

USER GUIDE

DESIGN QUICK START

READY TO BUILD YOUR YEARBOOK?
JUMP IN AND GET STARTED.



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DISCLAIMER: eDesign is an online software platform. It's constantly evolving and being updated regularly. If something looks different when you go online, the Help menu is there for you. We're proud to keep growing this state-of-the-art yearbook platform.



*We know
you've got this!*

This guide walks you through the steps to set up eDesign. The accompanying videos are available in eDesign's Help menu.

If you need assistance, our tech team is happy to help. You can reach them weekdays at 877.362.7750 or ybk.link/techsupport anytime.

WHERE TO START

KNOW YOUR eDESIGN SUPPORT

BOOKMARK **YEARBOOK.HELP** FOR eDESIGN HELP SITE

You can find eDesign tutorials and guides to support each step of learning and using eDesign.

- **eDesign Curriculum:** Set of eight lessons designed to give students a strong understanding of eDesign and familiarize them with many of eDesign's features.
- **Video Tutorials Library:** Provides access to all the video tutorials that cover eDesign's features.
- **PDF Guides:** Available for staff setup, next-level design and strategies for successful deadlines.

TUTORIALS & GUIDES IN eDESIGN HELP

Search **Help** to access these support materials and more.

BRIEF VIDEO TUTORIALS

- Setting up your staff
- Import Name List
- Creating Topics
- Assigning Topics and Sections
- Creating Deadlines
- Assigning Deadlines to Pages
- Activating from Catalog
- Activating Fonts
- Adding Color Swatches
- Creating Character Styles
- Setting Page Design Preferences
- Customizing Your Folio
- Creating Templates and Mods

DETAILED GUIDES

- Creating Topics with the Folio
- Assigning Staff to Pages
- Filtering the Ladder
- Moving Spreads
- Formatting Text
- Customizing Your Folio
- Planning Strategic Deadlines
- Creating Colors
- Templates and Mods



DISCLAIMER: As technology evolves, our support and resources may change. Be sure to check online regularly for the most current eDesign tools, updates and resources.

LEARNING THE BASICS

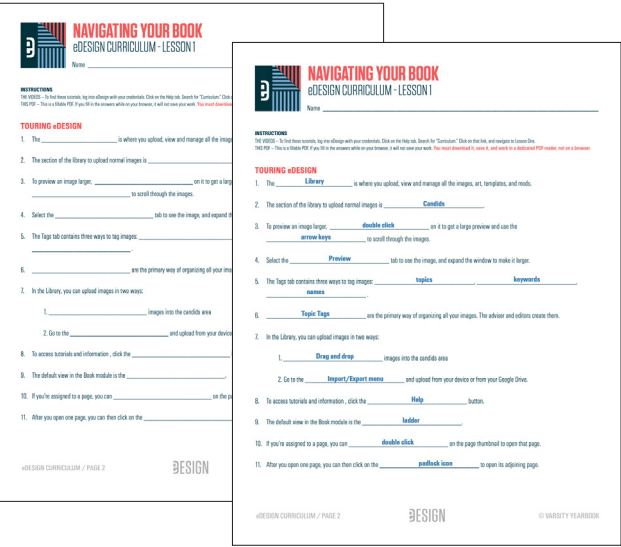
Gaining a foundational grasp of eDesign’s interface will help you feel more comfortable, and it will help your work on the start-up tasks be more efficient.

TASKS TO ACCOMPLISH

- Watch “Navigating Your Book” and “Using the Image Library” in eDesign Help
- You can save the other lessons for later, but watching these now will lay a foundation for you

WHERE TO FIND

- Click the **Help** tab in the navigation panel to open the Help widget.
- Select **eDesign Help and Curriculum**. The Help site will open in a new tab.
- Click **eDesign Curriculum**. Watch the tutorials in Lesson 1 and Lesson 2.
- Use the curriculum videos to build a foundational understanding of eDesign. The lessons are organized in a scope and sequence that develops skills step by step.
- Download the guided notes included with each lesson. Use them for note-taking and practice as you and your students work through the tutorials.

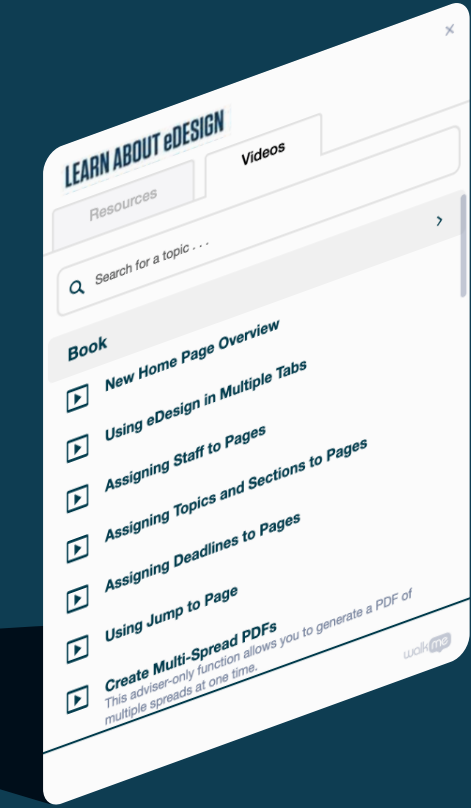


FOR ADVISERS: Answer keys are available in the Help widget. Search for “answer key” to access the PDFs, with answers shown in blue. These resources are available only to advisers.

