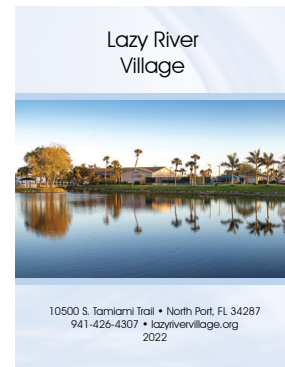


Welcome

to Universal Directories newest addition.....

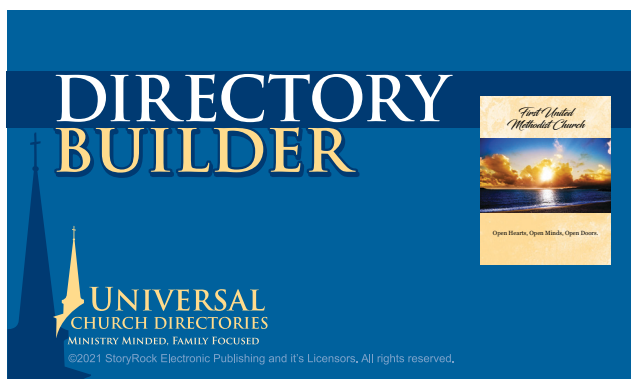
DIRECTORY BUILDER

The quick and easy design tool to create your directory's cover and activity pages.



Directory Builder provides a wide variety of cover and page templates. Choose the design that best suites your unique story. Then, customize your activity pages with your photographs and text.

This guide also contains information on compiling submitted photographs for your family section and preparing your roster data. If another person is handling these tasks, please share this information.



Directory Builder is a free software option provided to you by your Community Consultant.

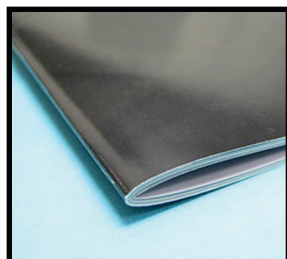
Contact your Community Consultant with any questions you may have about using this beneficial design tool.

Cover Binding Options.....

Cover Upgrade Options

The following cover materials can be earned with credits or purchased for an additional cost. (See the page 7 for details)

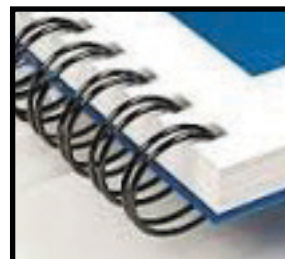
Included



With a Universal directory, a soft cover with saddlestitch binding is automatically included



Coil Spiral Bound Soft Cover
Requires 2 credit or \$200.00



Wire Spiral Bound Soft Cover
Requires 3 credits or \$300.00

Install the Directory Builder software onto your computer

Your Directory Builder cover and activity pages will have to be built on one computer as a single file.

Using the link in the email from your Community Consultant, download and install following the prompts.

<https://universaldirectorybuilder.com>

System Requirements

Prior to installing Directory Builder, ensure that your computer meets the following technical specifications:

Windows

- Windows® XP, Windows Vista®, Windows® 7, Windows® 8
- Pentium® IV 2 GHz or better or comparable AMD processor
- 2 GB RAM
- 64 MB Video RAM
- CD-ROM drive
- Available Hard Disk Space: 10 GB

Macintosh

- OS X 10.6.8 or later (with the latest Java™ updates)
- Intel® Core™ 2 Duo 2 GHz or better processor

- 2 GB RAM
- 64 MB Video RAM
- CD-ROM drive
- Available Hard Disk Space: 10 GB

System Settings

- Monitor Resolution: 1152 x 864 or higher

Other Recommendations

- Broadband Internet
- Digital Camera
- Printer
- Scanner

Learning Directory Builder...

Directory Builder software contains a User Guide with step-by-step Instructions on creating and submitting your directory pages. To access the User Guide, open the Help drop down list and select User Guide. The guide gives detailed information on selecting templates, adding and deleting pages, inserting photographs, selecting fonts, colors, borders and working with photographs.

Preparing your activity photographs for DIRECTORY BUILDER

Before you start creating your cover and activity pages, have all your photographs saved in a single folder and available to import into the Directory Builder page templates. Use the highest quality settings on your camera / scanner to achieve the best results.



