

# Yeartech Online - A Guide to Your First 30 Days

1. Go through the Yeartech Online boxes in the **Editor's Kit** sent over the summer. Peruse the booklets, and flyers that summarize the main instructions.

2. Enter your student **staff roster** and assign separate passwords, if desired. From Home Page, pull down "Plan...Staff". And please "update additional contact information" near the top of that screen with more info about you as the adviser.

3. Set up all of the **Business info**. Set up sales offers, log in ad sales, track book sales, personalization, etc. in the "Sell" area. Upload a list of all your students to help track book sales and cross reference with the Coverage Report. Your rep can help.

4. As adviser, examine your **deadlines**. You can also post your own deadlines for the staff by going to pull down "Status...Page Submissions". Be sure to SAVE the changes you enter (click "update staff deadlines"). You will always see the real deadlines, but the staff will see your altered deadlines.

5. Spend a moment making sure we have correct info in our **database**. Go to "Status/summary report".

6. Choose some of the **fonts** you would possibly like to use in your book. Add 5 or 10 as needed. You can add or delete later. Use pull down "Plan...fonts". A complete display of fonts available is on a poster in your Yeartech Online kit, or you can print out a PDF file on-site.

7. Tag your **default font**. Go to "Plan...Styles". The site starts with Times. You can pick separate defaults for headlines, body copy, and captions for different sections.

8. Work out your **ladder diagram** on paper, deciding what goes on each page in your book. Then, transfer this info to the on-line Page Ladder. Pull down "Plan...Page Ladder". You can enter sections of the book (i.e. Sports), actual content (i.e. Varsity Football), deadline to aim for, student staff assigned to the page (up to two), and tag as color or black and white page. Pull down menu options to make changes appear when you click on any default such as "undefined".

9. **Decide** which eight page printing multiples in your book will or may be printed in **color**. Tag each multiple affected on the page ladder (you must first

change the default display range from "all pages" to the 16 page block you want to change). If you are unsure about what a color multiple is, please be sure to contact us for help!

10. Think about how you will **organize**, store, and later find all of your digital **images** on your own computer or network server. You may want to set up folders by content, and sub-folders can help.

11. Take some **digital pictures** and learn how to upload them to the site. Go to "Create...Image Upload". You'll need to first add a new category to place the images in. Any time you upload, be sure you are entering into the desired category. After uploading, learn how to "tag" the people within each picture, and also how to re-name, delete, add key words, and move images to different folders.

12. Do a **practice page** or two. Go to a page by using pull down "Create...Page Ladder". Click on the page you want to work on. At this screen, you can actually add content (actual text or place images). Learn how to use each tool bar button to add photo boxes, photo borders, text boxes, lines, screens, and backgrounds. Clip art is placed into photo boxes. Send overlapped images to the front or back. Practice the "zoom" tool, and the "snap to grid" option. You can also save designs as your own personal "templates" to re-use on other pages.

13. Learn about "ReplayIt", where the whole school community can upload and share images for the book.

14. If you'd like, you can post **notes, birthdays, and calendar** appointments from your home page by clicking on "View calendar" on the right side.

15. **Look at** other books and **examples for ideas**. You'll find all sorts of good stuff under "Educate/ Creative Corner", under "Plan/ Creative Ideas" and under "Educate/ Design Ideas".

16. Consider changing all your **passwords** to something easier to remember, and also get in the practice of changing all passwords every now and then throughout the year. Click on "Staff" to change.

17. Always remember that "**submit**" means "submit". Be sure you are perfectly satisfied with a page before releasing it to production.