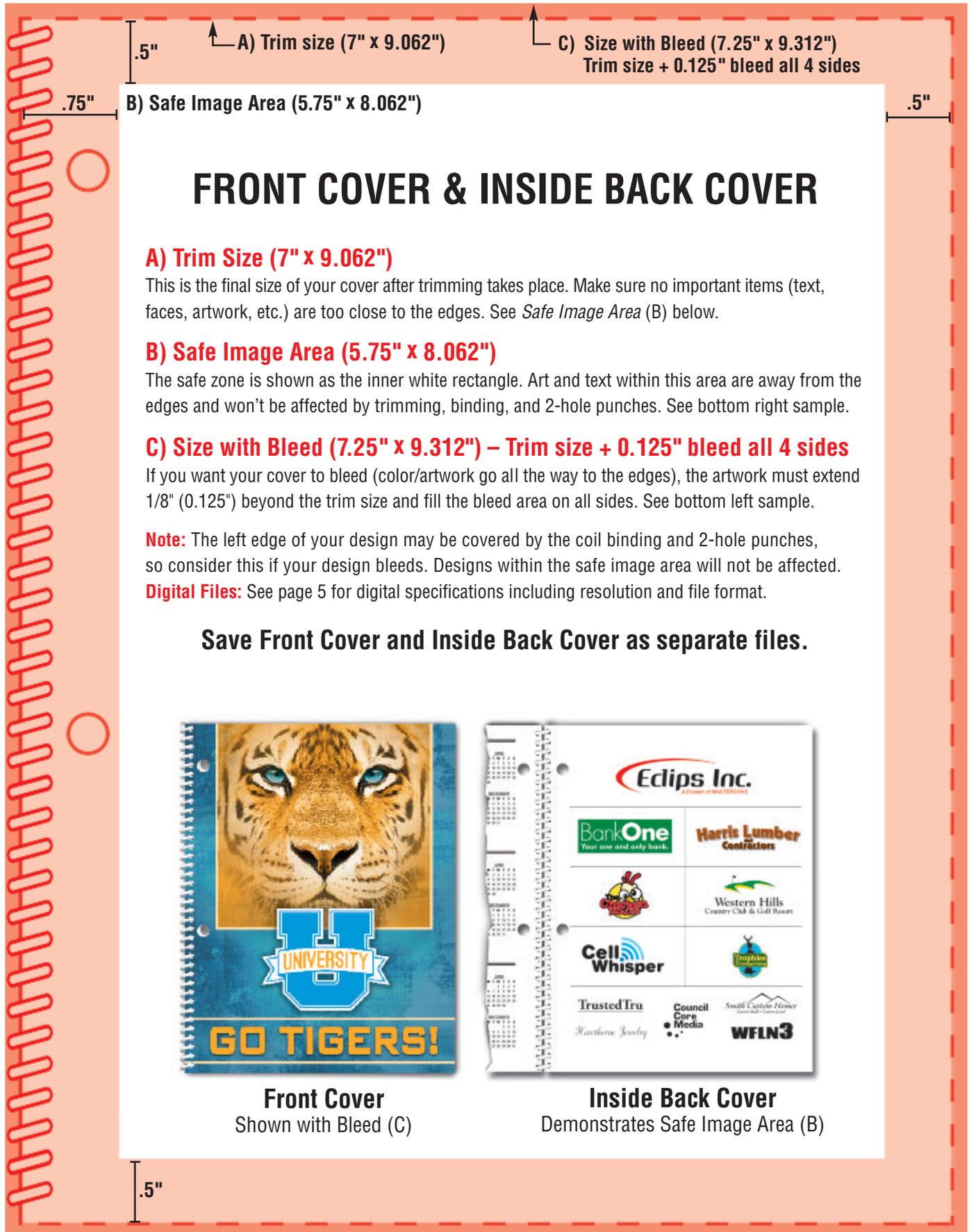


Press-Ready Cover Guide

7" x 9" VARSITY



FRONT COVER & INSIDE BACK COVER

A) Trim Size (7" x 9.062")

This is the final size of your cover after trimming takes place. Make sure no important items (text, faces, artwork, etc.) are too close to the edges. See *Safe Image Area* (B) below.

