



Yearbook Studio: Weekly Theme and Layout Production Protocol

Use this checklist every production day.

STANDARD

(CCSS.ELA-LITERACY.RST.6-8.3): Follow precisely a multistep procedure when carrying out experiments, taking measurements, or performing technical tasks.

(CCSS.ELA-LITERACY.SL.7.1 / SL.8.1): Engage effectively in a range of collaborative discussions (one-on-one, in groups, teacher-led) with diverse partners on grade-level topics, texts, and issues, building on others' ideas and expressing their own clearly.

Step 1: The Workspace Setup

- ☐ **Pair Up:** Two students per pair.
 - ☐ **Student A:** Creates a Digital Wireframe using the Slides Create Wireframe add-on.
 - ☐ **Student B:** Opens a new, blank Google Slides presentation.
- ☐ **The Canvas:** On Student B's computer, navigate to **File > Page setup > Custom** and set your size to exactly **8.5 x 11 inches**.
- ☐ **Spread View:** Switch to **Grid View** (bottom left icon) to see your two pages side-by-side as a spread.
 - ☐ *Pro-Tip:* Open **Format Options** on any shape and use the thumbnail zoom slider (if available) or simply adjust your view to keep your spread visible while you work.

Step 2: The Style Application

- ☐ **Global Theme:** On Student B's computer, go to **Slides > Edit theme**.
- ☐ **Style Guide Calibration:** Access your team's **Style Guide** (Font pairs and Hex codes).

- ☐ *Set your background colors here.*
- ☐ *Set your Title and Subtitle placeholders to match your font pair.*
- ☐ *Why this works: Any box you draw now automatically inherits the theme's professional look.*



STEP 3: Coordinate Engineering

- ☐ **The Build:** Still in the Theme view, go to **Insert > Placeholder > Image**.
- ☐ **The Translation:** Student A reads the dimensions (**Width, Height, X, Y**) from the wireframe boxes on Computer A.
- ☐ **Data Input:** Student B selects the placeholder, opens the **Format options** sidebar, and manually inputs those dimensions.
- ☐ **Text placeholders:** Add a **Title placeholder** for your main heading, and **Subtitle placeholders** for captions (set font size to 11).



Step 4: Quality Control (QC)

- ☐ **The Snap Test:** Zoom in to 100%. Ensure every placeholder snaps perfectly to your guides.
- ☐ **The Margin Check:** Verify there is at least 0.5" of clear space in the center spine area so content isn't lost in the book binding.
- ☐ **Final Approval:** Call the teacher to verify your Template matches your wireframe coordinates before you move to the next phase (Asset Dropping).



EARLY FINISHER CHALLENGES

- ☐ **Challenge 1 - The Asset Pack:** Start a new slide in your deck called "Asset Pack." Use this space to gather theme-specific PNGs (transparent images) that you plan to use later to tell your story.
- ☐ **Challenge 2 - The Slug:** Add a professional "slug" in a tiny font at the very bottom of the page: **[Section Name] | [Date] | [Designer Names]**.
- ☐ **Challenge 3 - Master Assets:** If your theme uses recurring graphic elements (like specific borders or icon sets), add them to the Master Slide so they automatically appear on every new page you create.