

On the previous pages (our centerfold poster), we showed you a whole bunch of great index design ideas. Maybe you didn't bother to look at them because you don't have an index in your yearbook. And you don't think you need one, but the truth is...

here to design that index, but it's already written out for you in your YearTech Online Manual. If you can't find your manual, you can download a PDF copy from Yearbook Avenue. Just go to HELP>Yearbook Avenue and click the link for YearTech

Yes, you need an



And here's how to create it!

Good yearbooks have an index. I just went through about 30 great yearbooks in my office looking for some ideas for this article and for the centerfold. Only about seven had outstanding graphics, but all of these books had an index. Yours should, too! Your readers deserve it as it is a tremendous aid to them in finding themselves and their friends. And make sure to index topics as well to make it easy to find their club or sport. Plus, it won't take long to put it together, especially if you are using YearTech Online (YTO).

For YTO indexes

If you are using YTO, an index is a piece of cake. Just set aside pages for the index in your ladder, make sure that all photos that appear in the yearbook have names in place in the Image Library and the "index this photo" box is checked for that picture.

We could give you the entire set of directions

Online 2008 User's Guide. You will find the directions on page 16 of the Creating Your Yearbook section. They are very easy to follow. And that's all there is to it.

Using InDesign

If you put your yearbook together using InDesign, compiling the index is a little bit more complicated, but it is still not a huge chore, and there is still plenty of time to do it. We have known schools that compiled their entire index from start to finish in less than a week.

Again, we could give you the entire set of instructions here, but it is easier to show you where they are. Get out your 2008 YearTech Guide Book and turn to page 53. There, you will find complete and very easy-to-follow instructions for compiling your index, including how to put together the index file. Make absolutely sure to read the Indexing Tips at the bottom of page 53.

Then design it

Once you have all those names and numbers, it's time to design the pages themselves. To do that, we have made it really easy for you. After you have indexed your final page, just click the box in the indexing dialog box that says, "Create Index."

You will then be presented with a list of choices, starting with how many columns you want your index to have. A good rule of thumb is three or four, unless you already have a plan of how to lay the entire index out. If you choose two, your columns are going to be ultra wide, and you'll have a lot of white space within them. If you go for more than four, you will have a lot of wrapped text with numbers on more than one line. My favorite is four.

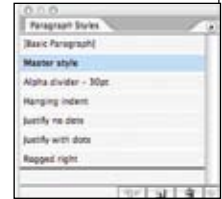
You will then be asked what page the index will start on; once you do, the Indexer will create the index. Not only will it lay all the text into the columns for you, but it will give you some very cool paragraph styles you can use to make it look really good. When you first see the index, it will look like this—

Johnson, Beth	44, 61, 128, 264
Joy, Chris	47, 48, 128, 227
Kerdus, Bob	24, 72, 135, 247
Kim, Carrie	36, 48, 147, 227
Kimble, Benjamin	47, 82, 128, 129

not the most attractive typographically. But never fear, this is where the paragraph styles come into play.

To use them, open the Paragraph Styles palette. Click into the index text

and choose Edit>Select All. Then click on the paragraph styles starting with Hanging Indents. Then try the Justify no dots and Justify with dots and finish up by trying Ragged right. I am sure that one of these will work for you.



Once you have decided which one of the styles you like, you may want to change the size or the font of the index. For instance, Justify with dots is in Helvetica Medium at 10 pt. Depending on how much space you have for your index and what type you are using in the rest of your yearbook, you may want to change that. I would recommend a simple, sans serif font (like Helvetica) and

Johnson, Beth	44, 61, 128, 264
Joy, Chris	47, 48, 128, 227
Kerdus, Bob	24, 72, 135, 247
Kim, Carrie	36, 48, 147, 227
Kimble, Benjamin	47, 82, 128, 129

nothing smaller than 7 point type. If you really need room try a condensed typeface. We used Helvetica Condensed at 7 pt for the example above.

Then you can add your initial letter by going between each letter group, adding the letter and clicking Alpha Divider-30pt in the Paragraph Styles box. That would be the simplest way, but we hope you will turn back to the centerfold poster and get some great ideas for index content and have a great time designing yours.