B) Safe Image Area (5.75" x 8.062")

The safe zone is shown as the inner white rectangle. Art and text within this area are away from the edges and won't be affected by trimming, binding, and 2-hole punches. See bottom right sample.

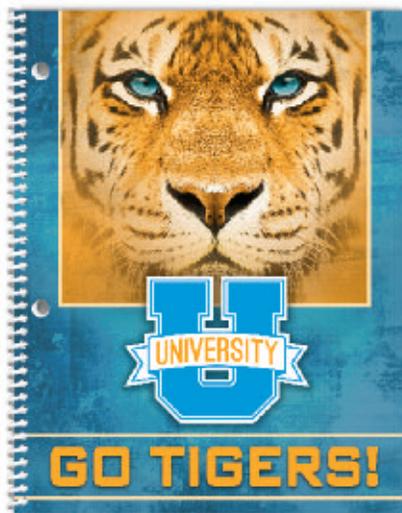
C) Size with Bleed (7.25" x 9.312") – Trim size + 0.125" bleed all 4 sides

If you want your cover to bleed (color/artwork go all the way to the edges), the artwork must extend 1/8" (0.125") beyond the trim size and fill the bleed area on all sides. See bottom left sample.

Note: The left edge of your design may be covered by the coil binding and 2-hole punches, so consider this if your design bleeds. Designs within the safe image area will not be affected.

Digital Files: See page 5 for digital specifications including resolution and file format.

Save Front Cover and Inside Back Cover as separate files.



Front Cover
Shown with Bleed (C)



Inside Back Cover
Demonstrates Safe Image Area (B)

A) Trim size (7" x 9.062")

C) Size with Bleed (7.25" x 9.312")
Trim size + 0.125" bleed all 4 sides

B) Safe Image Area (5.75" x 8.062")

BACK COVER & INSIDE FRONT COVER

A) Trim Size (7" x 9.062")

This is the final size of your cover after trimming takes place. Make sure no important items (text, faces, artwork, etc.) are too close to the edges. See *Safe Image Area* (B) below.

B) Safe Image Area (5.75" x 8.062")

The safe zone is shown as the inner white rectangle. Art and text within this area are away from the edges and won't be affected by trimming, binding, and 2-hole punches.

C) Size with Bleed (7.25" x 9.312") – Trim size + 0.125" bleed all 4 sides

If you want your cover to bleed (color/artwork go all the way to the edges), the artwork must extend 1/8" (0.125") beyond the trim size and fill the bleed area on all sides. See bottom samples.

Note: The right edge of your design may be covered by the coil binding and 2-hole punches, so consider this if your design bleeds. Designs within the safe image area will not be affected.

Digital Files: See page 5 for digital specifications including resolution and file format.

Save Inside Front Cover and Back Cover as separate files.



Back Cover
Shown with Bleed (C)



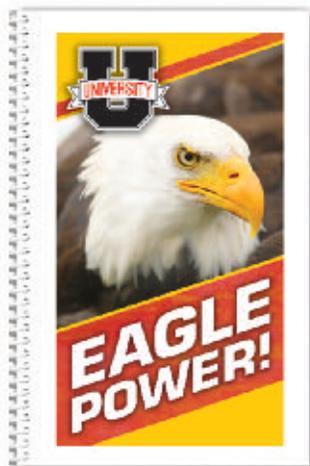
Inside Front Cover
Shown with Bleed (C)

Press-Ready Cover Guide

5.375" x 8.375" GRADUATE

Digital Files: See page 5 for digital specifications including resolution and file format.

Note: The left edge of your design may be covered by the coil binding, so consider this if your design bleeds. Designs within the safe image area will not be affected.



No Bleed
Demonstrates
Safe Image Area (B)

A) Trim Size (5.375" x 8.375")

B) Safe Image Area (4.375" x 7.625")

C) Size with Bleed (5.625" x 8.625")
Trim size + 0.125" bleed all 4 sides

FRONT COVER & INSIDE BACK COVER

A) Trim Size (5.375" x 8.375")
This is the final size of your cover after trimming takes place. Make sure no important items (text, faces, artwork, etc.) are too close to the edges. See *Safe Image Area* (B) below.

