



# Splendid Yearbooks

Publishing with Splendid



2012 - 2013 Edition

 **SplendidPortraits**  
Peace of Mind. Delivered.





# SplendidYearbooks

Publishing with Splendid

## YearbookChoices

**Choose** Your Cover

**Choose** Your Binding

**Choose** Your Layout Software

**Choose** Your Portrait Background

**Choose** Your Page Count and Run

**Choose** Parent Ordering Option

**Choose** Your Tech Support

## YearbookResources

Learn More

Ideas

Planning

How To



# **YearbookChoices**



# Choose Your Cover

## Stock or Custom

The cover sets the tone for the book. You can select a professionally designed Stock Cover or create your own Custom Cover. Many schools hold a cover contest and some use the runner's up cover art on the back cover or scatter them through out the book.

### Stock Cover

A professionally pre-designed cover.

**Features:** Choose from a variety of pre-designed covers. A brochure of covers is in our Yearbook Kit and a PDF is on [SplendidYearbooks.com](http://SplendidYearbooks.com).

**Charge:** No charge

**Deadline:** December 1<sup>st</sup>

**Proof:** No proof is necessary

### Custom Cover

A cover that you design.

**Features:** Turn in your original artwork to Splendid, we'll clean it up and make sure it is laid out properly.

**Charge:** \$0.50 per book

**Deadline:** December 1<sup>st</sup>

**Proof:** Yes, provided before printing





# Choose Your Binding

## Saddle Stitch, Perfect or Hard Cover

This choice is personal taste and, of course, has a lot to do with your budget. You must use Perfect Binding at 96 pages and we recommend it for books over 80 pages. Hard Cover books are more popular among schools with older students and if you have the budget, they are certainly the most durable.

### Saddle Stitch

A soft cover with a stapled binding

**Charge:** No charge

**Deadline:** December 1<sup>st</sup>

### Perfect Binding

A soft cover with a glued binding

**Charge:** \$2 per book

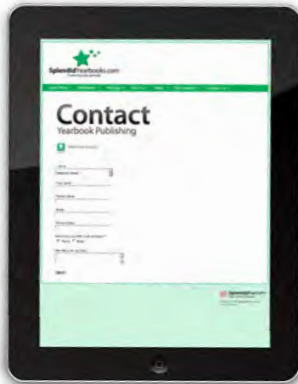
**Deadline:** December 1<sup>st</sup>

### Hard Cover

A hard cover with a glued binding

**Charge:** Based on the number of books

**Deadline:** December 1<sup>st</sup>



### Split Binding Option

You can allow parents to choose between the Perfect and the Hard Cover binding when they order.

To qualify, you must print a minimum of 50 Hard Cover yearbooks. Saddle Stitch does not apply.



# Choose Your Layout Software

## Online or Desktop

### Online Software

Your book lives on the Internet.

**Requirement:** High speed Internet connection.

**Multiple Users:** Work at the same time on the Internet.

**Access:** Administrator sets access levels to control the access.

**Image Sharing:** Everyone grabs from the same pool of images.

**Tech Support:** Directly into your actual yearbook.

**Network Approval:** May require approval from your IT Administrator.

**Submission:** Review the PDF and submit the book online.

### Desktop Software

Your book lives on your PC or Mac.

**Requirement:** PC or Mac with 4 GB of available memory.

**Multiple Users:** Merge their pages at the end of the process.

**Access:** Accommodates as many additional books as you need.

**Image Sharing:** Each user loads images from their own desktop.

**Tech Support:** On-location or over the phone.

**Network Approval:** Operates independently from your school network.

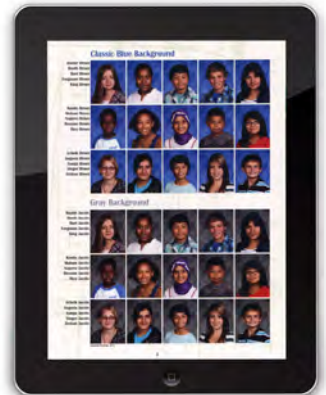
**Submission:** Export to PDF and send us the file.