ADDITIONAL TUTORIALS FOR LATER

In addition to the curriculum, eDesign includes more than 90 video tutorials covering a wide range of topics and skill levels. Advisers can access them through **Help > Videos**, where tutorials play directly in eDesign, or through **Help > eDesign Help & Curriculum > All Video Tutorials**, which lists all videos on one page for easy reference while working in another tab.

Using these tutorials throughout the year helps reinforce instruction, provide quick support when students need it and encourage independent learning as staffs build more advanced skills.



SET UP STAFF

Setting up your staff is an essential step because it gives students access to this year’s publication and establishes their roles from the start. Doing this early creates clear expectations, streamlines workflow and allows everyone to begin working in eDesign as soon as production starts.

TASKS TO ACCOMPLISH

- Watch “Setting Up Your Staff” in eDesign Help
- Grant returning staff members access to this publication year
- Update roles from staff to editor as needed
- Remove former staff members
- Create logins for new staff members

Add Staff

*First Name:

Minlie

*Last Name:

Mouset

Email:

*Username:

create username

a-z lowercase only

digits 0-9 and hyphen(-)

min 5 characters and max of 30

*Validate with:

Email

Temporary Password

*Temporary Password:

create password

minimum of 16 alphanumeric characters with standard special characters (no spaces) only good for a one-time log-in for account setup

*User Role:

Staff

Can edit all pages

Business Permissions:

No Access

Project Access:

☒ 2026 YEARBOOK-MAINBOOK

☐ 2025 YEARBOOK-MAINBOOK

☐ 2024 YEARBOOK-MAINBOOK

☐ 2023 YEARBOOK-MAINBOOK

☐ 2022 YEARBOOK-MAINBOOK

☐ 2021 YEARBOOK-MAINBOOK

Cancel

Add Staff

CREATING SECURE PASSWORDS: For improved security, users are required to create a password with at least 16 characters.

Passwords may include any combination of letters, numbers or standard symbols, with no requirement to include specific character types. The password can be all letters, all numbers or a mix of both.

It may be helpful to think of the password as a passphrase — something longer but easy to remember. Examples include BrittanyLions346 or Ben-Plays-Third-Base.

SETUP IN eDESIGN

ADDING NEW STAFFERS

- Enter the staff member’s name.
- Create a username and password. *Because usernames must be unique, it can help to include your school’s job number, such as josegonzales2673.*
- Change the role to editor or adviser if needed. If adding an adviser, enter their email address.
- Check the box to allow the user to edit all pages, if appropriate.
- Check the box to give the user access to this year’s book.
- Record the username and password or take a screenshot for your records, then click **Add Staff** to save and close the window.

UPDATING STAFFERS

- Click **Settings** in the menu bar. Advisers will open directly to Staff Setup.
- Click a staff member’s name and select **Edit**.
- Check the box for this year’s book to give the student access.
- Change the role from staff to editor.
- Auto-assign the student to all pages as necessary. *You can remove later on.*
- Click **Save Changes** to return to setup.

DELETING STAFFERS

- Remove former staff members by clicking their name.
- Select the red trash can to delete.

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IMPORT A NAME LIST

Importing a name list into eDesign allows you to promote your book, keep up with coverage and so much more. You can use the Name List to do the following:

- Use Tag Wizard or manually tag faces with names
- Search for photos by tagged names
- Spot misspelled names and quickly correct them
- Put text under the photo with tagged names
- Create captions for group photos with the names in row order
- Monitor coverage, both frequency and location
- Include names in the index and coverage data even if you don't put names on pages
- Export a not-pictured list to paste on pages
- Add coverage and sales data to Send and Sell messages
- Send sales emails through Sales Assist
- Accurately combine names in the index

TASKS TO ACCOMPLISH

- ☐ Get your name list with parents' email addresses from your front office.
- ☐ Watch *"Importing the Name List"* in eDesign Help
- ☐ Import your name list into eDesign

REQUIREMENTS

- Format as an Excel spreadsheet (.xls or .xlsx) or a comma-separated text file (.csv). If your names include accent marks, use an Excel file.
- The name list should have separate fields for each piece of data listed below:
 - First name: required for all name lists
 - Last name: required for all name lists
 - Grade: required for all name lists
 - Student ID#: optional but strongly recommended
 - Teacher: (optional) a teacher designation (e.g., homeroom) can be helpful
 - Parent email address(es): required for using Send and Sell and for participation in Sales Assist, can include up to three email addresses

IMPORTING THE NAME LIST

Before you can use Name Check, captions and coverage tools, you'll need to import a Name List into eDesign.

1. **Open the Name List tab in eDesign.**
2. **Go to Import/Export and select Import List.**
3. **Click Select File and browse your computer to upload an Excel or CSV file.**
 - Choose whether you are importing a student list or a faculty and staff list.
4. **Map your spreadsheet columns to the correct eDesign fields.** The required fields are first name, last name and grade.
 - Map the first name column to Official First Name.
 - Map the last name column to Official Last Name.
 - Map the grade column to Grade.
 - You may also map additional fields, such as student ID or parent email, if desired.
5. **Click Next to review your selections.** Check the confirmation screen to be sure each column is mapped correctly.
6. **Click Import Data to complete the upload.**
7. **Review the success message, which confirms how many records were added or updated.**
8. **Click Close to return to the Name List, where the imported names will appear in the table.**



TROUBLESHOOTING: If your front office questions your need for the student list, provide them with our FERPA policy or PIPEDA/FIPPA policy if you're in Canada. These explain how Varsity Yearbook follows laws related to using student information. Find them at [ybk.link/book-sales](#).

