

# Books

# 08

## PRINTING PROGRAM TIP SHEET

**Updates** This software will automatically update each time the program is opened.

### Image Preparation

Please have **ALL IMAGES SAVED AS RGB JPEGS AT 300 PPI**. *Preserve memory by sizing images as near to the final image size as possible, maximum image size is 4x5 and minimum image size is 2.2x2.75.*

### Page Templates

All portrait pages are set up for vertical or horizontal images. At this time, image orientation cannot be mixed together on portrait pages. All images must have the same orientation. *All horizontal images should be cropped to a 1.25 aspect ratio. All vertical portraits should be cropped to a 0.8 aspect ratio.*

To figure the proper dimensions for cropping images, take the original height or width of your digital file and divide by 0.8. For Example, if the original image dimensions were 2048 pixels high and 3072 pixels wide, divide the height by 0.8 aspect ratio to determine the width.

**2048 pixels divided by 0.8 aspect ratio = 2560 pixels**  
**This image should be cropped to 2048 high and 2560 wide**

**Windows** User Account Control (UAC) will need to be disabled when using Windows7 or Vista. *Instructions on turning UAC off can be found by clicking here.*

**Candid** Size all candid images as close to the **FINAL DIMENSIONS AS POSSIBLE at 300ppi**. *Candid images and custom backgrounds do not need to be sized to an aspect ratio.*

### Custom Backgrounds

Custom backgrounds should be 8.625x11.125 at 300ppi to allow for bleed. All live area is a minimum of .375 from trim. *In the program, add them as a candid.*

### Black & White Books

When sending in a B&W book, please leave all images, artwork, and clipart full color. **Marathon will convert to grayscale.**

Marathon

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# File Furnished Directories

Our pricing reflects file-furnished directories. This means that all files are received exactly as they should be printed and no additional prepress work is required to prepare the files for printing. Additional file processing will be charged at \$65 per hour. *The production schedule is based on files which have been properly formatted to Marathon's specifications. Requested changes will result in production delays and could incur extra charges.*

## Create Index File

*The index file tells the program where to find the images and information about each image. Some of the fields contain information you select to print with the portrait, other fields you select to print with the roster.*

1. Open MS Excel or another Spreadsheet program
2. Create one column for each of the following items: Image Folder, Image File, Last Name, First Name (spouse 1), Spouse Name (spouse 2), Child 1, Child 2, Child 3, Child 4, Child 5, Child 6, Address, City, State, Zip, Telephone, E-mail  
*These are most commonly used columns. You may add up to 20 fields. Check CD for template.*

*Save the spreadsheet to your directory folder that has your pix folder and name the file Index.txt. Choose save as type: Text (Tab Delimited) (\*.txt)*

**Images and file names must match the photo name EXACTLY and be less than 20 characters in length, including the .jpg extension.**

## Directory Folder Set-up

1. Create a folder on your desktop and call it "Directory"
2. Double click on the directory folder you just created
3. Create a new folder and call it "pix"
4. Put your portrait pictures in the pix folder
5. Put Index.txt in your directory folder (not inside the pix folder)
6. Make a candids folder and place in directory folder

# Creating a PDF for PROOFING and for MARATHON

1. A new feature to Books 08 is the ability to create a high resolution pdf (with a watermark) for proofing and a high resolution pdf for Marathon.

2. From the 'Pages' section of Books, click on PDF Pages. This will open a Print Book dialog box. Select 'Watermarked High Resolution', 'Print Book Roster', 'Open PDF Folder', and 'Print Page Numbers' (optional) then 'OK'.

3. The PDF's are placed in a PDF folder on the Hard drive/ProgramFiles/Books08

- Books\_(page range).pdf *High resolution with watermarks to open and print proofs using Acrobat*
- PublisherPDF.zip *This is the file to submit to Marathon for printing along with the Roster.pdf*

**Roster** Rosters are created separately from the rest of the book. Marathon will need this file as well to print the directory.

PLEASE REMEMBER: To print out a proof and double check before submitting files to Marathon. When files have been corrected and are ready to print, please send a corrected hard-copy proof in with the files. Resubmission of files due to missing information may incur additional composition charges and will result in production delays.

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