

Oh, the places you'll go...

**a new yearbook
tradition**

paliant
design.



Get it done right and get it done fast

At Paliant Design, we're about setting you up for success!
Portrait, landscape, 20 pages to 300..we have you covered!

Getting handed the yearbook to publish can be an overwhelming process, but with our guidance, it'll be a smooth, stress-free journey that'll knock your Principal's socks off and have parents proudly showing it off.

Whether you're after something sleek or totally creative, we've got the perfect solution with custom designs, expert tips, and a workflow that keeps everything on track.

Let's make your yearbook something amazing –
and have a little fun along the way!

✓ A wealth of experience

- Getting the most out of your photos – more is not always better
- Achieving detailed consistency
- Streamlining the process so you're not reading it 100 times over!

✓ Helping you organise your content like a superstar

- Take some shortcuts now to prevent headaches later
- Avoid those dreaded last minute changes
- Know the perfect file size for top print quality

✓ Keeping you on track

- A realistic time frame for print production
- Setting a start date for content supply
- A clear schedule to know when proofs will arrive – so your team can book it in their calendar
- Milestones for sending back markups, ensuring everything stays on track

We are
your track and
field umpires

We'll keep everything in line,
making sure the process runs
smoothly and on time – so you
can focus on the finish line!



Let's talk about... design choices

Established/Existing:

Want to keep a design you've loved in the past? No problem. If you have an existing design, we can create something that matches it perfectly.

Custom:

Looking for a change? We can create a new custom look to provide a fresh record of the memories created throughout the year.

Something stylish:

Not looking for anything overly creative? We can use a consistent style throughout the majority of the pages, featuring a corporate and elegant design that aligns with your school brand. Expect variety, but within a cohesive palette.

A fully creative approach:

If you want a full creative vibe to flow strongly through the yearbook making each edition of the yearbook unique. Creating pages that not only have variety but a creative link from cover to cover.



What about budget?

Curious about how we can fit your budget? Ask us how we can tailor our services to meet your needs without compromising on quality!



What about printing?

▶ Do I know a printer?

If you have a go-to printer, we're happy to liaise with them on your behalf. Alternatively, we have strong relationships with trusted printers and can provide some great options for you.

▶ What options are there?

Most yearbooks are perfect bound, meaning they have a spine, and the pages are glued together with a thicker paper stock cover. For smaller yearbooks (under 60 pages), you can opt for a staple spine if you prefer.

▶ Special embellishments

Looking for something extra on the cover? We can take your yearbook to the next level with special printing embellishments like gold foiling and spot gloss UV. If you're not sure what these are, don't worry – we can send you photos of samples to show you exactly what they look like.

We work with you to customise the options and fit within your budget.



Samples

Try a “Young and fun” look



Year 3 memories

Et, quo mollis? Insuper pueris ante eum ex eum auditur...
 Et demum, si conon laci i Pandogris et sapientiam...
 volentem fugi subactorem qui duntori ducunt libello.

Optatae lacus, sum quassim ventrosam elicto...
 quodis vendi officium laici et reserum quat. ut modis...
 vel eos mendis sum fuga que cor omnim adl feraciss...

Dei ommodi modis et, cori alqui con et volitiqui...
 volorumatum harcon laqui.

Dei in sa nohem que dicitur antibus estibus deactum...
 qui odds et aut ex eos eatoris edictore dolicta detendae...

Optatae lacus, sum quassim ventrosam elicto...
 quodis vendi officium laici et reserum quat. ut modis...
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“Quote highlight about the year that was to go here. Something that draws you in and leads you.”

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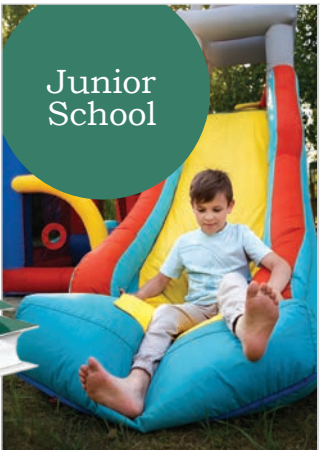
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1. Caption to go here for example to read.
2. Caption don't make them too long.
3. A handy emoji or two makes your text something pretty.
4. Just be able to fit right in the small space.
5. This means the photos are the heart of the page.
6. Everyone loves to fit in many photos so they can.
7. Just don't have too many tiny ones. They look like one row was.
8. You won't be able to fit everyone in so much so you try.

