

Active Connection • Creative Connection Primary Connection • Classroom Connection



HANDBOOK PREPARATION MANUAL

ONLINE TEMPLATES

Thank you for choosing School Datebooks. We're sure you'll find this camera-ready handbook preparation manual helpful. If, however, you have any questions, please do not hesitate to call us toll free by dialing 800.705.7526.

We recommend you use the templates we provide online. They are set up for you in various software formats. You can access the templates at www.schooldatebooks.com. Click "Templates" and choose your format under the heading "Connection™ Templates."

HANDBOOK MARGINS

This template must be used for all pages of your camera-ready handbook.

- Starting with an 8.5" x 11" page, set your margins for the top and bottom at .5" and left and right at .625".
- You may type your information anywhere within these margins.
- If you find that you need more pages than you ordered after you layout your information, contact School Datebooks and we will make the change to your contract. (Remember, pages must be ordered in increments of 8.)

GENERAL LAYOUT TIPS

- Avoid using colors, screens, shading, half-tones and photographs. They will not reproduce well.
- Do not use copyrighted material. School Datebooks will not include copyrighted material of any sort in your datebook.
- If you include a tear-out page, make sure the next page is blank so important information is not lost when the student tears the page out.
- Notes pages – If you do not fill your allotted pages with information, any left over pages will be made "notes" pages by School Datebooks. For example, you may have 12 pages of your own information, but since you must purchase pages in multiples of 8, you have 16 pages total to fill. The remaining 4 pages will be "notes" pages.

PROOFING YOUR HANDBOOK

- Proofing your handbook is essential. School Datebooks is not able to alter your handbook in any way.
- We recommend having different people review your handbook to get "fresh eyes" on the layout.
- WYSIWYG – What You see Is What You Get! If it's on the layout you send to us, it will be in your handbook.
- Make sure that any dated information you send us is correct. Remember dates are for the next school year!
- Is your Table of Contents correct? Make sure the Table of Contents page numbers correspond with the intended material.
- Your handbook will be printed in black and white.

SUBMITTING INFORMATION

- Your handbook should be printed on a laser printer on smooth white paper. **DO NOT FOLD YOUR HANDBOOK.**
- Remember, any imperfections on your printout will also be in the finished datebook.
- Number your pages so they stay in the correct order.
- Secure your pages in a heavy-duty folder or envelope to ensure they are not damaged in the mail.
- We suggest using Priority Mail, UPS, FedEx or any other mail service that guarantees delivery.
- All camera-ready information must be submitted by hard copy or high-resolution PDF. No exceptions. Send your handbook to:

SCHOOL DATEBOOKS
ATTN: CUSTOMER SERVICE
2880 U.S. HIGHWAY 231 S., SUITE 200
LAFAYETTE, IN 47909-2874

A diagram of a handbook template. It features a large dashed rectangular border. Inside this border, there is a vertical dimension line on the left side with arrows at both ends, labeled "10\"/>

HANDBOOK TEMPLATE
(ACTUAL SIZE)

*THIS TEMPLATE IS AVAILABLE ONLINE AT
WWW.SCHOOLDATEBOOKS.COM.*

**ALL PRINT MUST BE INSIDE THE DOTTED LINES
FOR IT TO BE INCLUDED IN YOUR DATEBOOK.**

7.25"