ADJUST PAGE SETTINGS

Setting page design preferences up front allows eDesign to apply them across the book, giving your staff a clear framework while still allowing you to make updates as needed throughout the year.

TASKS TO ACCOMPLISH ☐ Watch *"Setting Page Design Preferences"* ☐ Adjust your page design preferences

Page Layout

1 Page Margins

Top3p0Bottom5p0Inside1p0Outside3p0

4 Columns

Columns per Page1Column Spacing1p0

Grids & Guides

Display:

5Page Grid6Swiss Grid

Grid Size:

71 Pica1/2 Pica1/4 Pica

Snap:

8Snap to Grid

Additional Settings

3Enable Adobe image editor

11Staff users can activate Catalog assets

10Placeholder text in new frames

2Spread Controls

Default to Spread Controls

Default to single-page controls

- 1 **Page Margins:** Do not adjust page margins unless you have a specific, well-planned reason. Always consult your CSA or rep before making changes.

2 **Spread Controls:** Choose whether you want to select single pages or entire spreads in the ladder. You can toggle this setting on or off directly in the ladder at any time.

3 **Adobe Express Integration:** eDesign is integrated with Adobe Express by default. Deselecting this option disables Adobe Express access for all users, including advisers and staff.

4 **Columns:** By default, pages use a single-column layout, meaning no column frames appear. If you plan to use column-based design throughout the book, adjust the settings here.

5 **Page Grid:** The page grid is turned off by default. If you prefer designing with a grid for precision, you can enable it here for all spreads. You can also toggle it on or off while working on individual pages.

6 **Swiss Grid:** The Swiss grid is also off by default. Enable it if you plan to use Square One resources or prefer grid-based design with rails.

7 **Grid Size:** Catalog templates and mods are built on a 1/2-pica grid. If you plan to use Catalog assets or design with the Swiss grid, it's best to keep the grid set to 1/2-pica.

8 **Snap to Grid:** This feature helps align elements to the grid. You can turn it on or off while working on a page.

10 **Placeholder Text:** By default, text frames are filled with placeholder text, or Lorem Ipsum. Without it, text frames will be invisible after you click off them.

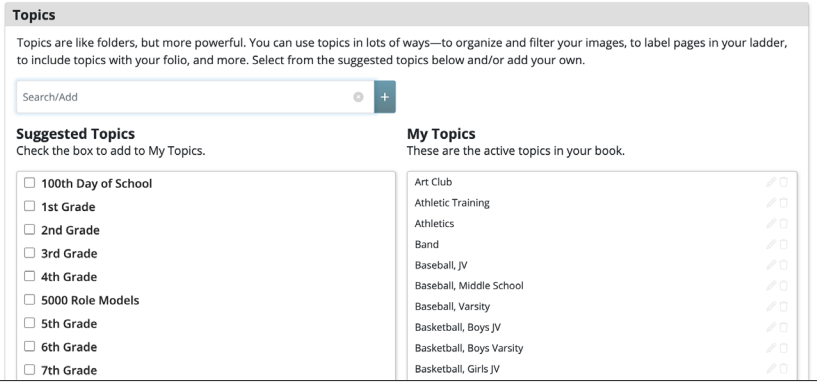
11 **Catalog Access:** By default, only editors and advisers can access the Catalog. Enable this setting if you want staff users to view and activate Catalog assets.

CREATE YOUR LADDER

The ladder is your page-by-page plan, a roadmap for organizing your book’s content. Planning your ladder establishes the organizational structure of your book and helps ensure you’ve planned pages for everything you want to include. You’ll decide which topics to cover, how to organize them and then assign sections and topics to specific pages.

TASKS TO ACCOMPLISH

- Watch “Creating Topics” and “Assigning Topics and Sections to Pages” in eDesign Help
- Plan your ladder by deciding which topics to include and how you want to organize this year’s book
- Create topics in **Settings**, which can also be used as sections
- Apply topics and sections to pages in the ladder



STEPS TO COMPLETE

1. **Plan your ladder using last year’s book as a reference.** For additional ideas or support, visit ybk.link/coverage.
2. **Create your topics in eDesign.** You can create topics in three places: Ladder, Library and Settings. *The most efficient place to start is in Settings.*
3. **Add, revise and delete topics.**
 - To add a topic, begin typing it in the Search/Add field. The search will filter both topic lists
 - To add one of the suggested topics to your list, simply check the box next to the topic, and it will be added to your list of topics on the right.
 - To create a new topic, type in the field and hit Enter/Return on your keyboard or click the plus icon.
 - To remove a topic from your list, click on its trash can.

CUSTOMIZE YOUR FOLIO

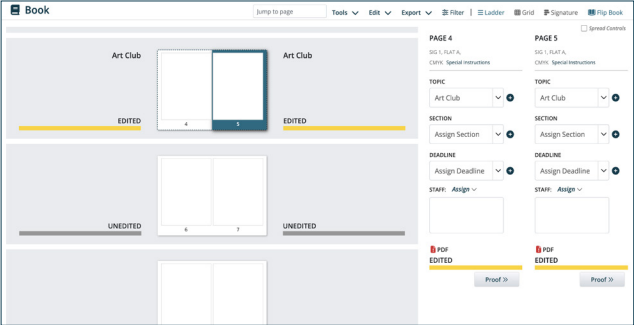
eDesign allows you to add Topics and Sections to your folio, the information that appears on each page. You set this up once, and eDesign automatically applies it across the book.

