

TWENTY

ESSIE EALEY
WINNIFRED WIGLEY
MELITA MA NICK NEPTUNE
THAD TADEO SANTINA SEGREST
GARNETT GRANATO BLAIR BALLING
CRUZ CAPLAN MIKI MALLEY ANDREA ACKERMAN
DELINDA DEMAY ROBBIE REZENTES
DOTTY DEBNAM
OREN OLAUGHLIN
CORDELL CLAYBORNE
NEVA NYQUIST
LONNA LAWTON CUC CRIMI
SHERIDAN SINCLAIR
ELVERA EARNHARDT
MARGARETTA MALICK
DAPHNE DEEDS HERTHA HURD
IMELDA ICE LYDIA LEITER
LAWRENCE LORCH
TANEKA TALTY
WILEY WOOLFOLK
MARCELLUS MURDEN
BETHANY BURLINGAME WAYNE WHITLOW LATONIA LAMPE
VELDA VANASSE JOLYNN JARA IKE ISENBERG
MARVEL MC CONKEY SANDEE SIMO HERSCHEL HULINGS
TEMPIE TEXEIRA MURRAY MALLY ALEXANDER AMADO
JACKIE JOYCE ZOLA ZELLARS FERNANDA FERRIGNO

Good luck
with your
yearbooks!

DARRELL DEPPEN
CHIN CARNLEY MARLON MERRELL
JERLENE JENNISON ROSCOE REIF
LOREEN LAMSON TRISTAN TRIPPLETT RENETTA ROSAS
EVELIA ERVIN THANH TRACY
SONNY STATON LAKEISHA LUKEN
LORIS LEONHARDT SHEILAH SLAPE
ERMINIA ENGH KEVEN KAUP
CLAUDIO CUSACK CHRYSAL CATALDO
ANISSA AUMANN VERLENE VEAZEY
JORDAN JEFF ROSA RORICK CRISELDA CROPP
REGENA ROSEL AWILDA ARZOLA
WENDOLYN WESTRAY MORGAN MULVIHILL
BENNY BINION TOMMYE TROJANOWSKI
JEFFREY JUNTUNEN CLAYTON COMMANDER
FAE FULKS LEISHA LAMMERS
GREGORY GIRON ROMANA ROSEL
HELENE HEARNS CRYSTAL CRESPO
DON DINEEN WILMA WESTERVELT
SHIRLENE STEADMAN TANDRA TIGHE
KURTIS KOVATS NATHANIEL NICASTRO
CARLYN CONSTANT HUBERT HALLIAN EBONI EMBERTON
SHANICE SHANE SHAWANA SPEIR JOE JEANBART
AL ARMENTA KORY KOCIAN MACK MARX
ANNAMARIE AUDIE

YEARBOOK 2018

**GET STARTED
GUIDE**

Hello!



Thanks for your interest in AllYearbooks. We're delighted to send you our 2018 Yearbook Inspiration book and Get Started Guide to help you get your project on its way.

We make thousands of yearbooks for younger children each year, so whether your group is at nursery, primary, pre-prep or preparatory school, we can help you create a keepsake that will remind them of their time there for years to come.

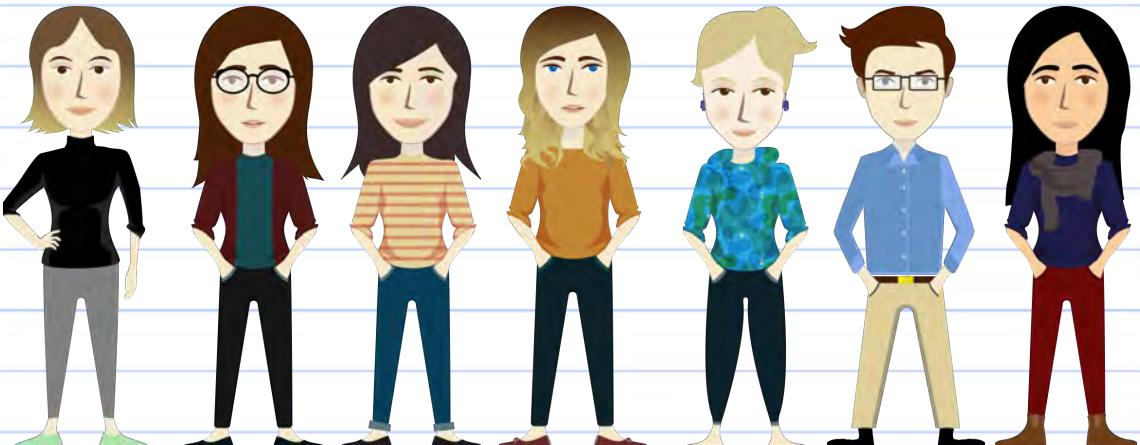
Both this Get Started Guide and the Inspiration book accompanying it have been created using our system, we really wanted to showcase how flexible things are this year and to give you some ideas for pages of your own.

Both books are printed exactly as yours will be, to show you the quality of our finished products. You'll also find a snippet of our leatherette cover material on your compliments slip so you can get a good idea of all of the options before you decide!

Visit allyearbooks.co.uk to set up your yearbook for free and with no obligation. If you'd like a quick chat about your plans, let us know a convenient time and number to reach you.

We look forward to hearing from you soon!

The AllYearbooks team



WHY USE

All Yearbooks?



compact, convenient and
environmentally friendly B5 size



High quality
hard-wearing cover

Beautiful designs printed in
full-colour on luxuriously thick,
silky paper

Outstanding quality

Our yearbooks are printed on reassuringly robust machinery using the best quality paper we could find. Even our budget books (like this one you're holding) enjoy the same print and paper quality as our other books.

You are in control

Want to change fonts, use your school colours or use your logo on the background? No problem! Start from a wide range of templates and presets then tweak away. If you don't see anything that takes your fancy, no problem! Speak to our team who'll be happy to assist you with the creation of a new layout :)

Great value

With hardbacks starting from just £13.17, and a £9.99 paperback option, there's something to suit every budget. Plus, take advantage of our totally free cover design service!!

Amazing customer support

Need inspiration or help with ideas? We have years of experience and endless patience - speak to us in chat, by phone or by email.

Super fast delivery times

With turnaround times from just two weeks, you'll have your finished yearbooks in your hands in no time so you can have everything ready and waiting for that big leavers party!

Book styles + pricing

We have four book types to choose from, all B5 in size and printed on high quality silky paper, just like the book you're holding now.



BOOK TYPES	Budget paperback	Standard hardback	Premium hardback	Leatherette hardback
Hardback	✗	✓	✓	✓
B5 size	✓	✓	✓	✓
Full-colour throughout	✓	✓	✓	✓
Laminated colour cover	✓	✓	✓	✗
Faux-leather cover	✗	✗	✗	✓
Front cover engraving	✗	✗	✓	✓
Printed endpapers x 2	✗	✗	✓	✓
Bookmark ribbon	✗	✗	✓	✓
Minimum copies	30	30	50	50
Pages	40pp only	40-300pp	40-300pp	40-300pp
Time for print & delivery	2 weeks	2 weeks	3 weeks	3 weeks
Price per copy	just £9.99	as per pricing grid	add £5 to pricing grid	add £6 to pricing grid

No VAT or delivery charges *

No VAT is due on printed books and delivery is free to a UK mainland address.

