

YOUR 2022 YEARBOOK GUIDE

2022

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HEY!

We've designed this how-to guide to give you everything you need to create your 2022 yearbook using our amazing system!

You'll find these 40 pages filled with insider top tips for making the creation process as smooth and straight forward as possible. Use the helpful to-do lists to check off your progress as you go along, and check our FAQs to answer any questions you may have throughout.

Don't forget our fantastic customer support team is available to help you through the whole project - from the moment you log in for the first time, to when you are holding the finished book in your hands!

To us there is no such thing as a silly question, so get in touch today and say hello to the team!

Love, AllYearbooks

XOXO

Call Us
01736 751444

Email Us
hi@allyearbooks.co.uk

 07568537763

   @AllYearbooks

WHY CHOOSE ALLYEARBOOKS?



Outstanding quality

All of our yearbooks are made in the UK using the best quality paper. Yes, that's right - from budget paperbacks to premium leatherette hardbacks, all our books enjoy the same print and paper quality!

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 £14.80, 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 peace of mind.

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

Top notch customer support

We have a team of yearbook experts ready and waiting to help you bring your project to life! When you first create your book, you will be assigned your very own coordinator who will guide you through the whole process.



You can speak to us via online chat, on the phone or via email - just give us a shout and we'll be happy to help!

Speedy delivery

Get your yearbooks printed and delivered in around 2-3 weeks. Now that's a fast turnaround!

Payment options

Our individual payments option makes it easy to set up a storefront to collect payments for your yearbook - we'll do the hard work so you don't have to.

MEET THE TEAM



Becky

Our team of yearbook experts is based down in St Ives, Cornwall. When we are not helping you create the yearbook of your dreams, you can find us out and about enjoying the sea air! Let's introduce you to our team...



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 at work, Katy can be found walking her dog Betsy, at the gym, or knitting something!



Sally

Sally is known in the team for her keen eye for detail!

If she's not on the phone walking a customer through the next steps of their project, she's supplying the team with snacks.

Sally loves spending time camping with her family, and dog Milly!

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.



Meghan

Meghan joined the team back in 2019, and we can't imagine AYB without her.

Always up for a chat, Meghan is guaranteed to brighten your day! If you opt for a design project you will be working closely with Meghan. Whether it's formal or fun, she's got a design up her sleeve!



Jess

Jess is our design expert! She has been working here for over 4 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! She's also known for making many corny jokes.



Here at AllYearbooks there is no such thing as a stupid question - we love hearing from you and will happily answer any questions - so get in touch!



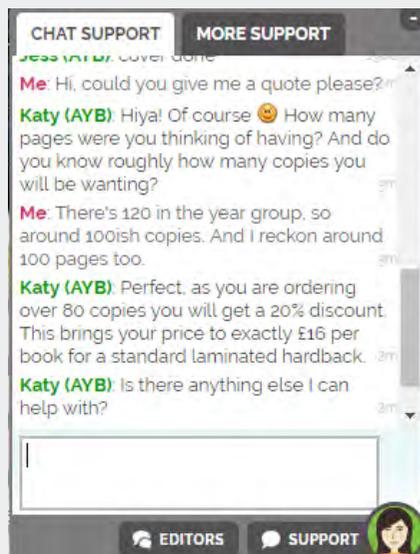
CONTACT US

Online Chat

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

Call us

Give us a call on 01736 751444 and a member of the team will be happy to assist.



WhatsApp

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!

Email

We like to keep in touch and will send over tips and next steps throughout the process to ensure you meet your deadline.

Say hello at hi@allyearbooks.co.uk



Office hours

Our office hours are Mon-Fri
8:15am - 4:15pm

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

DELIVERY INFO

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, special assemblies and awards evenings.

How long does printing + delivery take?

Depending on your book style, printing and delivery can take anywhere between two and three weeks.

Budget Paperback

Roughly 2 weeks

Standard Laminated Hardback

Roughly 2 weeks

Premium hardbacks

Roughly 3 weeks

Free
UK delivery

International delivery

We want to make sure your books arrive exactly when you need them to, so to avoid any delays we may add on a few extra days for delivery if you live in certain areas.

Some areas will also have a delivery charge added

Scotland (+5 days)	
Northern Ireland (+10 days)	£3 per copy
Ireland (+5 days)	£2 per copy
Channel Islands (+10 days)	£2 per copy
Europe (+10 days)	£4 per copy
Rest of world (+10 days)	£5 per copy

How do I set my delivery date?

Head to 'Delivery Plan' to pick the date you would like to have your yearbooks delivered.



Can I change my delivery date?

Yes! You can change your delivery date up until your deadline!

PRICING

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

For a quick quote, you can use the pricing table below. Remember to add £5 for Premium Laminated Hardbacks, and £6 for Premium Leatherette Hardbacks.

PRICING GRID		PAGES (B5 sides of paper)										
		40	41-60	61-80	81-100	101-120	121-140	141-160	161-180	181-200	201-240	241-300
COPIES	30-49	£18 ^{.50}	£19 ^{.60}	£20 ^{.70}	£21 ^{.80}	£22 ^{.90}	£24 ^{.00}	£25 ^{.10}	£26 ^{.20}	£27 ^{.30}	£29 ^{.30}	£31 ^{.30}
	50-79 10% Off	£16 ^{.65}	£17 ^{.64}	£18 ^{.63}	£19 ^{.62}	£20 ^{.61}	£21 ^{.60}	£22 ^{.59}	£23 ^{.58}	£24 ^{.57}	£26 ^{.37}	£28 ^{.17}
	80+ 20% Off	£14 ^{.80}	£15 ^{.68}	£16 ^{.56}	£17 ^{.44}	£18 ^{.32}	£19 ^{.20}	£20 ^{.08}	£20 ^{.96}	£21 ^{.84}	£23 ^{.44}	£25 ^{.04}

Quantity discounts

Why not take advantage of our quantity discounts?

