

Organization and Planning Assessment

Fill in the blanks.

1. A problem that plagues many yearbooks is the narrow range of students actually photographed throughout the yearbook. A good yearbook would be well-balanced and wouldn't have any bias in the final photos that end up in the book.
2. The number of pages you can fit on a signature is 16.
3. Even page #'s are located on the left hand side of a 2 page spread, while odd pages are located on the right hand side.
4. Business ads and grad ads are two great ways of selling space in the yearbook to raise money.
5. Deadlines should be completed at least 2 weeks from its actual due date.

Match.

- | | |
|--------------------------|---|
| A) Yearbook publisher | J) Follows instructions |
| B) Advisor | K) Edits photos |
| C) Editor | L) Proofreads written mistakes |
| D) Graphic Design Editor | M) Contracts ads |
| E) Copy Editor | N) Teacher sponsor |
| F) Section Editors | O) Company |
| G) Photography Editor | P) Motivates |
| H) Business Manager | Q) Student life, academics, sports, clubs |
| I) Staff Members | R) Creates templates |

A=O, B=N, C=P, D=R, E=L, F=Q, G=K, H=M, I=J

What piece of software would you use to design a page layout?

Adobe InDesign or Scribus

Why is it ideal to keep your files on an external harddrive?

Either:

- Because it is not dependant on a single working computer.
- You can move it to another computer.

My score:

/16

- 16 = You're really getting this stuff!
- 12-15 = Very good!
- 9-12 = Good work.
- 0-8 = You might want to try this unit again.