

Yearbook **Completed Spread Check List 2010**

All names are marked for index
White space goes to the outside (no trapped white space)
Spell check (Ctrl I)
The page # is correct (odd number used) and has three digits (003)
Photo credits for every photo (6pt ALL CAPS bottom right of pic)
Closed all quotes
Action of the photos are going to middle of spread
Mugshot heads are the same size
Dominate photo=2x bigger than next biggest photo
Captions don't start with names
Classification comes before each name in a story or after the name elsewhere set off with commas (ex. James Down, 10, found ...)
Byline for story is included and reads (by is not capitalized) (grey and italic)
All captions have a title/teaser and use BANQUET
Captions touch photo they describe
Periods @ end of sentences – no periods at the end of phrases
No borders on pics except mug shots (mugs have .5 blk border)
Spell names correct– look @ name book (check grade)
No duplicated people in quick reads – check shipped pgs or name book
No floating heads – use border on mug shots
Stories in past tense – captions in present
Zoom in on all lines to make sure they are clean
Numbers 1-9 are spelled out all others use the numeral
No missing Links
All elements are properly on the grid
Reds are "All American" red
Greys are correct
The action of the caption is in present tense – the rest is in past
Highlight names used on the wall for recordkeeping
All filler text is omitted
Teasers are not "Teaser goes here"
Caption teasers do not start with ing verbs
Captions are four grids wide
Photo credits are in all caps and in NAME NAME PHOTO format
Photo credits do not touch photo but are one point away from the picture
All elements are inside the outside margin
All dates are abbreviated
Class names are not capitalized
Freshman/Freshmen is used correctly Sophomore is spelled correct
Borders are used on quick read photos
The story (except quotes) are in past tense
Captions do not start the same way
Mug shots do not face the camera
Use a dash after each caption title w/no space before (CAPTION- Sample)
Words in headline connect to dom photo
Caption teasers are in red