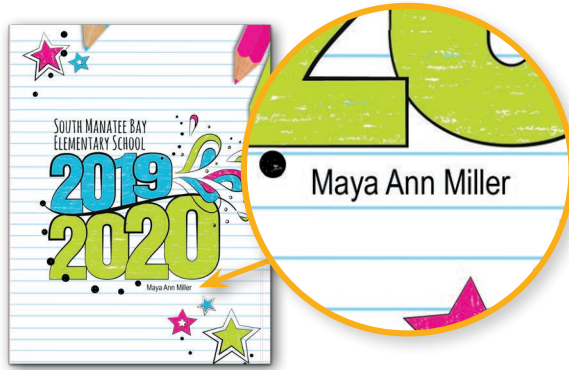# PERSONALIZATION GUIDE
choose from five options

2019
2020

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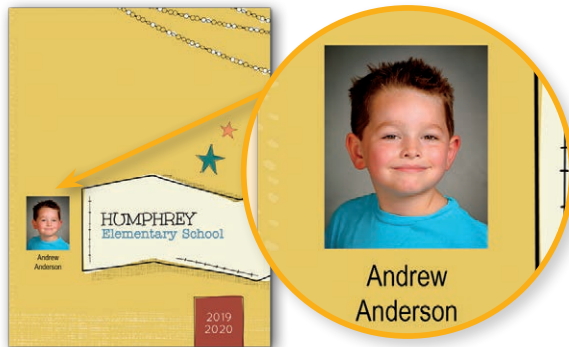
- Specify photo and name placement (e.g., upper right, top middle)
- Name will appear on two lines
- Available on books using soft saddle-stapled and soft perfect bindings only
- Allow a 2.25" wide by 2.4" tall area for personalization
- Minimum quantity: 25 names

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	} *two books*
Alexis	Cunningham	00607.JPG	
José	Rodríguez	00428.JPG	
Anna Marie	McGee	00329.JPG	} *one book*
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 ã À Á Ã è é É ì í Ì ì ò ó õ Ò Ó Õ ù ú Ù Ú ñ 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.
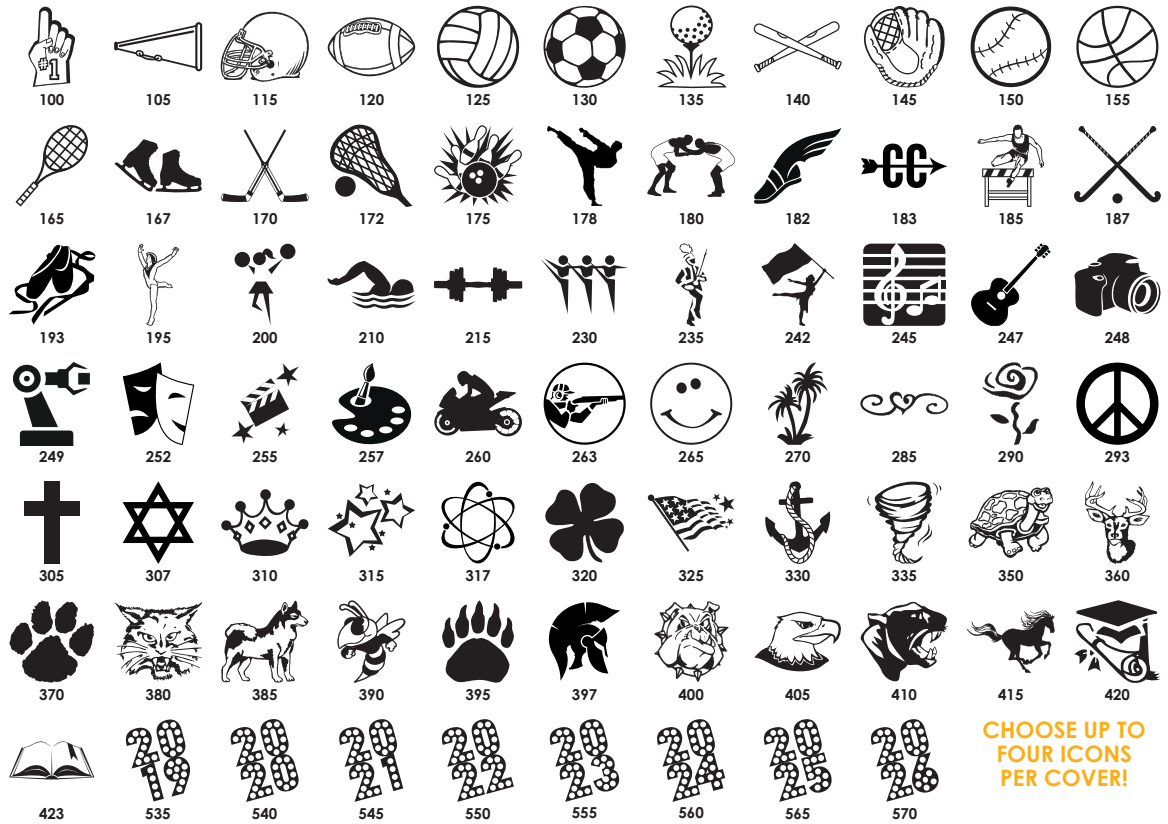
GENERAL PERSONALIZATION GUIDELINES

- 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.
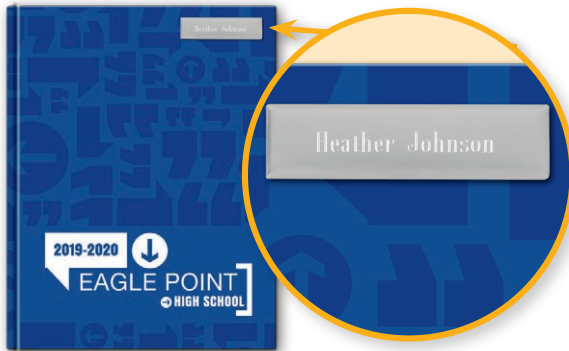
YEARBOOK PERSONALIZATION

ICON OPTIONS

100	105	115	120	125	130	135	140	145	150	155
165	167	170	172	175	178	180	182	183	185	187
193	195	200	210	215	230	235	242	245	247	248
249	252	255	257	260	263	265	270	285	290	293
305	307	310	315	317	320	325	330	335	350	360
370	380	385	390	395	397	400	405	410	415	420
423	535	540	545	550	555	560	565	570		

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.

If you have any questions about organizing your Excel document and photo files to ensure proper personalization, please call Customer Care at 1-800-447-3274