

# TIMELY TIPS

## Design

### Keeping Unity at the Finish Line

#### OBJECTIVE

As students prepare to complete their yearbook, they will work to keep unity through the last page by ensuring theme elements are present in their index, colophon and closing pages.

#### MATERIALS NEEDED

- Computer
- Poster/White board
- Three sample yearbooks or access to Walsworth's [Theme Gallery](#)
- Timely Tips Lesson Plan: [What goes in a Colophon](#)

#### PART 1

### INTRODUCTION (10 MINUTES)

As a class, review your theme and list your theme elements in the front of the room on a poster or whiteboard.

**Examples of theme elements are:**

- Colors
- Fonts
- Graphics
- White space
- Photo treatments
- Verbal tie-ins

#### PART 2

### EXTERNAL REVIEW (10 MINUTES)

- Now review three publications from Walsworth's [Theme Gallery](#) and list their theme elements.
- Identify how each of the publications successfully executed their theme from start to finish.

#### PART 3

### INTERNAL REVIEW (20 MINUTES)

**Launch Live Yearbook** from your Yearbook 360 - Online Design account. As a class, review your pages from start to finish and make note of the theme elements visible throughout your book. Do these theme elements match your list in part 1?

Review what elements should be placed on the following spreads to help wrap up your theme:

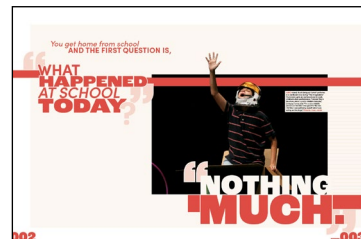
- Index
- Colophon (find key components [here](#)).
- Closing Spread

#### PART 4

### CONCLUSION

Make a plan to finish the year strong by strongly connecting the beginning of your book with the end.

#### James Bowie High School



**Opening:** Pages in the yearbook that verbally explain the theme and the theme graphics



**Closing:** Page or pages at the end of the yearbook that verbally wraps up the book; contains theme elements



**Colophon:** Information placed at the back of the book containing facts about the production of the book



**Index:** A reference tool found at the back of a book containing an alphabetical listing of names with corresponding page numbers