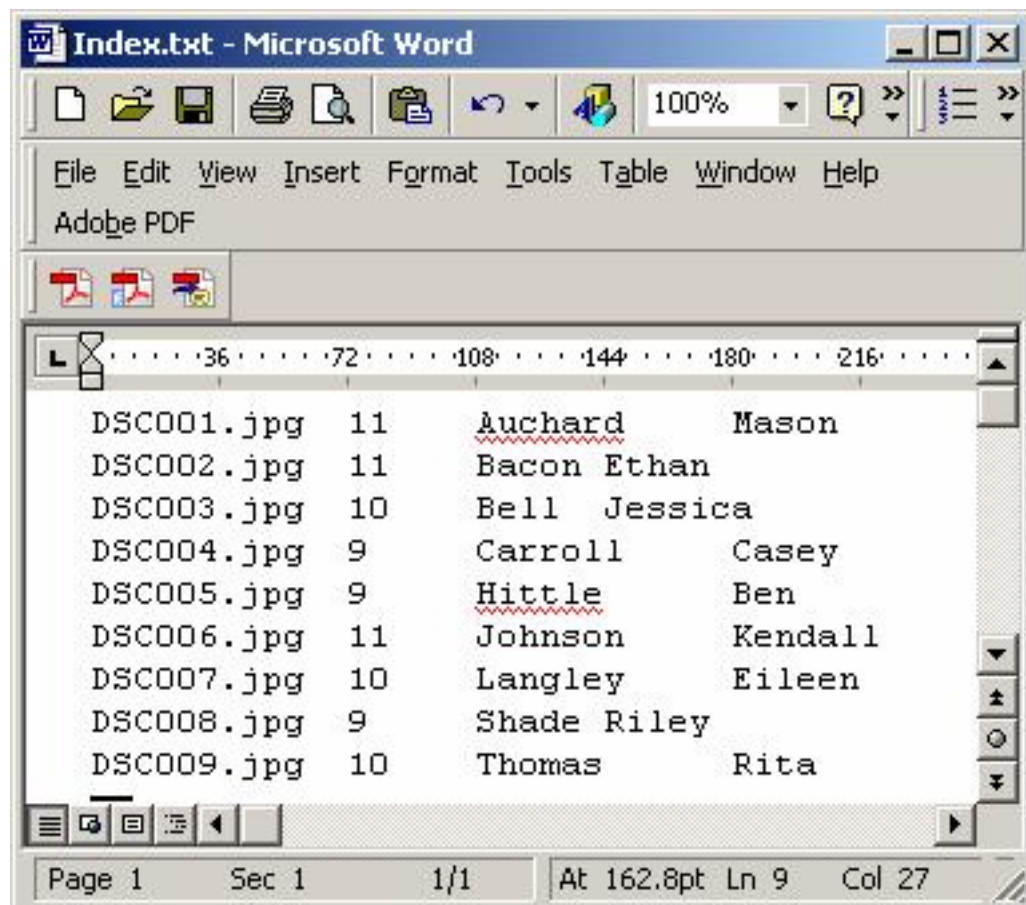




Jostens 2009-10 Portrait CD Specifications

1. Jostens is a member of the Professional School Photographers Association (PSPA). Portrait CDs submitted for yearbook must meet the specifications listed in the PSPA Digital Data & Image Format Guidelines <http://www.pmai.org/content.aspx?id=4588&terms=pspa>. Jostens requirements are based on those guidelines and represent the minimum requirements accepted for a portrait CD for Panel Flow or YearTech Online.
2. All discs must meet ISO 9660 standards. All discs should be labeled by job number and when there are multiples, numbered appropriately (1 of 2, 2 of 2, etc.). The disc(s) must contain data that include both original AND retake days. Do not submit the original portrait CD and the retake CD separately. Jostens must receive all CDs in the same mailing.
3. The **Index.txt** file is a tab delimited ASCII file and is REQUIRED. It contains all the data records to be included in the yearbook. Jostens uses this file to associate the name and grade with the correct portrait on the CD. The Index.txt file may be created in any text editor program and must be saved as a Tab delimited text file.
4. Each subject's data record must contain a minimum of 4 elements (fields or columns) preferably in the following order, Image Number/Name, Grade (or school requested sort), Last Name and First Name. Each element must be separated by a single Tab and each Subject's data record by a Carriage Return (Enter key). The data in the Image Number/Name field must match the name of the image file exactly. For example, if the name of the image file is DSC001.jpg then the data entered in the Image Number/Name field (column) must be DSC001.jpg. Index.txt should include references to images contained on ALL CD/DVD volumes if there is more than one CD/DVD. Below is an example of a tab delimited Index.txt file:



5. All images must be uniquely numbered or named and should be submitted as a JPEG file. All images must follow a .8 aspect ratio. Because it is difficult to predict the size the photos will be used in the yearbook, the default image size is **640 X 800 pixels (2.133 x 2.667") at 300 dpi**. The small size is acceptable for most underclass sections at 320 X 400 pixels (1.067 x 1.333") at 300dpi. If you are unsure what size the adviser needs, opt for the larger size.
6. In circumstances where schools create panel pages larger than these recommended sizes, they should contact the photographer. The photographer and Jostens will determine the appropriate file size to maintain image resolution and color fidelity.
7. All images should be submitted in RGB at 8 bit/channel, 16 million colors using the sRGB profile. These color spaces provide the photographer with a visual rendition designed for print applications, when viewed using a calibrated color monitor. Please include the ICC profile information in the Readme file if it is NOT sRGB.
8. Black & White images should be submitted as RGB. These images will be converted to grayscale by Jostens, using Jostens transformation.
9. The Readme.txt file should include the photographer, studio or lab name, contact name, mailing address, telephone number, email address, element/field order, ICC profile and/or special instructions.

Panel Flow™ Test Disc Requirements

To obtain certification for the acceptance of Panel Flow™ discs, photographers are requested to create and submit a *Test disc* by following Jostens specifications as listed on page 1 of this document.

The following files are required on the *Test disc*:

1. 30 (minimum) - different images that are uniquely named or numbered containing a variety of skin tones.
2. 1 - Index.txt file
3. 1 - Readme.txt file

Please include the following information with the disc:

Photographer, Studio, and/or Lab Name
Contact Name
Address
Phone Number
E-mail Address

The Test disc should be sent to the following address:

Attn: Betty Bacon
Jostens Photographer Certification Lab
4000 S. Adams
Topeka, KS 66609

Please allow 10 business days from the date the disc is received for testing to be completed. Once approved, Jostens will send you a letter of approval and add you to the list of Certified Photographers posted on this web site. Thank you for working with Jostens to provide our mutual customers with a quality product.