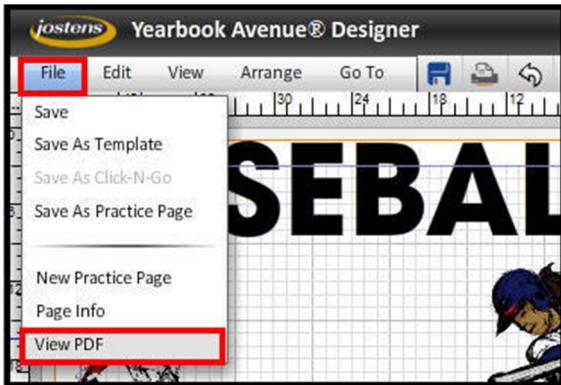


## Using Flexible Margins on YearTech Online

Objects can be placed anywhere on the template with no restrictions if the Flexible Margin Feature is enabled. **Items in the gray shaded area on the outside edges of the page designer or past the trim line on the PDF page preview WILL BE CUT.**

To view the exact point where elements will be trimmed, go to File→View PDF. You may also click the printer icon on the page designer toolbar or next to the thumbnail of the page in the ladder. You will be required to generate a page preview before pages are submitted.

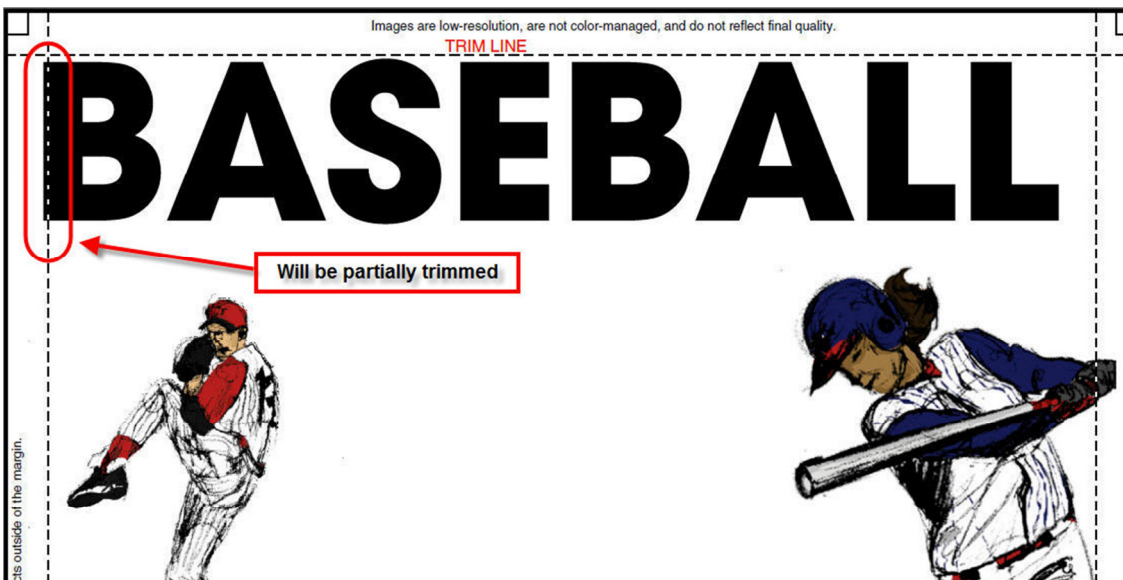


Once the PDF/printable page comes up, you'll notice there is now a dotted "TRIM LINE" that borders the entire page. The trim line is labeled in both red and white to be visible on backgrounds.