Before adding Topics, search eDesign Help for “Creating Topics with the Folio in Mind” to see examples and learn time-saving tips. When Sections are applied to pages, eDesign can pull them directly into the folio.

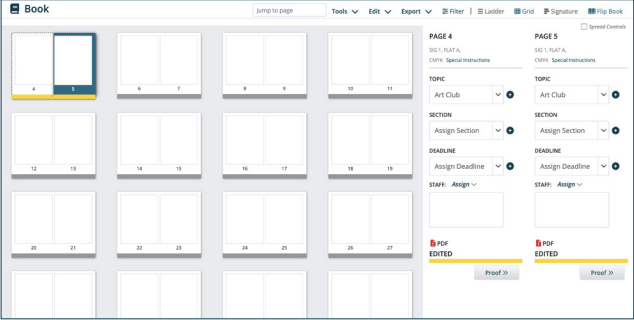
You choose the fonts during setup, then eDesign takes care of the rest. You can turn the folio off on certain pages or switch it between black and white as needed.

Pro tip: If you want your folio text to appear in all caps or all lowercase, type it that way when you create your Topics.

LADDER VIEW

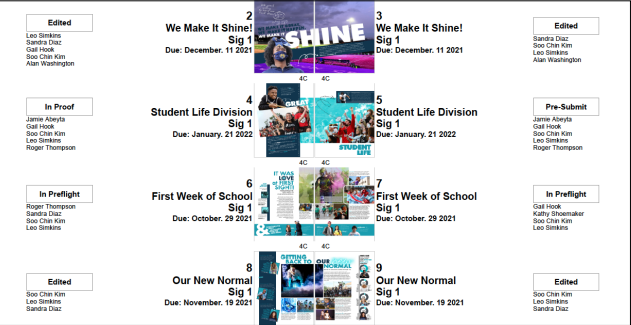


GRID VIEW

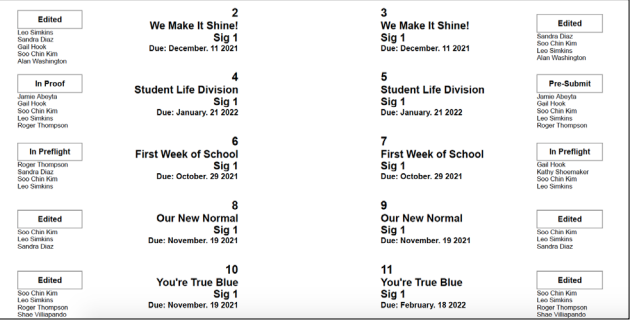


4. **Assign topics and sections to pages.** Open either Ladder view or Grid view. Topics and Sections can be assigned in both.
 - Select the page or pages you want to update.
 - Use Shift-click to select a range of pages.
 - Use Control/Command-click to select nonconsecutive pages.
 - With a page selected, start typing a Topic. The list will filter automatically as you type.
 - Choose the Topic from the list to apply it to the selected page or pages.
 - Apply Sections using the same steps. Sections are optional but help you quickly see how your book is organized.

PREVIEW OF LADDER WITH IMAGES



PREVIEW OF LADDER WITHOUT IMAGES



5. **Check to see if any topics are missed.** There are two ways to see if you missed any topics.
 - **Preview your ladder:** Go to the Export menu and choose to preview your ladder with images or without images. The preview opens in a new tab, where you can print it or save it to your computer.
 - **Use Jump To:** Type a topic into the Jump To field. If the topic has not been assigned to a page, eDesign will display a message letting you know if that’s the case.

PLANNING YOUR PORTRAITS

You can plan your portrait pages even before photos are ready by using one of these methods:

FLOW PLACEHOLDER PORTRAITS: Use your current enrollment numbers, and eDesign will calculate how many portrait spaces you need. You can also block out space for other content, so you know everything will fit.

USE LAST YEAR’S PAGE PLAN: Use **Import Portrait Flow** in eDesign to stage pages using the same portrait configurations from your most recent book with the flexibility to adjust class size and ladders. Work ahead with placeholders or flow in final portraits when ready.

PLAN YOUR DEADLINES

Planning early helps reduce stress and improve productivity. Assigning a deadline to every page in the ladder lets you spread work throughout the year, quickly identify missing or overloaded deadlines and clearly communicate due dates to staff in eDesign.

TASKS TO ACCOMPLISH

- ❑ Watch “Creating Deadlines” and “Assigning Deadlines to Pages” in eDesign Help
- ❑ Plan a production schedule with deadlines that allow time to complete and proof pages before submission
- ❑ Enter your deadlines in **Settings**. *These deadlines guide your staff, while plant deadlines remain the official submission dates.*
- ❑ Apply your strategic deadlines to pages in the ladder

Deadlines

Plant Deadlines (all dates are Mondays)

Ship Date

Total Pages
256

Date	
March 16, 2026	46
April 06, 2026	58
May 04, 2026	56
June 01, 2026	56
June 22, 2026	40

Staff Deadlines

Total Pages Assigned
0

+ Add

Date	Number of Pages Assigned	
January 26, 2026	0	
February 23, 2026	0	
March 30, 2026	0	
April 27, 2026	0	
May 25, 2026	0	

Add staff deadline dates to manage page production and to spread out the work. These deadlines don't need to coincide with your plant deadlines, but be sure your staff deadlines allow you to meet your plant deadlines.

