

PDF  
2014  
2015

# MANUAL & *Creation Guide*



Your guide to creating & exporting your book using Adobe® InDesign®, Adobe® Photoshop® or QuarkXPress®

# Welcome *Let's Get Started*

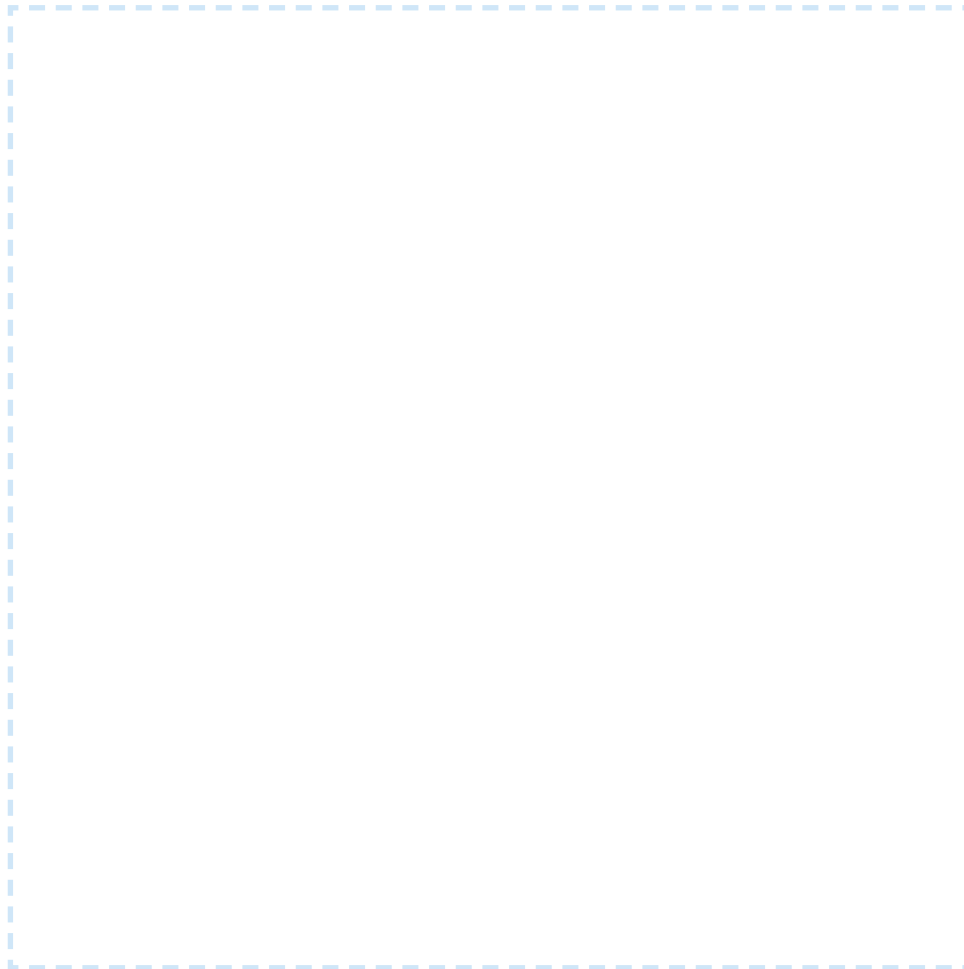
This manual includes all of the steps necessary to create a fantastic yearbook by submitting your yearbook files as PDFs! PDFs eliminate many of the problems associated with delivering print-ready desktop publishing files. Programs such as Adobe® InDesign®, Adobe® Photoshop® and QuarkXPress® easily export documents into this format.

Please read and follow the instructions very carefully to avoid delays in the delivery of your yearbooks. *Previous experience with page layout software is highly recommended for this plan.*

*If you are using other versions that are not supported in this manual, please contact us at [graphics@walterspublishing.com](mailto:graphics@walterspublishing.com).*

## INSIDE:

- **Step-by-step** instructions for loading our **PDF settings** and **color profiles** to your hard drive!
- **Step-by-step** instructions for creating your **PDF files** for submitting your book!
- **CD** containing **templates** and **settings!**
- **DVD** containing **artwork** and **fonts!**
- **Color settings** for more **accurate** color conversion!
- **8.5"x11"** and **9"x12"** templates!
- **Helpful Quick Tips** for Adobe® InDesign® and QuarkXPress®!



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**DON'T FORGET!** E-mail your PDF test pages to  
*graphics@walterspublishing.com*  
as soon as you start creating your book!

## PLEASE READ *Before* STARTING YOUR YEARBOOK:

Yearbook page counts must be **DIVISIBLE BY 4** (e.g., 24 or 32 pages, but not 22 or 30 pages). Total page count does not include cover, or inside front or back cover; only interior pages. **SMYTH SEWN** yearbook page counts must be **DIVISIBLE BY 16**.

You can **DESIGN YOUR OWN CUSTOM COVER**. Use the Custom Cover Envelope to specify your details and cover options. Custom covers must be submitted by **FEBRUARY 2<sup>ND</sup>** (for yearbooks shipping before June 30). For Fall delivery yearbooks (delivered by December 31), cover files must be submitted by **AUGUST 1<sup>ST</sup>**. Contact your yearbook representative for pricing information.

You can **CHOOSE A STOCK COVER** and print your title in the color shown for FREE. See the Stock Cover Guide for choices. Stock cover art cannot be altered.

You can **ADD STOCK AUTOGRAPH PAGES** (extra charge) or **CURRENT EVENTS PAGES** to your yearbook. Indicate your design and placement selections on the Production Form. Stock Autograph pages are not included in your total page count and are not numbered. Current Events pages **SHOULD BE INCLUDED** in your total page count, but will not be numbered. We will still add them in for you in the area specified on the production form.

*Current Events pages will not be billed separately. Yearbook price will be based on total page count (including Current Events pages).*

We cannot process your yearbook without a completed **PRODUCTION FORM!**

**FOLLOW THE INSTRUCTIONS** in this guide carefully. Yearbooks not within our guidelines may be returned for rework and will be rescheduled. This will delay shipment.

If you have questions, please contact Customer Care at **1-800-447-3274**. We are happy to help!

# PDF *Options*

Thanks to the acceptance of the PDF format, you can produce your yearbook using one of many programs. All you need are the correct settings and a basic understanding of how a PDF is created.

## PDF *Plan*

PDF stands for Portable Document Format, a technology pioneered by Adobe® for the purpose of creating a “common” exchange format for documents between programs and computer platforms. PDF documents can be read by nearly all modern computers, (and many mobile tablets & smartphones, too). They do not require the original application to be viewed and retain a visual consistency across platforms perfect for publishing your book!

Save money and eliminate problems by submitting yearbook files as PDFs. **Programs such as Adobe® InDesign® and QuarkXPress® export documents as PDFs easily.** You may also use many other programs to create and view PDF documents. (*We only provide instructions for professional level PDF authoring tools that allow us to better control and predict PDF output.*)

### ACCEPTABLE PROGRAMS

We offer instructions in this guide that detail the procedures used to create PDF files with the following programs:

- **Adobe® InDesign® CS3-CS6**
- **Adobe® Photoshop®**
- **QuarkXPress® 7–9.3.x**

If you’re attempting to use older page layout programs, you will need Acrobat Distiller to process your postscript files, so the appropriate PDF files can be created. Distiller may also be used to process postscript files created out of programs other than those listed above. However, we do not offer assistance for any unlisted programs, and do not supply any software (*including Distiller*). If you have questions about your software and how it creates PDF documents, please contact the manufacturer of your software.

### YEARBOOK SETUP

We recommend you use the program templates on the enclosed PDF Creation CD. You can easily create your yearbook pages in QuarkXPress, InDesign and Photoshop! Please follow the digital guidelines on the following pages.

### CREATING A PDF

You will find **PDF CREATION INSTRUCTIONS** on pages 10-21; follow these instructions carefully. Important settings are included in the enclosed PDF Creation CD. The Color Settings and PDF Job Options files on this CD must be installed if you plan to submit PDF files. **PDF testing must be done as early as possible and approved before your yearbook can be submitted.**

Send a PDF test of 2 or 3 pages of your book to: [graphics@walterspublishing.com](mailto:graphics@walterspublishing.com).

# Digital Guidelines

Before you begin your yearbook project **install all necessary applications**. Follow the guidelines listed below, then set the application preferences listed on the following pages. **These guidelines apply to all books.**

**Use the PROGRAM TEMPLATES included on the PDF Creation CD** (Includes QuarkXPress®, InDesign® and Photoshop®).

**8.5 x 11 Book Size Specs:** 8.5" x 11" with additional 0.125" (1/8") bleed on all 4 sides and in single-page layout mode. **Facing pages format is allowed only if the book is submitted as a PDF.**

Create PDFs of single pages and test (e-mail us a test file) before submitting the files for publishing. E-mail test pages and questions to [graphics@walterspublishing.com](mailto:graphics@walterspublishing.com).

**9 x 12 Book Size Specs:** 9" x 12" with additional 0.125" (1/8") bleed on all 4 sides and in single-page layout mode. **Facing pages format is allowed only if the book is submitted as a PDF.**

Create PDFs of single pages and test (e-mail us a test file) before submitting the files for publishing. E-mail test pages and questions to [graphics@walterspublishing.com](mailto:graphics@walterspublishing.com).

**BLEED: Artwork, photos or page elements that are to bleed** (extend to the edge of the page with no margin) **must be set up 0.125" (1/8") beyond page edges on all sides of the page.** This bleed will be trimmed off. Program templates are preset with a bleed box on each page (sized to 8.75" x 11.25" for an 8.5" x 11" book). Backgrounds either need to bleed 0.125" (1/8") beyond page edges or be within the .5" (1/2") page margin.

**PAGE MARGINS:** All important text and images, that you do not want to risk being trimmed off or lost in the binding, should be kept within the .5" (1/2") safety margins on the templates. **This is particularly important for standard hard cover books.**

**HARD COVER BINDING OPTIONS:** There are two types of hard cover bindings available. **Smyth** binding is strongly recommended for books that have photos or text that span across two pages or that have text and/or images that are less than a 1/4 of an inch from the trim line on the interior (gutter) side of the book. **Standard Hard Cover** binding works best when a book has been designed with all text and images at least 1/2" from the trim lines.

