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.



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



| | offset | digital | high speed inkjet | high-res inkjet |
|----------|--------|---------|----------------------|--------------------|
| quantity | X | 47 | X | + |
| quality | + | 47 | ¥ | X |
| price | + | ¥ | 4 | X |

step 2 - choose your size & layout



Square 210mm x 210 mm



Portrait



Landscape

a5 148mm x 210 mm





Landscape

a4 210mm x 297 mm



step 3 - choose your stock



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.



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.



115gsm unocated

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



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.



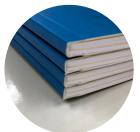
130gsm satin

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

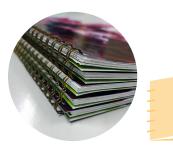
Most novels you hold are an example of perfect binding. The pages and cover are glued together at the spine with a strong, flexible thermal glue. This is by far the most popular binding option with schools for yearbooks.





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, wiro binding allows documents to lay flat when opened and will accommodate various paper thicknesses, inserts, tab divers 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





10 working days

5 working days

> working days

completion

artwork finalised with final proof 3 2 sets of changes approved and the file is submitted to print





set up for print. proof 1 supplied.

proof 1

supplied

final proof 3 approved and the file is submitted to print



sets of changes



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.

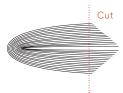
high resolution images

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

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.

Bleed (extend) out images/colour

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.





the visual guidelines

Separate pages

oage size e.g. 210mm

wide x 297mm high.

Set your page/s up

with a 3mm bleed.

down to the finished

Your page will be cut



SPEECH COMPETITION

riends or family? No - it doesn't happen. Beneath all that Being you is better than being popular. Justin Bieber, Kim real, day-to-day lives? Are they actually what they appear perfection there's a person just like you and me - unique Kardashian, Katy Perry, Taylor Swift - who are they? We all know that they're popular, but who are they in their to connect with them - like how you connect with your and individual in their own way. Being an individual is all that matters and is way more important than being to be? If you were to meet them, would you be able

an individual means you are your own person; you follow your own hopes and dreams, be who you want to be, and Who are you? What makes you the way you are? Being you are. But, being popular is usually about following a trend and doing what others want you to do. most importantly don't rely on others to make you who

what is good isn't. If you don't feel comfortable doing something, don't do it even if your friends are. A study by a psychologist in Australia found that many popular Moreover, sometimes what isn't good is popular and eenagers are disliked by the year group as a whole Be who you want to be. Don't let peer pressure force you outgoing, then be that, If "you" happens to be more of an introvert, then do that. But most importantly, you just have the same interests as you and you'll naturally make need to be you - I mean, what's the point trying so hard to fit in? If you be yourself, you'll find more people who how to act. Stay true to yourself, why hide it? If "you" happens to be the kind of person that is popular and riends, plus you won't have to pretend around them!

shining star and the next, a nobody. Do you remember the little boy in the movie "Home alone"? What happened Popularity is short lived. One day you could be the bright,

to all that popularity?Where is his popularity now? See -this is what popularity is all about - vanished in seconds! popularity. While being popular is instant and short-lived, individuality is eternal. So, don't let popularity define you. He is still there, but living with his individuality - not because it definitely won't last long. In today's society individuality is praised. For example, the fast-paced innovation happening all around us is caused by the inventor's individuality. Their strife to create, in agine, then construct something nobody's ever heard of and persevering when it doesn't work - that's all in modern advances and once again individuality shines on top of popularity. In fact, without individuality we would be nowhere. All of us doing the same thing, acting in the never going anywhere. Whereas being an individual and inding yourself takes you place giving you opportunities their individuality. Without it, we would have made no

want to play, say things you believe in - not what others like to hear. Don't be afraid to do what you feel like doing because there's only one you and one life so you got to

second, listen to how you feel about the dare you to listen to yourself for one life your leading - is it really what you

dare you to find yourself, it might sound a little cheesy but try, dig deep and I promise you'll find something.

I dare you to just be who you want to be - it's time to

Rutu Hebbal, Y9



15 - 30 mm from the

page edge.

quiet zone area

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(06) 759 8957 | (0800) 846 337

68 Vivian Street, New Plymouth 4310 tgmcreative.co.nz

design brand marketing web print signage