YEARBOOKS

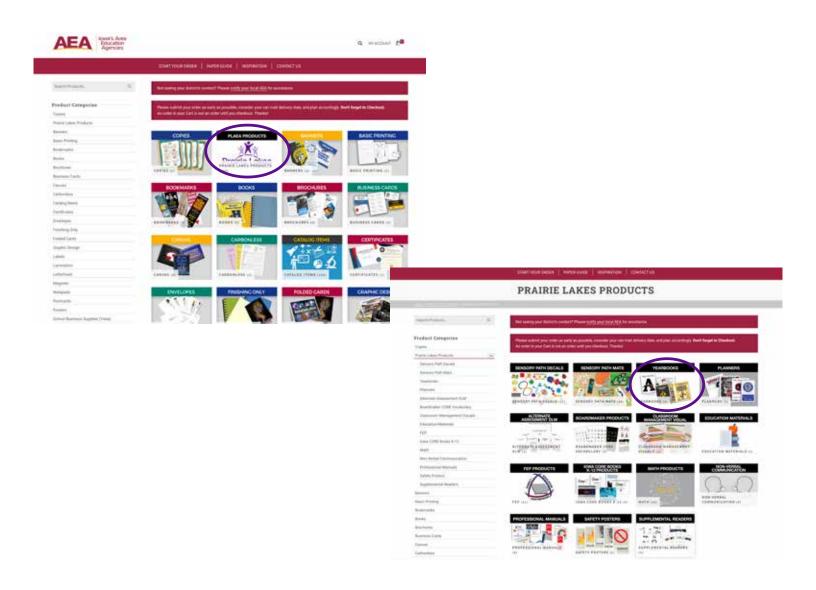




Contact Jenifer Krischel at <u>jkrischel@plaea.org</u> or 712-335-6017 and she will assist you with your yearbook order and also provide you with an estimate.

To place your yearbook order, please go to <u>www.aeacreativeservices.org</u>. Please sign in and select the PLAEA Products icon to view the Yearbook category.

If you are unable to see the PLAEA Products icon please contact Jenifer Krischel at jkrischel@plaea.org or 712-335-6017 or Cory Sroufe at csroufe@plaea.org and they will assist you.



ORDER ONLINE NOW!!!

Yearbooks are a great way to help preserve school memories.

Let Prairie Lakes AEA Creative Services help you create and print your yearbook project.

Yearbooks

Types of Yearbooks:

- Square Fold (saddle stapled)
- Coil Bound

Layout

• 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

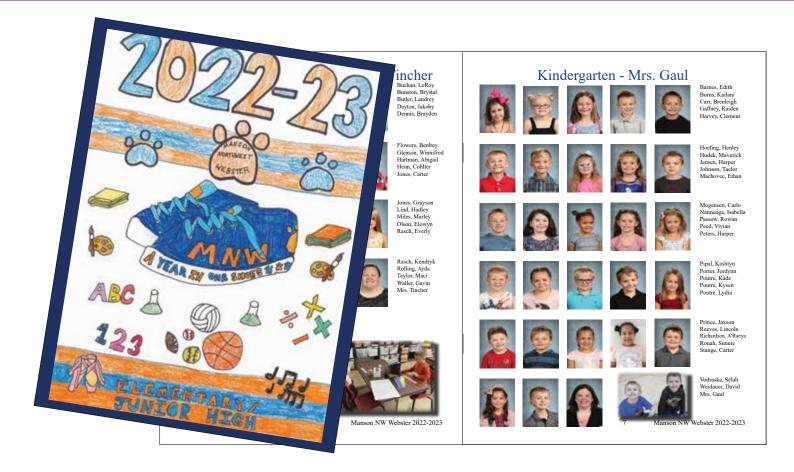
The first page of the actual book (not the inside front cover) is page one. Odd pages are always on the right side, even on the left side.

It is RECOMMENDED that you number the inside pages of your yearbook. Be consistent with placement.

