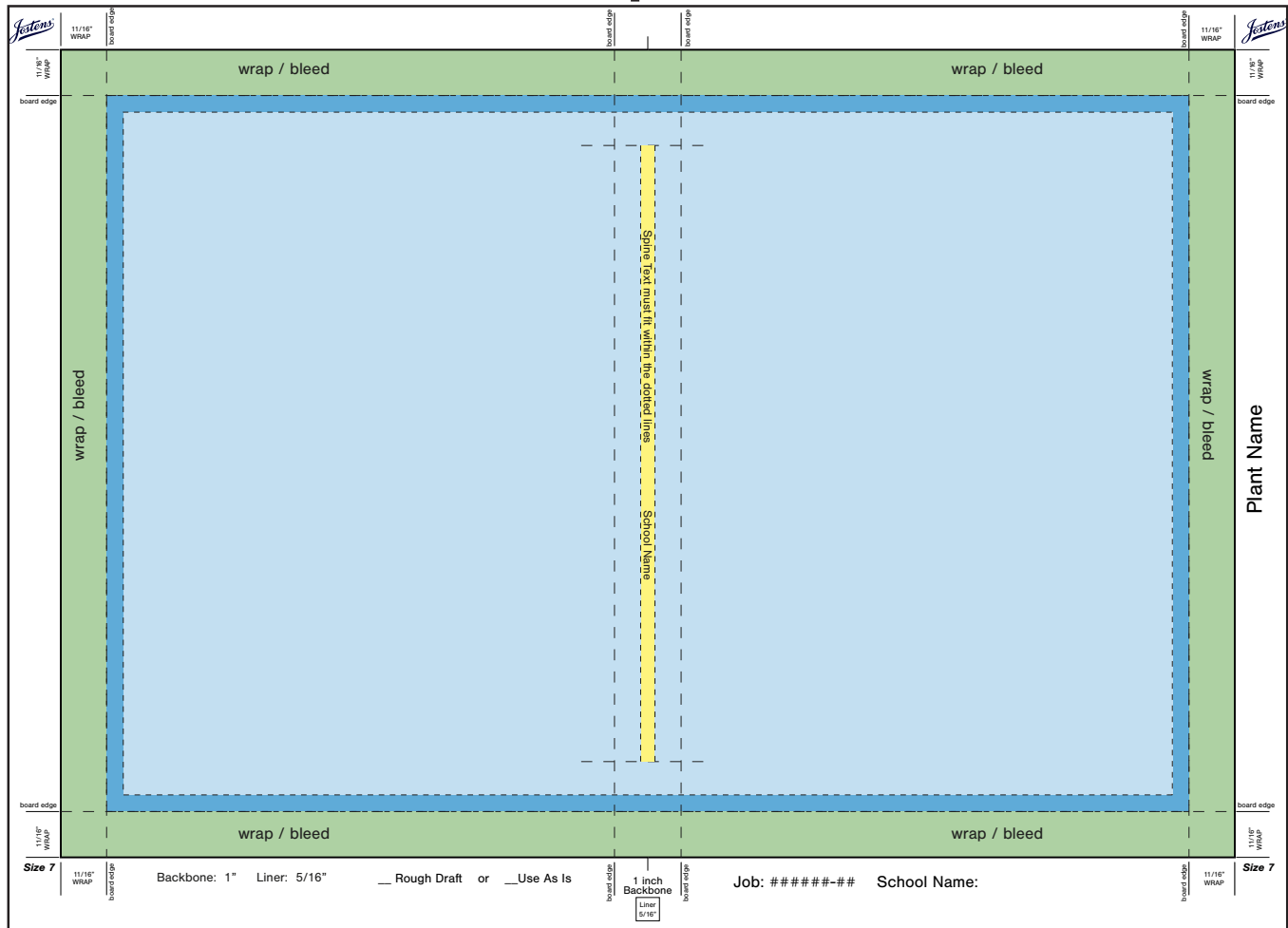


# 2017 Cover Template Instructions



Colors shown in this sample are for illustration only and will not appear on your template file.

## Before using your cover template, please save it to your hard drive.

- Make sure you have loaded the Jostens color settings file before working on your cover. This file was sent to you along with your cover template. It can also be found on Yearbook Avenue under Digital Classroom.
- Dotted lines show on your template as gray. These lines are there to make designing your cover easier and will not print on your cover.
- The GREEN area is called the wrap or bleed. This area wraps around the edge of the book to the inside and will not be seen entirely. It is necessary to have your art fully cover this area so it does not stop abruptly at the edge of your cover.
- Keep all critical art within the LIGHT BLUE area. Art in this area will be fully visible when the book is finished. It is important to keep any essential design elements (i.e., type, logo, date) 1/4 inch from the wrap. This area is indicated by the DARK BLUE area.
- The YELLOW area indicates the location of text on the backbone or spine of the book. Spine text CANNOT be taller or longer than the dotted lines that surround the allotted spine text area. Text outside the indicated area may result in text size adjustments at the plant.
- Please do not use your template for any other book. Sizes differ from book to book. This template has been customized to your book's specifications, including your job # and plant ID.
- **To avoid additional charges, any changes to your cover specs must be discussed with your Jostens Yearbook representative.**

# 2017 Cover Template Instructions

## Before Getting Started

Before starting on your cover, please make sure you have loaded the new Jostens.csf file, and the 2017 updated color swatches found in the zip file containing the template. Make sure to use the 2017 Color Guide and the new swatches. **Please discard all older versions of the Color Guide, swatches and CSF file.** Jostens has made updates to our color profiles and swatches for 2017 to allow for more vibrant colors when printing.

