

INSTRUCTIONS FOR PERSONALIZATION OF YEARBOOKS

Type a list of all the names on an Excel spreadsheet or on other similar spreadsheet software's. The finished list may contain either: one, two, three, or more columns.

All names should be in ONE column. Make sure spaces are placed after the first, middle, and last name within the ONE column. DO NOT USE separate columns for first, middle, and last names. It is recommended that last names be used first then the first name. So if the first name is John and last name is Doe, it should be listed as Doe, John. This is only a recommendation, however, if you choose to use first names then last names, you may do so at your discretion.

Use other columns if adding current grade level, year of attendance, etc. etc. etc.

When you format your book cover, please place sample text wherever you want the personalization text to go. You should also specify a font name. If using a custom font, you MUST provide us with the font file when sending us your personalization file.

For personalized images on the cover, ONE column should contain the filename of the image file (e.g. JohnSmith.jpg)