School name



Junior School

Camp

Et, quo mollis? Insuper pueris ante eum ex eum auditur...
 Et demum, si conon laci i Pandogris et sapientiam...
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“Quote highlight about the year that was to go here. Something that draws you in and leads you.”



School name

Whether you want large hero photos or a page with ten photos set in a beautiful set collage, we can create what you need.



Can you picture your school colours and logo? Looking for something custom?

Try an "Elegant corporate" look



Year 11 camp

Et, quo moerore laqueo pueris erit, cum ex sum auditu...
 Oportet lacum, sum quoniam ventremque electo...
 Dicitur in sa nonem que placit artibus estibus dicitur...

"Quote highlight about the year that was to go here. Something that draws you in and leads you."

Unitate et inus sathis uniuersum, quomodo alit nomen...
 Dicitur in sa nonem que placit artibus estibus dicitur...

Senior School

School Captain

Unitate et inus sathis uniuersum, quomodo alit nomen...
 Dicitur in sa nonem que placit artibus estibus dicitur...

Whether you want every class to get the same amount of layout real estate or give more space to the camps, the opportunities are endless.

Can you picture your school colours and logo? Looking for something custom?

Getting started



Keeping you on track

Your estimated schedule is your best friend to complete your yearbook.

A great way to start is by letting us know the type design you need ie. new concept or based on your existing style and the number of pages you will have (you can refer to last year's yearbook for guidance). We will then work backwards from your ideal delivery date to determine the deadline for content submission.

The schedule will include estimated times for your proofing rounds, helping you organise meetings with the appropriate staff in advance.



Your page order

We love saving you time with a one-stop shop! A tool you can use to track progress while we use it to lay out your yearbook. It includes columns for page allocation, the page titles we'll apply in the design, who the content is submitted by, and whether the content has been submitted or proofed.

Ask us for our ready made, easy to use, excel template.

File setup

Following your page order in folder form is the most efficient way for our design team to sign off and place content correctly. Each folder is dedicated to a specific page or spread, allowing you to easily track your progress and see how many pages you've gathered and how many are still needed.

As the design process moves forward, there's flexibility to add or remove pages as needed. If copy does overflow subject to the possible limitations of your page count or school structure, of course we will keep you informed every step of the way. We can even provide a word count guide to help set limits for collaborators, ensuring that no one exceeds their allocated page space.

Remember, we're here for you every step of the way. Your questions are always welcome, and together, we'll make this process as seamless as possible.

Content superhero

The power of the *text*

Proofreading superstar

Editing and proof reading all the content submitted before it is laid into a design will save you loads of time and stress when reviewing the full designed proof.

Bolding and Italics

Did you know we can import the italics and bold supplied in your Word document? If there is unnecessary bolding, be sure to remove it from the submissions you receive. We want everything to be just as you intended.

Captions

Tip: keeping it short and sweet has more impact.

To save you time, you can enter the captions into the jpg file name. If you have a preference of photo priority, you can simply number them at the start of the file name with 1 being the most important. eg. 1 Principle John Smith.

What not to put in a Word document

Even though many submitting staff love putting images inside Word documents, this actually slows down the design process. It's best practice to supply images separately and leave only the text in the Word documents.

If you prefer a Word document, simply list the captions in reference to the jpg file name and supply as a second Word document.



Text tips

Pay close attention to date and number formats, punctuation, capitalisation, and individual student names in your content supply.

We always recommend to have a second person double-check the student names in the fully designed proof.



Content superhero

What's in a *photo*

File sizes in the age of the Internet

If you're provided with a file that's only 21KB, it likely won't print with good quality, as these are usually compressed for web use. The quality of photos is crucial for making an impact, as they really set the tone for the book. A good rule of thumb is that anything over 600KB is workable, but for full-page images, aim for files that are 1MB or larger. It's best to check this early when collecting materials, so you can ask teachers for the highest quality files they have before they go on holiday or accidentally delete the photos you need.



Photo tip

We recommend a max of 10 photos per full page to make sure there aren't too many small, obscure ones.

Blurry images

Some images that are slightly out of focus can be enhanced, but most blurry images will remain blurry due to limitations in both quality and technology. To ensure the best result, be sure to select images with a clear, crisp focus.

Blurry



Clear



Do I really need photo colour correction?

In the digital age, we often think a smartphone can do everything. However, not every photo will have rich colour. Colour correction helps brighten photos, ensuring they look their best when printed.

Original



Colour corrected





A wealth of experience



It's not just the years that count

Paliant Design come fully loaded not just with a high number of years of experience (over 40 years) but we know what works for a contemporary, clutter free, iconic record of your school year.

