

What to send us

Everything we need to make your personalised edition

Thank you for choosing an InspireWell4Life Branded Edition. The themed artwork is already built into the book — you supply only your institution's photos and a short welcome letter, and we produce one personalised copy per recipient (their name on the cover and throughout). You'll do all of this through a private upload link we send you — this sheet is just so you can prepare in advance.

1. Your photos

- A cover photo — a signature view of your institution. The cover frame is almost SQUARE (about 1:1), so leave a little room around the subject.
- A welcome photo — PORTRAIT (taller than wide, about 5:6) — for the page that carries your letter.
- One LANDSCAPE photo (wider than tall, about 3:2) per section of your chosen product (the upload form tells you exactly how many — it varies by title, e.g. 8 for 'Successful Student'). These appear between the sections.
- A closing photo — PORTRAIT (about 5:6) — a parting view.

Photo specs: JPEG, sharp and well-lit, at least 1400px on the long edge (1600+ ideal). Don't worry about exact dimensions — we automatically crop each photo to fill its frame, so just send the right shape (square cover · portrait welcome & closing · landscape sections).

2. Your logo

- A transparent PNG (no white box), at least 600px on the longest side. Appears on the cover, closing and footer.

3. Your welcome letter

- Around 150–400 words from your institution — but write as much as you like: the letter automatically resizes to fill its A4 page, so longer letters are welcome. It opens 'Dear [name],' automatically — each copy is personalised to the recipient. Welcome them, say it's a gift, share a touch of your spirit and story, and say why their flourishing matters to you.

4. The recipient list

- Names (and emails, if we're emailing each person their copy). We can also bundle everything into one ZIP for you to distribute.

5. Optional extras

- A photo gallery (optional) — upload extra photos (up to 24) and we'll add a gallery near the back, four per page with your captions. Lovely for families and trips. Added only if you include at least four.
- An 'About us' page (optional) — a short paragraph about your institution at the back, with your website and social handles. A nice touch for clubs, lodges, companies and destinations.

Edition types

- Institution gift — 'A gift to [Name] from [Institution]'.
• Sponsored edition — free to recipients, funded by a sponsor (adds a sponsor thank-you page).

- Event edition — 'Presented to [Name]' at a named event.