



Instructions for Creating a Digital or Printed Yearbook Using Canva

This template utilizes a free, easy-to-use online tool called Canva which can be found here: [Canva Yearbook Template](#). Once you have customized the template with your chapter's information, you can download and save it as a PDF file. This file can then be either printed and finished into a 5.5" x 8.5" booklet or password-protected and emailed to members as a digital option. It is compatible with PC or Mac.

Note: This template size is not compatible with the small yearbook binders sold through the [Fundraising Marketplace](#) by local chapters. For smaller yearbooks, use the 4.25" x 5.5" template and follow the [corresponding instructions](#).

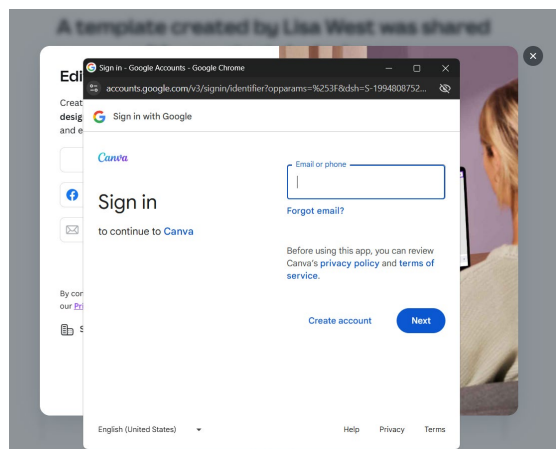
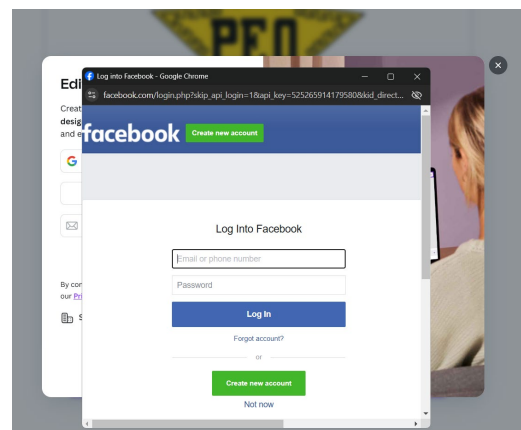
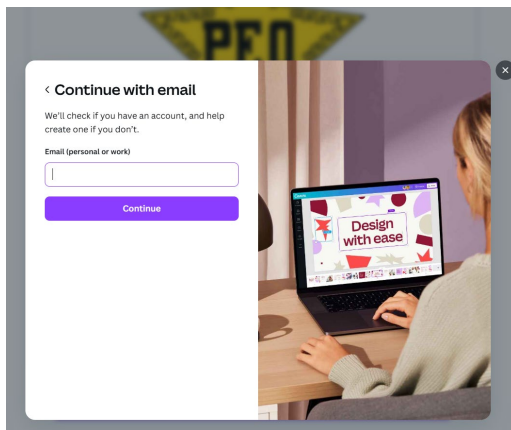
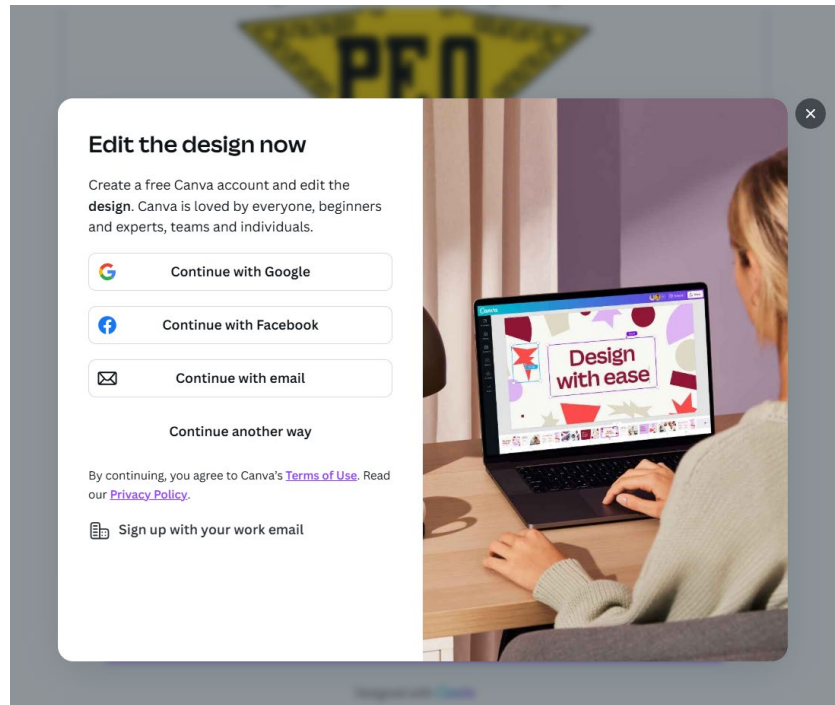
Accessing the Template on Canva