#### **PDF SIZE and NAMING CONVENTIONS:**

A PDF book may be submitted in whatever section sizes you would like (1 page, 4 page, 16 page, entire book). PDF files should be named in a manner that clearly indicates the job number and page number; e.g., jobnumber\_001-016.pdf.

**PAGE NUMBERS: Each page in your yearbook must include a page number!** Page numbers should be included on all PDF files.

**SAVING AND NAMING IMAGES:** Images should be saved in a folder on your computer and **names should not be changed** unless you relink the images after the name change. Renaming images or moving them to a different folder or CD **could cause missing link problems** later on when you are exporting your PDF files. Image names must be **8 characters or less** (excluding extension) and each image should have a unique name for linking purposes.

**PAGE TEMPLATE LIBRARIES are included on the enclosed CD** for use in QuarkXPress or InDesign.

**FONTS are provided on the Artwork DVD for your unlimited use.** If you choose to use custom fonts (Option 2), include them with your files when the job is submitted; or submit your book as PDF files with all fonts embedded.

**To INSTALL STOCK FONTS ON A MAC,** copy all fonts from the Artwork DVD into your **System Fonts folder**. Restart your computer to activate them.

**To INSTALL STOCK FONTS ON A WINDOWS COMPUTER,** go to the **Start** menu, choose **Control Panel**, and open the font folder inside. Install all fonts from the Artwork DVD into the font folder by choosing **File** and **Import New Font** until all yearbook fonts have been loaded.

**DO NOT USE FONT MENU STYLES ON A WINDOWS COMPUTER.** You may bold or italicize a font **ONLY** if you have the bold or italic version of that font.

**STOCK ARTWORK is provided on the Artwork DVD on the inside back cover of this guide.** Backgrounds are provided as .jpg files and clip art is provided as .png files. Clip art (.png files) may not be compatible with all versions of publishing software.

**TWO-PAGE SPREADS: If you choose to include two-page spreads in your book,** just create your book as facing pages and create single-page PDF files when you export your book. Check your PDF files before submitting to make sure that they split correctly and that the bleeds extend on all four sides. If you need help with this, please contact [graphics@walterspublishing.com](mailto:graphics@walterspublishing.com).

**CUSTOM COVERS: A separate CD/DVD/USB Drive containing your custom cover should be submitted with the completed Custom Cover Form by February 2 for books shipping before June 30. For Fall delivery books (delivered by December 31), cover files must be submitted by August 1.**

**Our custom cover templates** must be used for custom cover submission (see the Custom Cover Brochure). Templates vary according to binding type (*soft saddle-stapled, perfect-bound or hard cover*) and page count. Choose the correct cover template based on these criteria.

**SEND TEST FILES** early in the school year. We can verify that you are on the right track with program settings and image resolution. E-mail test file to [graphics@walterspublishing.com](mailto:graphics@walterspublishing.com).

# Image Requirements

Images are the MOST important part of your yearbook project. The following information will help you get the best results from your images, and publish a spectacular-looking yearbook! Be sure to consider the following when choosing images to include in your yearbook:

**IMAGE COLOR SPACE** No need to alter your image color space. If images are RGB, no CMYK conversion is needed. Our PDF output settings and refining process will convert them to the proper color space. Most cameras and scanners include a source profile (also known as input profile) when saved. We recommend you embed (or tag) the source profile to each image. A source profile will define how the camera/scanner interprets the colors in the photo and make your color conversion clean and effortless.

**HOW WILL MY IMAGES LOOK ONCE THEY HAVE BEEN CONVERTED TO CMYK?** Your converted images will look very similar to your original RGB files. There is much more color information in the RGB color space than can be printed with a CMYK profile, but the results have been very accurate with the conversion profiles we use. If you are concerned about how your images will convert, color testing is an option, if requested in advance.

**IMAGE RESOLUTION** Resolution is a very important factor to consider when looking at your digital images. Resolution is defined in two ways: pixels per inch (ppi) on your screen and dots per inch (dpi) on a press. **To print an image effectively, it needs to have a resolution of between 250 and 300 ppi/dpi. The image should be the same dimensions that you plan to print it in your yearbook at a resolution of 300 dpi.**

**HOW CAN I CHANGE AN IMAGE'S RESOLUTION?** Many people try to increase resolution (ppi/dpi) using imaging software such as Photoshop®; this usually makes the image quality worse. There is only a fixed amount of information (pixels) in an image, and by increasing the resolution and leaving the image size the same, you are asking the software to add more pixels to the image. The software is forced to "guess" what each added pixel should look like based on the other pixels around it, and the image becomes blocky or fuzzy.

**WE ARE NOT RESPONSIBLE FOR THE QUALITY (resolution or color) OF YOUR DIGITAL YEARBOOK IMAGES ONCE THEY HAVE BEEN SUBMITTED AS PDF FILES.**

**If an image didn't start out with a high resolution (250-300 dpi), the only way to increase the resolution is to retake the picture at a higher camera setting or rescan the image at 300 dpi.** This does not apply to digital camera images that have been taken at a high-quality setting. They will have a low resolution (72 dpi), but the image dimensions will be large enough to compensate for the resolution. The images actually have the extra pixels needed to increase the resolution when the photo dimensions are decreased.

**DIGITAL IMAGES** Many digital cameras will have a resolution of 72 dpi, but the dimensions of the image are larger than you need—when you reduce the photo size, the resolution increases to 250 to 300 dpi. You may leave digital images the size they come off your camera and resize them in your layout program.

**FILE FORMATS** JPEG (.jpg), TIFF (.tif), PNG (.png) and EPS (.eps) are all acceptable file formats to use in your yearbook. You choose the format when you save your images in the scanning or image editing software. JPEG files should be saved at a high-quality setting (less compression 10–12) and are favored because of their small size. TIFF files must be saved with no compression.

**IMAGE SCANS** For scanned pictures, the scan resolution must be set to at least 300 dpi for a scan at 100%. If you will enlarge a photo, increase the resolution of the scan to compensate. Review the other scanner options before you scan your images.

**WEB IMAGES** Images from the Web will have a low resolution of 72 dpi and will print poorly. We do not recommend their use. In addition, most images found on the Internet are copyright protected.

**CONCERNS?** If you have concerns about your images, contact us at **1-800-447-3274** to discuss possible solutions and/or perform image testing.

# Artwork *Options*

Artwork adds an extra punch to your yearbook. We provide a variety of fun and colorful stock artwork files for your book. Choose from backgrounds, borders, autograph pages and clip art. The Artwork DVD is located on the inside back cover of this guide. *Examples of creating a theme using our art are located on pages 22 and 23 of this guide. Check them out!*

## STOCK ARTWORK

Your yearbook becomes a unique expression when you creatively use stock backgrounds, borders, autograph pages and clip art. Our stock artwork has been grouped into series according to theme, color and style. **Use artwork within the same series for a consistent looking yearbook.** **When you choose clip art, less can be more—you want the focus to be the photographs.**

**BACKGROUNDS** add variety to your pages. All backgrounds are set up to bleed (extend) 0.125" (1/8") beyond page edges. Use the program templates to place them correctly and avoid correction charges. Or use them with text as section dividers in your yearbook. *We do not recommend color backgrounds for use in black and white books as they may not convert well.*

**BORDERS** are used to frame pages. Some borders are set up to bleed (extend) 0.125" (1/8") beyond page edges. Borders that do not bleed will have white edges and should be centered on the page. Use program templates to place borders correctly and avoid correction charges. Or use them with text as section dividers in your yearbook. *We do not recommend color borders for use in black and white books as they may not convert well.*

**AUTOGRAPH PAGES** may be placed in your yearbook wherever you would like. Use program templates to place pages correctly and avoid correction charges. *Color autograph pages cannot be used in black and white books.*

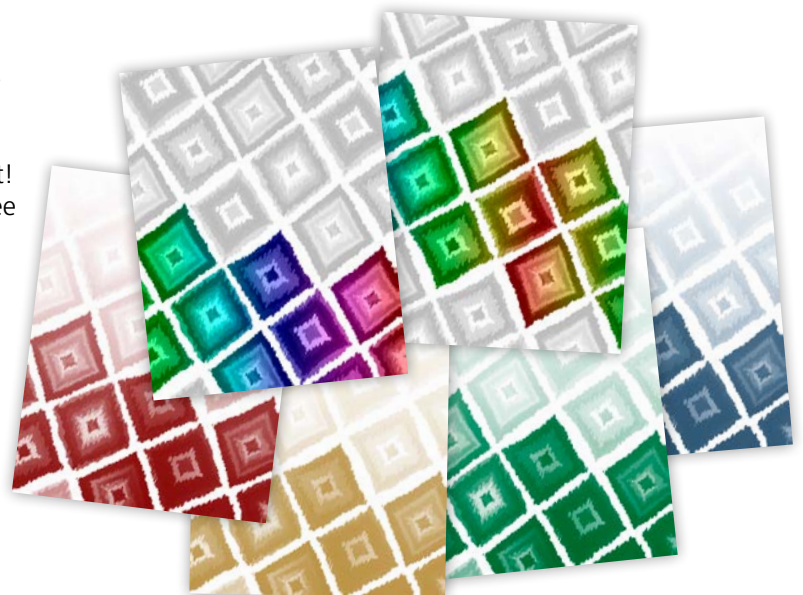
**CLIP ART** is used to fill in spaces in place of photos or to decorate your pages. Choose from a large variety of clip art! Many pieces of clip art coordinate with background sets (see the note in the Clip Art section of the Artwork and Font Guide).

## CUSTOM ARTWORK

You may choose to include custom artwork in your book. Please follow the same guidelines as with stock artwork. Full page backgrounds should be saved at 8.75" x 11.25" at 300 dpi. Bleeds must extend 0.125" (1/8") beyond page edges on all sides. We recommend you choose artwork that creates a coordinated look throughout your entire yearbook. *See page 4 for accepted file formats.*

## COPYRIGHTED MATERIAL

Walter's Publishing reserves the right to refuse to print any materials provided by its customers for any reason, including, but not limited to, materials determined by Walter's Publishing, at its discretion, to be offensive, illegal, or in violation of any copyright or other proprietary rights. By submitting an order, and providing photos, trademarks, tradenames, images or other content to Walter's Publishing (collectively, the "Customer Content"), Customer represents that it has the right to have the order printed, with the inclusion of the Customer Content, and that Walter's Publishing' printing of the order, and the use of the Customer Content, will not infringe the intellectual property right of any third party. Customer will defend, indemnify and hold harmless Walter's Publishing from any claims, costs, losses or liability (including reasonable attorney's fees and expenses) arising out of or related to the Customer Content or the production of the Order as directed by the Customer.



