

.5" A) Trim size (8.375" x 10.719")

C) Size with Bleed (Trim size + 0.125" bleed all sides)
8.625" x 10.969"

.75"

B) Safe Image Area (7.125" x 9.719")

.5"



Custom Cover Guidelines

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

A) Trim Size (8.375" x 10.719")

This is the final size of your cover after trimming takes place. Make sure no important items (text, faces, artwork, etc.) are too close to the edges. See *Safe Image Area* below.

B) Safe Image Area (7.125" x 9.719")

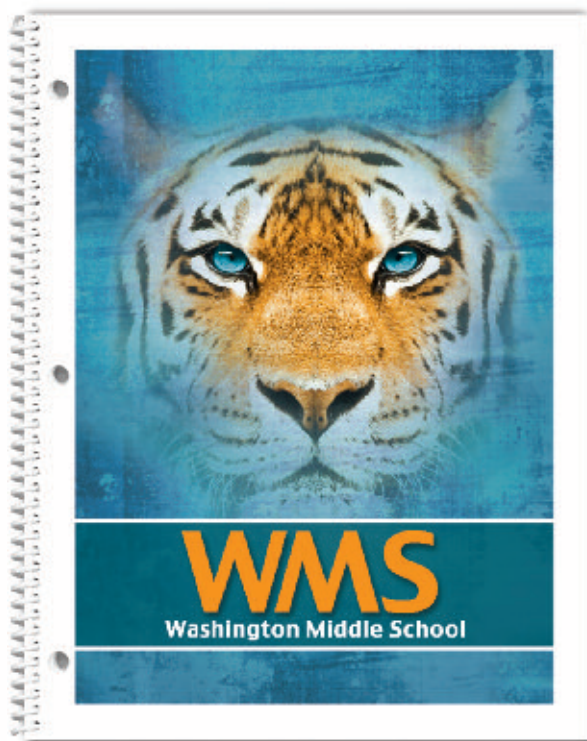
This area, shown as the inner white rectangle, is the safe zone. Art and text within this area are far enough from the edges to not be affected by trimming, binding, or 3-hole punches. See bottom left sample.

C) Size with Bleed (Trim size + 0.125" bleed on all sides = 8.625" x 10.969")

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.

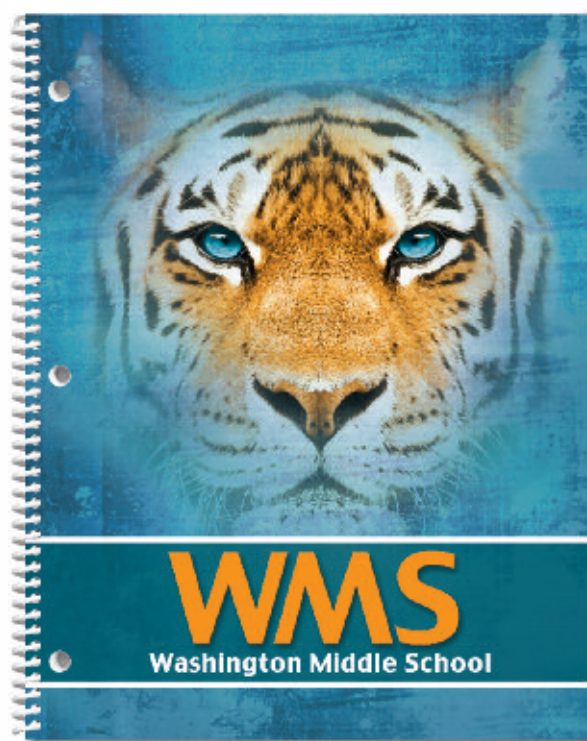
Note: The left edge of your design may be covered by the coil binding and 3-hole punches, so take this into consideration if your design bleeds. Designs kept within the safe zone will not be affected.

