

Creating



YOUR YEARBOOK COVER

QUICK START
GUIDE

Cover Design
STUDIO

LET'S
Get
Started!



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Welcome to

Let's start the process of selecting and designing your yearbook cover!



Please record the password you have created to access this site.



On the Home Page, you will see the yearbook cover design options available for the current year, including the capability to upload your own custom cover.



Simply click on any cover option to view a larger sample of the cover or to read a brief description of the features for each cover.

You can select from five categories of covers:



Composite Covers

Composite Covers allow you to customize with your own candid images and your school name. Your candid images can be uploaded directly onto your cover using the existing image nodes.



School Color Composite Covers

School Color Composite Covers allow you to customize with your own candid images, one school color and your school name.



School Color Covers

School Color Covers will feature your school's primary and secondary colors and your school's name. If one of these covers is selected, the cover will populate with the school colors we have on file. You will have the capability to edit these colors and the text on this cover type.



Standard Covers

Standard covers feature a static design that can be customized with your school name.



Custom Cover Upload

Do you have your own design in mind for your yearbook cover? You can design a custom cover* using software outside of Cover Design Studio and then upload the file. Your cover design files must meet our requirements for publishing. Please review these requirements in the Custom Cover section starting on page 8.

*Extra charges apply for this cover type. Please contact your Sales Representative for more details.

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Personalization of Covers

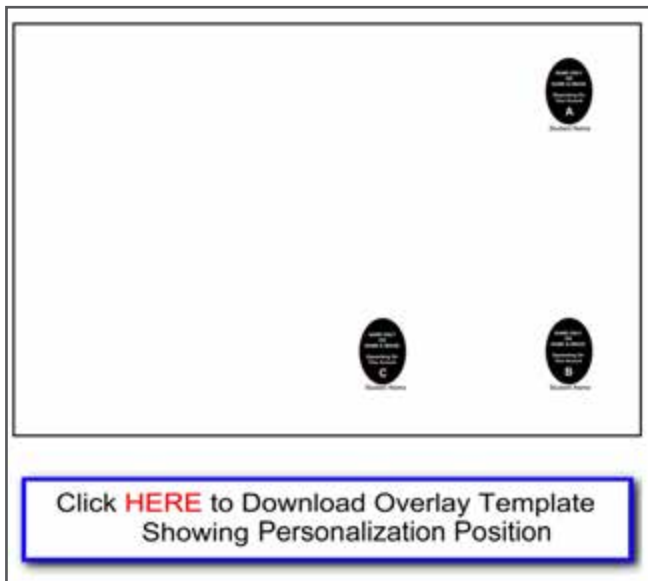
Adding Student Name & Image or Name Only to your cover.



Student Name & Image



Name Only



Any of our five categories of covers can have personalization added. If Inter-State Studio took your student portrait images, you can choose to add Student Name & Image or Name Only personalization to your selected cover design. This also applies to custom cover designs.

If we DID NOT take your student portrait images, you can only select the Name Only personalization option.

If you are designing a custom cover, download the overlay template to show the location options for personalization. You will be able to choose from three standard locations.

If you are not using a custom cover, the placement of the personalization will be in a predetermined location that will work best with each cover design. Click on the PERSONALIZATION button to display the location for your selected cover.

Please contact your local Sales Representative for more details.

Selecting a Composite Cover or School Color Composite Cover



Composite Covers allow you to add your own candid images to customize your yearbook cover.

These covers will require you to upload your candid images and place one in each of the existing image nodes. The existing image nodes can't be moved or deleted, so you will need to fill each node with a candid image.

Your school name will flow onto your cover. You then have the option to edit the name and font size.



School Color Composite Covers allow you to customize the cover with one school color, add your own candid images and edit the school name.

The initial cover will be built using the school color we have on file. However, you can change the color using the drop-down menu on the left side of the screen.



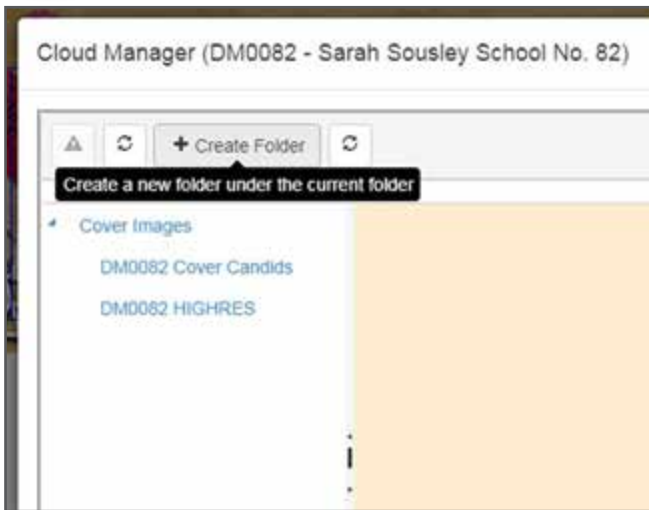
Uploading Candid Images

Click on the inside of any of the image nodes to display tools.

