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When Johannes Gutenberg invented the world’s first printing press and printed book in c1440, little did he know that by the 21st Century the growth of book publication would have been so overwhelming! Few people now give very much thought as to how a book evolves from its initial thought and idea to its ultimate production and publication.

An increasing number of schools are choosing to celebrate their achievements and activities through the publication of a School Yearbook. The intention of the book is to provide a written and illustrated record of school successes and events over the course of an academic year, with particular reference to school leavers, although this is not in any way exclusive. It will give the pupils a stimulating and focused activity for the summer term, engaging them in a special learning experience.

Pupils are given the opportunity to compile a personal profile which best represents their time at primary school, highlighting the things which have meant most to them, using text, illustration and photographs.

Other pages can be devoted to different aspects of school life including sporting achievements, school visits, school productions, PTA Activities, Staff Profiles, School Governor contributions, after School Club activities, exhibitions etc.

Schools are at liberty to select exactly what they would like to be included in the Yearbook and the end result will be the production of a high quality and visually exciting Yearbook. Ideal for your year 6 leavers post-SATS; the Yearbook will provide a lasting memory, a celebration and a souvenir of their time at school, to be cherished by friends and family.

In addition, many schools have found that the Yearbook acts as an invaluable and concise record of a year in the life of the school, which is of interest to Ofsted at the point of school inspection.

The following examples, together with many other possible ways of initiating the project will increase the children’s appreciation of how a book evolves from a series of ideas to a product of real worth and lasting value.
Create your own publishing environment within the classroom so that the children can understand the importance of publishing functions, and the contribution which it has made to how information is communicated across the world. The following activity will present your students with a great sense of achievement as they will gain invaluable experience of drafting, communication, teamwork and illustration to create this valuable touchstone.

Engage your pupils from the offset by showing them this fun video of the journey a book takes through the publishing processes: [http://www.youtube.com/watch?v=N5zcMm7yuNg](http://www.youtube.com/watch?v=N5zcMm7yuNg)

For your pupils to gain a better understanding, we suggest providing further explanation of the publishing process. More details can be found by visiting the Publishing page on

**Step 1: - Decide How You Will Run The Project**

One option for producing your yearbook in class could be for children to create their pages like a scrapbook by collaging photos, artworks, and handwritten content onto a background that they have designed. This could be a piece of previously produced artwork. From there, the scrapbook pages can be scanned into the provided software. Alternatively, using the above approach, children could draft their pages before designing them on the provided software by typing text and uploading photographs/artwork.

The children will learn to observe more closely and apply a whole range of skills and techniques to compiling their final draft which will then be prepared and formatted on the computer ready for production of the Yearbook. This stage may require some adult input depending on the pupils’ own level of computer knowledge and competence.

**Step 2: - Personal Profile Sheets**

It is suggested that the children could compile at least one personal profile sheet which best represents their achievements, interests, strengths and aspirations of their time at primary school. Within the handbook you will find a list of suggested headings which could be applied to text, illustrations or photographs, or you can come up with your own.

**Step 3: - Plan The Content**

A class discussion could take place to decide on additional pages to be included in the Yearbook. Possible ideas for inclusion could be: teacher profile pages, an awards page, and pages for events such as art week, sports day and school trips.

**Step 4: - Create Your Publishing Studio**

Following the outcome of the class discussion, one approach you could use is to reorganise the classroom into groups who will take responsibility for one or more of the suggested pages, as well as the layout and design of the book. These groups will operate in a similar fashion to a publishing studio with each group representing a different function of the publishing process e.g. Reporters that interview the teachers for their profile pages, and Page Editors who gather the photos and information for the events and awards pages.

You could also elect one group as Art Editors to be responsible for backgrounds, typography, layout and design. Backgrounds can be created using a number of different media, including paint, collage and printing. The activity is fun and simple and really enhances the visual aspect of the final product. Alternatively, the available software comes with a number of backgrounds which can be applied to the pages, as well as the option of using a single block colour.

An added dimension comes from the class teacher assuming the role of ‘Chief Editor’, providing a fun element to the activity but at the same time ensuring that a consistent standard of content and presentation is maintained.

**Step 5: - Review**

Each group could be responsible for reviewing, proof-reading and advising on the work of another group. By working in this way, children can learn to work collaboratively, share their work with others and find ways of enhancing and improving their first drafts. The role play element helps pupils to develop the qualities of confidence, tolerance and self-esteem.

**Step 6: - Publish Your Book**

We suggest you allocate each group time to use the provided software to design and collate their pages on the computer. The groups can amend the provided templates or create their own pages from scratch.