Overseas delivery?

Please allow an additional 5 working days for international shipments

A: Budget paperback



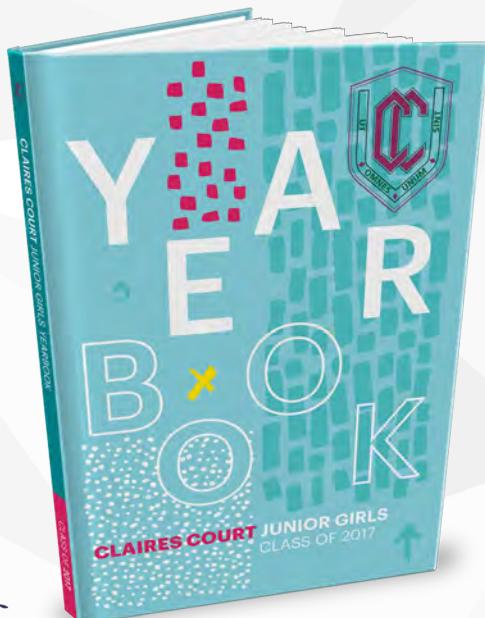
Simple and no-nonsense, our budget paperback is perfect for smaller groups. Pages are stapled inside a full-colour laminated card cover.

A fixed price of £9.99 per copy no matter how many copies you order, gives you a very affordable option for your students.

B: Standard laminated hardback

Our most popular option by far, our standard book is incredibly affordable - probably the best value hardback yearbook available.

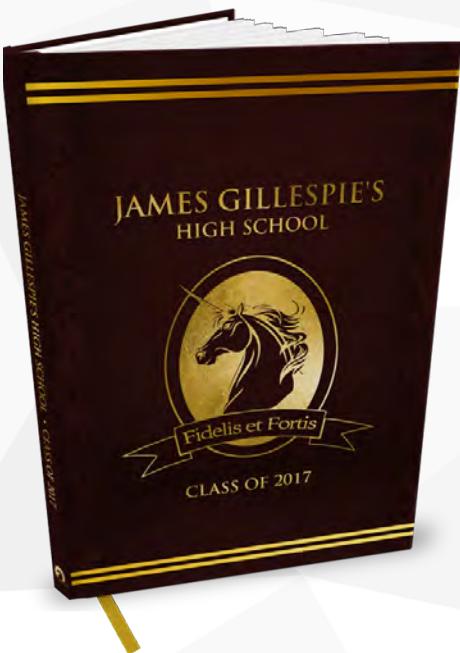
This option suits most groups, and its sturdy hard-wearing cover will keep your memories safe for years to come :)



COPIES	PRICING GRID	PAGES (B5 sides of paper)										
		40	41-60	61-80	81-100	101-120	121-140	141-160	161-180	181-200	201-240	241-300
	30-49	£16.50	£17.50	£18.50	£19.50	£20.50	£21.50	£22.50	£23.50	£24.50	£26.50	£28.50
	50-79 10% Off	£14.82	£15.75	£16.68	£17.60	£18.52	£19.56	£20.38	£21.49	£22.23	£24.09	£25.95
	80+ 20% Off	£13.17	£13.99	£14.82	£15.65	£16.47	£17.29	£18.12	£18.94	£19.77	£21.41	£23.06

* Non-UK delivery charges (per copy): Republic of Ireland - £2; Europe and offshore establishments - £3; Rest of the world - £5

C: Premium laminated hardback



A superior version of our standard laminated hardback book with the addition of engraving to the front cover, a bookmark ribbon in a colour of your choice and full-colour printed endpapers front and back.

Your
inspiration
guide is one
of these!

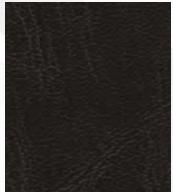
* * * * *
* add
£5
* to grid
on page 5 *
* * *

D: Premium leatherette hardback

A classic and prestigious option. Pages are bound inside the same stiff case but with a leatherette rather than full-colour finish. This includes engraving to the front cover, a bookmark ribbon in a colour of your choice and full-colour printed endpapers front and back.



Light blue



Black



Burgundy



Red

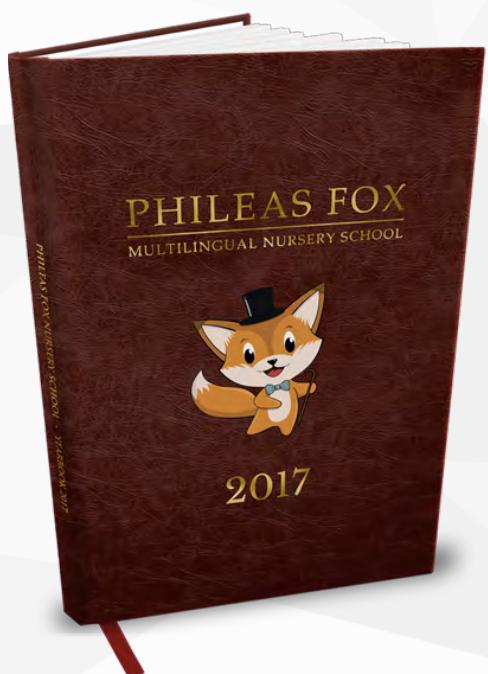


Green



Navy

* * * * *
* add
£6
* to grid
on page 5 *
* * *



PREMIUM PACKAGE

Our premium upgrades are great for those looking for something extra special. Choose from either of the cover options on the facing page, and they will be accompanied by the following:

Engraving

Your crest or school logo and some text is cast into a metal block, which is then used to press your design into the front cover using either gold or silver foil.



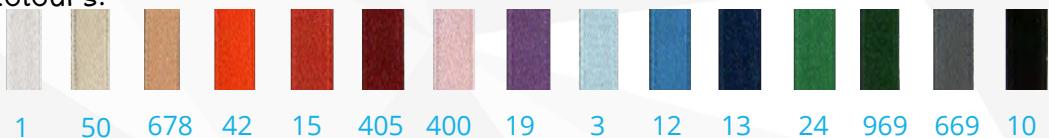
Gold



Silver

Bookmark ribbons

Bookmark ribbons are secured to the inside of the spine and add a beautiful finishing touch to your books. Available in the following colours:



1

50

678

42

15

405

400

19

3

12

13

24

969

669

Printed endpapers

Endpapers are the spreads immediately inside your front and back covers. They lie flat making them ideal for large photos.

