

Hello!

Welcome to AllYearbooks' 2019 yearbook inspiration guide! This paperback is designed to help you get started with your project, alongside our hardback book full of layouts and theme ideas.

Since 2002, we have grown into the largest yearbook provider in the UK and we make thousands of yearbooks each year for schools all over the world.

Our top notch customer support team pride themselves on their love of design, and will work with you throughout your project to create a professional, completely unique yearbook for you to enjoy for years to come.

Both books in our sample pack have been made using our online book designer, so you know exactly what is possible using our system. You'll also find a snippet of our leatherette cover material included in this sample pack so you can get a feel for what our premium leatherette cover would look like.

Head to www.allyearbooks.co.uk to set up your yearbook for free and with no obligation. If you'd like a quick chat about your plans you can contact us at any time.

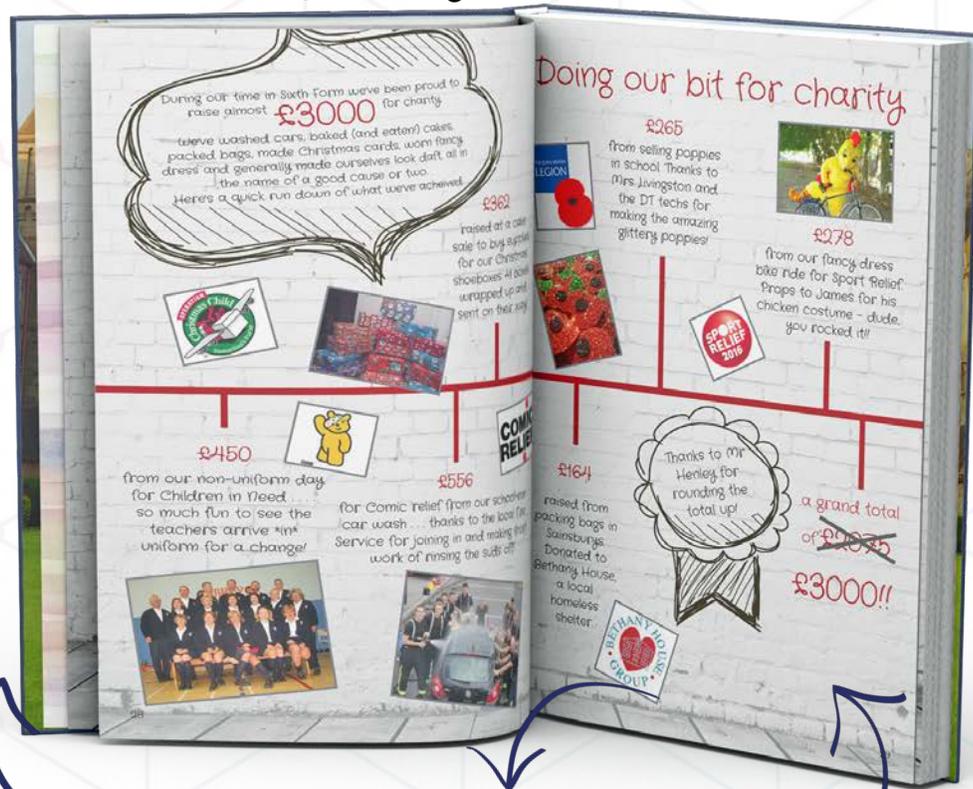
We look forward to hearing from you soon!

Becky x x
Head of AllYearbooks



WHY CHOOSE AllYearbooks?

Compact, convenient and environmentally friendly B5 size



High quality hard-wearing cover

Beautiful designs printed in full-colour on luxuriously thick, silky paper



Outstanding Quality

All of our yearbooks are made in the UK using the best quality paper. Even our budget books (like this one you're holding) enjoy the same print and paper quality as our other books.



You are in control

Our yearbook system makes it so simple to get started and to create a yearbook unique to your school, university or club. We have a wide range of templates to choose from, and all the features you need to design from scratch. A FREE cover design service is also included!



Great value

With hardbacks starting from just £13.60, and a £9.99 paperback option, there's something to suit every budget.



Your information is in safe hands

As editors, you are in control of who has access to your book and you can set different access levels for your piece of mind.

You can view all of our privacy information on GDPR at www.allyearbooks.co.uk/privacy



Amazing Team. Amazing Experience

Need inspiration or help bringing ideas to life? We have years of experience - speak to us in chat, by phone or email. You will be given a personal yearbook coordinator when you set up, and they will be there to guide you every step of the way.



Super fast delivery times

With hardbacks printed and delivered in just two weeks, you'll have your finished yearbooks in your hands in no time at all.



Payment options to suit everyone

You now can organise your very own storefront (individual payments), making collecting and knowing who has paid so much easier and hassle free.



Look out for our
**Earlybird
Discount**

If you pay your £100 deposit before the end of November, you will receive an extra 10% off* your order!

*Paperback orders are not eligible for the discount.

Call Us
01736 751444
Email Us
hi@allyearbooks.co.uk

Meet the

DREAM TEAM



I have a fantastic team that I trust. Not only do they work so well together, but each team member has complimentary skills.

I love seeing projects come to life and hearing such lovely feedback at the end of every project :)

- Becky

CUSTOMER SUPPORT AKA - Yearbook experts

JENI

She is so happy it's exhausting! No job is a chore - Jeni is always on hand to offer guidance to help you through your project!

Jeni is obsessed with anything to do with unicorns and rainbows.



CARLA

Carla loves getting involved with projects and is super organised. If you choose design service, you will be working with Carla.

As well as being a perfectionist, Carla loves coffee and is the office crazy cat lady!



KATY

Katy is the yearbook system expert and knows all there is to know. She has an eye for detail and can answer any question you have about the pre-print process.

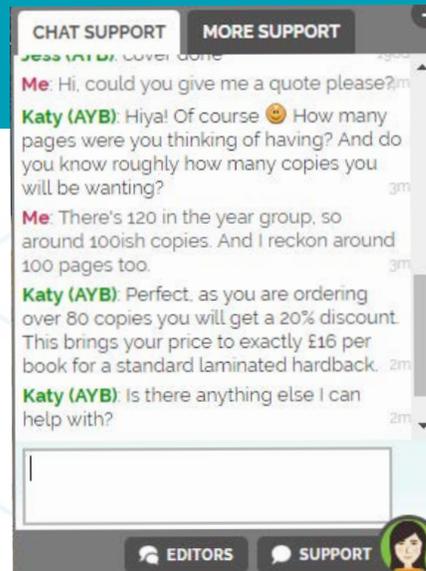
When not making yearbooks, Katy can be found singing along to musicals (badly).



GET IN TOUCH

Online Chat

We have access to your book whilst you're working on it so we can jump in and help straight away! Find the chat box on the bottom right of your screen.



8:15am
to
4:15pm

Need us out of hours? Leave us a message in your book chat and we'll get back to you ASAP!

