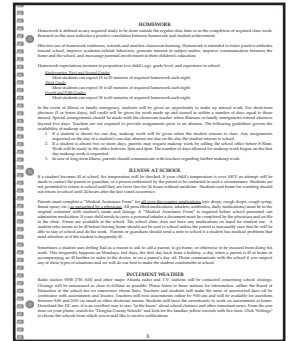# Camera-Ready

HANDBOOK PREPARATION MANUAL

School Datebooks

8.5" x 11" BOOK

INTRODUCTION

Thank you for choosing School Datebooks. This camera-ready handbook preparation manual explains the setup, proof and approval process. For best results, follow these guidelines and submit file as a PDF. Contact your customer service representative if you have any questions or concerns regarding this process.

PREPARING YOUR CAMERA-READY FILES

- It is **very important** to use the correct page setup when submitting your text for print (see page 2).
- Online templates are available, based on the size of the book you have ordered. To access the templates, go to www.schooldatebooks.com and click "Resources".
    - Note: If you ordered a **Window Cover**, there is a separate template for your Title Page.

PAGE COUNT

- Handbooks are printed in 8-page increments.
    - One sheet of paper is two pages.
    - If the number of pages you are submitting is *less than* your contracted page count, you will have the opportunity to select reference pages to meet your page count. These filler pages will appear at the end of your handbook.
    - If the number of pages you submit is *over* your contracted page count, please contact your customer service representative to discuss increasing your contracted page count.

PROOFING YOUR HANDBOOK

- **PROOFING YOUR HANDBOOK IS ESSENTIAL.**
- Proof it once, twice, and a third time. We recommend having different people review and 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 any dates and years are correct and reflective of the upcoming school year.

SUBMITTING INFORMATION

1 Uploading a PDF of your camera-ready handbook is recommended. If you are unsure how to save your file as a PDF, please contact us.

2 Login to the Zone™ to upload and approve your camera-ready pages. Your order confirmation email included a link to your Zone site. You can contact customer service if you need assistance.

3 Upload your handbook by selecting **handbook options** from *Your Notifications*, or click 'Visit Handbook' on the dashboard. Follow the steps to upload, proof and approve.
   - Your proof shows how your handbook will appear when printed. You are approving your handbook **FOR PRINT. PROOFING YOUR HANDBOOK IS ESSENTIAL.** Don't forget – **WYSIWYG!**
   - If you have concerns regarding your proof, contact your customer service representative for assistance. Do not submit 'as is' for print until you are satisfied with your proof.

CAMERA-READY HANDBOOK SUBMISSION CHECKLIST

Use the following checklist prior to uploading your document(s). Only submit final files. School Datebooks will not make changes or corrections to the documents.

- ☐ Is your page setup (paper size and margins) correct based on book size? Using incorrect page setup may result in your handbook content not fitting as expected.

- ☐ Did you order a Window Cover? If so, does your information on the Title Page fit correctly within the window area?

- ☐ Do you have a Table of Contents? If so, have your page numbers been checked for accuracy?

- ☐ Has your school name changed and is this reflected throughout the document?

- ☐ Do you have pages that will be torn out? If so, make sure that tear-out page is an odd-numbered page, followed by a blank, even-numbered page.
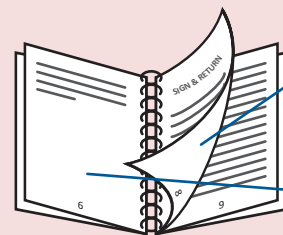
Add a blank after the tear-out

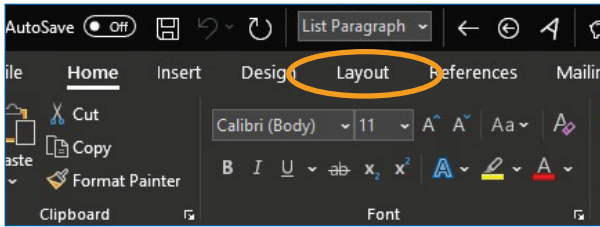You may need a blank here as well to get the tear-out onto its own sheet

- ☐ Have you checked your document for spelling or grammatical errors?
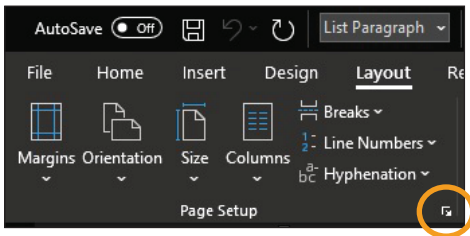
Note:
- If you include copyrighted material, be sure you have approval to use it.