Photos
of
school



Book plates



Word clouds



Group photos



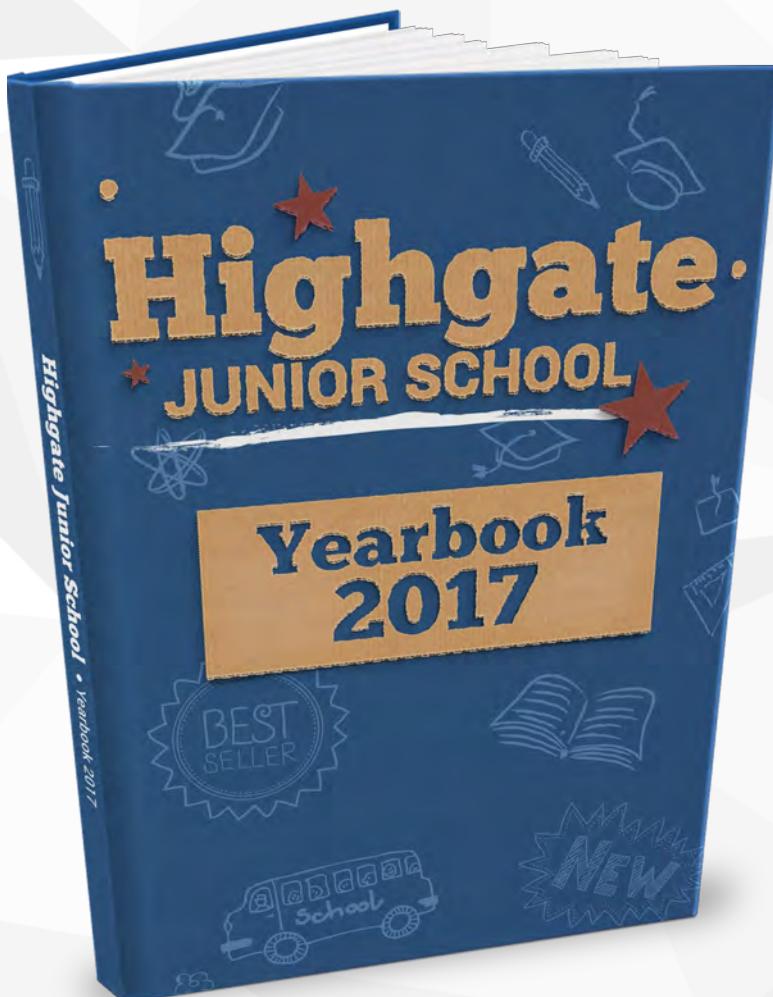
THIS BOOK BELONGS TO:

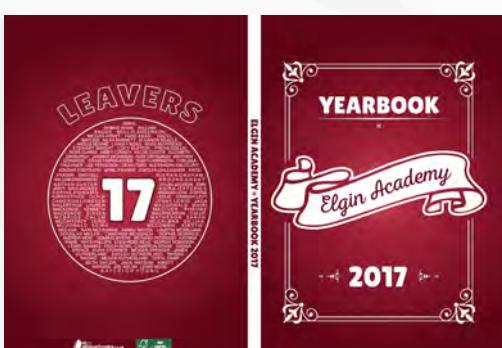
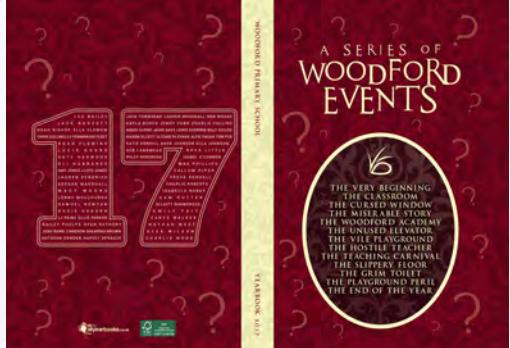
COVER IDEAS

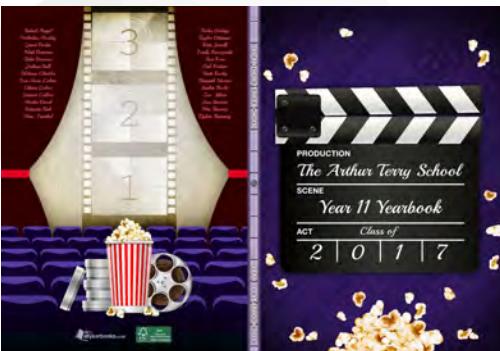
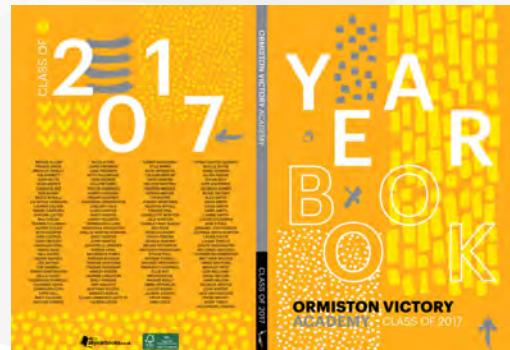
With covers this good, why not judge your books by them!

Our paperback and laminated hardback options have full-colour front and back designs whilst our premium leatherette has a design on the front cover only.

Both laminated hardbacks carry spine text.



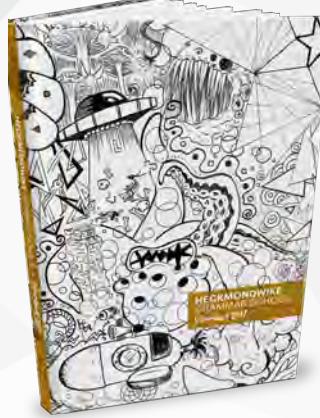




Go to
allyearbooks.co.uk/covers
 for more great cover ideas!

Designing your own cover

If you'd prefer to make your own cover, by hand or using your own software, just let us know! We'll be more than happy to provide design guides and all the info you need to create the perfect cover for your yearbook.



Logo Restoration service

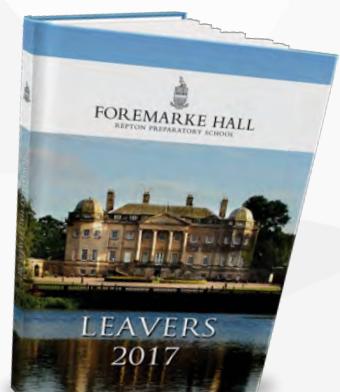
Many primary schools don't have high resolution logo files saved so chat to us early on if this is the case. We've got super designers who can usually help by lovingly recreating your crest from scratch.

We cannot guarantee this service during the busy season so chat to school at the start of the academic year to see what imagery they have available for you.



Photo covers

A great photo cover will need a lovely high resolution image as a base to work with! If you've got your heart set on a photo of the school or lovely big class photos, be sure to send us the original camera files.