What's up? WhatsApp

Yearbooking on the train? Designing covers over coffee? If you need to get in touch with us on the go, drop one of the team a quick message on WhatsApp and we'll get back to you!



DESIGN JESS

Jess is our design expert! She has been working at AllYearbooks for over two years now, creating all of your yearbook covers.

She is always on hand to help you bring a design idea to life. Give her a shout if you have any questions!

Jess loves her dog Norman, 80's horror movies and is our resident vegan!



Email

We like to keep in touch and will occasionally send over tips and next steps throughout the process to ensure you meet your deadline. You can also drop us a line at hi@allyearbooks.co.uk!

OUR DEVELOPERS

KEVIN

Kevin's work includes ensuring that our systems are always at the cutting edge of industry standards for efficiency, reliability and security.

Outside of work, Kevin loves playing guitar, his cats and reading comic books.



PETE

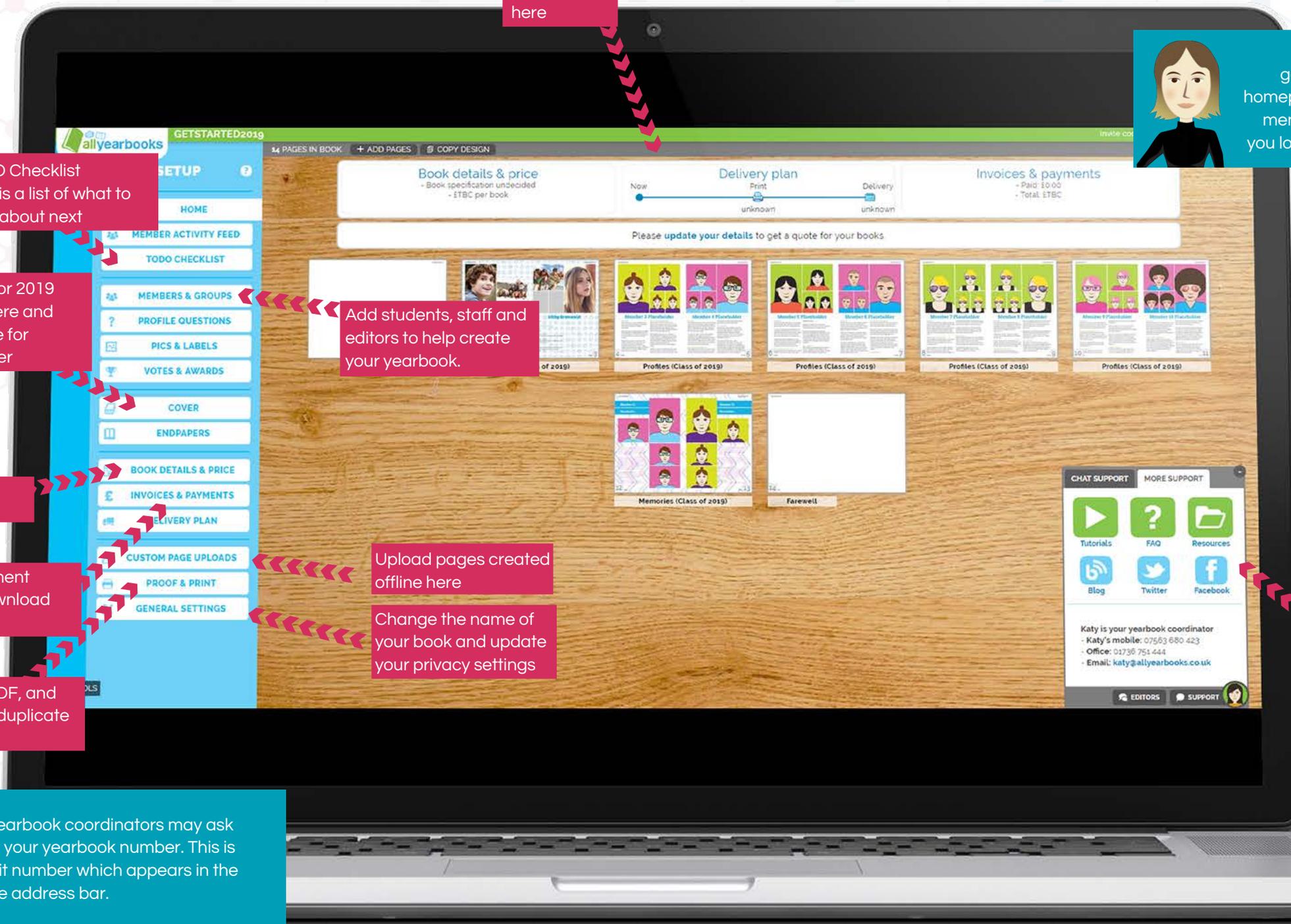
Pete is responsible for modernising and developing our website and online yearbook creator.

Pete loves dark chocolate, cooking and walking.



INTRODUCING THE HOMEPAGE

Everything you need to know



Set your delivery date here



Spend some time getting to know the homepage and the blue menu as this will save you lots of time later on.

TODO Checklist
Here is a list of what to think about next

Check out new for 2019 cover designs here and leave a message for Jess, our designer

Add students, staff and editors to help create your yearbook.

Get an instant quote here

Check out payment options and download invoices here

Download a PDF, and check for any duplicate images

Upload pages created offline here

Change the name of your book and update your privacy settings

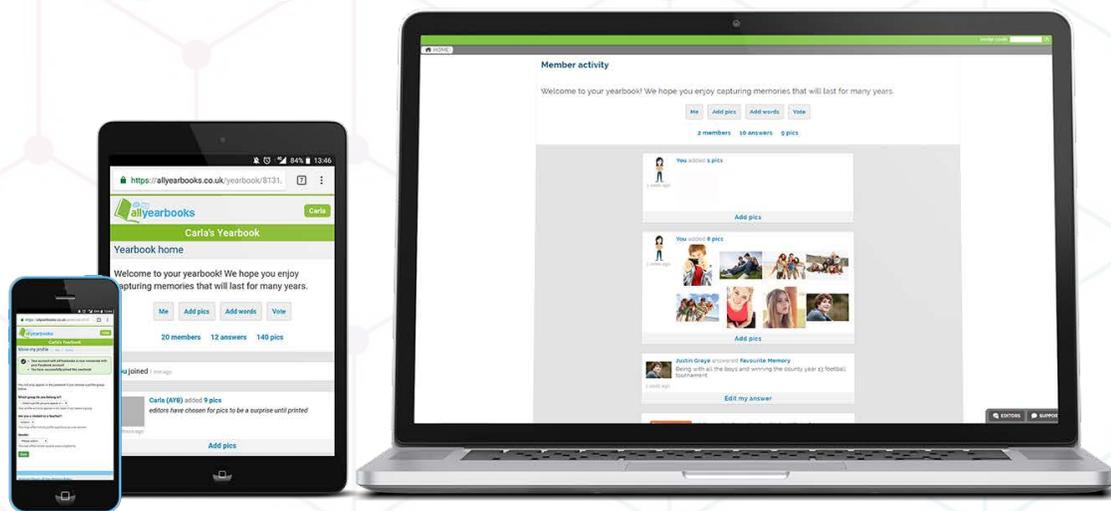
Chat Support - the AYB team are always on hand to answer any questions



Your yearbook coordinators may ask you for your yearbook number. This is a 4 digit number which appears in the website address bar.