Photo file formats accepted by Directory Builder:

Save your photo files as a

JPG, GIF, PNG

PDFs are not accepted.

Recommended settings:

File Format: JPG

Quality: Medium to High 85-100%

Color Mode: RGB (CMYK images are not accepted)

Size: 1600 pixels by 1200 pixels or larger

Sources for activity page images...

Candid Photographs

Locate and organize photographs you currently have on your computer and digital camera. Ask your families if they have photographs from events and group activities.

Scans

Using your scanning software, scan images at 300 dpi setting and save them into your picture folder. Be careful if scanning a photograph with a border. If the border is not cropped out while scanned, it will appear when you import your photograph onto your directory page. If you are unable to crop out a border while scanning, the Directory Builder "zoom" feature will allow you to "zoom in" your photograph - removing the border from view.

Universal Portraits

If we took your staff photos during your photography event, we will insert those images on your predesigned staff page for you.

Ideas for scanned activity page images

- community maps
- programs / invitations from special events
- historical newspaper articles / photographs
- business cards for advertising pages

Open Directory Builder and begin to design your Cover(s) and Activity Pages

Cover pages

Select Cover

Cover	Preview	Form
Cover-1		Directory Name Tropic Isles
Cover-2		Account Number FL789
Cover-3		Save Location ers\Universal\Desktop\SAMPLE DB BOOK - KS113
Cover-4		Change
Cover-5		Create
Cover-6		
Cover-7		
Cover-8		
Cover-9		

Cover may be changed later

Choose your Cover Design from our Templates. You will need to enter your church account number ~ 6-7 digits starting with your state abbreviation. Do not change the location.

Staff pages

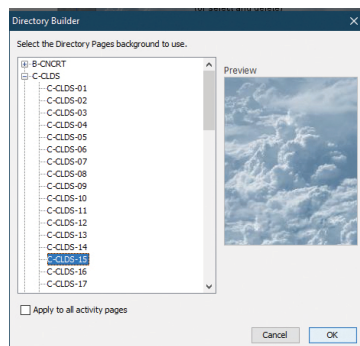
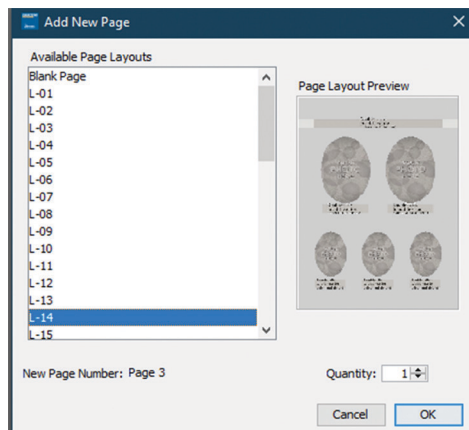
Select the layout design you want from our predesigned templates. Universal will add the Staff images that we photographed.

At this time, you can change the background color/style by choosing "Pages" under the Backgrounds tab. Select the color/style you want.



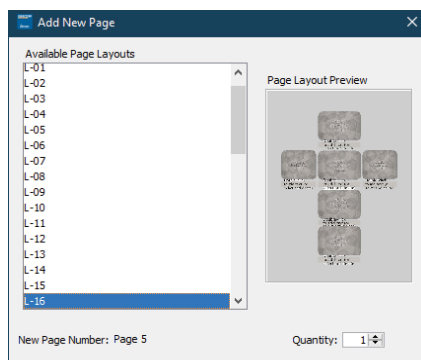
Staff page sample

Insert any staff photos for your staff that did not attend your photography event.



Activity pages

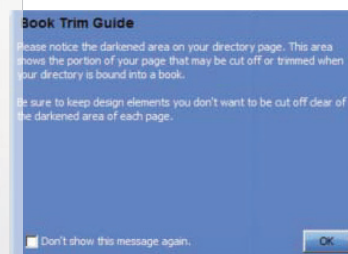
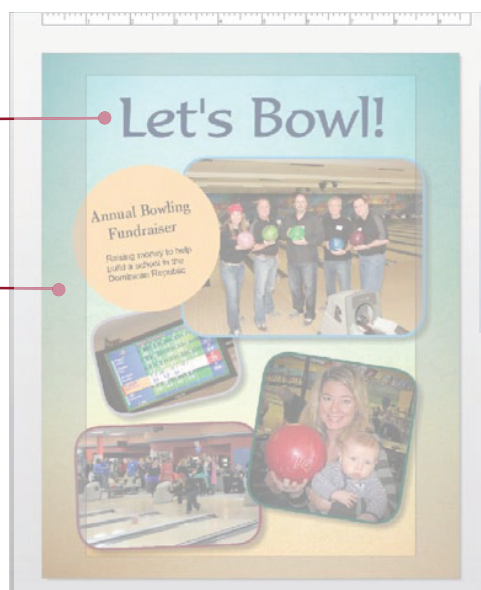
Select the layout design you want from our predesigned templates and add your images.