Access the Canva yearbook template via this link - [Canva Yearbook Template](#). Once the webpage displays:

- Click the "Use template for new design" button.

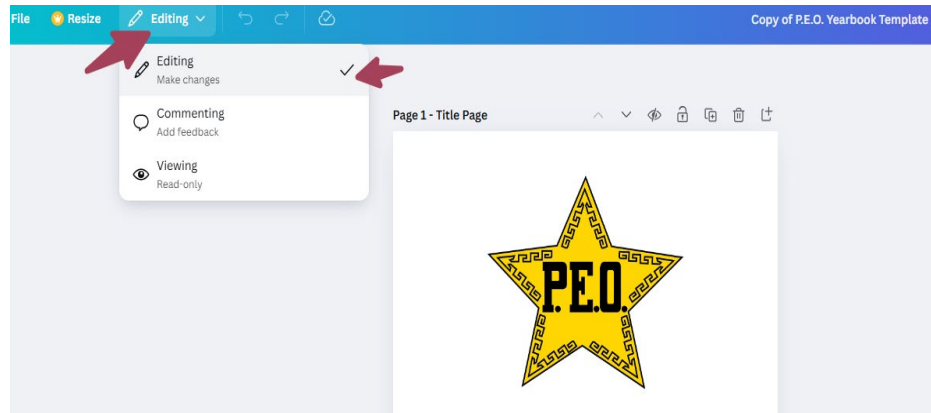


If you are new to Canva, you will need to create a free account. You can sign up using your email address or Facebook or Google username and password. Follow the prompts to complete the sign up and to access the template.



You are now on the editing screen:

1. Click the “Editing” button.
2. Select the “Editing/Make changes” button (make sure the checkmark is on this line)



Content

This template is set up with basic information to help get you started.

- **IMPORTANT! Please refer to your own s/p/d yearbook requirements and guidelines to ensure the required content has been included – content requirements vary based on s/p/d. Most s/p/d websites list these requirements and guidelines.**
- Each chapter has its own preferences for yearbook content. This template is flexible and allows for additional information (e.g., directions to members’ homes) or substitutions specific to your chapter (e.g., bylaws).
 - **Tip:** Notes highlighted in yellow within the template are there to guide you.

Committee Name
Chair and Members

Committee Name
Chair and Members

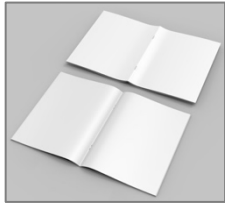
Page 5

(Insert your chapter's
committee titles,
names of
committee chairs
and members
of the committee.
Delete these instructions
before distribution.)

- Instructions and screenshots below offer additional guidance on customizing your yearbook. Remember, this template is only a guide—feel free to customize the layout as you like!

Choosing Your Page Count

Finishing



Printed yearbooks stapled along the spine (saddle-stitched) are constructed of folded sheets. Each fold creates four pages in the finished printed yearbook, so the total page count must always be a multiple of four (e.g., 4, 8, 12, 16, 20 and 24). Blank pages also count toward this total.

Blank Pages

- To keep the inside front cover blank, leave the second page of your document empty. Start your content on page 3.
- For a blank inside back cover and back cover to remain blank, leave the last two pages empty.

Formatting Your Yearbook

Editing Content in the Template

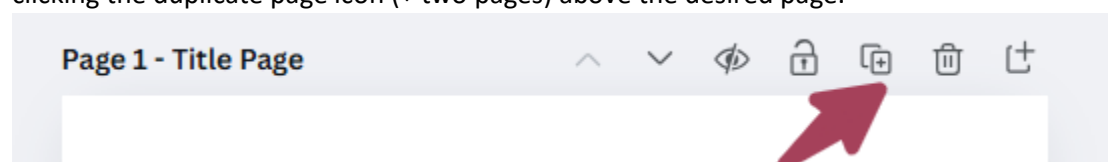
- Placeholders for your chapter's information are located throughout the template.
 - Update any spots that say Firstname Lastname with the member's name.
 - There are also a few placeholders within the body of the template to update with your chapter's information.
- Some pages contain yellow-highlighted notes or suggestions. Be sure to delete these instructions before distributing the yearbook.