If you order over 50 copies of our standard and premium hardback books, you could end up with up to a 20% discount!^

Order 50 - 79 copies

- 10% Discount*

Order 80+ copies

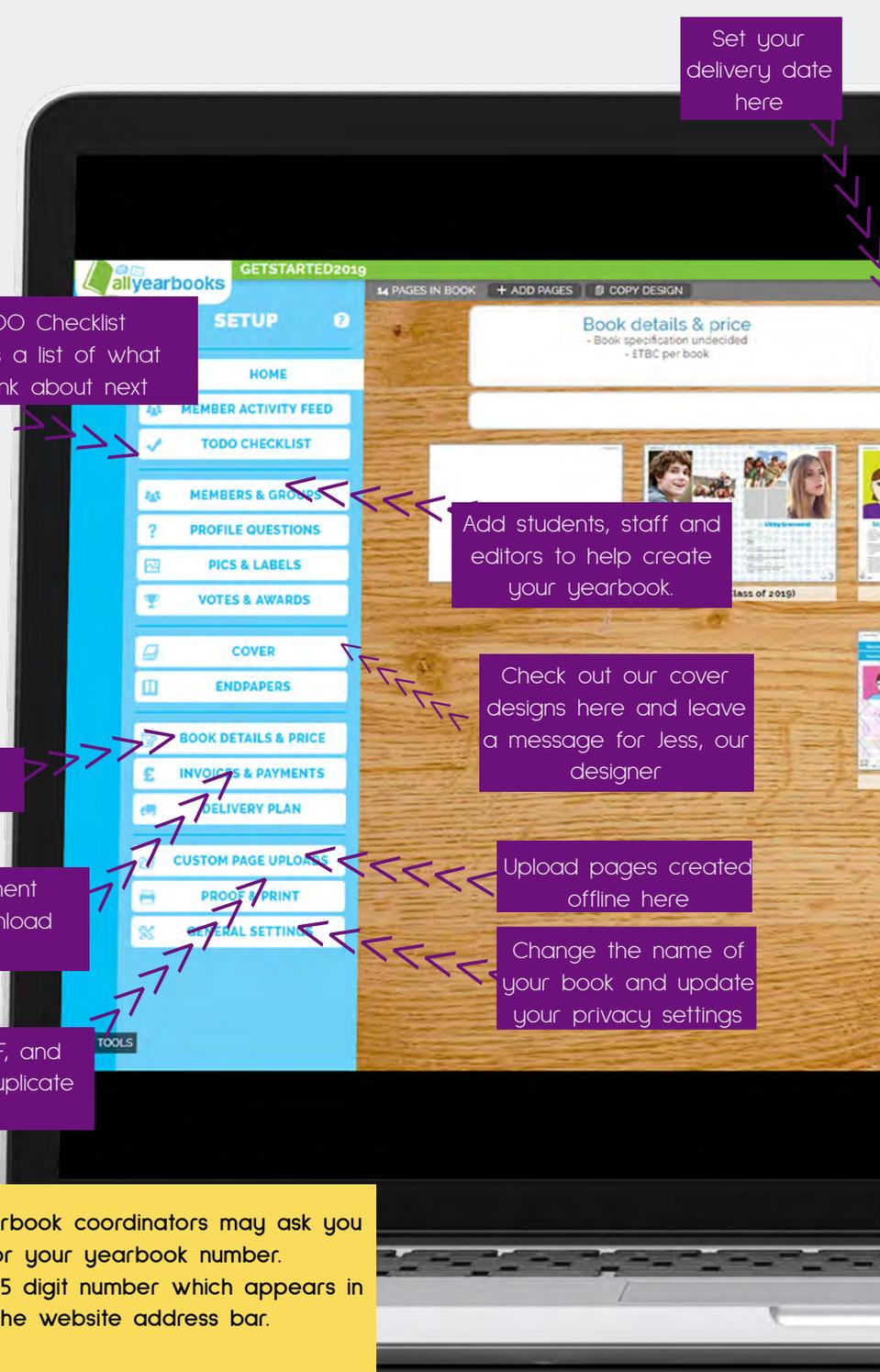
- 20% Discount*

*Paperback orders are not eligible for the discount.

^Discount is automatically applied to order based on quantity selected.



EVERYTHING YOU NEED TO KNOW



Set your delivery date here

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

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

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

Get an instant quote here

Check out payment options and download invoices here

Upload pages created offline here

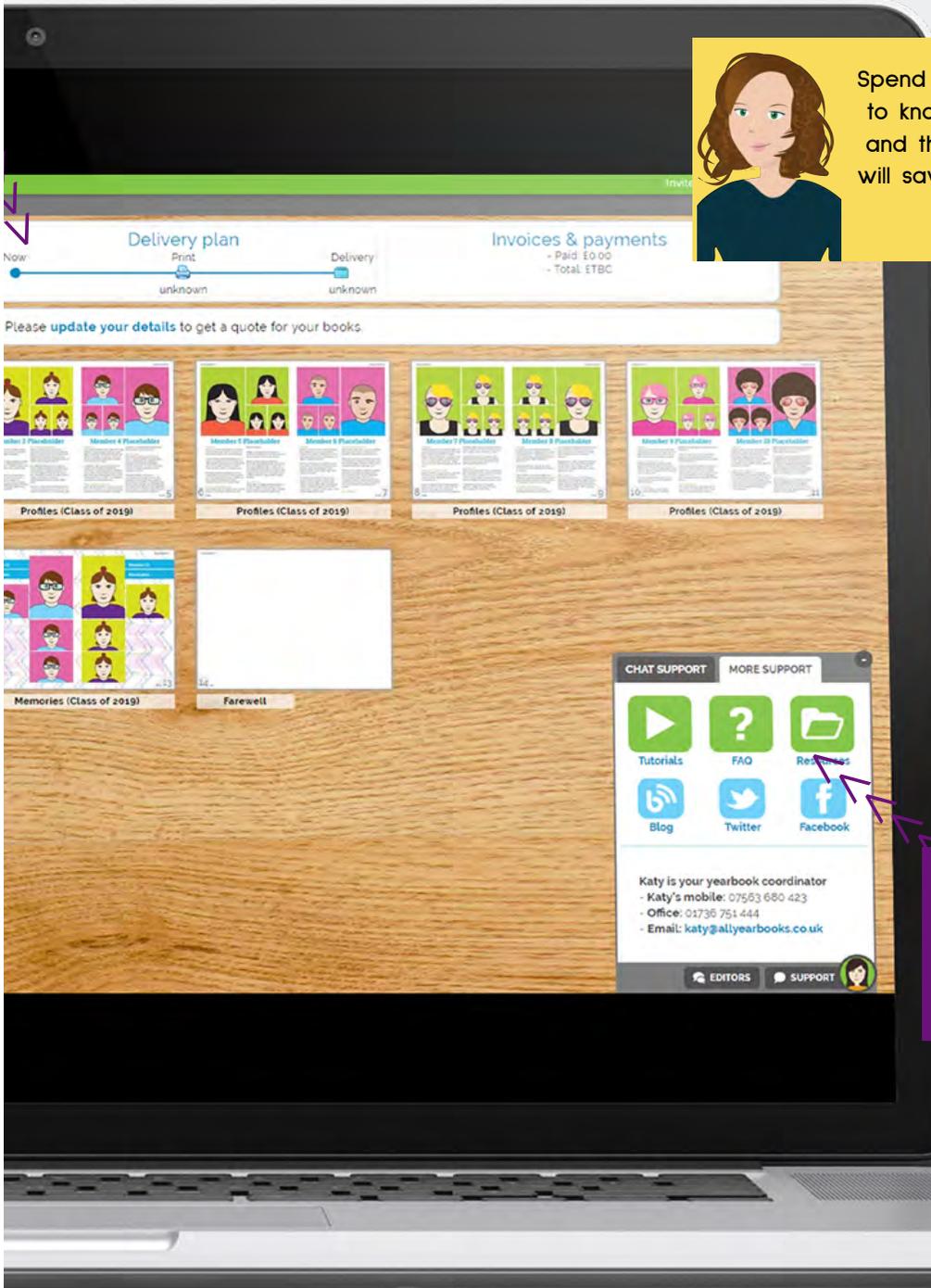
Download a PDF, and check for any duplicate images

