



Diary Artwork Submission Form

1300 726 445
www.AcademicMedia.com.au

First things first:

Have you **signed off** and **returned** your
order form?



Yep!



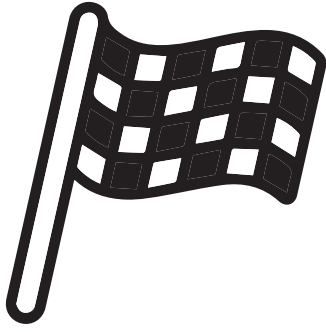
Great!
Move on to
the next page.

Nope.



Please do so
before moving
on to artwork.

Sign & return your order form to:
Orders@AcademicMedia.com.au



Alright, let's get started!

★ = must answer

1. School information

*Name

*Address

*Phone

*Email

*Website

*Motto

Other

We use this information within the content of your diary design.



Once the above is done,
open your email and
attach things as you go.



If your files are larger than 25mb,
send them via **www.WeTransfer.com**

2.

Logo

Attach the **highest quality** logo file you have.

We prefer the
original artwork files

Most likely in formats of:



Don't have the
original artwork files?

These formats are also ok as
long as they are **good quality:**



Recommended: 300 dpi

Don't have a good quality logo?



Above: 50 dpi Recommended: 300 dpi



Yikes!



Don't worry, we got you!



Branding Service

For a small fee, we can **digitalise** your logo for you.

It can be used on other projects in the future, such as **promo products** (a service we also provide!).

We can assure you that everything looks **much better** and **far more professional** with a nice and clear, high quality logo.

Just let us know!



Logo digitalisation is a **part of our branding-kit's basic package**. For more information or to request for a **free full branding-kit sample**, please contact Artwork@AcademicMedia.com.au

3. School colour(s)



If you have **specific school colour(s)** that you'd like us to use, please let us know!

Otherwise, we will pick the most prominent colour(s) from your school's website.

Example:

Academic Media / Red

RGB (233 / 44 / 77)

Hexcode (# e92c4d)

CMYK (2 / 96 / 66 / 0)

Spot colour (Pantone 199 C)

Example:

Academic Media / Yellow

RGB (238 / 179 / 16)

Hexcode (# eeb310)

CMYK (0 / 27 / 100 / 6)

Spot colour (Pantone 124 C)

All diaries are printed in **CMYK**. Actual colours might vary slightly but we will do our best to match the colour provided.

Also available as a part of the

Branding Service



Ensure **consistency** throughout all your materials.



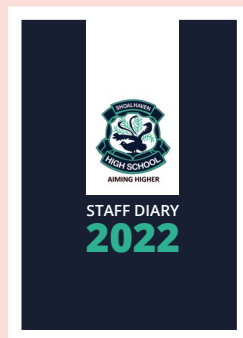
For more information or to request for a **free full branding-kit sample**, please contact Artwork@AcademicMedia.com.au

4.

Cover(s)

IF you have ordered for a **custom** front or back cover, please send through the **completed artwork file** or **photo(s)** you'd like to include.

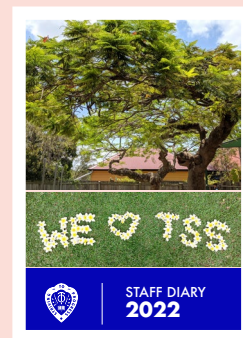
If your artwork includes photos, you can pick from our **templates:**



No photos



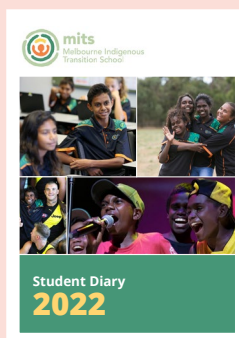
1 photo



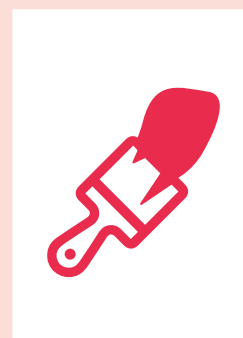
2 photos



3 photos



4 photos



Custom

If you **don't see what you want**, let us know what you're after and we'll see what we can do.

