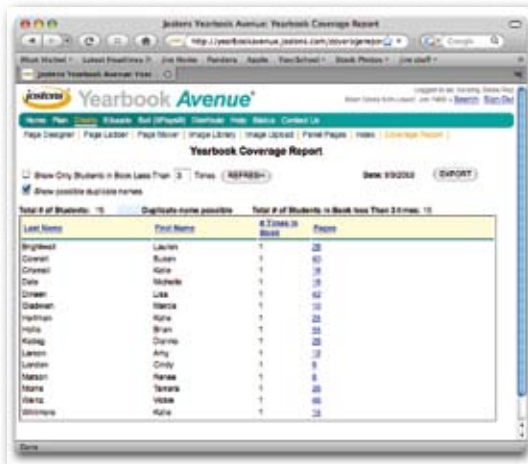


# Using every tool to get them in

Right about now is a great time to focus on getting more people into your yearbook. A minimum of three shots of every single student should be your goal. Here are some tools you can use to do just that no matter how you put your book together. Start using them today!

## Jostens Coverage Report for YTO.

If you aren't using this great tool, you are missing out. All that is required is that you identify the students in photos in the Image Library. Then once you use the photo in the book, the photo is automatically added to both the Coverage Report and the index. Then even if you don't use an index, you can always go to the Coverage Report on your Create menu and see who is in the book and who isn't at any given time. And you can even have the Coverage Report show you only students who are not yet pictured three times. (See below.)



## Jostens Coverage Report for YearTech for InDesign.

Running the Coverage Report for InDesign is a little more involved, but then so is InDesign.

To use the YearTech/InDesign Coverage Report you will need to index your pages to start with, using the Jostens Indexer. To do this, take a moment and grab your InDesign Quick Start Guide and turn to page 3R. (We know you have probably not

considered setting up your index this early in the year, but the best time to do it is NOW! Not only will it mean that you can use the new Coverage Report, but it will also mean that when you get to your final deadline, your index will be just about complete. We recommend you start creating it as soon as you get your first set of proofs corrected.)

Once you have set up your index and run the first pages through it, then just click the new Coverage Report button (★). A report will open in a brand-new InDesign file that looks like this.



Name	Pages	Total
Apple, Christopher		
Ashby, Trinity		
Ardenbaum, Ari		
Arndt, Alysa		
Armstrong, Sherronda		
Arnold, Alice		
Arnold, Ashley		
Arnold, Keith		
Arnold, Madison		
Arnot, Samantha		
Arora, Turner		
Arora, Victoria		
Art, Alex		
Art, Ariel		
Art, Ryan		
Askin, Sherron		
Askin, Stephanie		
Askin, Courtney		
Askin, Matthew		
Askin, Julia		
Askin, Alyssa		
Askin, Annie		
Askin, Devon		
Askin, Ryan		
Askin, Laurel		
Askin, Shelby		
Askin, Brian		
Askin, Sara		
Askin, Trell		
Askin, Christopher		
Askin, Matthew		
Askin, Brittany		
Askin, Carly		
Askin, Rebecca		
Askin, Sherron		
Askin, Christopher		
Askin, Matty		
Askin, Justin		
Askin, Kaiti		
Askin, Kaiti		
Askin, Lucia		
Askin, Alyssa		
Askin, Sara		
Askin, Cassandra		
Askin, Corinne		
Askin, Jordan		
Askin, Michelle		
Askin, Anna		
Askin, Christian		
Askin, Kaiti		
Askin, Joshua		
Askin, Karen		
Askin, Kaiti		
Askin, Angela		
Askin, Christopher		
Askin, Nicholas		
Askin, Kristen		
Askin, Tanner		
Askin, Clayton		
Askin, Mikayla		

You get a listing of every student in your index file with the names of those who are already pictured at the top. Their info includes a column for how many times they have been in the book as well as what pages they are on. This is followed by a list of all students not pictured yet. And the report even generates the exact date and time you ran it.

You need to make use of one of these two great tools to do your best yearbook ever!