

- The yearbook total pages must be evenly divisible by 8. (So, 42, 48, 56 or 64 pages. This is a general printing rule.) Use extra pages as “Notes” or cut some of the current “Notes” pages to make this happen. I had to change font sizes often to make things fit the way I wanted.

To Prepare for Printing:

- Talk with your OD President to get input as to cover design and printing. The cover must be in color. It is always great if a graphic artist helps with the cover design. Talk with her about printing.
- No color photographs, images, clipart can be in the body of the yearbook. Must start off as black and white.
- No color on the email addresses. Often times the addresses will be blue. Select entire document and choose black for color of font. Some won't change; I don't know why.
- I ordered 150 for 2018-2019 and 135 for 2019-2020. I only had about 15 copies at the end of 2020. The President will ask for five or more. Executive Board gets two each. Each past President receives a copy in the USPS mail unless she is already receiving a copy as a current officer or chair. (Get help for current addresses.) Everyone named in the yearbook receives a copy at the September OD Council Meeting.
- The Yearbook is needed by the beginning of September. The OD President or Dean may want to handle giving the yearbooks to the Chairmen.
- Bring the yearbooks to the September OD Council Meeting to pass out. A table will be ready for you. Bring a sign. Some clubs won't be at the meeting; put their books in their mailboxes. This will also save the district on postage. I sold extras at \$5 apiece at meetings.

Updates:

- Be ready for lots of updates. Add to monthly lists ready to give to the Executive Board.
- Keep a running list to help you with the next year's yearbook.

Clubs Who Have January to December Calendar:

- In December, contact Laguna Niguel Woman's Club, San Clemente Woman's Club and San Clemente Junior Woman's Club. They need to give you their brand-new slate of officers. (info only: San Clemente Juniors is not really a “juniors” club.)
- Type the new information from these three clubs on one page; give to the Executive Board and have copies available at the next O.D. function.