MAGAZINE OR BOOKLET SUBMISSION GUIDELINES

Graphic Arts can help you design your jobs for you. Some things to keep in mind when submitting information for our Designers.

BUSY SEASON (April and November) - all jobs must be submitted to Graphic Arts by first week of the month or as directed by Graphic Arts. Jobs must be submitted no later then the end of the work day. Jobs submitted after workday is completed require pre approval by graphic arts.

Graduation Printing is a priority in the month of May, all other jobs required for the end of the school year must be submitted and "Ready to print" by required due date in order to ensure job gets printed. Graduation Printing will take precedent.

TEXT INFORMATION - Provide all text information to our designers in either, WORD, EXCEL or via EMAIL. Designers must be able to copy and paste your text into our templates.

IMAGES/PHOTOS - Everything will be printed in Color if it is provided in color. All images and photos must be submitted in JPG, PNG or TIFF format. Preferably, all images would be submitted as High Resolution, 300 DPI or greater so that image quality does not suffer when printing. If images are copyrighted a release form must be provided to our designers for Graphic Arts to use.

"NO WORD" - Sending a photo as part of a word file is a no no. Word compresses the image, which in turns reduces the quality and thus reduces the quality of the print job. Please DO NOT submit photos or images in Word!

Organize photos is folders and name so that our designers can locate images quickly.

SEPARATE INFO - Please avoid sending photos and verbiage together in one file unless it is created in Photoshop, in-Design or Illustrator. We do not accept Publisher files. Separating file info allows our designers to select the images and text separating so that information can be controlled and edited individually. This allows our designers to setup the files much quicker.

PAGE MINIMUMS AND MAXIMUMS - All programs must be laid out in multiples of 4. If there are less than 4 pages a blank page must be inserted to replace the missing pages. Our copiers have a 60 page maximum on anything required saddle stitched(two staples on the crease). Please note, anything over 60 pages will need to be printed as a Bound GBC booklet.

INFORM BUSINESSES - Please remind businesses who are submitting ads to provide a High Res Digital file. Print outs or scans are not recommended as the quality of the print will suffer. Please note, our team will not rebuild logos as this is time consuming. Please make sure to get a quality logo from the business.

SUBMITTING ART WORK TO DESIGNERS - Please submit all your information to either: john.garrou@lcisd.org or mariana.diaz@lcisd.org. In addition, please copy jcarmona@lcisd.org.

If there are multiple images or photos, you have the following options.
- Place files on a Flash Drive. Send to Graphic Arts attention Mariana Diaz or John Garrou
- Compress folders with images and submit via district sharepoint on Microsoft teams.

REVIEW JOB – Before submitting the work order, verify that you have reviewed your document and it is good to print. Please inform your in-house approver so that orders may be approved. Jobs will not be printed without approval.

SUBMITTING WORK ORDER – All orders must be submitted via digital storefront by the appropriate due date. A 10 Day turnaround is required for all print jobs from the time the file is completed and "READY TO PRINT"

When our design team completes your job they will provide you with the "READY TO PRINT" PDF File.
*You will use this file to place your work order.*

Please DO NOT place a work order until your file is completed and Ready to Print.