Change the name of your book and update your privacy settings



Your yearbook coordinators may ask you for your yearbook number. This is a 5 digit number which appears in the website address bar.

ABOUT OUR *amazing* SYSTEM



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

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

GETTING STARTED



How you would like to create your yearbook?

You have a couple of different options when it comes to creating the project, so let's take a look at them below:

Option 1

EDITOR ONLY

Full Control

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

Compiling all of the information yourself can take time so make sure you set yourself some key dates to stay on track!

Only the editors have access to the book and will input all the information. You can have multiple editors logged in at one time so you can work on the yearbook together.

Option 2

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.

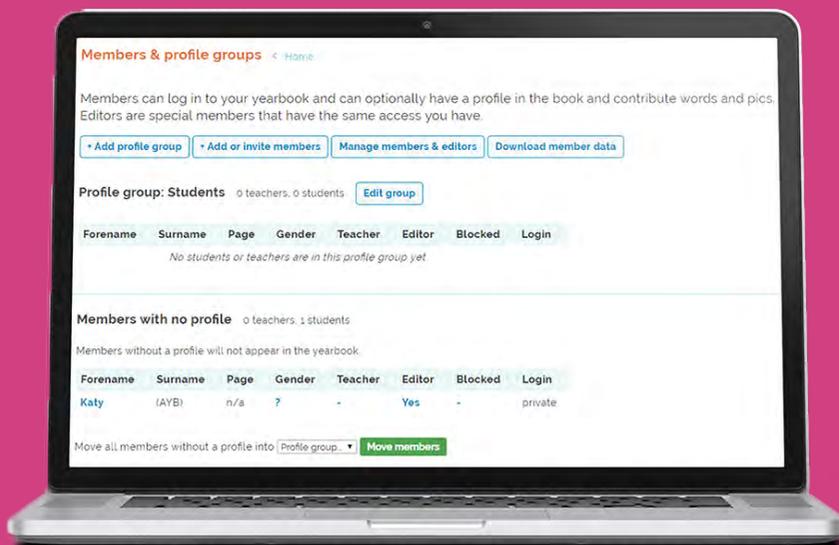
Members are the people in your yearbook: students, colleagues, friends etc

AYB RECOMMENDS

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

Create profile groups

Using profile groups makes organising students easy



You have the choice of how you would like to organise your profile groups – whether it's form class, alphabetical order, perhaps even school houses.

How to add a profile group

- > Head to 'Members & Groups'
- > Click 'Add Profile Group'
- > Add your group name and then click 'Add to Yearbook'

Once you have done this, you will see multiple profile groups listed in the Members and Groups section.

Did you know?
If you are inviting members to join the book, when they log in they can select which profile group to join.

ADDING PROFILE QUESTIONS

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

Creating profile questions is easy, simply click on 'Profile Questions' in your blue setup menu and you can add your own questions.

You can even filter who can answer certain questions, using the 'Who to ask' drop down menu.

Profile questions [Home](#)

✓ Added a profile question

Manage which questions members answer on their profiles.

Add question:

Question	Who to ask	What to print in book
<input type="text" value="Nickname"/>	Just students ▾	Question and answer ▾
<input type="text" value="Three words to describe me"/>	Just students ▾	Question and answer ▾
<input type="text" value="Favourite Quote"/>	Just students ▾	Question and answer ▾
<input type="text" value="Where to next?"/>	Just students ▾	Question and answer ▾

You can also edit the question, or delete it. To delete a question, go to 'Who to ask' and select 'No One (Deleted)'.

Remember...

You will still need to add the questions in this section, even if members are not logging into the book. You will be then be able to add in the answers on behalf of the members.

Profile question ideas

- | | | |
|----------------------------|-----------------------------|-------------------------------------|
| Nickname | Favourite Book | Most embarrassing moment |
| Three words to describe me | Best Memory | In 10 years time I will be... |
| Favourite Quote | Where are you going next? | Movie title which describes my life |
| Favourite Song | Hobbies and interests | Favourite canteen food |
| Favourite Movie | I will be remembered for... | |

ADDING AWARD CATEGORIES

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

Just click on 'Votes and Awards' and you can start adding your different awards. For each award, you'll be able to select the nominees.

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

Add a new award < Awards < Home

Award:

Nominees:

- All yearbook members ▾
- All yearbook members
- Teachers
- Students
- Students - male
- Students - female
- Custom..

You will still need to add the award categories if the winners are already decided, or if members are not logging in. Once the awards are added you will just need to manually add the winner.



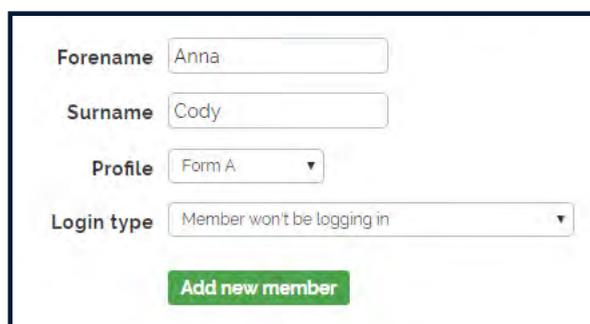
ADDING MEMBERS

Option 1

EDITOR ONLY

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

Members won't be logging in but it makes it easier when they are listed in 'Members & Groups'.