STEPS TO COMPLETE

- Plan your production schedule.** Create strategic deadlines that give you enough time to complete and review pages before submission.
- Enter deadlines in eDesign.** Go to Settings > Deadlines.
 - Plant deadlines appear on the left for reference.
 - Enter your strategic deadlines on the right.
- Assign deadlines to pages.**
 - Open **Book view**, click a page and select a deadline from the drop-down menu on the right. *Use Shift-click to select a range of pages or Command/Control-click for nonconsecutive pages.*
 - Use Filter > Deadline > No Deadline to find pages without deadlines.
 - Filter by a specific deadline to see how work is distributed and identify overloaded or underloaded deadlines. The page count appears in the corner.
 - You can also review deadline totals in Settings > Deadlines.

MAKE A PLAN

Planning your year early helps keep production organized and low stress. A clear plan gives you time to edit, problem-solve and produce your best work.

- **Create mini-deadlines:** Break the year into smaller deadlines so work is spread out and editing time is built in.
- **Set early due dates:** Schedule page deadlines ahead of plant deadlines to allow time for revisions and polishing.
- **Plan backward:** Start with your final deadline and work backward to create a realistic timeline.
- **Create a routine:** Develop a consistent production routine to keep your staff focused and on track.

Pro tip: Search for “Planning Strategic Deadlines” in eDesign Help to learn more.

ASSIGNING STAFFERS

Assigning pages at the start of the year helps create clarity, consistency and accountability for your staff. While some advisers assign pages as the year progresses, assigning all pages up front offers several key advantages.

- **Improve content quality:** Staff members take ownership early, leading to stronger coverage and more thoughtful content.
- **Prevent missed pages:** Every page has a clear owner, reducing the risk of forgotten or rushed work.
- **Clarify expectations:** Early assignments create clear communication and shared responsibility.

TASKS TO ACCOMPLISH

- ❑ Create a coverage plan for how photos, interviews and details will be gathered throughout the year
- ❑ Assign coverage ownership
- ❑ Watch “Assigning Users to Pages” in eDesign Help
- ❑ Assign specific pages to staffers in eDesign

PAGE PERMISSION LEVELS

- **Edit:** Allows a staff member to work on a page without making them responsible for creating it. Their name does not appear on the ladder.
- **Assign:** Gives the staff member editing access and indicates they are responsible for creating the page. Their name appears on the ladder.



WARNING: Removing Edit access also removes page responsibility. If you uncheck Edit for a staff member, they will lose editing rights and any page assignments tied to that access.

TOPIC

Assign Topic

+

SECTION

Assign Section

+

DEADLINE

Assign Deadline

+

STAFF:

Assign

▼

Edit	Assign	Staff
☐	☐	Varsity Adviser
☐	☐	Varsity Editor
☐	☐	Varsity Photographer
☐	☐	Varsity Staffer

ASSIGNING YOUR STAFFERS

These steps give you a quick overview of how to assign pages, manage editing rights and clearly define staff responsibility in eDesign.

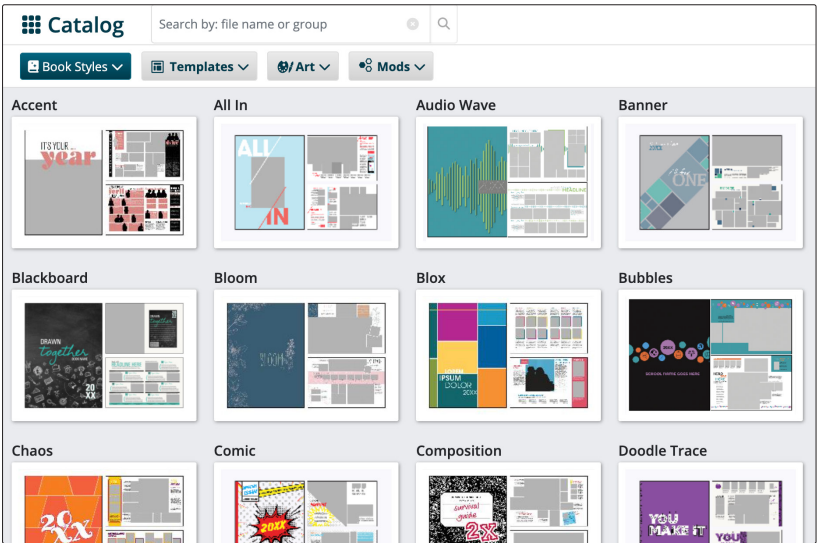
- Select the page or pages**
 - In the **Book tab**, select pages and open **Assign**.
 - Select one or more pages, then open the **Assign panel**.
 - You'll see two columns: **Edit** and **Assign**.
- Give editing rights**
 - Check **Edit** to allow a staff member to edit the page without assigning responsibility.
- Assign responsibility**
 - Check **Assign** to make a staff member responsible for the page.
 - Editing rights are applied automatically and the name appears on the ladder.
- Set global editing access if needed**
 - In Settings > Staff Setup, select **Can edit all pages** to give editing rights to all pages without assigning them.

