

TOPICS AND KEYWORDS

As you create your yearbook ladder, you will designate a “topic” for every page in the yearbook. These page topics will ultimately become an organizational tool for all the photos you upload to use in your book.

Would you like to save yourself tons of time when working with photos on your yearbook pages? Taking a few minutes to tag photos as you upload them will make it much faster and easier to find the photos you need as you’re working on pages.

With Herff Jones’ Y Online, you are able to associate photos with topics, names and keywords to best determine where they belong in the book.

The three types of tags are:

TOPICS

- Designated by the adviser/editor
- Broad categories to match your yearbook ladder (every page topic has an image topic)
- Helps determine where to use photos in the yearbook

NAMES

- Master list of names to aid in spell checking names (available once adviser uploads name list into the system)
- Used to identify people in the yearbook

KEYWORDS

- Added by any user
- Used to describe a photo in detail (where it took place, the occasion, etc.)

Topic and name tags should be used often, while keywords should be used more sparingly.

Topic examples:

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|-------------------------|----------------|---|
| • Student Life | • FBLA | • Soccer (Girls) |
| • Academics | • Lunch period | • Swimming |
| • Sports | • Musical | • Track (Boys, Varsity) |
| • Clubs/Organizations | • Art festival | • 8th grade (do one for each grade level) |
| • Father/Daughter dance | • Homecoming | |

Keyword examples:

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|------------------------|--------------------------------------|
| • 1st grade bake sale | • State finals |
| • Book fair volunteers | • Folio cut out photos |
| • Senior signatures | • Student Government Fall Fundraiser |
| • Zoo field trip | • Talent show winners |
| • Powder Puff game | • Spring carnival dunk tank |