B) Safe Image Area (4.375" x 7.625")
The safe zone is shown as the inner white rectangle. Art and text within this area are far enough from the edges and won't be affected by trimming or binding. See left-side sample and inside back cover below.

C) Size with Bleed (5.625" x 8.625")
Trim size + 0.125" bleed on all 4 sides
If you want your cover to bleed (color/artwork go all the way to the edges), the artwork must extend 1/8" (0.125") beyond the trim size and fill the bleed area on all sides. See bottom left sample.

Save Front Cover and Inside Back Cover as separate files.

Front Cover
Shown with Bleed (C)

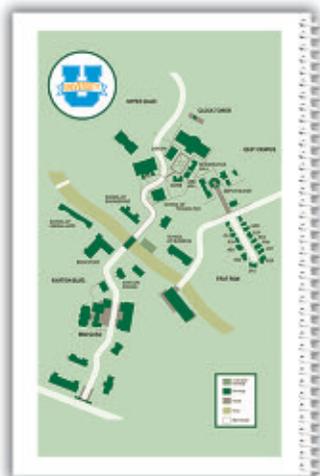
Inside Back Cover
Demonstrates Safe Image Area (B)

Press-Ready Cover Guide

5.375" x 8.375" GRADUATE

Digital Files: See page 5 for digital specifications including resolution and file format.

Note: The right edge of your design may be covered by the coil binding, so consider this if your design bleeds. Designs within the safe image area will not be affected.



No Bleed
Demonstrates
Safe Image Area (B)

A) Trim Size (5.375" x 8.375")

B) Safe Image Area (4.375" x 7.625")

C) Size with Bleed (5.625" x 8.625")
Trim size + 0.125" bleed all 4 sides

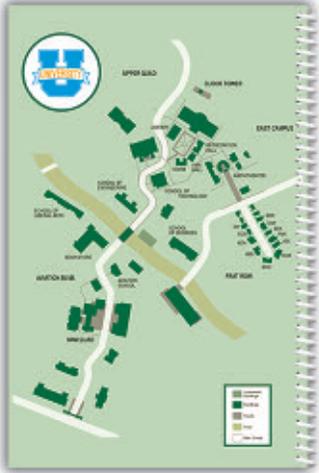
BACK COVER & INSIDE FRONT COVER

A) Trim Size (5.375" x 8.375")
This is the final size of your cover after trimming takes place. Make sure no important items (text, faces, artwork, etc.) are too close to the edges. See *Safe Image Area* (B) below.

B) Safe Image Area (4.375" x 7.625")
The safe zone is shown as the inner white rectangle. Art and text within this area are far enough from the edges and won't be affected by trimming or binding. See left-side sample.

C) Size with Bleed (5.625" x 8.625")
Trim size + 0.125" bleed on all 4 sides
If you want your cover to bleed (color/artwork go all the way to the edges), the artwork must extend 1/8" (0.125") beyond the trim size and fill the bleed area on all sides. See bottom samples.

Save Front Cover and Inside Back Cover as separate files.



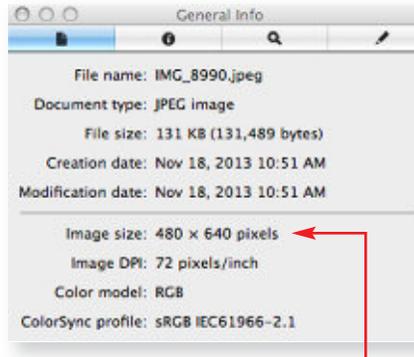
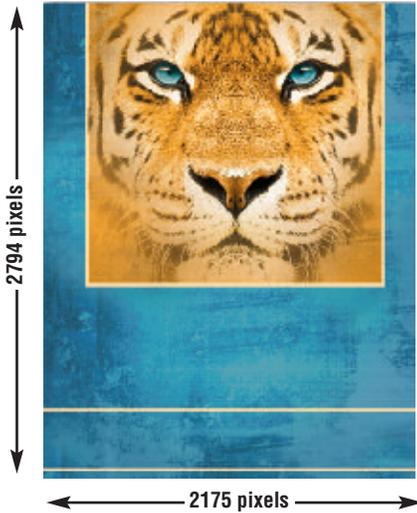
Back Cover
Shown with Bleed (C)



