

Save your yearbook forever

If you are like most yearbook advisers, at least once each year (or a whole lot more than that) you get a phone call or a visit from someone in the class of 19XX who has lost his or her yearbook. And that person wants to know if you can sell them another one.

We get those calls too, both locally and at the plant. And, of course, we have to tell the callers the same thing you do, “Sorry, we don’t print extra yearbooks and stockpile them. We just don’t have the room.”

Of course, neither do you. It’s so sad. Many of the people who call have lost their yearbooks through no fault of their own: a house fire, a burglary or one of hundreds of other reasons.

Wouldn’t it be great if you could just make them a quick copy of your yearbook? Well, if you create your yearbook with InDesign, now you might be able to. Putting this together would make a great end-of-the-year project for spring delivery yearbooks who have seniors with nothing to do.

Read the article at right and get your staff members who are not working on the 2010 yearbook busy creating a copyable copy of your yearbook.

Create a PDF “Book” of Your Yearbook

If you would like to create a reproducible copy in PDF format of your yearbook, here is all there is to it.

1. Copy each double-page spread from your Proofs Out folder to a separate folder on your server or hard drive. Make sure that all links stay linked. To do this, you may need to open each file (yes, this will take a while) and choose File>Package. Then save the package to the new folder.
2. In InDesign, choose File>New>Book.
3. Type a name for the new book and save it. In the new folder with the other pages is a good place.
4. This will open the Book Palette. You can now add pages to your book. You can do this by using the drop-out menu at the top of the palette and choosing Add Document, or you can click the plus sign (+) at the bottom of the palette to add files. (Figure A)
5. You can add multiple files by holding down the Shift key to add consecutive files or holding down the Control (Command on a Mac) key to add non-consecutive files.
6. Add all the pages in your yearbook. Make sure you try and add the pages in order, but if you make a mistake, don’t worry. You can move them into the correct order by clicking on the name in the Book Palette and dragging the name up or down.
7. Once you have the pages in the correct page order, Preflight your book. Hold down the Shift key and choose the first file in the book palette and then scroll down and choose the last file. All should be selected. From the drop-out menu on the palette, choose Preflight Book. Depending on the size of your pages and the size of your yearbook, this could take awhile. Like “leave it overnight” awhile.
8. Once you have done this, InDesign will ask you if you want to Package the “Book.” You do not need to do that, so you can choose Cancel at this point.
9. Lastly, from the drop-out menu on the Book Palette, choose Export Book to PDF. (Figure B) This could also take a very long time. If your book is HUGE and complicated, you may want to break it up into sections. Once InDesign has created the PDF(s), you can burn them to CD (or more likely DVD due to the size), and this will give you a perpetual copy that you can duplicate whenever you want. It’s not a printed yearbook, but at least people will have all the memories they lost. Make multiple backups and have them stored in your school’s vault.

Word of warning: This can take some time so assign it to staffers who have some time. But it will be worth it.