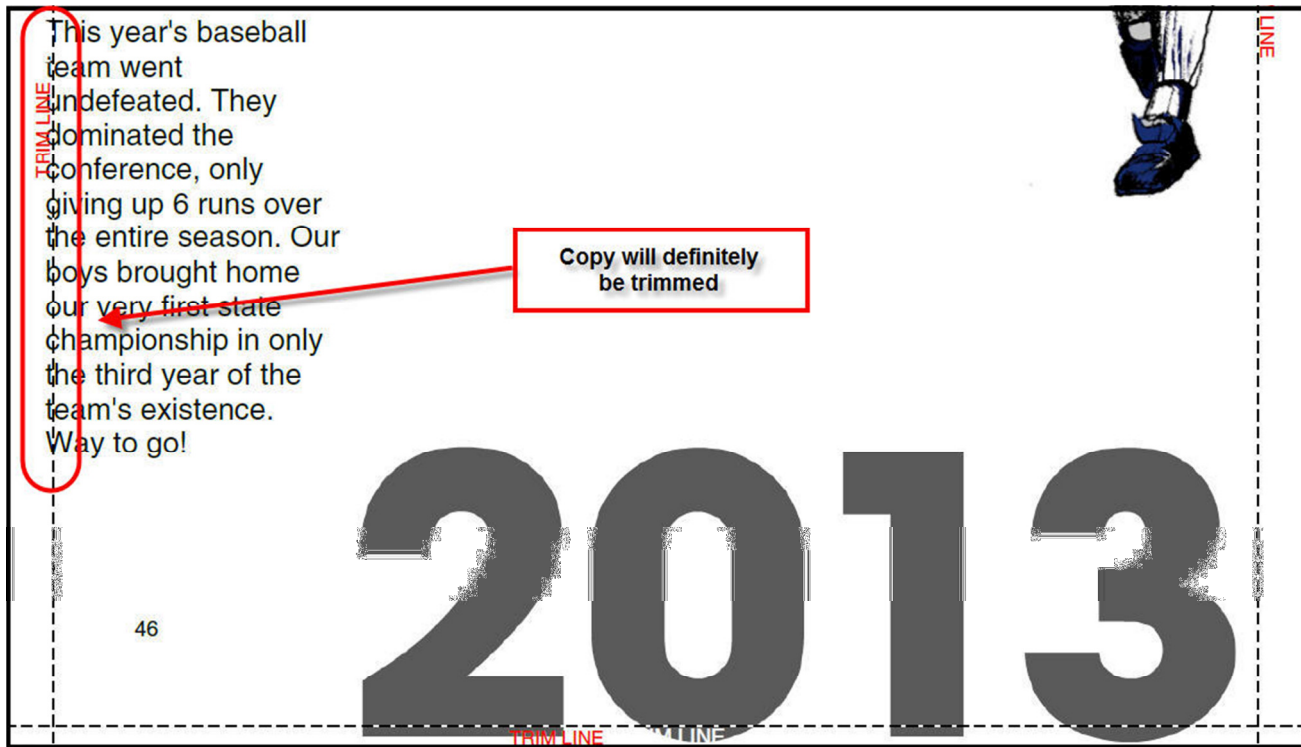


This new, easy to see and understand trim line shows where your page will be trimmed in the final printing and binding of your yearbook. You can print out the preview and cut the page along the dotted line to see exactly how the page will look after binding. Due to variations when books are trimmed, this may fluctuate up to 1/16 to 1/8 of an inch.