EXPLORE THE CATALOG

Using the eDesign Catalog makes page design easier from the beginning. Starting with templates gives students a clear structure, keeps pages consistent and lets you focus on content instead of building every design from scratch.

TASKS TO ACCOMPLISH

- ☐ Watch “Using the Catalog”
- ☐ Explore the Catalog options
- ☐ Activate a Book Style, templates, mods, etc.



AVAILABLE OPTIONS

- Book Styles:** A one-stop shop for fast, fun yearbook design. Each style includes a coordinating cover, layouts, mods, art, fonts and colors. Customize as needed or use as-is. Activating a style loads all assets into your book.
- Templates:** Dedicate time to exploring this part of the Catalog. The design options make building your book easier and more flexible. From guided layout lessons for your new designers to collage templates and ad designs, there are lots of options. Covers are available to place, add your school details and adjust to your page count and spine size.
- Mods:** Modular design pieces help you quickly build full spreads. Create and save reusable elements like headlines and copy packages to create your own mod library.
- Art:** Activate artwork for your book or create and search for additional graphics in Adobe Express.

SQUARE ONE

Our grid-based layout system makes it quick and easy for students to learn the fundamentals of design. Its modular approach helps spreads come together while using spacing and hierarchy.

- Templates:** Full, predesigned spreads built on Square One principles give you instant structure and hierarchy. Use them as-is or customize the fonts and colors.
- Separators:** Separator templates set the grid and define spaces for each mod. They must align to the grid, and mods shouldn't cross them.
- Mods:** Mods are prebuilt units (photo packages, copy blocks, quote bars and features) designed to fit the Square One grid. Mix, resize and save them so multiple students can work on a spread at once.
- Design Minis:** Design Minis are five-to-10 spread collections built from Square One templates. They show how different visual styles can live within the same structure and workflow.

Pro tip: Head to “Square One” in the eDesign Catalog to view available options.

MAKE FONT SELECTIONS

Making the font choices early helps create a cohesive look and prevents last-minute design changes. Selecting and activating fonts ahead of time in eDesign ensures consistency across pages, simplifies collaboration for your staff and keeps your book looking polished from start to finish.

TASKS TO ACCOMPLISH

- ☐ Make initial design and font choices
- ☐ Watch the “Activating Fonts” tutorial
- ☐ Activate selected fonts in eDesign
- ☐ Review and finalize your font style guide
- ☐ Create character styles

STEPS TO COMPLETE

- Open the Fonts menu.** Head to Settings > Design Styles > Fonts.
 - This area controls which fonts are available to everyone working in your book
- Preview and review fonts.** Click a font name to preview it in the pane on the right
- Search and filter fonts.** Use the search field to filter fonts by name or font style
 - Filter by font style, such as Script, to narrow the list further.
- Activate and deactivate fonts.** Use the checkbox to the left of a font name to activate or deactivate a font.
 - A checkmark indicates the font is active and available in your book.
 - Fonts currently in use cannot be deactivated.

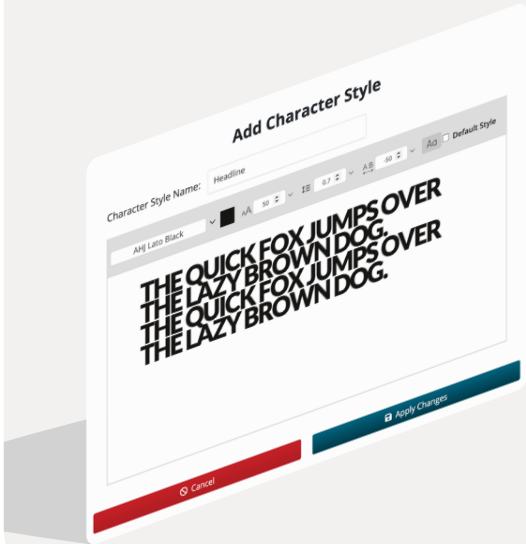
! FONT OPTIONS: Use the Font Book to view all available options. To explore Varsity’s collection of nearly 900 typefaces, refer to the printed font guides in your kit or visit ybk.link/font-book.

CREATE CHARACTER STYLES

A character style is a saved set of text attributes you can apply in one click — font, size, color, leading, kerning, alignment and more. Change the style once and every instance updates automatically.

- Design before you define:** Open Practice Pages or a blank spread and experiment with text. Create samples for Headlines, Subheadlines, Body Copy, Captions, Bylines and any other text you plan to use.
- Print it out:** Be sure to sample your fonts on paper to ensure you’re happy with sizes.
- Document your choices:** As you test formats, take notes on which combinations you want to turn into official character styles. Create a Style Guide for every staffer to be aware of these final design decisions.
- Build your styles:** When ready, go to Settings > Design Styles > Character Styles. You’ll find several starter styles to help you begin. These are fully editable. Rename them, adjust their settings and add new styles to match your book’s needs.

Pro tip: Search for “Creating Character Styles” in eDesign Help to learn more.



SELECT YOUR COLORS

Choosing the correct colors early helps establish a cohesive look and prevents inconsistencies later in the design process. Thoughtful color selection also ensures that your on-screen designs translate well to the final printed product.