If you would prefer not to reorganise your classroom, an idea might be to try the ‘Publishing Partners’ activity.
Step 1
Each child compiles their own personal profile page (or pages).

Step 2
Then children could work in pairs, or at the most in groups of four. Working in their pairs, each child could role play as sub-editor for another by exchanging their work for proof reading and advise on how to make improvements.

If working in groups, each child could take responsibility for editing a particular area. For example: illustration, written text, photography, etc. By editing work in this way, children will better understand that writers and illustrators seldom work in isolation but draw on the help and inspiration of others.

These are only two suggestions. You may well feel an alternative approach would work better with your class. Please share your ideas with us by writing on our blog at http://blog.apfs.org.uk

**Suggested choices for Text Box Headings:**
The things I most enjoyed learning about are...........
My favourite memory of..............School is........
My favourite school activity is..............
The thing I most like about ..........School is........
The things which I think I am best at doing are............
The thing that makes.............School special is...........
The best thing that ........School has done for me is........
The thing that makes me most happy about..........School is.
I will always remember ........School because........
When I grow up I would like to........
I would like to be remembered for........
I will be sad to leave........School because........
What I most enjoy doing out of school is...........
My favourite hobbies and pastimes are........
In the school holidays I enjoy.............
Accessing the Online Designer

**Step 1:**
Once you have clicked on the button above you will be directed to the login page. Here you can register your school or continue as a guest. Continuing as guest will allow you to demo the Yearbook designer but won't allow you to save. To save your designs, simply register, you can do this at anytime even if you have logged in as guest.

**Step 2:**
Now you can start to create your Yearbook. We've given you basic page styles to get you started. These page styles are fully customisable.

**Booking On:**
You will need to be booked into the production schedule to have your books printed. Once you have decided that you would like to design your books with us please contact Art Projects for Schools either by email info@apfs.org.uk or by calling the office using free-phone number 0800 027 1939. We will need to know when you need your books to be delivered into school ready for distribution. The production turnaround is two weeks and we produce from Thursday to Thursday. Based on this information we will be able to agree your submission date to ensure that you get your books back in good time. You may submit on any date as long as we receive by the Thursday that we have agreed ready for production. We will send you an confirmation email which will include the agree submission date.
Quick guide on the tabs and what they do

This button lets you upload your very own pictures into the software. Once pressed it will give you 2 options: "Upload" and "Existing Project".

Click here to add your photos

Once you have selected your desired images click open and this will pop up and tell you upload stages.

These are the tools that you will use to create your Yearbook.

Use these tabs to change your photos order

These controls are: undo, redo, copy & paste, clipboard and trash can.

This allows you to change each page.

This is the zoom control. Use the slider to zoom in & out of the page.

This tab shows you the pages in the Yearbook. Simply click on a page to jump to it.
1. Adding A Picture Box:
Add a picture box by clicking on the “add picture box”. This is located on the tool bar.

2. Inserting Images:
To insert a photo or image, simply drag and drop your picture into a picture box. You can replace a picture in a picture box by dragging your new image to the picture box. To resize your image, drag the resize handles at the four corners of the object.

3. Cropping Images:
To crop the image simply double-click on it to drag the corner to where you want to crop.

4. Rotating Images:
Click on the image you wish to rotate, and select rotate from the tool bar. A slider bar and left and right rotation options appear.

5. Adding A Mask:
Masks blend your picture into the background. A mask will always scale to fit the box exactly. You can add a mask to a photo simply by dragging it from the library onto the picture.

Although once you have clicked the ‘add photos’ button your pictures will very quickly be available for you to start placing into your yearbook, it is imperative that you ensure that your images are fully uploaded to the online designer before saving or exiting. You can determine whether your images have completed uploading by looking at the loading bar underneath each image. The bar will disappear underneath the photo once upload is complete. Depending on the number of photos you are adding and the speed of your broadband this process may take some time. In some instances it had been reported to take up to half an hour.
1. Inserting Your Text Box:
To add a text box click on the ‘add text box’ icon. Once you have drawn your text box you can change the size by dragging the corner nodes. To reposition it, simple click and hold on the text box and drag it to wherever you want.

2. Inserting and Editing Text:
To insert text into your text box simply double-click on it and a dialogue box will appear. In this box you can type your desired message. If you wish to change the text, double-click again and the same dialogue box will appear and you can then change the text as you wish.

3. Changing the Font, Size and Colour:
To change the appearance of your text, click the ‘Format Text’ icon and the Font Selector will appear. Here you can change the font, the font size and the colour. With some of the fonts, there are different styles such as bold and italic.