Activity page sample

Page margin guides

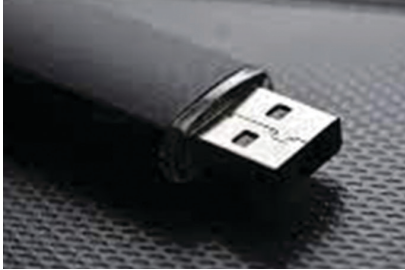
The **non-shaded** portion of the layout is your 8.5"x11" page. Do not place photos or text that you don't want to be trimmed in the **shaded** area. The shaded area is what we refer to as a "bleed".



A box explaining the shaded page guide will appear when you start your directory.

Finalizing Your Directory

Once you have created your directory cover and activity pages, refer to the User Guide within the Directory Builder software for information on sending your files to Universal. In the Directory Builder software, you will use the **Submit Final Design** menu to preview your directory, check spelling, check for errors and **Save for Universal**.



Use a USB drive to save your Directory Builder pages.

- We recommend saving your Directory Builder pages onto the flash drive first, then add your roster and submitted photos (if applicable)
- When done saving to your flashdrive, please check to make sure you have these 2 files: **.bkp** and **.usb**

NOTE: Save for Universal may take some time (10-30 minutes, typically, but may be longer depending on the size of your directory and your computer). Do not shut down your computer until the process is finished and do not navigate away from the program. Allow for extra time. Do not try to save files through File; Save, only use the Submit button. Do not let your computer go to sleep or go into hibernate mode. Do not let screen saver turn on.

Family Section

Select your choice of Family Section style

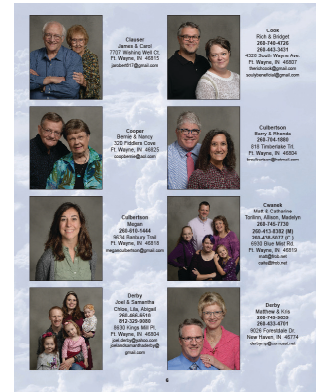
Traditional



Premier Traditional



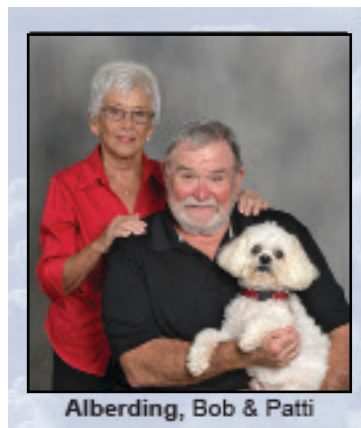
Premier Connect



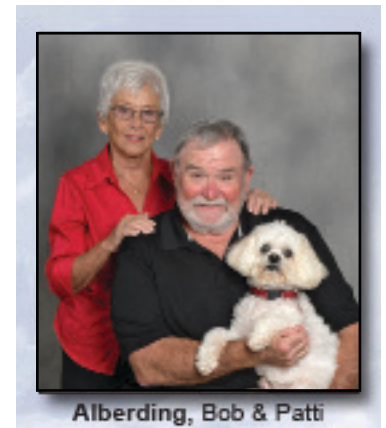
Rounded Corners



Square Corners



Shadow Effect



Select your choice of corner style for your family photos

Can also choose to have a shadow effect (not available with black background)

CHOOSE YOUR BINDING, COVER STYLE AND BACKGROUND COLORS

SELECT ALL BOXES THAT APPLY

(For Multi Church, see standard Design Guide for credits)

BINDING STYLE

Saddle Stitched
(over 72 pages will be Spiral Bound)