# Choose Your Portrait Background

Classic Blue, Slate Blue or Gray\*

Choose the background color of your panel page portraits. Along with your Portrait Data Proofs, you will receive three Yearbook ColorSplash™ Image CDs. Each CD contains an entire set of your school's images in one of three colors. You may choose any one of these CDs to flow your panel page portraits.




\* Applies to schools photographed on green screen



# Choose Your Page Count and Run

## Flexible & Affordable

Your Yearbook Reservation Form has a Pricing Grid which lists the yearbook prices at different page counts and print runs. You don't need to make your final decision until you turn in your book at the final deadline.



### SplendidYearbooks

Publishing your splendif

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## Yearbook Publishing Reservation Form

**Yearbook Coordinator**  
Coordinator phone  
Send this to contact  
Coordinator email

**School year:** 2011-2012  
**Date prepared:**  
**Prepared by:** Melissa Trent

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### Price of Yearbooks

	Pricing Grid - Color Yearbook										
	Qty of books		50		75		100		150		200
	48	54	54	60	66	66	72	78	84	90	96
Quantity of books	330	360	360	450	495	495	540	576	630	675	720
Number of pages	64	64	64	64	64	64	64	64	64	64	64
Cost per book	18.86	18.86	18.86	18.86	18.86	18.86	18.86	18.86	18.86	18.86	18.86
Additional volume per book	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total cost per book	18.86	18.86	18.86	18.86	18.86	18.86	18.86	18.86	18.86	18.86	18.86
Total production cost	2960.00	2960.00	2960.00	2960.00	2960.00	2960.00	2960.00	2960.00	2960.00	2960.00	2960.00

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### Yearbook Specifications & Additional Features

**Color Yearbook**  
Full Color Cover      0.00 per book

Total cost of additional features: 0.00 per book

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### Yearbook Production Calendar

<b>Yearbook Kit to School</b>	9/30/2011	<b>Late Fee</b>	If your final layout is received after the Final Deadline, a printer's late fee of 1.94 per book will be applied.
<b>Cover Deadline</b>	12/1/2011		
<b>Final Deadline</b>	<b>3/15/2012</b>		
<b>Delivery of Books</b>	6/5/2012		School Representative - Initial Here
<b>Last Day of School</b>	6/18/2012		

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### Reservation Agreement

**Reservation**  
I wish to reserve a Production Reservation for printing of our school's yearbook.

**Changes to the Final Price**  
I have reviewed the enclosed materials and understand that the prices quoted herein are estimates based upon the information I have provided. I understand that any changes to the printing and delivery specifications may result in additional charges and delays in the delivery of the finished yearbooks.

**Alteration Fees**  
I understand that prices apply to only those yearbooks produced in accordance with Splendid Portraits specifications as outlined in the yearbook kit. The school will be notified if a book order is placed that does not meet these specifications. The school may choose to correct the problem or authorize Splendid Portraits to make the necessary corrections. However, the school will be charged on a time and labor basis.

**Initial Payment**  
I understand that the school must meet 75% of the Total Production Cost to Splendid Portraits upon delivery of the yearbook layouts.

**Final Payment & Freight Charges**  
The remaining balance plus freight charges based upon weight, shall be due upon delivery of the finished yearbooks.

Splendid Portraits Representative

Signature: \_\_\_\_\_  
Title: **Publishing Manager**  
Email: [Yearbooks@SplendidPortraits.com](mailto:Yearbooks@SplendidPortraits.com)  
Date: \_\_\_\_\_

School Representative

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date: \_\_\_\_\_

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**What's Next?**  
How to get a Production Form to:

Splendid Portraits  
836 754 8335 ext 237  
Yearbooks@SplendidPortraits.com



# Choose Parent Ordering Options

Online or By Envelope

## Online Ordering

Parents can use a credit card.

