

EASY QUICKREADS

They're at your fingertips with Click'N'Go no matter how you create your yearbook

Hopefully you have now seen those great QuickReads on the centerfold poster. Pretty cool, aren't they? And you want something just as great, but you don't have the time or the effort to find it? That's OK. We have the perfect solutions—Jostens Click'N'Go.

And the really great news is that now it is usable by those using YearTech for InDesign and those using YearTech Online. And in both methods, it is a piece of cake to use.

Using YearTech for InDesign? Do this.

I know Click'N'Go is really easy to use, but here are some quick tips for those who use InDesign.

First, open Click'N'Go by clicking the Click'N'Go button in your Jostens tool bar. It should open an InDesign library that looks like this:



Once it's open, you can scroll through and pick out the element you want to use. One way of doing this faster is to browse the elements in the back of the PageSurfer book before you open Click'N'Go. That way, you can

scroll down to the one you are looking for. The thumbnails you see in the palette are not the best way to choose a graphic or text element.

Once you have found a sidebar, photo presentation, infographic, headline or scoreboard you are looking for, just click and drag it to your page.



When you drag them onto your page, they are already grouped. That way, you can resize them to whatever size you need just by clicking on a corner and dragging. Make sure to hold down the shift key when you do this to keep them in proportion.

Also watch out that you don't make them too small, especially if they have type in them. We shrunk PhotoPresentation 6 down (above) so small that the type became two point type. Try never to make type smaller than six point. It is generally unreadable at sizes smaller than that.

Using YearTech Online? Do this.

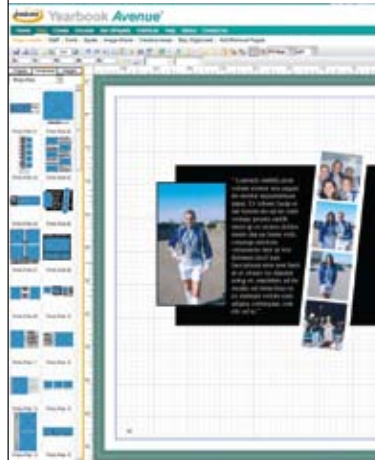
There are two huge differences between using Click'N'Go online and in InDesign. The first is where you find it. While you click a button in the Jostens palette to access

Don't have a ton of time? This is a great way to shorten the amount of time it takes to design your pages.

Click'N'Go in InDesign, in YTO you go to your Templates tab on the left side of your Page Designer screen. Then click the drop-down menu at the top of that tab and choose the category of Click'N'Go you want to use. You will find them way at the bottom of that menu.

Then grab the Click'N'Go graphic you are looking for (again, they are in the back of your PageSurfer book) and drag it onto your page. But here is the other big difference between Click'N'Go in InDesign and YTO. Due to the limitations of your browser, Click'N'Go graphics online are not grouped. So you will not be able to enlarge or reduce them as a group.

When you first drag the Click'N'Go graphic onto the page, all the different parts will be selected. At that



time, you should position it exactly where you want it to go. Unfortunately, should you need to enlarge or reduce it, you will need to do that to enlarge or reduce all the indi-

vidual parts on their own.

Once you have the graphic where you want it, you can begin dragging in your photos and typing your copy to complete the design you are looking for.

Create your own

One other great thing about Click'N'Go is that in either YTO or InDesign, if you have graphics that you have created for your yearbook (such as a folio tab or your mascot art) that you want to be available on every page, you can create your own Click'N'Go library.

To do this in InDesign, just choose File>New>Library and save it someplace where you can find it whenever you want it. Then when you want to add graphics to your own library, just place them on a page, select them and choose Add Item from the menu on the Library palette. They will appear in your library as unnamed graphics. We suggest you double click them and name them for future reference.

To add to your own Click'N'Go library when you are using YTO, here is what you do. Let's say you have a drawing of your mascot you want to use throughout your yearbook. Upload the drawing as art, place it on a page, select it and then click the Save as Template button. YTO will ask you if you want to save it to your Click'N'Go. Just tell it yes, and you are all set. You and your staff will now have access to that graphic on any page you are working, anywhere in the yearbook.