Digital Files: See page 4 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"



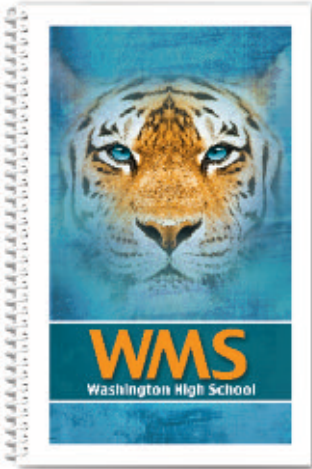
Custom Cover Guidelines

Use for High School, Budget Scholar, or Quest School Events Agenda covers.

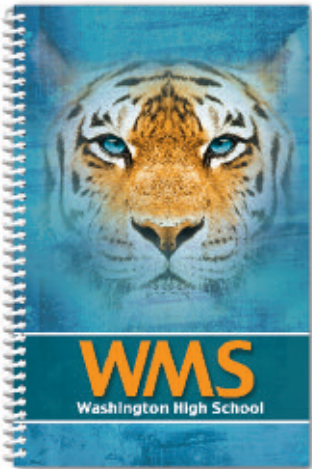
A) Trim Size (5.375" x 8.375")
 This is the final size of your cover after trimming takes place. Make sure no important items (text, faces, artwork, etc.) are too close to the edges. See *Safe Image Area* below.

B) Safe Image Area (4.375" x 7.625")
 This area, shown as the inner white rectangle, is the safe zone. Art and text within this area are far enough from the edges to not be affected by trimming or binding. 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 binding, so take this into consideration if your design bleeds. Designs kept within the safe zone will not be affected.

Digital Files: See page 4 for digital file specifications.

.5"

A) Trim size (7" x 9")

C) Size with Bleed (Trim size + 0.125" bleed all sides) 7.25" x 9.25"

.75"

B) Safe Image Area (5.75" x 8")

.5"



Custom Cover Guidelines

Use these guidelines for custom Student Agenda® or Target School Events Agenda covers.

A) Trim Size (7" x 9")

This is the final size of your cover after trimming takes place. Make sure no important items (text, faces, artwork, etc.) are too close to the edges. See *Safe Image Area* below.

B) Safe Image Area (5.75" x 8")

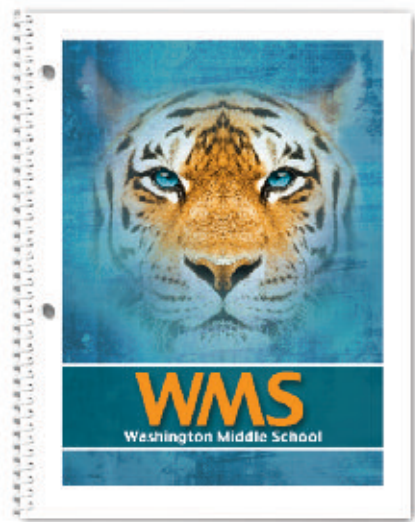
This area, shown as the inner white rectangle, is the safe zone. Art and text within this area are far enough from the edges to not be affected by trimming, binding, and 2-hole punches. See bottom left sample.

C) Size with Bleed (Trim size + 0.125" bleed on all sides = 7.25" x 9.25")

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.

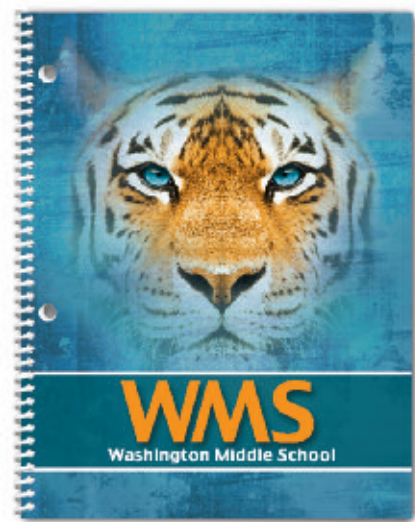
Note: The left edge of your design may be covered by the coil binding and 2-hole punches, so consider this if your design bleeds. Designs within the safe zone will not be affected.

Digital Files: See page 4 for digital file specifications.



No Bleed

See *Safe Image Area* (B).



