Adding Year in Review Pages to Your Yearbook

ABOUT THE YEAR IN REVIEW PAGES

Year in Review Pages provide a series of highlights of events from the past year and are a great way to provide a historical snapshot that will enhance your book now and in the future. Updated pages are available every February.

Year in Review pages are professionally designed in a magazine-style format, with a primary color scheme that will look great in any book. Content was developed from major news and entertainment sources, and all photos are licensed.

There are a total of 8 Year In Review pages, with 1 page for each of the following topics:

- Title Page
- Pop Culture
- Music
- Movies & TV
- Sports
- Digital Trends & Fads
- Science & Nature
- News Headlines

STEP BY STEP INSTRUCTIONS

To add the Year in Review Pages to your yearbook, perform the following steps (note that you must have Editor or Adviser permissions):

1. Log in to the Yearbook software and go to the *Yearbook* page.
2. Click the **New Section** button.
3. In the New Section dialog, in **Section Type** select *"Year in Review"*. Enter 8 for the number of pages if you want to include the full set of Year in Review pages in your book. If you enter less than 8 pages, you can later pick just the Year in Review pages that you want to include. Then click OK. A new section will be created at the end of the book.
4. Next, click the Check out for Editing icon for that Year in Review section. You will be launched into the Editor, with a blank section, and with the finished Year in Review pages loaded on the Candids tab. Click Auto fill to flow in the pages in the order they were intended, and then click OK. Your pages will be flowed into the book. Or if you prefer, you can selectively drag and drop the pages in a different order.
5. You're finished! If you'd like, you can use the standard functionality in the software to delete some of the Year in Review pages, or rearrange them, to your liking.

Please contact us at 888-680-0143 if you should have any questions.