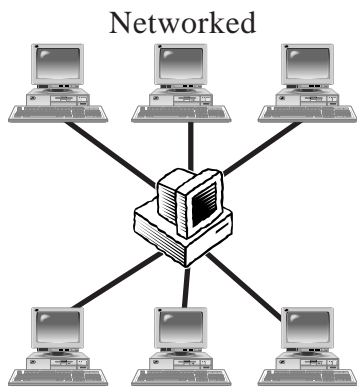


If you use computers—You need a SYSTEM!

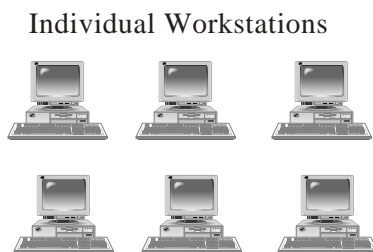
Make sure all your computer systems are...

Go!

Your computers are either...



or



Ever had this problem?

Just this past year a school we know had some major problems with their yearbook. When the book came back from the plant printed and ready for distribution, the adviser was amazed to find a page which they had proofed and made changes to on their disks that had not only had some of the changes made (and other not) but that there were also misspellings and typos that had not been on the original proof. Amazement might be an understatement.

We were called in and asked how this could have happened. After doing a quick search on the C drives of the four computers in their yearbook room, we turned up eight copies of the same file. All in different stages of correctness. None of them were the final file that they thought they had sent to the plant. We never did find that one but one was the file that did get sent to the plant. How did this happen? No systems!

Systems are what make great organizations work like clockwork, time after time. They are what make airplanes arrive safely at their destinations, make basketball plays work time after time and what makes yearbook staffs send the plant the correct pages along with all the other computer stuff we need to correctly print your yearbook. Airline pilots need them, Shaquille O'Neal needs them and you need them.

Networked?

The first thing you need to know about your computers is...are they networked or not? That is, when you are working on one workstation (individual computer), can you open and save files to another computer or a network server? If you are networked, we suggest the following file management system.

- 1) Have every staff member work as much as possible on the same workstation each time they work.
- 2) Install the YearTech file system on each computer and on your network server. (See article at right.)
- 3) When you save a file the first time, save it to the computer's hard disk (PC users, this is the C disk). It should be saved in the appropriate deadline folder inside the 2003YRBK folder that was installed when YearTech was installed. And you should also save it to the folder with the same name on the server.
- 4) Each time you go back to work on that file,

open the file on the internal (C) hard disk. When you are finished working, save it, then choose Save As from the File menu and save it to the same folder on the server. This means that at any given time there will always be two copies of that file. One on the internal hard (C) disk of the computer you most often work on, and one on the server.

Of course, we realize that you may not always be able to work on the same workstation each time you need to work on your page. When you can't but you can work on another computer on the network, just open the copy of your file that is on the server. Do your work and then when you are finished, save it. As soon as you can get on your assigned (usual) computer, (it may be the next day so you have to be very careful to remember to do this), before you open the file, copy it from the server to the appropriate deadline folder on your internal hard (C) disk. When you go to copy it to that folder, it will ask you if you want to replace the older file that is there. Tell it OK and you now have two copies of the same file again. One on your internal (C) disk and one on the server.

We understand that this is a pain. But the real point here is to make sure that you always have two identical working copies of the file on two different hard disks (the internal on your workstation and the server).

Big word of warning

Do not use Picture Placer to place any digital photos on your page unless you are using the file from your own particular internal hard (C) disk on your workstation. If you use Picture Placer while you are on another workstation and using your server copy of the PageMaker file, Picture Placer will put the images in the wrong place. Only use Picture Placer when working on "your computer."

Not networked?

If you are not fortunate enough to be on a network, then you will need to find some other way to back up your computer files each day. Remember, the goal is to have one master copy of the file on the internal hard disk of the computer you work on regularly and one on another disk somewhere else.

If you are not networked you need to consider

Continued on the following page



The YearTech

File Management System

Here's a great way to manage your files, but it won't work unless you use it!

