

# Yearbooks



For Elementary, Middle & High Schools



**Prairie Lakes**  
Area Education Agency

# ORDER ONLINE NOW!!!

Yearbooks are a great way to help preserve school memories.

Let Prairie Lakes AEA Creative Services help you create and print your yearbook project.

## Yearbooks

### Types of Yearbooks:

- Square Fold (saddle stapled)
- Coil Bound

### Layout

- **Page Margins**

Please request additional information when you place your order as margins differ for each type of layout. Images and text will need to stay within the set margins.

- **Page Numbers**

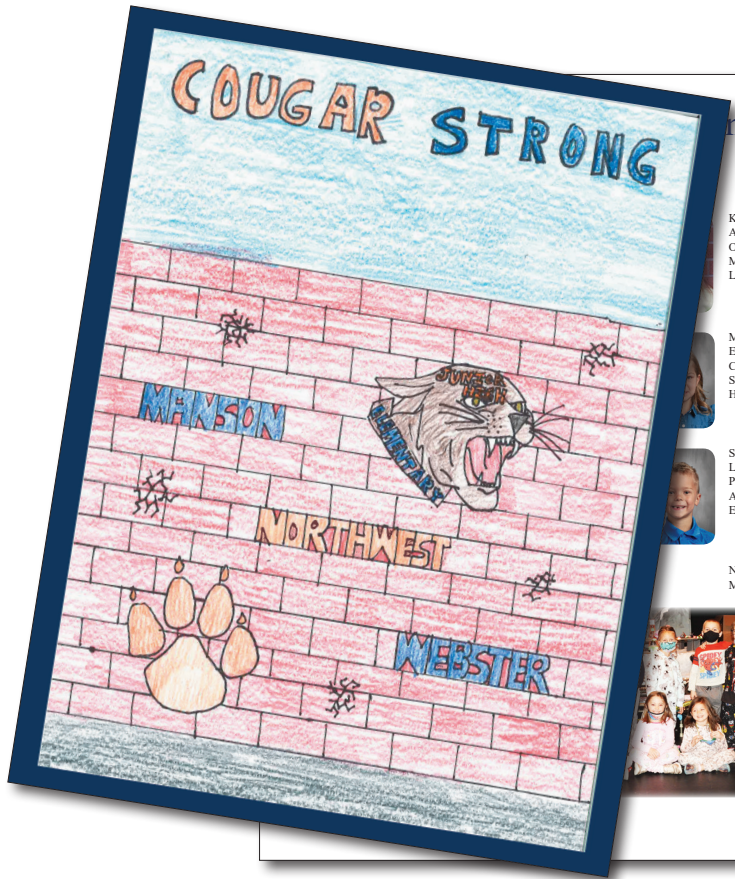
The first page of the actual book (not the inside front cover) is page one. Odd pages are always on the right side, even on the left side.

It is RECOMMENDED that you number the inside pages of your yearbook. Be consistent with placement.

- **Document Bleed**

If you request that the cover page have a bleed effect (this is when the design extends off the edge of the page), please request additional information when you place your order.

# Square Fold



Kellen Becker  
Aubree Bishop  
Olivia Carlson  
Mila Dodge  
Loxley Gleason

Maiyzie Heilman  
Earl Johnson  
Clara Long  
Shelby McClain  
Harper Miles

Sullivan Nelson  
Layla Pugh  
Penelope Rasch  
Aven Reuter  
Emmett VanWaes

Natalie Zeka  
Mrs. Fincher



## Kindergarten Mrs. Fiddelke



Grayson Barnett  
Bentley Bush  
Henry Compart  
Layne Condon  
Easton Eichelberger



