

OCTOBER CHECKLIST



COVER AND ENDSHEET DEADLINE. All cover and endsheet design elements are due at the end of the month. If you know you are going to need an online art appointment, Let us know ASAP so we can get you on the VERY busy art calendar.



SET UP YOUR FONT CHOICES. Once you've chosen your headline and copy/caption fonts, set up the character styles to help keep them consistent throughout your book. To learn how to set up your styles, log into your book and then go [HERE](#).



STUDENT PORTRAIT PAGES. Even if you don't have all the images yet, you can set up placeholders to see how the class pages will look. This saves lots of time and allows you to focus on collecting photos and placing them on the other pages of your book. You can find help setting up your portrait pages [HERE](#).



KEEP UP YOUR SALES PUSH. Most sales slow down during the holidays, so you want to get as many books sold now as you can. Herff Jones' Sales Assist program can do the emailing work for you. All we need is a master list of all your students and parent email addresses. Questions? Learn more about Sales Assist [HERE](#) then email us to get it set up.



CHECK OUT CANVA. If you're looking to cut out backgrounds, add photo filters, create charts/graphs, or just some new, fun graphics, Canva is the place! It's integrated into eDesign and can be accessed right from the page! To see how it all works, log into eDesign, then open this [LINK](#) in a browser tab. Scroll all the way down the list to Working With Backgrounds and Art to access multiple short videos all about Canva.



SET UP AD SALES. Set up and begin selling your parent ads. Start putting your ad pages together as the ads come in--they can help you meet a deadline if you are a few pages short. ☺ Let us know if you need help getting your ads set up.

