

## **Tribute FAQs**

### ***What program can I use to create the tribute?***

Any program that can be used to make a document can be used to generate an ad. Examples: Word, PowerPoint, Print Shop, InDesign, Illustrator, Photoshop, Pages, etc. Please note: All tributes must be saved as either a PDF or JPG file before submitting to council staff.

### ***What does "camera-ready" mean?***

Camera-ready means the document is ready to be printed. Everything should fit within the size described for your tribute. For example: If you order a 1/8 sheet, camera-ready means your ad will be 1/8 size of the sheet of paper.

Use black for the text. It is best to use no more than two font styles. Pictures should be sized and placed where you want them within your space. The way you submit your document is the way you will see it in print.

### **Layout:**

#### ***How do I know I am within the correct measurement for my tribute?***

Check instructions in your design program. Try setting your margins to give the correct size (inside dimensions) or using a text box (right click to format so it does not auto resize).

Tribute sizes:

Full pages: 8.5 x 11

Half pages: 8.5 x 5.5

Quarter page: 4.25 x 5.5

Eighth page: 4.25 x 2.75

#### ***Do I need to put in a border? How do I put in a border?***

A border is not required. If you put in a border it will be printed. Follow directions for your program (use Help) to put in a border. Your border needs to be within your tribute dimensions. If your border is too close to the edge of your tribute, your tribute may be shrunk to allow space between ads on the same page. See previous AMVR tribute books for examples..

### **Picture:**

#### ***How do I insert it into the document?***

Place your cursor where you want the picture and then insert it using the appropriate commands for your program. (Word/PowerPoint: Insert tab>Pictures).

#### ***How do I put it on the page in the correct place?***

Consult the Help for your program to determine how to place the picture. (Word: Right click> Wrap Text>Tight allows easier placement to move it. PowerPoint Insert>Picture and move it around)

#### ***How do I get it black and white?***

You can use an app, a program like Picasa or try right clicking on the picture to see if your program will let you do this (Word/PowerPoint: Format Picture> Picture Color> Recolor, then select the black and white one).



**Text:*****How do I get it to be in the right place on the page?***

Use paragraph settings to align your text within your space. You can space vertically by changing the font size if necessary. (Word/PowerPoint: Use a text box and move it to the desired location)

***How do I get it to work nicely with the picture?***

Check with the help for your program. (Word: Right click picture, select Wrap Text>More Layout options lets you define where text is relative to the picture. PowerPoint: Click box to get solid outline and use Format tab to move picture/text forward or backward relative to the other boxes to get the effect you want)

**Do you care about the font I use?**

Common fonts (true type) are available in Apple and Microsoft programs (e.g. Arial, Times) but fancier fonts or special characters may have been loaded on your system by one of your other programs and will not be available at GSGLA. Converting to PDF or JPEG assures that you will get the font that you want and the spacing of your ad elements will not shift.

**PDF or JPEG:*****Why can't I just send you a Word document?***

The fonts you have on your computer may not be available at GSGLA if you send a Word document or other program document. Plus, GSGLA staff must have image files (JPGs or PDFs) in order to ensure that your tribute does not get distorted when they place the tribute in the book. Check your program's Help to find out how to generate a PDF or JPG file. Newer Microsoft Word (2007+) allows users to create a PDF directly **in the Save As function in the drop down section**. You can check the resolution using the Preferences symbol link and the Advanced Settings button and look for the Resolution value. Microsoft PowerPoint allows you to SaveAs PDF, JPEG or TIFF in the type drop down selection. A Word document may not have the correct fonts, margins, character spacing, picture placement, etc. that you originally intended depending on how it was made and what the default settings on the receiving machine are.

**Submittal:*****What is the best way to submit so you get it all together?***

Submit your camera-ready tribute early and ask if it is showing up the way you expect it. You might take a picture of your tribute to send along (make sure you indicate this is not the actual JPG tribute)

***What are the alternatives to the e-form?***

There is a PDF form you can print and fill out to send with a paper copy of your tribute.

***Nothing I do seems to work. Is there anyone who can help me?***

Ask a friend, perhaps a Senior or Ambassador Girl Scout who is familiar with your document program.