

# Camera-Ready

## HANDBOOK INSTRUCTIONS



6.625" x 9" BOOK

### 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](http://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.

HILLTOP COMMUNITY RESOURCES			
Corporate Office	1333 Horvath Ave.	242-8400	Fax: 242-8486
Home Campus	1485 Wellington Ave.	242-3952	Fax: 242-8409
Family Connections	1128 Colorado Ave.	242-8626	Fax: 242-2337
Family Fair	1128 Colorado Ave.	242-8680	Fax: 242-5224
Family Resource Center	1128 Colorado Ave.	242-4106	Fax: 242-5224
Health Access & 8th Floor	1128 Colorado Ave.	242-8680	Fax: 242-5224
IT Office & Help Desk	8625 N. 1st Street	242-8484	Fax: 242-5477
Laborer Union	1128 Colorado Ave.	242-8524	Fax: 242-5106
Maintenance & Property Services	8625 N. 1st Street	242-8480	Fax: 242-5477
Maternal Family Resource Ctr.	588 S. 1st Street	252-7441	Fax: 252-3640
Senior Daybreak	1628 Colorado Ave #64	242-7756	Fax: 242-4976
The Commons	4227 E. 12th Road	242-3323	Fax: 242-5622
The Foundation	5203 N. 1st Street	242-8400	Fax: 242-7962
Volunteer Services	1128 Colorado Ave.	242-8679	Fax: 242-5984
Workforce Center	5122 N. 1st Street	242-8473	Fax: 252-5224

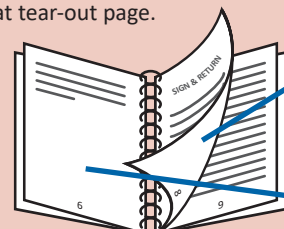
  

SELECT THE ACCOUNT CODES			
Building/General Maintenance	6300	Food	6480
Cell Phone	6321	Motor Equipment	6270
Class Fund	6811	MS Motor Equipment	6571
Class Supplies	6812	Office Supplies	6180
Classroom Printing	6249	Program Supplies	6731
Classroom Printing	6249	Recruitment/Retention	6480
Classroom Printing	6249	Supplies	6280
Equip. Repair & Maintenance	6300	Tuition	6280

### 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

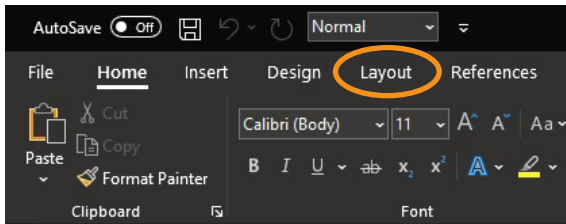
You may need to add a blank page here as well to get the tear-out onto its own sheet

#### Note:

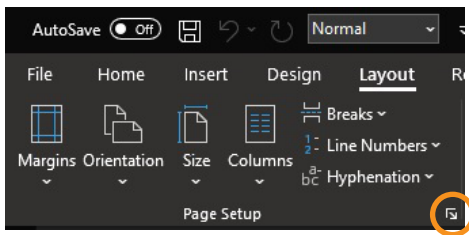
- If your Handbook includes copyrighted material, be sure you have approval to use it.
- Handbook pages are printed in black and white, unless full-color handbook is ordered on the contract.