**Collection:** Splendid collects the payments and forwards a receipt to the school as proof of payment.

**Fee:** A \$1.97 convenience fee will be added.

**Distribution:** School distributes the books to students.



## Envelope Ordering

Parents return envelope to school.

**Collection:** School collects the envelopes which are proof of payment.

**Fee:** No fee added.

**Distribution:** School distributes the books to students.





# Choose Your Tech Support

At Your School, Online or By Telephone

Communication is key to our success and one of the things that sets us apart from our competition. Our full time staff of graphic artists and support personnel will contact you with updates, reminders and to share our experience and ideas.



## At Your School

We provide training for you, your yearbook club or your yearbook class right at school.

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## Video Tutorials

You have access to video tutorials about everything from flowing panel pages to cropping images at **SplendidYearbooks.com**.

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## Email

Your questions answered anytime with correspondence via Yearbooks@**SplendidPortraits.com**.

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## Telephone

Real people answering the phone at 1.800.230.4602, ext. 8008.

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## Software Instruction Manual

Available for download at **SplendidYearbooks.com**.



# YearbookResources



  
SplendidYearbooks.com  
Publishing with Splendid

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## Welcome

To Splendid's Yearbook Resource Website



Have lots of the artwork, software and support you'll need to create a fantastic yearbook.

Be sure to check out all the great ideas and information contained in our Tips & Tricks Blog. We have assembled some of the most inspiring and exciting pages created by Yearbook Advisors just for you.

As always, please [Contact Us](#) if we can be of any assistance.

Splendid!@forums.



**SplendidYearbooks.com**  
*Publishing with Splendid*

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## **Splendid Yearbook Publishing**

Yearbooks are one of our flagship products and one of the main reasons you select us. Download our brochure.

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## **Splendid Yearbook Upgrades**

Learn about the many upgrade options available for every size budget.

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## **EZBook™ - View Demos**

We use the leading Yearbook Layout Program in the country and it's used by over 4,000 schools.

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## **EZBook™ - Review System Requirements**

Learn more about the computer and download requirements needed to use our software.

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September



### **Our Planning Timeline**

A planning guide to assist you in organizing your year.

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### **Our Page Layout Worksheet**

Use this worksheet to help visualize the book and reduce right-left page layout mistakes.

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### **Our Stock Cover Brochure**

Professionally designed yearbook covers, which you can personalize with your school name.

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### **ColorSplash™ Background Samples**

Here are examples of the backgrounds you will receive with your Portrait Data Proofs.

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### **Artwork Brochure**

This is where you will find all the backgrounds, clipart and fonts already loaded into EZBook™.

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### **Sample Order Envelope**

We'll provide enough customized Yearbook Order Envelopes for all of your students.

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### **Sample Current Event Pages**

Remember the school year with a Current Events page.



### **Request Yearbook Order Envelopes**

We'll provide enough customized Yearbook Order Envelopes for all of your students.

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### **Submit a Stock Cover**

Use this form to submit your stock cover selection.

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### **Submit a Custom Cover**

Use these instructions for submitting your custom cover.

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### **Submit an EZBook™ Desktop Book**

Use these instructions for submitting your EZBook™ Desktop Yearbook.

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### **Submit an EZBook™ Online Book**

Use these instructions for submitting your EZBook™ Online Yearbook.



**SplendidYearbooks.com**  
*Publishing with Splendid*

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### **Tips & Tricks Blog**

From proofing tips to yearbook themes, check out our blog for ideas and suggestions.

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### **Idea Garden Blog**

Check out this blog for more detailed discussions.

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### **Promoting Your Yearbook**

Ideas that promote yearbook sales.



## **Elementary & Middle School Portraits**

**Splendid**Portraits.com

ClientServices@**Splendid**Portraits.com

800.230.4602, Ext. 8002

## **Yearbook Publishing**

**Splendid**Yearbooks.com

Yearbooks@**Splendid**Portraits.com

800.230.4602, Ext. 8008

## **Customer Service For Parents**

**Splendid**Portraits.com

CustomerService@**Splendid**Portraits.com

800.230.4602, Ext 8001