

Camera-Ready

HANDBOOK PREPARATION MANUAL



INTRODUCTION

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 at 800.705.7526.

We recommend that you use the templates we provide online. They are already set up for you in various software formats and can be accessed by visiting our website, www.schooldatebooks.com.

Be sure to double-check everything you send to us. We cannot make changes or corrections to camera-ready material, so be sure to send us the best possible version of your information!

Thanks again for choosing School Datebooks!

TEMPLATE OVERVIEW

Window Cover Title Page Margins

For your school name to show through a window cover, you **MUST** use the guidelines below.

****Don't forget your title page is page 1 and is included in your page count.***

- Starting with an 8.5" x 11" page, set your margins:
 - Top - 1.375"
 - Bottom - 1.375"
 - Left - 1.375"
 - Right - 1.375"
- Type your school name (or information you would like to show through the window) in a 5.75" x 1.125" invisible box located 1.625" from the top margin. Keep in mind, you do not want your text to touch the edges of the box.
- In the template on page 2, we used 21 point Optima LT Std Bold font. However, you may use the font and font size of your choice, as long as it fits within the box.
- You may use the rest of the page however you choose.
- We recommend staying .125" away from the outside edges of the name box.

Note

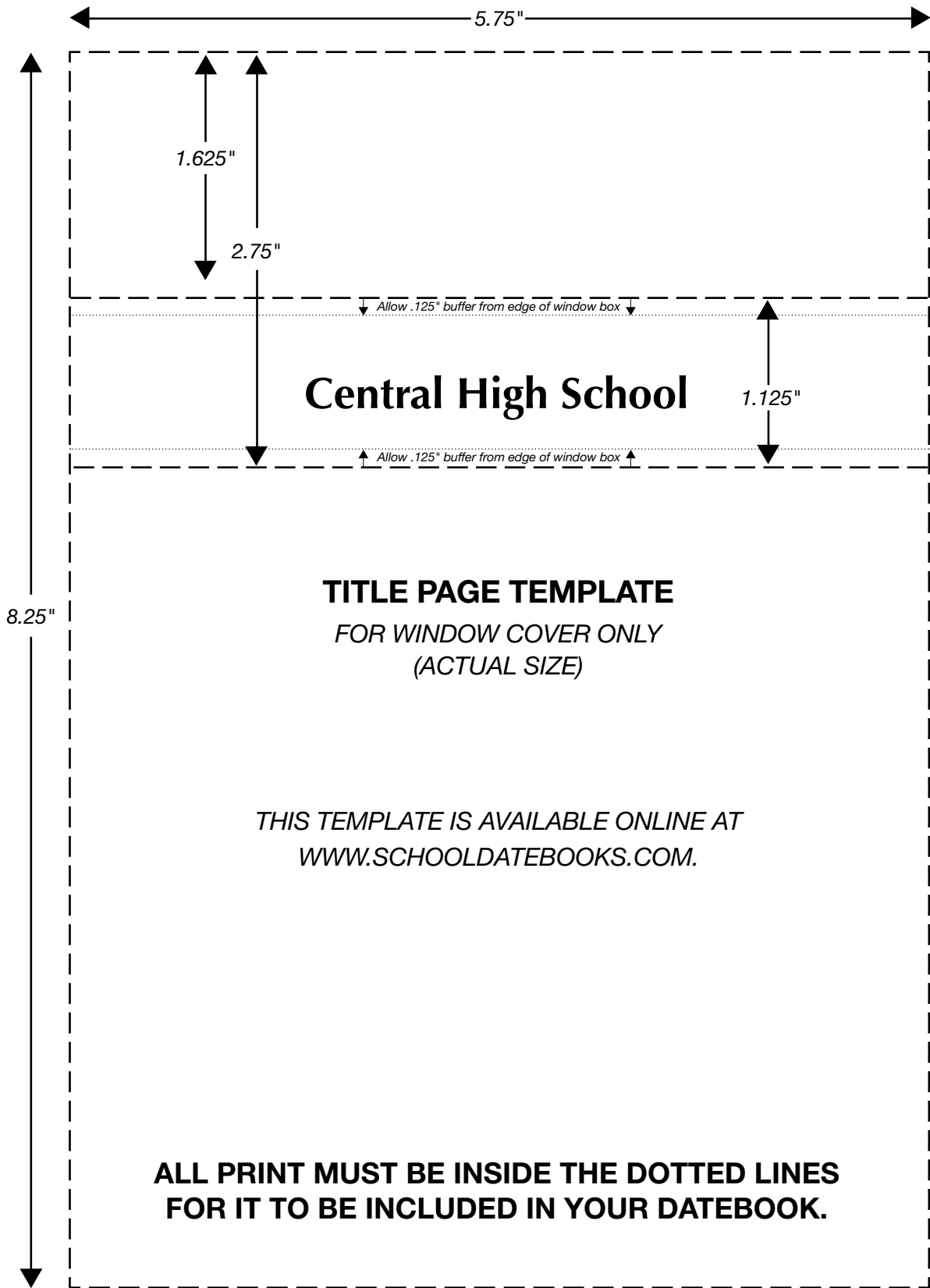
When you submit your title page, if your school name does not properly fit in the cover's window, School Datebooks will shrink your title page proportionally and insert the school year to be visible through the window.