THE FIRST few steps

Just enter a few details and you're ready to go with no upfront costs!



ANY DEVICE » ANY TIME » ANYWHERE

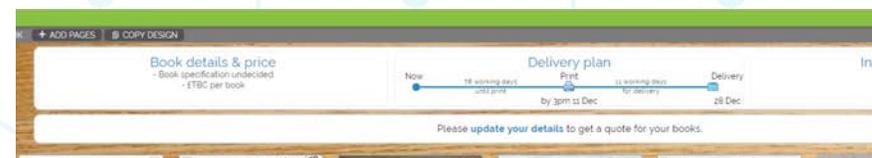
Set your DELIVERY DATE

Setting a delivery date and address for your yearbook couldn't be easier!

Knowing roughly when you would like to hand out your yearbooks is really helpful during the early stages of creating your book.

Popular events include results day, last days of school and special assemblies/awards evenings.

Depending on your book style, printing and delivery can take anywhere from 2 - 3 weeks.



You can change your delivery date up until your deadline!

Head to 'Delivery Plan' to set your delivery address. Remember to include a mobile phone number, too!

How much will it COST?

Use our handy price calculator in the 'Book Details & Price' section of the yearbook designer to work out how much your book will be!

QUANTITY DISCOUNTS

Order 50 - 79 Copies - 10% Discount*

Order 80+ Copies - 20% Discount*

*Paperback orders are not eligible for the discount.

Nominate your STAFF PROOFREADER

Before we can send your book to print, we will need to receive confirmation from a member of staff that the school is happy with the project.

This is nothing to worry about - and doesn't mean you lose control of the project - but it is something you'll need to think about early on.

SEE PAGE 29 FOR MORE INFO



MEMBERS & EDITORS

Once you know which editing style you are going to use, it's time to...

CREATE PROFILE GROUPS

There are so many different ways of grouping your profiles - whether it's form class, alphabetical order, perhaps even school houses.

Profile groups make organising students easy

In the Members and Groups section, click 'Add Profile Group', name the profile group and click 'Add to yearbook'.

How do you want to create your yearbook?

1 Members Logging In

Collaboration

Students or parents can log in and answer profile questions, upload photos and vote on awards.

All information filled out by members will auto-populate into the book, saving you lots of time and hassle.

You can invite members to join using our easy invite option - you will need to rely on members logging into the book.



Students can use a member account to upload photos and answer profile questions. Any information they fill in will automatically be added to their profile page, and it will be up to the editors to make sure that all content fits onto the page.

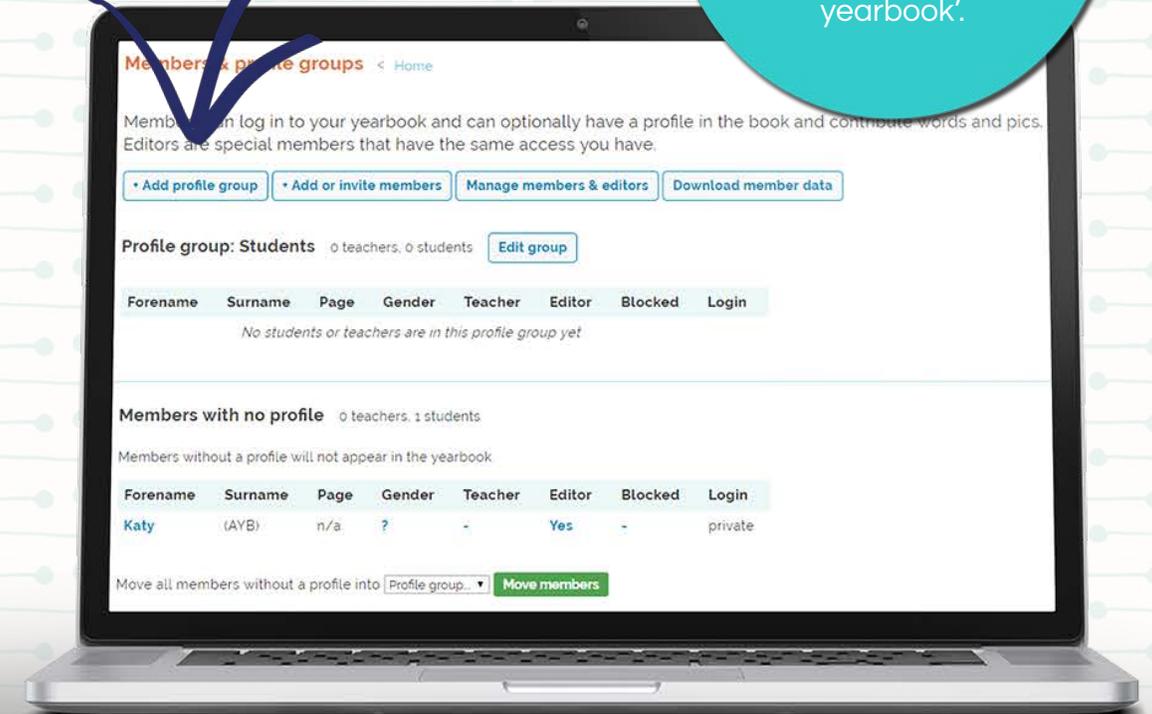
2 Editor Only

Full Control

Only the editors have access to the book and will input all the information.

Only editors can add content - all information and answers to questions will need to be collected offline to then be added.

Compiling all of the information yourself can mean a heavy workload.



Once you have set your groups you will see multiple profile groups listed.

If you are inviting members to join the book, when they log in they will be able to select which profile group to join.

Option 1

EDITOR ONLY

Go to: Members & Groups > Add or invite members > Add Members Manually

It's important to remember that even though members will not be logging into the book, they will still need to be listed in the 'Members & Groups' area. This is because the editor will be filling in the profile on their behalf.

Forename

Surname

Profile

Login type

Here you will be able to type in the member's name, before selecting a profile group and login type.

Remember, you will need to keep the login type as "won't be logging in" so that nobody other than the editor has access.

Once you have finished adding the members, you should end up with a list of students on your Members & Groups page

Option 2

MEMBERS LOGGING IN

Go to: Members & Groups > Add or invite members > Invite by email

Organise profile groups and add questions and awards before inviting members to join!



When you select 'Invite by email', you'll then see a page with a large text box for you to fill with email addresses for everybody you want to invite.

They will then receive an email with an invite code and instructions on how to join.

