

DESIGN GUIDE INDEX

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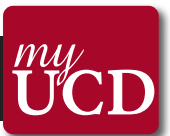
Ministry Tools 12

IF YOUR CHURCH IS RECEIVING THE MYUCD APP

We need the Name, Email Address and Phone Number of the person that will be the APP Administrator for your church. This should be someone who is comfortable with technology.

After your Directory Program is complete, we will send you a link in an email with all the information on how to administer and download the APP for you and your church members.

THE AREA BELOW MUST BE FILLED OUT IF YOUR CHURCH IS RECEIVING THE MYUCD APP



Directory APP

APP Administrators Name: _____ **App already created**

Admin. Phone Number: _____ **Twitter:** _____

Admin. Email: _____ **Instagram:** _____

Church Phone Number: _____ **Calendar Link:** _____

Church Email: _____ **Announcements Link:** _____

Website: _____ **Online Giving Link:** _____

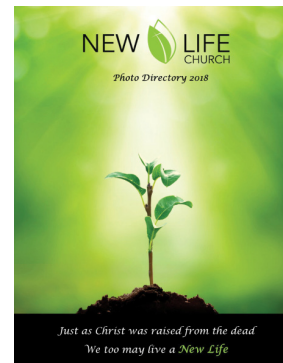
Facebook: _____ **Video Services Link:** _____

Welcome

to Universal Church Directories newest addition.....

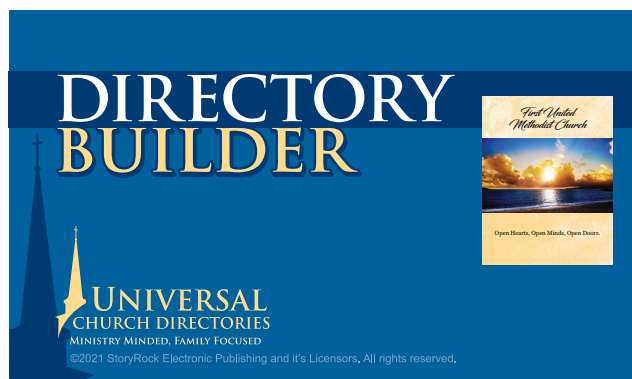
DIRECTORY BUILDER

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 suits 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 Church Consultant.

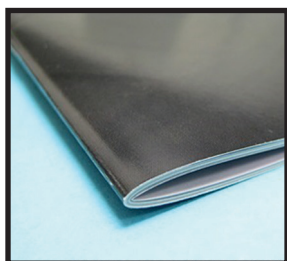
Contact your Church Consultant with any questions you may have about using this beneficial design tool.

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)

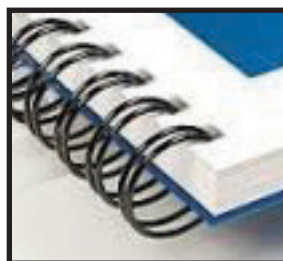
Included



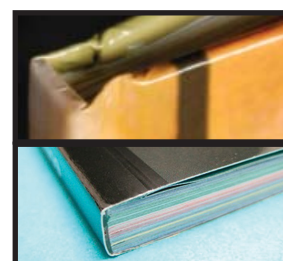
With a Universal directory, a soft cover with saddlestitch binding is automatically included.



Coil Spiral Bound Soft Cover
Requires 1 credit or \$100.00



Wire Spiral Bound Soft Cover
Requires 2 credits or \$200.00



Hardback / Perfect Bound
Requires 3 credits or \$300.00
Minimum of 250 families photographed

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 church 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

- childrens' art projects
- historical newspaper articles / photographs
- programs / invitations from special events
- business cards for advertising pages

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

Cover pages

Select Cover

Cover	Preview	Form Fields
Cover-1		Directory Name: St. Pauls UMC
Cover-2		Account Number: OH3125
Cover-3		Save Location: C:\Users\Universal\Desktop\SAMPLE DB BOOK - KS113
Cover-4		Change
Cover-5		Create
Cover-6		
Cover-7		
Cover-8		
Cover-9		

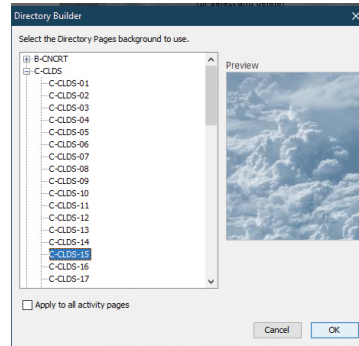
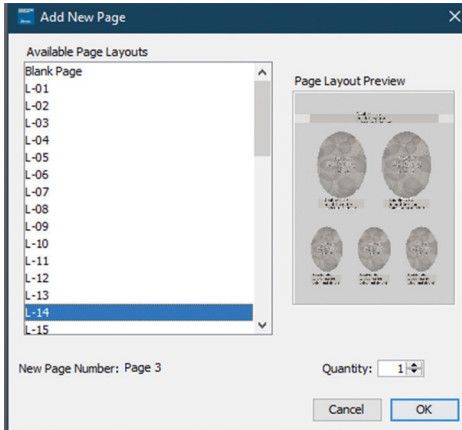
Cover may be changed later

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.

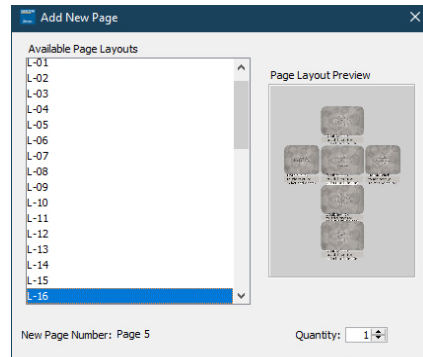


Staff page sample

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

Ministry pages

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



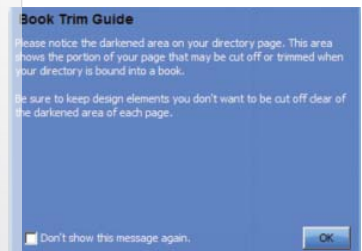
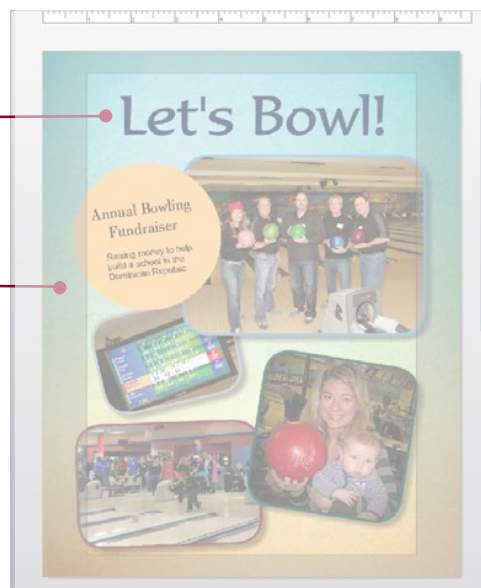
Ministry page sample

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 **.udb**

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)



THE SMALL CHURCH PROGRAM

Program Selected (✓)

Number of families photographed at your church

We have designed a directory program to accommodate our smaller church partners that photograph less than 32 sittings. Under the Small Church Directory Program churches photographing 25-31 sittings will receive:

- 50 Full-Color Directories
- Front and Back Cover
- Choice of 3 family section styles (*Premier Connect, Premier Traditional or Traditional*)
- Ministry pages, family section and roster pages (*totalling 8 pages in the directory*)
- Use of our background colors and styles **-OR-** our Design Series
- Opportunity to purchase Directory Enhancements or Ministry Tools

To determine use of the eight pages in your directory, please follow these steps:

1. Determine the number of families to be included in the family section: *The number photographed at the church + number of families that went to another church to be photographed + the number of families submitting a photograph.*
2. Determine the family section style to be used in the directory:
- See *Family Section Options on page 4 of this Directory Design Guide*
3. Determine if a non-photographed roster will be included in the directory:
Estimate is 40 entries per page.
4. After determining the number of pages for the family section and roster (if applicable) the remainder of your 8 pages may be used for ministry pages.



