



# I.C.F. Yearbook ARTWORK INSTRUCTIONS



Pictures today are digital. Send them to us as they came off your phone or camera.  
**PLEASE do not compress or reduce your digital pictures to make them easier to email!**

When you resize or compress your photos you lose definition and the results don't print well.



*High resolution with very little compression.*



*Low resolution with high compression*

We will crop and size as needed. (Do tell us what's important in the photo.)



*Full photo from camera (reduced size)*



*Cropped & sized photo*

Shirley Robasciotti	
Lawrence Rocchi	<b>YES</b>
Rose Rocchi	
Mark Santos	
Frank Segreto	
Adriana M. Shackel	
Tony Taormino	
Andrew L. Zanardi	

ALPHONSO VALOROSI	<b>NO</b>
EMMA VALOROSI	
ROY BETTINI	
MARY BETTINI	
JOE FILIPONI	
ANGIE FILIPONI	
JOHN FILIPONI	
ROSE FILIPONI	

**ARTWORK  
DEADLINE  
June 1<sup>st</sup>  
2020**

Please type your names in upper & lower case. Our conversion software will only capitalize the first letter of the name.

8393 Capwell Drive, Suite 110, Oakland, CA 94621 • info@icf.org  
1-888-423-1924 - toll free • (510) 633-9058 • Fax (510) 633-9758



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**ARTWORK  
DEADLINE  
June 1<sup>st</sup>  
2020**

**You are FABULOUS! We're here to help you look it.**

## **Sending your files for the I.C.F. Yearbook:**

- Email:** Send to [info@icf.org](mailto:info@icf.org). (Be sure to include your branch information.)
- FTP:** Send files over 5MB via FTP. We suggest using [www.hightail.com](http://www.hightail.com). They have a free account for files under 100MB. Use [info@icf.org](mailto:info@icf.org) as the receiving email address. (Be sure to include your branch information.)
- CD:** Please mark your disc with branch information & include your entry contract. (We will not be returning your CD, so be sure it's a copy.)

***Art problems or questions?*** *Regardless of your question or problem... contact our designer, Kimmer Sue - [kimmer@vision-graphix.com](mailto:kimmer@vision-graphix.com), to work directly with you.*

### **PHOTOGRAPHS**

- DIGITAL FILES ONLY PLEASE!
- Send original photo files from your phone or camera, without compression, reduction or cropping!
- Resolution 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.
- AVOID SENDING printed photographs for us to scan, no matter how good they look. Scanning these prints is always disappointing. Please send all photos in the size and format they came off the camera. We will size and crop to fit. Yes, we can handle both jpg and camera RAW files.

### **MEMORY NAMES & SPONSOR NAMES**

- Name lists **MUST** be provided digitally.
- We have made the Sponsor and Memory list forms interactive. Please download and use the digital forms or type your list into the body of an email.
- PLEASE type names in upper and lower case as that's how they will print. Our conversion software is only going to capitalize the first letter of every word. For some names this is a problem.

### **ENTRIES**

- PROVIDED HARD COPY - Your copy will be scanned and used as-is. This is the worst way to provide copy as there is always a loss of quality.
- PROVIDED FILES that are NOT PDF - We do our best with the files you send, but sometimes things move or are missing. We do support files from Microsoft Office but are working on a Mac computer. If you send files from software we don't support we will let you know.
- PROVIDED PDF FILES - Please be sure that all fonts are embedded or embedded subset. Some fonts will not embed, so for those you must outline them or switch to something that will embed.
- COMPOSITION SERVICE - Provide us with photos and your text and we will create an attractive page for you. Feel free to include a rough sketch of your vision and we will do our best to follow it.
- FILE CLEANUP - We look at every file sent and correct what we can. Sometimes we are forced to ask for new files. When provided with the original photo files we gladly re-create your layout for better quality.

**We're Here To Help!**

Contact our designer, Kimmer Sue, with any questions or problems:  
[kimmer@vision-graphix.com](mailto:kimmer@vision-graphix.com)

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