Members can also get set up within the book using a unique invitation code.

New members can join at <http://ayb.me/getstarted2019> using invitation code [desert6557](#)

Simply give members the code - you can find this on your 'Members and Groups' page or in the top right hand corner of your yearbook builder. With the code, members can head to our website to create a login!



What will MEMBERS see? >>>

Log in or join your yearbook

Log in

If you already have an account.

Email

Password

[forgot password?](#)

or

Join yearbook

You'll need an invitation code from your yearbook's editors.

Invitation code

THE MEMBER ACTIVITY FEED



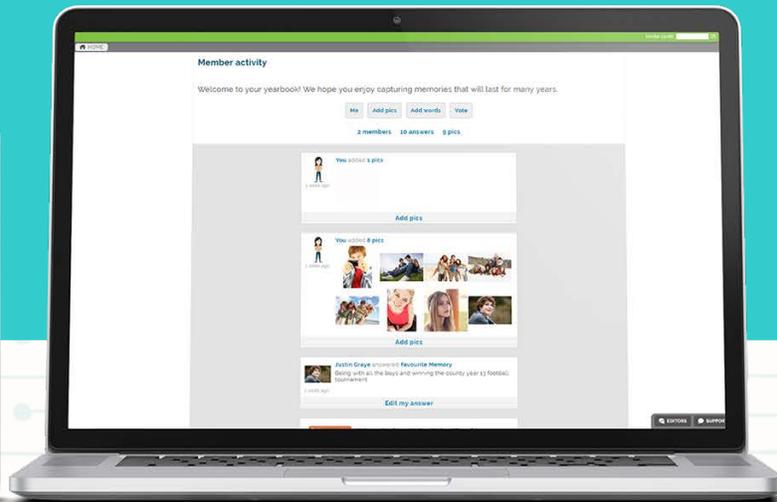
The Member Feed is a really useful tool if using option 1 - Members logging in.

This is where you can see what the members are doing within the book.

It is also what members will be greeted with whenever they log into the book - so it's a good idea to get familiar with this page!

Did you know...

Editors can set a Code of Conduct. This is a great place to leave messages for your members, and set some ground rules for what can be included.



Don't forget...

When setting up your book, head to the 'General Settings' area. Here you can make decisions on what other members in the book can see by changing your privacy settings.

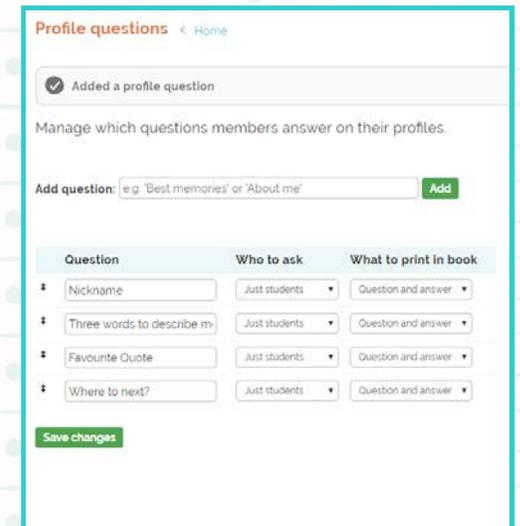
SETTING PROFILE QUESTIONS

As an editor, you can set questions for your members to answer.

When you're ready to create new profile questions, simply click on 'Profile Questions' in your blue setup menu.

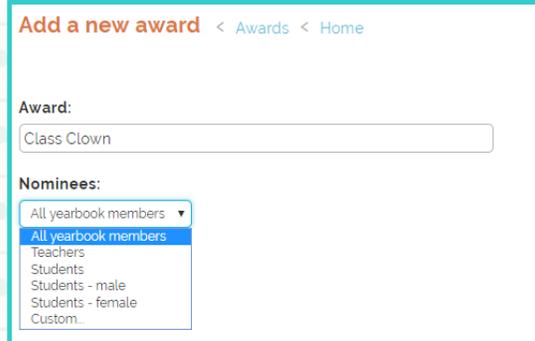
You can also filter who can answer certain questions, using the drop down menus.

Even if you are creating an Editor Only book, you will still need to list your profile questions, so you can input the answers on behalf of the students.



ADDING AWARD CATEGORIES

Everyone loves awards pages and they are a really great way of personalising your yearbook.



When you click 'Votes and Awards' you can start adding your categories. For each award, you'll be able to select the nominees.

Here you can also open and close voting, and cast your own personal votes.

CREATING PROFILE PAGES

Adding profile pages is easy. When you add all the students to the Members and Groups section, our system will automatically link the member names with the information they then upload!

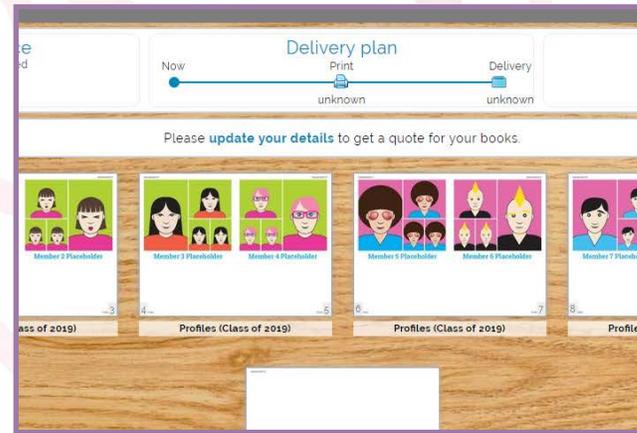
GO TO: ADD PAGES >> PROFILES



You will then:

- Title your page
- Select your layout
- Link a profile group

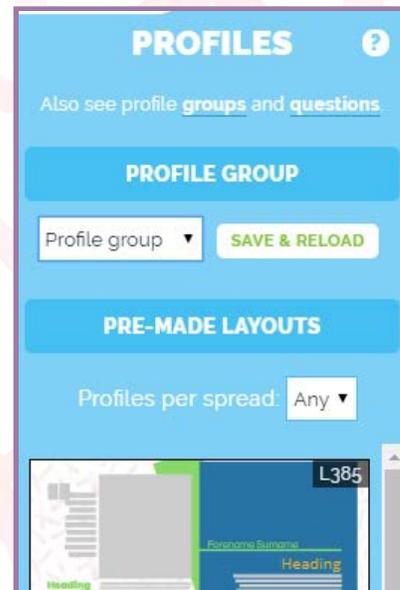
PLACEHOLDERS



If members have not joined your book yet, you'll see our colourful placeholder profiles.

