

TIPS & TRICKS

- Consistent spacing between elements on the page
- When overlapping elements, use drop shadows
- Drop headline down from top of page (or place mid-way or at bottom) to allow for more picture space and bigger font
- When placing text in a box, use a shape behind the text rather than shading/outlining the text box
- Use the same border color/size throughout spread or with similar elements

ROCKENBAUGH ELEMENTARY SCHOOL YEARBOOK 2011-2012

LAYOUT DESIGNER'S GUIDE

GOAL

INCLUDE THE MOST STUDENTS POSSIBLE

GUIDELINES

- **MORE** is better!
 - 30-40 pictures per spread
 - 100-125 faces per spread
- It's a **VARIETY** show!
 - Avoid duplicating students on spreads
 - Grade-level collages should include an equal representation of all classrooms
 - Student Life and Specials include an equal representation of all grades
- Templates provide **CONSISTENCY**
 - Portrait pages follow same format for all grades
 - To connect grade-level collage pages repeat similar elements on all pages
 - Specials and Club use templates to maintain consistency while not locking in the placement of content elements

TIMELINE

12/15	Cover submitted
1/5	Color Pages 1-9 submitted
1/18	Layout Team Meeting
1/23-2/24	<i>Photography: collage candids of all grades, specials, club pictures</i>
w/o 2/13	Review portraits with class list (Andrea to provide class lists 2/13)
2/17	Submit list of missing student portraits to Bridget, pictures will be uploaded by 3/2
2/24	<i>Upload Deadline: Holiday Parties, Valentine Parties, Dads' Invasion, Jump Rope for Heart/Parent PE (2/13-2/15), Kindergarten Night Out (2/17), 100th Day of Scholl (K), 1st Grade Sleepover (1/20), Specials, Clubs</i>
2/24	Pages Due: 10/11, 12/13 (First Day, Fall Fest, Grandparents Lunch, Dads Lunch), 66/67 (Science), 79 (4th Gr. Garage Sale)
w/o 2/27	Take informal class pictures for portrait pages
2/28	<i>Photo Op: 2nd Grade Performance</i>
3/2	<i>Photo Op: K. Dr. Suess Day</i>
w/o 3/5	Create portrait pages and work with another volunteer to review
3/6	Open House (busy day for teachers)
3/7-3/9	<i>Photo Op: Kite Days</i>
w/o 3/19	Teacher review of portrait pages: grades PK, K, 1, 2, 3
3/22	<i>Photo Op: 1st Grade Author Celebration</i>
3/23	Portrait Pages Due: grades PK, K, 1, 2, 3
3/26	Pages Due for review and adjustments
3/27-28	STAAR Testing--Campus Closed
3/29-30	Teacher review of portrait pages: grade 4
3/30	All Final Pages Due

PAGE LADDER

Page(s)	Topic	Assigned	Due
1	Title Page	AS/BS	1/5
2-3	Boosterthon, Walk to School Day, Walking for a Cause	AS/BS	1/5
4-5	Remembering 9/11, Veterans Day	AS/BS	1/5
6-7	Dragon Pride	AS/BS	1/5
8-9	Dragon Tale Parade	AS/BS	1/5
10-11	First Day, Fall Fest	Laura	2/24
12-13	Grandparents Lunch, Dads Invasion	Laura	2/24
14-15	Red Ribbon, RES Gives Back	Laura	3/26
16-17	Lunch/Recess	Laura	3/26
18-19	White/Fair, Staff	Laura	3/26
20-21, 27	4th Grade Collage	Bridget	3/26
22, 23, 24, 25, 26	4th Grade Portrait Pages	Andrea	3/30
28-29, 35	3rd Grade Collage	Marcy	3/26
30, 31, 32, 33, 34	3rd Grade Portrait Pages	Janet	3/23
36-37, 43	2nd Grade Collage	Alyce/JW	3/26
38, 39, 40, 41, 42	2nd Grade Portrait Pages	Maria	3/23
44-45, 49	1st Grade Collage	Isabel	3/26
46, 47, 48, 49	1st Grade Portrait Pages	Isabel	3/23
51, 56-57	K Grade Collage	Andrea	3/26
52, 53, 54, 55	K Grade Portrait Pages	Disa	3/23
58, 59, 60, 61	PreK Portrait/Collage	Elisa	3/26
62-63	Computer Lab, Library	Stephanie	3/26
64-65	Art, Music	Stephanie	3/26
66-67	Science	Stephanie	2/24
68-69	PE	Janet	3/26
70-71	EXCELL	Maria	3/26
72-73	RESPECT, Music Makers, OM	Laurie	3/26
74-75	Bluebonnet, Library Crew, Art Club, Recycling Team	Laurie	3/26
76-77	Lab Assistants, 4th Grade Chess, Safety Patrol	Andrea	3/26
78	Dragon Tale News	Andrea	3/26
79	4th Grade Garage Sale	Bridget	2/24
80	4th Grade Goodbye	Bridget	3/26