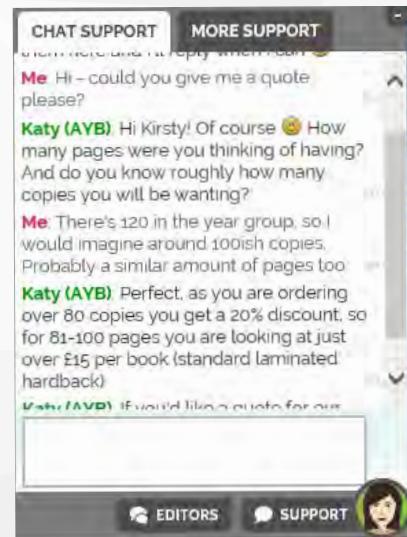


GET IN TOUCH!

Take advantage of our online chat feature and chat to a member of the team as you work!

We have access to your book while you are working on it so can help you straight away.

We're available from 8:15am - 4:15pm but leave us a message out of hours and we'll pick it up as soon as we're back!



What's Up? WhatsApp!



Need to get in touch with us on the go?

Drop your coordinator a quick message on WhatsApp and we'll get back to you ASAP!

07516 644 502

PLUS

When you create a book you will be assigned your very own yearbook coordinator who you'll be able to contact about all of your questions and queries!

Call, text, email or chat with us online - we love to hear from you!



You can also find us on Social Media!

Twitter - @allyearbooks
Facebook - /AllYearbooks
Instagram - /AllYearbooks
Pinterest - /AllYearbooks

Meet the AllYearbooks Dream team

Throughout your project you may need help and advice, so our team are always on hand to answer any questions, assist with artwork and make new and useful features available to you. We've got years of expertise when it comes to making yearbooks, so our team have got you covered. Meet some of our team...



Jess

Our resident Vegan! Always happy to help, our very own online design guru, if you have a theme idea nothing will phase Jess - bring on the challenge :)



Katy

Our expert pre-print checker who is never seen without a coffee in her hand. She has an eye for detail and can answer any question you have about the pre-print process!



Steph

Steph is always up for a laugh and loves to see where we can help you make building a yearbook even easier!



Becky

Leading a team this amazing makes coming to work so much fun! As a team we are here to help you design the best possible yearbook for you to cherish for years to come! We love seeing projects come to life and hearing such lovely feedback at the end of every project :)

She is so happy its exhausting! Here to help and no job is a chore - Jeni is always on hand to offer advice and guidance to help you through to the end of your project!



Jeni

Design CORNER

We know you should never judge a book by its cover, but that doesn't mean you shouldn't have the best design possible!

Gloria



We're on hand to help you come up with fun and exciting covers, as well as custom backgrounds, so give us a shout if you have any questions!

Lewis



HOW TO...

make the best yearbook ever!

We know that making a yearbook can involve lots of work - so here at AllYearbooks we strive to make the process as simple as possible for everybody involved!

We've made a handy step-by-step guide and checklist for you, so you always know what the next step in the creation process is.



Don't forget!

Our support team is available via phone, email, text, WhatsApp and through the online chat support function in your yearbook.

There's no such thing as a stupid question at AllYearbooks - so please get in touch!

CALL

TEXT & WHATSAPP

EMAIL

01736 751444

07516 644502

hi@allyearbooks.com



Before you get started...

Familiarise yourself with the system!

We know it is tempting to jump straight in and start creating your yearbook, but it's definitely worth taking the time to familiarise yourself with the system by making a couple of test pages first.

Members Logging in or Editor only?

Before you begin designing your book it is great to have an idea about how you want to add in the information. Do you want the students and parents to be able to log in or would you like to input all the content yourself?

Members logging in

Invite students to join by sending out your book's unique invite code

Members will have access to a members area, where they can fill out their profile answers and upload photos

Members will not be able to see or edit the book other than their own individual profile

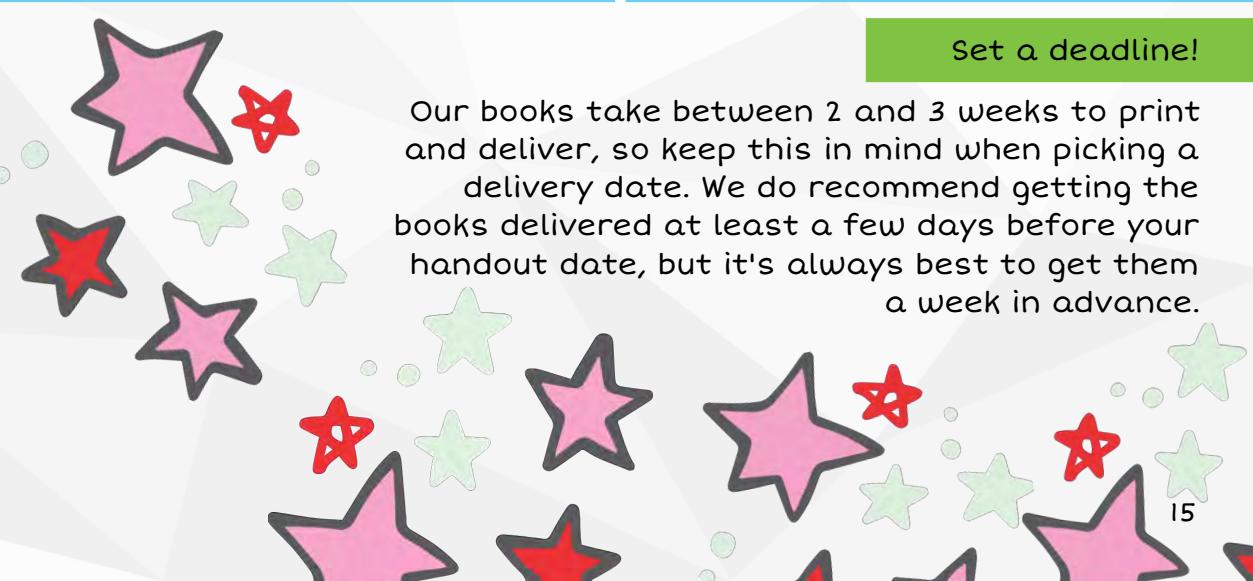
Editor only

Collect the content offline and create the book by yourself or with a team of editors

Students will not have access to the book at all

Everything will be a complete surprise when they receive the book

Set a deadline!



Our books take between 2 and 3 weeks to print and deliver, so keep this in mind when picking a delivery date. We do recommend getting the books delivered at least a few days before your handout date, but it's always best to get them a week in advance.

First steps

Set your estimates

Use our handy price calculator in the prices section of our website to work out how much your book will be. Our paperback is just £9.99 while hardbacks start at £13.17.

Get designing

Add in blank pages ready for your content - it is much easier to see what you need to do next once you have all the pages open in front of you!

Pay your deposit

Secure your order with us for just £100! This will prioritise your design work requests and put you to the top of the queue for changes and edits.

Set a delivery date

Setting a delivery date will allow you to see when your print deadline will be. Don't worry if you are not certain of your plans - these can be changed at any time.

Nominating a staff proofreader

While creating your yearbook with us, you will probably receive a message from your coordinator at some point asking you to nominate a staff proofreader. A staff proofreader needs to be a representative from the school.