Black Coil Spiral Bound
(2 Program Credits)

Black Wire Spiral Bound
(3 Program Credits)

COVER STYLE

Standard Soft
(Included)

UV Gloss Coated
(2 Program Credit)

Back Pocket (not available with Spiral Binding)
(2 Program Credit)

FAMILY SECTION

SELECT YOUR PHOTO CORNER STYLE & FAMILY SECTION STYLE

Square Corners **Round Corners** **Shadow Effect** (not available with black background)

8-1/2 x 11 Premier Connect - 8 Families per page - includes address, phone numbers, email addresses (does not include a roster)

8-1/2 x 11 Standard Traditional - 16 Families per page - name only beneath photos (roster included in back of directory)

8-1/2 x 11 Premier Traditional - 9 Families per page - name only beneath photos (does not include a roster)

Please be advised that a roster listing in the back of a premier connect or premier traditional directory is a cost or a program credit item only. (See page 8)

DIRECTORY BUILDER IS NOT AVAILABLE IN 5-1/2 X 8-1/2 SIZE

FAMILY SECTION COLOR/STYLE:

No color/style Background color _____ Background style _____ Designer Series _____

(for color and background choices please see Directory Builder program)

ROSTER SECTION

CHOOSE FROM 2 ROSTER OPTIONS FOR COMMUNITY DIRECTORY

Roster with 2nd Addresses

Roster with home address plus separate camera ready Community listing

No color/style Background color _____ Background style _____ Designer Series _____

(for color and background choices please see Directory Builder program)

Program Credit Enhancement Allocation is based on the following criteria:

32-69 families5 Program credits
70-104 families6 Program credits
105-139 families8 Program credits
140-174 families9 Program credits
175-209 families11 Program credits

210-244 families12 Program credits
245-279 families14 Program credits
280-314 families15 Program credits
315-349 families18 Program credits

The above Program Credit Enhancement allocation is used for directory options and community tools. One additional Program Credit Enhancement is allotted for every 35 families photographed over 315. Program Credits can be used for activity pages, community tools, and directory options.

CUSTOM PROGRAM/COST SUMMARY

DIRECTORY OPTIONS	Credit / Cost	Qty	Program Credit	Expense
COVER / BINDING OPTIONS				
UV Gloss Coated Cover	2 Credit/\$200.00			
Coil Spiral Bound (automatic soft cover over 72 pages)(back pocket not available)	2 Credits/\$200.00			
Black Wire Spiral Bound (back pocket not available)	3 Credits/\$300.00			
Additional cover for Spiral Bound (Multi Church)	1 Credit/\$100.00			
Custom Back Cover with Back Pocket	2 Credits/\$200.00			
ACTIVITY PAGES				
1 Full Color Staff or Activity page (one side per credit)	1 Credit/\$100.00			
Traditional Family Section with phone number under photo	1 Credit/\$100.00			
Printing on Inside Front and Inside Back cover	1 Credit/\$100.00			
SUBMITTED FAMILY SECTION PHOTOS				
Up to 7 Submitted Family Section photos (Limit 2 credits)	1 Credit			
Submitted Family Section photo	\$15.00 each			
ROSTER OPTIONS				
To customize a page (font, type, size, additional info)	\$50.00 ea. page			
Roster page (approx. 40 families per page), Advertisement or History page	1 Credit/\$100.00			
ADDITIONAL DIRECTORY OPTIONS				
Additional Saddle Stitch Directory	\$8.00 each			
Additional UV Coated, Spiral or Back Pocket Directory	\$9.00 each			
Additional Combination of 2 or more cover options Directory	\$10.00 each			
Additional 20% overrun of directories (30 directory max, limit 2)	1 Credit			
10/10 Delivery - Soft, Spiral, UV Coated & Back Pocket (249 Families or less & 48 pages or less)	1 Credit/\$100.00			
MINISTRY TOOLS				
Directory App	2 Credits/\$200.00			
Digital Directory on CD (PDF, Family Images, Templates)	2 Credits/\$200.00			
Portrait Gift Certificates (\$100.00 value)	1 Credit			
200 - 3.5 x 5.5 Postcards OR 100- 5.5 x 8.5 Postcards	1 Credit/\$100.00			
200 Picture Business Cards - 3.5 x 2	1 Credit/\$100.00			
200 Easy Brochures 11x17 <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> Bi-fold	1 Credit/\$100.00			
200 - 8.5 x 11 Brochures Tri-Fold <input type="checkbox"/> Bi-Fold <input type="checkbox"/> Flat <input type="checkbox"/>	1 Credit/\$100.00			
200 - 11x17 Custom Brochures - Bi-Fold	2 Credits/\$200.00			
200 Notecards with Envelopes	1 Credit/\$100.00			