# InDesign® *Quick Tips*

Please follow the instructions on pages 12-13 (Mac InDesign users) or pages 18-19 (Windows InDesign users) for installing program preferences, output style and color settings. These settings should be in place *before you open a new document*. Below is a list of quick tips that will help you when creating your yearbook.

## *InDesign*

### CREATING A NEW INDESIGN DOCUMENT

Under the **File** menu, choose **Document Presets** and **Define**. Click on **Load**. Locate the PDF Creation CD on your desktop and Open PROGRAM\_TEMPLATES. Open the folder called ADOBE\_INDESIGN, then choose **InDesign\_8.5x11\_document.dsct** (if printing an 8.5" x 11" book) or **InDesign\_9X12\_document.dsct** (if printing a 9" x 12" book) and click Open, then click **OK**. Then, under the **File** menu, choose **New** and **Document**. Then, where it says Document Preset at the top of the window, select whichever preset fits the size you opened (either **InDesign\_8.5x11\_document\_Preset** or **InDesign\_9x12\_document\_Preset**) and click **OK**.

### OPENING INDESIGN PAGE TEMPLATE LIBRARIES

**Double-click** on one of the **IND\_TEMPLATES** in the INDESIGN folder (located in the TEMPLATE LIBRARIES folder on the PDF Creation CD). A window will automatically open up in InDesign. The window will show small versions of the wide variety of templates available. Pick which one you want to open, **click and hold, and drag it** to your open page document. Line up the small square in the upper left corner of the template with the upper left corner of your document.

### INDESIGN IMAGE LINKS

To check the image links in your document, select the **Window** menu and choose **Links**. This will provide you with a list of all images used in your document.

### INDESIGN IMAGE PLACEMENT

To place images and stock artwork, choose the **Place** option under the **File** menu.

### INDESIGN PAGE NUMBERING

To create a Master Page: in the **Window** pull-down menu, select **Pages**. Click on the triangle in the upper left corner of the Pages window. Select **New Master**. Create a text box on your master page. Type a number in the text box, and format it to the correct font, point size, color, alignment and location on the master page. Highlight the number; in the **Type** pull-down menu, select **Insert Special Character**, then select **Markers**, then select **Current Page Number** and this will automatically number every page that uses that Master Page. To number the first page in your document a number other than "1": select the first page in your document; and go to the **Pages** menu and select **Numbering & Section Options**, choose **Start Page Numbering**, and type in the page number that you want the section to start at.

### PACKAGING INDESIGN DOCUMENTS

Open the document you would like to package; go to the **File** menu, select **Package** (always make sure that you have saved your file before choosing Package). A **Package** window will open. Check to make sure that all of your fonts are loaded and that all of your images are linked. If there are no errors, click **Package**. If there are errors, note them and hit Cancel, and fix any errors before trying to package again. When the **Printing Instructions** window opens up, click **Continue**. A **Create a Package** window will open up. Where it says **Save As**, type in the name that you want for the folder. Then select **Copy Fonts, Copy Linked Graphics, and Update Graphic Links** in **Package** and then click **Save**.



*QuarkXPress*



# QuarkXPress® *Quick Tips*

Please follow the instructions on pages 14-15 (Mac QuarkXPress users) or pages 20-21 (Windows QuarkXPress users) for installing program preferences, output style and color settings. These settings should be in place *before you open a new document*. Below is a list of quick tips that will help you when creating your yearbook.

## QUARKXPRESS PREFERENCES MENU

Under **Preferences** choose **General** under the **Project** menu. Make sure that **Auto Picture Import** is set to **Off**.

Under **Preferences** select the **Tool** tab. Select each image and text box tool and go to **Modify** to select defaults for each tool. First, turn Runaround to **None** and then under the **Box** menu, choose **None** for Image Box Fill Color and **None** for Text Boxes.

## CREATING A NEW QUARKXPRESS DOCUMENT

Use the QuarkXPress template provided on the PDF Creation CD. It is a pre-numbered 16-page document with margins, page size, bleed box and other elements set up to our standards.

## QUARKXPRESS PAGE NUMBERING

To number the first page in your document a number other than "1": select the first page in your document; go to the **Page** menu and select **Section**. Check the **Section Start** box and type in the desired beginning number.

## QUARKXPRESS FONT USAGE

To check font usage in your document, look under the **Utilities** menu, select **Usage** and choose the **Fonts** tab. This window will provide you with a list of all fonts used in your document and the option to replace them. If you need to check fonts in the Master Pages, you must first be on one of your Master Pages and then check the **Utilities** menu and **Usage**. Hidden fonts are often found in the Master Pages. **Do not use font menu styles on a Windows computer**. You may bold or italicize a font **ONLY** if you have the bold or italic version of that font. You must have the actual version of each font that is used in the PDF or it will not embed correctly.

## QUARKXPRESS IMAGE LINKS

Images and stock artwork should be placed in QuarkXPress, not copied. To do this, draw an image box or use the preset bleed box in the program template, select the **File** menu and choose **Get Picture**. To check the image links in your document, look under the **Utilities** menu, select **Usage** and choose the **Pictures** tab. This will provide you with a list of all the images used in your document and will allow you to update them. If you need to check image links in the Master Pages, you must first be on one of your Master Pages, then check the **Utilities** menu and **Usage**. Images with a solid link will display an "OK" next to the image name.

## COLLECTING QUARKXPRESS DOCUMENTS

In order to collect all the fonts and images used in a document, you can use the **Collect for Output** option located in the **File** menu. You may want to purchase a program such as **FlightCheck® Collect** to collect all the files. Either of these options will enable you to easily collect and send all of the information needed to print your book.



# Questions & Answers

## GETTING STARTED

**How do we PUT OUR BOOK TOGETHER?** Determine the approximate number of pages you will need in the book, based on the number of students and staff members, number of grades, extracurricular activities and other pages you might want in the book. If you plan to use portraits from your school photographer, contact the photographer at the beginning of the school year. Arrange to have your portraits available as early as possible, as you will need them to begin page layout.

**How do we ORGANIZE OUR YEARBOOK STAFF?** Assign committees: e.g., coordinator, publicity (advertising and sales), photography, design and layout, proofing, bookkeeping.

We suggest the staff include both an adviser and an assistant adviser. Please notify us early with contact information. Include home phone numbers and e-mail addresses to avoid delays.

Hold a staff meeting at the beginning of the school year to set up a schedule for regular staff meetings.

**What steps should we take to ASSEMBLE OUR BOOK?** First, have your photographer supply you with high-resolution digital files.

Then, follow this guide to create your yearbook. This can be done through school curriculum, your parent/teacher organization or volunteers.

Using committees, you can put the book together in stages. For example, at the beginning of the school year, put together the classroom pages, and then, as each activity, event or sporting season concludes, add those pages to your book.

**What process do we follow to GET OUR BOOK PRINTED?** Complete the Yearbook Checklist found on the PDF Plan Production Form. Gather all the publication materials and send them to us.

## COVER SET-UP

**May we DESIGN OUR OWN COVER?** Yes, but this may be an additional charge— contact your sales representative for more information. Custom covers have printing on both the back and the front covers. Custom covers must be submitted with the completed Custom Cover Form by February 2 (for yearbooks shipping before June 30). For Fall delivery yearbooks (delivered by December 31), cover files must be submitted by August 1. Production cannot begin unless the Custom Cover Form has been fully completed and artwork is acceptable.

**May we PRINT ON THE BACK COVER?** Yes, only if you are creating a custom cover. Stock covers can only be imprinted in the logo area on the back.

**May we PRINT ON THE INSIDE OF THE COVER?** Yes, you can print on the inside of soft cover yearbooks, or design endsheets for a hard cover yearbook. There is an additional charge for this. Contact your yearbook representative for more information.

## TEMPLATE OPTIONS

**Are we required to use the TEMPLATES (provided on the PDF Creation CD) and/or ARTWORK provided on the Artwork DVD? How many FONTS can we use?** You may create your own templates and use any custom artwork that follows our guidelines. You may use any of the fonts provided on the Artwork DVD free of charge. PDF books may use an unlimited number of fonts, as long as they are embedded correctly (see the *PDF Creation* section of this guide—pages 10–19).

**How do we ACCESS THE TEMPLATE LIBRARIES provided on the PDF Creation CD?**

In QuarkXPress and InDesign, go to the **File** menu and select **Open**. Locate the loaded CD and choose the desired library. QuarkXPress allows more than one library to be open at a time.

**May we MODIFY THE TEMPLATES?** Yes. You may alter them, but keep images and text within the .5" (1/2") page margins.

**May we SELL AD SPACE to help fund our yearbook? Do you have AD TEMPLATES?** Yes, you can use our templates, which allow from one to eight ads per page (see candid template section) or create your own ad pages.

## YEARBOOK LAYOUT

**Do we NEED TO KNOW A LOT ABOUT COMPUTERS?** You should be familiar with your hard drive, the programs you are using, and how and where to save images.

**What PROGRAMS may we use to create our yearbook?** QuarkXPress® (version 7 or higher), InDesign® (CS3 or higher) or Photoshop®. Knowledge of Photoshop is required if you plan to scan or resize images. *Other programs may be used to create PDF files but we support only the programs listed above. If you are using another program to create your files, please contact our graphics department with questions and to submit a test. E-mail [graphics@walterspublishing.com](mailto:graphics@walterspublishing.com).*

# Questions & Answers

**How do we BEGIN?** Start by reading the entire PDF Instruction section in this book. Quark users should set all of the preferences as instructed on page 7 of this guide, and use one of the program templates included on your PDF Creation CD (located on the inside front cover of this guide). InDesign users should install the document preset (instructions on page 6). Load and activate color profiles and PDF export settings for both programs; follow instructions for your program, located on pages 10–21.