Jason Fitzgerald  
Reid Hanssen  
Max Hofbauer  
Cory Jondie  
Jackson McCaulley



Kasen Moline  
Asher Nelson  
Milo Peterson  
Mabel Ramthun  
Isabel Stange



Lucas Tucker  
Mrs. Fiddelke

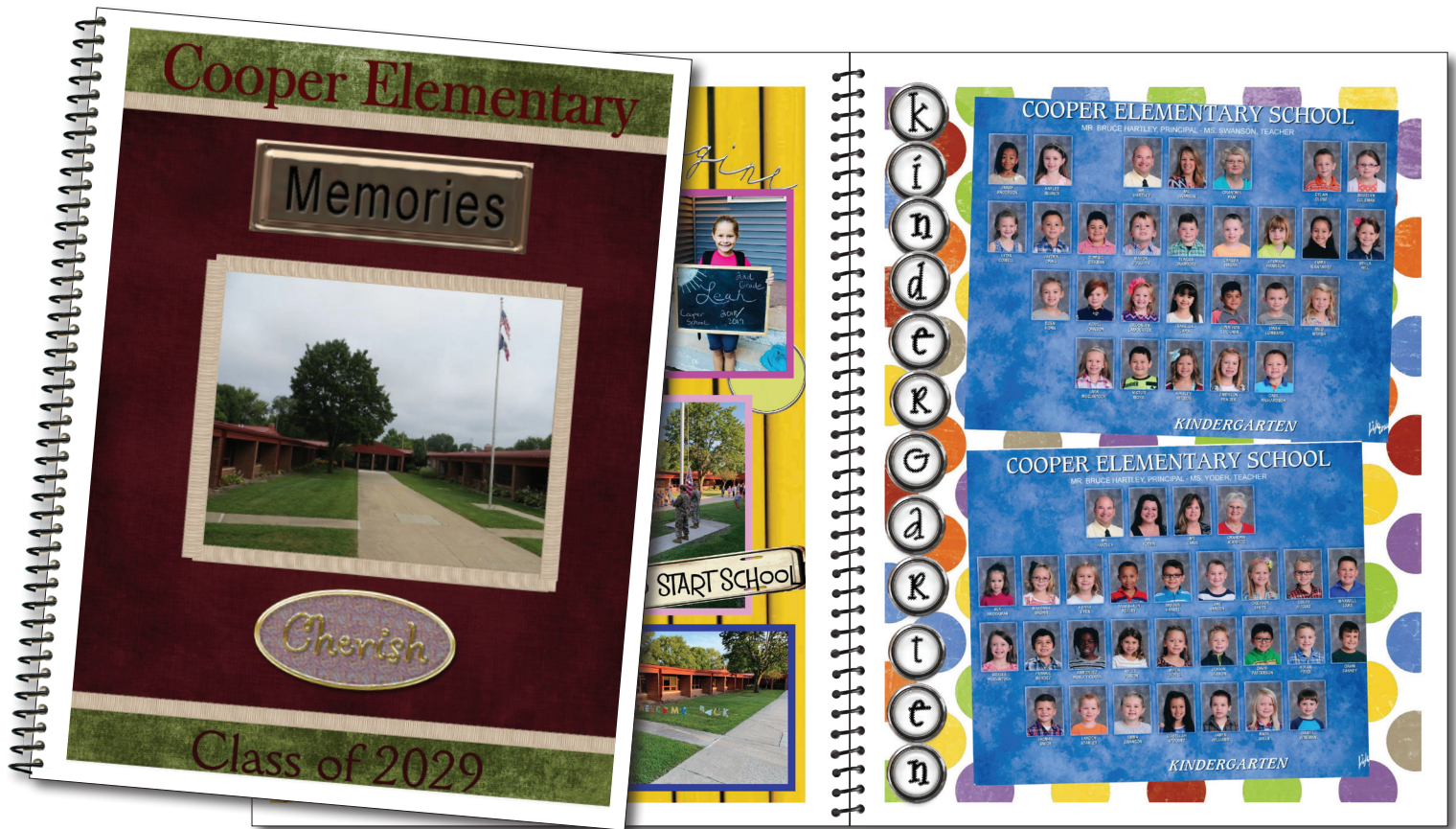


Square fold with a saddle staple is a new option for finishing books. Square bindings lay flat, making them easier to handle and provide a professional look for your project. This method can be used for yearbooks up to 80 pages which includes the cover.

