

Your proofs are coming!

This article is for all schools who receive paper proofs. YTO schools don't have to read it. Proofs will be coming your way any day now (or may already be here). We just want you to be prepared. Here are some things to remember. If you think you have seen some of these tips before, that is possible. Treat these as a gentle reminder.

- 1) Please return proofs within three days of when you get them.** We know this is tough but proofs are at the point in our production cycle where, if we get them back promptly, we can get your pages printed.
- 2) Check your mail during the holidays.** If you are staying in town during your winter break and can stop by school to check for incoming proofs, please do it. It will help the plant (and your book's production) if those proofs get back to us quickly, rather than letting them sit in the office until after the turn of the next millennium.
- 3) Return all proofs together.** If you get 32 pages in a batch of proofs, please return all 32 pages together. Sending them in separately could cause a production delay on your book. Please, keep the proofs together.
- 4) Make sure to return proofs even if no corrections are needed.** If you don't send them back, we won't know if they are OK or not. And make sure to check the box on the back of the proof that says, "No Corrections Needed" before you send them back.
- 5) Mark things clearly.** One of the biggest problems we face in correcting proofs is understanding your corrections. Please mark the proof clearly. If necessary, attach a separate sheet (staple it to the proof) with explicit instructions. Many times we will receive proofs that just have pictures circled and no directions on what we are supposed to do with them. Spell it out as clearly as possible. Our plant people are very intelligent but you have to communicate your changes clearly.



You need a system to handle the proofs when they get to you

For a proof system that works, try this:

Day 1— Staff members who did the pages review them. They primarily check for content.

Day 2— Specific staff members with an eye for detail go over the pages again. They primarily check for typos and name misspellings. Pages are then handed off to one student (someone good with the computer) to input them into your pages. I call that person the corrector. (Cool name, don'tcha think?) The corrector makes 75% printouts after corrections are made and passes those to the adviser.

Day 3— The editor-in-chief and adviser give the proofs one last look. If any mistakes are made, they go back to the corrector for changes and a reprint of the page to attach to the proof. The corrector then saves all corrected files back to a disk and staples the new 75% printout to the proof. The adviser mails them to the plant, on time.

Notes for the corrector

Use this method to correct your Yeartech Proofs and you will find that your corrections get made, your pages look the way they are supposed to look and your book arrives on time.

When the proofs arrive

Have the corrector copy all the CDs or Zip disks into the correct folder. Inside your 2007 Yearbook folder that was created when Yeartech 2007 was installed you will find a folder named Profin. Inside this folder Yeartech has already created separate folders for every batch of prints. Copy the entire batch of pages into the correct folder. On each disk, with the diskette window open, choose Select All and drag the pages to the correct batch folder on your hard disk. Once the corrections have been made, recopy the files from the hard disk on the computer back to the same floppy or Zip disk you received them on. When you drag them to the floppy you will get a dialog box asking you if you want to replace the files on the floppy disk. Just click yes and you will be ready to send the disks and proofs back to the plant in a timely fashion.

Send it all back

After you copy the files, make sure you send all the proofs back to us, not just the computer files. Make sure to mark on the back of each proof whether corrections were necessary or not. If there were no corrections necessary then we can put that page into production immediately.

