



Pictavo Personalization Information & Tips

As you work on your cover design and intend to add personalization, here are some important tips to keep in mind:

- Personalization stamping can only be placed in the **upper right** or **lower right** of your front cover.
- Personalization stamping can be ink printed (soft covers only) or foil stamped (all cover types).
- Below are dimensions for personalization stamping:

Option 1 (name only): 3.5"w x .3"h (name on one line) ***Soft covers only***

Option 2 (name/photo): 2.25"w x 2.4"h (name on two lines) ***Soft covers only***

Option 3 (foil name only): 4.5"w x .5"h (leave an additional .25" away from the trim line or wrap line, name on one line)

Options 4 (foil name/icons): 4.5"w x 1"h (leave an additional .25" away from the trim line or wrap line, name on one line, icons on 2nd line)

Option 5 (nameplate): 2.75" x .75"

****NOTE:** All widths on options 1-4 could be smaller, depending on character count. It's also important to leave a small buffer area around all of these dimensions, so that the design isn't "touching" the personalization. That buffer area is an end-user design preference depending on how you want it to look in your overall design.

Place holder Personalization Clip Art Elements can be added to your cover during the design process. These placeholders are found in your Exclusive Art Folder titled "Personalization".
These are only placeholders. Be sure to delete them before submitting your cover or they will print as part of the design.

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.

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. Log into your Pictavo software.
2. From the Home Page Navigation screen, go to **SELL MY BOOK/BOOK SALES.**
3. Under the **Orders Section** click on the Export icon:



4. This generates the sales summary spreadsheet of all the orders for your book. Be sure to save this sales summary.
5. The personalized names are found in Column R of this sales summary. Delete all the other columns from the spreadsheet except **Column R** 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.

6. Save this spreadsheet and email it to 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.