Camera-Ready

HANDBOOK INSTRUCTIONS

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 schooldatebooks.com 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?

☐ 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 opposite side of that tear-out page.
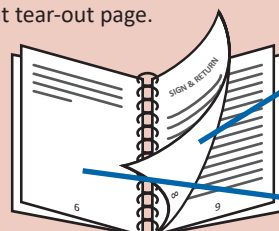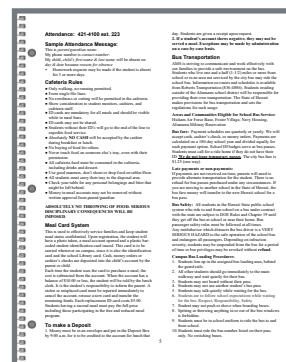

Add a blank page after the tear-out

You may need to add a blank page here as well to get the tear-out onto its own sheet
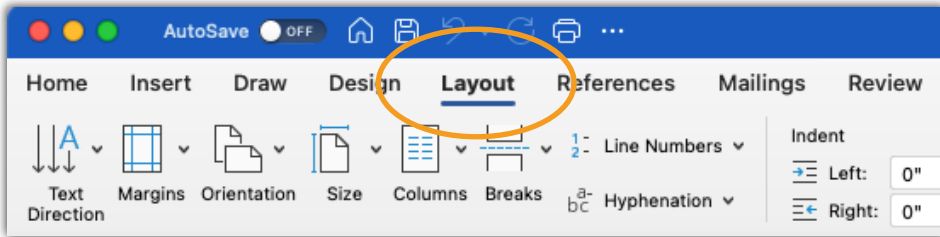
Note:
- If your Handbook includes copyrighted material, be sure you have approval to use it.
- Handbook pages are printed in black and white, unless full-color handbook is ordered on the contract.
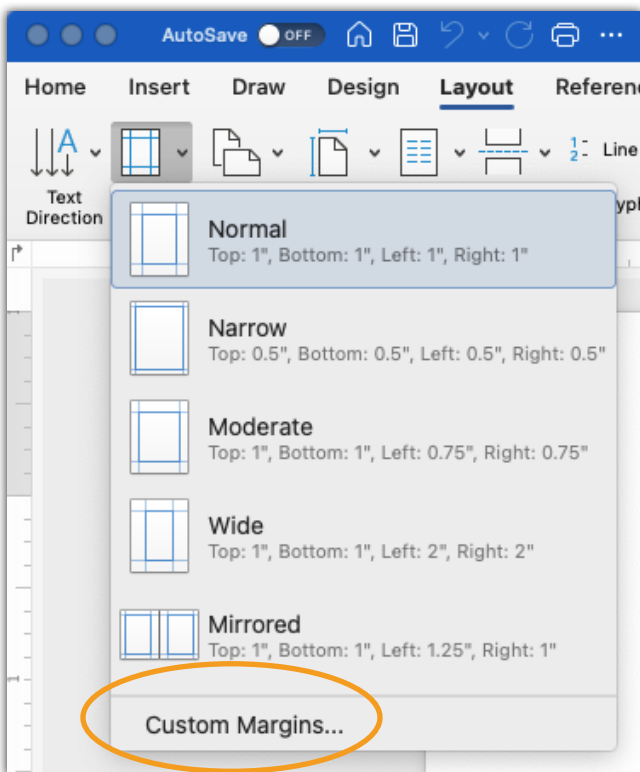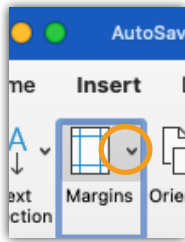
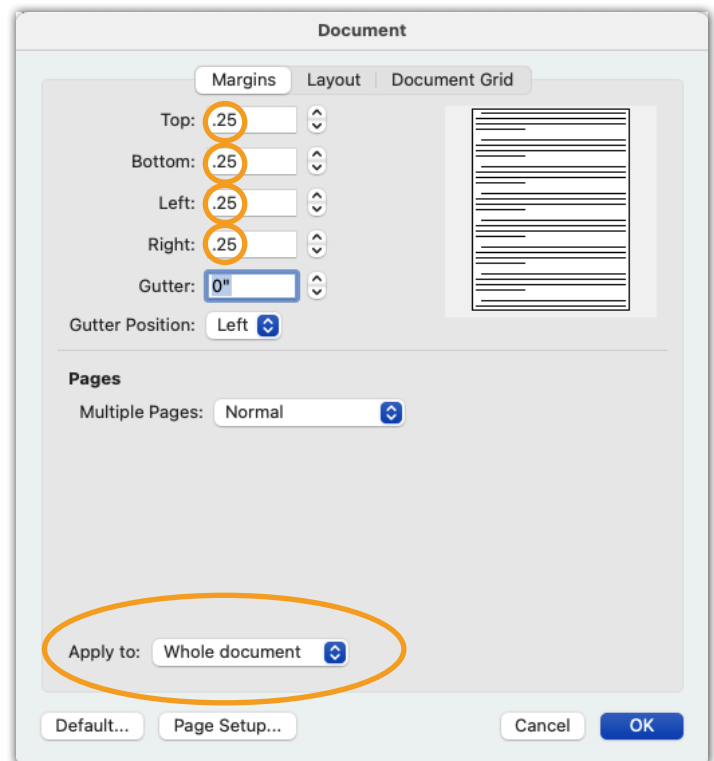1. Open Word file. "Select All" of you text (press Command + A).

2. Click the "Layout" tab at the top of the page.

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

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

RECOMMENDED PAGE SETUP FOR 8.5" x 11" HANDBOOK

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

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

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

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

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