Before you start worrying that you are losing control of the project - We just want to make sure that the school are happy with you using the school name and logo.

In order to avoid delays to your printing and delivery, do ensure the required information is submitted in good time. If a teacher doesn't reply, we may need to consult other members of staff which can take time so plan ahead and be prepared!

If a school does not want to be associated with the project, you can make a memory book for your year group but all references to the school will need to be removed. These often include:

School name

School logo

Photos of the school

Photos in school uniform

References to teachers/staff members

In these cases we find the book loses a lot of character and content, which is why we always recommend speaking to a member of staff early on so you know what you can and can't include!

Adding content

Invite members

If you would like the students/parents to fill in their own profile information you'll need to invite them to join your book.

To do this, simply go to 'Members & Groups' and select 'Add or Invite Members'.

Now click 'Invite via Email' and you'll be able to type in a list of email addresses who will then receive instructions on how to join the book using an invite code.

Create profile groups

You'll need to set up some profile groups so that when members join they'll be able to select the required group.

You can do this via the 'Members and Groups' page. Simply click 'Add Profile Group' and you can add one or multiple groups.

Add profile questions

Your members will need profile questions to answer once they log into the book. To do this click on 'Profile Questions' in your setup menu.

Here you can also select whether the question appears in the book, or just the answer, and you can filter who sees the question too.

Add awards

'Votes and Awards' is the place to go to create fun polls for all of your members to take part in.

Here you'll be able to oversee the awards and also close the voting to members when the time comes.

Create profile pages

To add profile pages into the book you'll need to click on 'Add Pages' in the top grey toolbar, and then select 'Profiles'.

Once you've named your pages and selected a profile group our clever system will do the rest - autofilling all of the member data onto the pages!

Upload & Label photos

Members will be able to upload all of their own photos into the book - so it makes your job easier when it comes to sorting them if you have some labels set up.

Labels such as 'Sports Day' and 'School Play' allow members to label each individual photo, and you can then filter what you see.

Any help you need setting up the Members & Groups section of your yearbook, just give us a call - 01736 751444

What's next?

Confirm delivery details

Before we can send your books to print we will need to have an address and contact name for delivery.

We'll also need a mobile phone number in case the courier needs to get in touch.

Top tip: If getting your yearbooks delivered straight to the school be sure to factor in school holidays and other closure days!

Make sure you tell the reception staff to expect a delivery too, so everybody is kept in the loop.

Submit your cover brief

Let our designers know what you would like to have on your cover so they can get started on a draft!

Confirm your estimates

Re-evaluate your previous page and copy amounts - are they still relevant?

It's worth ordering a couple of spare copies just in case a latecomer decides they want one!

Pre-print payment

We'll need to receive 80% of your overall balance before we can send your book to print. Download an invoice from the 'Invoices and Payments' section of your book.

THE FINAL COUNTDOWN

Close your book



To enter the proofing stage of your yearbook, you will need to close your book to members.

This will prevent anyone without editor access from accessing the yearbook, meaning you can proofread the content without any distraction.

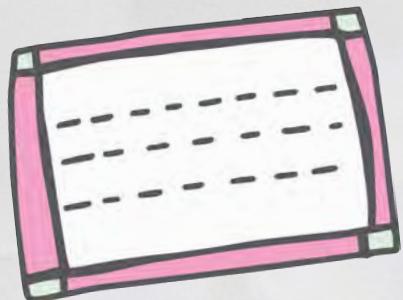
We recommend you do this at least a week before your final deadline. Not only does this allow you time to chase any content you are still waiting for, but it also gives you time to proof thoroughly alongside the school.

Request pre-print checks

Before your yearbook can go to print a member of the AllYearbooks team will go over your book and check for any potential printing issues.

WE DO NOT PROOFREAD CONTENT
OR SPELLING!!! We are simply
looking for any problems with
fonts, colours and images.

Once these checks are completed
you will receive an email from us
asking for your final
confirmations.



Final confirmations

Once you've taken a look at the pre-print checks and are happy with everything in your book we will need your final confirmations to go to print!

It's so important to take a careful look through every page (and the front and back cover!) to make sure that everything is how you would like it.

Once you have done this it is time to take a deep breath and click that confirm button!

...And relax!

Well done - you've finished your yearbook!



It's time to have a well deserved cup of tea while we get your books sent off to print.

We'll keep you up to date with delivery information and we'll also be in touch to make sure that your books have arrived safe and sound.

Any final payments are due 10 working days after delivery - you'll be able to download an invoice by either chatting to your coordinator or logging in to the website.

We love hearing all about your handout days and parties! Be sure to tag us in any photos on Facebook or Twitter using the hashtag #allyearbooks.

CongRatS!

SNAP HAPPY

Great snaps will help you bring your yearbook to life, so think about the types of photos you want to include.

Themed collages are a great way to celebrate your trips and events, or you might like to include baby photos to show how you and your year group have changed over the years!



UPLOADING PHOTOS FROM FACEBOOK

Connect your account with your Facebook profile and you can upload photos straight from your profile to the book!

simply go to 'Pics & Labels' > 'Upload pics' > 'Import pics from Facebook'



During your time at school you will have hundreds of photos from different events, so filling a profile with great quality photos shouldn't be hard!

Blurry, pixelated or poorly exposed photos look especially bad in print, so if you have any doubts about your images, have some backup ones on standby!

Tempest Photography



Since joining forces with Tempest Photography Ltd it's never been easier to use your Tempest images in your yearbook!

You can now use your Tempest school photography in your yearbook free-of-charge! To request your images simply go to www.allyearbooks.co.uk/photos and we'll get them uploaded into your yearbook!

Ask your coordinator for more information!

LOW RES IMAGES

What you need to know...

While you may have purchased an image from your school photographer you do still need permission from them to use it.

Always speak to your photographer early in the process so you know their policy on image reproduction in your yearbook :)

Your school may have been given your official photos on a disk, but these are for school records only and are low resolution proof images unsuitable for print.

To help, the system will flag up any image that is 100dpi or lower - do take note of these warnings and check any flagged pictures in the full resolution PDF before signing it off for print.



High resolution photo



School SIMS image

All about INDIVIDUAL PAYMENTS!

Since it was introduced in 2017, our individual payment scheme has proved popular with so many of our customers!

We know that collecting payments for the yearbook can be a stressful job for editors, so here at AllYearbooks we have decided to do it for you!

That's right, no more chasing people round the school for their yearbook orders, members can now simply order online via your very own storefront.



HOW DOES IT WORK?

1. Set your copy and page amounts so you have a cost price. Then, choose a price to charge. If you are fundraising for the school you can set a higher cost, or if part of the books are being funded by somebody you can set a lower price.
2. Once your storefront is live, send a link to members/parents so they can get online and place their order!
3. As an editor you can view who has placed an order via the 'invoices and payments' page.
4. Simply confirm the exact copy amount before you go to print, and then sit back and relax!