All jobs will be printed based on due date.
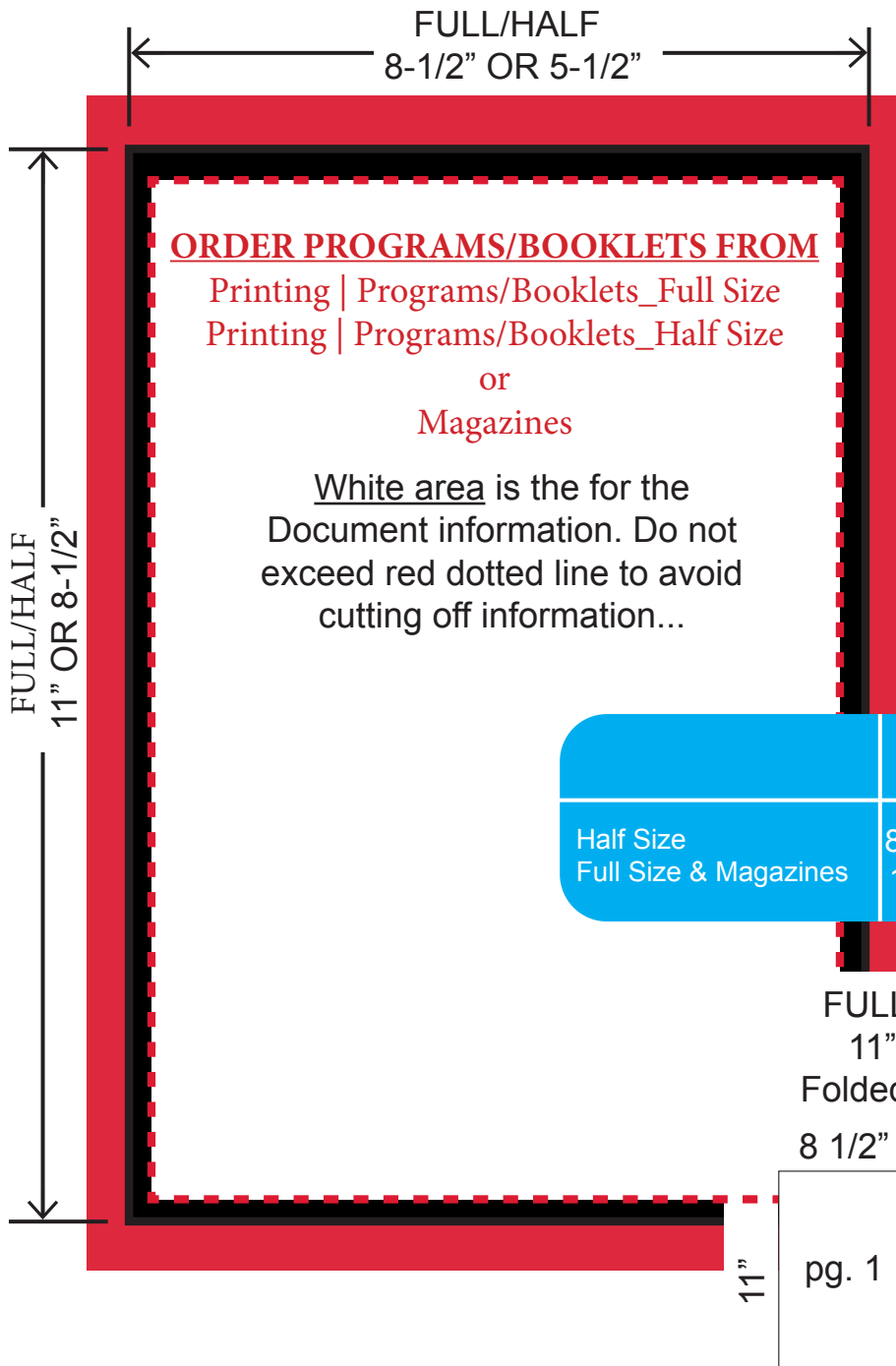
PROGRAMS/BOOKLETS & MAGAZINES

All Programs and Magazines must be formatted as individual pages, in multiples of 4 (20, 24, 28...) they must also be setup to the correct size and orientation (Portrait) before placing a DSF order. Note: Magazines are now available in full and half size. Magazines are printed on Silk Text and Cover media. Documents must not exceed 60 pages. Documents that do not follow the guidelines will not print correctly.

If you intend to create document yourself please ensure the following guidelines are followed.

Wrong Landscape

Correct Portrait
8 1/2"

All pages must be set Portrait. No mixed content allowed.
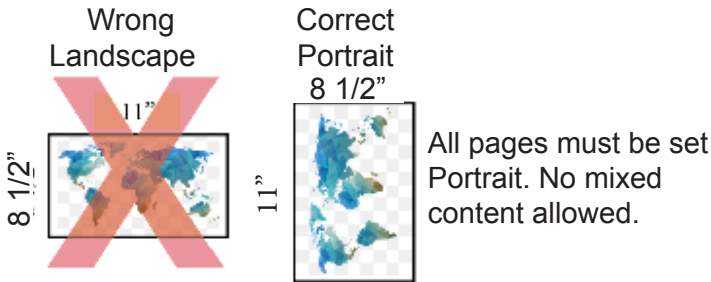
Graphic Arts will design your programs for you!

Jorge Carmona: jcarmona@lcisd.org
John Garrou: john.garrou@lcisd.org
Juliana Vela: Juliana.Vela@lcisd.org

FULL/HALF
8-1/2" OR 5-1/2"

FULL/HALF
11" OR 8-1/2"

ORDER PROGRAMS/BOOKLETS FROM
Printing | Programs/Booklets_Full Size
Printing | Programs/Booklets_Half Size
or
Magazines

White area is the for the Document information. Do not exceed red dotted line to avoid cutting off information...

Red area indicates Bleed extents. All bleed information must reach this line in order to print Full bleed. Set bleed settings to 1/4" all around.

Black area indicates the margin area. Any text or information that you need to be visible should not encroach this area. Text or graphics inside this area may be cut off.

	Final Program Size	Actual Page Layout size
Half Size Full Size & Magazines	8.5x11 Folded in Half 11x17 Folded in Half	8.5 x 5.5" 11" x 8.5"

FULL SIZE
11"X17"
Folded in Half

8 1/2"   8 1/2"

11"

pg. 1   pg. 2

HALF SIZE
8 1/2" X 11"
Folded in Half

5 1/2"   5 1/2"

8 1/2"

pg. 1   pg. 2