(Insert your chapter's committee titles, names of committee chairs and members of the committee. Delete these instructions before distribution.)

- Remember, this template is only a guide to help you get started. You do not need to conform to this guide; it's not a directive you must follow, but a helpful tool for members. Please refer to your own s/p/d yearbook requirements and guidelines to ensure the required content has been included – content requirements vary based on s/p/d. Most s/p/d websites list these requirements and guidelines.

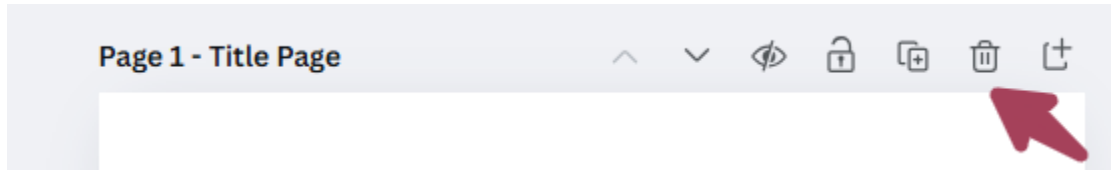
Duplicating Pages

If you need more rows or columns for sections like Committees or Birthday pages, duplicate the page by clicking the duplicate page icon (+ two pages) above the desired page.



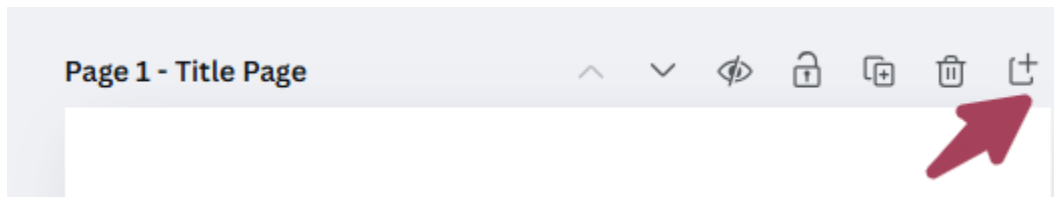
Deleting Content and Pages

- To delete unwanted content, press the **Backspace** (Delete) key until it is removed.
- To delete an entire page, click the delete icon (trashcan).



Adding New (Blank) Pages

To add a blank page, click the plus page icon (+ one page).



Moving Pages

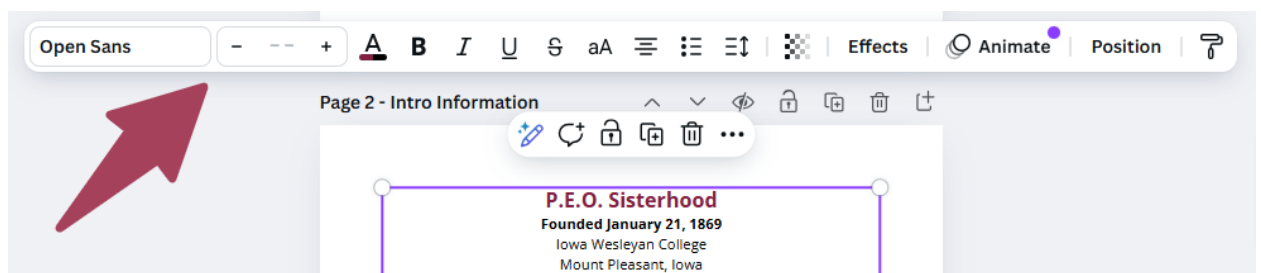
To rearrange pages, simply click the up or down arrow until the page is in your preferred order.



Using Styles

A chosen formatting has been used to help keep the formatting of your yearbook consistent. However, the final design is up to you.

