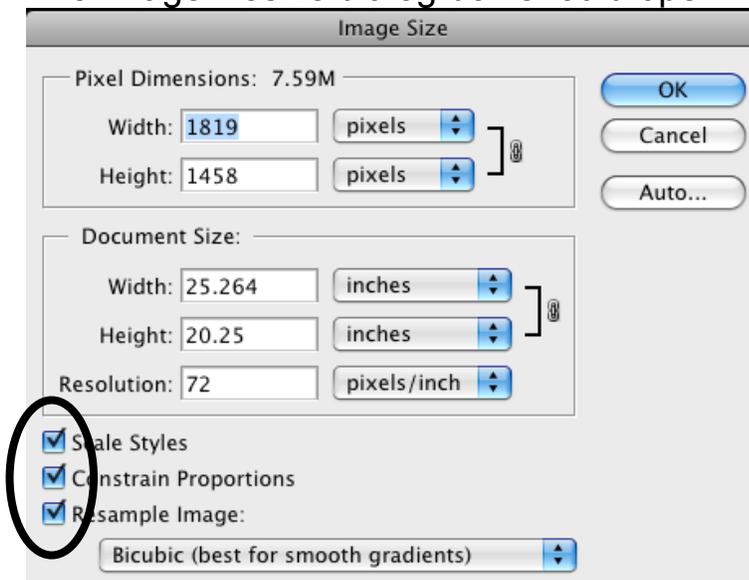
GUIDELINES FOR RESIZING AN IMAGE IN ADOBE® PHOTOSHOP®

When you drag and drop a low resolution image into a large image placeholder (e.g. a background image), you may get this error message:



This can be prevented by resizing the image first in Adobe® Photoshop®.

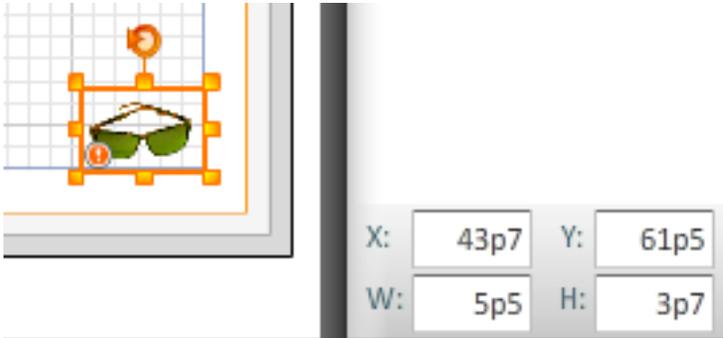
1. Go to Image > Image Size... (Creative Suite) or Image > Resize > Image Size... (Elements), or press Alt+Ctrl+I on Windows, or Alt+Cmd+I on Macintosh.
2. The Image Resize dialog box should open:



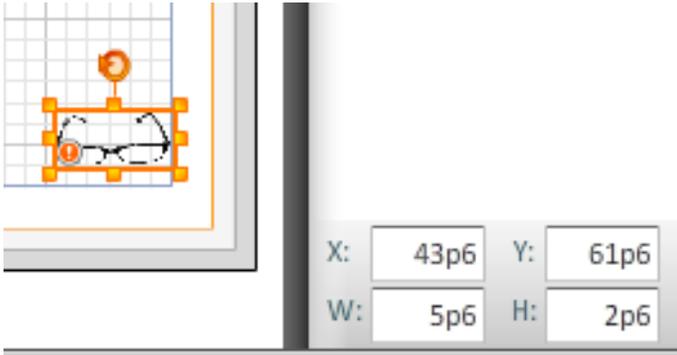
3. Modify the **Document Size** to sufficient parameters, (about 14" x10") and make sure that all three boxes are checked (circled above).
4. Save the image, upload to Yearbook Avenue, then try placing the image into a large placeholder again.

On the right bar, click "Format". Adjust the W, H, X, and Y according to season.
MAKE SURE: you change the W, then the H. Press ENTER, and then adjust the X and Y.

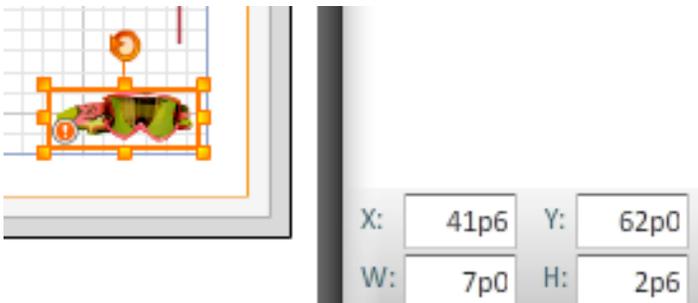
First summer:



Fall:



Winter:



Spring:

