CUSTOM COVER INSTRUCTION GUIDE

CHOOSING A COVER OPTION

OPTION 1

PROFESSIONALLY-DESIGNED COVER OPTION

Easy. No design skills required.

Hassle-Free. No software needed.

If a stock cover is the option for you, choose a style from the Inspiration Guide. Select your cover choice and add your school title in Pictavo.

OPTION 2

Pictavo™ CUSTOM COVER OPTION

Moderate. Minimal design skills required. Place your background image or use one of the custom cover backgrounds in **Pictavo**, then add your school title and any additional text or images.

Hassle-Free. We provide the FREE software.

Convenient. Cover file can be easily submitted.

OPTION 3

ORIGINAL DESIGN CUSTOM COVER OPTION

Advanced. Design skills required.

Freedom. Create your custom cover with your own design style.

Guidelines. The instructions inside will help you to set up your files successfully using Photoshop® or InDesign®.

CREATING A CUSTOM COVER? Read this guide **before you get started.**

pictavo™

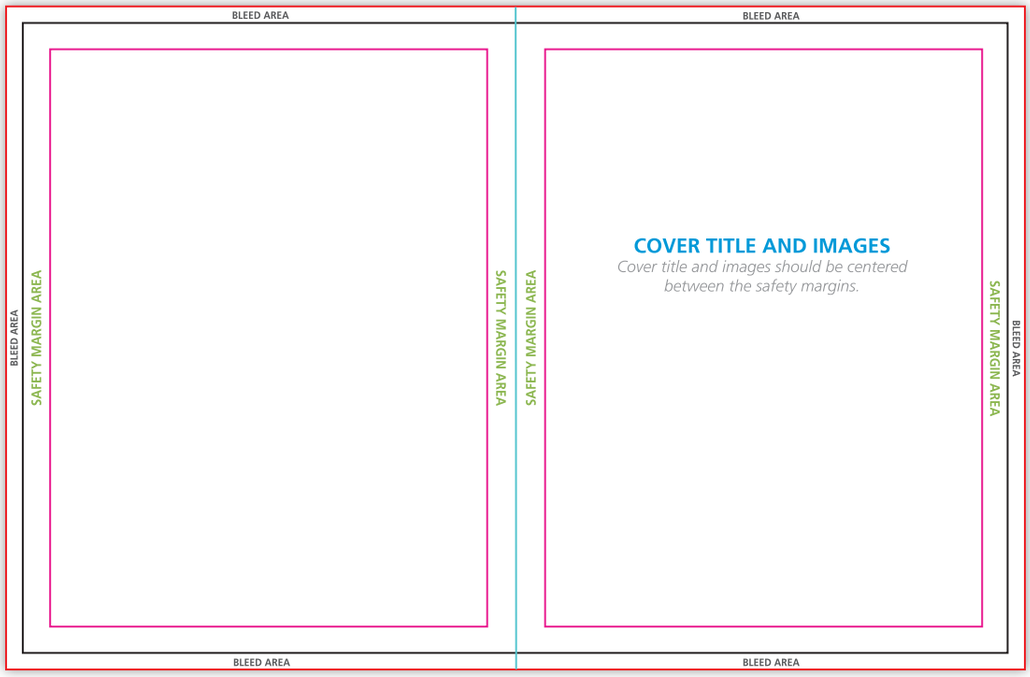
Setting up your cover outside of **Pictavo**?
Find your custom cover template here:

www.pictavo.com/cover-templates

SOFT SADDLE-STAPLED BOOKS

ORIGINAL DESIGN COVER OPTION

Creating your custom cover in a third-party design software such as **Photoshop®** or **InDesign®** is suggested only for those with advanced skills and previous experience using design software.



