



File Prep Instructions:

1. Save all your page files "to size" at 300 dpi and make sure all your pages are the same size. Please account for a possible trim loss of 1/8" on all sides.

2. Name each page file by page number (Example: pg01.jpg, pg02.jpg, etc)

(REMEMBER: All odd numbered pages will appear on the right. The first two-page-spread will start on page 2 and 3)

3. Zip all the properly named page files...including your order form and any cash voucher, credit or gift certificate...and save in a special place on your hard drive.

If you need a copy of Win Zip follow this link : <http://www.winzip.com>

4. Name the Zip file following this format:

SBA_LastName_FirstName.zip (Example: SBA_Smith_Betty.zip)

Uploading Instructions:

For security and simplicity Bound 2 Remember suggests using www.yousendit.com to upload your zip files. We have provided the following link for your convenience:

<https://s5.yousendit.com/?recipient=orders@bound2remember.com>

You are always free to mail your order and CD/DVD to:

*Bound 2 Remember
Attn: Digital SBA ORDERS
1800 E Countrywalk Lane
Chandler, AZ 85225*

If you have any question or problems uploading, please call our customer service hotline at 888-385-BOOK (2665) for special uploading instructions.