TASKS TO ACCOMPLISH

- Review the Color Poster from your kit or other printed color materials
- Choose the main colors you plan to use throughout the book
- Watch “Adding Color Swatches” in eDesign Help
- Add colors to eDesign

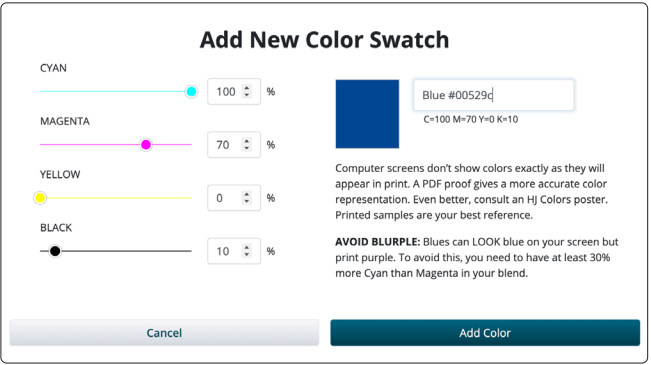


COLOR POSTER FROM KIT: Your kit includes color posters in both gloss and matte finishes, with the same colors shown on black and white backgrounds. Because colors can look different depending on the background and surrounding colors, always consider how they could interact with others when making color choices.

USE YOUR COLOR POSTER

Before you create colors, start with printed color references, like your Varsity Yearbook color poster. Printed materials are more accurate than screens because printing uses ink while screens use light.

A color that looks right on a computer may look different once it's printed. Because of this, you should never choose final print colors based only on what you see on a screen.



CREATE A COLOR FROM A PRINTED SWATCH

Use when selecting colors from a printed guide with CMYK values.

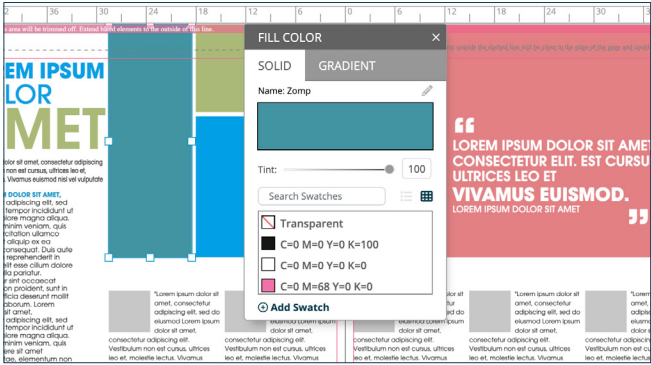
- Find the CMYK values on your printed swatch from the Color Poster
- Go to Settings > Styles > Colors
- Click Add
- Enter the CMYK values exactly as shown
- Click Add Color to save it

CREATE A COLOR WHILE WORKING ON A PAGE

Use when you want to add a color without leaving your page.

- Click the Fill Color icon in the Control Panel
- Click Add Swatch in the window that opens
- Enter the CMYK values
- Click Add Swatch to save it

USE STYLE WIZARD: Need to update colors throughout the entire book? Run Style Wizard to apply changes across pages, templates and mods all at once. You can also use Find and Change to update specific font styles, sizes and other formatting details quickly and consistently.



ADD A COLOR FROM A TEMPLATE

Use when you like a color that appears on a template or mod.

- Place the template or mod on a page
- With the arrow tool, click an element that uses the color you want
- Click the Fill Color icon in the Control Panel
- Click Add Swatch in the window that opens
- Click Add Swatch to save it

CREATE A GRADIENT

Use when you want to blend two colors.

- Select the object you want to color
- Open the Color panel, then choose Fill Color
- Switch the fill type to Gradient
- Pick your two colors to create a smooth transition
- Adjust the gradient stops to control how fast the color changes
- Change the angle to set the direction of the gradient
- To fade a color out, set one color stop to Transparency

KEY COLOR TERMS

CMYK

CMYK refers to Cyan, Magenta, Yellow and Black: the four colors of ink used in printing. These combine on the page to create almost any color. The numbers listed are always in CMYK format, so 50.40.30.20 would mean 50% of Cyan, 40% of Magenta and so forth.

RGB

Digital screens work in RGB light (red, green, blue) which combines to create all colors viewed through a screen and shows you approximately what CMYK colors are going to look like when they are printed.

HEX CODES

HEX codes are how colors are labeled for websites and online content. Since they are screen-based, they display differently than printed colors. CMYK-to-HEX converters can help with on-screen reference, but results are only approximations. For accurate printing, always rely on CMYK values from professionally printed color guides.

RICH BLACK

Not all black blends are the same. In printing, there are a couple that have specific uses.

- 100% Black:** Use this for all interior text. It prints sharper, keeps blacks consistent and can be tinted to create uniform grays.
- Rich Black:** Used mainly for covers and endsheets to create deep, solid black areas. It combines multiple inks (ex. 60.40.40.100) and should not be used on inside pages.

TRUE BLUE

“Blurple” is a term referring to the slide between blue and purple, where colors that look blue on screen end up more purple when printed. Magenta ink tends to be thinner than Cyan ink and runs more when it hits the page, meaning printed materials can look more Magenta than they do on screen.

To avoid this, make sure there’s at least a 30 percentage point difference between your cyan and magenta values. (ex. 100.70.0.7)

BUILD YOUR BOOK

Once your eDesign is set up, you can begin actively building your yearbook. This is the stage where planning turns into production and your school's story starts to take form on the page.

Early work establishes structure and direction, leaving room for growth as the year continues. Each page you create helps define the voice, style and story of your book.