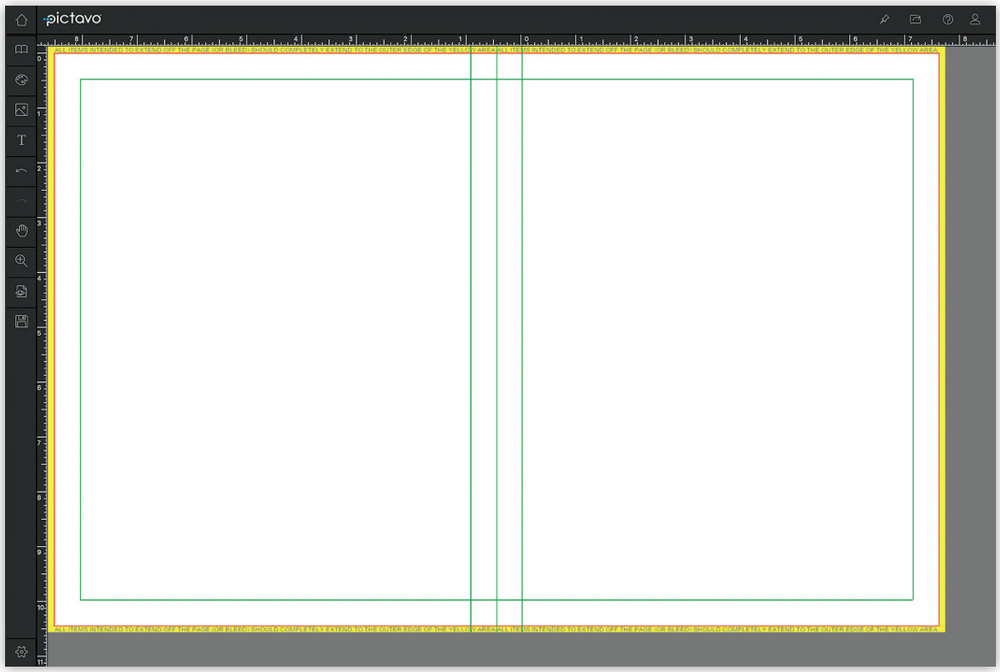
- Use the templates provided at **www.Pictavo.com/cover-templates**, making sure you (a) choose the correct size, binding and page count and (b) make guides visible.
- Use high resolution artwork. (300 dpi at print size)
- File types accepted: PSD, JPEG, TIFF, PDF or a packaged InDesign file.

ALL COVERS

- Extend background art to the bleed edge. We recommend that any important images or text stay within the safety margins.
- Center title and front cover artwork between the safety margin guides on your front cover.
- Items meant to bleed (go all the way to the trim edge) should extend into the yellow bleed area.

PICTAVO DESIGN OPTION

Creating your custom cover in **Pictavo** is easy. Templates are provided and cover artwork is available to browse through and use. Choose the background of your choice, add text and images, save your design and submit!



- **Pictavo** provides a template based on your book settings (e.g. page count and binding type).
- Upload a high resolution (300 dpi) cover background or choose one from the custom cover library provided.

8.5"x11" Soft Saddle-Stapled Template Dimensions			
Page Count	Trim Size	Additional Bleed	Output Size
4 - 76	17″ x 11″	0.125″	17.25″ x 11.25″
80 - 88	17″ x 11″	0.25″	17.5″ x 11.5″

