



YEARBOOK PERSONALIZATION GUIDE

2017 • 2018

CHOOSE FROM
FIVE OPTIONS

OPTION 1

STUDENT NAME PRINTED ON COVER IN BLACK, BLUE, GREEN, RED, YELLOW OR WHITE INK (NOT A FOIL).



- Specify name placement during export/submission process (e.g., lower right, bottom middle, upper left)
- Name will appear on one line
- Available on books using soft saddle-stapled and soft perfect bindings only
- Allow a 3.5" wide by 0.3" tall area for personalization
- Minimum quantity: 25 names

Submit your Microsoft® Excel® file in this format:

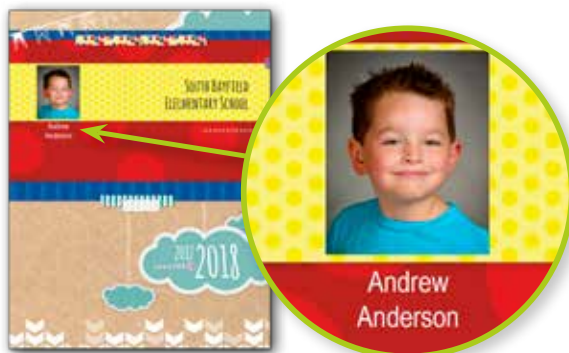
| Personalization |
|------------------------|
| Thomas Anderson |
| AnnaMarie McGee Rocks! |
| José Rodríguez-Perez |
| MAGGIE ROSS |

All personalization data should be prepared in **Microsoft Excel** and submitted via email, CD, DVD or a flash drive ON or BEFORE your book submission date.

Each field of data to be printed on the books should be listed in one column. Type information exactly as it should appear on the book. See example above.

OPTION 2

STUDENT PHOTO AND NAME PRINTED ON COVER IN BLACK, BLUE, GREEN, RED, YELLOW OR WHITE INK (NOT A FOIL).



- Specify photo and name placement (e.g., upper right, top middle)
- Name will appear on two lines
- Available on books using soft saddle-stapled and soft perfect bindings only
- Allow a 2.25" wide by 2.4" tall area for personalization
- Minimum quantity: 25 names

Each field of data to be printed on the books should be listed in a separate column. Photo files must be included on a CD, DVD or flash drive. Type information exactly as it should appear on the book. See example at right.

Submit your Microsoft® Excel® file in this format:

| First Name | Last Name | Photo Image File Name |
|------------|------------|-----------------------|
| Kimberly | Johnson | 00527.JPG |
| Alexis | Cunningham | 00607.JPG |
| Alexis | Cunningham | 00607.JPG |
| José | Rodríguez | 00428.JPG |
| Anna Marie | McGee | 00329.JPG |
| Andrew | McGee | 00246.JPG |
| MAGGIE | ROSS | 00426.JPG |
| Michael L. | Madson | 00402.JPG |

All personalization data should be prepared in **Microsoft Excel** and submitted via CD, DVD or a flash drive along with photo files ON or BEFORE your book submission date.

Photo image file names should be typed exactly as shown with .JPG or .TIF extensions. See example above.

PERSONALIZATION CHARACTERS

Personalization options 1-4 will use the alphabet and special characters in the font shown below.

AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz

0 1 2 3 4 5 6 7 8 9 ! & ' () , - . / \$ @ " #

à á â ã Ä Å Æ è é Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö Ù Ú Û Ü Õ Ñ

OPTION 3

STUDENT NAME IMPRINTED IN BLACK, GOLD, RED OR SILVER FOIL



- Specify upper right or lower right
- Right justified
- One line—29 character maximum (including spaces)
- Allow a 4.5" wide by 0.5" tall area for personalization, will need to leave additional 0.25 away from the trim line or wrap line
- Available on all binding styles
- Minimum quantity: 25 names

Submit your Microsoft® Excel® file in this format:

| Personalization |
|------------------------|
| Paige Anderson |
| DEB SMITH |
| CHARLOTTE ANDERSON |
| Annamarie McGee Rocks! |

All personalization data should be prepared in **Microsoft Excel** and submitted via email, CD, DVD or a flash drive ON or BEFORE your book submission date.

Each field of data to be printed on the books should be listed in one column. Type information exactly as it should appear on the book. See example above.

OPTION 4

STUDENT NAME AND UP TO FOUR ICONS IMPRINTED IN BLACK, GOLD, RED OR SILVER FOIL



- Specify upper right or lower right
- Right justified
- One line—29 character maximum (including spaces)
- Allow a 4.5" wide by 1" tall area for personalization, will need to leave additional 0.25 away from the trim line or wrap line
- Available on all binding styles
- Minimum quantity: 25 names

Submit your Microsoft® Excel® file in this format:

| Personalization | Icon 1 | Icon 2 | Icon 3 | Icon 4 |
|----------------------|--------|--------|--------|--------|
| Katelyn Ann Johnson | 125 | 200 | 252 | 490 |
| BRITANI WESCOTT | 480 | 485 | | |
| José Rodríguez-Perez | 485 | 245 | 120 | |

List up to four personalization icons per student in separate columns. See icons and available characters on back.