**May we design our yearbook in a FACING PAGES LAYOUT?** Yes. Make sure the bleeds are extended on all four sides. Convert your book to PDF files as single pages, and e-mail a PDF test to us before submitting the files for publishing. For more information contact [graphics@walterspublishing.com](mailto:graphics@walterspublishing.com)

**May we include a TWO-PAGE CLASS PICTURE SPREAD in our book? How do we submit it?** Yes, a two-page class picture spread can be printed in your yearbook. Set it up like any other page in your book that bleeds, making sure the images meet correctly in the center of the two pages.

**How should we SAVE OUR YEARBOOK FILES?** A PDF book may be submitted in whatever section sizes you would like (1 page, 4 page, 16 page, entire book). PDF files should be named in a manner that clearly indicates the job number and page number; e.g., jobnumber\_001-016.pdf.

**How do we CREATE A PDF of our yearbook?** Install the PDF export options from the PDF Creation CD included in this guide. Follow the PDF Creation Guide instructions that pertain to the programs that you are using to create your yearbook.

**IS SUPPORT AVAILABLE if we encounter problems or have questions?** Yes, phone and e-mail support is available. We will gladly help you with questions regarding preferences, requirements, artwork, templates and image quality. Contact [graphics@walterspublishing.com](mailto:graphics@walterspublishing.com).

**However, we offer limited computer support and are not staffed to instruct first-time program users.** For questions about computer programs, it's best to seek help on the Internet or in your program's user guide.

## IMAGE CONCERNS

**DO IMAGES NEED TO BE IN CMYK MODE or may we submit them in RGB mode?** Images can be submitted to us in either **RGB** or **CYMK mode**. Make sure that you **attach the input color profile**, especially if you converted images from RGB to CMYK.

**WHAT RESOLUTION should images be?** Every image should be at least 300 ppi/dpi (pixels per inch/dots per inch) at the actual dimensions the image will appear in your yearbook. You can check this in Photoshop under "Image" and "Image Size." For more information, see page 4.

**May we include PICTURES FROM MAGAZINES, MUSIC CD COVERS OR STICKERS in our yearbook?** **No. It is not legal to publish any previously published (copyrighted) material unless you have supplied a release signed by the copyright owner.** Resolving possible copyright infringement may result in delaying your shipping date; if you're not certain about an image, call Customer Care at **1-800-447-3274** for assistance. See copyright information on page 5.

**How should IMAGE FILES BE NAMED?** Each image, whether it's a student portrait or a candid photo, should have a unique name no longer than eight characters (not including extension). This is critical, if you are not submitting a PDF file, to avoid losing images and linking incorrectly in your document. We recommend using a simple formula for naming images: use the page number on which the image appears, followed by an underscore, followed by position number on the page. For example, the three JPEG images to be placed on page 18 would be named 018\_01.jpg, 018\_02.jpg, 018\_03.jpg. Do not use these keystrokes: -, ~, /.

**Please Note: this is only if you are submitting a non-PDF book.**

**How will we know if OUR IMAGES ARE CORRECTLY LINKED?** In InDesign®, check image links under the **Window** menu, choose **Links**, then select **Link Information**. Then check the **Content Status**.

In QuarkXPress®, under the **Utilities** menu, choose **Usage** to see a list of all of the images used in the document. Their status should be listed as "OK" under image status. If it says "Missing" or "Modified", you will need to update each image before resaving the document.

# Mac Settings *PDF Creation*

The following pages will guide you through loading our output styles and turning on color settings for a Mac. These settings will give you the best possible color conversion and will also show you, as closely as possible, what your images will look like when printed on a 4-color process printing press.

## STEP 1 Insert the PDF Creation Installation CD

Load all applications that you will be using for book and PDF file creation. Confirm that all applications on your computer are closed and insert the PDF Creation Installation CD. **Manually install settings** and set **Preferences** according to program instructions located on the following pages. The files that you need to install these settings are located on the PDF Creation CD, in the **MAC\_Install** folder.

## STEP 2 Create PDF Test Files

Using the Program Templates located on the **PDF Creation CD**, create two or three PDF test pages that include images and fonts you plan to use in your book. Place the *WP\_Color\_Target.tif* file (from the PDF Creation CD) on one of your test pages just like any other image. We also recommend that you set up a test page with a bleed, (background color or image that extends 0.125" beyond the document edge) so we can determine if bleeds are set up correctly in your PDF file.

E-mail your test files to [graphics@walterspublishing.com](mailto:graphics@walterspublishing.com) as soon as you start creating your book! **PDF test files need to be submitted at least 4 weeks prior to book submission.** PDF test files must be e-mailed one at a time due to large file size. If they are too large to email, FTP instructions can be requested by contacting [graphics@walterspublishing.com](mailto:graphics@walterspublishing.com)

We will preflight your PDF test files to ensure that page size and bleeds are set up correctly, fonts have been embedded, and image resolution is at an acceptable range. ***If preflight problems are found, you will be notified and your book will be placed on hold. This could possibly delay the delivery of your book.***

***To avoid this, remember to send in your PDF test!***

## STEP 3 Design Your Book

Once your PDF tests have been approved, start designing your book. Have fun with it—be creative! When you generate the final PDF file(s) of your book, it is very important that you use the same computer and settings you used for testing. If, for any reason, the PDF of the final book will be generated from a different computer than the testing, or the applications have been reinstalled, you must resubmit PDF test files and get approval a second time to prevent delays once your book has been submitted for publishing.

**DON'T FORGET!** E-mail your PDF test pages to  
*[graphics@walterspublishing.com](mailto:graphics@walterspublishing.com)*  
as soon as you start creating your book!

# Mac Settings *Adobe Photoshop®*

## STEP 1. LOAD COLOR & EXPORT FILES.

Load the following files (located on the **PDF\_Creation\_Install CD>>MAC\_Install>>ADOBE PHOTOSHOP**) into the locations listed below.

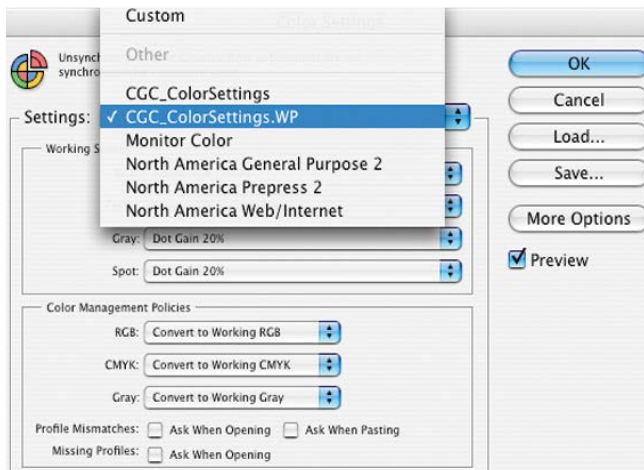
**GRACol2006\_Coated1v2.icc** place in the following folder:  
Hard drive>>Library>>Application Support>>Adobe>>Color>>Profiles Folder.

**CG\_pdfx4.joboptions** place in the following folder:  
Hard drive>>Library>>Application Support>>Adobe>>Adobe PDF>>Settings.

**CGC\_ColorSettings\_WP.cfs** place in the following folder:  
Hard drive>>Library>>Application Support>>Adobe>>Color>>Settings>>Recommended.

## STEP 2. TURN ON COLOR SETTINGS.

- Open Photoshop. **Be sure all documents are closed.**
- Edit>>Color Settings, select **CGC\_ColorSettings.WP**, click **OK**.



## STEP 3. OPEN PDF TEMPLATE.

The correct template can be found on the PDF Creation CD. There is a template for an 8.5"x11" book and a template for a 9"x12" book.

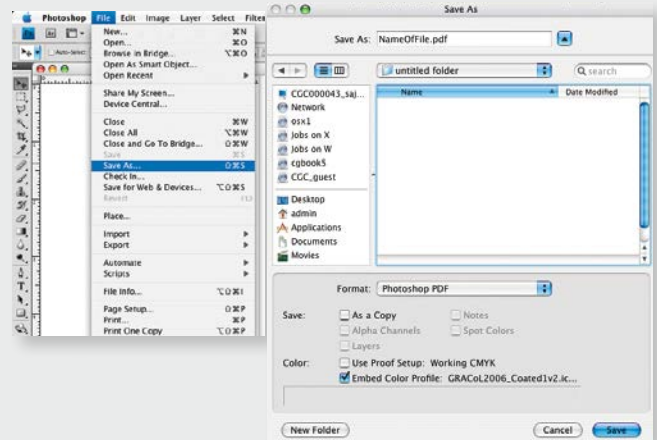
**Remember to show guides!** The outer guides indicate where the 1/8" bleed starts and where your book will be trimmed; the inner guides show where the "safe" area is. Keep all images and text (that you don't want to be trimmed off or lost in the binding) inside this set of margins. Background images should go all the way to the edge of the template (bleed) on all four sides.

**Make sure to save original PSD files with all layers included, in case you need to make changes later!**

## STEP 4. WRITE A PDF.

Make sure you have followed all instructions in steps 1–3 before writing a PDF.

- Flatten** your PSD file.
- File>>Save As>>Name your file as follows: jobnumber\_001, jobnumber\_098, etc. Make sure to create a folder in a location that will be easy for you to find later.
- Under Format, select Photoshop PDF. Make sure **Embed Color Profile** is checked.



- This warning may appear. Click **OK**.



- Adobe PDF Preset, select: **CG\_pdfx4>>Save PDF**.



- Another warning may appear. Click **YES**.

# Mac Settings *InDesign*® CS3-CS6

## STEP 1. LOAD THE OUTPUT STYLE.

Load the following files (located on the **PDF\_Creation\_Install CD**>>**MAC\_Install**>>**ADOBE INDESIGN**) into the locations listed below.

**GRACol2006\_Coated1v2.icc** place in the following folder:

Hard drive>>Library>>Application Support>>Adobe>>Color>>Profiles Folder.

**CG\_pdfx4.joboptions** place in the following folder:

Hard drive>>Library>>Application Support>>Adobe>>Adobe PDF>>Settings.

