

# Guidelines for Creating Your DVD



Thank you for choosing Jostens DVD Yearbook Supplement. These step-by-step instructions will guide you through creating your school's DVD.

## STEP 1: Collect Your Content

- Gather photos and videos that are of high quality, in both composition and resolution.
- Your completed DVD will be assembled from varying lengths of video clips (approximately 5–10 seconds each) and still images. Our professional editors will decide which clips to use, their length, and location in the final video, taking into consideration any special instructions you provide.
- Please note that some video or photo content may be excluded or altered during the editing process.
- Essential content must be listed in the Special Instructions section of the Submission Form.



## STEP 2: Select Your Music

- Preview the available licensed music tracks at [jostens.com/dvd](http://jostens.com/dvd). Jostens cannot accept music selections from outside the provided library.
- Select up to 5 separate music tracks. If you do not have enough material, select shorter songs or reduce the number of songs in your project.

All Songs		Memories	Instrumental	Sports				v2.54
Rating	Code	Title	Genre	Length	Images Needed	Images Recommended	Description	
*****	07027	All Of These Things	Pep/Rock	3:44	115	126	(Fast) Song about good things in another person	
*****	07020	As One Stay Here	Pep/Rock	2:50	89	97	(Medium) Holding on to loved ones	
*****	07030	Beautiful	Pep/Rock	3:08	108	118	(Fast) Appreciating a good friendship / relationship	
*****	07051	There is No Doubt	Pep/Rock	3:38	131	144	(Fast) Song about speaking your mind	
*****	07073	Can You See	Country	2:43	64	70	(Slow) Knowing where you come from	
*****	07052	There's More Behind That Door	Pep/Rock	3:18	91	100	(Fast) Realizing there's more to the world than what we know	
*****	07053	Time	Pep/Rock	4:02	101	111	(Slow) Going through a transition in life / moving on	
*****	07056	Turn The Radio Up Loud	Pep/Rock	2:42	98	107	(Fast) Turning the radio up loud	
*****	07056	Watch The Years Go By	Pep/Rock	2:57	95	104	(Fast) Watching the years go by	
*****	07061	You Think This Is Your Home	Pep/Rock	3:01	90	105	(Slow) Song about how life changes - moving on	
*****	07005	Another Year Gone	Country	4:00	71	78	(Slow) Making the most of your time	
*****	07010	Maybe	Country	3:41	91	100	(Medium) Song about writing a song	
*****	07065	I'm Not That Girl	Hip-Hop	3:10	120	138	(Fast) Being a strong female	
*****	07024	A Little Familiar	Pep/Rock	3:39	100	110	(Medium) A familiar person	
*****	07069	Off The Wall	R&B	3:13	102	112	(Medium) Song about a relationship / dancing	
*****	07025	After Your Search For Tomorrow	Pep/Rock	3:44	133	140	(Slow) Looking into the future / searching	
*****	07077	Graduation Day	Classical	3:12	70	86	(Medium) Instrumental	

Online Music Library  
(songs subject to change)

- For \$.50 more than your standard DVD pricing (per song, per unit) you can now add premium songs to your DVD Supplement. These are indicated on the music player with a gold star.
- Use the Submission Form to indicate the music tracks for your DVD in the order you want them to appear.
- Your content will be presented in a style consistent with the pace and genre of the music.
- Natural sound (background, voices, narration, etc.) will not be used in your project.

## STEP 3: Submit Your Video Project

- Place your content and Submission Form in the envelope provided and send to Jostens. Incomplete forms may result in delays.
- Jostens will ship the finished DVD within 21 working days of receiving the final DVD Yearbook Supplement content.
- Jostens will not return any content submitted for the DVD production. Digital duplicates are requested.



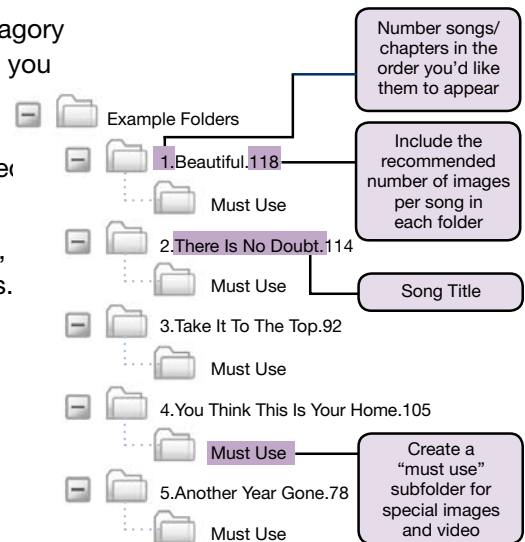
## Content Mix (video and still images)

- We suggest using a mix of video and still images in your DVD.  
Video clips of approximately 5–10 seconds in length are preferred.

## Organizing Content

- You can send us your content and a CD/DVD or you can create a category on YTO, name it DVD Supplement and save your images there. Once you send us your submission form we will pull your images.
- If you would like to organize your DVD into separate categories for each song — such as formals, sports, seniors, etc., — the recommender method of constructing your DVD project is as follows:

- Based on the number of digital pictures and video clips you have, create up to 5 categories. Most songs will require 80–140 images. Create a folder for each category to organize your material.
- Select songs for your categories based on the number of images you have and your desired style of music.
  - The Jostens Music Library specifies the number of images needed for each song. ([jostens.com/dvd](http://jostens.com/dvd))
  - Each video clip of about 6 seconds usually reduces the total number of images needed by 3.



- Use the number of “images recommended” in the name of each folder to help ensure you have enough material for each song. See diagram above as an example. All images may not be used.
- If you have specific images that must be used in a song, create a subfolder in that song called “must use” and move those images/clips there to ensure usage.
- Every effort will be made to accommodate the instructions found in the Submission Form. Due to the creative nature of this product, no guarantee can be given that all material will be used exactly in the manner originally intended.

## File Formats

- Digital images should be at least 640x480 (2MP 1600x1200 or larger preferred). The following formats are required: JPEG, TIFF, PNG, or BMP.
- MS Word or MS Publisher documents cannot be used.
- The preferred video format is uncompressed .AVI or .DV files. Other formats such as MPEG and MOV are acceptable as well.
- Video files should be saved in the highest quality possible. Once quality is lost in compression, it is not possible to improve the quality of the video on your DVD.
- Jostens can scan print photographs and digitize video. **However, material submitted will not be returned.** Duplicate copies are encouraged.
- Jostens can convert video footage from the following formats: MiniDV or VHS.
- If you are not able to edit these videos into clips, be sure to specify the exact portions of the video to be used in the special instructions section of the Submission Form.

## Disc Labels

The DVD label will match your yearbook cover. If this is not possible or if you prefer, you may select a label from Jostens pre-designed covers at [jostens.com/dvd](http://jostens.com/dvd) or supply your own digital artwork in one of the above referenced file formats.

