

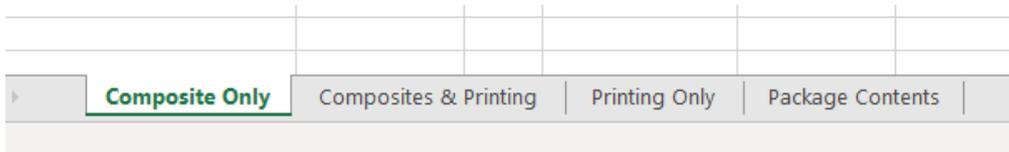
# Composite & Printing from a Spreadsheet



**Software: Excel & Photoshop**

This manual provides instructions for how to prepare your spreadsheet for composite builds and printing, along with design information. Not all the information in this spreadsheet will be relevant to you. Please contact us at any point for assistance or clarification, **07 3255 1130**

Along with this PDF, you would have downloaded a spreadsheet. Please see samples by clicking on the tabs at the bottom of the spreadsheet. You're welcome to use it as a template.



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## Composites

### Minimum Column Requirements

Below is a list of the minimum column requirements for composite builds. We have provided a screenshot sample for your reference. This spreadsheet must include ALL subjects you expect to appear on the composite.

- **Job Name:** The school, centre, or club name that we are building composites for.
- **Group name:** The name of each class, team, or group. This will appear on the composite.
- **Name:** Subject names. The subjects are the people to be included in each composite. If you provide the full name for subjects in one column, they will appear on the composite on one line. To have the names separated across two lines, please provide us with a separate column for the first and last names. Special characters are accepted.
- **ID:** Each subject (line/row of the spreadsheet) requires a unique ID. If you have staff members that appear in multiple composites, see section *Staff in Multiple Composites*.
- **Image number/name:** the corresponding image number for each subject including the extension. If someone is absent, please leave this field blank. If the image number does not perfectly match the image number provided on the spreadsheet, the subjects will be set as absent. Do not include special characters (',&/etc.). Do not include extra spaces at the end or beginning of file names.

|    | A                               | B            | C         | D                | E               | F                  |
|----|---------------------------------|--------------|-----------|------------------|-----------------|--------------------|
| 1  | <b>School</b>                   | <b>Class</b> | <b>ID</b> | <b>FirstName</b> | <b>LastName</b> | <b>ImageNo</b>     |
| 2  | St Anthony's School of Learning | Kindy        | 1003      | John             | Abermath        | JohnAbermath.jpg   |
| 3  | St Anthony's School of Learning | Kindy        | 1004      | Carly            | Amara           | IMG_002            |
| 4  | St Anthony's School of Learning | Kindy        | 1005      | Jacqueline       | Connell         | IMG_009            |
| 5  | St Anthony's School of Learning | Kindy        | 1006      | Tyler            | Edwards         | TylerEdwards.jpg   |
| 6  | St Anthony's School of Learning | Kindy        | 1007      | Abby             | Gardner         | AbbyGardner.jpg    |
| 7  | St Anthony's School of Learning | Kindy        | 1008      | Carlos           | Gunther         |                    |
| 8  | St Anthony's School of Learning | Kindy        | 1009      | Mrs Jenna        | Charlie         | JennaCharlie.jpg   |
| 9  | St Anthony's School of Learning | Senior Kindy | 1010      | Harvey           | Harper          | HarveyHarper.jpg   |
| 10 | St Anthony's School of Learning | Senior Kindy | 1011      | Frankie          | Nesbit          | FrankieNesbit.jpg  |
| 11 | St Anthony's School of Learning | Senior Kindy | 1012      | Simone           | Osbourne        | SimoneOsbourne.jpg |
| 12 | St Anthony's School of Learning | Senior Kindy | 1013      | Jake             | Peterson        | JakePeterson.jpg   |

### Teachers in Multiple Groups

Some jobs will require staff members to be in more than one composite. Please duplicate their record, give the new record a new ID, duplicate their Image number and update their new image number for their record. You must send us both jpg files