The cover template is set up as a PDF file and can easily be used to create your cover in Photoshop, InDesign or Illustrator.

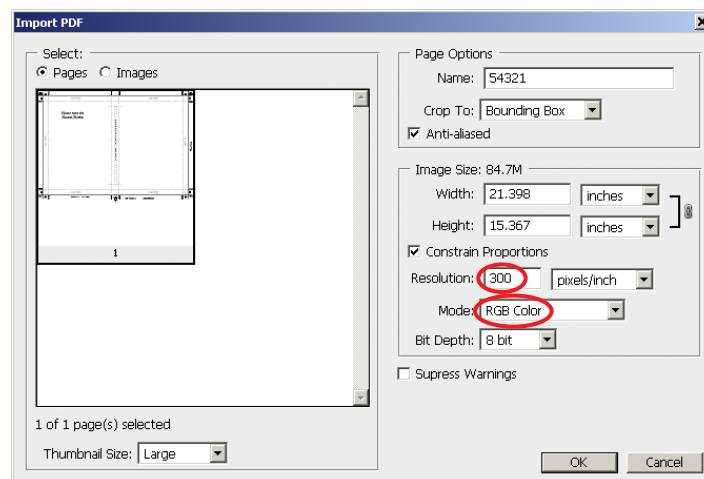
Whether you're working in Adobe Photoshop, InDesign or Illustrator, the procedure for activating these color settings is the same. From the Edit menu, select Color Settings. Click the Load button and browse to the Jostens.csf file. Select it and click OK. Click OK in the Settings window and your cover file will now be set to print properly at the plant.

The template file you receive has been created especially for your school. This template is based on the trim size and number of pages in your book.

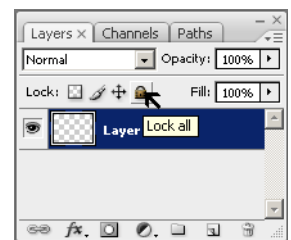
## Using Photoshop

Under the File menu select Open from the drop-down menu, and select the template file.

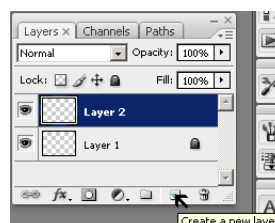
The Import PDF window will appear. Select the Pages button. **Make sure the Resolution is set to 300 pixels/inch and the Mode is set to RGB Color.**



Under the Windows menu, open the Layers panel. Lock the layer containing the template file.



Create a new layer to use for cover art.

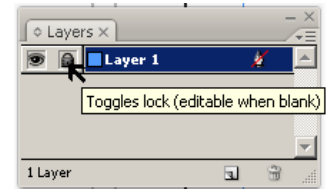


## Using InDesign

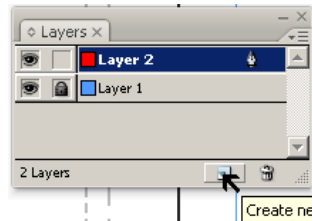
Create a new document with the size of 24 x 17 inches (144 x 96 picas). Make sure Page Orientation is set to Landscape and Facing Pages is not checked.

Under the File menu, select Place from the drop-down menu. Select the template file and click once to place at full size.

Under the Windows menu, open the Layers panel. Lock the layer containing the template file.



Create a new layer to use for cover art.



## Using Illustrator

The template file was created in Illustrator and can be used by opening the file in Illustrator.

Under the File menu, select Open from the drop-down menu and select the template file. Create your cover on the Cover Art layer. The template has been created on a separate locked layer. Do not design your cover on the Template layer.

## What to Send to the Plant

- Cover file. Please **do not flatten files**. Plant must have the layered file to produce your cover.
- All separate linked file content and all fonts used on your cover. If you are using InDesign, select Package under the File Menu and a folder containing the cover file, links and fonts will be created automatically.
- Make sure you select the indicator on the template to identify the status of your cover as either *Rough Draft* or *Use As Is*. *Rough Draft* indicates the cover file being submitted needs assistance from the plant (cleaning up a piece of the artwork, creating a special effect, etc.). *Use As Is* indicates the cover file contains all contents desired on the cover and is ready for production.
- For questions, contact Technical Support at 1-800-328-2435 or your plant consultant.