



SUBMITTING YOUR PERSONALIZATION INFORMATION

For every book that has personalization on the cover, you will need to send YearbookLife a spreadsheet list of the personalized text at least one week before your book is due. You can send this spreadsheet to production@yearbooklife.com. **Without this list, your book will not be considered as submitted for production, which may cause a delivery delay.**

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 the Pictavo storefront, 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**, if available, you can click on "Export for Personalization" to export just the list. If that feature is not available, click on the Export icon:



4. This generates the Sales Summary Report of all the orders for your book. Be sure to save this sales summary.
5. Find the Personalization column of this sales summary. Delete all the other columns from the spreadsheet except that column so that your spreadsheet is just a one column file of the names to be personalized. *

*NOTE: For **Personalization 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. This list should be submitted before your pages. **Without this list, your book will not be considered as submitted for production, which may cause a delivery delay.**

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