Regardless of special notes on contract - BONUS, SPECIALS OR CREDITS ARE NOT AVAILABLE WITH THIS 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 ministry tools. One additional Program Credit Enhancement is allotted for every 35 families photographed over 315. Program Credits can be used for ministry pages, ministry tools, and directory options.

CHOOSE YOUR BINDING, COVER STYLE AND BACKGROUND COLORS

SELECT ALL BOXES THAT APPLY

BINDING STYLE

- Saddle Stitched** (over 72 pages will be Spiral Bound)
- Black Coil Spiral Bound**
(2 Program Credit)
- Black Wire Spiral Bound**
(3 Program Credits)
- Hardback** (Not available with Evolving Directories)
(Must photo 250 families to qualify. 3 Program Credits)
- Perfect Bound**
(Must photo 250 families to qualify. 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)
- 8-½ x 11 Premier Connect - 8 Families per page** - includes address, phone numbers, email addresses
(does not include a roster)
- 8-½ x 11 Standard Traditional - 16 Families per page** - name only beneath photos
(roster included in back of directory)
- 8-½ 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)

SELECT BACKGROUND COLOR & STYLE

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

FAMILY SECTION

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

ROSTER SECTION

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

CUSTOM PROGRAM CREDIT / COST SUMMARY

DIRECTORY OPTIONS	Credit / Cost	Qty	Program Credit	Expense
COVER / BINDING OPTIONS				
UV Gloss Coated Cover (Multi Charge: 1 credit per ea. additional 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 Charge churches)	1 Credit/\$100.00			
Custom Back Cover with Back Pocket	2 Credits/\$200.00			
Check one: <input type="checkbox"/> Perfect Bound <input type="checkbox"/> Hardback (min. of 250 families)	3 Credits			
MINISTRY PAGES				
1 Full Color Staff or Ministry 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 credit) (Not available with Hardback)	1 Credit			
Submitted Family Section photo	\$15.00 each			
Submitted Family Section photo for Hardback & Perfect Bound	\$25.00 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 Hardback or Perfect Bound Directory	\$15.00 each			
7 Additional Hardback Directories	1 Credit			
Additional 20% overrun of directories (30 directory max, limit 2)	1 Credit			
Additional 10% overrun of Perfect Bound Directories (15 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				
Church 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 - 3.5 x 2 Picture Business Cards	1 Credit/\$100.00			
200 Easy Brochures (Bi-fold) 11x17 <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/>	1 Credit/\$100.00			
200 - 8.5 x 11 Brochures <input type="checkbox"/> Tri-Fold <input type="checkbox"/> Bi-Fold <input type="checkbox"/> Flat	1 Credit/\$100.00			
200 - 11x17 Custom Brochures-Bi-Fold	2 Credits/\$200.00			
200 Notecards with Envelopes	1 Credit/\$100.00			
100 - 8.5 x 11 Easy Connect Brochures (193 family increments) - 4 page	2 Credits/\$200.00			
FACES - Individual Database Image Program	3 Credits/\$300.00			
FACES - Family Database Image Program	2 Credits/\$200.00			
50 Easy Visitor Folders: 8.5 x 11 <input type="checkbox"/> or <input type="checkbox"/> 5.5 x 8.5	2 Credits/\$200.00			
50 Custom Visitor Folders: 8.5 x 11 <input type="checkbox"/> or <input type="checkbox"/> 5.5 x 8.5	4 Credits/\$400.00			

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

AMOUNT ENCLOSED:

UCD REP INITIALS _____

HOW TO FILL OUT THE FORM FOR FAMILY SECTION SUBMITTED-PHOTOS

WHAT TO DO

- When submitting a hard copy of a photograph, please write the name on the submitted photo form and put the line number 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. *See samples on the right.*
- The Submitted Photo Information Form must be filled out on the front and back for a Premier Connect Directory.



