



## Back to School Top Tech Tip

Do you have editors or computer tech students who don't have a lot to do while you are teaching the rest of the class the basics of yearbook? Why not put them to work creating pages?

Here is the hottest idea of the new school year that may save your sanity later. Do the following:

**1) Finalize your ladder.**

**2) Color code it by deadline.** Decide now which pages will go in when. You can do this easily by first assigning pages that will be printed in process color to specific deadlines, (usually the early ones) then decide which pages you will have to hold until the final deadline. Once you know those, you can divide the balance of the pages between your middle deadlines. On the ladder wall chart, use different color highlighter pens to designate which pages go on which deadline.

**3) Have your editor or tech person create a new YearTech file for each of the double page spreads in your yearbook with all the basic info in place, including folios and type styles.** Have them save them in the appropriate deadline folders on your server or hard disk.

**4) Remember to name them correctly.** PageMaker files should be named with two three-digit numbers. In other words, the file containing pages 36 and 37 should be named 036-037.

**5) When the rest of your staffers have finished training all they have to do to work on those pages is to go to the appropriate deadline folder and open the already created pages.** They will never open a new page using Page Wizard and that means there is no way they can ever create a page with the wrong page number or save one in the wrong deadline folder. This will help in the never ending battle to keep all links together. It seems that if staffers can find a way to break links, they will.