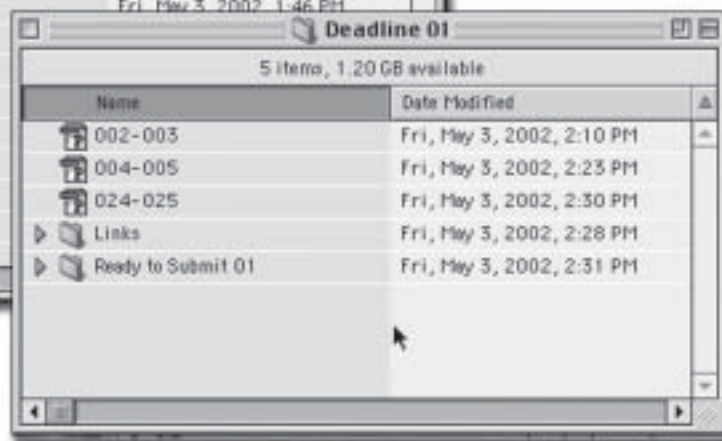
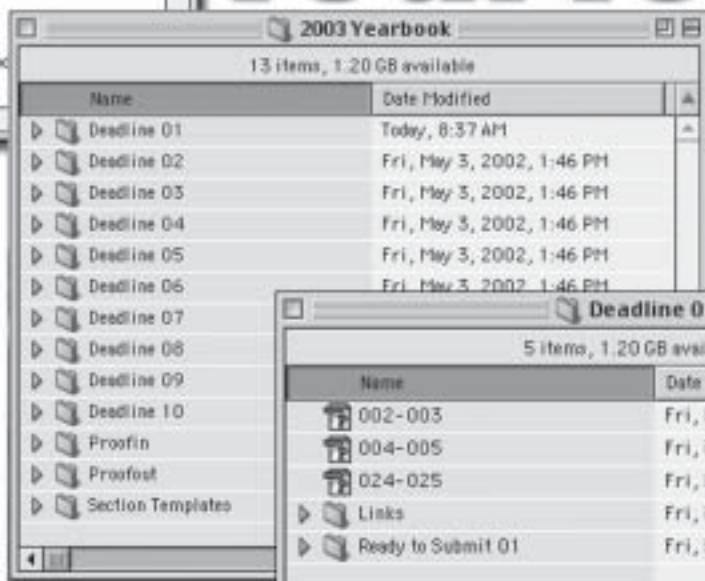
Inside the 2003 YearTech folder that YearTech installs on your computer, you will find the 2003 Yearbook folder. This is where your work belongs. You will note that when you open that folder, you are presented with a number of other folders inside it.

Deadline folders

Here you will find all of the deadline folders we have been discussing in the previous article on networking. Jostens has probably only given you three, four or five plant deadlines but many schools choose to break these up into smaller staff deadlines, thus we give you up to 10 deadline folders. And you can always create more just by duplicating these and changing their names to Deadline 11, Deadline 12, etc.

Your staffers should save their pages inside the deadline folders and when they use Picture Placer, their image files will be automatically saved into the Links folder that is already there.

When you are ready to submit your pages to the plant, you will run the Prepare for Submission utility. When you do, it will ask you if you are completely finished with the file and ready to submit it to the plant. If you are, and you click the YES button, it will gather all the materials (your image and art files) and place them (along with a copy of the PageMaker file) in the Ready to Submit folder, which you will find in the deadline folder. All you have to do is copy that entire Ready to Submit folder to a Zip-type disk or CD-ROM and you are all set. We will have all of your linked files, as well as your PageMaker files.



Pages Submitted folder

Once you have sent the Deadline 01 folder to the plant, back it up and move the folder to another location. This will ensure that no one continues to save to that folder after its contents have been sent to Jostens.

Section Templates folder

Should you choose to create your own section templates for your staff to open when they start a new page instead of using Page Wizard, this is the best place to save those templates. Just remember to click the "template" button when you save the file.

Proofin and Proofout folders

See the article on the next page for ways to handle your proofs.

Continued from previous page

using floppy disk as your backup. This is not recommended. A Zip or other removable hard disk type media is much preferred. Both speed and reliability suffer when you use floppies. I cannot count the number of times I've heard staffers complain because their floppy disk failed. There are three possible solutions to this problem:

- 1) Purchase a Zip-type drive for each workstation and give every staffer their own disk. These will hold almost every PageMaker file a staffer does for the entire year (without digital images). The staffer would then open his file on the internal

hard (C) drive, work with it and when they are finished, save it, and then do a Save As to their Zip disk.

- 2) Install a second hard drive in each computer. This could be an internal or external hard drive. Do the same saving operation as you would on a Zip-type disk. We prefer purchasing removable Zip-type media over this method because then if a staffer cannot get on "their computer" they can just pop the disk into any other similarly equipped computer and work that day. Of course they need to remember to copy that file to "their" workstation's internal (C) disk as soon as possible.

- 3) Network. If you can do this, it is highly recommended. Once you have done it, read the networking part of this article in full.

Stick with it

The trick to making the entire thing work for you is to stay organized and stick with whatever system you come up with. Either one of these systems (networked or non-networked) will work for you. Or maybe you have a way of doing things that works better on your computers. If you do, great! Tell me about it so I can share it with others. But whatever you do, make sure you use your system all the time. That's what systems are all about. Nothing works if you don't use it.

More Systems

For Proofs and Digital Photos

This is the best way to handle digital photos and proofs—but it won't work unless you use it!