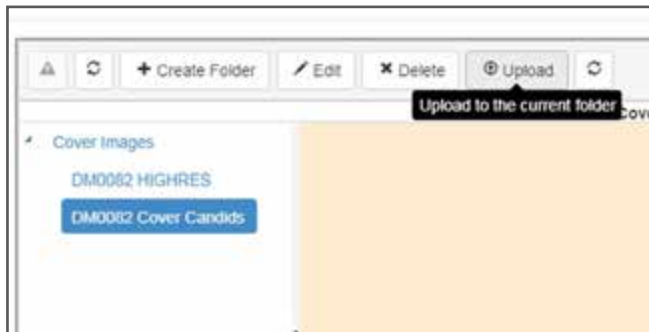
Click the SELECT button to access the image upload window.

Uploading Candid Images (cont.)

Click CREATE FOLDER.



Upload and browse to the location of your candid images. We strongly recommend only uploading the images you think you will be using. There is no limit on the number of images you can upload, but it will be a more efficient process if you don't have to scroll through hundreds of images to look for one specific image.

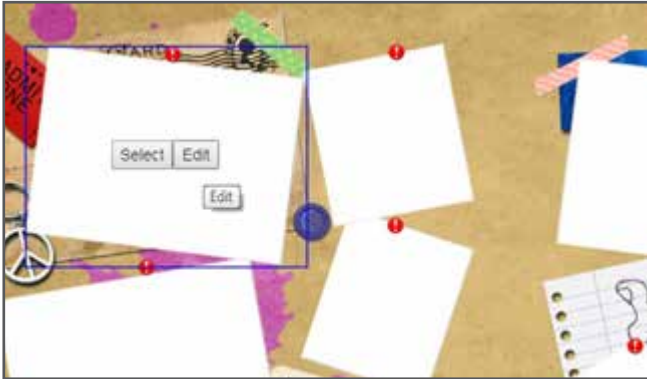


The quality of your cover will be related to the quality of your images. Find focused and bright images to make your cover look great.



Upload is complete.





Placing Your Candid Images

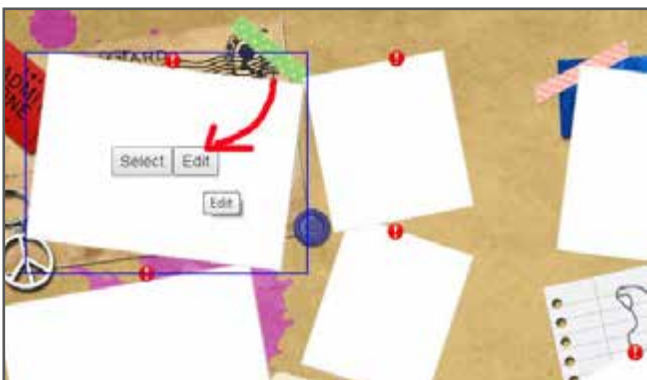
Click inside the image node into which you want to place the image.

Click- SELECT



If you have multiple folders, select the folder from which you want to pull the image.

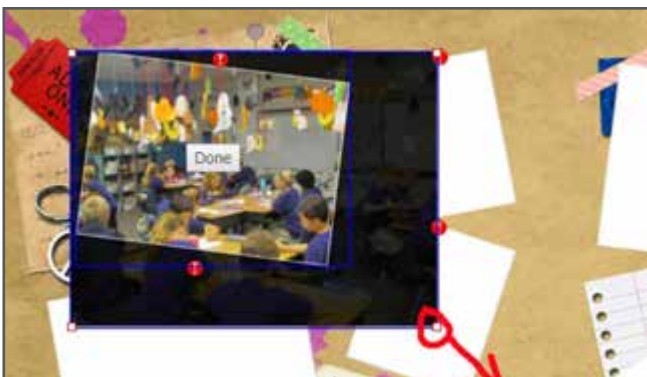
Click- USE to place the image in the selected node.



Editing Your Images

Enlarge the image

Click the EDIT tab.



Click on one of the corners of the image node- hold the mouse down and drag to expand the size of the image.

You can only increase the size of the image.



Editing Your Images (cont.)

Move the Image

Click the EDIT tab.

Hold the mouse down on the image and drag and drop to reposition the image inside the image node.



Rotate the Image

Click the EDIT tab.

Click and hold the light blue circle at the top of the image and rotate the image using the mouse.

