Camera-Ready

HANDBOOK INSTRUCTIONS

School Datebooks

INTRODUCTION

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

SETTING UP YOUR CAMERA-READY HANDBOOK

- If you need a starting point, Handbook Templates are available for each of our 3 book sizes.
- To access the Templates, go to <u>schooldatebooks.com</u> and click "Submission Guides" in the upper-right corner.
 Note: If you ordered a Window Cover, there is a separate template for your Title Page.

UPLOADING YOUR CAMERA-READY HANDBOOK

- Upload your Camera-Ready Handbook file on the Zone[™] in the Handbook section. We recommend uploading as a PDF file.
- Your order confirmation email includes a link to the Zone[™] website.
- When you upload your Handbook, our system will size the pages for the "best fit". A proof is provided to show exactly how the pages will look when printed.

PAGE COUNT

- Handbooks are printed in 8-page increments.
- One sheet of paper is two pages (front and back).
 - If the number of pages you upload is *less than* your contracted page count, you will be prompted to select reference pages in order to reach your exact page count. These filler pages will appear at the end of your Handbook.
 - If the number of pages you upload is *more than* your contracted page count, please contact your customer service representative to discuss increasing your page count.

PROOFING YOUR HANDBOOK

- PROOFING YOUR HANDBOOK IS ESSENTIAL.
- We recommend reviewing the Proof multiple times for any mistakes.
- Make sure the dates and years are correct and reflective of the upcoming school year.
- WYSIWYG What You See Is What You Get! Your Proof is a representation of what will be printed.

SUBMITTING YOUR HANDBOOK FOR PRINT

- You have 3 options for submitting your Handbook Proof.
 - As Is for print: the Handbook will be sent to print as it currently looks.
 - With Changes for print: We will make the changes you type into the comments box, and *then* send the Handbook to print.
 - For New Proof: We will make the changes you type into the comments box, and then post a new Handbook Proof for you to submit.

CAMERA-READY HANDBOOK SETUP CHECKLIST

Make sure your Handbook file is finalized and ready to print BEFORE uploading. Use the following checklist prior to uploading your file(s).

- □ Have you checked your Handbook for spelling and grammatical errors?
- Does your Handbook include a Table of Contents?
 If so, did you check to make sure it's accurate?
- Does your Handbook include a Staff List or Directory? If so, did you check to make sure it's accurate?
- Did you order a Window Cover? If so, did you use our Title Page Template?

Note:

- If your Handbook includes copyrighted material, be sure you have approval to use it.
- Handbook pages are printed in black and white, unless full-color handbook is ordered on the contract.

8.5" x 11" BOOK

	Attendance: 421-4100 est. 223	day. Xindonia are given a receipt space requiri. 2. If a student's present shows presides, they may not be
	Sample Attendance Message:	served a most. Exception may be made by administration must one by our basis.
	This is parent/parentian name. My phone mandow is contact number. My shift, chief's physicame & law same will be abaant on der & d. date human research for abarety.	Bus Transportation AND a strains is communicate and work effectively with
	 Homework requests may be made if the student is abaset for 3 or more days. 	our families in previde a sole servicement or the bas. Nucleois who for our and a half (1.1.2) miles or more from scheduler in our areas and serviced by the site bas may slide the
	Characterization of the province of the sector of the province	which for Medium communities of adults in a staffic sector of the Medium communities of the Medium Communities of and the Medium Communities of the Medium Communities of the regulation in strain which do not the Medium Communities of the Medium Communities of the Medium Communities of the Medium Communities of the Medium Communities of the Medium Communities of the Medium Communities of the Medium Communities of the Medium Communities of the Medium Communities of the Medium Community of the Medium Communities of the Medium Communiti
	subjective left/heliant. • Manay in most accounts may not be removed without writin approval from parent pandian Alemeter TELE V NOT THEODYING OF PEXADA NERREEN DBC/PEPLANERS CONSIDERINGTING WILL BE	related for two parses percharaced under any sincemationses. If you are moving to matchest wholes in the Thirts of Heunit, the box face meansy well isomafor to the new Heunit school for a loss pars. Euro Entry : All students in the Heunit Nator public school system who static to and Heunit school on a box under constant with the state are subtract to DEE Ealors and Character 17 waith
0000	IMPORED. Meal Card System This is used in efficiency service lamilies and keys shales and since confidential. Upon registration, the student will have a photo shales, a most account ground and a photosis have model student identification and insured. This card is to be movied shapers or account, since it is the for historification	this may start all using the Loris Labors and Laplace by that for by pit of 100 been as shaden or a work that haves. The parameters and by only, much be Releved at all Chinnes. Any and Deleving which the South China and South China and configure, all perceptions. Using an effect of the schedules and configure all perceptions. Using starting and starting serving, students may be suspendiable how the base for a perial of the schedules in the priority of the schedule which are relevant.
00000000000000000000000000000000000000	and add here hard LSAm year CAL, many subtra- pose and the second	Constraints and sectors a