(for **CS3** use the file **CG\_CS3.joboptions** instead of **CGpdfx4.joboptions**)

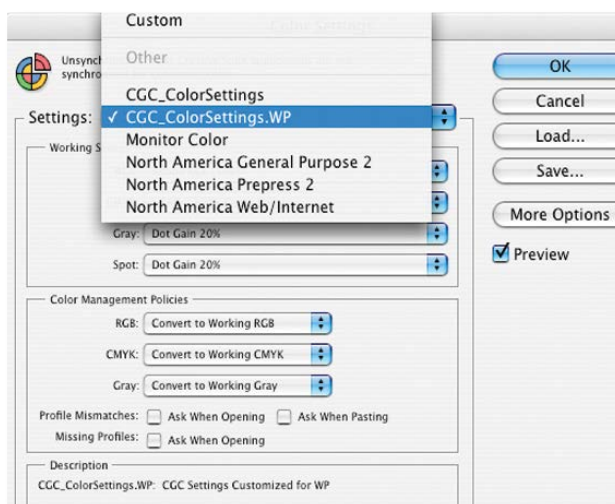
**CGC\_ColorSettings\_WP.cfs** place in the following folder:

Hard drive>>Library>>Application Support>>Adobe>>Color>>Settings>>Recommended.

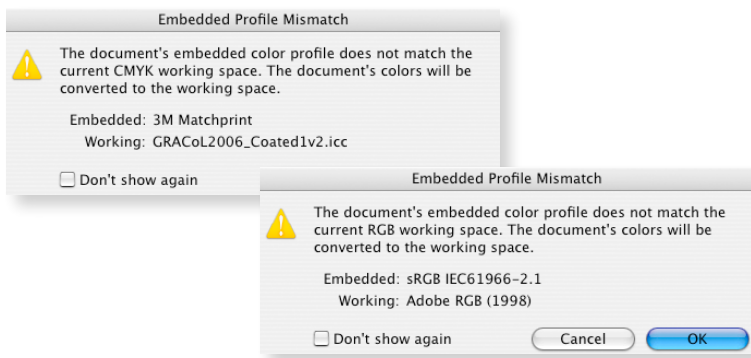
## STEP 2. TURN ON COLOR SETTINGS.

A. Open InDesign. **Be sure all documents are closed.**

B. Edit>>Color Settings, select **CGC\_ColorSettings.WP**, click **OK**.



**Please Note:** Two (RGB & CMYK) warnings may appear when opening files. Click OK, just make sure not to save over the original file (if you're unhappy with the conversion).

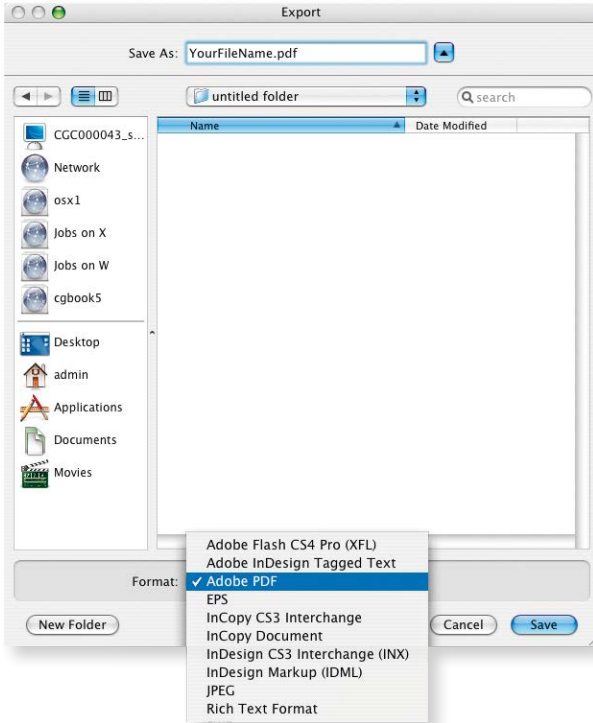


## STEP 3. WRITING A PDF.

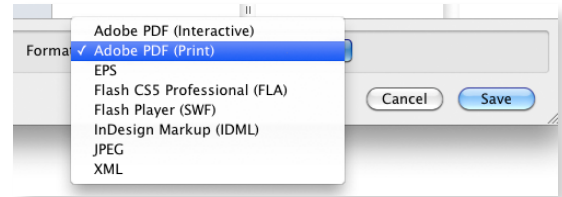
Make sure you have followed all instructions in steps 1 & 2 on the previous page before writing a PDF.

A. Under File>>**Export**.

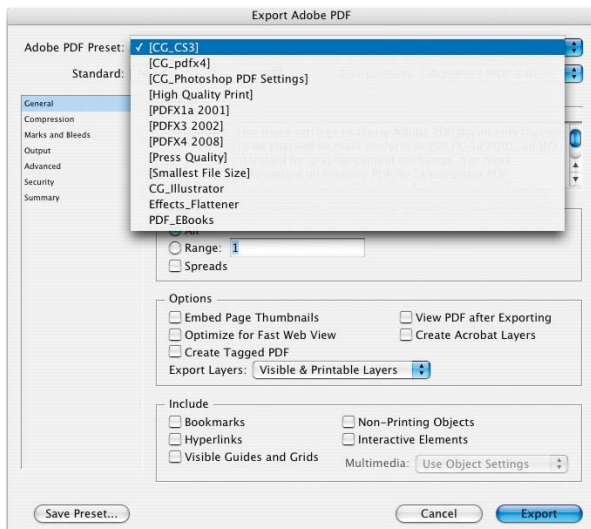
B. Name your pdf. In **CS3-CS4**, Select **Adobe PDF**>>**Save**.



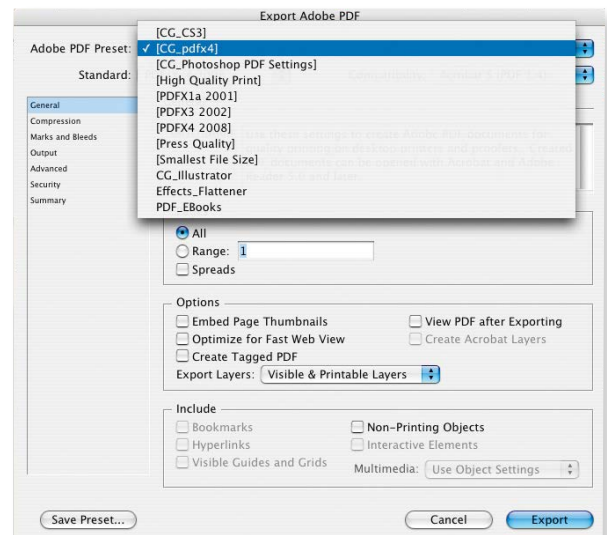
In **CS5-CS6**, you will need to choose **Adobe PDF (Print)** not Adobe PDF (Interactive)>>**Save**.



C. Under Adobe PDF Preset: In CS3 Select **CG\_CS3**>>**Export**.



In **CS4-CS6**, Select **CG\_pdfx4**>>**Export**.



# Mac Settings *QuarkXPress* 7-9.3.x

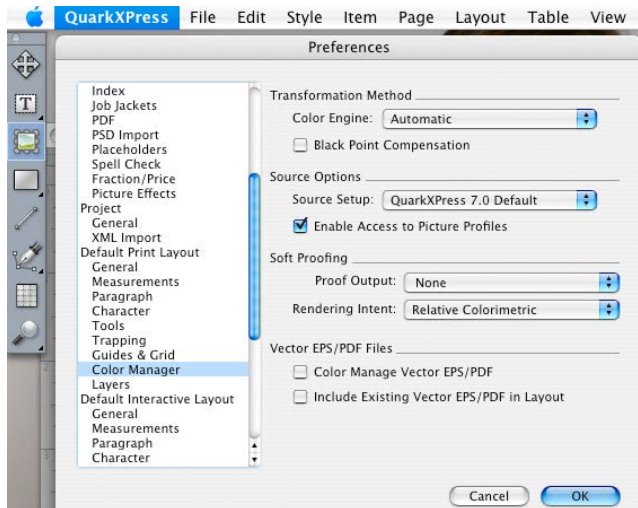
## STEP 1. LOAD OUTPUT STYLES.

Load the following file (located on the **PDF\_Creation\_Install CD**>>**MAC\_Install**>>**QUARK**) into the location listed below.

**GRACol2006\_Coated1v2.icc** place in the following folder:  
Hard drive>>Library>>Application Support>>Adobe>>Color>>Profiles Folder.

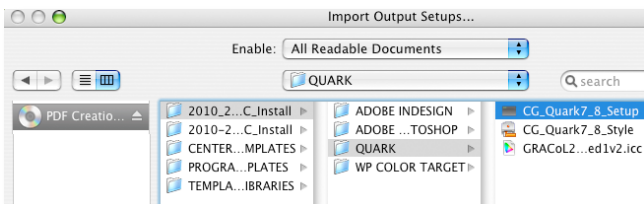
## STEP 2. SET PREFERENCES.

- Open Quark to set Preferences. **Be sure all documents are closed.**
- Select **QuarkXPress**>>**Preferences**>>**Default Print Layout**>>**Color Manager.**
- Set your Preferences to match the screenshot below. *Color Engine: Automatic; Source Setup: QuarkXPress 7.0 Default; check the button next to Enable Access to Picture Profiles; Proof Output: None; Rendering Intent: Relative Colorimetric.*



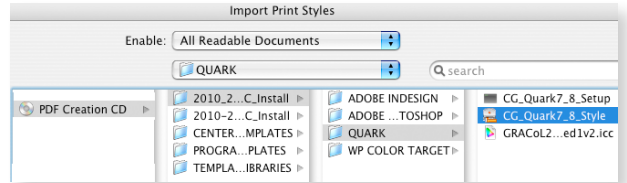
## STEP 3. IMPORT COLOR SETUP.

- Edit>>Color Setup>>**Output.**
- Import file (located on the **PDF\_Creation\_Install CD**>>**MAC\_Install**>>**QUARK**).  
Select file: **CG\_Quark7\_8\_Setup**>>**Open.**
- Click **Save** or the Setup will not be saved.