Did you know?

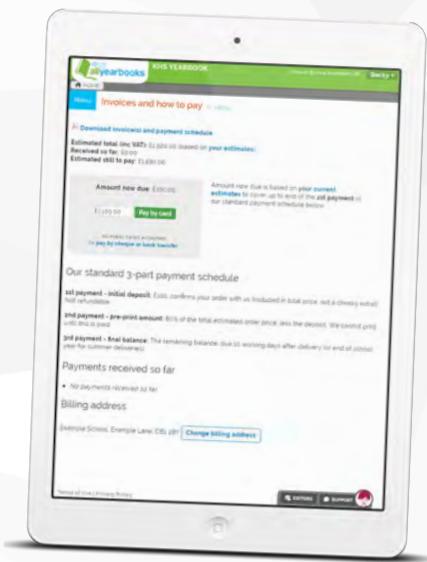
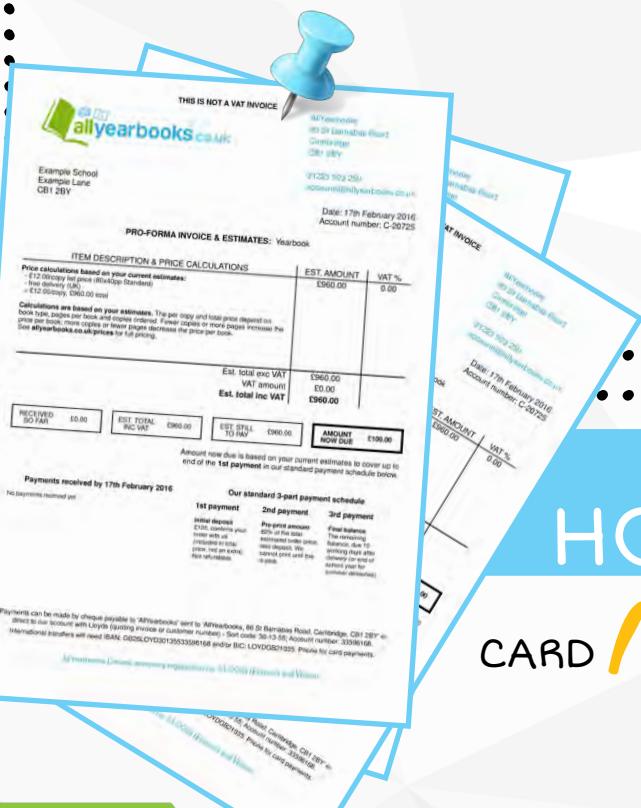
We can refund any overpayments made to a single bank account - usually the school's.

Speak to your coordinator for more information about overpayments.

OTHER WAYS TO PAY

If you'd prefer to manage payments in-house you can always download invoices for your finance team to process as a collective payment.

You'll need to pay a pre-print payment of 80% of the total order cost before printing starts. The remaining balance on your account is then due within 10 working days of delivery.



HOW TO PAY

CARD BACS TRANSFER CHEQUE

Finance teams don't need to log into your book to make a payment - they simply visit allyearbooks.co.uk/pay and enter your unique customer ID which can be found on your invoice.

Top Tip!

Make sure you take your invoice to the Finance office in good time. Not all schools have the means of paying immediately, they may need additional time to process a BACS transfer or to have a cheque signed, for example.

Fundraising ideas

We find that often the PTA or school like to help fundraise some money towards the yearbook project.

Here are some of the great events we see taking place at schools to help raise both money and interest in the yearbooks!

Bake Sale

A good ol' fashioned bake sale never fails to raise a few pennies.

This is a great way of raising money for the initial £100 deposit.



Talent show

Why not ask if the school are happy to hold a talent show?

By charging a small amount for an entry fee, you'll be gathering money from parents and children to watch the show!



School disco

Speak to the school and see if they would be happy to put forward some of the ticket sales from the school disco.

Not only will the students have a fab night dancing the night away, but you can promote the yearbook by handing out flyers and putting up posters.



Don't forget...

Take photos of your events and include them in the yearbook!

Sponsored walk

Encourage fellow parents to ditch the car for the school run and walk to school for a week.

Or arrange a walk one day after school for the whole family to enjoy :)

Cover competition

Give students the chance to have their artwork on the front cover of the yearbook.

Charge 50p an entry and not only will you be raising money, but you'll have your cover sorted too!



Word of mouth



PTA meetings

Assembly

Flyers

Posters

Events

Get the
word out!

Promoting your yearbook project is a sure-fire way of getting as many sales as possible.

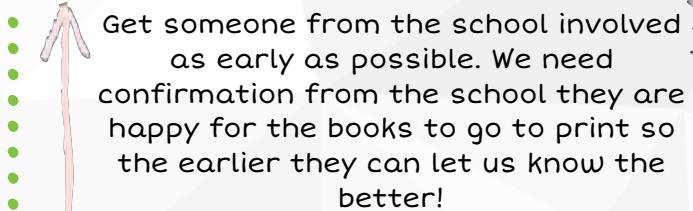
Use our free poster to promote your yearbook, or get creative and design your own!

Speak to your coordinator for even more ideas!

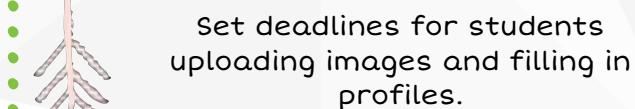


The parent + zone

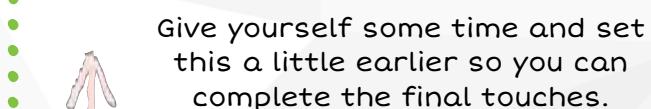
We know that everyday life can get in the way of organising the yearbook of your dreams, so here are some of our top tips for making the project go as smoothly as possible!



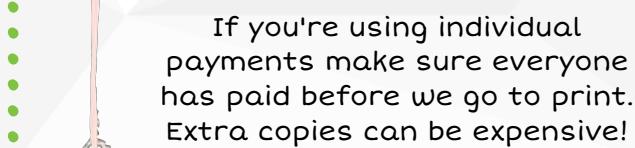
Get someone from the school involved as early as possible. We need confirmation from the school they are happy for the books to go to print so the earlier they can let us know the better!



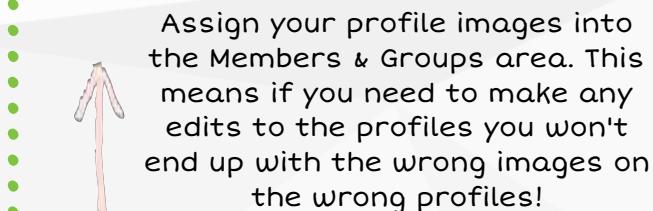
Set deadlines for students uploading images and filling in profiles.



