I.C.F. Yearbook
Artwork Instructions

ARTWORK DEADLINE 6/1/18

Don't you want to look FABULOUS? Here's how:

Nearly every picture taken today is digital. We need you to send them to us at full quality. **PLEASE do not compress or reduce your digital pictures to make them easier to email!**

Send your files via one of the methods listed below:

Email: Send to info@icf.org. (Be sure to include your branch information for identification purposes.)

FTP: Any files over 5MB need to be sent FTP. We suggest using www.hightail.com. You can set up a free account with them to send files under 50MB. Be sure to use info@icf.org as the receiving email address. (Be sure to include your branch information for identification purposes.)

CD: Please mark your disc with branch information for identification purposes. Be sure to include your entry contract with the CD. (We will not be returning your CD, so be sure it's not your only copy.)

If you have ANY problems with your art, whether composing it or sending it, please contact our designer, Kimmer Sue - kimmer@fractaldreams.com, to work directly with you.

Photographs

- Please send us the original photo files from your phone or camera without compression or reduction!
- Photos must be 300 dpi (dots per inch) or higher for printing. (That's 5 times bigger than what you see on the internet which is 72 dpi. This means that photos downloaded from the internet are too small to print.)

72 dpi - hard to recognize faces   *300 dpi - great detail*

- DO NOT SEND photographs that have been printed for us to scan, no matter how good they look. Scanning these prints is ***always*** disappointing. Please send us all photos in the size and format they came off the camera. We will size and crop to fit.

Entries Provided as Hard Copy

- Entries provided as hard copy will be scanned and used as-is. Image quality **will not** be as good as digital files. This is the nature of copying anything.
- Where possible Kimmer Sue re-creates your layout when you provide digital pictures and hard copy

Entries Provided Digitally

- Composed entries must be provided in PDF format.
- Review your PDF before sending it to us.
- Fonts must all be embedded. To review font embedding go to Document Properties in the File menu, click on the Fonts tab. Make sure each font is listed with either "Embedded" or "Embedded Subset".
- If you use a font that does not embed, please replace that font with one that does embed. We cannot use a file that does not have the fonts embedded.
- Contact Kimmer Sue directly if you are having any problems creating a PDF of your entry document.

Entry Composition Service

- We are happy to compose your entry. Please provide all text and pictures digitally via email or ftp. The more instruction you give us the closer we will come to what you want.
- To get <u>exactly</u> what you want, compose your entry yourself in your software and export as a PDF. (It is not likely that we have the software you used.)

Memory Names & Sponsor Names

- Name lists MUST be provided digitally.
- Easiest method: Type your names into the body of an email or attach a text document to your email.

We're Here To Help!
Contact our designer, Kimmer Sue, with any questions or problems:
kimmer@fractaldreams.com