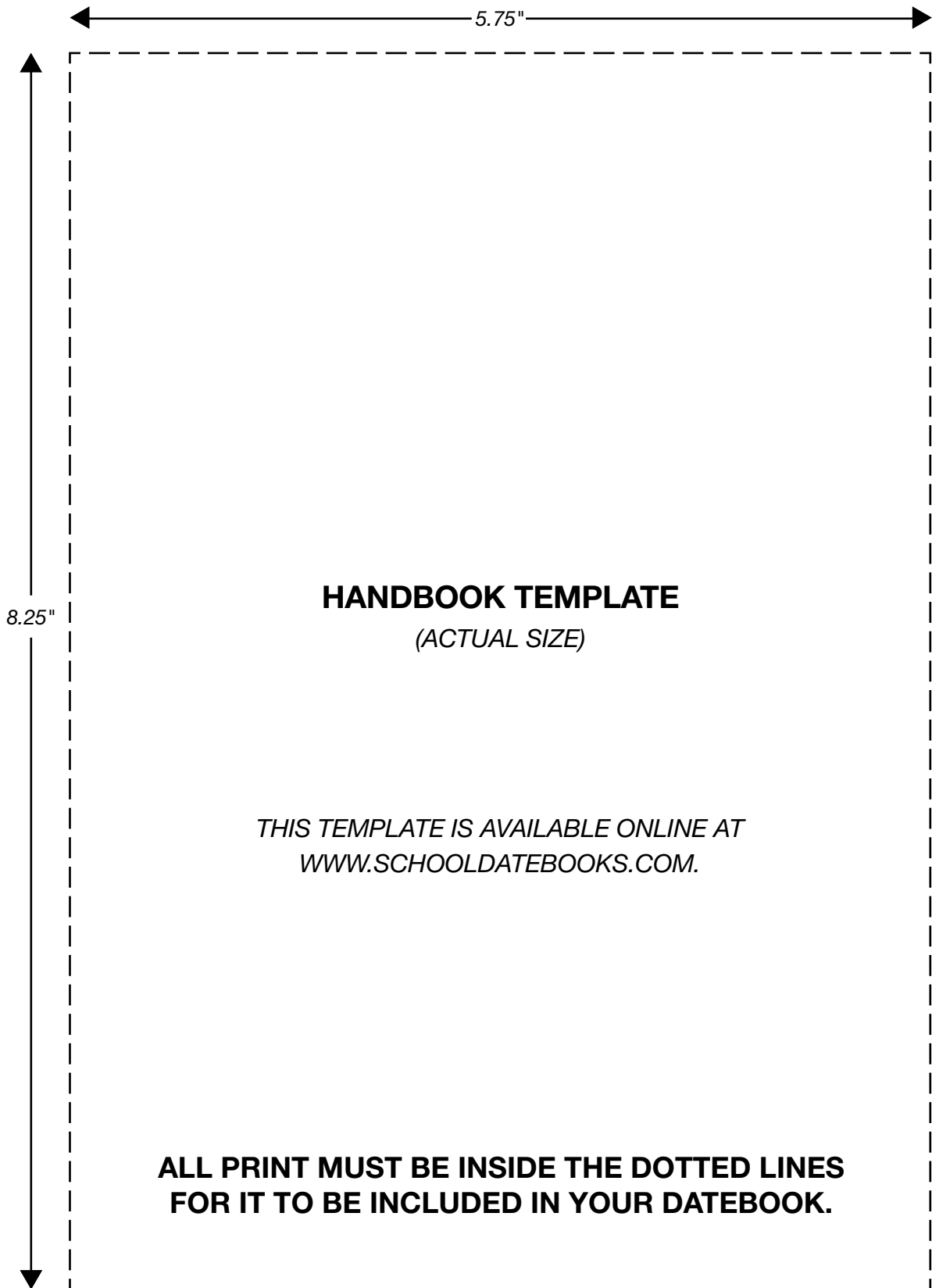
Handbook Margins

The handbook template will be used for your handbook pages. It also will be used for your title page **ONLY** if you have a custom cover.

- Starting with an 8.5" x 11" page, set your margins:
 - Top - 1.375"
 - Bottom - 1.375"
 - Left - 1.375"
 - Right - 1.375"
- You may type your information anywhere within these margins.
- If you find that you need more pages than you ordered after you lay out your information, contact School Datebooks immediately.

ALL TEMPLATES CAN BE DOWNLOADED AT WWW.SCHOOLDATEBOOKS.COM.





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.**

ONLINE TEMPLATES

- We have created online templates for your convenience with the margins already set for you. All you need to do is insert your information. You can access the templates by visiting www.schooldatebooks.com.
- If you chose a window cover, please note there is a separate template for your Title Page.

GENERAL LAYOUT TIPS

- Avoid using 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 that important information is not lost when the student tears the page out.

PROOFING YOUR HANDBOOK

- Proofing your handbook is essential. School Datebooks is not able to alter your handbook in any way.
- Proof it once, twice, and a third time. 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. Don’t forget, the title page is page 1.

SUBMITTING INFORMATION

- Your title page and handbook should be printed on a laser printer on smooth white paper.
- Remember, any imperfections on your printout will also be in the finished datebook.
- Number your pages so they stay in the correct order. School Datebooks will not add or change page numbers on your document.
- 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:

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