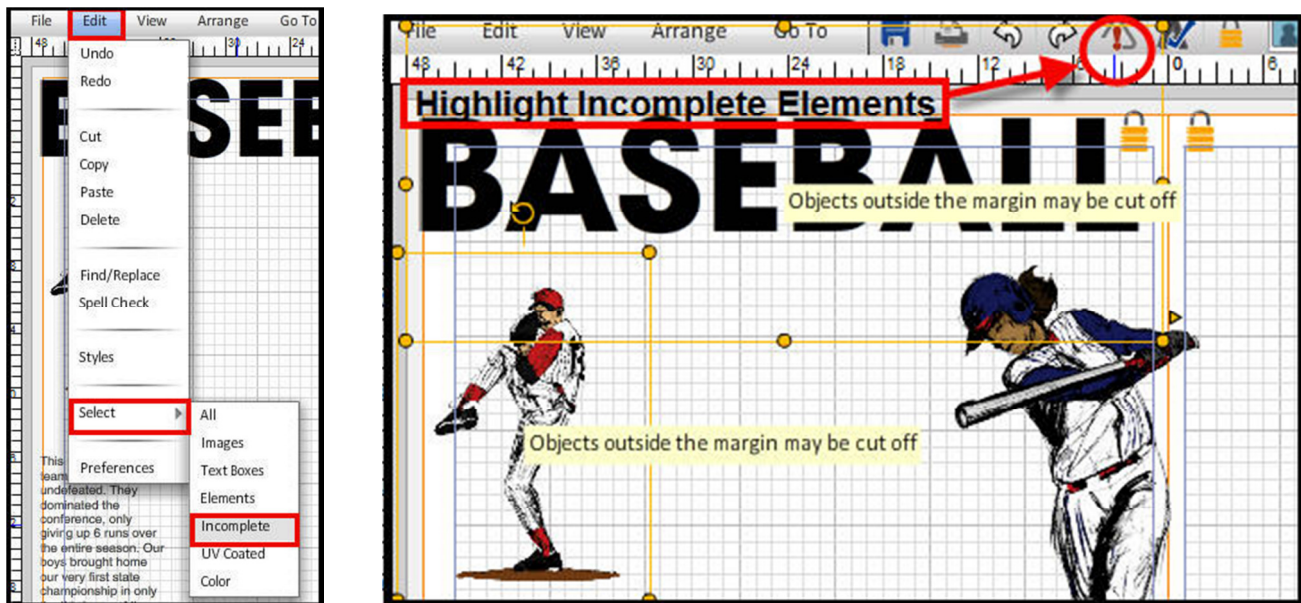
In the sample below, you'll notice the headline "BASEBALL" is situated just past the trim area on the upper left-hand side of the page and will have the "B" being slightly trimmed.



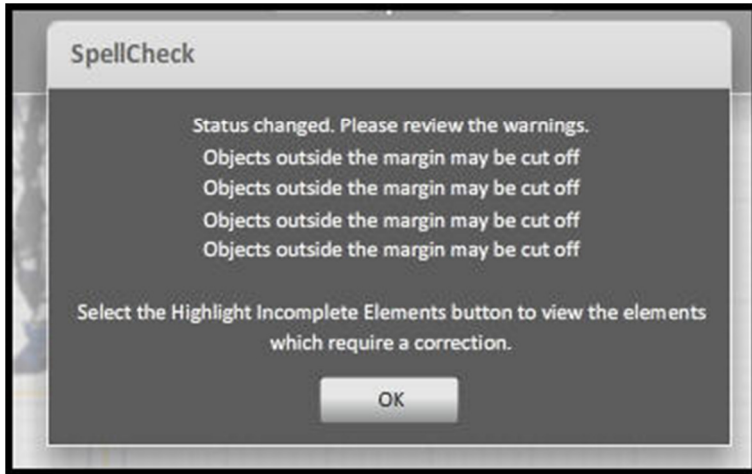
Below, you'll notice that the body copy in the lower left-hand corner is being trimmed and should be moved back in as to not lose the copy.



Prior to submission, it is always a good idea to check for elements that are outside of the bleed area that will be trimmed. To do so, go under the Edit menu, then Select → Incomplete. You can also select the “Highlight Incomplete Elements” button on the toolbar. A message stating “Objects outside the margin may be cut off” will appear for each element that extends past the page margins.



Once you have proofed your page, verified the trim locations of your elements and are ready to submit, simply go through the normal Submit method. You WILL see a message that pops up letting you know there are elements in the trim area and they may be trimmed. This is where you would double-check those to see if the trimming was intentional.



Simply click OK then submit if you are comfortable with items being trimmed in their current locations. **Layouts will not be questioned by the plant for trim issues once the Flexible Margin Rules feature has been activated.** If you have any questions regarding what is “safe,” please contact your sales rep or plant consultant prior to proceeding.