



# DESIGNZ

YOUR YEARBOOK



For More Information: [yearbooks.inter-state.com/toolbox](http://yearbooks.inter-state.com/toolbox)

# « Building YOUR LAYOUT »»

We only accept layouts created using Adobe InDesign™ or QuarkXPress™ software. These programs are complex, professional software applications; prior experience or training is extremely important. We do NOT accept Microsoft Publisher™ or Microsoft Word™ files.

The yearbook page size is 8.75" x 11.25" with half-inch margins on all four sides. Trim size is 8.5" x 11". All text and images must remain inside the print area; do not extend elements into the margins, and be aware of the trim area. If you are including bleed, extend the bleed elements to the full 8.75" x 11.25" size.

Create your yearbook layout as facing pages, not spreads. Books submitted as 2-page spreads will be returned to be corrected by school.

(Any corrections made on behalf of the school by the company will incur an extra charge.)

## « RESOLUTION »»

Images must have a resolution of no lower than 225 dpi. Any yearbook received in plant with low-resolution images will be asked to sign a waiver accepting responsibility for poor images or you have the option of replacing the images.

All images that are going to be printed in color MUST be converted to CMYK, unless you're using InDesign™. They cannot be left in RGB format. All images that are going to be printed in black & white MUST be converted to grayscale; they cannot be left in RGB format.

## « NAMING CONVENTION »»

It is important that your image files be named properly. Each file must have a unique naming convention. (Example: p48posA; this image would be located on page 48 in the number one position). Limit the number of characters in each name to 8.

## « PLACING IMAGES »»

Make sure all images are proportional and not "stretched" to fit the page layout. This is easily checked by selecting the image and checking the control palette or measurement palette at the bottom of the screen. You want the X and Y to have the same percentages (X=100% and Y=100%). Correct all distortions before submitting your layout.



## « FINAL SUBMISSION »»

Preferred Submission Method: **Press Ready/High Quality PDF**

Prior to final submission, you must complete a pre-qualification for approval along with a 2-4 page PDF sample. You may submit your files on zip disks, CD, DVD, or through Google Drive. If you are including bleed, make sure it is checked when exporting your PDF.

Secondary Submission Method: **Working Files Submission**

- Include document layout (Quark™ or InDesign™)
- ALL linked files (photos, artwork, etc.)
- ALL fonts used in layout (only one set is needed)
- Corrected hardcopy of all pages

Easily check that all linked files are included by going to "Links" (InDesign™) or "Utilities Usage" (Quark™). All of the items listed must be included on the final disk along with layouts. You may submit your files on zip disks, CD, DVD, or through Google Drive.