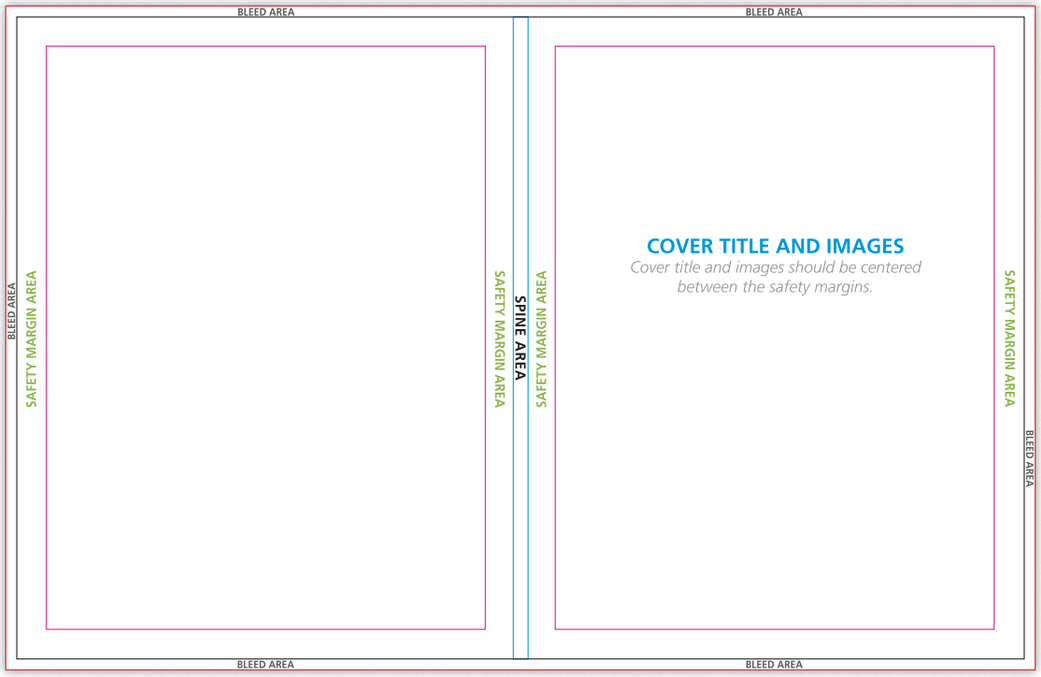
The table above shows the dimensions for soft saddle-stapled covers, if you prefer to use a program not supported in this guide.

*Files from Microsoft Word, PowerPoint, Publisher cannot be accepted.

SOFT PERFECT-BOUND BOOKS

ORIGINAL DESIGN COVER OPTION

Creating your custom cover in a third-party design software such as **Photoshop®** or **InDesign®** is suggested only for those with advanced skills and previous experience using design software.



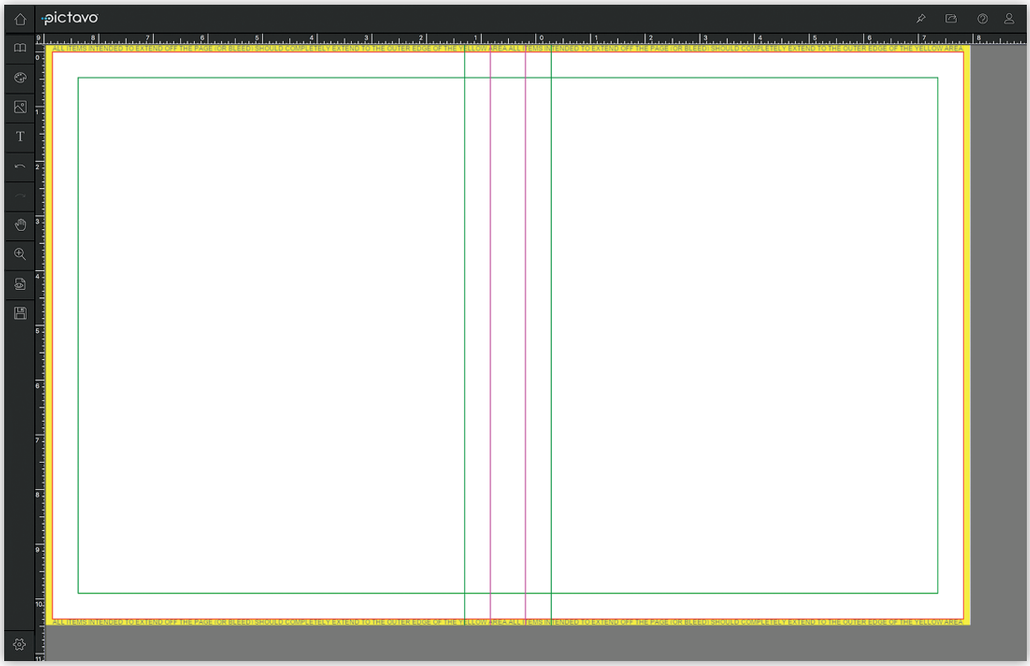
- Use the templates provided at **www.Pictavo.com/cover-templates**, making sure you (a) choose the correct size, binding and page count and (b) make guides visible.
- Use high resolution artwork. (300 dpi at print size).
- File types accepted: PSD, JPEG, TIFF, PDF or a packaged InDesign file.

