Custom Journal Front Covers

CLIENTBASE-IZENTO CONNECTOR

About Custom Front Covers for iZento Trip Journals

iZento provides 2 primary methods of upgraded front cover design, Single Default and Multiple Custom covers. We'll describe each below and show how to set them up.

A **Single default** cover uses the same process as the standard iZento-designed cover, but allows you to substitute a different cover design for your agency. You can use one provided by iZento or your own artwork. A link to iZento artwork will be sent to you when you sign up for the custom cover.

Multiple Custom covers are just that, multiple covers that can be staged for your agency based on multiple locations and specialties. They are configured by the iZento system based on your selections and the content on the Res Cards. When a location or specialty cover is not assigned, your default Agency standard cover will be used.

Additionally, within the Multiple option, agents can change the assigned cover to another that you have included in your library of front covers. Changing the Journal Content including covers is done by the Agent using the link available in their iZento email. An Administrator, who has access to the iZento API, can also use a feature available for each journal to change the Journal Content including the Covers within the iZento API.

Cover artwork must be 1560 X 2310 pixels, .jpg, preferred, but .gif and .png are also accepted. We highly recommend 300 DPI for best print quality.

Single Default Covers Option

Here's the process to apply a custom cover for your agency's journals. Agencies using the Multiple Custom option will also want to use this process to set their default agency cover.

1. Login to your iZento account and navigate to the Journal -> Default Branding page. You'll see 2 tabs – iZento Basic and Custom Cover.

2. If you select Custom Cover, you'll have ability to Browse to find an image for your agency cover.

3. You can select a text style that works best for your image as well as display Logo and Information Source.

4. Click Save to apply your new cover. Preview Book will show both Front and Back covers.
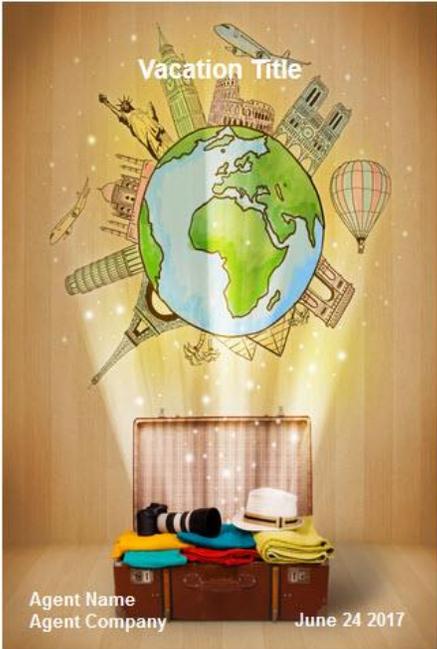
Multiple Custom Covers Option

1. Set up your Default Branding – instructions above. This is the standard cover that will be applied to all your journals unless you have a custom or specialty cover in your library to replace it.

2. Navigate to Journal -> Ads and Custom pages; Click Create

3. Follow steps below. There are 3 different location cover options - Regions, Countries or Destinations.   We suggest setting up your Region covers first.

Notes about Multiple Custom Covers

1. When you sign up for the Multi Cover Option, you'll be sent a link to the iZento library of cover images. You are welcome to use them and/or supply your own.

2. There are 11 **regions** listed; when you select a region, the cover you upload will be applied to all countries iZento has associated with that region. A copy of the country to region mapping is available upon request.

3. **Covers can be changed by agents** on their Journal Content page. This link is provided in the journal success email. It is also available on your Itineraries page – look for Actions -> Journal Content.

4. You can **add multiple covers for the same location or specialty**. The 1st you create will be your default for that selection, but all will be presented to your agents on the Journal Content page.
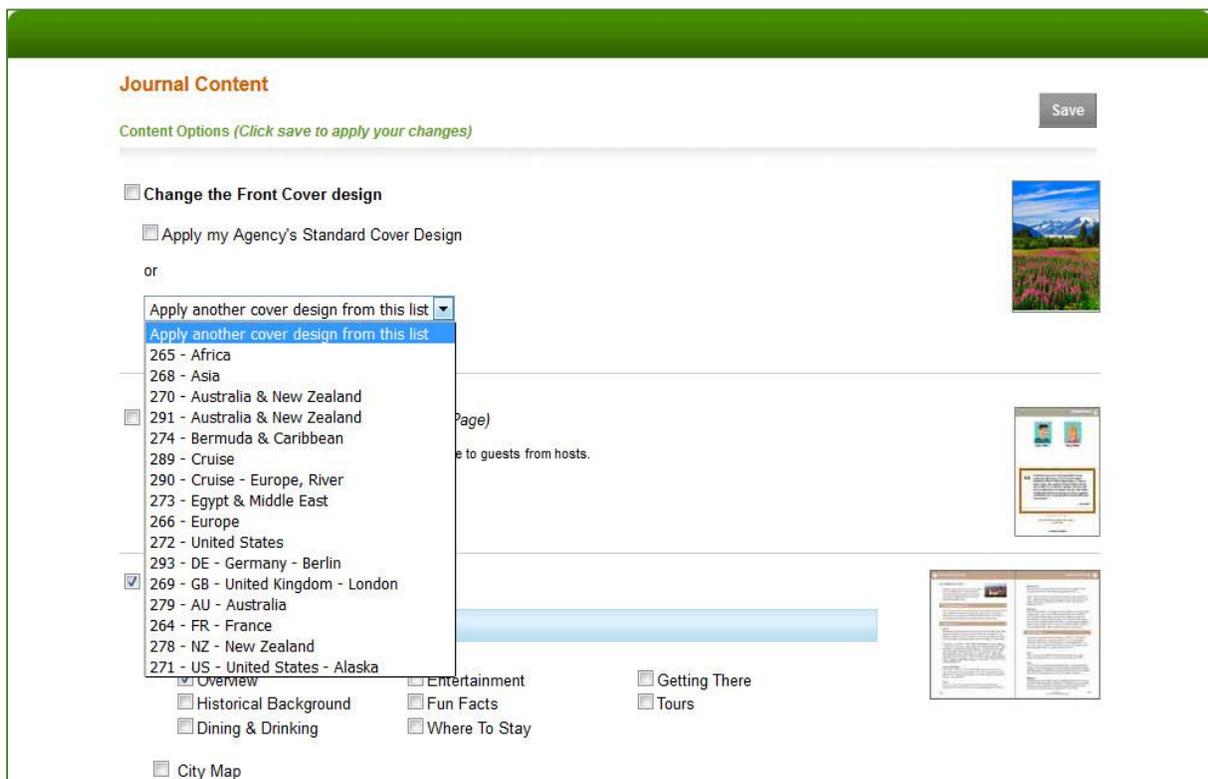

