



# The Beauty of Using Templates

from your Jostens representative, Scott Geesey

*Why make your yearbook job more difficult than it needs to be? Simplify your effort by using or creating templates, then using them repeatedly in particular sections. Here are some tips...*

**1. Use a Jostens Page Surfer:** *Grab the Page Surfer book and check out the hundreds of ready-made templates for your use. Find one that suits your purposes, then easily drop it on a page or spread and start placing images and text.*

**2. Start with a Page Surfer, then change it:** *If you find a Page Surfer that's close to what you're envisioning, put that design on your page, then change the elements to what you wish. Delete some items, add or design new items, etc. Then Save the design as a Template (software users, don't save as a Publication) for your use over and over. Simply open the template, be sure the page numbering is correct, then place your images and text. Save, then move on to the next page or spread and open the template again for further use.*

**3. Create your own templates:** *Start from scratch if you like a create a template design to use in a particular section, then Save it as a Template to use over and over again on pages in that section.*

**4. Same template, different look:** *A common practice is to use the same template design on pages or spreads in a particular section, but juggle the elements on the next page or spread. Same elements, same basic look, different placement. Check the Page Surfers, often you'll find templates with the same elements but in different places. Software users, use the Page Enhancer button on the YearTech toolbar to start with a template but flip the elements around to give a new look with the same items.*

**5. Use the exact same template over and over:** *In a particular section why not use the same template? To reduce any feeling of monotony, on each spread slightly adjust some elements: make the dominant photo box more vertical than horizontal, swap two elements on a page, etc.*



**6. Remember Scott's "Three MPs":** *As you use or create your templates, see if you can add More Pictures of More People on More Pages.*

**Simple Rules to Make Your 2007 Yearbook GREAT!!**