

This is the second most important thing you can do to make your 2008 yearbook a success.

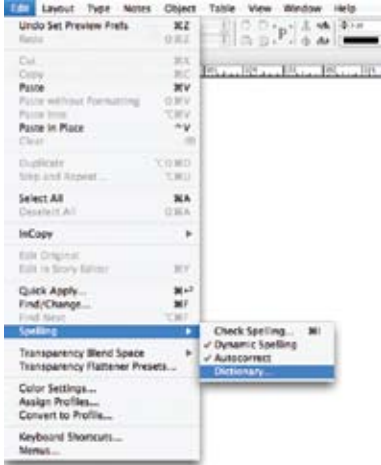
names are spelled incorrectly or they are the names they want in the yearbook. For instance, a person who appears on the school list as James may want to be Jim in the yearbook.

Guarantee that whatever is on that list will be the actual names they will see every time they are pictured in the yearbook.

Using InDesign YearTech

To begin, take that list of every student and change all the names in the original file. It is probably in Excel or Word. Then save that file as a text file (.txt) to someplace you can find it.

Once you have saved it, open InDesign and choose



Edit>Spelling>Dictionary. When the dialog box opens up, choose Import, click on the .txt file of your names and import it. Now when you do a Spell Check, it will also find



name misspellings as well.

Using YearTech Online

Sometime this month, you will hopefully get your underclass mug shot CD from your school photographer. When you do, you will send it to us, and we will add all the pictures to your YTO website. But what you may not realize is that we will also add all those names to your



spell check dictionary.

Important note! At this point, you need to go through all of those photos in the Image Library and make sure that all of them are spelled exactly as you want them to appear based on your original list that you had posted in your school.

To make changes to a mug shot name, go to your Image Library and click on a photo thumbnail (see above) of a picture whose name is misspelled. That photo will appear at the top of the page. You can then click in the name area to the right of the photo and make the changes you need to make. Once you have made those corrections, all the students who were on that photo CD will be in the

BACK TO THE BASICS

Spelling their names correctly

Last month in the Back to the Basics column, we focused on getting everyone in the yearbook three times. This month, let's look at another important part of yearbook basics, getting their names spelled right.

It always amazes me when I am at a workshop and one of the instructors asks how many students have ever had their names misspelled in their yearbooks. It never fails that more than 25% of whatever size group it is raises their hands. And another 10% raise their hands when asked if their photos have ever had the wrong name on it altogether.

How sad. Especially when it is so easy to make sure doesn't happen. Again, just like getting everyone in the yearbook three times, you need a system. And Jostens is happy to provide you help with a part of that system, whether you are using YearTech for InDesign or YearTech Online. Check out the How-To idea at right.

Don't you hate misspelled names?

There is really no excuse for it. You can solve the entire problem if you create a system for your staff and make sure that they stick to it.

A HOW-TO IDEA

Your spelling-their-names right system

We promised you a system to help spell every name in your yearbook correctly. Well here are two of them. One for YearTech for InDesign and one for YearTech Online.

Know the right names

No matter how you produce your book, to begin, take that list of every student in your school that you got to keep track of who is or isn't in the yearbook last month. You did get one from the office, didn't you? Make a few copies of it as soon as you can. Post those copies in a number of places in your school where everyone can see them. It will help if they are behind glass (like in a showcase) where no one can get to them.

Make a big deal in your announcements and on your campus radio or TV station, if you have them, about the names being posted. Tell all students that they have two weeks to check those lists and let you know if their

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spell check dictionary.

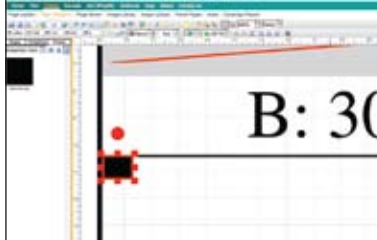
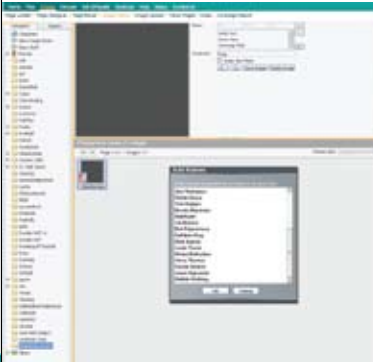
A little more work to do

You may have seniors whose pictures are not on the photographer's CD. You will certainly have others who have missed having their underclass photos taken.

If you can wait until you place their photos (with the names spelled correctly, of course), then they will also be spell checked as well.

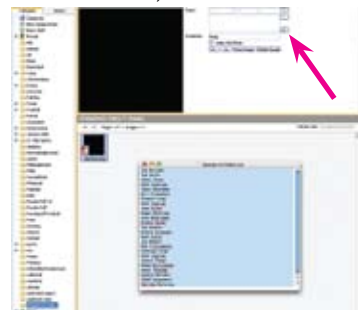
But if you want to add them yourself right now, this is how to do it. Take the list of seniors and others you want to add and save it as a text file. Upload a single photo that you will probably not use in your yearbook. Many schools upload a small black box and then use it as a graphic or put it so small no one can see it. I

When it opens, copy the names from your text file and then paste them into the box. You will then need to place this photo so it is used in the book. You can make it very small and hide it under another photo, but it has to be placed. (You can always delete it before you submit that page.) From that point on, those names will be in the spell check dictionary and will be checked.



did that here on our demo site.

Then open that text file and open YearTech Online at the same time. Select all the names in your text file and copy them. Click the add names button (see magenta arrow below).



But wait! There's one more step for both methods

You have to make sure and actually proofread every name even after spell checking because, as we all know, spell checkers don't always work. For instance, if you have a Glen and a Glenn in your school, you may put the wrong one on the correct person and because both are in your dictionary, you will not see them as misspelled. That is why it is essential to proofread every page a minimum of three times, checking every name against that master list. Spell checkers are a big help, but they are not the total solution. Nothing beats proofreading.