Forename

Surname

Profile

Login type

Here you just add the members name, select the profile group and choose 'Member won't be logging in' .

Option 2

COLLABORATION / MEMBERS LOGGING IN

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

When you select 'Invite by email', all you need to do is copy and paste the email addresses in - saving you lots of time!

The email includes an invite code and instructions on how to join the yearbook.

OR

If you don't have the email addresses, you can give out the yearbook code. You can find this on the 'Members and Groups' page or in the top right hand corner of your yearbook. Members can head to our website to join the yearbook and create a login!

New members can join at <http://ayb.me/2021getstarted> using invitation code [vested3894](#).

[Invite by email](#)

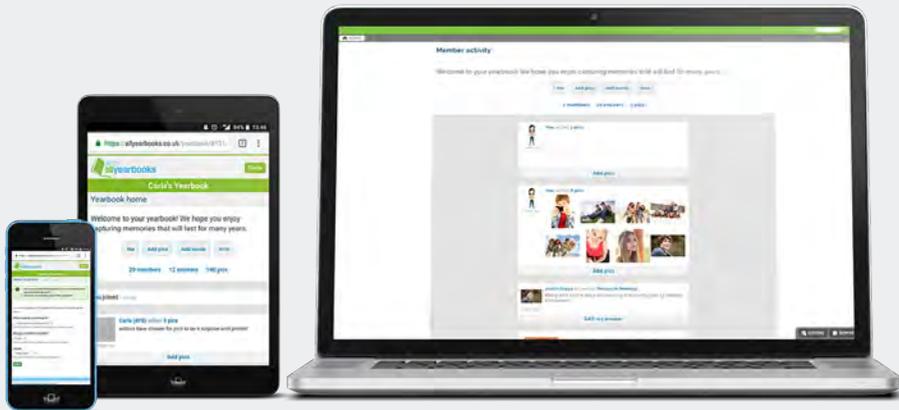
[Add members & editors manually](#)

Once have you finished, you will have a list of students on your Members + Groups page!

MEMBER ACTIVITY FEED

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

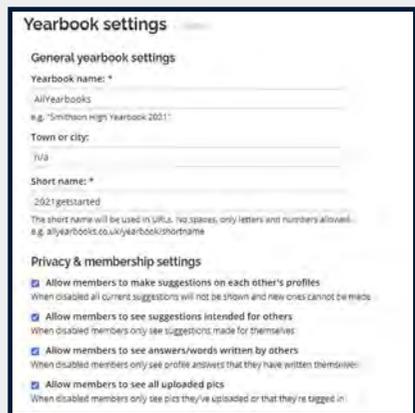
It is also what members will be greeted with whenever they log into the book - so it's a good idea to get familiar with this page!



You can set up a Code of Conduct for members. This is a great place to leave messages for everybody logging in, and set some ground rules about what can be included.

Privacy Settings

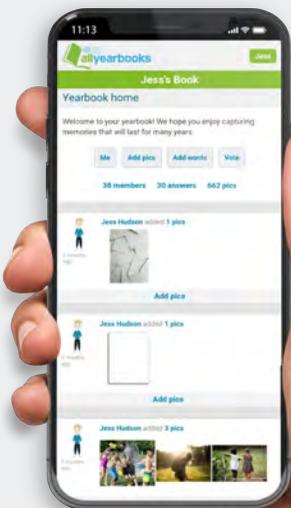
When setting up your book, head to 'General Settings'. Here you can decide if you want parts of the yearbook to be a surprise and what members can see.



What can members see?

Members are sent an email invite for them to complete their profile questions, add photos and also vote on any awards.

Members can't design pages, they are only able to upload content!



ADDING 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 upload!

Go to: Add pages >> Profiles

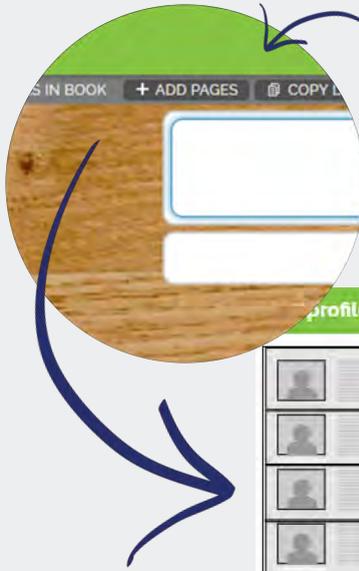
Remember!
1 spread = 2
pages!

You will then:

Title your page

Select your layout

Link a profile group



profile pages to yearbook

Profiles per spread: Any ▾

Title:

Group:

Pages:

or

It's here that you can link your profile groups

You can add multiple pages at the same time by using the drop down 'pages' menu, and our system will do the maths for you and tell you how many spreads and profiles you will be creating.

Click save changes and your pages will be added to the book!

Top tip!

Knowing how many students you want per page makes choosing profile page styles a lot easier!



Placeholders

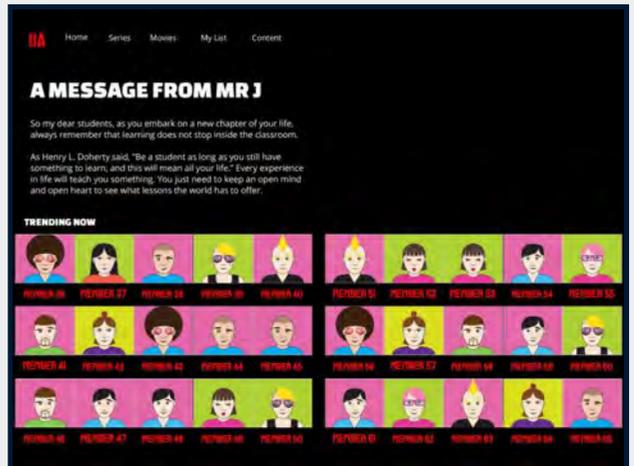
If members have not joined your book yet, you'll see our colourful placeholder profiles.