# RECOMMENDED PAGE SETUP FOR 6.625" x 9" HANDBOOK

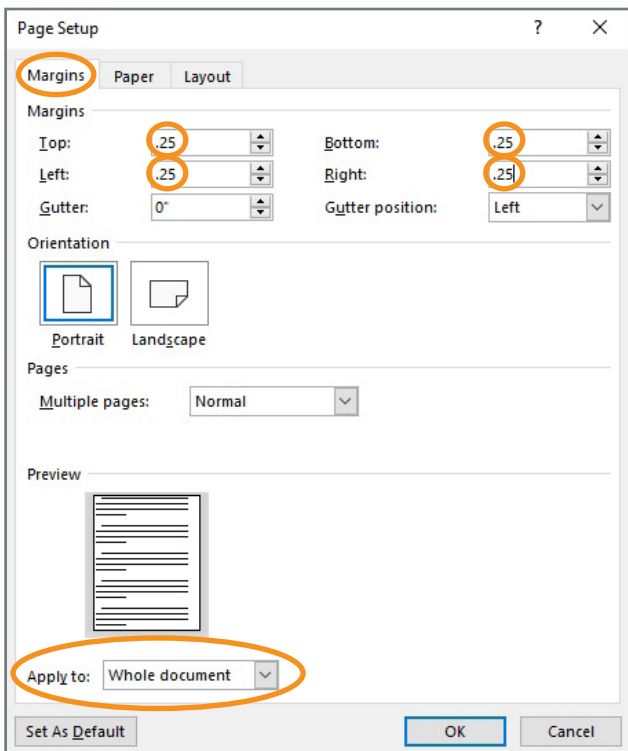
1. Open Word file and select all of your text (press Ctrl + A).
2. Click the "LAYOUT" tab at the top of the page.



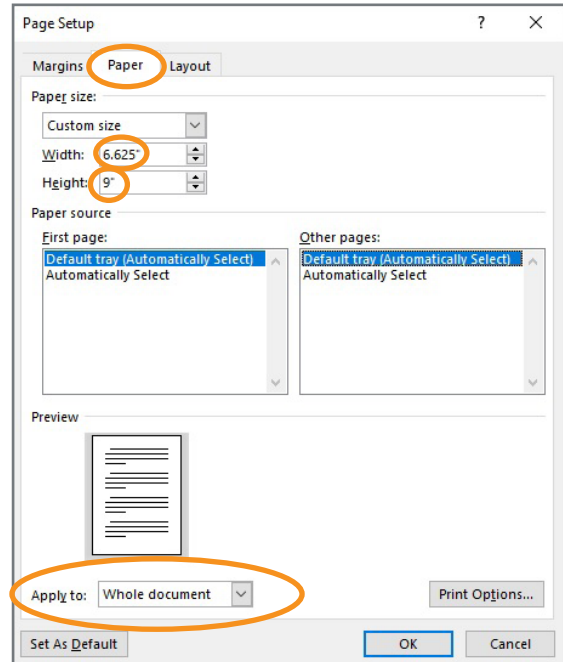
3. Click on the "PAGE SETUP" rollout arrow. This will open the Page Setup window.



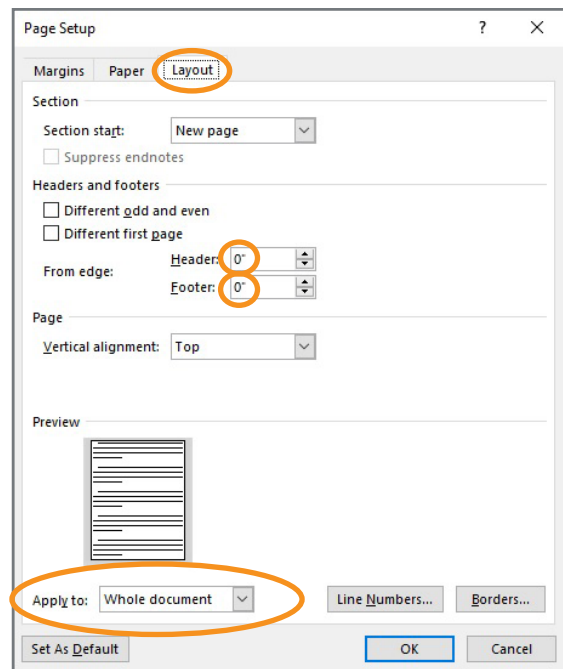
4. Click on the "MARGINS" tab and change the margins to **0.25" on all four sides**. Make sure you apply these settings to the whole document.



5. Click the "PAPER" tab and change the paper size to: Width = 6.625" Height = 9"



6. Finally, click the "LAYOUT" tab and change the Header and Footer to 0".



Remember: Your 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](http://schooldatebooks.com/submission-guides)

Located underneath "Handbook Instructions"