5 .

Custom Pages

Attach your artwork files that should be done **exactly** how you want them to look and appear in your diary.

Preferred formats

Please use our **Word template** and **export** the file to **PDF** after.



Template:

www.academicmedia.com.au/student-diaries-template



Send us both files!

Please ensure the PDF has retained its formatting and was exported correctly.

(Staff diaries only)

6. **Layout requirements**

For your **Monday to Friday** daily pages.

* **1.** **I don't need periods**

or

Number of periods:

* **2.** **I don't need hours**

or

Generic hours (8am - 5pm)

or

Custom hours

If so, from when to when?

If you have a **specific layout** in mind, please **sketch it out** and attach the file to your email.



Diary artwork checklist

Ensure you've sent through all artwork-related files correctly for a smoother process



Things to check:

- Order form signed and returned
- Spelling are all correct
- Image quality is decent
- Content is the most updated and correct version
- School logo (highest quality)
- School colours are correct
- Cover(s) (artwork or photos)
- Custom pages (both Word and PDF)
- Layout (staff diaries only)

And once you're done...



**Send through
your email to us!**

artwork@academicmedia.com.au

If your file is **bigger than 15mb:**

Email us your
packaged folder



By using
www.WeTransfer.com

Share your files via an
online storage system



By using
GoogleDrive / OneDrive

Please ensure your link is a **public link** so we can access it outside of your school network.

Before you go:

Branding Kit

Three different packages for you to choose from:

Basic	Advanced	Expert
<ul style="list-style-type: none">• Logo digitalisation• Logo application guide• Colour specifications	<ul style="list-style-type: none">• Logo digitalisation• Logo variations• Logo application guide• Colour specifications• Typefaces	<ul style="list-style-type: none">• Logo digitalisation• Logo variations• Logo application guide• Colour specifications• Typefaces• Printables

An example of why a branding kit is super useful...

without branding kit

academic
_media.

WHY DO I NEED ONE?

A branding kit would ensure
More consistency in typefaces
and colours. It's a *guide and art assets* for your school to follow and use in order to appear more professional and unified.

with branding kit

academic
_media.

Why do I need one?

A branding kit would ensure more
consistency in typefaces and colours.

It's a **guide and art assets** for your school to follow and use in order to appear more **professional and unified.**

Diary Accessories

Useable for all our diaries!

Qty.



Snap-on bookmarks

Qty.



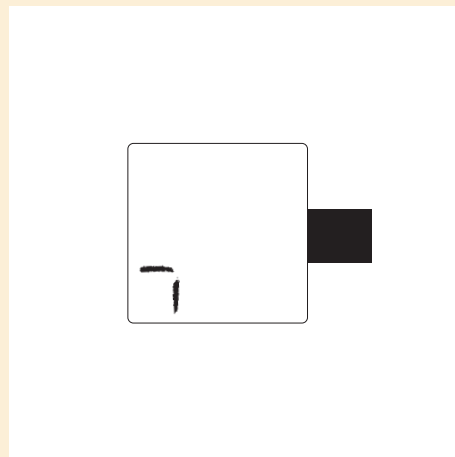
Adhesive sticky note

Qty.



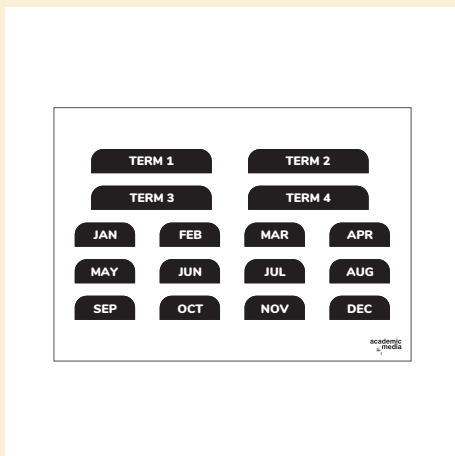
Snap-on to-do list

Qty.



Pen holder

Qty.



Adhesive tabs

We'll be in touch with an updated quote once we receive your order.