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

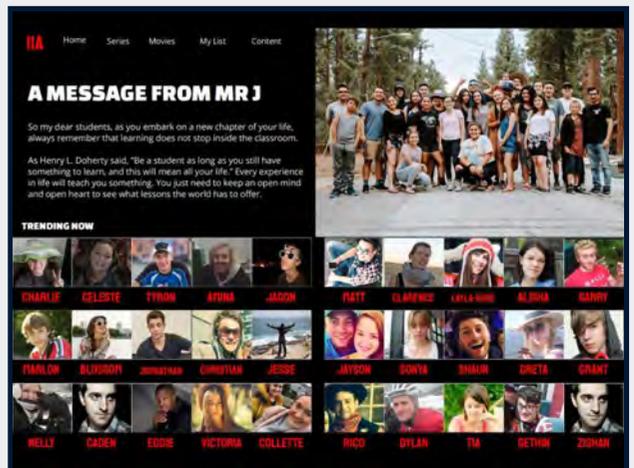
As the members add their photos and text this auto-populates into the book, saving you time.

Did you know?

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



From this...

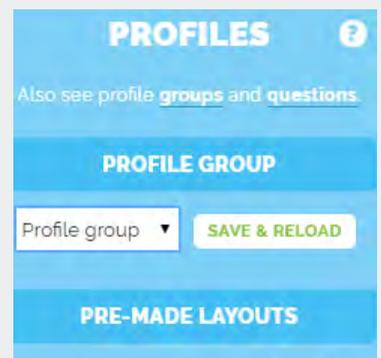


...to this

Can I change the page's profile group?

You may need to change the profile group on a particular page. 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.

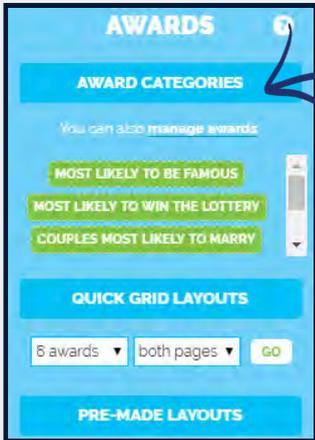


ADDING AWARD PAGES

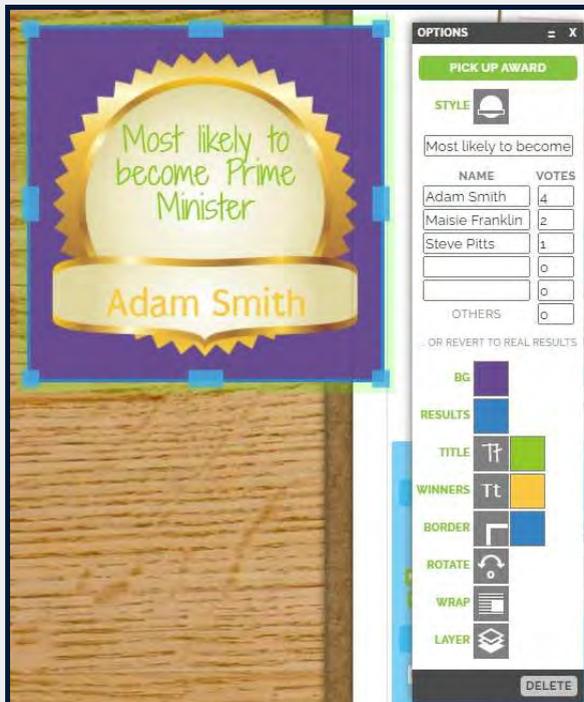


A good list of yearbook awards and polls can quickly become one of the most talked about sections of your book.

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 drag it onto the spread.



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

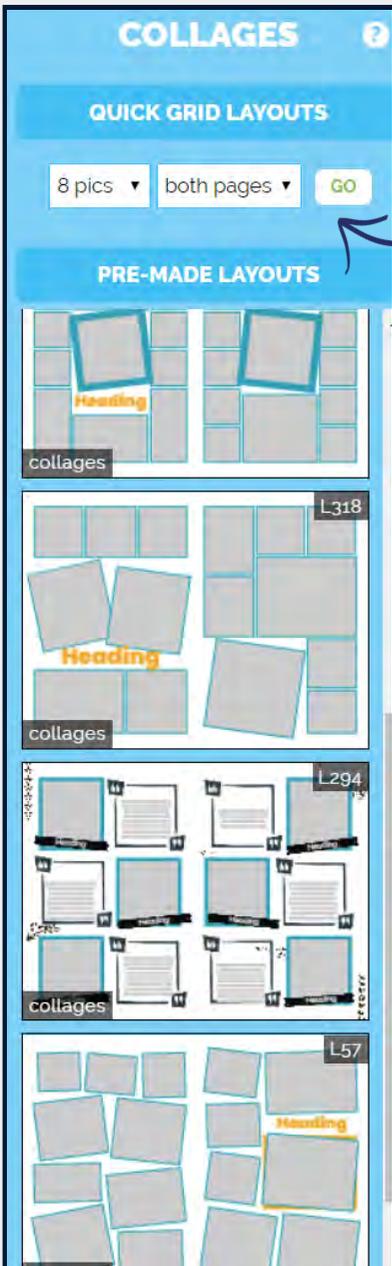
You can also manually type in the winners of the award by clicking 'change winners'!



ADDING COLLAGES

Collage pages are a great way to showcase all of your photos in your yearbook, and you can unleash your creativity too!

You can either use one of our quick grid layouts which will add a set number of pic frames on each page, or you can choose one of our pre-made layouts.

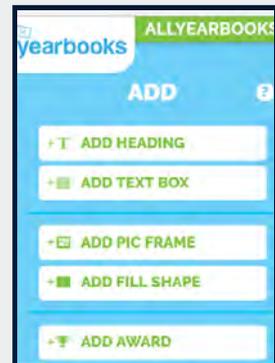


You can select how many pics you would like on each page, and start adding your photos straight away.

Creating your own

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

From your page just click on 'add pic' frame and you can start designing.



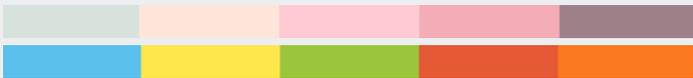
THEMING YOUR BOOK

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.



We can also suggest complimentary colours!

Fonts

Ganja Flower

Unkempt

BARRIO

Mystery Quest

There are loads of fonts to choose from, so just have a play and see what you like!

Always keep in mind how fonts will look when printed - Size 8 for a whole profile page could be too small.

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.



How do I customise my pages?

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.