## STEP 4. IMPORT OUTPUT STYLE.

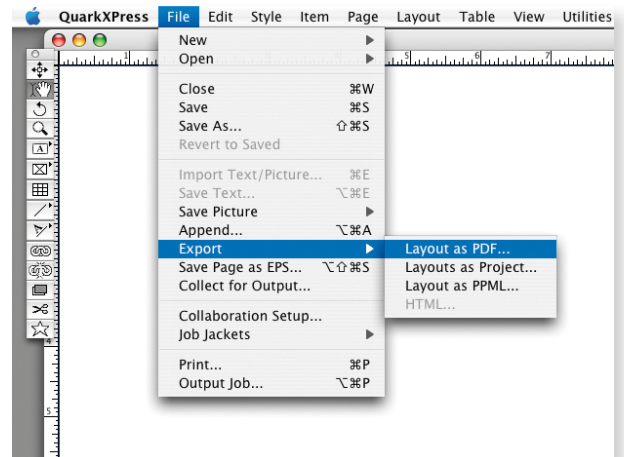
- Edit>>**Output Styles.**
- Import file (located on the **PDF\_Creation\_Install CD**>>**MAC\_Install**>>**QUARK**).  
Select file: **CG\_Quark7\_8\_Style**>>**Open.**
- Click **Save** or the Output will not be saved.



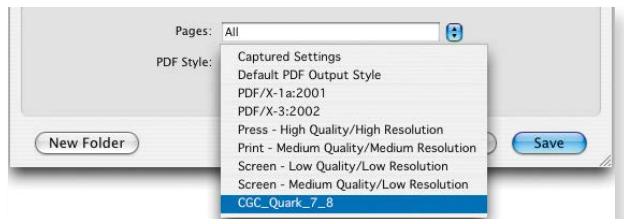
## STEP 5. WRITE A PDF.

Make sure you have followed all instructions in steps 1-4 before writing a PDF.

- Under File>>Export>>**Layout as a PDF.**



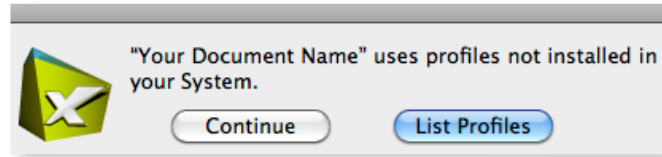
- Name your file using the naming convention: jobnumber\_001-064 (number of pages in file).  
Click on PDF Style and select **CGC\_Quark\_7\_8**>>**Save.**





# Mac Settings *QuarkXPress*® 7-9.3.x

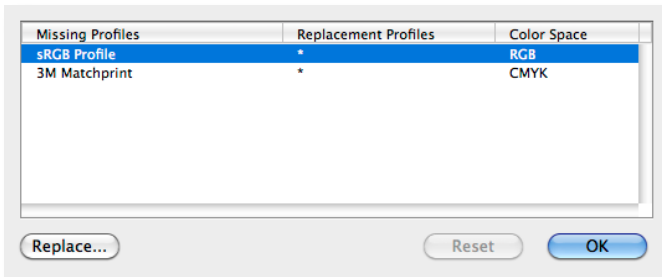
YOU MAY GET THIS ERROR WHEN OPENING A DOCUMENT THAT WAS CREATED PRIOR TO LOADING THE NEW SETTINGS:



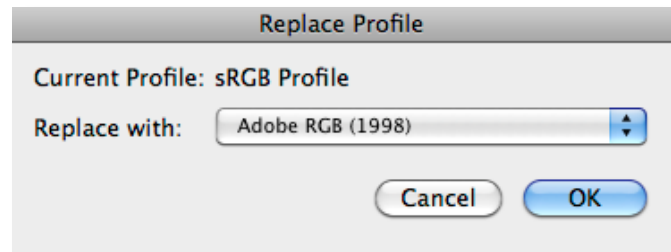
## STEP 1. CLICK LIST PROFILES.

A. Click **List Profiles**

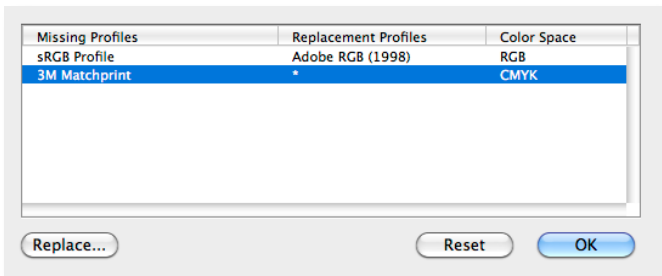
B. Select the missing RGB profile (if applicable)>>select **Replace**.



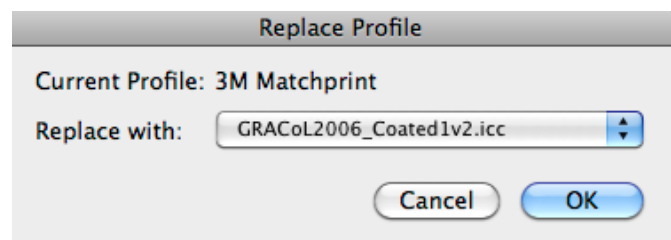
C. Choose **Adobe RGB (1998)** and click **OK**.



D. Select the missing CMYK profile (if applicable)>>select **Replace**.



E. Choose **GRACoL2006\_Coated1v2.icc** and click **OK**.



# Windows Settings *PDF Creation*

The following pages will guide you through loading our output styles and turning on color settings for a Windows-based computer. These settings will give you the best possible color conversion and will also show you, as closely as possible, what your images will look like when printed on a 4-color process printing press.

## STEP 1 Insert the PDF Creation Installation CD

Load all applications that you will be using for book and PDF file creation. Confirm that all applications on your computer are closed and insert the PDF Creation Installation CD. **Manually install settings and set preferences** according to program instructions located on the following pages. The files that you need to install these settings are located on the PDF Creation CD, in the **PC\_Install** folder.

## STEP 2 Create PDF Test Files

Using the Program Templates located on the **PDF Creation CD**, create two or three PDF test pages that include images and fonts you plan to use in your book. Place the *WP\_Color\_Target.tif* file (from the PDF Creation CD) on one of your test pages just like any other image. We also recommend that you set up a test page with a bleed, (background color or image that extends 0.125" beyond the document edge) so we can determine if bleeds are set up correctly in your PDF file.

E-mail your test files to [graphics@walterspublishing.com](mailto:graphics@walterspublishing.com) as soon as you start creating your book! **PDF test files need to be submitted at least 4 weeks prior to book submission.** PDF test files must be e-mailed one at a time due to large file size. If they are too large to email, FTP instructions can be requested by contacting [graphics@walterspublishing.com](mailto:graphics@walterspublishing.com)

We will preflight your PDF test files to ensure that page size and bleeds are set up correctly, fonts have been embedded, and image resolution is at an acceptable range. ***If preflight problems are found, you will be notified and your book will be placed on hold. This could possibly delay the delivery of your book.***

## STEP 3 Design Your Book

Once your PDF tests have been approved, start designing your book. Have fun with it—be creative! When you generate the final PDF file(s) of your book, it is very important that you use the same computer and settings you used for testing. If, for any reason, the PDF of the final book will be generated from a different computer than the testing, or the applications have been reinstalled, you must resubmit PDF test files and get approval a second time to prevent delays once your book has been submitted for publishing.

**DON'T FORGET!** E-mail your PDF test pages to  
*graphics@walterspublishing.com*  
as soon as you start creating your book!

# Windows Settings *Adobe Photoshop®*

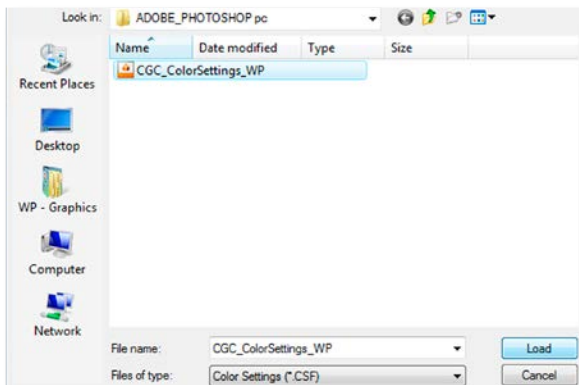
## STEP 1. INSTALL THE COLOR PROFILE.

- Insert the **PDF Creation CD**. Go to: My Computer>>CD or DVD Drive>>**PDF\_Creation\_Install>>PC\_Install>>ADOBE\_PHOTOSHOP pc**.
- Right click on the **GRACoL2006\_Coated1v2.icc** color profile. Choose **Install Profile**.

**Please note:** If you are using more than one Adobe program to create your files, the color profile needs to be loaded only one time.

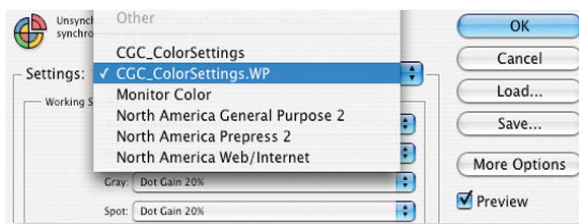
## STEP 2. LOAD THE COLOR SETTINGS.

- Open Photoshop. **Be sure all documents are closed**.
- From the **Edit** Menu, choose **Color Settings**.
- In the Color Settings Window, click **Load**.
- In the Load Window, look in: My Computer>>CD or DVD Drive>>**PDF\_Creation\_Install>>PC\_Install >>ADOBE\_PHOTOSHOP pc**.
- Highlight **CGC\_ColorSettings.WP**, click **Load**.



## STEP 3. TURN ON COLOR SETTINGS.

- Edit>>Color Settings, select **CGC\_ColorSettings.WP**, click **OK**.



## STEP 4. LOAD THE ADOBE PDF PRESET.

- Edit>>Adobe PDF Presets>>**Load**.
- In the Load Window>>Look in: My Computer>>CD or DVD Drive>>**PDF\_Creation\_Install>>PC\_Install>>ADOBE\_PHOTOSHOP pc**.
- Highlight **CG\_pdfx4.joboptions**, click **Load**.
- In Adobe PDF Presets Window, click **Done**.

## STEP 5. OPEN PDF TEMPLATE.

The correct template can be found on the PDF Creation CD. There is a template for an 8.5"x11" book and a template for a 9"x12" book.