1. Click on any text to open the Formatting Toolbar and select the formatting option you want.

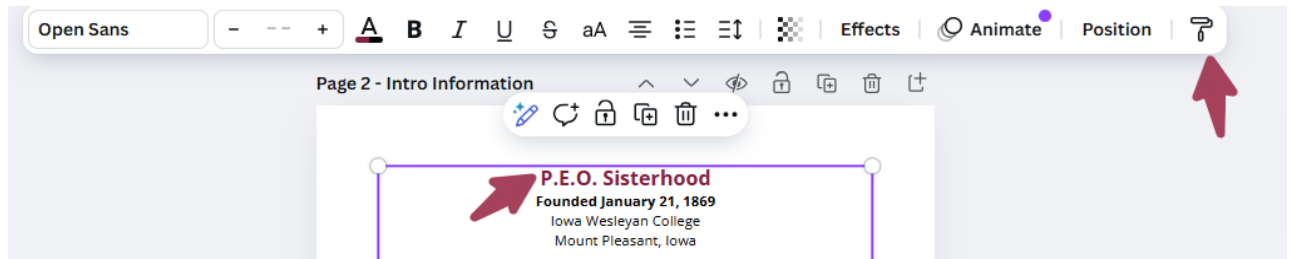


Copy Formatting

Use the Copy Style tool to apply the same style (e.g., color, font, size) to multiple sections.

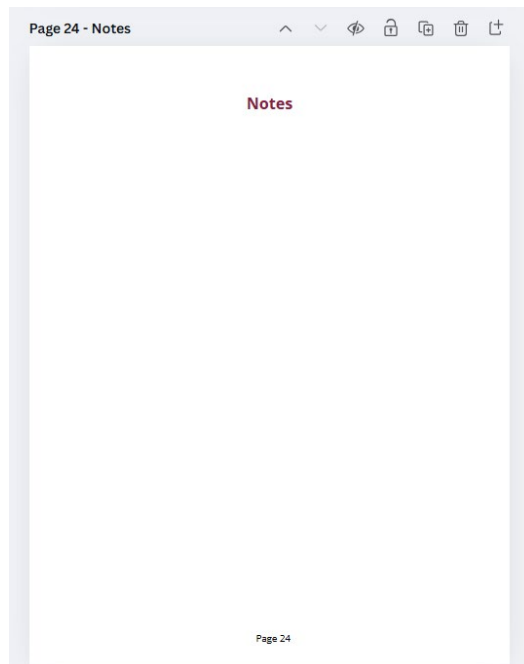
1. Right click on the format style you want to copy.

2. Click Copy Style – Note: The paint roller icon illuminates.
3. Click the paint roller.



Page Count

1. After laying out your printed yearbook, double-check that the total page count is divisible by four. If you have an odd number of pages, you can add “Notes” or blank pages to reach a multiple of four.

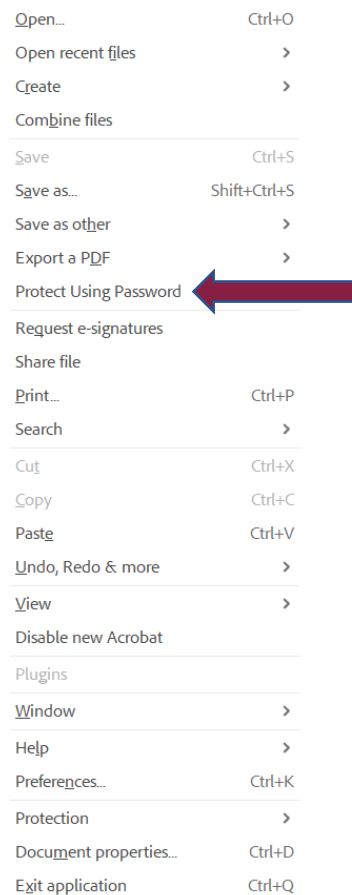


Emailing Your Digital Yearbook

Password Protection

Once downloaded, the PDF should be password-protected if you plan to email any copies.

1. Open the PDF.
2. Click the “File” button.
3. Select “Protect Using Password”.



4. Select the “Viewing” radio button.
5. Create a strong password by combining upper and lower case letters, numbers and special characters. Make sure it is at least 12 characters in long. Avoid using easily guessed words or personal information. A passphrase can be a great tool such as “Pr@tectYearb00k2x25!”.
6. Enter the same password in the “Re-type Password” field.
7. Click the “Apply” button.

Protect Using Password

Requires user to enter a password for:

☒ Viewing

☐ Editing

Type Password

.....

✓ Strong Password

Re-type Password

.....

Advanced Options ▾

Cancel Apply

Testing Password Protection

Once Adobe has finished configuring the password protection, you may test the functionality.