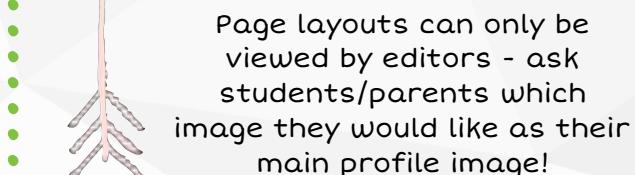
Give yourself some time and set this a little earlier so you can complete the final touches.



If you're using individual payments make sure everyone has paid before we go to print. Extra copies can be expensive!



Assign your profile images into the Members & Groups area. This means if you need to make any edits to the profiles you won't end up with the wrong images on the wrong profiles!



Page layouts can only be viewed by editors - ask students/parents which image they would like as their main profile image!

TOP TIPS for teachers

Communicate with parents early on to find out if there are any students who don't wish to be featured.

ICT lessons are a great way of getting the kids involved with the yearbook. Once you have set up the basics why not supervise them filling in their profiles?

Send out letters to parents with a rough outline on what they will need to provide. Include payment informations, deadlines, the kind of photos needed, and any extra content you would like.

Think about the school year ahead - are there any events you would like to be included in the yearbook? School plays, carol concerts and trips away make excellent pages, so take a look at your calendar before deciding on a print deadline.

Keep senior members of staff in the loop during the creation process.

Sometimes we find that headteachers like to have a look over the book before printing, so offer them the opportunity in plenty of time!

QUESTION TIME

Here at AllYearbooks we believe that there is no such thing as a stupid question!

If you've got a question for us we would love to hear from you.

Call 01736 751 444

Text / WhatsApp 07516 644 502

Email hi@allyearbooks.co.uk

Or use the live-chat function in your yearbook

What counts as a page?

This is one of our most commonly asked questions! Yearbook pages are just the same as pages in a standard book, you'll have page 1 on one side of a page and page 2 on the reverse. Each piece of paper is therefore counted as 2 printed pages.



What checks do you do before print?



We'll look through your book page-by-page for any potential printing problems such as low quality pictures, font issues and colour schemes.

We do not proofread the content! Checking for typos and duplicated images is still a responsibility for the editors and staff proofreader.

How big is B5?

All of our books are B5 sized, which is slightly smaller than A4.

The dimensions of this are 17.6cm x 25cm

Can you help me design my book?

Of course! The whole support team is on hand to offer help and advice regarding the design of your book.



We also offer a full offline USB service, you send us the pics and info and we will do the rest!

How can I delete a single page?



Our system will only allow you to delete a double page spread, so technically you cannot remove a single page.

However, we can help you move across the contents of a single page at a click of a button - just ask us how!

How can I stop members from seeing content?



If you want to keep the content of your book a surprise, you can click onto General Settings in the set up menu of your book, where you'll see a section for privacy settings.

Can we order additional books after the original print run?

Of course! It's not uncommon for students to want a copy of the yearbook after seeing how awesome it is!

Doing an additional print run can work out more expensive if ordering fewer copies - so it is worth keeping this in mind.

Your yearbook coordinator will be able to give you a price list for individual copies - just ask :)



Can I request multiple design drafts?

When you request a cover draft we will keep working on it until you are completely happy! However, during our busy period we will be unable to create multiple drafts for you at once. We ask that you first select one design you like the look of, and then we can work from there.



Don't just take our word for it!

Take a look at what some of our happy customers have to say...

I wanted to share my experience with AllYearbooks. First, the website itself is clear and easy to use.

Second, the staff are very professional and always available, helpful and very nice.

Third, the result is great! Everyone loved our yearbooks and we are all very satisfied.

So thanks a lot to the AllYearbooks team who did a great job!!

Student at Center For Transnational Legal Studies London

I got so many wonderful comments about the book. Our Head said she's never seen anything like it. It is the best yearbook she's ever seen!!

Thank you to you and your teams help with all the silly questions I had and helping me along the way.

Parent at Sinai Jewish School

"Delighted"

Teacher at The Durham Federation



"Phenomenal!"

Student at Stirling High School

Thank you to AllYearbooks for helping us to produce another beautiful book, which looks so polished and professional.

The experience of putting it together was simple as the system is straightforward and any problems we had were resolved immediately, with the help of the instant online assistance.

It was also easy to involve students in producing the book. I highly recommend AllYearbooks and look forward to working with them again.

Teacher at Southbank School

"EVERYONE WAS SO PLEASED WITH THE YEARBOOKS AND SO WAS I."

"I FELT TRULY SUPPORTED AND A VALUED CUSTOMER."

PARENT AT ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

Once again you have delivered some fantastic looking books and the pages are of a very good quality.

The help that we got during the course of collating and creating the books was brilliant. Always professional and very helpful as well as fixing any issues we have or had efficiently.

We will most certainly be using you guys again next year.

Head of PTA at Woodlands Hutton Manor

"Absolutely superb"

Student at Otley Prince Henry's Grammar School

The parents and children have all commented how fantastic the book is and I could not have done it without all your support.

A big THANK YOU!

Teacher at Newbottle Primary Academy

Many thanks for such a great job!

We are all totally thrilled with the books and are so pleased to have done this.

Amazing service and support from you all so thanks!

Parent at St Mary Magdalen's Catholic Primary School

DEAR ALLYEARBOOKS TEAM, I HONESTLY COULDN'T HAVE DONE IT WITHOUT ALL THE HELP YOU HAVE GIVEN ME.

I AM AN AMATEUR ON COMPUTERS BUT YOU WERE ALL SO PATIENT TALKING ME THROUGH THE SILLIEST QUESTIONS I NEEDED HELP WITH AND ALWAYS SO CHEERFUL, I WILL HONESTLY MISS THE REGULAR BANTER!

THANK YOU THANK YOU FOR YOUR KNOWLEDGE, CHEERFULNESS & PATIENCE YOU GAVE TO US.

PARENT AT TWYFORD SCHOOL

Getting to grips with the system

Creating a yearbook full of memories is meant to be fun, so our easy-to-use system takes any hassle away!

Member Activity feed

Check in on all the activity happening within your book!

See what photos members are uploading, and see who is answering profile questions and voting in the awards.

Leave your members a message setting out any rules or deadlines needed so they know exactly what they have to do when they log in for the first time :)

Members & Groups

When creating your profile pages 'Members & Groups' will become your new best friend!

This is the page where you will input all the names of your students if you are choosing to create an 'Editor Only' book, or if members are logging in themselves this will be the place where all their profile information is stored.

Pics and Labels

The home to all your photos!

Upload pics, browse and arrange pics by adding labels and tags to them.

Connect your Facebook account and you can even upload photos from your page directly to your book!

Todo checklist

- This is a great tool to keep an eye on throughout the editing process of your book.
- It tells you what you will need to start thinking about next to progress your book to the next stage of editing.

Profile questions

- This area allows you to manage what questions members answer on their profiles.

Favourite memory

3 words to describe me

Most likely to say...

Votes & Awards

Add awards to collect votes from members in your yearbook before creating stunning awards pages when the results are in.

