

Theme Design Program (CD required)

Convenient Design Program

Professional Design Program

Ask your photographer to create an index with student name, photo identification and grade/class assignment.

Once you receive the photographer's CD:

1. **Fill out the Portraits on CD Form on the back of the envelope** (Complete sections A and B.)
2. **Send in your Portrait CD** (Make sure your disk includes your retake pictures.)
3. **Send in a typed class list** or mark the hardcopy of the portrait CD (sometimes provided by your photographer) with name changes and class assignment.

Memory Book Company will:

- Check the photo quality.
- Create your class pages according to the options you have chosen on the Portrait Form and your class list.
- Send a proof of the class pages for your approval.

Memory Book Magic Design Program (CD required)

**Why is it required to send your portrait CD?** The portrait CD must be formatted for the Magic Program in order for it to load properly.

Once you receive the photographer's CD:

1. **Fill out the Portraits on CD Form on the back of the envelope** (Complete section A only.)
2. **Send in your Portrait CD** (Make sure your disk includes your retake pictures.)

**Your Portrait CD is due to Memory Book Company no later than 30 days prior to your book's deadline date.** Send it in early to have more time to work on your class pages.

Memory Book Company will:

- Check the photo quality.
- Prepare the files to be loaded into the Magic Program.
- Send you a processed Portrait CD via UPS to load into the Magic Program.

## Memory Book Online Design Program (CD required)

**Why is it required to send your portrait CD?** To make things easier and faster for you. Memory Book Company is able to upload the portraits and names into your online account. As a customer uploading the CD, you will be able to upload the student portraits, but will then have to typeset each student name in the program.

**Ask your photographer to create an index for your portrait pictures.** This index needs to include: student name, picture identification number, grade and/or teacher information. This will save you valuable time later.

Once you receive the photographer's CD with retake pictures:

1. **Fill out the Portraits on CD Form on the back of the envelope** (Only complete section A.)
2. **Send in your Portrait CD** (Make sure your disk includes your retake pictures.)

Your Portrait CD is due to Memory Book Company no later than 30 days prior to your book's deadline date. Send it in early to have more time to work on your class pages.

Memory Book Company will:

- Check the photo quality.
- "Scrub" the index file. (Make sure the fields are correct.)
- Upload the files based on the information you select on the Portrait Form to your Online account.
- Send notification your files are ready via e-mail.

## Cut & Paste Design Program

### Digital Expert Design Program (InDesign, Publisher, PageMaker or Quark)

You can use our Memory Book Online Design program to create your class pages with your portrait CD and use one of the programs listed above to create the rest of your pages.

#### What are the restrictions?

- The entire class page must be created in the Memory Book Online program. Memory Book Company will not take the pictures and names from the Memory Book Online program and put them together with headlines and activity pictures created in another design program.

**Ask your photographer to create an index for your portrait pictures.** This index needs to include: student name, picture identification number, grade and/or teacher information. This will save you valuable time later.

Once you receive the photographer's CD with retake pictures:

1. **Fill out the Portraits on CD Form on the back of the envelope** (Only complete section A.)
2. **Send in your Portrait CD** (Make sure your disk includes your retake pictures.) **Your Portrait CD is due to Memory Book Company no later than 30 days prior to your book's deadline date.** Send it in early to have more time to work on your class pages.

Memory Book Company will:

- Check the photo quality.
- "Scrub" the index file. (Make sure the fields are correct.)
- Upload the files based on the information you select on the Portrait Form to your Online account.
- Send notification your files are ready via e-mail.

Memory Book Company can scan and upload activity pictures for your class pages as long as they are received 30 days prior to the deadline date for your yearbook and all are sent at one time. Allow 5 days for processing and then the pictures will be available for you to place.