

let's work together



You make the year and we'll sort the books. This **School Yearbook Production Guide** has been developed by our friendly team of talented designers and production experts. It takes the stress and guesswork out of creating professional school publications.

print this info
sheet a4 size

step 1 - choose your print

offset printing

Offset printing is perfect for schools wanting to order a large quantity of high print quality yearbooks or prospectuses.

digital printing

Digital printing is great for schools wanting a low quantity of high print quality yearbooks or prospectus.

high speed inkjet

Our high-speed inkjet printing machine is perfect for printing school yearbooks and prospectuses (and loads of other printed products). You get glorious full colour for the same price as black and white printing! A very popular choice with schools.

high-res inkjet

The sweet spot between high-quality and great value. The rich colour, smooth gradients and super sharp details will make your school year highlights look amazing. This clever printing method creates publications as polished and professional as offset printing. Ideal for short to medium runs when offset printing isn't practical — making it a perfect solution for most school's yearbooks.



info graphic key

🌸 good 🌿 great 🌻 amazing 🌺 the best

	offset	digital	high speed inkjet	high-res inkjet
quantity	🌸	🌺	🌻	🌿
quality	🌿	🌺	🌸	🌻
price	🌿	🌸	🌺	🌻

step 2 - choose your size & layout

Portrait

Landscape

Portrait

Landscape



square 210mm x 210 mm



a5 148mm x 210 mm



a4 210mm x 297 mm



step 3 - choose your stock

80
gsm

80gsm uncoated

This paper is the most popular for printing novels and is a definite favourite among our NZ authors and publishers. It's light weight, perfect for books with hundreds of pages.

100
gsm

100gsm uncoated

This paper is a perfect solution for newsletters and educational resources with graphs, images and diagrams, that may have splashes of colour. Perfect for students making notes.

115
gsm

115gsm uncoated

Perfect for full colour artwork including photos and illustrations. This paper is by far the most popular with schools when printing yearbooks and prospectuses.

130
gsm

130gsm gloss

A great choice for vibrant, image-heavy yearbooks. The glossy finish makes colours pop — perfect for showcasing school events, portraits, and student work with a polished look. Available with High-Res Inkjet, Digital or Offset printing.

130
gsm

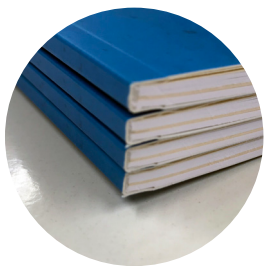
130gsm satin

Smooth and refined, this satin stock reduces glare while keeping images crisp and colours rich. Ideal for yearbooks with a mix of photos, text and design. Available with High-Res Inkjet, Digital or Offset printing.



get in touch
for more
paper
options!

step 4 - choose your bind



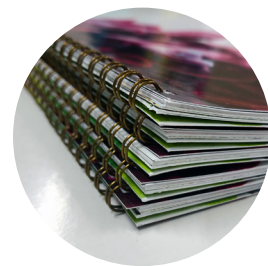
perfect bound

Most novels you hold are an example of perfect binding. The pages and cover are glued together at the spine with a strong, flexible thermal glue. This is by far the most popular binding option with schools for yearbooks.



saddle stitched

Saddle Stitching refers to folded sheets which are stapled on the fold edge. Commonly preferred for educational resources when the book needs to lay flat so that it can be drawn or written in.



wiro bound

Used mostly in a commercial sense, wire binding allows documents to lay flat when opened and will accommodate various paper thicknesses, inserts, tab dividers and cover options.



step 5 - do you want special finishing?



matt lamination

Lamination is the process of applying a thin layer of plastic to the cover of the yearbook to protect it and enhance the design. Matt lamination prevents the reflection of light on the cover.



gloss lamination

Lamination is the process of applying a thin layer of plastic to the cover of the yearbook to protect it and enhance the design. Gloss lamination is shiny and can help colours to really pop!



spot uv

Spot UV is UV coating applied to a specific area (or areas) of your yearbook cover. Used primarily as a design technique, spot UV is a creative way to make a feature of your yearbook cover stand out.

step 6 - design and supply

design it yourself

Many schools design their own yearbooks and prospectus — often via a group of students or parents. Our single best piece of advice to any school designing their own publication is — talk to us BEFORE you start. We can give you free Adobe design templates to use and advice on how to set up and supply your files correctly for hassle-free printing and an amazing final result.