School Color Covers



School Color Covers

The School Color Covers allows for two school colors to be selected from the 26 standard school color options Inter-State Studio offers.



You can also edit the school name on these cover options.

Standard Covers

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Your school name will appear by default on the cover. You can edit the name or leave it as-is.



Please make sure you proofread the school name before submitting your cover.

Custom Covers

This feature allows you to design a custom cover using software outside of Cover Design Studio and then upload your single file for publishing.

Please remember that the use of copyright and trademark protected materials logos and designs cannot be used without written permission from the copyright or trademark owner. Examples may include:

- Professional and Collegiate mascot logos
- A child's drawing of a famous character
- Photographs, graphics, artwork, character images, character names, as well as slogans and phrases

Make a copy to mail or scan and email the release to your yearbook advisor or sales representative. We must have a release on file to proceed with the production of your yearbook materials.

Custom Cover Specs:

Your custom cover files must meet our minimum resolution requirements. Your uploaded file **MUST BE** 19.5 inches x 12.75 inches at 300 dpi or 5850 pixels x 3825 pixels. Any other size of template will fail the upload process.

Your uploaded cover **MUST BE** complete and saved as a single file. You cannot upload multiple pieces of your cover to Cover Design Studio. The uploaded file **MUST** be a single complete project that is ready to print.

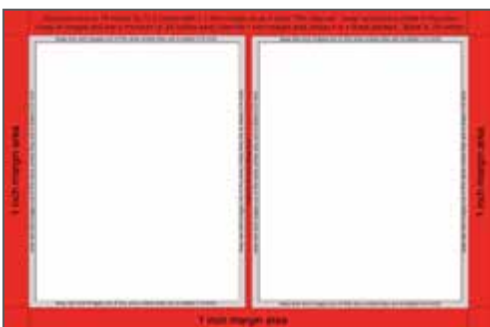
Each binding type has important design specifications. Please review before you begin designing your cover.

Cover Design Studio also accepts many different output files as long as the resolution of those files meets our requirements to produce a high-quality, high-resolution cover.

Overlay Templates

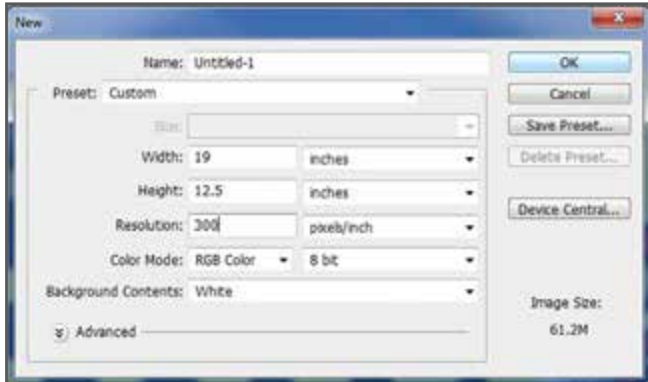
It is important before you begin designing your cover that you download two overlay templates that can be applied directly into a layer within your document.

This will give you a visual of areas that might be cut off, wrapped or covered up by your personalization selection.

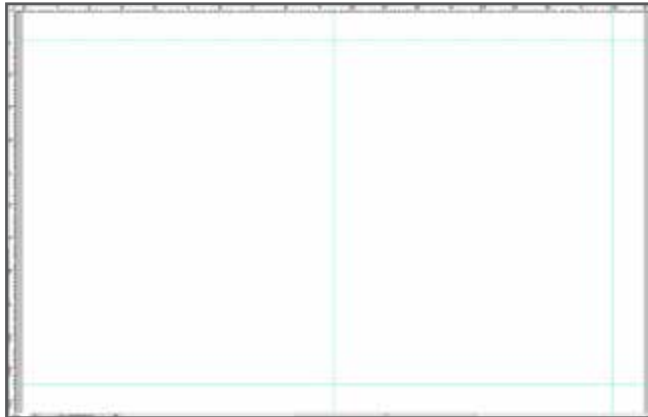


Click [HERE](#) to Download Overlay Template Showing Personalization Position

9 Saddle Stitch & Perfect Bind Custom Cover Design



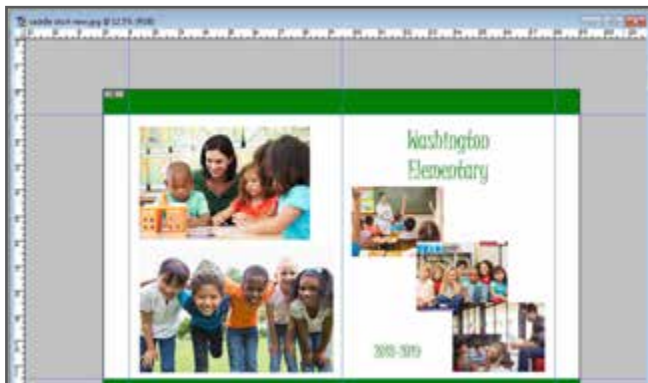
Create a document that is 19.5 inches x 12.75 inches at 300 dpi or 5850 pixels x 3825 pixels.



