



Personalization Information & Cover Setup

Personalization gives you the chance to add the student's name to their yearbook cover.

Depending on the binding of your yearbook, there are five different options to choose from. If you have decided to use Personalization for your yearbook covers, please keep the following information in mind:

Cover Set Up:

1. Placement on the cover – Where the names are printed or stamped on the cover depends on the option you select. Refer to the [Personalization Brochure](#) found in your kit for placement.
2. Space on the cover – It is important to account for the space where the personalization will be placed. You do not need to add a text box, just consider the space required when designing your cover so that it does not interfere with your design elements.

The amount of space required depends on the Option as follows:

Option 1 (soft cover bindings only - name only - all on one line) 3.5"w x .3"h

Option 2 (soft cover bindings only - photo/ name, on two lines) 2.25"w x 2.4"h

Option 3 (all binding types - foil name only - all on one line) 4.5"w x 5"h (should be 1/4 inch away from the trim line or wrap line)

Option 4 (all binding types - foil name/ icons - name all on one line, icons on second line) 4.5"w x 1"h (space should be 1/4 inch away from the trim line or wrap line)

Option 5 (nameplate – adhesive back, shipped packaged separately for school to apply anywhere on cover) 2.75" x .75"

Other Notes:

1. Additional charges will apply when adding personalization if it is not already included on your agreement. Contact us for details.
2. When you submit your book, you will need to send us a spreadsheet that contains the personalization information. We can help you with that process when the time comes.
3. Adding personalization Options 1 & 2 will add up to one week of production time to your book which may delay delivery if it's not already included on your agreement.
4. There is a minimum order of 25 personalized books to avoid a \$25 set up fee for all options.