Jostens YearTech Toolbar

Open... ⌘O | **Save** ⌘S | **Print...** ⌘P

Select all ⌘A | **Undo** ⌘Z

Fill and Stroke...

The "fill" is the color or style of the inside of a box or other object, while the "stroke" is the style of the border.

Select the object you wish to modify, then use this tool. You may also use the menu under "Element" and then "Fill and Stroke."

Power-Paste

This has to be the single most useful thing about YearTech. It allows you to paste an item from one spread to another while keeping the exact same page position.

Once you have copied an item, move to the new spread, then use this tool. Thank you Jostens!

Page Enhancer

This gadget will rotate and flip the elements on your spread. The benefit is that you can experiment with the layout without spending forever moving stuff around. You can also make mirror image pages quickly.

Edit Story | **Spelling...**

Please spell-check your layouts. Yes, it's a hassle with so many proper nouns, but it's the easiest way to catch typos.

To begin, choose "Edit Story" and then "Spelling." Select "All Stories" and then start. To edit a specific text block, first select that block and check the "Current Story."

Bring to Front ⇧⌘]

Send to Back ⇧⌘[

In PageMaker, elements (such as text blocks, photos, etc) are layered onto the pasteboard.

To move elements to the very front or the very back, select them and use these buttons or the keyboard shortcuts. You may also use the menu under "Element" and then "Arrange."

Text Wrap...

Select the object you wish to wrap text around, then use this tool to change its settings. Choose the type of wrap you want, then specify the distance you want between text and object. In general, use one pica of space between objects.

Yeartech Help

Page Surfer | **Click-N-Go!**

The "Page Surfer" is a compliation of high school-type spreads. "Click-N-Go!" is a collection of generic graphic elements.

Feel free to look through them for ideas, but please don't actually use them.