Did you know?
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.

You can also use both a solid colour and a patterned background to create a layered effect. By using the drop down box.



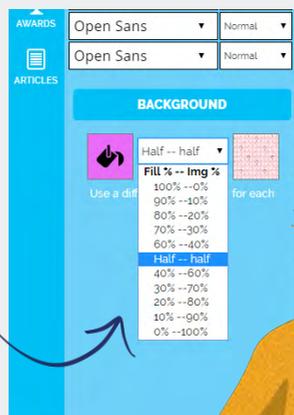
Fonts

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.



Not sure what you want?

We can create custom backgrounds for you- just get in touch!

COVER DESIGN

Here at AllYearbooks, we believe you should ALWAYS judge a book by its cover.

Head to the cover section of your yearbook 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!



NEW!
for 2021

1. Inspiration
Browse a selection of our covers and get inspired.

2. Brief
Get our design team to create a brief for you to take to your cover.

3. Drafting
Our design team creates drafts for you to choose or change.

Cardboard
For this cover you'll
- Your full school name
- A high resolution version

I'm inspired! I'm ready to write my cover brief...

Leave a message in the brief section 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!

If nothing takes your fancy, be sure to get in touch with us to let us know! If you tell us your ideas we will be more than happy to mock something up for you.



Can I design my own cover?

Yes, of course you can! We love seeing covers designed by teachers and students.

Your cover can be designed online or hand-created on paper. If designing on a computer it's best to save your design as a high quality JPG or PDF file to send to us, with any extra instructions needed. Scan paper designs at high resolution (300 dpi) and send it to us with any other requests.

10mm Bleed
5mm Safe Zone

Keep text out of the safe zone

Keep prominent images such as faces out of the safe and bleed

Be careful not to make your text too small. We recommend a font size of at least 10px

Run background shapes/ images into the bleed

10mm Safe Zone

Leave the Spine Clear. We can Add Text for you later!

178mm Page Width

CREATING YOUR OWN COVER

To make your own cover, create a document in your design program (e.g Photoshop, Indesign) to the following specifications.

- 300 DPI resolution
- 392mm (4630px) wide
- 270mm (3189px) High

Crests and Logos

Try to ensure any images submitted are of print quality, particularly when you want this image to be prominent.

Front Cover

250MM Page Height

Top tips for designing your own cover

Copying and pasting from a website usually won't be good enough for printing.

Please leave the spine text blank, just let your coordinator know what you would like the text to read, we will then add this in for you.

Don't delete the original file – When you save JPG versions of your cover, ALWAYS keep a version you can re-edit as it might need changing!

We send you drafts of the cover for you to tweak to make sure it's perfect.

Use our template above to make sure you set up your cover in the correct way.

CLIP ART & PNGs

Take the theming of your book to the next level with the use of PNG elements in your page designs!

PNG's have transparent backgrounds, which means you can use them anywhere in your yearbook.

Finding clip art

Go to 'Pics' > Graphics and Clipart



CUSTOM 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.



What does 'Select a Page Fit' mean?

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.

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. 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.

5. Click the one you want and then select the page fit.

TOP TIP!

Use the 'Download Spread PDF' option from the Tools menu to check the fit of your custom page!

Make sure none of your text or images have been cut off!

ADDING PHOTOS



HOW TO UPLOAD PHOTOS

Pics and Labels > Add/Upload Pics > Add Files > Start Upload

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, 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.

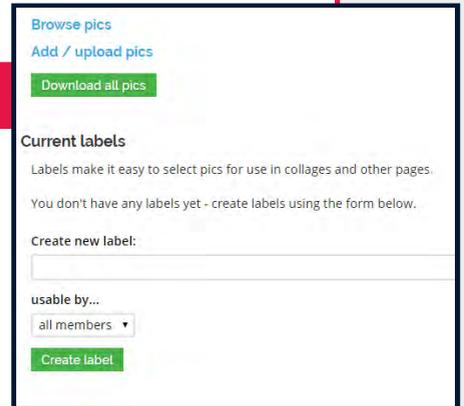
Did you know?

You can use 'batch' mode to organise multiple photos at once!

Tags

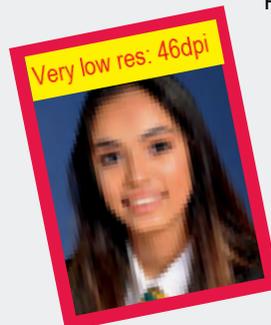
Like social media

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



Low-res images

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



High resolution photo



School SIMS image

TEMPEST IMAGES

TEMPEST PHOTOGRAPHY

We are partnered with Tempest, the UK's largest school photography company! This means Tempest customers can use their images for FREE!



If you are a Tempest Photography customer you have access to use these photos free of charge in your yearbook with no copyright fees – follow the link to request the photos.

www.allyearbooks.co.uk/photos

When you request your photos you will be asked to complete a form. Please try to provide as much info as you can! If you are not sure about any of the information we recommend giving your school a call, or your Tempest photographer.

> *Contact details*

> *School name & postcode*

> *Tempest Photography account number*

> *Yearbook number (this will be the five digit number in your URL bar once you log in)*

Please be as specific as you can, and try to include the month and the year of photography.

But I'm not a Tempest customer...

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

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

PAYMENT OPTIONS

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

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.

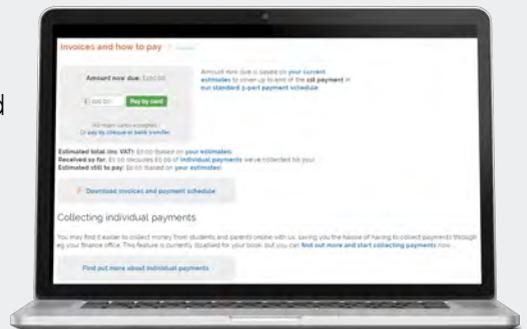
20% final payment

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

Downloading an invoice

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.



We accept online card payment, bank transfer and cheque payments.

If you are overwhelmed at the thought of collecting payments from everyone, let us do all the hard work for you! Our individual payments method means that everyone can pay us directly for their copy.



Individual payments

Step 1

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

Step 2

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

Step 3

Set your price, leave a message and set a payment deadline.

Step 4

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

Emailing the link around to everyone saves lots of time and makes it easier to collect payments!