1. Email the PDF to yourself.
2. Select the PDF from within the email.
3. A password pop-up will display.

Attachment • Scanned by Gmail

🔒 Please enter this document's password to view it

Submit

4. Enter the password you created.
5. The document should open. If not, verify the password and reenter it.

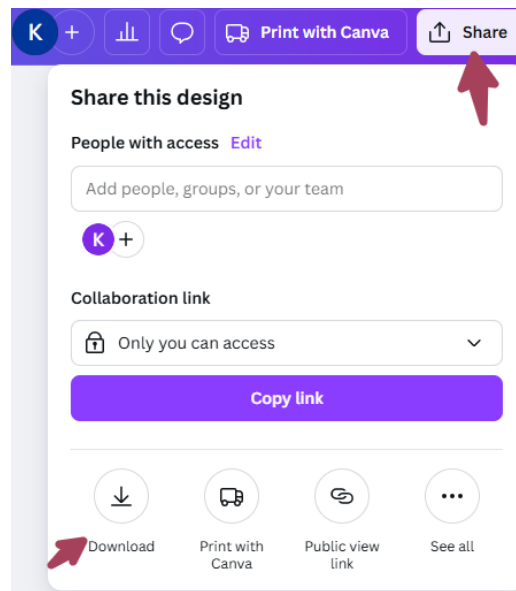
Sending Digital Yearbook

When sending the digital yearbook to chapter members, do not share the password in the email. Provide the digital yearbook password either verbally or via text. If you choose to send it by text, include only the password with no additional information.

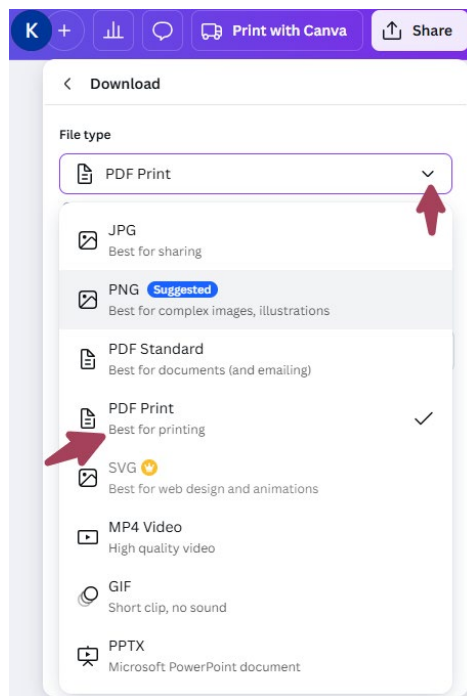
Printing and Assembling Your Printed Yearbook

Preparing to Print

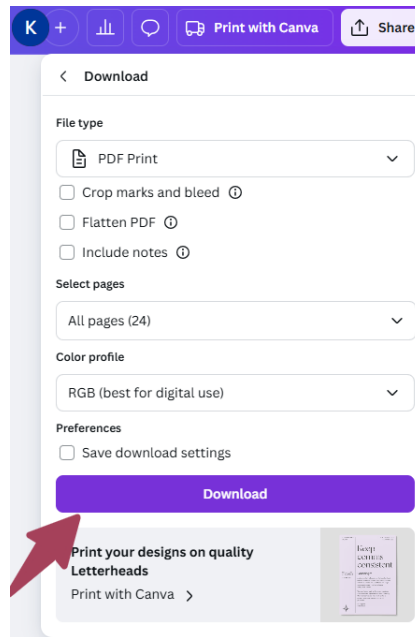
1. Download your completed yearbook:
 1. Click the “Share” button.
 2. Click the “Download” button.



3. Click the dropdown arrow.
4. Select the “PDF Print” option.



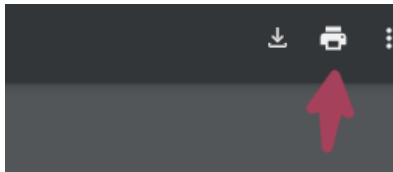
5. Click the “Download” button.



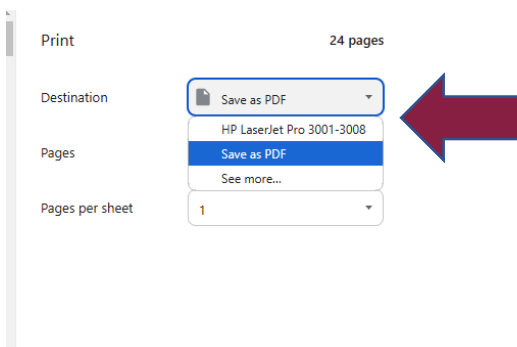
6. Open the downloaded PDF (often found in your “Downloads” folder).