# PAGE SETUP FOR 8.5" x 11" CAMERA-READY HANDBOOK

1. Open Word file. "Select All" of your text (press Ctrl + A).
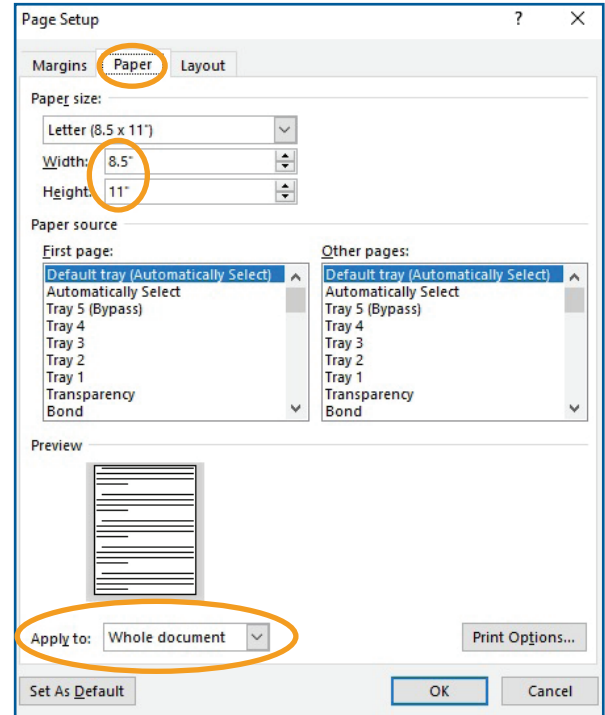
2. Click the "**LAYOUT**" tab at the top of the page.

3. Click on the "**PAGE SETUP**" rollout. This will open the "Page Setup" window.

4. Click on the "**MARGINS**" tab and change the Top, Bottom, Left and Right margins to **.25 inches**. Do not change gutter or gutter position. Make sure you apply these setting to the whole document.
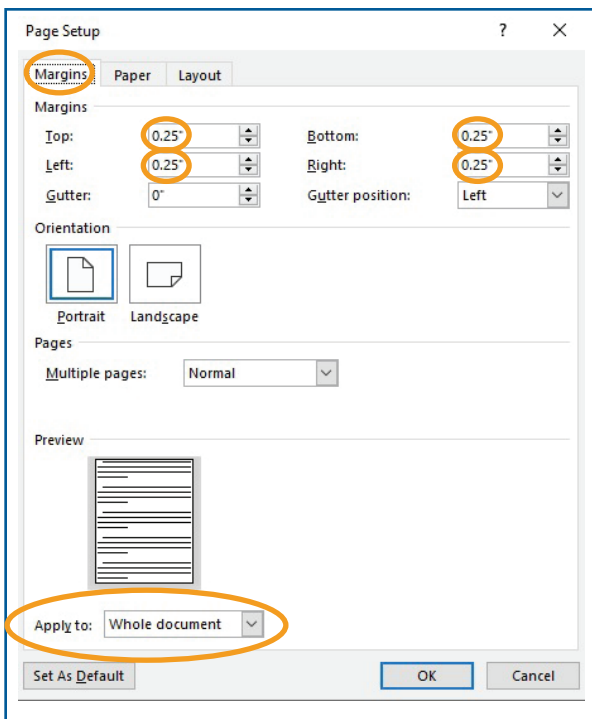
5. Click the "**PAPER**" tab and change the page size to:

   Width = 8.5"   Height = 11"

6. Finally, click the "**LAYOUT**" tab and change the "**Header**" and "**Footer**" to **0"**.
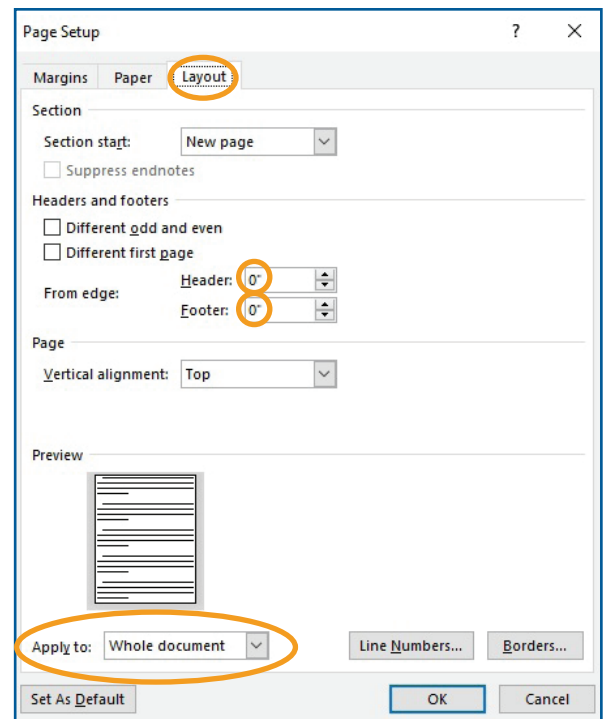
Once you click "OK", you will then need to go back through your file that is now the correct size throughout and ensure proper formatting (i.e., page breaks, custom tabs, and tables within your file).

For best results, use the Camera-Ready handbook guidelines and submit file as a PDF.

THIS TEMPLATE IS AVAILABLE ONLINE AT WWW.SCHOOLDATEBOOKS.COM/RESOURCES.