Set up for smooth success

Let's recap some of the ways we can make the project smoother saving those last minute headaches.

- ✓ A schedule.
- ✓ Ask us for a ready made excel template for your page order and tracking submitted and approved content.
- ✓ Filing that matches your pages so you don't lose files and can cross check.
- ✓ Look at date and number formats, punctuation, capital use and the individual student names in your content supply.
- ✓ Always have a second person check off student names in the full designed proof.
- ✓ Use your caption as the filename, don't write a caption and type a file name.
- ✓ Know your KB's (kilobytes) for web from your MB (megabytes) for print.
- ✓ We recommend a max of 10 photos per full page to make sure there are not too many small ones.
- ✓ Colour correction will create a better quality print.
- ✓ Cross off your checklist and mark your proofing milestones in your calendar.

Let's get started **today!**

Email discovermore@paliantdesign.com

Filing structure & uploading

You're almost there, all your files are ready, now how do you send it?

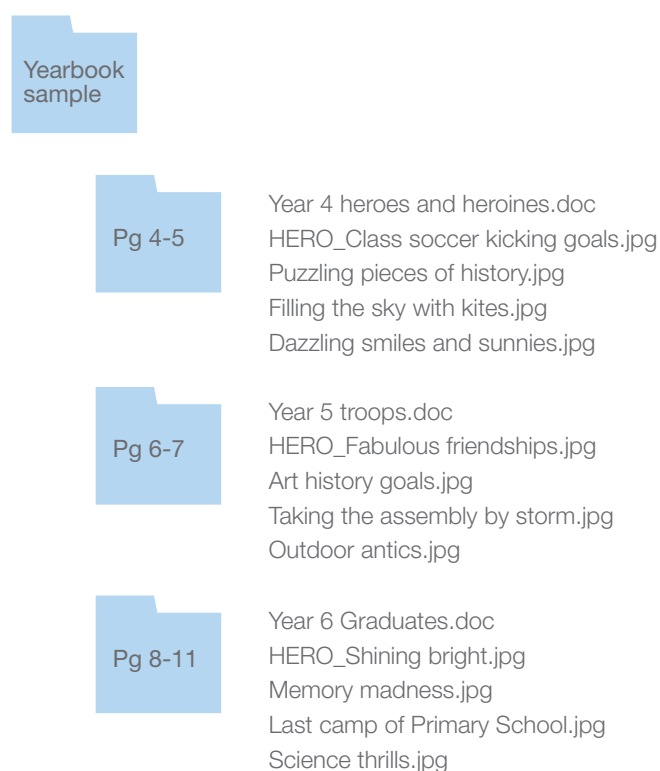
Uploading options

To load up large sets of files can take some time so the Internet carrier pigeon won't happen in 60 seconds.

There are some great ways to share your files with us:

- Your school has a share link to only the folders for the yearbook. (Make sure outside organisations are able to see the contents)
- Wetransfer.com (a great free website) that can upload up to 2GB. Some school firewalls can block this, other staff have managed this by uploading from home.
- Box.com (a paid service) that has the ability to create a share link just for us to download from your folder.
- Drop off a good old USB or hard drive that will be returned to you.

Below is a sample folder structure that can guide you to ensure everything stays organised in the correct categories.



Troubleshooting tip

If you are having trouble uploading all at once. Try sending two transfers. Upload the first half, once complete then upload the second half.

Checklist

Use this handy checklist to ensure you are on track

- Have you received your schedule

- Page order document filled out

- Files in folders that match the specific pages in your page order document

- All content has been proofed for spelling, punctuation, capitals, date formats.

- Italics and bolding is checked and consistent.

- No images inside the word documents supplied.

- Captions are in a separate word document or shorter ones used as file names.

- All images are above 600kb and not blurry.

- Have you included colour correction in your yearbook?

- Is your content supply on time?
Contact us if you are running behind.

Ready to begin? Start early

Grab your previous yearbook or yearbook samples you like and get in touch to start early.

A yearbook may take a little longer than you think to put together, especially for larger college schools. For larger yearbooks that are around 250 pages our best round numbers are 3 months to collect, collate and proof the content and 2-3 months in production, review rounds and printing.

So lets start talking design and timelines now.

- ▶ Contact name:
.....
- ▶ School name:
.....
- ▶ The school has never had a yearbook before:
 Yes No
- ▶ Estimated yearbook page count:
.....
- ▶ Do you need a print partner:
.....

More than just design...



paliant
design.

Kid, you'll move mountains!

paliant
design.

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