ALL COVERS

- Extend background art to the bleed edge. We recommend that any important images or text stay within the safety margins.
- Center title and front cover artwork between the safety margin guides on your front cover.
- Items meant to bleed (go all the way to the trim edge) should extend into the yellow bleed area.

PICTAVO DESIGN OPTION

Creating your custom cover in **Pictavo** is easy. Templates are provided and cover artwork is available to browse through and use. Choose the background of your choice, add text and images, save your design and submit!



- **Pictavo** provides a template based on your book settings (e.g. page count and binding type).
- Upload a high resolution (300 dpi) cover background or choose one from the custom cover library provided.

8.5”x11” Soft Perfect Bound Cover Templates				
Pages	**Spine**	**Trim Size**	**Add’l Bleed**	**Output**
48 or less	0.125”	17.125” x 11”	0.125”	17.375” x 11.25”
52 - 76	0.1875”	17.1875” x 11”	0.125”	17.4375” x 11.25”
80 - 112	0.25”	17.25” x 11”	0.125”	17.5” x 11.25”
116 - 140	0.3125”	17.3125” x 11”	0.125”	17.5625” x 11.25”
144 - 176	0.375”	17.375” x 11”	0.125”	17.625” x 11.25”
180 - 208	0.4375”	17.4375” x 11”	0.125”	17.6875” x 11.25”
212 - 240	0.5”	17.5” x 11”	0.125”	17.75” x 11.25”
244 - 268	0.5625”	17.5625” x 11”	0.125”	17.8125” x 11.25”
272 - 288	0.625”	17.625” x 11”	0.125”	17.875” x 11.25”
292 - 312	0.6875”	17.6875” x 11”	0.125”	17.9375” x 11.25”

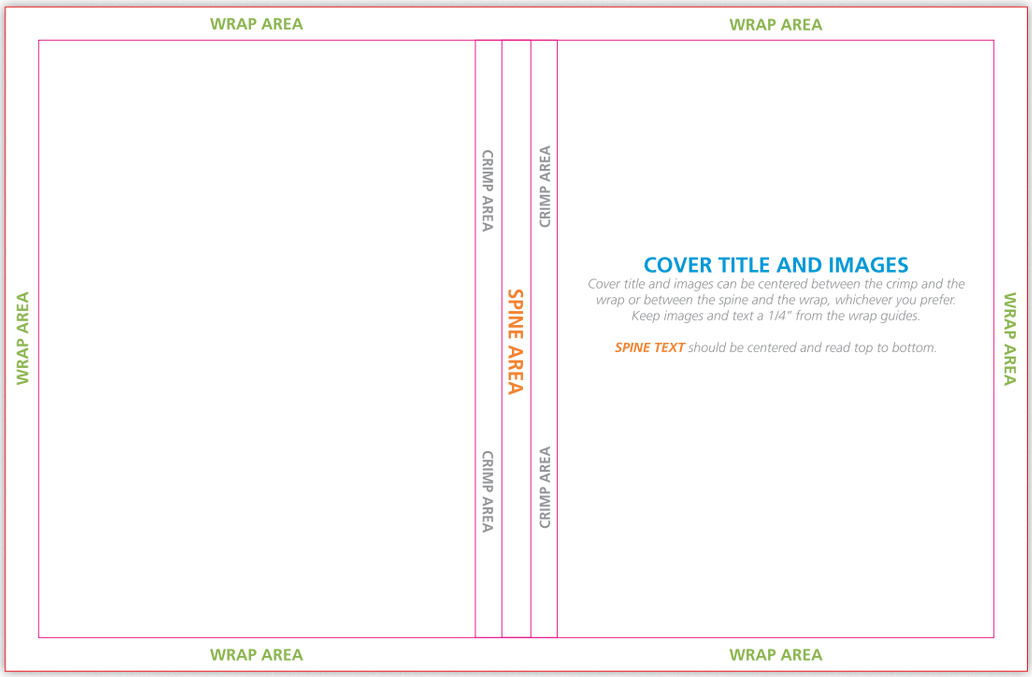
The table above shows the dimensions for soft perfect-bound covers, if you prefer to use a program not supported in this guide.