Collecting individual payments online

[Change individual payments](#) The editorial team is collecting £25.00 per book at allyearbooks.co.uk/buy/10901

Money for 60 copies has been collected by card online so far, for a total of £1,500.00 (average: £25.00/copy):

You can [download a list of who has paid](#) to help you keep track of who has taken a copy when handing them out.

Date and time	Copy price	Copies	Total paid	Paid by	Who for
2019-07-09 10:39am	£25.00	1	£25.00	Rach	For Aary
2019-07-08 4:19pm	£25.00	2	£50.00	Aya	1 for Mum
2019-07-04 1:22pm	£25.00	1	£25.00	Andy	Seth

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.

PROOFREADING

While creating your yearbook you will 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.



How does proofreading work?

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

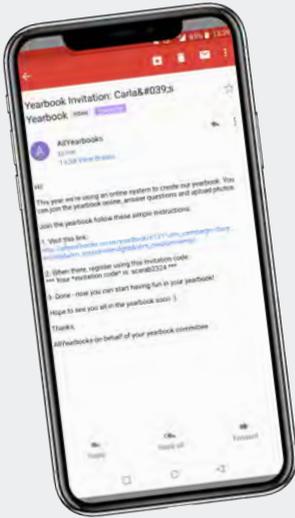


They'll receive editor login details so they can access the book, or they will give the chief editor permission to confirm the book on behalf of the school.



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

Assistant to the Head

Admin Staff

Head of Department

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!

Editor tip!

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 STAGES

Before we can send your book off to print, there are a few final things we'll need you to do.

Nothing major, we just need to make sure everything is tidied up and ready to go!

1. Closing your book

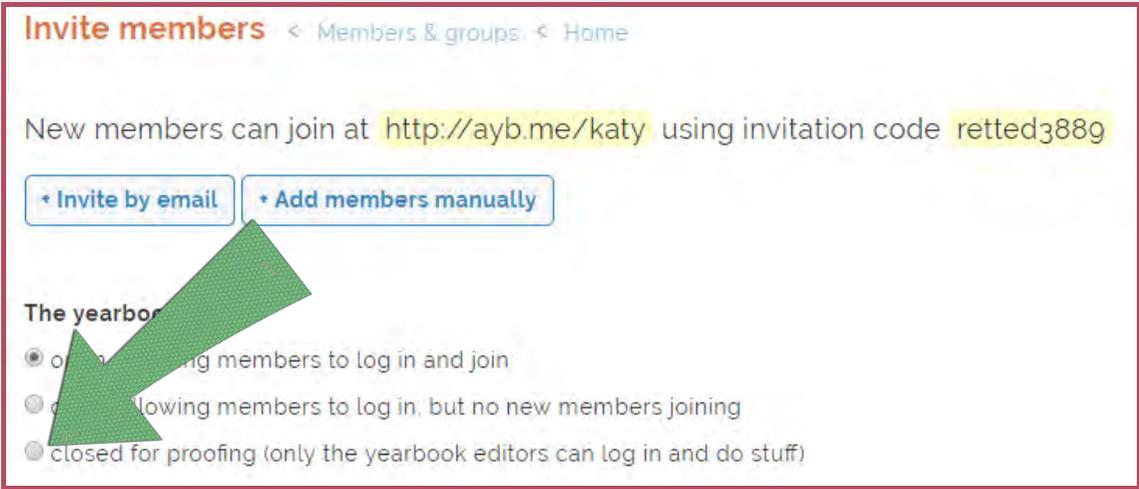
To enter the proofing stage of your yearbook, you will need to close your book to members.

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.



The screenshot shows the 'Invite members' page with the following elements:

- Header: **Invite members** < Members & groups < Home
- Text: New members can join at <http://ayb.me/katy> using invitation code **retted3889**
- Buttons: **Invite by email** and **Add members manually**
- Section: **The yearbook**
- Options:
 - open to all members to log in and join
 - open to all members to log in, but no new members joining
 - closed for proofing (only the yearbook editors can log in and do stuff)

A large green arrow points to the 'closed for proofing' option.

2. 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

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

Help! I can't find the yellow bar

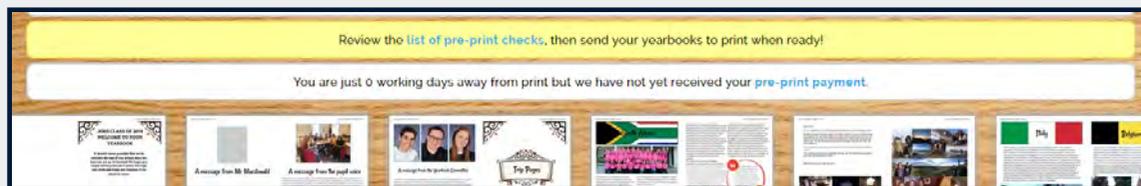
If you haven't got a yellow bar at the top of the home section then click into your Todo list and check what else you need to do.

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

3. Final confirmations

To view the list of pre-print checks, click on the yellow bar at the top of your homepage. This will say 'Review the list of pre-print checks'.

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.

Remember to check:

- > Number of copies you are ordering
- > Triple-check spellings & look out for typos
- > Make sure everybody is featured in the book!

Now click the green confirm button!

QUESTIONS

We know that starting a yearbook can be daunting, don't worry we are here to help every step of the way!

After a few goes on the system, you will be a yearbooking whizz - but if you have any questions we would love to hear from you!

What checks take place before printing?

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?

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.



Don't forget...
1 spread = 2 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!

What size is B5?

B5 is slightly smaller than A4 – 17.6cm x 25cm.
Just the right size to fit in your bookcase!



How can I stop members seeing the content?

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

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

Can I do a second order of books?

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 :)

What happens if I miss my print deadline?

If you miss your deadline, don't worry!

We do our best to keep you on track but we know that it's not always possible. If you still need to receive the books for a particular date then we do offer an Express Printing service.

This does incur a 10% charge but shortens the delivery by a few days to help you meet that all important deadline.

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 design service; you send us the pics and info and we will do the rest! Read more about this over the page.

Does the school have 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.

The school doesn't necessarily have to be involved in the project, as long as we have their permission for the book to be printed.

I have a GDPR question

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 cover designs?

When you request a cover draft we will keep working on it until you are completely happy! But, 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.

DESIGN SERVICE



Creating a yearbook can seem like an overwhelming task, so we are here to take that pressure off you.

Sit back and relax while your dedicated yearbook expert designs and creates your book for you. All you need to do is provide the content.