Printing Your PDF

1. Click the print icon.

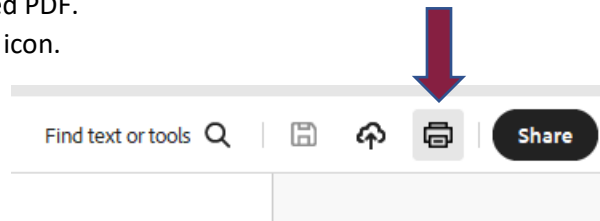


2. Set “Destination” to “Save as PDF”.
3. Click the “Save” button.

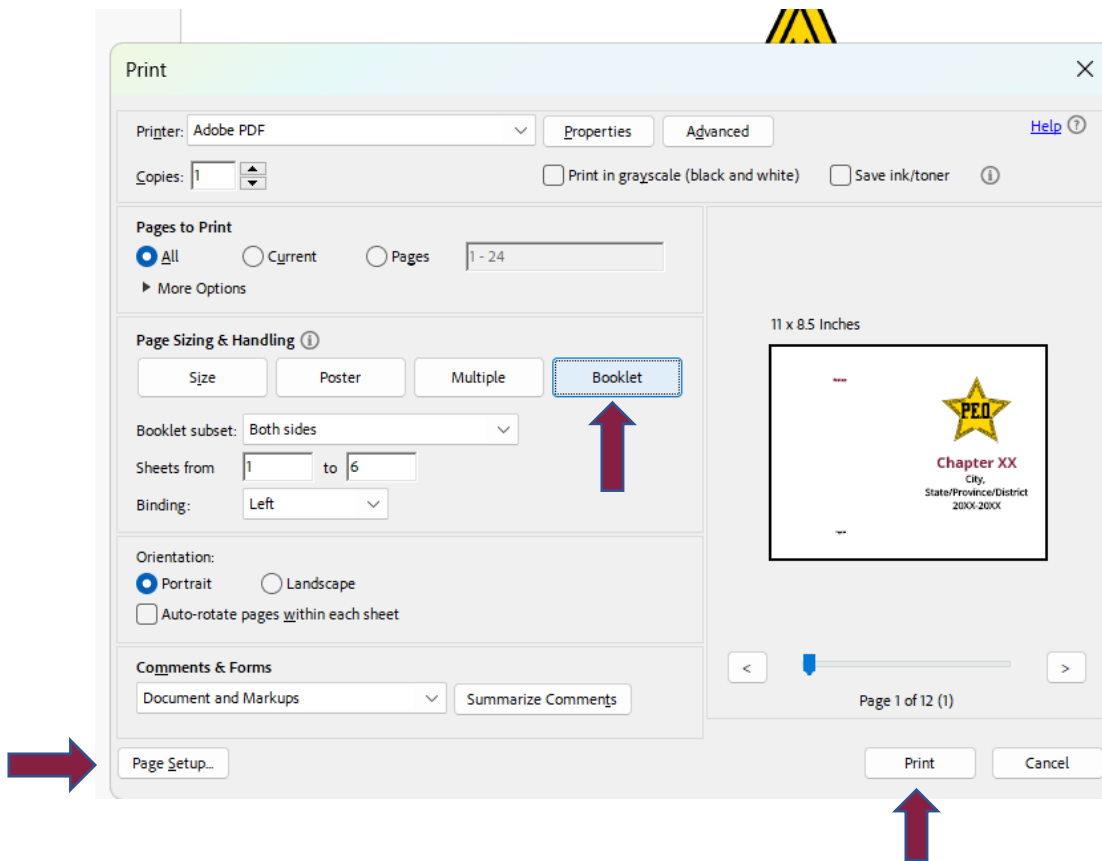


Note: Step 1. – 3. You may not need to do steps one through three, depending on the type of device and operating system you are using.

4. Open the saved PDF.
5. Click the print icon.



6. Click the “Booklet” button.
7. Click the Page Set-up Button – Ensure settings are at “Letter” and 100%. (Do not select “Fit to Page”.)
8. Click the “Print” button.



Assembling the Printed Yearbook

Once printed, stack the pages, fold them in half and staple in the center. Voila, your printed yearbook is complete!