

Format For Yearbook Submission

Page Set-up

Margins: 3/4" on the binding side left side-odd numbers and right side-even numbered pages.
1/4" for the remaining sides

Paste-ups: Cut and paste is acceptable. Please pay close attention to the pictures contrast. If pictures are dark or very light, picture may not copy as intended. Indicate color pages where applicable. Use grid paper as a reference only DO NOT paste on the grid paper!

Numbering: Pages must be numbered in the printable area.

Tape Vs. Glue: When pasting your pictures on the page it is better to use glue rather than tape. Tape will show on your pictures. Two sided tape is acceptable. Also with glue be sure not to use to much because it can bleed through the pictures.

Disk Submission: Format we will except are JPG files or PDF. Please save each page as the number that the page is. Please do not sent the book as a complete book single pages are preferred.

Photo Scans: Scan all pictures at 300 dpi. Scan color pictures as color and Black & White as Gray Scale photos.

Adobe PDF Download: We no longer have the PDF download program. You can upload your files to Harpers Dropbox account at no charge. When they are ready just send us an E-mail and we will send you a link to upload the files to. Please call if you have any questions about the use of drop box.

Cover Design: Foil cover design must fit in a 6x9 area. Logos are to be sent as black & white line art only, No color or shading. You can also do a full color cover with or without foil stamping. Full color cover can only be printing on white cover material. Call with any questions you may have.

Call with any questions you may have:

Toll Free Number: 1-877-882-9912 Fax: 1-909-867-2100