How does it work?

1.

Consultation

Your yearbook coordinator will need to know the basics of what you are after:

- > Number of copies
- > Number of pages
- > Style/theme
- > Handout date

2.

Content

We will help you organise the best way of getting the content over to us.

This is usually an online system such as Google Drive or One Drive - but we can also send you a USB if you prefer.

3.

Design

We'll create your book for you and keep you up to date with the progress.

Feel free to check in with us at any time if you would like an update!

4.

Confirm

You'll be able to log in to the online book builder to have a look and suggest any changes before printing.

The proofing process will usually begin about 4 weeks before your print deadline - allowing you plenty of time to suggest alterations.

YEARBOOK SPEAK

Learning how to speak yearbook? Here are a few of the words and phrases we use. Plus some tips on how to find the right page in the yearbook system.

Yearbook number	The 5 digit number at the end of the URL www.allyearbooks.co.uk/yearbook/*****
Adding profile groups	These are also 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'



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.

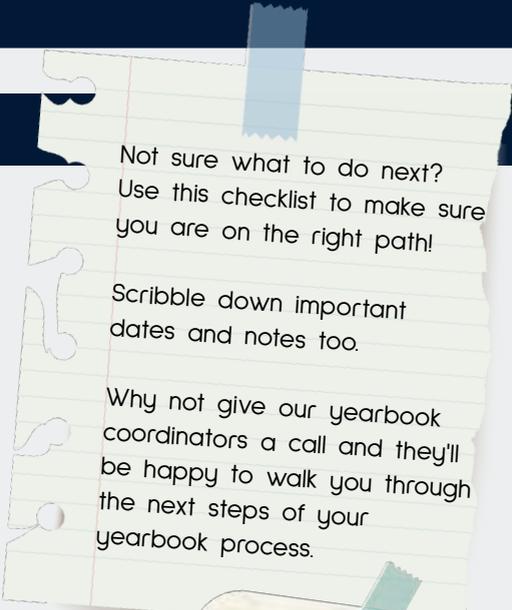
Upload

When you transfer files from your computer to the site.

TODO LIST

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
- Leave a cover brief



Not sure what to do next?
Use this checklist to make sure
you are on the right path!

Scribble down important
dates and notes too.

Why not give our yearbook
coordinators a call and they'll
be happy to walk you through
the next steps of your
yearbook process.

Payments

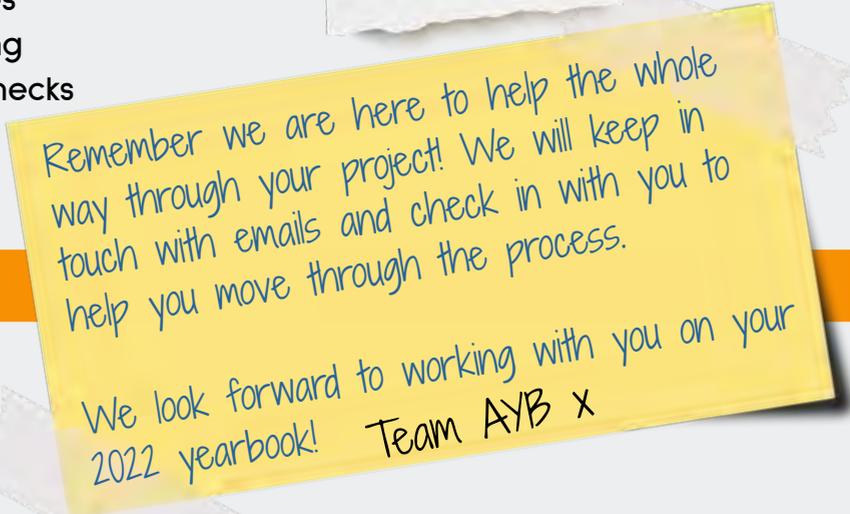
- Decide how you are going to pay
- Download invoice
- Set up individual payments if needed
- Pay 80% before your deadline
- Pay remaining balance after delivery

Later stages

- Double check estimates
- Close book for proofing
- Submit for pre-print checks

And finally

- Confirm for print!



Remember we are here to help the whole
way through your project! We will keep in
touch with emails and check in with you to
help you move through the process.

We look forward to working with you on your
2022 yearbook! Team AYB x

ALI HECTOR MERIDITH CALLICOAT
 SHAWNDA RIPPY ROSALINE GUILBAULT
 JESSI CUNDIFF RODGER BALLARD
 SUSANNAH TOLAND RENE TABER ADELLE YOUNGREN
 SANG EAKLE SHAYNA CONTE LUCILA CHRISTINA GABRIELLE SCHWER
 JOE CALIFANO CAMI BUTTERWORTH
 INEZ MAUER FERDINAND RAZOR

SUSANNAH TOLAND
 RENE TABER ADELLE YOUNGREN
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 INEZ MAUER FERDINAND RAZOR
 CORRINA TAM JONELLE KENNEL

HENRY TIMM LURA GONZALEZ RAYLENE ROTE
 HYACINTH AUTHEMENT ELAINE HO ZENA MOYERS
 IGNACIO MCBRAYER THOMAS CULBERSON
 JOSIE MEIGHAN DELORIS MCGLONE BIRGIT DILLAHUNTY

LURA GONZALEZ RAYLENE ROTE
 HYACINTH AUTHEMENT ELAINE HO ZENA MOYERS
 IGNACIO MCBRAYER THOMAS CULBERSON
 JOSIE MEIGHAN

JENNY CANUP
 DONG JEFFERS
 O K B O B
 MIESHA MANRIQUEZ
 SINA KENWORTHY
 ANIBAL TOWER
 JAQUELYN TONGUE
 JANISE CATHEY
 DORTHEA FONDA CYTHIA MATHIESON REYES PEEPLES
 SABRINA BLASCHKE JAYSON QUIRK ISAAC RINK ELISE CLOSE
 BARB PETTIFORD ALI HECTOR MERIDITH CALLICOAT SHAWNDA RIPPY
 ROSALINE GUILBAULT JESSI CUNDIFF RODGER BALLARD

DELORIS MCGLONE
 BIRGIT DILLAHUNTY
 JENNY CANUP
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 JANISE CATHEY DORTHEA FONDA CYTHIA MATHIESON
 REYES PEEPLES SABRINA BLASCHKE JAYSON QUIRK
 ISAAC RINK ELISE CLOSE BARB PETTIFORD

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