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

Church Account#: OH2555

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	<u>cd-1</u>	<u>Doe, Joe & Mary</u>	<u>\$15</u>
2	<u>submit</u>	<u>Jones, Matt; Robyn, Fred, Becky</u>	<u>\$15</u>
3	<u>submit</u>	<u>Matthews, Jason</u>	<u>\$15</u>
4	<u>cd-56</u>	<u>Smith, Wendy</u>	<u>\$15</u>
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

CHURCH # OH2555

IMAGE/PHOTO FOR SUBMITTED DIRECTORY POSE # _____

PLEASE PRINT

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

<u>Head of Household</u> (Last name)	<u>Spouse</u> (Last name-if different)	
<u>Smith</u>	<u>Wendy</u>	

Children: Child: Cassie 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

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

PLEASE PRINT

Contact Information In the Box Means No Info Desired

Home Address:

Street Address: 150 Main St. City: Columbus

State: Ohio Zip Code: 43035

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: wsmith150@gmail.com

E-Mail Address #2: _____

HOW TO SUBMIT A COMPLETE ROSTER

FILE TYPES ACCEPTED & SUBMITTED

- Excel - Place headers at the top of each field/column
- Plain Text
- Tab-separated (.tsv) or Comma-separated (.csv)
- Google Sheets downloaded as .xls

*If in doubt about your file, your church can email a sample file to the office for approval
If you are unable to submit your roster on a CD or Flash Drive, please call our office for assistance*

CHURCH MANAGEMENT SOFTWARE

If you use a church software program, most allow you to create a report file that can then be exported or saved to another file type. Usually there are several options to export to, such as plain text, .tsv (tabbed delimited), .csv (comma delimited) or an Excel file. **Any of the text options are preferred along with any spreadsheet file.**

**TO CONSIDER WHEN WORKING ON YOUR ROSTER
IF YOUR CHURCH WILL BE RECEIVING THE DIRECTORY APP: Email addresses are important, your church family receives the app unique identifier by email!**

ROSTER GUIDELINES BEFORE SUBMISSION

YOUR ROSTER NEEDS TO BE UPDATED BEFORE SENDING IT TO US.

(new members added, those no longer attending removed, etc.).

- **Any excessive modifications to the Roster will be a charge per page, see the Cost Summary page**

The roster consists of all members in the household living at the same address

- Family's last name
- Parent's name(s)
- Children's names; separated from parents by a semi-colon; separated from each other by a comma
- Street address, city, state and zip code
- Up to three phone numbers - 1 home phone; 2 cell phone numbers
- Up to two email addresses - head of household; spouse
- Special characters should be placed after the name. In the rosters it should be placed after the individual name
- Please do not submit a roster with special formatting such as bold, underlined or italicized
- There may be a charge to list second addresses
- Do not send in a spreadsheet file with hidden columns, please delete these columns before submitting