All personalization data should be prepared in **Microsoft Excel** and submitted via email, CD, DVD or a flash drive ON or BEFORE your book submission date.

Each field of data to be printed on the books should be listed in one column. Type information exactly as it should appear on the book. See example above.

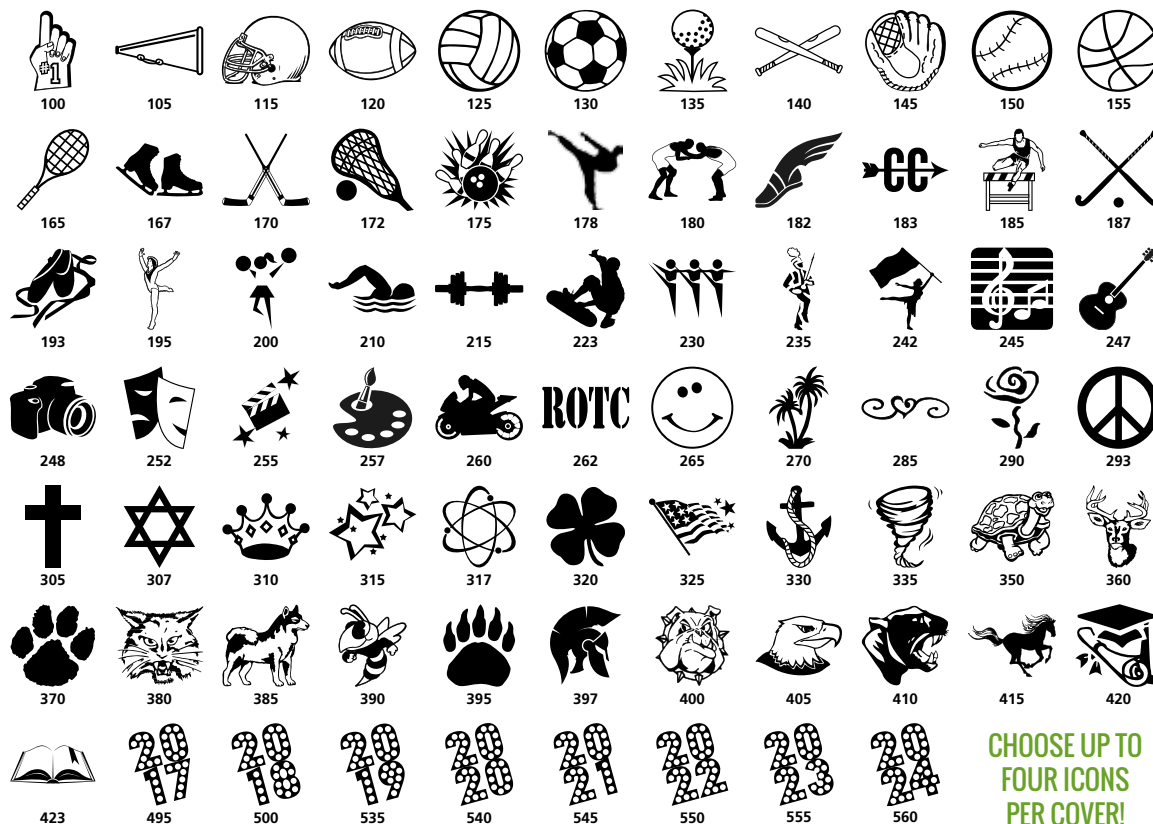
ICON OPTIONS ON BACK! ➤

GENERAL PERSONALIZATION GUIDELINES

- Please do not include anything in the file that should not be printed on the book (such as homerooms, teachers' names, etc.).
- A person's name should be on the list once for every book he/she orders. If a child wants two personalized books, that name would be on the list two times. In the Option 2 example on the opposite page, Alexis is ordering two personalized books and others are ordering only one.
- If a family wants the names and/or photos of two children on one book, indicate this by leaving a space above and below the two names to go on the book. List the first name, the second name below it, and then leave a space before continuing the list. When you print out the hard copy of the names, please write "1 book" next to any book that has names on two lines. In the Option 2 example on the opposite page, AnnaMarie and Andrew would get one book with both of their names and photos on it—one above the other.

OPTION 4 CONTINUED

ICON OPTIONS



CHOOSE UP TO
FOUR ICONS
PER COVER!

OPTION 5

ENGRAVED STUDENT NAME ON GOLD OR SILVER NAMEPLATE.



- Actual size 2.75" wide by 0.75" tall
- Attach your nameplate anywhere on the cover
- One line—22 character maximum (including spaces)
- Available on all binding styles
- Minimum quantity: 25 names

Submit your Microsoft® Excel® file in this format:

| Personalization |
|------------------------|
| Heather Johnson |
| AnnaMarie McGee Rocks! |
| Alexis Cunningham |
| José Rodríguez-Perez |

All personalization data should be prepared in **Microsoft Excel** and submitted via email, CD, DVD or a flash drive ON or BEFORE your book submission date.

Each field of data to be printed on the name plate should be listed in one column. Type information exactly as it should appear on the book. See example above.

