

## YEARBOOK STAFF RESPONSIBILITIES

The yearbook is a group effort. It's important that all staffmembers work together and with the editor to create well-designed pages with interesting photos and graphics and NO typos! Other staffmember responsibilities are outlined below:

- **Learning the publishing and photo editing software.** We create the yearbook using Adobe's InDesign, Josten's YearTech software, and Adobe's Photoshop. We will have a tutorial at the beginning of the year to train everyone to use these desktop publishing tools. You will need to know how to log in to the computer as a yearbook staffer; connect to the server; create and open files; and save files to the correct location. You should become familiar with the various palettes in InDesign. Using them, you will learn how to create text and graphics boxes, and move, edit, and alter text and graphics. You will also learn how to scan print photos, edit digital photos and images, and place them on the page. Finally, you will learn how to prepare a page for submission.
- **Understanding and implementing elements of good page layout and design.** We will be going over some general design concepts as they apply to all designs that we see around us, from newspaper ads to billboards, and also reviewing what makes an effective page layout so that we can avoid some common design flaws in our pages.
- **Participating fully in class activities.** This means coming to class on time and prepared, participating in all tutorials, signing up for yearbook pages, working with others or independently on pages, and collaborating with the editor. We will aim to finish all pages well before the deadline so that we have time to proofread, but we may occasionally need to stay late or come in on a weekend to finish up. Staffmembers should be prepared to go the extra mile to complete pages on time!
- **Maintaining the continuity factor.** Although different staffmembers work on individual pages, ideally, the yearbook should be consistent throughout so that it has a unified look and feel. This means, for example, using the same font for all regular text (something that's easy to read even in small text, such as Palatino), and picking one main decorative font for headers (maybe a couple more for subheaders). Graphics can also be used to unify pages, i.e, similar artwork on the divider pages of each section and/or on all the pages of each section that pulls the book together. Staffmembers should collaborate with each other and the editor to make sure that their pages are consistent with other pages in the book.
- **Taking/collecting photos and gathering information for your pages.** We have several cameras available for staff use. Please sign cameras out when you need to use them. We will have a tutorial at the beginning of the year to go over how to use the cameras, and tips for taking effective shots. If you will not personally be taking photos for your pages, you **MUST** make sure that someone else is taking the photos. Especially for one-time events, it's a good idea to have a backup. Plan early! You will also be responsible for gathering other information that you may need on your page, such as club member names, scoreboards for sports teams, and class names for the class pages. Please triple-check to make sure that all of your information is accurate. Take a printout of your page to a coach, club leader, or someone who will be able to verify the information at least one week prior to the deadline to ensure accuracy.
- **Final editing of all pages and proofs.** Just before we send in the pages for our deadline, we will print out all the pages that we will be sending in and have a group "proofreading circle," in which we will pass each page around so that everyone has a chance to proofread everyone else's page (the more eyes, the better!). You will be expected to proofread your fellow staffmembers' pages and, if needed, help out with the editing in InDesign so that all pages are ready for submission in time to meet each deadline.