

Year Book Class Page

2018 CLASS YEARBOOK PAGE

THE TASK

Each class is to create an interesting, informative and factual Class Page for this year's school year book.

NOTE: No long winded, cheesy poems and Teacher **MUST** proof read all work. AVOID using individual student photos as borders—creates a large file, can be difficult for final layout and takes time!

KEY ELEMENTS:

- Choose what publishing programme you will use
- Text font to be **no bigger** than 10 and should be a regular font like this one (not fancy).
- Headings to be all in the same font and can be larger in size.
- A good number of digital pictures on a page
- Spelling Checked
- Limit use of Clipart—small and no more than 2 per page.
- Have margins around the side of 1cm

Be Creative

Year Timeline

A run down of events through the year.

Keep it Positive

Class Qualities

Good things about your class ..give examples

Reports

On something your class has done

Class Survey

Favourite Years
Activities

Class Honours Board

Students
Achievements and
involvement at NX

A day in the life of
Room ..

Student Ambitions

Teacher comment

A Page
Can Include

LAYOUT:

- Avoid using borders—if you do make sure that they are not too big and busy (keep it simple) You can use solid background colour.
- SPACE—you don't want to have big gaps on your page.
- You can have a couple of small clipart pictures that have something to do with an article or poem etc.
- For content Use Fonts such as : Tahoma, Century Gothic, Verdana, Bell Sans, Maiandra.
- Maintain some balance and symmetry in a page. How does it look to the eye?

Photos

1. Use photos taken through the year at activities.
2. Keep to a good size. We want to see the faces.
3. When **resizing pictures** only do so from the corners so that pictures are not distorted i.e stretched etc.
4. Be creative—have a theme for each shot. You can have your whole class in photos by taking group shots etc.
5. Have a look at the examples.



Your Class Page is due on 2 November

You must have a printed copy of your page.

Black and White Only.

Completed, ready to print class pages can be shared with me or sent to me via email;

murrayt@northcross.school.nz OR saved in Staff\$ - Year Book 2018—Class pages

Use margins of
1cm ONLY.



Class Page Suggestions:

Due Date: Friday 2 November

- Create a folder on **Google Drive** called for example 2018 Yearbook Rm 5—share this with the 2 students who will work on your class page **OR** use a Room Folder in General\$ (on the school network)
- Here you can place pictures you may wish to use from the year and have students submit pieces you may want to include on the page... i.e. their 'reflection' on 2018 at NX
- Choose 2 students (class year book reps) who have good IT skills along with top publishing skills (these don't always necessarily go hand in hand).
- Try to keep to things that have actually happened—memories, achievements, successes and best times of 2018.
- Students can submit pieces to the teacher and the class Year Book Reps for selection.
 - ⇒ **What to AVOID:** Cheesy Poems that don't have any relevance, nick names or ambitions that may be-little students, too many words on the page.
 - ⇒ **What works:** Photos of events through the year, Photos of your students at work, play or an activity!! **POSITIVE** student comments of their year.
- Class Year Book Reps can attend sessions with me in the IT Room — invites out soon. **MUST** have something to work on i.e. material for the class page.
- **BIG GROUP CLASS PHOTOS:** If you wish to have a class photo taken you will need to arrange this with me. I will send an email out with details about this.
- Check out previous Yearbooks for ideas—lots in the Library.
- **All the best**