

It is the responsibility of the photographer to supply digital portraits and a corresponding index file that meet or exceed Friesens quality standards and to deliver the images to the school in sufficient time to meet their yearbook deadlines (see Yearbook advisor for specific dates).

Digital file format guidelines for schools

Based on the Professional School Photographers Association Guidelines (PSPA)

The following are the Digital File Format Guidelines recommend by Friesens for portrait image submission.

Index file Attributes:

- An index file must be supplied with the images. The index file name should be index.txt and saved in tab delimited format.
 - Only the final images chosen to appear in the yearbook publication should be listed in the index.txt file and supplied to the school.
 - There are four fields of data that must be included in the index.txt file. Those 4 data fields are Last Name, First Name, Grade, and Image Name (including extension, i.e. .jpg, .tif). Additional information is recommended if available. (Homeroom, Major, Title, etc...)
 - If the portrait submission contains Grad images be sure to label those entries in the index as "Grad" not "12".
 - The image names should only contain letters and numbers and no other characters (commas, number symbols, etc...).
- Below is a sample text file:

Note: Columns A through D are required; any other columns\data are optional. Make sure that the image names match exactly including the zeros. See examples below.

	A	B	C	D	E	F	
Underclass Portraits	1	First Name	Last Name	Image Name	Grade	Homeroom	
	2	Camila	Aaron	00031.jpg	11	11b	
	3	Candelaria	Augusta	00012.jpg	11	11b	
	4	Thu	Baxley	00034.jpg	11	11b	
	5	Mathew	Bedgood	00070.jpg	11	11b	
Grad Portraits		A	B	C	D	E	F
	1	First Name	Last Name	Image Name	Grade	Homeroom	
	2	Darcy	Bergan	00085.jpg	Grad	12b	
	3	Amado	Birnbaum	00194.jpg	Grad	12b	
	4	Steve	Blind	00096.jpg	Grad	12b	
	5	Doria	Bolivar	00050.jpg	Grad	12b	
6	Isaiah	Borgen	00112.jpg	Grad	12b		

Additional data

-A file named readme.txt can also be included (optional). This file is used to describe the contents, order, etc. of the index.txt file. Information that can be included in the readme.txt file is the following: School Name, # of Fields, Field Definition #1 (i.e. Last Name), Field Definition #2 (i.e. First Name), Comments, etc...

Image Attributes:

- 400 x 500 pixels or 1.333 x 1.667 inches (.8 aspect ratio). This may be larger if the school requests larger images.
- 300 dpi (minimum).
- CMYK or RGB, 8 bit/channel, TIFF or JPG.
- CMYK color settings: GRACoL2006_Coated1v2.

If the photographer desires to explain what has been done on the images (if anything), it can be explained in the readme.txt file.

For further information please contact Friesens Technical Support at 1-888-324-9725 or at ybtech@friesens.com.