### The Sort Order

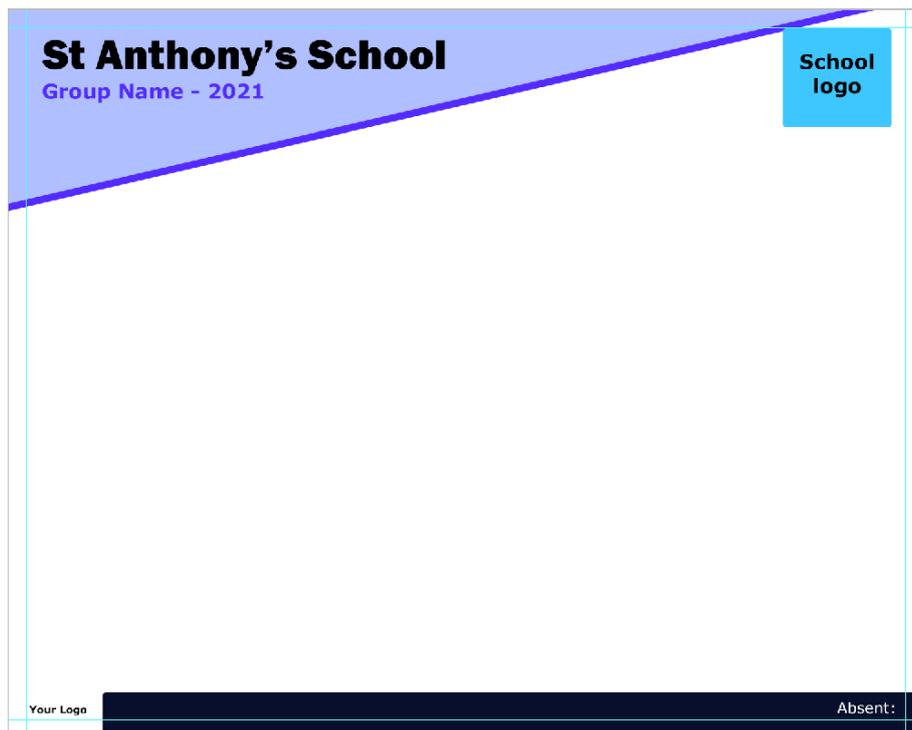
The order of the subjects on the spreadsheet, will be the order of the subjects on the composite. For example, if you need each class to be in alphabetical order by last name, please alphabetise the groups by last name.

If you need teachers to be grouped together at the end of the composite and arranged as per their title, please have them listed in the order you require.

## Design/Background

Please send us an **editable PSD** background file with all the relevant information required for the composite.

- Only supply one PSD per job, not per group
- Ensure all information is 5mm in from the edge
- Consider the colour of names sitting on top of the background. If the background colour is white, we will do the names in black. If the background is multi coloured, we cannot guarantee all names will be visible. We can change the font colour to any RGB value, however we can only change the font for the whole composite, not individual subjects.



If you would like us to do the design for you, we will need a design brief including information required on the design (logos, specific colours, absent list required etc.). Screenshots of designs you've found online that you like is helpful. Please contact us for a quote with all information.

## Submit Your Composite Request to Streets

Please send us the following via any file transferring site such as wetransfer.com, Dropbox.com, Google Drive etc.

1. CSV file correctly formatted
2. The size of the composites (8x12, 8x10 etc)
3. Number of composites required
4. All portraits. Please note, you can send us ALL images taken at the shoot if it is easier for you. We will only use what is listed on the spreadsheet.
5. Background image if not designed by us

We will contact you if we require any other information, otherwise you will receive an invoice & low-resolution proofs within 2-3 business days of submission. Once the invoice is paid, we will provide you with high resolution composites that are print ready.

We offer two rounds of proofs.

**Round 1**, please include as many changes as possible here. This is designed for bulk changes. If you have several names (10+ name changes) to be updated, please contact us before sending us a list.

**Round 2**, this is for you to confirm we've made all the changes you mentioned in Proof round 1. Minor changes (less than 5) will be adjusted here.

**Round 3**, if there are more changes or the composites need to be completely redone, we charge 50% of the initial cost.

## Printing from a spreadsheet

If you have over 100 orders for a job and your packages are based on the prints available in our *School, Sport & Event Printing* tab in our software then you are eligible to take advantage of our *Print from a Spreadsheet* option. Customisation is not available aside from adding your logo to prints where space prohibits it. If this is relevant, please email us your logo as a jpg or png for it to be included on select prints.

The *Minimum Column Requirements* listed in the Composite section **must** also be completed.

## Communicating Package Contents

Please send us a spreadsheet of the print product names from the *School, Sport & Event Printing* tab. Sample is below. We recommend sending us the package content as soon as possible to avoid printing delays.

- **Pack Name:** Name of the package, generally this is what your customer sees
- **Pack Code:** The code listed on the orders spreadsheet
- **Pack Content:** The name of our print product to be included in your package

|    | A                    | B                | C                          |
|----|----------------------|------------------|----------------------------|
| 1  | <b>Pack Name</b>     | <b>Pack Code</b> | Pack Content               |
| 2  | <b>PACK A</b>        | <b>A</b>         | 8x10 Class Composite Photo |
| 3  | <b>PACK A</b>        | <b>A</b>         | 8x10 Pack B                |
| 4  | <b>PACK A</b>        | <b>A</b>         | Keyring x1                 |
| 5  |                      |                  |                            |
| 6  | <b>PACK B</b>        | <b>B</b>         | 8x10 Class Composite Photo |
| 7  | <b>PACK B</b>        | <b>B</b>         | 8x12 Pack B                |
| 8  |                      |                  |                            |
| 9  | <b>PACK C</b>        | <b>C</b>         | 8x10 Class Composite Photo |
| 10 |                      |                  |                            |
| 11 | <b>Family Pack A</b> | <b>FamA</b>      | 5x7 Pack A                 |
| 12 |                      |                  |                            |
| 13 | <b>Family Pack B</b> | <b>FamB</b>      | 8x10 Pack B                |
| 14 | <b>Family Pack B</b> | <b>FamB</b>      | 8x12 Pack B                |