Do you have pages that will be torn out of the book? An example is

a permission slip. If so, we recommend adding a blank page to the

Add a blank page after the tear-out

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

RECOMMENDED PAGE SETUP FOR 8.5" x 11" HANDBOOK

- 1. Open Word file. "Select All" of you text (press Command + A).
- 2. Click the "Layout" tab at the top of the page.

••	Aut	oSave 🔵 of	• G	B-S-C	ə	
Home	Insert	Draw	Desig	n Layout	References M	ailings Review
<mark>A</mark> ~		[Å. v	•		¹ ₂ . Line Numbers	Indent
v ↓ ↓ Text		Orientation		Columns Breaks		<u>→</u> = Left: 0"
Direction		onentation	0.20	Dictaile	bc Hyphenation ∨	=€ Right: 0"

3. Click the "Margins" arrow and select the "Custom Margins" option.



) Auto	Save OF	D A B	9 • C	Q
Home	Insert	Draw	Design	Layout	Reference
↓↓ <mark>A</mark> ~	-	[<u></u>	B • E		✓ ¹ / ₂ : Line
Text Direction		Normal Top: 1", Bo	ttom: 1", Left	: 1", Right: 1"	ypt
-		Narrow Top: 0.5", E	3ottom: 0.5",	Left: 0.5", Ri	ght: 0.5"
-		Moderate Top: 1", Bo	-	: 0.75", Right:	: 0.75"
-		Wide Top: 1", Bo	ttom: 1", Left	: 2", Right: 2"	
-		Mirrored Top: 1", Bo	ttom: 1", Left	: 1.25", Right:	1"
	Custo	om Margir	ns		

4. Enter **.25 inches** in the Top, Bottom, Left, and Right fields. Make sure the "Apply to: Whole document" is selected!

Document				
Margins	Layout Docume	nt Grid		
Top: .25	•			
Bottom: .25	•			
Left: .25	•			
Right: .25	•			
Gutter: 0"	•			
Gutter Position: Left 🤤				
Pages				
Multiple Pages: Normal	\odot			
Apply to: Whole document				
Default Page Setup		Cancel OK		

RECOMMENDED PAGE SETUP FOR 8.5" x 11" HANDBOOK

5. Click the "Page Setup ..." button .

Document				
	Margins	Layout	Docume	nt Grid
Top:	.25	•		
Bottom:	.25	\$		
Left:	.25	\$		
Right:	.25	•		
Gutter:	0"	•		
Gutter Position:	Left ᅌ			
Pages				
Multiple Pages:	Normal		0	
Apply to: Who	le documen	+		
Apply to. Who	ie uocumen	t 📀		
Default Pag	je Setup			Cancel OK

6. Select the "Paper Size:" dropdown and then select "Manage Custom Sizes"

Page Setup					
	Page Attributes 📀				
Format For:	10.0.0.5				
Paper Size:	Paper Size: US Letter 8.50 by 11.00 inches				
Orientation:	Orientation: 💋 🖅 Portrait 🔿 🕬 Landscape				
Scale: 100%					
?	Cancel				

7. Change the page size to: Width = 8..5" x 11"

Untitled	Paper Size: 8.5 in 11 in Height
	Non-Printable Area:
	User Defined
	0 in Top 0 in Left Bottom
+ - © ~	
?	Cancel OK

8. Click "OK". Click "OK" again. And then select the "Layout" tab. Change the "Header" and "Footer" to 0".

Document				
Margins Layout Docum	nent Grid			
Section				
Section start: New page 📀				
Suppress endnotes				
Headers and Footers				
Different odd and even				
Different first page				
Header:				
From edge: Footer:				
Page				
Vertical alignment: Top				
Apply to: Whole document 🕤 ine Num	Borders			
Default Page Setup	Cancel OK			

Remember: You Camera-Ready Handbook is *your* Handbook. Set it up however you want it to look! We recommend following the Camera-Ready Handbook guidelines and submitting your Handbook as a PDF file.

> Handbook Templates are available online at schooldatebooks.com/submission-guides Located underneath "Handbook Instructions"