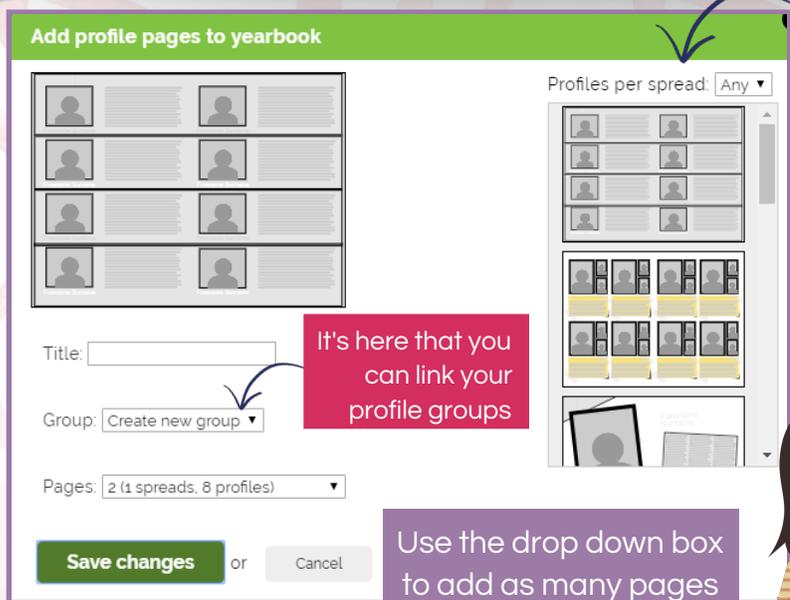
But don't worry, these will be replaced by your real members as soon as they join!

CAN I CHANGE PROFILE GROUPS?



You may need to reallocate pages to different profile groups. Do this by clicking on the page you would like to change, and then selecting 'Profiles' in the blue menu.

Using the drop down menu you can select a new profile group to appear on the page.



Remember!
1 spread = 2 pages!

It's here that you can link your profile groups

Use the drop down box to add as many pages as you need!

Top tip!
Knowing how many students you want per page makes choosing profile page styles lots easier!

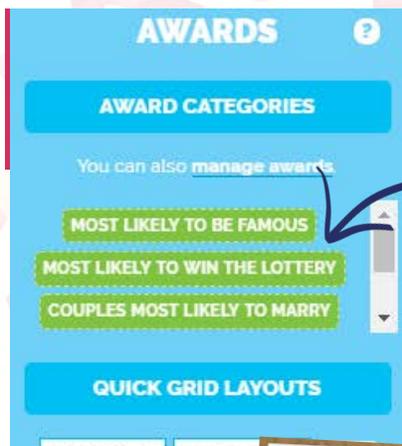
Did you know?

You can change a member's profile group via the Members & Groups page.



CREATING AWARDS PAGES

A good list of yearbook awards and polls can quickly become one of the most talked about sections of your book.



When you are ready to start designing your awards page, simply click on the page you would like your awards on. Then, click on 'Awards' in your page menu.

To add your awards onto your page, click on the award and it will appear on the spread.



Once your awards are on the page, you can change the style of the award by clicking on it.

You can also manually type in the winners of the award by clicking on 'change winners'.

CREATING COLLAGE PAGES



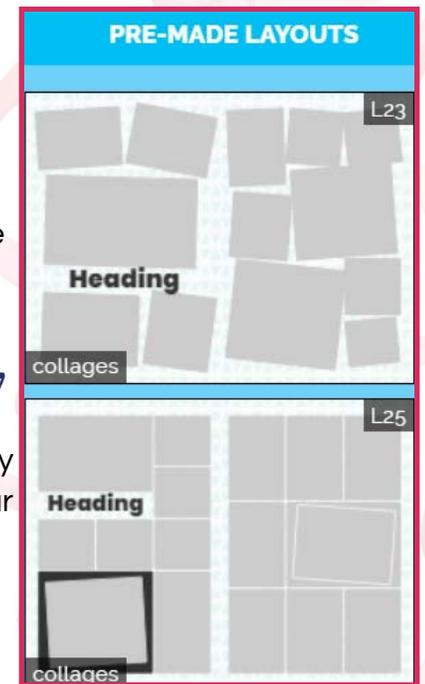
You can either use one of our quick grid layouts which will add a set number of pic frames on each page...



You can also manually add pic frames to your spread to create something entirely unique!

Collage pages are a great way to showcase all of your photos in your yearbook

...or you can choose one of our pre-made layouts!

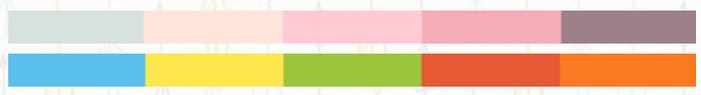


THEMING YOUR YEARBOOK

When deciding on a yearbook theme, there are several things to focus on before jumping in and getting started.

COLOURS

- » Use our range of pre-made palettes, or create your own.
- » We can colour match your school logo or any other image, just let your coordinator know.



BARRIO Unkempt
Gamja Flower
Mystery Quest



FONTS

- » So many fonts to choose from, just have a play and see what you like!
- » Make sure you have thought about how the fonts will look when printed - a whole page written in size 8 font may not be easy to read.

BACKGROUNDS

- » Whether you are looking for subtle pastel colours or bright and bold prints, we have something suitable for you!
- » Remember that your text needs to be readable on top of your backgrounds - having a dark background with a dark font will not always work.

CUSTOMISING YOUR THEMES

Click on a spread > THEME

COLOURS

Either click on an individual colour box, or change all five colours at once by using one of our pre-made palettes.

Each spread can have five different colours and five different fonts.

If you want a solid block of colour as your background, click on the paint pot to the left instead. You will be able to pick from the five palette colours.

Want something different? We can create custom backgrounds for you - just get in touch!

THEME ?

Create a theme of up to 5 colours, 5 fonts and a background for your spread.

COLOUR PALETTE

Choose a pre-made palette

FONTS

Poiret One	Normal
Change One	Normal
Bubblegum Sans	Normal
Rancho	Normal
Alex Brush	Normal
Rock Salt	Normal
AMATIC SC	Normal
600+ more fonts...	

Use different background for each side?

FONTS

To change fonts click on any of the five already selected.

Then, scroll to the bottom of the drop down menu and click "600+ more fonts..."

BACKGROUNDS

Simply click on the landscape image on the right hand side of the background section of the theme menu.

You can also use both a solid colour and a patterned background to create a layered effect. By using the drop down percentage box, you can pick the strength of each side to create your desired effect.

BACKGROUND

Fill % -- Img %

100% -- 0%
90% -- 10%
80% -- 20%
70% -- 30%
60% -- 40%
Half -- half
40% -- 60%
30% -- 70%
20% -- 80%
10% -- 90%
0% -- 100%

COVER DESIGN



Here at AllYearbooks, we believe you should ALWAYS judge a book by its cover. Which is why we've got super designer Jess on hand to create the yearbook cover of your dreams.

