



Electronic Files Document Data Sheet

Date _____ PIN Number _____
 School Name _____ Adviser Name _____
 School Address _____ City _____ ST/PROV _____
 Phone _____ ZIP _____ COUNTRY _____

Yearbook Specifications:

Number of copies _____ Number of pages _____

Yearbook Style (check one):

Level 3 (soft cover black & white) Level 5 (hard cover B & W)
 Level 4 (soft cover color) Level 5 (hard cover color)

Yearbook Pages Supplied On:

CD-ROM - # of cd's _____ Zip disks - # of disks _____ Other (Specify _____) - # of disks _____

Note: Include list (printout) of all files on your selected media.

Software Platform Used: Macintosh OS/2 or OS/X Windows 95/98/ME/2000/XP

Type of Graphics Software Used (NOTE: We accept only software mentioned below):

QuarkXpress version (3.31 & higher) PageMaker version (6.5 & higher) Acrobat PDF files (3.0 & higher)
 Microsoft Publisher (2000 & higher) CorelDraw version (8.0 & higher) InDesign version (2.0 & higher)

List Fonts Used (actual fonts must be included on supplied disks - limit to 3 Postscript fonts):

Suggestion: Keep your font/typeface sizes to 22 points for titles, 16 points for Sub-heads, 10-12 points for names & body copy. Use actual fonts not font styles such as "bold" from style menu. **Provide ALL fonts used in a fonts folder.** Use only standard system fonts. Avoid odd or uncommon fonts.

IMPORTANT Electronic Files Output Information:

- * Set page template size to: **8.5" X 11"**
- * Avoid bleed pages
- * Supply all fonts in clearly marked digital file folder
- * Identify each page number for impositioning purposes.
- * Maximum allowable image area: 7-3/4" X 10-1/4"
- * Scanned photo images **must** be set at 200-300 DPI TIF or JPEG format in exact finish size.

All images must be properly **linked** to the corresponding document (text file) pages. Make sure all halftone images are high-resolution files grayscale (if black & white) or CMYK (if color) set at 200-300 DPI. **CAUTION:** If your high-res images and/or fonts are missing or cannot be found by our pre-flight staff, we reserve the right to use your low-res files or substitute fonts to insure timely production. Your signature below is an acknowledgment of these requirements. Scanned line art/clip art must be set at 1200 DPI. All supplied copyrighted fonts must be registered with the manufacturer. The customer assumes responsibility for the quality of all pre-scanned images submitted for publishing. Always remember that the calibration of your hardware may not necessarily match that of the publisher possibly causing some variation in expected results especially with fonts and color. **Supply School Annual Publishing Company with printout proofs of each Yearbook page for referencing purposes.** No production will occur without printout proofs. School Annual reserves the right to reject files suspected of containing viruses.

While we gladly accept electronic files, it is your responsibility to learn and understand the technical requirements needed for the assembly, completion and submission of proper, print-ready files including the use of software needed to copy your files to CD-ROM or Zip disks. Contact the software manufacturer or vendor direct for in-depth technical instruction on the proper preparation of electronic files.

I have read and agree to follow the guidelines above for preparation and submission of all electronically prepared pages.

 Adviser's signature

 Date