The number of inside pages in the book SHOULD BE DIVISIBLE BY 4 or there will be blank pages in the yearbook.



# Coil Bound



Coil Binding is an ideal finishing method for projects that are handled frequently. This also allows the option for more pages in your yearbook.

# Additional Information

## Programs to use

- InDesign
- Quark
- Microsoft Publisher
- PageMaker
- Microsoft Word
- Scrapbook Factory
- PrintMaster
- Google Doc Word Program

## Time Line and Submitting Files

- Final files should be submitted by the last week of March or early April for delivery during the second week of May.
- Yearbooks can be printed at any time of the year. A 2 week turnaround time is requested.
- Please submit final files as pdf documents or share through google docs. Contact the graphic artist for assistance.

## Copyrighted Materials

### • Photographs

ALL PROFESSIONAL PHOTOGRAPHS REQUIRE WRITTEN PERMISSION FROM THE SOURCE. Please include this documentation when you send in your project

### • Clip art

One Click provides access to Britannica ImageQuest for schools and can be found at [www.quest.eb.com](http://www.quest.eb.com). Your teacher librarian can assist you with access to this resource.

### • Illustrations

Illustrations/drawings done by the students can scanned at your school or can be sent to Prairie Lakes Creative Services. We scan and incorporate them into your school's yearbook pages.



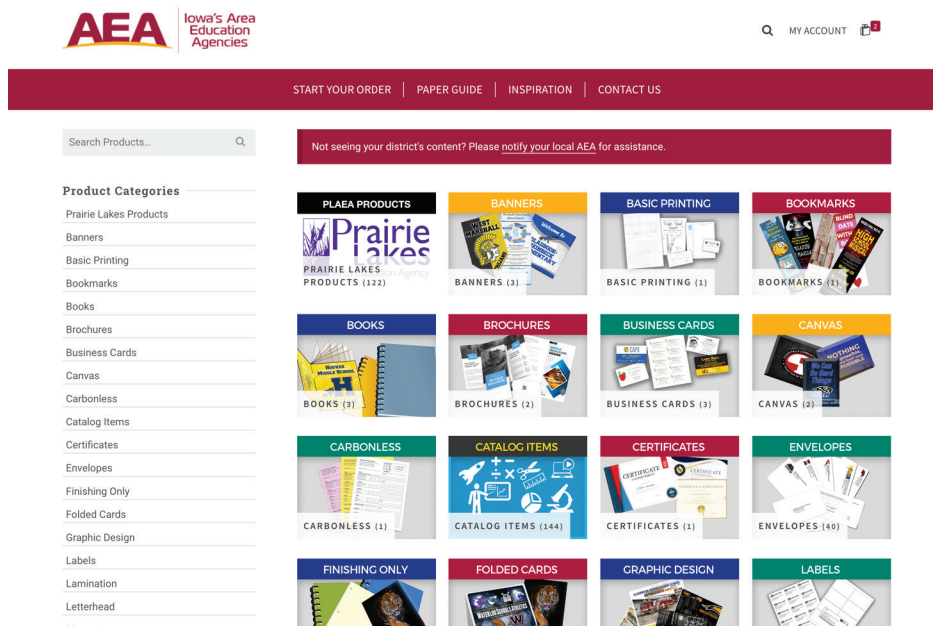
Our **Creative Services Team** is ready to help you, your classroom, and your school SHINE!

We create a wide variety of educational, promotional, office/business, and just about anything that helps schools run smoothly! Our team focuses on working with educators to design and produce items for educators that meet and exceed needs and expectations.

The possibilities are endless!

### Easy, Quick Online Ordering with Creative Services Online!

As a busy, on-the-go educator, you need an easy way to order materials for your school. You're in luck because you can place orders for printing, lamination, and graphic design through our Creative Services Online system! To place your order please go to [www.aeacreativeservices.org](http://www.aeacreativeservices.org).



# Contact Information

## Printing and Lamination

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## Graphic Design

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