Most likely to become famous

Best couple

Class clown

Cover & Endpapers

Leave messages for our designers who will make you an awesome cover for your yearbook!



See previous examples of popular cover examples, or use your own inspiration to leave a brief for the design team.

If you have opted for a premium book, our designers will also create printed endpapers for you.

Book details & Price

Set your page and copy estimates using our price calculator to find out exactly how much your order will cost.

There's NO sneaky hidden costs as we offer free UK delivery too!

Delivery Plan

Let us know where you would like us to deliver your books to, and also set a delivery date.

This will then give you a print deadline so you know exactly when everything needs to be done by.

Proof & Print

Download a high-res PDF of your book, check for duplicate images and take a look at our proofing tool check-list.

SETUP



HOME



MEMBER ACTIVITY FEED



TODO CHECKLIST



MEMBERS & GROUPS



PROFILE QUESTIONS



PICS & LABELS



VOTES & AWARDS



COVER



ENDPAPERS



BOOK DETAILS & PRICE



INVOICES & PAYMENTS



DELIVERY PLAN



CUSTOM PAGE UPLOADS



PROOF & PRINT



GENERAL SETTINGS

Invoices & Payments

Want to download an invoice or make a payment? Here's the place to do it.

We accept cheques, bank transfers and card payments. You'll also find a list of any individual payments that have been made.

Custom page uploads

If you are designing any of your pages offline this is the area to come to once you are ready to upload them into the system.

Simply upload the pages and then they will be available to use in your book.

General settings

Change the name of your yearbook here, and adjust your privacy and membership settings too.

GLOSSARY

Take a look at some of the yearbook jargon you'll hear from us as you create your yearbook, it won't be long before you know your DPI from your page bleed.

BROWSER How are you accessing the site? Eg Internet Explorer, Chrome, Safari etc.

BLEED Pages are printed slightly bigger than needed and then cut. Cuts vary from 1-3mm so it's wise to 'bleed' backgrounds and content over the edges.

CLOSE BOOK TO MEMBERS When closed to members, people without editor access will not be able to access the book at all.

DOWNLOAD Downloading is when you are copying a file to your computer.

DPI Dots per inch. This helps us identify low res images - you can find this info by clicking on the individual photo.

EDITOR Somebody who has full access to the book. They will be able to edit profiles, layouts, content and delivery dates.

FILE TYPES If you are being sent images make sure to ask for them in JPG or PNG format.

GUTTER This is the centre margin of your book where the spine will be bound. It's best to avoid placing titles and photos over this as it can get lost in the binding.

MEMBER A member is a student/parent who doesn't have full access to the book. They will just be able to log in and edit their own profile space.

PRE-PRINT CHECKS Once you've finished your book we'll do some pre-print checks. We won't proofread the text but we'll check your pages to make sure everything will print correctly.

PROOF READER A staff member will need to confirm they are happy for you to make the book for the school.

UPLOAD When you transfer files from your computer to the site.

TODO CHECKLIST

Use our handy checklist to cross off what you've already done and what you still need to do!

EARLY STAGES

~~Request a sample pack~~

Get a quote

Add all editors

Confirm school address

Set up profile questions/polls

Invite/add all members

Nominate a staff proofreader

Set a delivery address

PAYMENTS

Decide how you are going to pay

Download invoice

Set up individual payments if needed

Pay 80% before your deadline

Pay remaining balance after delivery

LATER STAGES

Leave a cover brief

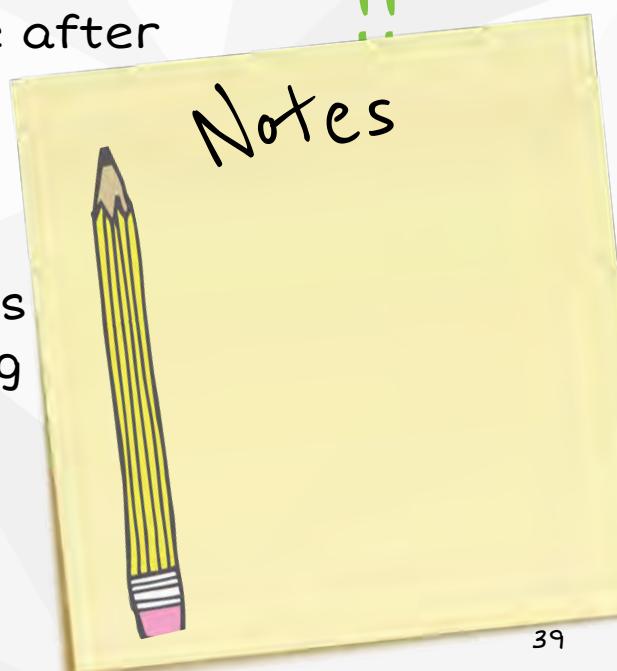
Double check estimates

Close book for proofing

Submit for pre-print checks

AND FINALLY

Confirm for print!

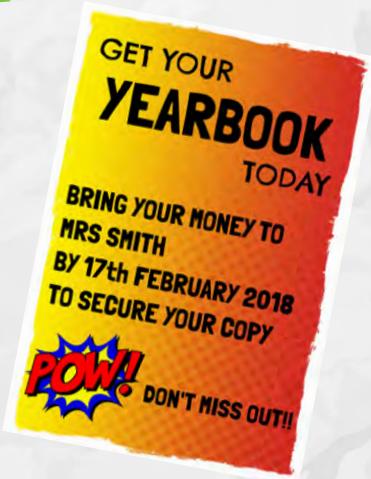
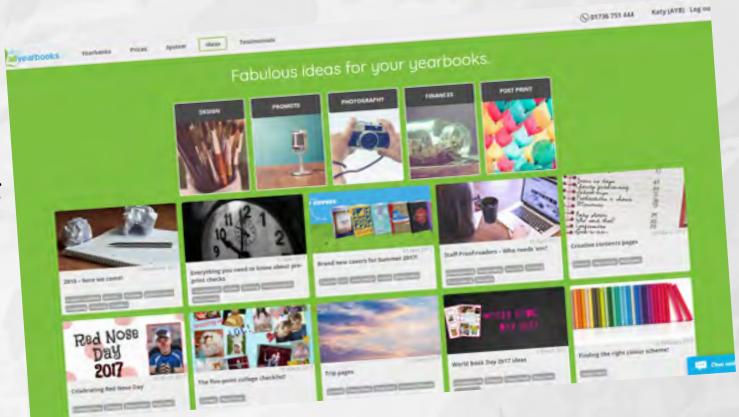


Find more great ideas on our blog!

Whether you're looking for content ideas or page layout designs, the Ideas blog is the place to go!

Our experienced coordinators share all their top tips for creating the perfect yearbook, and keep you up to date with the latest cover designs and site features!

So if you are stuck for ideas, or just want to have a look and see what's happening at AllYearbooks, take a look at the blog today!



Don't forget to share your favourite posts with the rest of the editing team!



www.allyearbooks.co.uk/ideas