



## SUBMITTING YOUR PERSONALIZATION INFORMATION

For every book you want personalized, you will need to send YearbookLife a spreadsheet list containing all the personalized text when you submit your book/pages. You can send this spreadsheet to [production@yearbooklife.com](mailto:production@yearbooklife.com).

The text on the cover will appear in Upper and Lower-case letters as you indicate on your spreadsheet. Be sure the text appears on your spreadsheet exactly the way it should appear on the cover.

If you sell your personalized yearbooks through Pictavo Community, you can export the personalization list as a spreadsheet file as follows:

1. From the **Admin icon**, click on **Manage Sales**.
2. Select the **View Orders** tab.
3. Click on the **Export to Excel button** – this creates a spreadsheet of all the orders for your book. The personalized names can be found in **Column P**.
4. Delete all the other columns from the spreadsheet except **Column P** so that your spreadsheet is just a one column file. For **Personalization Option 4**, with icons, we can help you separate the names from the icon selections if you need assistance.
5. Save this spreadsheet and email it to [production@yearbooklife.com](mailto:production@yearbooklife.com) when you submit your book.

If you have any questions about Yearbook Personalization or any other enhancement options for your yearbooks, give us a call at 888-680-0143.