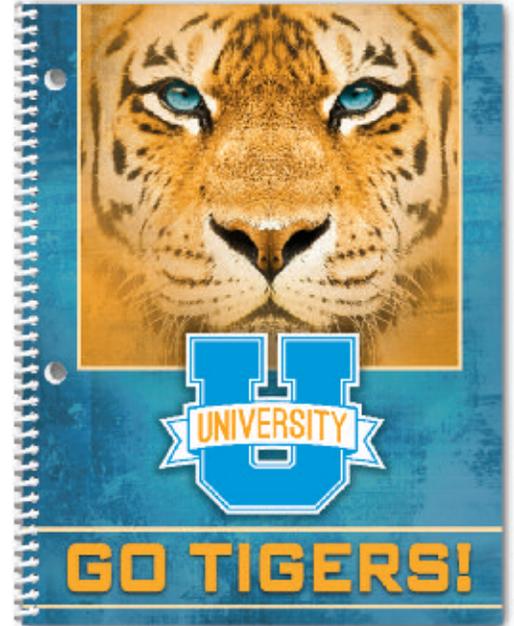
Inside Front Cover
Shown with Bleed (C)

Digital File Specifications

How to determine if photos, scans, or other digital files are acceptable for quality printing.



The "Get Info" pop-up window on a Mac will display your photo's pixels.



Maximum Print Size at 300 ppi
width = 2175 pixels ÷ 300 ppi = 7.25"
height = 2794 pixels ÷ 300 ppi = 9.312"

Resolution

An image that looks good on your computer's monitor may not necessarily print well. Resolution of a digital file, expressed in pixels per inch (ppi), determines the printing quality.

Divide each axis by 300 – the result is the largest size an image can be printed at *maximum* quality. We will accept files as low as 150 ppi. Images won't be as sharp as 300 ppi, but it is still of acceptable quality. In that case, divide each axis by 150.

Example of image at 2175 pixels x 2794 pixels:

300 ppi 2175 pixels x 2794 pixels (each axis ÷ 300 ppi)
highest quality = 7.25" x 9.312" maximum print size

150 ppi 2175 pixels x 2794 pixels (each axis ÷ 150 ppi)
medium quality = 14.5" x 18.626" maximum print size

If you enlarge an image, make sure to maintain at least 150 ppi. You cannot resave lower resolution files to 300 ppi.

Note: If you scan line art (black/white artwork with NO shading such as logos/mascots), scan at 600 dpi and save as a **.tif**.

How many pixels are in my photo?

Photo-editing software can show how many pixels are in an image, in length by height. Otherwise, on a Mac, under "File" use "Open With" and "Preview," then use keys "Command-I" to see "General Info." A pop-up window will display the data. See above. On a PC, right click on the image file, look at "Properties," and then the "Summary" tab.

Camera Settings

Most digital cameras with 4 or more Megapixels, and some cell phones, can take photos suitable for printing. Use the highest quality settings available; do NOT use any compression settings.

File Format

Before uploading your file, you may want to modify the brightness, contrast, and color in an image-editing program. School Mate® College is not responsible for photo quality since we do not make alterations or correct colors to files you upload.

Acceptable file formats are **.eps**, **.jpg**, **.tif**, **.png**, and **.pdf**. Save as a **.pdf** if text is in your file (PDFs embed fonts). If using professional software (InDesign, Quark), use PDF/X-1a setting with registration marks turned off. Your file should be several megabytes in size if it's the correct resolution, although JPGs are generally smaller. Each cover part (front cover, back cover, etc.) should be saved as a separate file. Upload files through our online planner building system.