

# Year Books

# 11

## YEARBOOK PROGRAM TIP SHEET

Please view  
**QUICK START GUIDE**  
to get started on your yearbook  
which is located on CD.

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

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

## 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 2x2.5.*

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

## Custom Backgrounds

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

## Page Templates

All portrait pages are set up for vertical images. *All 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**

## Black & White Books

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

**User Guide** A user guide is available by clicking on the help button.

Marathon

1500 Square Turn Blvd.  
Norfolk, NE 68701

800 / 228.0629  
www.MarathonPress.com

# Register Your Yearbook

1. Click on *START YEARBOOKS* icon
2. Enter School name: (case sensitive)
3. Enter Registration #: (case sensitive)
4. Type in *LAST DAY OF SCHOOL* information (optional)
5. Click *REGISTER*

*Be sure to enter the registration information EXACTLY as you receive it from Marathon.*

# Yearbook PSPA Folder Set-up

(If not using PSPA CD)

1. Create a folder on your desktop and call it "Yearbook"
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)

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

PSPA information and sample file can be found at [http://downloads.marathonpress.com/PSPA\\_Header\\_and\\_Info.zip](http://downloads.marathonpress.com/PSPA_Header_and_Info.zip)

# File Furnished Yearbooks

**Our pricing reflects file-furnished yearbooks. 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.***

**Covers** can be done inside the software using the cover page in the pages section of the software. If wanting to print on the inside front and back covers (softcovers only), add these as the last two pages. Please note this on the production form. Cover files can also be sent separately as PDF, JPG or PSD files.

# Creating a PDF for Proofing and for Marathon

1. From the Pages section of the Yearbooks11 software, click on the PDF Pages button on the right-hand side.
2. In the print PDF dialog box, click on High Res. If the cover was created in the program, be sure cover is checked as well, then click OK.
3. This will create a time-stamped folder in your PDF folder (located on C Drive/ Program Files/Yearbook10/PDF). Inside the time-stamped folder will be a Yearbooks.pdf and a PublisherPDF.zip file. The pdf can be used to print proof copies and the PublisherPDF.zip file is the file Marathon needs to print your yearbook.
4. Copy the latest time-stamped folder to a disk and mail to Marathon or upload using the uploader application found at [www.marathonpress.com/csr-uploaders](http://www.marathonpress.com/csr-uploaders).

**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.

The logo for Marathon Press, featuring the word "Marathon" in a serif font with a stylized signature flourish to the right.

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