1	LAST NAME	FIRST (HUSBAND & WIFE)	CHILDREN	STREET	2nd LINE STREET ADDRESS-PO	CITY	STATE	ZIP	HOME PHONE	CELL-PHONE1	CELL-PHONE2	EMAIL	EMAIL2
2	ANDERSON	Lorylynn		12402 N 13th St.		Niles	MI	49120	419-522-5099				
3	ARNETTE	Michelle & Eric		179 Battles Rd.		Ft. Wayne	IN	46614	574-297-1699			mma-friendfan5@sbcglobal.net (M)	
4	AUER	Roberta	Louisa			Ft. Wayne	IN		573-390-8099	574-940-8099 (R)		rus-hauer2@sbcglobal.net (R)	
5	BOJOHN	Marie		4227 Miami St.		Three Waters	MI	46614		574-976-2299 (M)		boets-ma@sbcglobal.net	
6	BOLLMAN	Charley	David	1502 Tomahawk Trl.		Ft. Wayne	IN	46628	574-292-1999	574-957-4599	574-920-6399		
7	BUSSANT	Marcus & Julie	Mary, Amber	7256 Covington Bluff		Saginaw	MI	49120	269-697-9199	269-908-8099 (M)	269-999-0299 (J)	jm-bussant@comcast.net (M)	julie-bussant5@gmail.com
8	CHALSTROME	Darrell & Mary		16103 Bridgeton Ct.		Ft. Wayne	IN	46614					
9	DAVISON	Dani & Sherry	Jonathon	120617 Far Pond Ave.		Coldwater	IN	49093	574-890-6499	574-950-8299 (H)			
10	DELLAINE	Holly		3853 Palomino St.		Ft. Wayne	IN	46544	574-397-9899	574-939-7099 (D)		d-9@mivdavis.com (D)	sheila-davis5@me.com
11	FROSTED	Joyce		4007 Parkwood Cir., Apt.2A		Coldwater	IN	49093	574-890-6499	574-950-8299 (H)		frest-joyce@att.net (J)	
12	GRIFFITHS	Raymond & Tracey		9723 Park Ave. W.		Ft. Wayne	IN	46545	704-699-8099	574-932-3599 (T)		rmj-karts9@gmail.com	
13	HICKS	Jackson				Ft. Wayne	IN	46556	574-299-4199	574-976-1099 (J)		info@ucdir.com (A)	
14	HILLSDALE	Amy	Jax	30 Bowman Street		Johnson	IN	44903	419-522-5011				

HOW TO SUBMIT A NON-PHOTOGRAPHED ROSTER

When submitting a Non-Photographed Roster (for those not available for photography)

- Must be camera ready (ready to print). *If using Word, Publisher or PDF, it must be sent in on a CD or Flash Drive.*
- Any changes to a Non-Photographed roster, at the time of proofing, must be made by the church and resubmitted with the proof book.

MINISTRY TOOLS

Please mark corresponding boxes and write your choices on the ministry tool page.

- Business Cards Church #: _____
- Note Cards Church Name: _____
- Post Cards Address: _____
- Brochures Phone: _____
- 16 x 20 Mosaic Color of Frame: _____ Background Image #: _____
- Visitor Folders

Quantity: _____ Contact Person: _____

**3.5 x 2 inches
FRONT ONLY**

DESIGN YOUR BUSINESS CARD *(If selected)* - If you have elected to have a business card printed for your church, you will need to mark the card layout appropriately with an image or logo and text. You may replace a logo with a photograph if you choose. If submitting a predesigned card, please put all artwork on a separate disk.

**NOTE CARD
4.25 X 5.5
inches
FOLDED**

DESIGN YOUR NOTE OR POST CARD *(If selected)* - If you have elected to have a Note/Post Card printed for your church, you will need to mark the card layout appropriately with an image or logo and text. You may replace a logo with a photograph if you choose. If submitting a predesigned card, please put all artwork on a separate disk.

**POST CARD
5.5 x 3.5 inches**

DESIGN YOUR EASY BROCHURE/ VISITOR FOLDER

(If selected) - If you have elected an easy brochure/folder for your church, you will need to mark the brochure layout form appropriately with page numbers from your directory.

Page #

FRONT

Page #

BACK

Page #

INSIDE FRONT

Page #

*Not available
with folder*

INSIDE BACK

DESIGN YOUR TRI-FOLD BROCHURE *(If selected)*

- If you have elected to have a tri-fold brochure printed for your church, you will need to mark the brochure layout form appropriately with photograph spaces and text. In the spaces reserved for your photographs, mark the back of the photograph and place a corresponding number

Write Image #	Write Image #	Write Image #
OUTSIDE LEFT	BACK	FRONT

Write Image #	Write Image #	Write Image #
INSIDE LEFT	INSIDE CENTER	INSIDE RIGHT

on the brochure layout form. You may replace a photograph space with text if you choose. Enclose the brochure layout with your church directory and mail at the same time as you mail the directory materials. If submitting a pre-designed brochure, please put all artwork on a separate disk.