On the previous page we discussed systems you should use for organizing your YearTech™ files. Now some thoughts on organizing your digital proofs and digital photos.

Proofs

Inside the Yearbook 2003 folder you will notice there are two folders that refer to proofs—Proofin and Proofout. When you receive your proofs from the plant, immediately copy them from the disk they came on into the correct batch folder inside the Proofin folder on one workstation, preferably the editor's.

Our suggestion on proof corrections is to let each staffer mark up corrections on the paper proofs of their pages but to have only one person input corrections on the actual PageMaker files. This avoids duplicating the PageMaker files to numerous computers. Your goal is to keep them all together. This is best accomplished this way.

Make your corrections

Always make your corrections to the file in the correct batch folder inside the Proofin folder. Never make your corrections from the floppy disks or the Zip disk that the plant sends you back with your proofs. This way is faster (the computer does not have to access the floppy disk on a constant basis) and safer (you will always have a backup on the plant disk, should your file crash.)

Save back to the disk

Once your corrections are made, do two things. First, copy the corrected proofs from the batch folder in the Proofin folder back to the plant disks. Please try to make sure (unless you are submitting on CDRs) that you send your files back on the same disk the plant sent them to you on. After you have copied your files back to the plant disks, then move (different from copying) that entire batch folder from the Proofin folder to the Proofout folder. This way you will always have a record of exactly which pages you sent back to the plant.

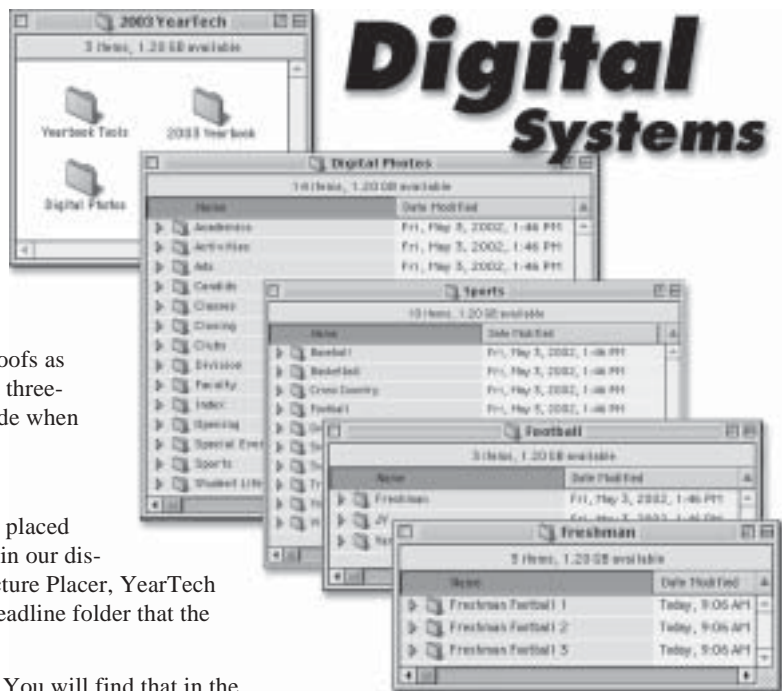
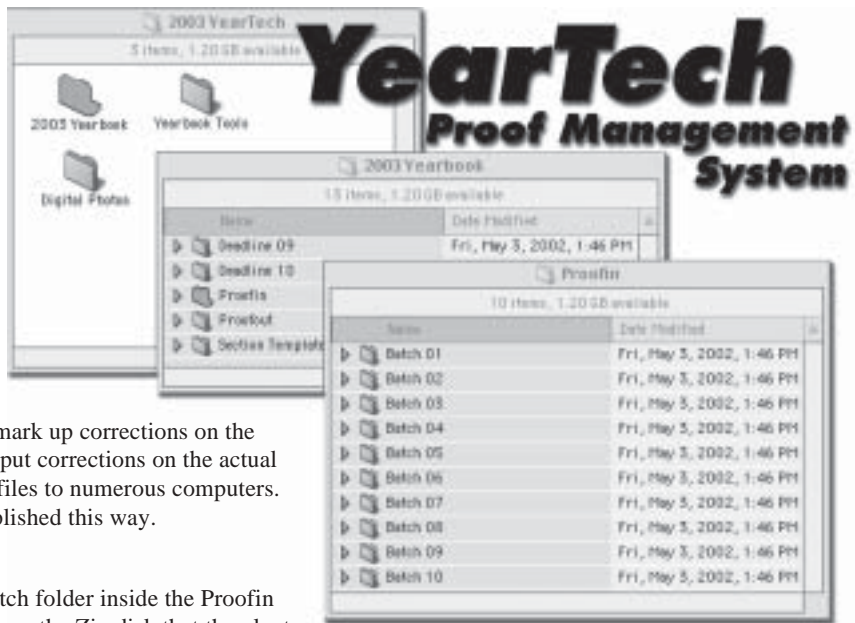
Copy the printouts

We also recommend that you photocopy of all of your original proofs as well as printing out copies of the corrected pages. Store these in a three-ring binder along with the copies of the original printouts you made when you first submitted the pages.