NUMBER OF FAMILIES PHOTOGRAPHED
PROGRAM CREDITS EARNED
NUMBER OF PROGRAM CREDITS USED
COST OF ADDITIONAL PROGRAM OPTIONS

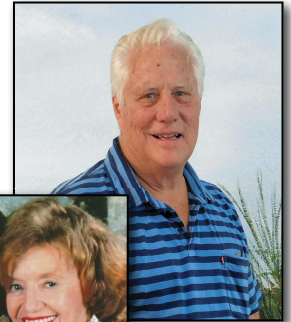
AMOUNT ENCLOSED:

UCD REP
INITIALS _____

HOW TO SUBMIT IMAGES FOR THE MEMBER SECTION

SUBMITTED IMAGES MUST BE ON PHOTO PAPER OR WILL NOT BE ACCEPTED.

- When submitting a hard copy of a photograph, please write the name on the on back of the picture. Use a photo-safe writing tool.
- If submitting a digital image, put name of family and file # on the form.
- For best layout, submit printed photos in vertical form.



Samples:

Church Account#: **TX255**

Family Section Submitted Images Form

Place both digital and non-digital photos in Design Materials Envelope

Submit w/Name Only
 Submit w/Premier Connect Data
 Put in back of book
All submitted photos are put in alphabetical order unless otherwise noted

Submitted photographs will be put in the directory at the cost of \$15.00 per submitted photo, and \$25.00 for hardback or perfect bound. Each person submitting a photograph/image is entitled to a directory. Please do not send irreplaceable original photographs. All photographs and images will be returned to the church when the directory is completed.

Photograph Requirements

1. Write name and number on the back of the photograph with a photo labeling pen/pencil
2. The same information should be on the Submitted Images Form
3. To prevent damage and bleed through, use a photo labeling pen/pencil
4. Prefer vertical wallet or 4 x 6 photo
5. All photographs, if not originals, must be on photographic paper

Digital Requirements

1. Write image file number next to name
2. The same information should also be on the Submitted Images Form
3. Files accepted: jpg, pdf or tif files are accepted - Resolution of image is a minimum of 300 dpi at 2 x 3 inches

Number	File #'s	Name(s) for Directory (as it should appear)	Paid
1	ed-1	Adams, Joe & Mary	\$15
2	submit	Jones, Matt, Robyn	\$15
3	submit	Matthews, Jason	\$15
4	ed-56	Smith, Wendy	\$15
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
TOTAL			

2021-UCD-SUBMIT-IMAGES-FORM

Information for Premier Connect

SUBMITTED PHOTO FAMILY SECTION INFORMATION

TX255

CHURCH # _____

IMAGE/PHOTO FOR SUBMITTED DIRECTORY POSE # _____

PLEASE PRINT

IMPORTANT NOTE: PLEASE LIST ONLY THOSE INDIVIDUALS THAT ARE IN THE SUBMITTED PHOTO.

Head of Household (Last name)	(First name)	Spouse (Last name-if different)	(First name)
Jones	Matt	Robyn	

Children: Child: _____ Child: _____ Child: _____
 (List oldest to youngest) Child: _____ Child: _____ Child: _____
 Child: _____ Child: _____ Child: _____

Please also complete the information on the reverse side.

2021-SUB-PHOTO-FAM-INFO

Contact Information In the Box Means No Info Desired

Home Address:

Street Address: **150 Main St.** City: **Columbus**

State: **TX** Zip Code: **77494**

Second Address:

Street Address: _____ City: _____

State: _____ Zip Code: _____

Home Phone Number: **(740) 816-5687**

Cell Phone Number: **(740) 775-4692**

Cell Phone Number: () - -

E-Mail Address #1: **jones150@gmail.com**

E-Mail Address #2: _____

PLEASE PRINT

**Traditional - only names and image names needed.
No contact information necessary.**