

Layout Checklist

MYP 5: Yearbook Design

Page Numbers \_\_\_\_\_ Spread Headline \_\_\_\_\_

Name of Designer:

Name of Reviewer:

<p><b>Headlines</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Dropped in</li><li><input type="checkbox"/> Every word is spelled out (no abbreviations) and spelled correctly.</li><li><input type="checkbox"/> Use Font AYT Elegance (try for 80 point size—you may have to make it smaller to fit)</li><li><input type="checkbox"/> Phonetic Spelling on the right page is typed in, and placed in brackets (Phonetic Spelling is in Google Doc)</li></ul>
<p><b>Subheadlines (the Question in the Person-on-the-Street Feature)</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Dropped in</li><li><input type="checkbox"/> Every word is spelled out (no abbreviations) and spelled correctly.</li><li><input type="checkbox"/> Use Font Albert, Size 12</li></ul>
<p><b>Photos</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> All photo boxes filled in</li><li><input type="checkbox"/> all in focus (in a portrait, the eyes are in focus)</li><li><input type="checkbox"/> subject is correctly exposed</li><li><input type="checkbox"/> subject fills the frame/subject given breathing room</li><li><input type="checkbox"/> all faces are properly tagged (using database)</li><li><input type="checkbox"/> no distracting background</li><li><input type="checkbox"/> The subjects (students’) faces are visible and recognizable</li></ul>
<p><b>Captions</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Every photo has a caption (all students identified by first and last name), which is a complete sentence.</li><li><input type="checkbox"/> all words are spelled out correctly</li><li><input type="checkbox"/> Students have been correctly identified by someone who really knows the student (a teacher or staff member)—not just with previous yearbook</li><li><input type="checkbox"/> Student names are spelled correctly and checked with student list on Managebac</li><li><input type="checkbox"/> <b>Captions are in font MinisterBook, Size 8</b></li></ul>
<p><b>Design</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> No trapped text</li><li><input type="checkbox"/> No incomplete elements—for example, empty photo or text boxes</li><li><input type="checkbox"/> Follows the Rule of Proximity (related elements are close together, rails of white space used to separate modules)</li><li><input type="checkbox"/> Page numbers visible on page—Times font, size 8</li><li><input type="checkbox"/> Design is consistent with others in the section</li></ul>
<p><b>Collaboration</b></p> <p><input type="checkbox"/> If two people are assigned to the page, you each created a person-on-the-street feature. Discuss whose feature you want to use, and post a write-up of this discussion on your Weeblys (in the create tab). Even though only one feature is used on the page, the other is saved as a practice page.</p>
<p><b>Comments</b></p>

