.5"

A) Trim size (8.375" x 10.8125")

C) Size with Bleed (Trim size + 0.125" bleed all sides)
8.625" x 11.0625"

.75"

.5"

B) Safe Image Area (7.125" x 9.8125")

Custom Cover Guidelines

Use for Kindergarten, Primary, Elementary, Middle School, and Budget Classic covers.

A) Trim Size (8.375" x 10.8125")

This is the final size of your cover after trimming takes place. Make sure nothing important (i.e., text, faces, artwork, etc.) is too close to the edge. See *Safe Image Area* below.

B) Safe Image Area (7.125" x 9.8125")

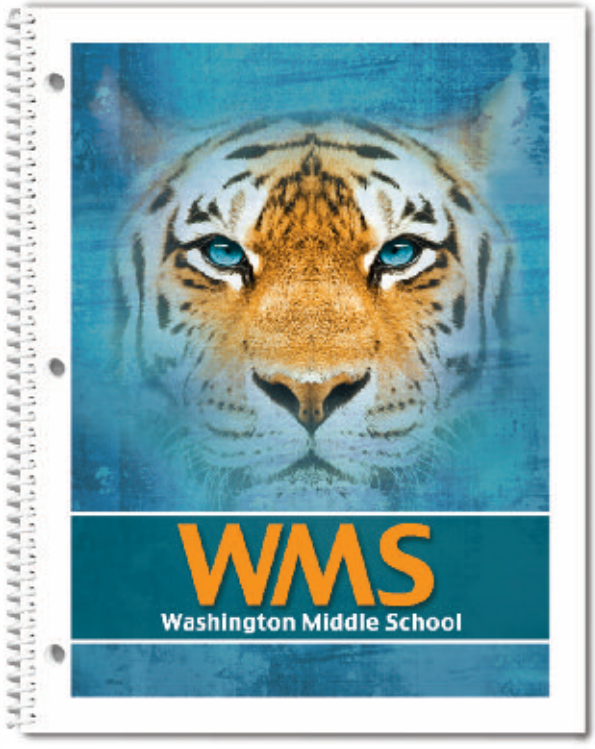
This area, shown as the inner white rectangle, is considered the safe zone. Art and text within this area are far enough from the edge to not be affected by trimming or punching. See bottom left sample.

C) Size with Bleed (Trim size + 0.125" bleed on all sides = 8.625" x 11.0625")

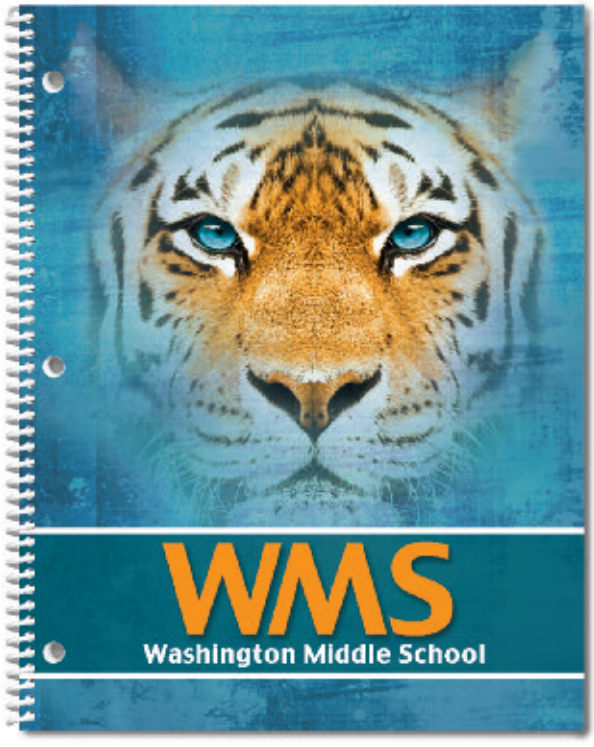
If you want your cover to bleed (color/artwork go all the way to the edge), the artwork must extend 1/8" beyond the trim size. See bottom right sample.

Note: The left edge of your design may be covered by the coil and hole punches, so take this into consideration if your design bleeds. Designs kept within the safe zone will not be affected.

Digital Files: See page 3 for digital file specifications.



No Bleed
See *Safe Image Area* (B).



Bleed
See *Size with Bleed* (C).

.5"

.375"

A) Trim Size (5.375" x 8.375")

C) Size with Bleed (Trim size + 0.125" bleed all sides)
5.625" x 8.625"

.625"

B) Safe Image Area (4.375" x 7.625")

.375"

Custom Cover Guidelines

Use for a High School or Budget Scholar cover.

A) Trim Size (5.375" x 8.375")

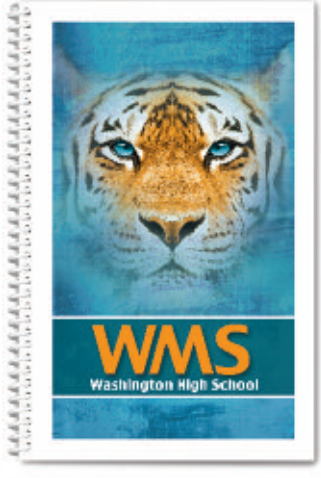
This is the final size of your cover after trimming takes place. Make sure nothing important (i.e., text, faces, artwork, etc.) is too close to the edge. See *Safe Image Area* below.

B) Safe Image Area (4.375" x 7.625")

This area, shown as the inner white rectangle, is considered the safe zone. Art and text within this area are far enough from the edge to not be affected by trimming or punching. See bottom left sample.