## Add Families

Families are printed separately to the subjects. Please add them to the spreadsheet with the following information at a minimum:

- **School:** Same as *Minimum Column Requirements*
- **Group name:** List as 'FAMILY', we will automatically exclude this from the composite building.
- **Name:** At the minimum, we require the Last Name/Family Name. You can add the names of the subjects if you require.
- **Image Number/Name:** The family image number.

|   | A                             | B            | C         | D                 | E               | F                |
|---|-------------------------------|--------------|-----------|-------------------|-----------------|------------------|
| 1 | <b>School</b>                 | <b>Class</b> | <b>ID</b> | <b>FirstName</b>  | <b>LastName</b> | <b>ImageNo</b>   |
| 2 | St Antonys School of Learning | Family       | Family001 | John & Carly      | Abermath        | Abermath1.jpg    |
| 3 | St Antonys School of Learning | Family       | Family002 | Cassie & Jennifer | Edwards         | Edwards1.jpg     |
| 4 | St Antonys School of Learning | Family       | Family003 | Kelly & Jamie     | Abermath        | Abermath2.jpg    |
| 5 | St Antonys School of Learning | Kindy        | 1003      | John              | Abermath        | JohnAbermath.jpg |
| 6 | St Antonys School of Learning | Kindy        | 1004      | Carly             | Amara           | IMG_002          |
| 7 | St Antonys School of Learning | Kindy        | 1005      | Jacqueline        | Connell         | IMG_009          |

### Column Requirements for Printing

All the information above is required, plus the following.

- **Pack Ordered:** The package code ordered by the subject (Usually, A, B, C etc.)
- **QTY Ordered:** The QTY of the above ordered.

**To order multiple packs for a subject** please separate them by a space. You must include a QTY for all orders. See below a sample and scenarios for each.

|    | A                             | B            | C         | D                 | E               | F                | G           | H          |
|----|-------------------------------|--------------|-----------|-------------------|-----------------|------------------|-------------|------------|
| 1  | <b>School</b>                 | <b>Class</b> | <b>ID</b> | <b>FirstName</b>  | <b>LastName</b> | <b>ImageNo</b>   | <b>Pack</b> | <b>QTY</b> |
| 2  | St Antonys School of Learning | Family       | Family001 | John & Carly      | Abermath        | Abermath1.jpg    | FamA        | 1          |
| 3  | St Antonys School of Learning | Family       | Family002 | Cassie & Jennifer | Edwards         | Edwards1.jpg     | FamB FamA   | 1 1        |
| 4  | St Antonys School of Learning | Family       | Family003 | Kelly & Jamie     | Abermath        | Abermath2.jpg    | FamB        | 2          |
| 5  | St Antonys School of Learning | Kindy        | 1003      | John              | Abermath        | JohnAbermath.jpg | A           | 1          |
| 6  | St Antonys School of Learning | Kindy        | 1004      | Carly             | Amara           | IMG_002          | C           | 2          |
| 7  | St Antonys School of Learning | Kindy        | 1005      | Jacqueline        | Connell         | IMG_009          | A B         | 1 1        |
| 8  | St Antonys School of Learning | Kindy        | 1006      | Tyler             | Edwards         | TylerEdwards.jpg | C           | 1          |
| 9  | St Antonys School of Learning | Kindy        | 1007      | Abby              | Gardner         | AbbyGardner.jpg  | B           | 1          |
| 10 | St Antonys School of Learning | Kindy        | 1008      | Carlos            | Gunther         |                  | B           | 1          |
| 11 | St Antonys School of Learning | Kindy        | 1009      | Mrs Jenna         | Charlie         | JennaCharlie.jpg | A           | 2          |

**Family001**, has ordered one Family Pack A

**Family002**, has ordered one Family Pack B and one Family Pack A

**ID 1004**, has ordered two Pack C

**ID 1008**, has ordered one Pack B, but does not have an image. Please remove this pack to avoid being charged for blank prints.

### Submit your Print Request to Streets

Please send us the following via any file transferring site such as wetransfer.com, Dropbox.com, Google Drive etc.

1. Package contents spreadsheet (can be supplied in advance)
2. CSV file correctly formatted
3. All portraits including families. Please **do not** separate the images into multiple folders. You may send us all the images taken at the shoot if it is easier for you. We will only use what is listed on the spreadsheet.
4. All groups. The group file names **MUST** perfectly match the group name in the spreadsheet. If they do not match, they will not print.