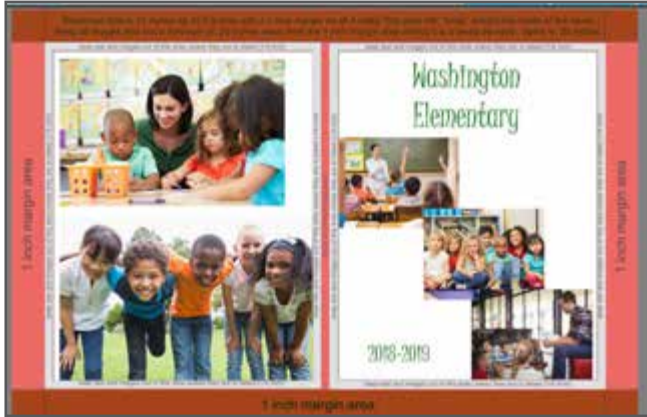
Add rules in the center at 9.75 inches and one-inch inward from all sides or download and add the overlay template to your document to display these areas.

When you are designing your cover, stay .25 inch inside the rules around the template you have just created. Think of this as dead space.

Now it's time to create your cover!



Example of artwork for a Saddle Stitch Custom Cover.



Upload your custom cover design into Cover Design Studio.

There will be an overlay placed on top of your custom cover once it is uploaded. Please double-check to make sure you will not lose anything important in the red areas.



For Saddle Stitch Covers, we will reduce your pdf file to 93% and crop your file to create a folded book size of 8.5 inches x 11 inches.

For example, this is what the original pdf file would look like for a saddle stitch book.



This is how the cover will print once we scale and crop the file.

Please note the areas that are trimmed off. It is important to keep important design elements within the 1.25-inch margins noted above.

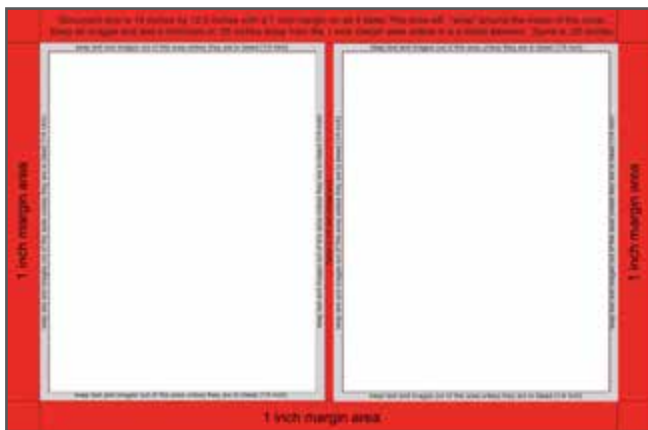
Hardback Custom Cover



Create your document size at 19.5 inches x 12.75 inches at 300 dpi or 5850 pixels x 3825 pixels.

We recommend downloading and using the overlay template when designing a custom cover for a hardback book. You can download and add it as a layer in your design process.

When designing, please take into consideration the wrap area. This is indicated by the one-inch red margin around the outside of your cover. It is suggested to keep all important text and images that you do not want to lose when the cover is wrapped onto your book at least .25 inch away from this area.



You are now ready to design your cover!

This example shows what would happen if a hardback custom cover was built using the entire area of the document.

We did not pay attention to the template indicating the wrap area of the cover.



This is what this cover would look like if you were to then place the template overlay on top. You will lose 1" of the images on all our sides. Anything behind the RED will not show up on the outside of your cover.





This example shows a Hardback Cover built keeping the wrap area in mind.



The example to the left shows the overlay template indicating the wrap area was taken into consideration when designing the cover.

Proof & Submit Your Cover

Ready to finish your cover?



Click on- PROOF YOUR COVER in the upper right of your screen.

This will display proof, print and submission tools.

All boxes **MUST** be reviewed and checked to proceed with proofing and submitting your cover.

EDIT TAB- Takes you back to edit your cover.

VIEW PRINT- View your cover to proof and print. **SUBMIT**- Submit your cover for production.

Once your cover is submitted, there may be very limited time to cancel your submission. Please take your time before submitting and choose the cover that will work best for you and your school.

Have questions or need additional help?
Contact Tech Support: techsupport@inter-state.com, 888-823-6957

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