A Digital System

YearTech has a system for handling digital images after you have placed them using Picture Placer. As we went over on the previous page in our discussion of computer systems, once you place the photos using Picture Placer, YearTech puts a copy of that digital photo in the Images folder inside the Deadline folder that the PageMaker file is saved in.

But what about the raw digital images straight out of the camera? You will find that in the YearTech 2003 folder there is now a folder called Digital Photos. Inside it you will find folders for every section of your yearbook. Inside many of those are subfolders for that sport or activity. Inside those folders you should create one new folder for every download of photos on that subject. Copy your raw digital images from your camera into those folders, then when you use Picture Placer, you can browse to the correct folders to find your raw digital photos. Then use the method on the next page to further organize your digital pics.



Organizing Digital Images

We are always looking for new ways to organize yearbook stuff and digital images are especially challenging. We highly recommend this super system.

Step 1

Take your digital photos. Try to take only one subject at a time. For instance, if you are shooting volleyball pictures, try to take only photos that relate to volleyball. This is more than just the game and team but might also involve the fans, the refs, etc. But don't shoot pictures of your girlfriend or boyfriend on the way back to the yearbook room.

Of course there are exceptions to this rule, but keep track of what you shoot when you shoot outside the subject area.

Step 2

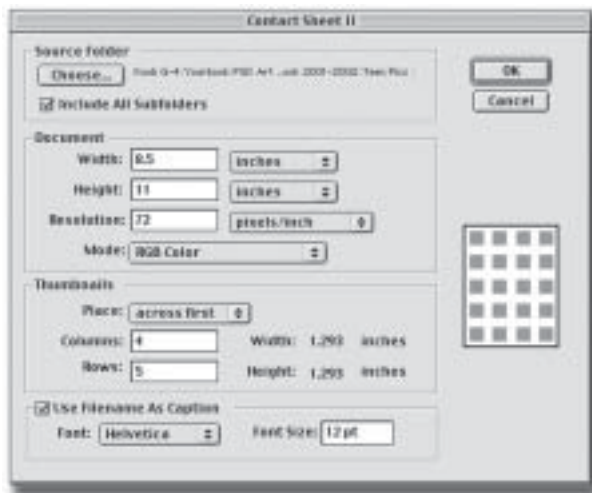
Immediately after you take the pictures, download the photos into their own folder. If you took those volleyball photos, download them into Digital images>sports>volleyball>varsity>volleyball3 for example, (see Page 26E). Or if you were shooting chess club you would download them to Digital images>clubs>chess club>chess club1. You will need to create a new subfolder each time you download a new series of photos. You will find the rest of these folders inside the YearTech™ 2003 folder. Look for the Digital Pictures folder.

Step 3

As soon as you have them downloaded, open Photoshop. If you don't have Photoshop, perhaps you have Adobe Photoshop Elements, which is a kind of a Photoshop-lite that may have come bundled with your scanner or your digital camera. If you don't have either, you might want to consider at least purchasing Photoshop Elements at a substantially lower price than Photoshop itself. For this purpose it will do just as well. Either way, once you open the program, progress to Step 4.

Step 4

Choose File>Automate>Contact Sheet II. A dialog box will open and



you will be able to maneuver to Digital images>sports >volleyball>volleyball3 and also to specify how you would like your contact sheet to look. Once you have specified all that, click OK and Photoshop (or Photoshop Elements) will produce a contact sheet for that folder. If you have more digital pictures in the folder than can fit on one page, it will create multiple pages. As you can see from the

dialog box screenshot, you can specify how you want the pictures labeled. We suggest leaving their original file names as the captions as we have done below. Make it easier to find them later.

Step 5

Add a headline to the Photoshop Document that has the path you took to find this particular folder (Digital images>sports>volleyball> **volleyball3**) and make the name of the folder bold. Then print the file. The contact sheet is 72DPI so it prints pretty quickly on any printer and does not use a ton of toner or ink. Place this hard copy in a three ring binder that is divided and sorted exactly like your hard disk folder system. For example you should have a sports section with a subdivider for volleyball and this sheet would go in that section.

Step 6

Using Picture Placer, add your digital images to your layout. Then after you have the layout completed, using the 75% printout, go back to the three ring binder and mark an X over the photos you used on the volleyball spread. This way if someone else needs a picture for somewhere else in the book, they know what has already been used.

