

# YOUR QPP PANEL PAGES

**1** SEND THE CD TO THE PLANT  
As soon as you receive the CD from your photographer, write your job number on the CD package, put it in a FedEx envelope and send the CD to: LOGAN PLANT: Valerie Barson @ Herff Jones, 940 West, 1400 North, Logan, UT 84321  
MISSION PLANT: Ann Rome @ Herff Jones, 6015 Travis Lane, Mission, HS 66202

**2** CREATE YOUR PAGE LAYOUTS  
As you are designing your people pages, remember that most schools plan their individual mug photo block sizes as 5x7, 6x8, or 7x9 picas. Use the HJ Power Panels Plug-In to quickly draw these on the computer. You have complete control over the layout, so design it however you like it, but remember to leave sufficient room for names! Do not type student names or leave dummy text spaces; instead, leave the name area blank. The plant will flow the student names onto the pages in the appropriate place.

**3** COPY YOUR DIRECTORY PROOF  
About five days after the CD arrives at the plant, you will receive Directory Proofs showing a thumbnail of each student photo, along with student name and grade. Immediately make a photocopy of these proofs. Put one copy in a safe place as a backup just in case a page is lost or the corrections are incorrectly marked.

**4** MAKE DIRECTORY PROOF CHANGES  
Take one copy of the Directory Proofs and pour through them to make any necessary changes. All corrections at this point in the process are free. Use a master list of all the students in your school to check name spellings and grade levels. Use a black or blue pen to write out spelling changes, mark a photo to be deleted, or indicate a photo should be moved to another section. Then, use the enclosed triangle highlighter and mark each change according to the table to the right. For any photos to be deleted (duplicate photos), cross the photo block out in pink highlighter. For any student to be moved to a different grade level, write the instruction (Ex. move to 9<sup>th</sup> grade) and highlight it in blue highlighter. Finally, for any student with a name correction, write the correction and highlight it in green highlighter. This color coding system makes it easier to determine how many students are in each grade level.

**5** CALCULATE TOTAL NUMBERS  
At the end of each grade level you will find an area to calculate how many students are photographed in each section. This final count is important since you must have the same number of photo blocks on your spreads as you have on the Directory Proofs. For example, if your final count shows that the 9<sup>th</sup> grade section has 348 students, then your 9<sup>th</sup> grade layouts should total 348 mug spaces.

**6** SUBMIT PAGES  
You must submit an entire grade at one time; however, you should return ALL of the Directory Proofs when you first submit QPP pages. You may have a student tucked away submitting layouts for the 8<sup>th</sup> grade, you must submit all of the layouts in the entire 8<sup>th</sup> grade section!

## HIGHLIGHT YOUR CORRECTIONS

Use the following colors to highlight the corrections you've made:

PINK  
cross out photos to be deleted

GREEN  
highlight spelling corrections

BLUE  
highlight to move a student to a different grade