*Files from Microsoft Word, PowerPoint, Publisher cannot be accepted.

HARD COVER & SMYTH SEWN BOOKS

ORIGINAL DESIGN COVER OPTION

Creating your custom cover in a third-party design software such as **Photoshop®** or **InDesign®** is suggested only for those with advanced skills and previous experience using design software.



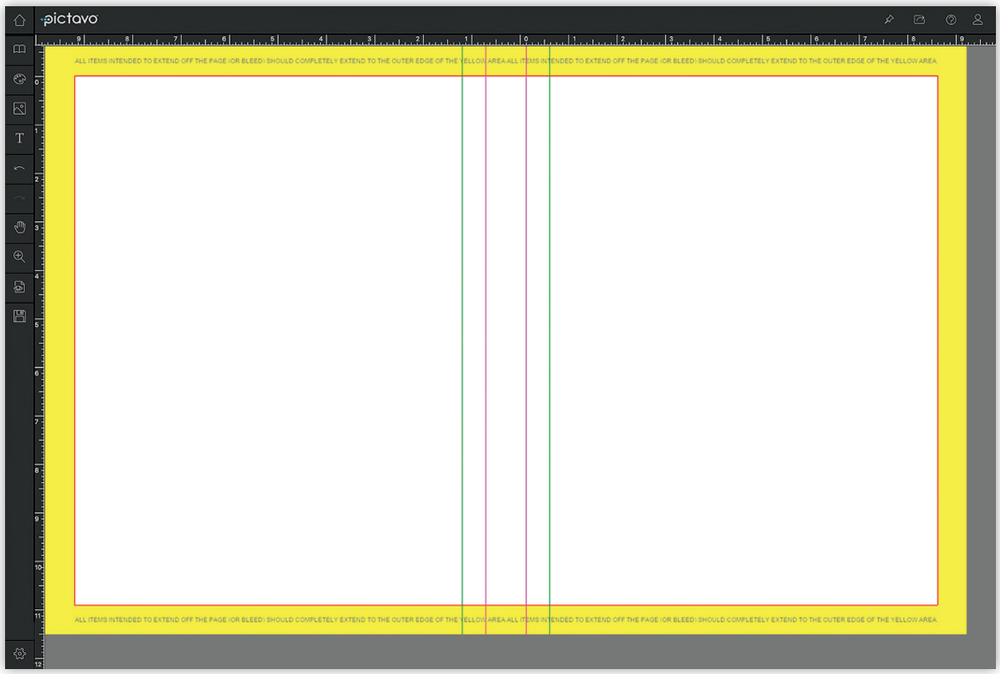
- Use the templates provided at **www.Pictavo.com/cover-templates**, making sure you (a) choose the correct size, binding and page count and (b) make guides visible.
- Use high resolution artwork. (300 dpi at print size).
- File types accepted: PSD, JPEG, TIFF, PDF or a packaged InDesign file.

ALL COVERS

- Extend background art to the bleed edge. We recommend that any important images or text stay within the safety margins.
- Spine text should read top to bottom. Spine text is not recommended for books under 80 pages.
- Place cover art so front cover design is centered between either the spine and wrap or crimp and wrap. Elements you'd like to bleed should extend out into the wrap area while elements that need to remain visible should be positioned inside the wrap area.

PICTAVO DESIGN OPTION

Creating your custom cover in **Pictavo** is easy. Templates are provided and cover artwork is available to browse through and use. Choose the background of your choice, add text and images, save your design and submit!