TASKS TO ACCOMPLISH

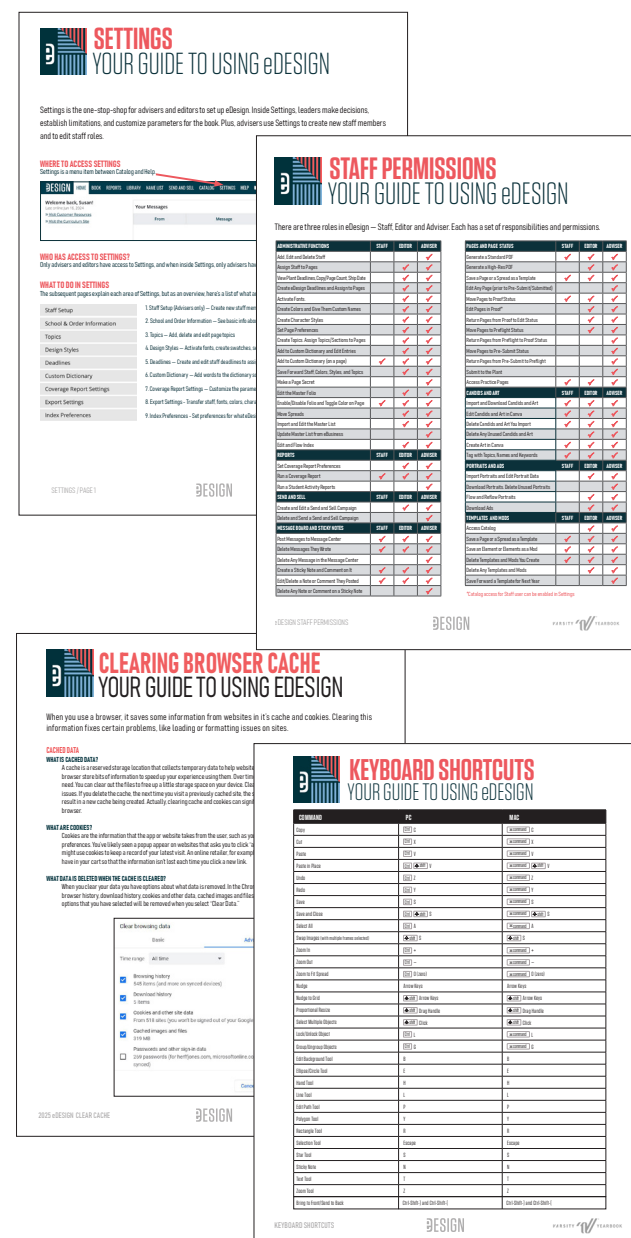
- ☐ Begin adding content to pages as it becomes available
- ☐ Collect and organize photos with topics throughout the year
- ☐ Develop layouts that support clear storytelling
- ☐ Use checklists available for proofing at ybk.link/checklists
- ☐ Create consistency by saving great templates and mods to be reused with tweaks
- ☐ Watch “Creating Templates and Mods” in eDesign Help

COVERAGE ESSENTIALS

Starting early and focusing on the essentials will help ensure your yearbook is complete, accurate and memorable — a book your school will be proud to share for years to come.

BASIC COVERAGE

- Title page
- Table of contents
- Individual portraits of students and faculty
- Coverage of all academic areas and sports
- Major events from throughout the school year
- Clubs and organizations
- Team photos for athletic programs
- Scoreboards showing opponents, wins and losses
- Bylines and photo credits
- Index



ADDITIONAL GUIDES: eDesign Help hosts a complete collection of guides designed to help you make the most of eDesign's powerful features. Each guide offers clear instruction and practical tips to support your workflow, build confidence and streamline the yearbook creation process from start to finish.

DISCLAIMER: As technology evolves, our support and resources may change. Be sure to check online regularly for the most current eDesign tools, updates and resources.

USE ADOBE EXPRESS

Since Adobe Express is available in eDesign, you can start creating eye-catching visuals right away. This is where ideas turn into polished graphics and your yearbook design comes to life. The built-in Adobe Express editor gives you powerful tools and ready-to-use templates that make designing pages, graphics and promotions fast and intuitive. Fonts, images and effects are all in one place, so every layout can stand out without ever leaving eDesign.

TASKS TO ACCOMPLISH

- ☐ Review resources in eDesign Help
- ☐ Explore Adobe Express tools and templates inside eDesign
- ☐ Create sample graphics or page elements to test styles and effects
- ☐ Use graphics to support your layouts and promotions
- ☐ Experiment with fonts, colors and layouts to be consistent with your theme

UNLOCK MORE TOOLS

Logging in with an Adobe education account is optional, but it unlocks additional creative tools. Adobe provides free education accounts, and setting one up only requires your school email. Once your account is created and you log in at Adobe.com, Adobe Express in eDesign will automatically recognize your account and open up more tools and creative options. If you want extra flexibility to explore, customize and experiment, this is the easiest way to expand what you can create.



SCAN NOW FOR SUPPORT: Find resources anytime in eDesign Help and on Yearbook Discoveries.



This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



The logo features a stylized white 'V' with a registered trademark symbol, set against a blue background. Below the logo, the words 'VARSITY' and 'YEARBOOK' are stacked in a white, sans-serif font. The entire central content is framed by a decorative border consisting of red and dark blue diagonal stripes that curve at the corners.

**VARSITY
YEARBOOK**