



Bright Ideas
brought to Life!!!

For additional information contact

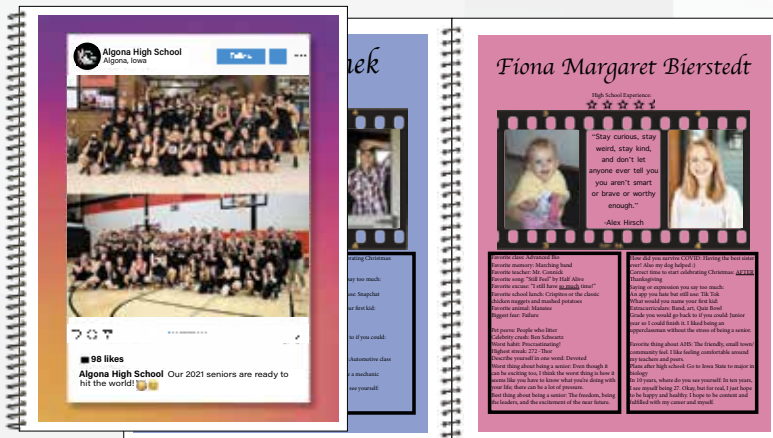
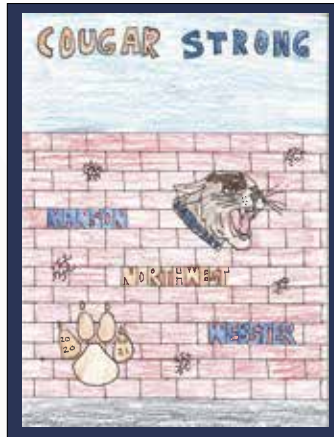
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Yearbooks are a great way to help preserve school memories. Let Prairie Lakes AEA Creative Services help you create and print your yearbook project. We offer two binding options, square fold saddle staple and coil bound. Either option provides a quality finished project!

Types of Yearbooks

Square Fold Saddle Staple

Square fold with a saddle staple is a new option for finishing books. Square bindings lay flat, making them easier to handle and provide a professional look for your project. **This method can be used for yearbooks up to 68 pages + the cover.**



Coil Bound

Spiral Coil Binding is an ideal finishing method for projects that are handled frequently. This also allows the option for more pages in your yearbook.

Square Fold Saddle Staple Yearbook Pages

The number of inside pages in the book **SHOULD BE DIVISIBLE BY 4** or there will be blank pages in the yearbook. One sheet of 11 x 17" paper consists of 4 pages because we will be printing on both sides of the paper and folding/stapling that sheet in half to create an 8 1/2 x 11" page. Your cover is separate from the inside pages. For instance if you have 12 inside pages, this will be listed as 12 pages plus cover on the production sheet.

Page Margins

Please request additional information when you place your order as margins differ for each type of layout. Images and text will need to stay within the set margins.

Page Numbers

The first page of the actual book (not the inside front cover) is page one. Odd pages are always on the right side, even on the left side.

It is **RECOMMENDED** that you number the inside pages of your yearbook. Be consistent with placement. If starting out with the location in the middle of the bottom of the page, then stay with that throughout the book.

Document Bleed

If you request that the cover page have a bleed effect...this is when the image is to the very edge...that sheet will be printed on a 12 x 18 inch sheet of paper and cut to 11 x 17 inches.

Documents with bleeds are more costly because of the size of the paper stock and cutting charges. **If interested, this needs to be handled in a different way. Please request additional information when you place your order.**

Time Line and Submitting Files

- Final files must be to the Media Center by the last week of March or Early April for delivery during the second week of May.
- Yearbooks can be printed at any time of the year. A two to three week turnaround time is requested.
- Please submit final files as pdf documents. These can be e-mailed, saved to a CD/thumb drive or shared through google docs. Copies saved to CD/thumb drives can be sent through van delivery. Contact the graphic artist for assistance.

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Photographs

ALL PROFESSIONAL PHOTOGRAPHS REQUIRE WRITTEN PERMISSION FROM THE SOURCE. Please include this documentation when you send in your project

Clip art

Original, copyright-free Clip Art can be created through software applications. Iowa's AEAs also provide iCLIPART for schools and can be found at <http://schools.clipart.com>. Your teacher librarian can assist with access to this resource.

Illustrations

Illustrations/drawings done by the students can scanned at your school or can be sent to Prairie Lakes Creative Services. We scan and incorporate them into your school's yearbook pages.