

Yearbooks: Helpful Information Using Desktop Publishing Software (InDesign, Photoshop, Publisher, etc)

UBuildABook provides QuickStart templates for Adobe Photoshop, Photoshop Elements and InDesign. You may create your book using any program you are most comfortable with as long as the final file we receive is a PDF file and contain appropriate margins.

- **MARGINS** - If you are not using our templates, please be sure to follow our requests for margins:
 - **FULL BLEED** – Add ¼” on all sides of you pages. Extend your background color or images to the edge. Be sure to keep all your images and text that is not full bleed, at least ¼” within the edge of the final page size. This will ensure nothing is cropped or too close to the edge.
 - **NO BLEED** - Keep all text and images within ¼” from the edge. This will ensure nothing is cropped or too close to the edge.

- **IMAGE RESOLUTION** - Please be sure all images used are at least 300 DPI. Photoshop, Microsoft Image viewer and other similar tools, allow you to check your image size. We do not recommend “stretching” or “skewing” your images since this will result in lower resolution images. For example, if you have a 3x5 image, which is 300 DPI, and you make it larger to 8x10, it will no longer be a 300 DPI image. Images from the Internet are discouraged, since the standard resolution for web images is around 72 DPI.

- **FLATTEN FILES** - If you are using a program that allows you to flatten/rasterize your files, please do. This will ensure images and font are embedded into your design and it will make the final file size much smaller. (*Be sure to save an unflattened version of your file, as you cannot edit the file once it has been flattened*) If you do not have the option, do not fear. We can flatten your files as we receive them.

- **CMYK vs. RGB** - We print using a CMYK color profile. You can either create your initial working file in CMYK, or leave it in RGB color profile and we will convert them to our printing profile when we receive them. Please note: there may be a slight color shift when converting images from RGB to CMYK.

- **SCANNING** - If you are scanning images or pages to use in your yearbook, please be sure to scan them in the highest resolution allowed by your scanner. Every scanner has different settings, so look around in your scanners options, particularly output/scan quality options.

- **UPLOAD FILES** - When you are finished with your yearbook design, you may upload your files to our dropbox, found at <https://spaces.hightail.com/uplink/ubuildabook>. Please be sure to include your organizations name in the subject portion. Please “zip” multiple files if possible. Any special directions or follow-ups should be sent to artwork@ubuildabook.com. Again, be sure to include your organizations name as well as your contact information.

Remember, we know creating your yearbook is a fun, but challenging task. We are here to answer your questions and provide support to help you along the way. We look forward to helping make this project as fun and easy as possible.

LAYOUT & DESIGN QUESTIONS

Customer Service - Service@UBuildABook.com

Technical Support – Support@UBuildABook.com

FINANCIAL SCHEDULING & CONTRACT

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