



CUSTOM COVERS MUST BE SUBMITTED BY FEBRUARY 1, 2018

(for Spring delivery books to avoid a \$75 late fee, if your contract was signed before December 1, 2017)

The only cover NOT defined as a custom cover, is a Stock Cover. Stock covers can be found in your Pictavo software and have pre-designed backgrounds BUT only allow for text in predesignated areas.

A Custom Cover is defined as one of the following:

1. A cover designed in Pictavo using one of the Custom Cover backgrounds.

Remember that you can customize these backgrounds with any text, clip art, or images you want.

2. Artwork created outside of Pictavo but uploaded by you.

This includes student art that you have scanned and uploaded into Pictavo, and any graphic design work that you have uploaded. Please note that student art work should be scanned at 300 dpi - refer to your scanner's instruction manual to find out how to set the scanner at 300 dpi.

BE SURE TO REFER TO YOUR AGREEMENT TO SEE THE COVER TYPE SET UP FOR YOUR YEARBOOK.

NOTE: Any custom cover not received by the close of business on February 1, 2018, will be subject to a \$75 late fee as indicated on page 2 of your agreement, if it was signed before December 1, 2017. If you signed an agreement on or after December 1, 2017, your cover is due on the same date as your yearbook pages.

For instructions on how to design your custom cover or how to upload your custom artwork into your book, please refer to the Pictavo Help Menu.

If you have any questions about your cover, or if you would like to switch from a custom cover to a stock cover, please contact us at 888-680-0143.