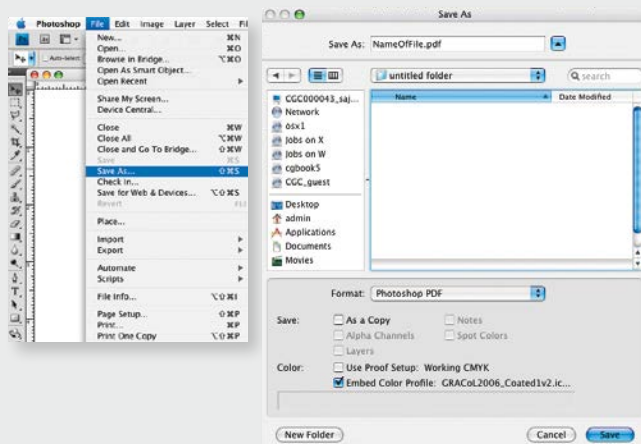
**Remember to show guides!** The outer guides indicate where the 1/8" bleed starts and where your book will be trimmed; the inner guides show where the "safe" area is. Keep all images and text (that you don't want to be trimmed off or lost in the binding) inside this set of margins. Background images should go all the way to the edge of the template (bleed) on all 4 sides.

**Make sure to save original PSD files with layers included in case you need to make changes later!**

## STEP 6. WRITE A PDF.

Make sure you have followed all instructions in steps 1–5 before writing a PDF.

- Flatten** your PSD file.
- File>>Save As>>Name your file as follows: jobnumber\_001, jobnumber\_098, etc. Make sure to create a folder in a location that will be easy for you to find later.
- Under Format, select Photoshop PDF. Make sure **Embed Color Profile** is checked.



- A warning may appear. Click **OK**.
- Adobe PDF Preset, select: **CG\_pdfx4>>Save PDF**.



- A warning may appear. Click **Yes**.

# Windows Settings *InDesign*® CS3-CS6

## STEP 1. INSTALL THE COLOR PROFILE.

A. Insert the **PDF Creation CD**. Go to:

**My Computer**>>**CD or DVD Drive**>>**PDF\_Creation\_Install**>>**PC\_Install**>>**ADOBE\_INDESIGN pc**.

B. Right click on the **GRACoL2006\_Coated1v2.icc** color profile. Choose **Install Profile**.

**Please note:** If you are using more than one Adobe program to create your files, the color profile needs to be loaded only one time.

## STEP 2. LOAD THE COLOR SETTINGS.

A. Open InDesign CS3. **Be sure all documents are closed.**

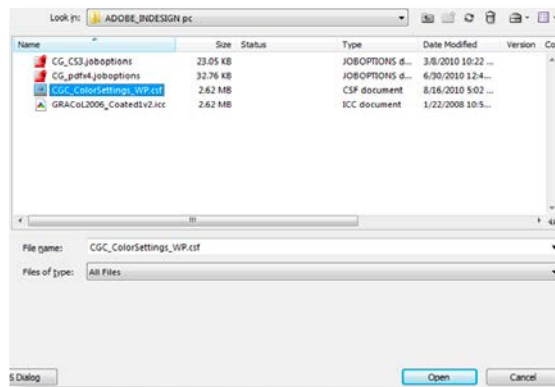
B. From the **Edit** Menu, choose **Color Settings**.

C. In the Color Settings Window, click **Load**.

D. In the Load Window, go to:

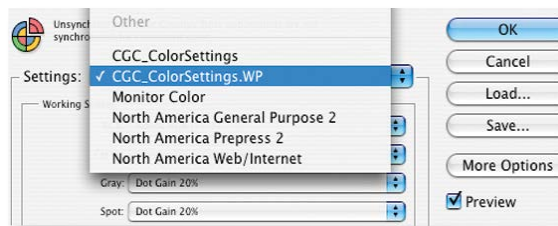
**My Computer**>>**CD or DVD Drive**>>**PDF\_Creation\_Install**>>**PC\_Install**>>**ADOBE\_INDESIGN pc**.

E. Highlight **CGC\_ColorSettings.WP**, click **Open**.

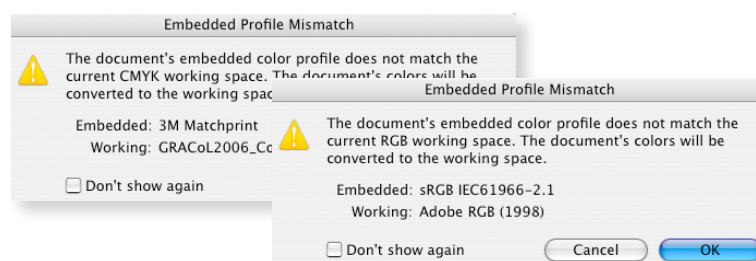


## STEP 3. TURN ON COLOR SETTINGS.

A. Edit>>Color Settings, select **CGC\_ColorSettings.WP**, click **OK**.



**Please note:** Two (RGB & CMYK) warnings may appear when opening files. Click OK, just make sure not to save over the original file (if you're unhappy with the conversion).



# Windows Settings *InDesign*® CS3-CS6

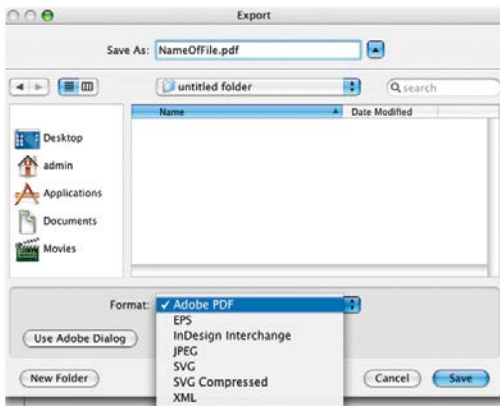
## STEP 4. LOAD THE ADOBE PDF PRESET.

- File>>Adobe PDF Presets>>**Define**.
- In Adobe PDF Presets Window, select **Load**.
- In the Load PDF Presets Window, go to:  
**My Computer>>CD or DVD Drive>>PDF\_Creation\_Install>>PC\_Install>>ADOBE\_INDESIGN pc.**
- Highlight **CG\_pdfx4**, click **Open**.
- In Adobe PDF Presets Window, click **Done**.

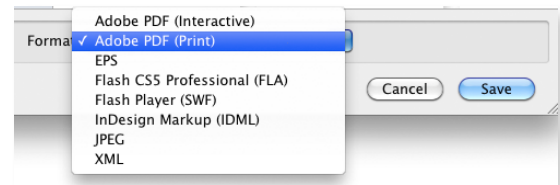
## STEP 5. WRITING A PDF.

Make sure you have followed all instructions in steps 1–4 before writing a PDF.

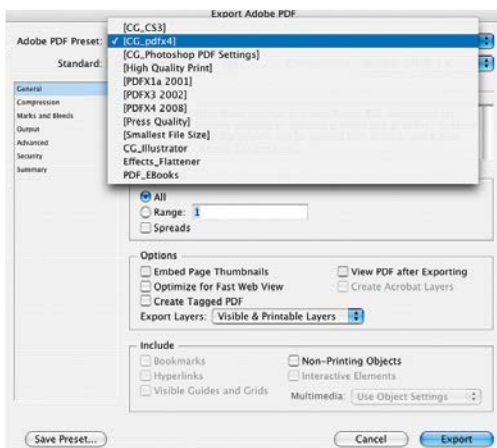
- Under File>>**Export**.
- Name your PDF. In **CS3-CS4**, Select **Adobe PDF**>>**Save**.



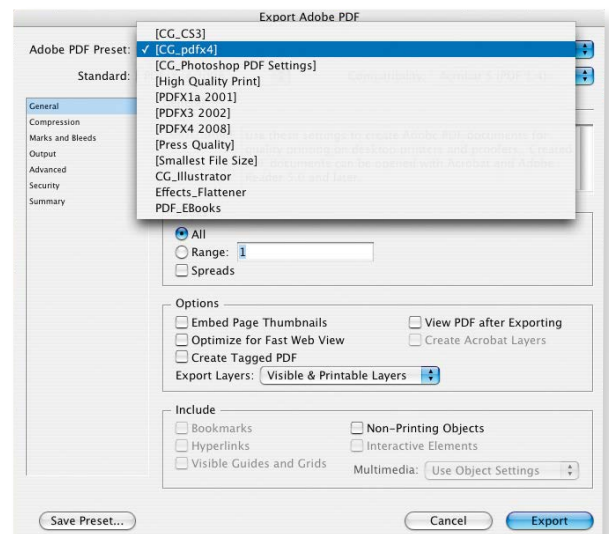
In **CS5-CS6**, you will need to choose **Adobe PDF (Print)** not Adobe PDF (Interactive)>>**Save**.



- Under Adobe PDF Preset: In **CS3** Select **CG\_CS3**>>**Export**.



In **CS4-CS6**, Select **CG\_pdfx4**>>**Export**.



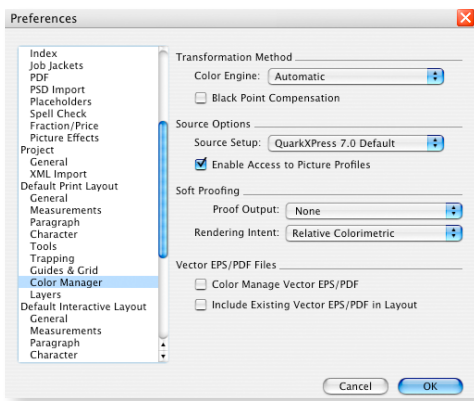
# Windows Settings *QuarkXPress* 7-9.3.x

## STEP 1. INSTALL THE COLOR PROFILE.

- Insert the **PDF Creation CD**. Go to: **My Computer**>>**CD or DVD Drive**>>**PDF\_Creation\_Install**>>**PC\_Install**>>**QUARK pc**.
- Right click on the **GRACol2006\_Coated1v2.icc** color profile. Choose **Install Profile**.

