ADVISER ASSISTANCE

VARSITY YEARBOOK

Ensure Accuracy

The reference section is likely the most viewed part of the yearbook because it includes important records, group photos and stats that document the school year. If you save this section for your final deadline, here are some tips to ensure all the information is accurate and complete:

- **Stay informed:** Assign staff to keep in touch with coaches and sponsors for updated team rosters, scores and news. Monitor social media, follow announcements and connect with members to keep everything current.
- **Check your labels:** Club and team photos should list all pictured and non-pictured students. Check out this reference guide as you begin building.
- **Double-check all facts:** Ensure names, dates, statistics and other details are accurate. Any discrepancies can impact the historical value of the yearbook.
- **Create your colophon:** The colophon provides technical details and allows your staff to explain the theme or creative process. Use the checklist to ensure you cover everything.
- **Fill the gaps:** Add talking heads from club presidents or sports captains to group photos. Highlight any records or notable achievements, and ensure every team or group receives equal attention. Find extra coverage ideas from *Portfolio*.
- **Start building the index:** The index helps readers find where each student is featured. Use eDesign's Index Builder to simplify this process.

Be sure to check out additional resources in the Coverage section on YBD for more guidance as you finalize the reference section.

eDesign Tip of the Week:

These **keyboard shortcuts** can help save the day as you finish your index in eDesign.

Shift+I lets you ignore one or more entries.

Shift+C lets you combine two or more entries.

Double-click to edit an index entry.

The Undo button will let you quickly recover from a mistaken ignore or combine action.

Need to rewind? All previous Adviser Assistance emails are available on their own page.