Background art should fully extend into yellow WRAP AREA. This will wrap around the board during the production process and will not be seen on the final cover.

- **Pictavo** provides a template based on your book settings (e.g. page count and binding type).
- Upload a high resolution (300 dpi) cover background or choose one from the custom cover library provided.

8.5"x11" Hard Cover Template Dimensions* **80-lb paper, 90-pt board** **80-lb paper, 100-pt board**

*Templates for books with 100-lb interior paper and/or 120-pt cover board can be found at the link on page 1.

Page Count	Spine Size	Wrap Amount *(included in Dimensions)*	Total Template Dimensions
24 - 60	0.3125"	0.625"	19.0625" x 12.5"
64 - 96	0.3750"	0.625"	19.1250" x 12.5"
100 - 160	0.5000"	0.625"	19.2500" x 12.5"
164 - 224	0.6250"	0.625"	19.3750" x 12.5"
228 - 288	0.7500"	0.625"	19.5000" x 12.5"
292 - 352	0.8750"	0.625"	19.6250" x 12.5"
356 - 416	1.0000"	0.625"	19.7500" x 12.5"
420 - 480	1.1250"	0.625"	19.8750" x 12.5"

9"x12" Hard Cover Template Dimensions* **80-lb paper, 90-pt board** **80-lb paper, 100-pt board**

*Templates for books with 100-lb interior paper and/or 120-pt cover board can be found at the link on page 1.

Page Count	Spine Size	Wrap Amount *(included in Dimensions)*	Total Template Dimensions
24 - 60	0.3125"	0.625"	20.0625" x 13.5"
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228 - 288	0.7500"	0.625"	20.5000" x 13.5"
292 - 352	0.8750"	0.625"	20.6250" x 13.5"
356 - 416	1.0000"	0.625"	20.7500" x 13.5"
420 - 480	1.1250"	0.625"	20.8750" x 13.5"

The table above shows the dimensions for hard cover & smyth-sewn books, if you prefer to use a program not supported in this guide.

**Files from Microsoft Word, PowerPoint, Publisher cannot be accepted.*

COVER TERMS & SETUP INFORMATION

ALL COVERS

Cover Templates must be used for custom cover setup.

Image Resolution Images submitted for custom cover printing must be at least 200 dpi unless low resolution printing has been approved on your Custom Cover Form. If you scan your artwork, the resolution must be at least 300 dpi at the final print size. We do not suggest downloading art from the internet without the ability to verify resolution (typically, online images are not print quality).

Personalization is an option for both hard and soft covers. See the Inspiration Guide for more details.

SOFT COVERS

Inside Cover Printing (on the inside front and/or inside back) of a soft cover is an extra charge. If you choose to print on either of the interior covers, set up your digital files as described on the previous pages. Also, please indicate if the inside cover is to be printed in color or black and white.

HARD COVER UPGRADES

Foil, Emboss, Deboss, Lenticular, Spot UV, Silk Screen, Die Cut and Custom Endsheets require special setup and scheduling between you and your yearbook provider. Artwork should be provided electronically for best results. Upgrades are available at an additional cost. Please discuss these options further with your yearbook provider.

SUBMITTING YOUR COVER

Original Design Cover Submission

IMPORTANT: All custom cover files should be submitted with the Custom Cover Form by February 1st.

LATE SUBMISSION: Late submission may add 2 weeks to production time.

PROOFS: Shipping charges will apply for all proofs. Additional proofs are billed at $25 plus shipping charges.

COVER SETUP AND RESUBMISSION/CORRECTION FEES

Resubmission/correction fees are $25 per resubmission/correction request. Extensive setup work includes design time beyond the scanning and placing of artwork into a template. Detailed Photoshop work (modifying artwork/images, creating artwork, layer effects, adjusting color, type effects, fixing bleeds, etc.) will be billed at an hourly rate. Cost estimates available upon request once materials have been submitted.

Pictavo™ Custom Covers

Approve and submit cover in **Pictavo**. See **Pictavo** Help for more information.

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