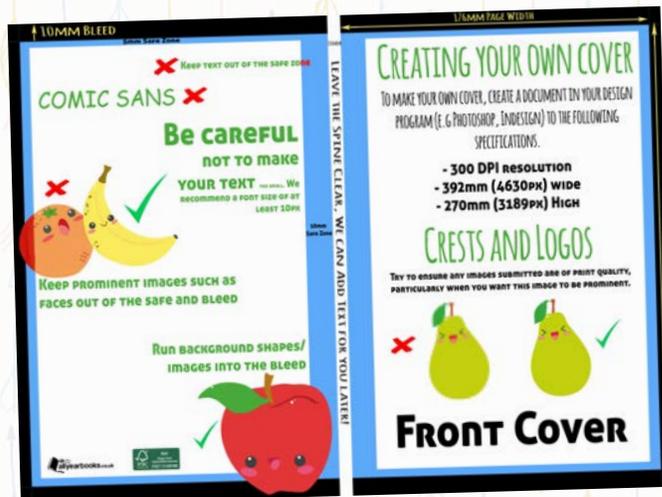
Head to the cover section of your book builder and you will find lots of cover examples for you to choose from.

All of these covers are completely customisable, so you can ask for adjustments too!



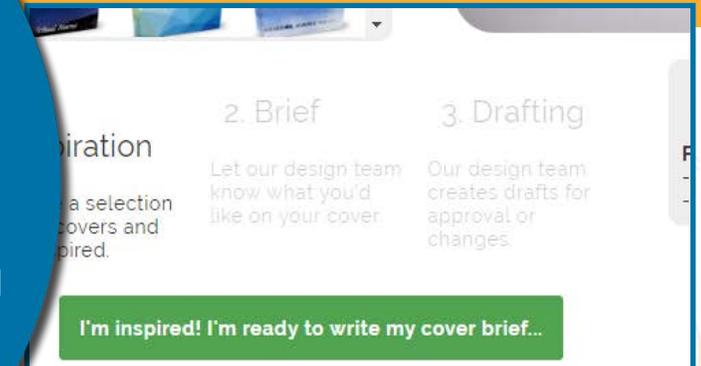
We will give you a list of what you'll need to provide

Fancy something a bit different? No problem! But remember, masterpieces take time, so get in touch with us as early as possible!

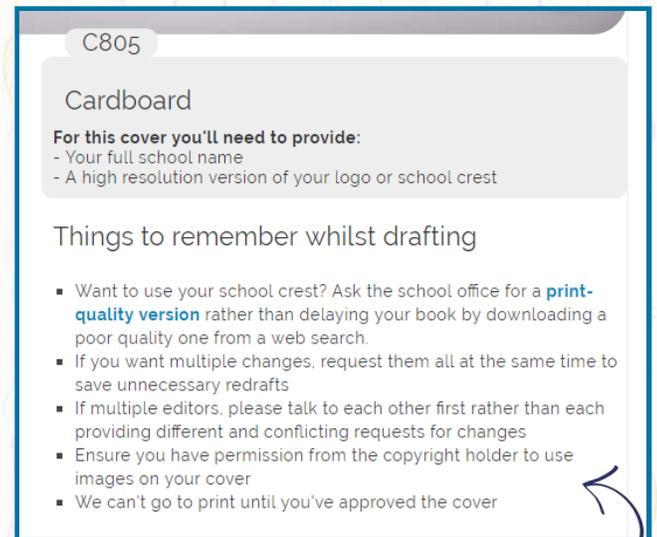
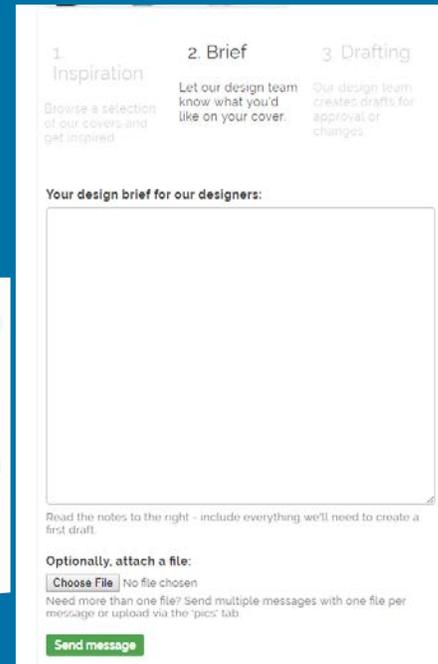


Creating your own cover? Head over to the ideas section of the website for a handy how to!

Once you're ready to get your cover designed, click into the Cover section of the yearbook designer, select the cover design you like and click here! >>>>>>>>



You can then write your brief to us and attach any images or logos you want to use. You can only attach one file at a time so you may need to send multiple messages!



Don't forget...

If you need to make changes to the cover click on "Cover draft needs changes" to make sure we get your message!



Make sure you check your logos and images before you send them over. If they are too small or of low quality we won't be able to use them! There is a handy list of hints to remind you of what we need on the cover page!

CLIPART AND PNGS

Enhance the theming of your book with the use of PNG elements in your page designs!

You can find lots of PNG files already in your book. When designing, click onto the Pics icon and then select Graphics and Clipart. Because these elements have transparent backgrounds, you can incorporate them seamlessly into your designs.



If you can't find what you're looking for, ask us for help or have a look online for high quality PNG images which have free use policies.

As always, your yearbook coordinator will be able to assist you with your plans so don't be afraid to ask for help or a second opinion.

We get as excited as you do when an interesting theme is discussed and we may have seen similar themes in other projects that can help you make the ultimate yearbook!



CUSTOM UPLOAD PAGES



Some of our customers opt to design their pages offline using Photoshop, Publisher etc, and then upload them to our system as custom pages.

1. Design your page offline using the program of your choice. Export the page as a PDF.

2. Click onto the 'Custom Page Uploads' area in your setup menu. Select 'Choose File' and then 'Upload'.

3. Then, go back to your homepage and click on the page you want the custom upload on. Select 'Articles' from the page menu.

4. You should now be able to see previews of all the custom page uploads you have supplied. Click on the one you would like to use.

5. You'll also be able to change the page fit using the drop down menu.

What does bleed mean? and other page fit questions

Bleed - this will take your article closer to the edge of the page

Exact - fits exactly to the page as originally uploaded.

Padded - this will add a border around the edges of the article

ADDING PHOTOS

Pics and Labels > Add/Upload Pics > Add Files + Choose your Pics > Start Upload

Don't forget...

If you have any doubts about your images, have some backup ones on standby!

ORGANISING YOUR PHOTOS

It's easy to end up with hundreds of photos in your yearbook, so we created tags and labels to make it easy to search through them!

LABELS

>>LIKE FOLDERS<<

You can think of our labels as folders, as once you apply a label to a photo, you can then view them in one big group! Labels can be created in the "Pics and Labels" section.

Did you know..?

You can use 'batch' mode to tag/label multiple photos at once!

TAGS

>>LIKE FACEBOOK<<

Tags are for individual members, like you would see on social media. Tags become an option as soon as you add some members.