Other Tools

Undoing and Redoing Mistakes:
Use these tools to do the following:
- Undo a mistake
- Redo an unwanted undo
- Cut an item to paste
- Copy an image
- Delete an item
- Paste your copied or cut items
Adding Page Layouts

The layout button allows you to add ready-made page layouts to the cover and individual pages in your Yearbook. All these page layouts can be edited to suit your needs.

IMPORTANT: When selecting the all pages option, you will be overwriting everything you had done previously.

To add a page layout you can either click, hold and drag it on to the left or right pages or click on it to open up an options dialogue box.

Here you can choose whether to have your selected layout on the left or right page for that spread or apply to all pages in your Yearbook.

IMPORTANT: When selecting the all pages option, you will be overwriting everything you had done previously.
This is the list of fonts available on the designer:

- Bach R - abcdefghijklmnopqrstuvwxyz
- Burnout - abcdefghijklmnopqrstuvwxyz
- DejaVu Sans - abcdefghijklmnopqrstuvwxyz
- Denmark - abcdefghijklmnopqrstuvwxyz
- Doulos SIL - abcdefghijklmnopqrstuvwxyz
- FIRECAT - ABCDEFGHIJKLMNOPQRSTUVWXYZ
- Five cents - abcdefghijklmnopqrstuvwxyz
- Gentium - abcdefghijklmnopqrstuvwxyz
- Hindsight Unicode - abcdefghijklmnopqrstuvwxyz
- HydrogenWhiskey - abcdefghijklmnopqrstuvwxyz
- INVISIBLEKILLER - ABCDEFGHIJKLMNOPQRSTUVWXYZ
- Loma - abcdefghijklmnopqrstuvwxyz
- NASALIZATION - ABCDEFGHIJKLMNOPQRSTUVWXYZ
- Norasi - abcdefghijklmnopqrstuvwxyz
- X-Files - abcdefghijklmnopqrstuvwxyz
- Thryomanes - abcdefghijklmnopqrstuvwxyz
Before ordering your Yearbook we strongly recommend previewing your book to check for any errors and to view the image quality. You can do this by selecting the 'preview' tab.

To proceed to the checkout click the green ‘Order’ button.

**IMPORTANT:**
We cannot accept any amendments or changes to your Yearbook once the file is uploaded. Therefore, it is your responsibility to proof your Yearbook thoroughly before proceeding.

**IMPORTANT:**
Before submitting, please ensure you have notified APFS so that they can include you in their production schedule.

When an exclamation mark appears on an image just simply resize the image until the warning sign disappears. Doing this will ensure that your images will be printed at a much better quality.

Once you have corrected the issues that appeared on the preflight check, you click continue and then enter the project name.

You must name your Yearbook Project to proceed to the checkout.

This shows you where possible issues are and you can fix them if necessary.

This message will appear if you have used low resolution images.
Checkout Process continued

You can adjust your quantity here. Use the blue arrows to see the total price.

Paying via Credit Card will transfer you to our secure Sage Pay website. Your billing address must be the address your card is registered to. Your card receipt and order confirmation will be emailed to you.

Please note that an order of a single Yearbook will incur a £2.50 shipping cost.

If you have a promotional code enter it here.

You have the option to pay via credit card or via an account.

Once you’ve clicked ‘Confirm Order’ your order confirmation and number will appear here.
When I click to get started, I am told my browser is out of date.
Our Yearbook Designer utilises the very latest web technology which some of the older browsers do not support. Please use one of the links provided to update or download a new browser. Other benefits of upgrading your browser include increased speed, security and functionality.

Why won’t the masks work on my picture?
If your image is not in JPEG format you will be unable to use masks. You can change your image to JPEG format by using Photoshop, Paint or another image editing programmes by selecting ‘save as’ and changing the file type to .JPEG in the drop down menu.

Why won’t my image work?
The Yearbook Designer will only accept images in .JPEG, .JPG, .TIFF, and .PNG format. You can change the image format using Photoshop, Paint or another image editing programme by selecting ‘save as’ and changing the file type to .JPEG .JPG .TIFF or .PNG in the drop down menu.

Why does the text box have an exclamation mark?
This maybe because your text is too big for the box you have selected. Choose a smaller font size and try again.

What can I do about image resolution warnings?
This message warns you that images are below the ideal recommended print resolution. The threshold for this warning message is 150dpi. It is possible to continue on and ignore the warning; however the affected images may begin to lack sharpness, or produce pixilated results when printed.

I have forgotten my password:
If you forget your password then click the ‘forgotten your password’ link. Enter your username and email together with a replacement password will be emailed to you which you can change.

What is the dark shadow in the middle of each page?
This area is where the spine of your book will be. Any images that appear in this area could be lost when the pages are bound.