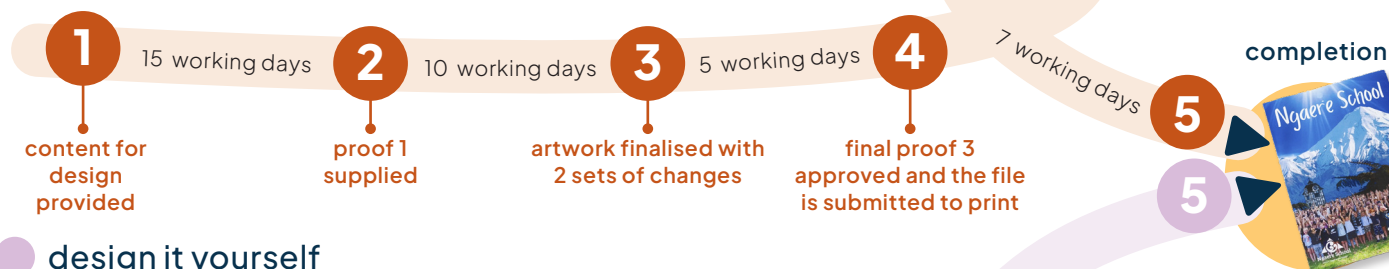
we design it for you

We've designed hundreds of yearbooks for many New Zealand schools for more than 10 years, and we love it! Our talented graphic designers specialise in bringing school stories to life. From layout to cover design, we'll help showcase your students, events and achievements in a yearbook that feels unique to your school. Let's create something your students will be proud to look back on.

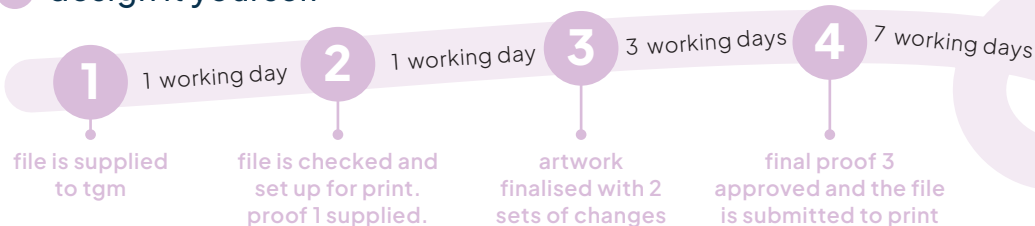


timelines

we design it for you



design it yourself



supplying? here are some set up guidelines

before you start

Are you sure you've got the skills to tackle a project of this size? Designing a school yearbook requires a lot of time and expertise. If you're certain you want to design it yourself, read the whole of this guide and follow this additional advice. It's best to call us before you get started – it may save you some heartache later on.

template and set up help

We are happy to supply you a template in Adobe programmes format and talk you through any set up questions you may have. We're here to help you with your files. Just give us a call or send us an email for a copy of our templates and full file supply guide.

design as one file

Save your magazine as one file with all pages included. You can't supply "printer's pairs" or spreads.

quiet zone/margin

Keep important elements such as text and logos out of this area. Those elements should not be closer to the edge of where we will trim than 15mm. The bind edge needs a quiet zone of 30mm to ensure we do not bind into the content.

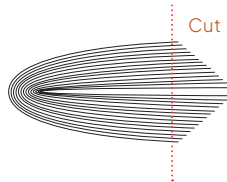
high resolution images

72dpi images print poorly and will look blocky. Try to supply photos at the optimal 350 dpi full size resolution (going larger may exceed our 500mb file size limit). Supply black and white line art at 100% and 1200 dpi.

there is a visual guide on the next page

allow for creep

In a stapled Booklet the bulk of the paper causes the inner pages to extend (creep) further out than the outer pages when folded (see diagram below).



When trimmed the inner pages are narrower than the outer pages. The amount of creep is dependent on the number of pages and paper thickness. The thicker the booklet, the more you need to keep important objects away from the edges.

avoid objects which cross pages

It's unlikely that objects with cross pages will line up exactly. It's best to avoid them, or accept that there will be some vertical movement throughout your booklet. You'll also need to allow for the bleed being trimmed off – ask us if you're not sure.

border risks

Borders can be tricky on smaller formats. The human eye picks up the slightest movement from our guillotine and creates the off centre illusion. If you would like a border we recommend keeping it at least 10/15mm away from where we will trim. The bigger the boarder the better.

full colour = cmyk

We print using Cyan, Magenta, Yellow & Black ink. All artwork must be in CMYK. Scanners, digi cameras & monitors/Web use RGB. Pantone spot colours should be converted. Ask to see our process colour charts if you need a specific colour match.

add 3mm bleed to each side

Bleed (extend) out images/colour that go past the edge of where we will trim by 3mm all sides.

Look at the finished page size of the yearbook. Add 3mm to all sides of your page – a total of 6mm across each axis. You even need to add bleed to the edge which forms the spine. Our process chops this off and merges the spine together. That way you get a beautiful finish and no white line against the edge of your print. The bleed allows for any small variations in cutting. A4 portrait size is 210mm wide x 297mm height so the bleed size will be 216mm x 303mm.

supply

Please supply each publication as a single pdf file (see note about covers). Lay your pdf out as single pages, NOT SPREADS, with bleed and cropmarks. The maximum file size is 500mb so please ensure your images are sized to accommodate this.

If you are NOT binding your magazine with a saddle stitch staple, supply your cover pages separately as a single pdf spread (again with bleed and crop marks).

using canva?

Download as a pdf **print** version (Not just pdf) in the file type drop box. Don't forget to tick the crop marks and bleed button.





contact us
with any
questions



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