PROFESSIONAL IMAGES

We are now part of Tempest Photography, the UK's largest school photography company!

Tempest customers can get their images

FREE OF CHARGE!

Just head to www.allyearbooks.co.uk/photos to request your images!

If you're not a Tempest customer, speak to your photographer early in the yearbook process to find out any costs for using your images :)



High resolution photo

The system will flag up any image that is 100dpi or lower - we would suggest using different images in this case!

Although your school may have been given your photos on a disk, these are for school records only, are unsuitable for print and are very low resolution.



School SIMS image

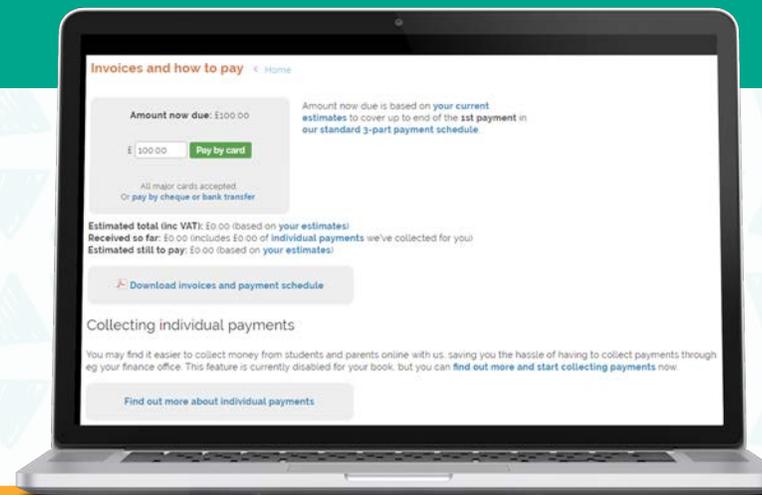
Don't forget...

If you take a photo/screenshot of an image it won't always show up as low res. Talk to us if you're unsure about any photo quality.



HOW TO MAKE PAYMENTS

We want to make payment as straight forward as possible for editors. This is why we have two simple systems for collecting payments.



We know that collecting payments for the yearbook can be a stressful job for editors, which is why we introduced a way for members to order online!

THREE PART PAYMENT

£100 deposit

Due whenever you would like to secure your order.

80% pre-print payment

This is due by your print deadline, we cannot go to print without this.

Final 20%

The remaining balance (if any) is due within 10 working days of delivery.

INDIVIDUAL PAYMENTS

1. Set your copy and page amounts on the 'Book Details and Price' page. This will give you a price to charge.



2. Go to 'Invoices & Payments'. Here you will be able to click 'find out more and start collecting payments'.

3. Set your price, leave a message and a deadline.



4. Members can then pay online by going straight to www.allyearbooks.co.uk/buy/ and typing in the yearbook number.

To save time, email the link around for everyone to pay.

Our system collects a list of all the students that have paid, which you can download at the end of your project. This makes handing the yearbooks out a lot easier.

Everything you need to know about payments can be found in the 'Invoices and Payments' section of your setup menu.

Here you can download invoices, make payments, change your billing address and set up individual payments.

Did you know?

We accept online payment, bank transfer and cheque payments.

PROOFREADING YOUR YEARBOOK



While creating your yearbook you will probably receive a message from your coordinator at some point asking you to nominate a staff proofreader.

This is nothing to worry about, we just ask that a member of staff has been given the opportunity to be involved with the project as it is using the school's name.

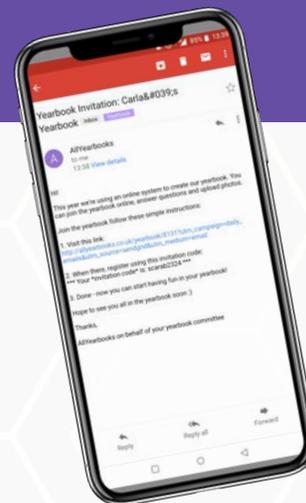
We MUST get in touch with the school before printing a book bearing their name, logo, photos etc.

We will need:
A staff member's name and school email address

We'll then get in touch with the staff member to see if they are happy to proofread the book

They'll receive editor login details so they can access the book

The staff member will give their final confirmations and sign the book off for printing



WHO SHOULD I ASK?

To avoid any delays we recommend contacting a staff proofreader during the early stages of your yearbook. If a teacher doesn't reply, we may need to consult other members of staff which can take time so plan ahead and be prepared!

Start by speaking to your head of year, they may be happy to take on the role, or perhaps they have somebody else in mind.

Teachers can also authorise a student/parent editor to give final approval, we will just need written confirmation of this.

Headteacher

Head of Year

Deputy Head

Teachers will not always be available during the school holidays and at weekends, so don't spring proofreading on them two days before your deadline!

PA to the Head

Admin Staff

Head of Department



Remember!

It is entirely up to you what you include in your book - but to avoid any delays do keep in mind some of the content we are often asked to remove.

Swearing
nudity
drug/alcohol references
offensive awards
teacher references

THE FINAL countdown

EEK! It's nearly time to send your yearbook off to print, but there's just a few more things to do before you can click the button!

CLOSE YOUR BOOK

To enter the proofing stage of your yearbook, you will need to close your book to members.

This will prevent anyone without editor access from accessing the yearbook, meaning you can proofread the content without any distraction.

We recommend you do this at least a week before your final deadline. Not only does this allow you time to chase any content you are still waiting for, but it also gives you time to proof thoroughly alongside the school.

To close your book, click onto 'Proof and Print' in your book menu and select 'Close book to members'.

Then, you can select from the options available.



Invite members < Members & groups < Home

New members can join at <http://ayb.me/katy> using invitation code **retted388g**

[• Invite by email](#) [• Add members manually](#)

The yearbook is:

- open, allowing members to log in and join
- open, allowing members to log in, but no new members joining
- closed for proofing (only the yearbook editors can log in and do stuff)

Generate a new random invitation code?:

- no, leave it as **retted388g**
- yes, we need a new invitation code

Setting a new invitation code disables any previous ones.
Set a new code if you think your current code has been compromised.

[Save changes](#)

REQUEST PRE-PRINT CHECKS

Before your yearbook can go to print, a member of the AllYearbooks team will go over your book and check for any potential printing issues.

WE DO NOT PROOFREAD CONTENT OR SPELLING!!!

We are simply looking for any problems with fonts, colours and images

When you near the end of the creation process, you should be able to see a yellow bar at the top of your homepage. Click this and you'll be able to request pre-print checks!

Nearly ready to print? [Request pre-print checks](#) from AllYearbooks at least 3 days before your deadline.

If you haven't got a yellow bar at the top of the home section then click into your Todo list and check what else you need to do.

Get in touch with one of the team if you are having trouble!

Once these checks are completed you will receive an email from us asking for your final confirmations.