Document Bleed

If you request that the cover page have a bleed effect (this is when the design extends off the edge of the page), please request additional information when you place your order.

Square Fold

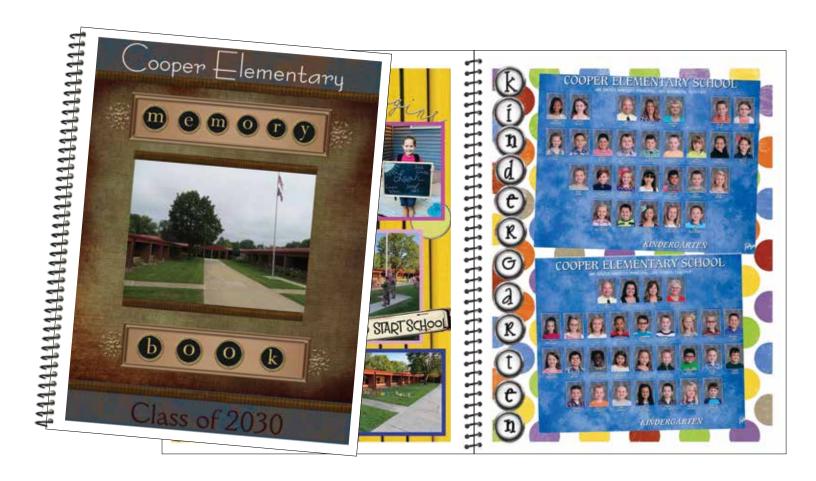




Square fold with a saddle staple is a new option for finishing books. Square bindings lay flat, making them easier to handle and provide a professional look for your project. This method can be used for yearbooks up to 80 pages which includes the cover.

The number of inside pages in the book SHOULD BE DIVISIBLE BY 4 or there will be blank pages in the yearbook.

Coil Bound





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

Additional Information

Programs to use

- InDesign
- Quark
- Microsoft Publisher
- PageMaker

- Microsoft Word
- Scrapbook Factory
- PrintMaster
- Google Doc Word Program

Time Line and Submitting Files

- Final files should be submitted by the last week of March or early April for delivery.
- Yearbooks can be printed at any time of the year.
- Please submit final files as pdf documents or share through google docs. Contact the graphic artist for assistance.

Copyrighted Materials

Photographs

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

Clip art

OneClick provides access to Britannica ImageQuest for schools and can be found at www.quest.eb.com. Your teacher librarian can assist you 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.



Our Creative Services Team is ready to help you, your classroom, and your school!

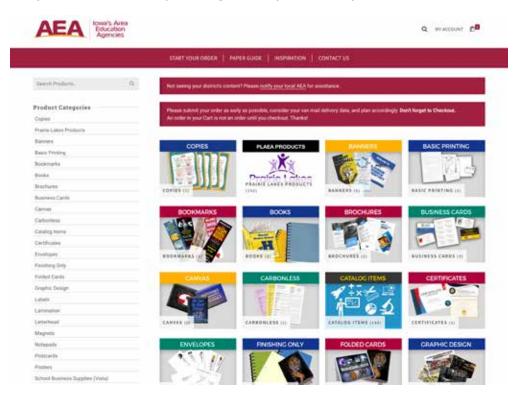
Our team focuses on working with educators to design and produce items that meet and exceed needs and expectations for your schools.

The possibilities are endless!

Easy, Quick Online Ordering with Creative Services Online!

As a busy, on-the-go educator, you need an easy way to order materials for your school. You're in luck because you can place orders for printing, lamination, and graphic design through our Creative Services Online system! To place your order please go to www.aeacreativeservices.org.

If you are unable to see the PLAEA Products icon please contact Jenifer Krischel at jkrischel@plaea.org or 712-335-6017 or Cory Sroufe at csroufe@plaea.org and they will assist you.



Contact Information

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Brady Krischel

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