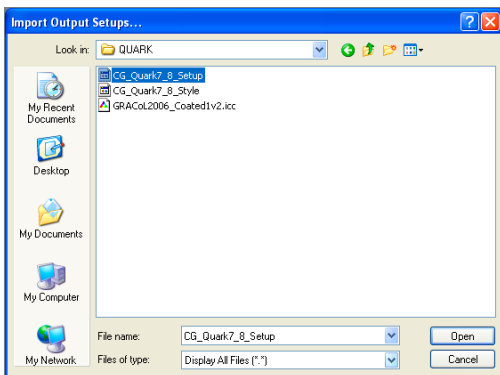
## STEP 2. SET PREFERENCES.

- Open Quark to set Preferences. **Be sure all documents are closed**.
- Select **Edit**>>**Preferences**>>**Default Print Layout**>>**Color Manager**.
- Set your Preferences to match the screenshot below. *Color Engine: Automatic; Source Setup: QuarkXPress 7.0 Default; check the button next to Enable Access to Picture Profiles; Proof Output: None; Rendering Intent: Relative Colorimetric.*



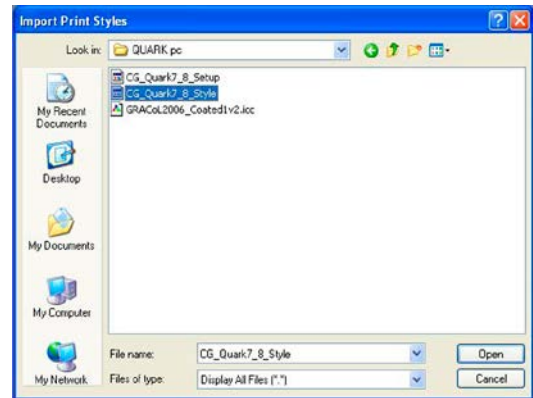
## STEP 3. IMPORT COLOR SETUP.

- Edit>>Color Setup>>**Output**.
- Import Setup file. Go to: **My Computer**>>**CD or DVD Drive**>>**PDF\_Creation\_Install**>>**PC\_Install**>>**QUARK pc**.  
You will have to change where it says **Files of Type**: at the bottom of the window to **Display All Files** in order to view. Select file: **CG\_Quark7\_8\_Setup**>>**Open**.
- Click **Save** or the Setup will not be saved.



## STEP 4. IMPORT OUTPUT STYLE.

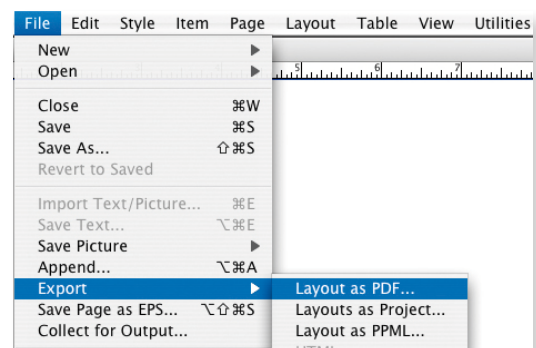
- Edit>>**Output Styles**.
- Import Style file. Go to: **My Computer**>>**CD or DVD Drive**>>**PDF\_Creation\_Install**>>**PC\_Install**>>**QUARK pc**.  
You will have to change where it says **Files of Type**: at the bottom of the window to **Display All Files** in order to view. Select file: **CG\_Quark7\_8\_Style**>>**Open**.
- Click **Save** or the Output will not be saved.



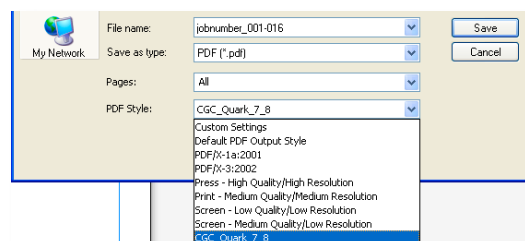
## STEP 5. WRITE A PDF.

Make sure you have followed all instructions in steps 1-4 before writing a PDF.

- Under File>>Export>>**Layout as a PDF**.

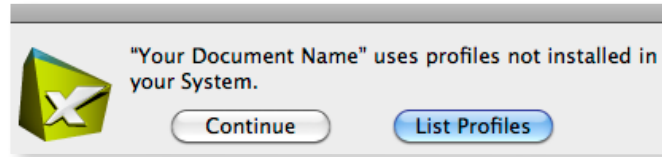


- Name your file using the naming convention: jobnumber\_001-064 (number of pages in file). Click on PDF Style and select **CGC\_Quark7\_8**>>**Save**.



# Windows Settings *QuarkXPress® 7-9.3.x*

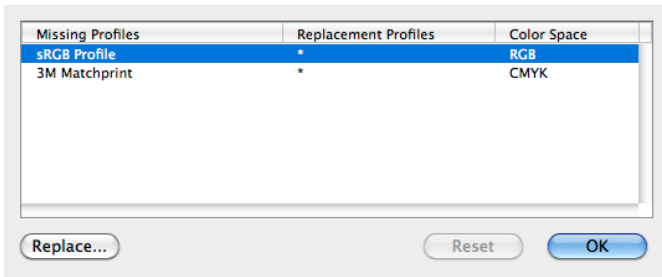
YOU MAY GET THIS ERROR WHEN OPENING A DOCUMENT THAT WAS CREATED PRIOR TO LOADING THE NEW SETTINGS:



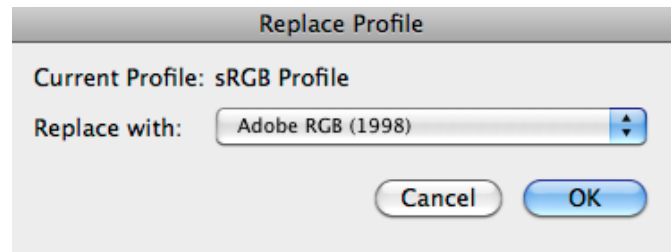
## STEP 1. CLICK LIST PROFILES.

A. Click **List Profiles**

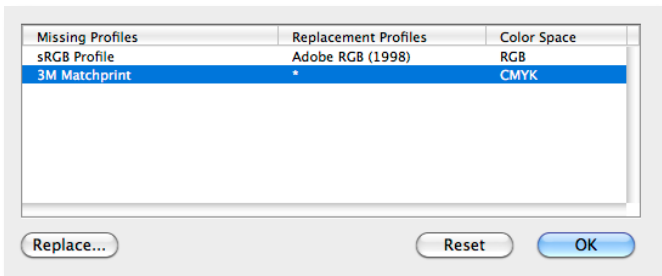
B. Select the missing RGB profile (if applicable)>>select **Replace**.



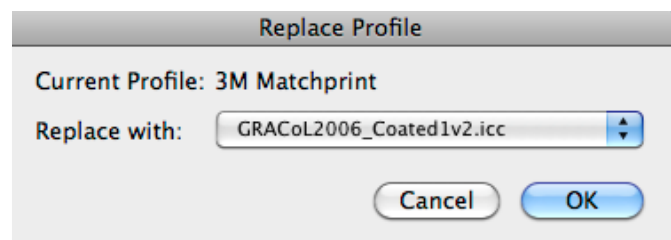
C. Choose **Adobe RGB (1998)** and click **OK**.



D. Select the missing CMYK profile (if applicable)>>select **Replace**.



E. Choose **GRACoL2006\_Coated1v2.icc** and click **OK**.



# Create *a Theme*

Developing a theme for the yearbook is easy and fun when you have great options like these. Check out our new themed art sets for 2015 and get inspired! Below are just a few of the new and exciting art sets that we have included on the Artwork DVD (located on the inside back cover of this guide).

## FEATURED: "IMAGINE" COVER, BACKGROUNDS AND CLIP ART



## FEATURED: "MODERN GEOMETRY" COVER, BACKGROUNDS AND CLIP ART





Our design team has even pulled together some samples to help you get started creating an amazing yearbook theme. Most of the samples coordinate with our new 2014-2015 Stock Cover designs (located on the Stock Cover Guide included in your Yearbook Kit).

## FEATURED: "LINE ART" COVER, BACKGROUNDS AND CLIP ART



## FEATURED: "DIRECTIONAL" COVER, BACKGROUNDS AND CLIP ART



# Yearbook *Submission*

Once you have completed the steps to prepare your yearbook pages, submit all of your materials—along with your completed Production Form—for printing. Once we receive your book, we will preflight for potential problems. **Remember that test files should have been submitted immediately after receiving the PDF Creation Guide Instructions.**

## PRODUCTION FORM

Completely fill out and sign the Production Form.

**We cannot begin processing your book without it!** If you have copyrighted information in your book, submit written verifiable permission for use with your Production Form.

## SEND IN YOUR BOOK

When your book is collected or PDF is created, save your files to the following media: CD, DVD or USB drive.

## *Items to Send:*

**A completed Production Form.**

**The PDF file(s) on CD, DVD or USB drive. A printed hard copy should also be submitted with your digital files.**

**Custom covers must be submitted with the completed Custom Cover Form by February 2 (for yearbooks shipping before June 30). For Fall delivery yearbooks (delivered by December 31), cover files must be submitted by August 1.**

All PDF books will be screened upon arrival to ensure you have followed our guidelines. Any problems and charges will be noted and we will contact you to discuss how to resolve the problems. We reserve the right to return any PDF job which does not follow our specifications. **We also reserve the right to make any corrections that total \$100 or less without prior notification.**

**Please note that in the event a hard copy is submitted and there is a discrepancy between the hard copy and the PDF, the PDF document will be considered the correct version of the document.**

## BOOK PROOF

You should keep a copy of the digital files you submit. If you would like a printed proof, arrange this ahead of time so your book can be scheduled accordingly. Proofs are \$0.50 per page (minimum of \$25) plus shipping. **Receiving a printed proof of the book adds 2 weeks to production time.**

## DELIVERY TIME

Please allow 4-6 weeks (*4 weeks for soft saddle, 6 weeks for soft perfect, standard hard cover and Smyth sewn*) **from the date we receive and approve your PDF files and the yearbook passes preflight** to the date your books are shipped. Allow up to 5 business days for delivery. Delivery dates are based on reservation or by available dates if no advance reservation is in place.

## COMPLETED BOOK

We hope you enjoyed the process of creating a yearbook with us. It will be a memento of a year to remember...full of memories, friends, great times and unforgettable pictures!