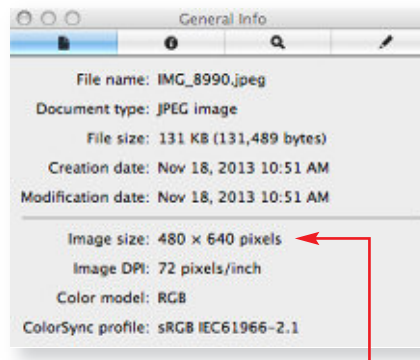
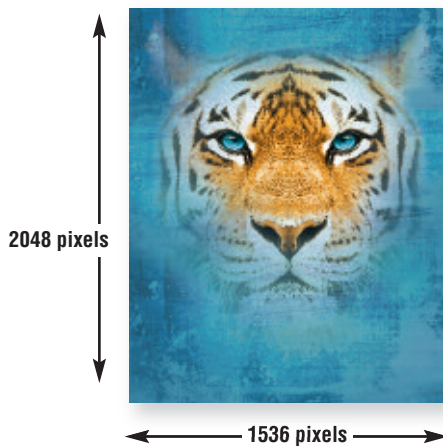
Bleed

See *Size with Bleed* (C).

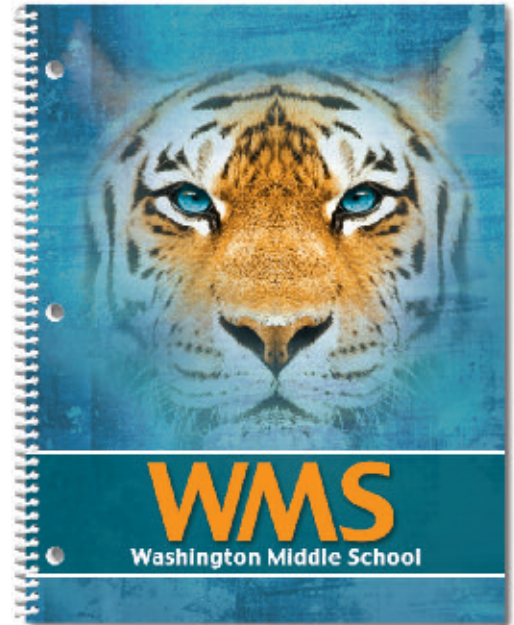
.5"

Digital Image Specs

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



The "Get Info" pop-up window on a Mac will display your photo's pixels.



Maximum Print Size at 300 ppi

width = 1536 pixels ÷ 300 ppi = 5.12"
height = 2048 pixels ÷ 300 ppi = 6.83"

Resolution

An image that looks good on your computer's monitor may not necessarily print well. Resolution of a digital file, expressed in pixels per inch (ppi), determines 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 pixels x 2048 pixels:

300 ppi 1536 pixels x 2048 pixels (each axis ÷ 300 ppi)
highest quality = 5.12" x 6.83" maximum print size

150 ppi 1536 pixels x 2048 pixels (each axis ÷ 150 ppi)
medium quality = 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 10.719", make sure you're maintaining at least 150 ppi. You cannot resave lower resolution files to 300 ppi.

Note: If you scan line art (black/white artwork with NO shading such as logos/mascots), scan at 600 dpi and save as a TIFF.

How many pixels are in my photo?

Photo-editing software can show how many pixels are in an image, in length by height. Otherwise, on a Mac, open the image file in Preview, then use keys "Command-I" to "Get Info" and a pop-up window will show the data. See above. On a PC, right click on the image file, look at "Properties," and then the "Summary" tab.

Camera Settings

Most digital cameras with 4 or more Megapixels, and even some cell phones, can take photos suitable for printing. Check your owner's manual to use the highest quality settings available. If possible, do not use any compression settings.

File Format

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 or files you upload.

Save digital images in one of these formats: **TIFF**, **EPS**, or **JPG**. Your file should be several megabytes in size if it's the correct resolution, although JPG files are generally smaller. You can also convert your file to a **PDF** with embedded fonts.