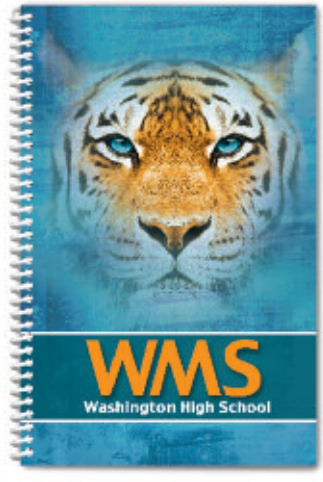
C) Size with Bleed (Trim size + 0.125" bleed on all sides = 5.625" x 8.625")

If you want your cover to bleed (color/artwork go all the way to the edge), the artwork must extend 1/8" beyond the trim size. See bottom right sample.



No Bleed

See *Safe Image Area* (B).



Bleed

See *Size with Bleed* (C).

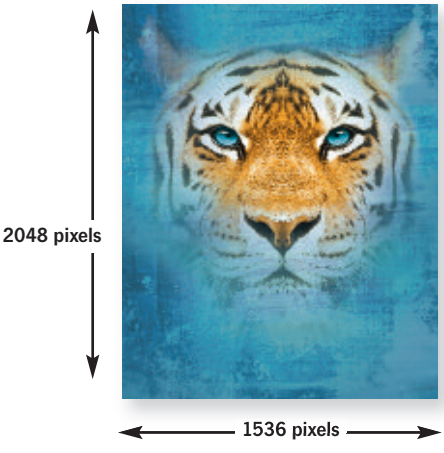
.375"

Note: The left edge of your design may be covered by the coil, so take this into consideration if your design bleeds. Designs kept within the safe zone will not be affected.

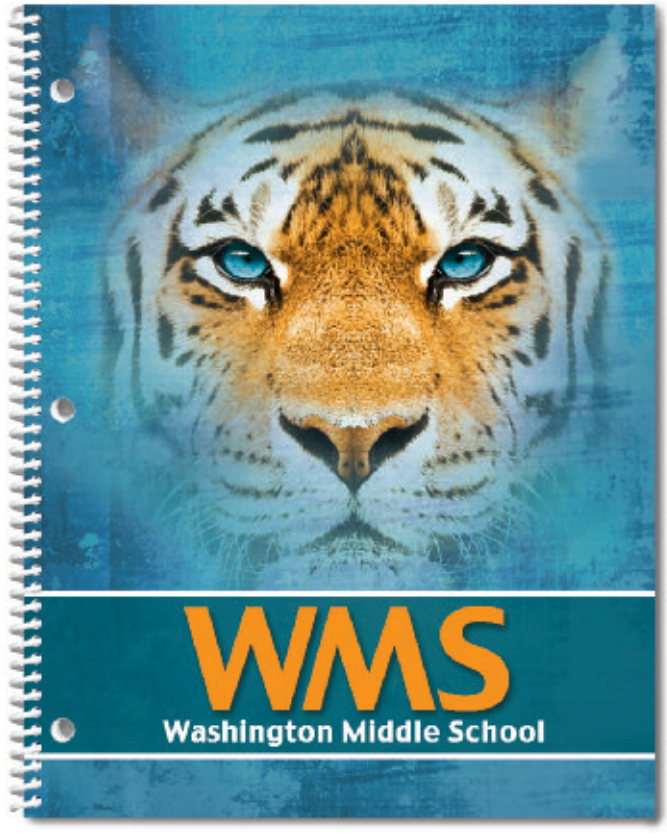
Digital Files: See page 3 for digital file specifications.

Digital Image Specs

How to determine if photos, scans, or other digital files are acceptable for quality printing.



Maximum Print Size at 300 ppi
width = 1536 ppi / 300 = 5.12"
height = 2048 ppi / 300 = 6.83"



Resolution

An image that looks good on your computer's monitor does not mean it will print well. Resolution determines the quality of a digital file that will be printed. The more pixels per inch (ppi) in an image, the better the printing quality.

Divide each axis by 300 – the result is the largest size an image can be printed at *maximum* quality. We will accept files as low as 150 ppi. Images won't be as sharp as 300 ppi, but it is still of acceptable quality. In that case, divide each axis by 150.

Example of image at 1536 ppi x 2048 ppi:

300 ppi highest quality	1536 ppi x 2048 (each axis divided by 300) = 5.12" x 6.83" maximum print size
150 ppi medium quality	1536 ppi x 2048 (each axis divided by 150) = 10.24" x 13.65" maximum print size

If you enlarge a 5.12" x 6.83" image to fit our larger planner size of 8.375" x 10.8125", make sure you're maintaining 150 ppi. You cannot resave lower resolution files to 300 ppi.

File Format

Your file should be several megabytes in size if it's the correct resolution. You may want to modify the brightness, contrast, and color in a photo-editing program. School Mate® cannot be responsible for photo quality since we do not make alterations or correct colors to images you provide.

You can convert your file to a **PDF** with embedded fonts. Otherwise, provide fonts and any linked artwork. Digital files should be saved in one of these formats: **.eps .tif .ai .jpg .psd**

Digital Devices

Most newer digital cameras with 4 Megapixels or more can take photos suitable for printing. However, don't use a compression setting on your camera; it affects color and photo quality. Make sure your camera is set for uncompressed image data. Check your owner's manual for details.

Images dragged from a web site or taken from a cell phone are usually too small – okay for video media, but not print.