5. If you are using any type of **Branding Profiles**, the Single Default Custom cover will be available to those accounts as well. Additionally, your cover library will be available to agents for trips created with those special brands on the Journal Content page as described above.

6. We program the system to **look for a hotel reservation** and use that Destination, Country or Region location to set the cover, in that order. For example, if covers are available for Europe, France and Paris in your account, and the trip hotel is in Paris, then Paris will be applied.

When not available, we will apply your Agency standard cover. Agents will always have ability to change that selection if they prefer another. Once changed, the selected cover remains until manually changed by the agent or your agency administrator to yet another.

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7. You will note that the Regions & **Specialties** type includes cruise, romance, and other non-geographical cover options. If you add Specialties covers, they will not be a default for a trip, but will be available to your agents to use.

For example, adding a cruise cover to your library will allow agents to apply that to their cruise trips, which often will build with your default Agency standard cover, lacking a hotel reservation. Or they could pick a featured city in the cruise for their cover.

To fully control journal configuration, we recommend you use Branding Profiles to create a comprehensive journal design vs agent front cover selection.
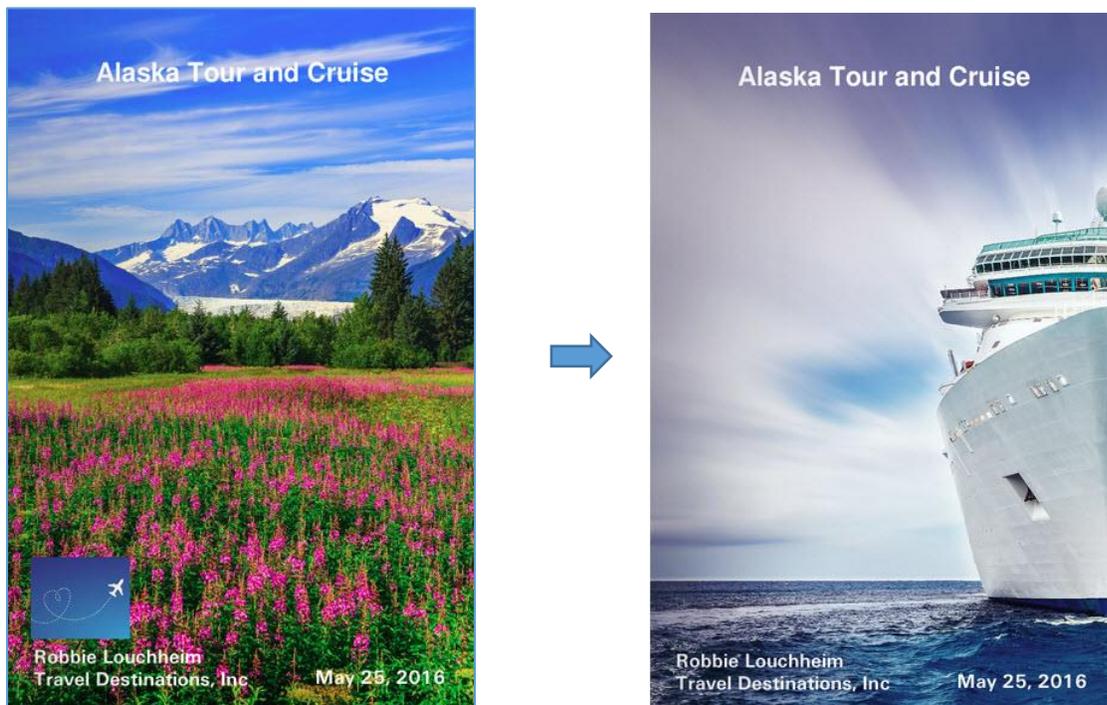
8. Reminder: Until you load in journal covers, your agents will not be able to add them to their journals. There will be nothing on the list for them to choose from. This allows you to control over that covers are used in your agency. You can make a quick start by putting in Region covers.

9. When selecting covers, agents needs to click the "Change the Front Cover Design" box to turn on the thumbnail previews of the covers they are selecting. No cover changes will be applied to the journal until they click Save.

10. If you are designing your own covers, here is a grid that will help you carve out room for the title, agent, agency and date info that is auto inserted.

Images should be 1560x2310 pixels for full quality printing at 300 DPI, and must be in .jpg .png or .gif formats.

Vacation Title
Trip Journal

100 X 100 px

300 X 300 px.

@ 300 DPI
300px = 1"

Agent Name
Agent Company

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