FINAL CONFIRMATIONS

Once you've taken a look at the pre-print checks and are happy with everything in your book, we will need your final confirmations to go to print!

It's so important to take a careful look through every page (and the front and back cover!) to make sure that everything is exactly how you would like it.

ARE YOU READY? >>>> CLICK THAT BUTTON!

QUESTION TIME

Here at AllYearbooks we believe that there is no such thing as a stupid question!

If you've got a question for us, we would love to hear from you.

What checks do you do before print?

We'll look through your book page-by-page for any potential printing problems such as low quality pictures, font issues and colour schemes.

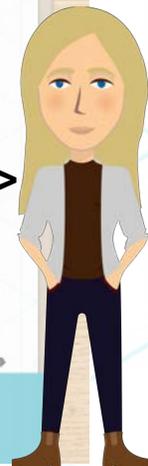
We do not proofread the content! Checking for typos and duplicated images is still a responsibility for the editors and staff proofreader.



What counts as a page?

1 spread = 2 pages

Don't forget...



Yearbook pages are just the same as pages in a standard book, you'll have page 1 on one side of a page and page 2 on the reverse. Each piece of paper is therefore counted as 2 printed pages.

Can I delete a single page?



Our system will only allow you to delete a double page spread, so technically you cannot remove a single page.

However, we can help you move across the contents of a single page at the click of a button - just ask us how!

How big is B5?

All of our books are B5 sized, which is slightly smaller than A4.

17.6cm x 25cm



How can I stop members from seeing content?

If you want to keep the content of your book a surprise, you can click onto General Settings in the set up menu of your book, where you'll see a section for privacy settings.

Untick all of the boxes for a complete surprise project or you can pick and choose which elements to hide.

Can we order additional books... after the original print run?

Of course! It's not uncommon for students to want a copy of the yearbook after seeing how awesome it is!

Doing an additional print run can work out more expensive if ordering fewer copies - so it is worth keeping this in mind.

Your yearbook coordinator will be able to give you a price list for individual copies - just ask :)

QUESTION TIME

Use our handy checklist to cross off what you've already done and what you still need to do!

Can you help me design my book?

Of course! The whole support team is on hand to offer help and advice regarding the design of your book.

We also offer a full offline USB service, you send us the pics and info and we will do the rest!



Does the school need to be involved?

If you are using the school logo, name, images of the school or uniform or making any reference to teachers names within the book then we have to have permission from the school for the book to be produced. This also applies to projects being done independently from the school by PTA or parents.

We cannot go to print without permission from a member of staff at the school.

AHHH! GDPR!

We have conducted a full audit and updated our privacy policy to include some additional information to fully comply with the new GDPR regulations.

Customers who have specific privacy concerns or GDPR questions are encouraged to speak to a member of the AllYearbooks staff by phone or email.

More information can be found at www.allyearbooks.co.uk/privacy



Can I request multiple design drafts?

When you request a cover draft we will keep working on it until you are completely happy! However, during our busy period we will be unable to create multiple drafts for you at once.

We ask that you first select one design you like the look of, and then we can work from there.

EARLY STAGES

- Request a sample pack
- Get a quote
- Add all editors
- Confirm school address
- Set up profile questions/polls
- Invite/add all members
- Nominate a staff proofreader
- Set a delivery address

PAYMENTS

- Decide how you are going to pay
- Download invoice
- Set up individual payments if needed
- Pay 80% before your deadline
- Pay remaining balance after delivery

LATER STAGES

- Leave a cover brief
- Double check estimates
- Close book for proofing
- Submit for pre-print checks

AND FINALLY

- Confirm for print!

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SPEAKING YEARBOOK

Yearbook number	The 4 digit number at the end of the URL www.allyearbooks.co.uk/yearbook/****
Adding profile groups	These can also be known as classes or form groups - Home Page > 'Members and Groups' > 'Add Profile Groups'
Adding members manually	Home Page > 'Members and Groups' > 'Add or Invite Members' > 'Add Members Manually'
Invite members via email	Home Page > 'Members and Groups' > 'Add or Invite Members' > 'Invite by email'
Finding your book's invite code	Home Page > 'Members and Groups' > 'Add or Invite Members' OR Hover your mouse at the top right hand corner of the screen where it says 'Invite Code'
Adding profile pages	Home Page > 'Add Pages' > 'Profiles'
Adding profile questions	Home Page > 'Profile Questions'
Adding award categories	Home Page > 'Votes and Awards' > 'Add an award'
Putting awards on a page	Select your page > 'Awards' > Drag the award onto the page to customise
Uploading photos	Home Page > 'Pics and Labels' > 'Add/Upload Pics'
Uploading custom pages	Home Page > 'Custom Page Uploads' > upload file > go to page > 'articles'
Adding collage pages	Home Page > 'Add Pages' > Collages
Adding article pages	Home Page > 'Add Pages' > Articles
Changing colour palette	Select your page > 'Theme' > colour square/choose a pre-made palette

Changing fonts Select your page > 'Theme' > font drop down menu > '600+ more fonts'

Adding/changing backgrounds Select your page > 'Theme' > landscape/paint pot icons

Downloading invoices Home Page > 'Invoices and Payments' > Download
invoices and payment schedule

Making a card payment Home Page > 'Invoices and Payments' > 'Pay by card'

Setting up individual payments Home Page > 'Invoices and Payments' > find out more
and start collecting payments

Take a look at some of the yearbook jargon you'll hear from us as you create your yearbook, it won't be long before you know your DPI from your page bleed.

Browser

How are you accessing the site? Eg Internet Explorer, Chrome, Safari etc.

Bleed

Pages are printed slightly bigger than needed and then cut. Cuts vary from 1-3mm so it's wise to 'bleed' backgrounds and content over the edges.

Close book to members

When closed to members, people without editor access will not be able to access the book at all.

Download

Downloading is when you are copying a file to your computer.

DPI

This helps us identify low res images - you can find this info by clicking on the individual photo.

Gutter

This is the centre margin of your book where the spine will be bound. It's best to avoid placing content over this.

Member

A member is a student/parent who doesn't have full access to the book. They will just be able to log in and edit their own profile content.

Pre-print checks

Once you've finished your book we'll do some pre-print checks. We won't proofread the text but we'll check your pages to make sure everything will print correctly

Proofreader

A staff member will need to confirm they are happy for you to make the book.

Upload

When you transfer files from your computer to the site.

FUNDRAISING IDEAS

We find that often the PTA or school like to help fundraise some money towards the yearbook project.

Here are some of the great events we see taking place at schools to help raise both money and interest in the yearbooks!

TALENT SHOW
BAKE SALE

SPONSORED WALK
SCHOOL DISCO
COVER COMPETITION



Download more resources in the chat support area of your book!

DON'T FORGET
to look out for our
Earlybird Discount

Pay your £100 deposit before the end of November 2018 and you will receive 10% off* your order!

*Paperback orders are not eligible for the discount.

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