

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 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

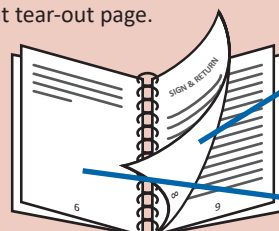
- You have 3 options for submitting your Handbook Proof.
 - **As Is for print:** the Handbook will be sent to print as it currently looks.
 - **With Changes for print:** We will make the changes you type into the comments box, and *then* send the Handbook to print.
 - **For New Proof:** We will make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



Note:

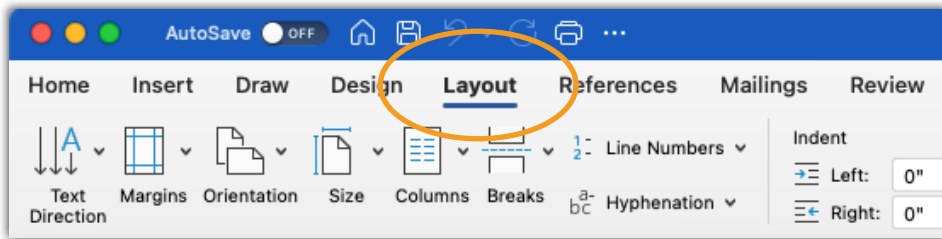
- If your Handbook includes copyrighted material, be sure you have approval to use it.
- Handbook pages are printed in black and white, unless full-color handbook is ordered on the contract.

BILL TOP COMMUNITY RESOURCES			
Corporate Office	1311 Harrison Ave.	242-4600	Fax: 242-4606
Home Campus	1400 Wellington Ave.	242-3952	Fax: 242-4609
Family Connections	1120 Colorado Ave.	244-0626	Fax: 241-2301
Family Care	1120 Colorado Ave.	244-0600	Fax: 241-2324
Family Resource Center	1120 Colorado Ave.	243-4030	Fax: 241-2324
Health Access & 24/7 Helpline	1120 Colorado Ave.	244-0600	Fax: 241-2324
IT Office & Help Desk	3625 N. 15 th Street	244-0444	Fax: 241-5477
Laboratory	1120 Colorado Ave.	241-6524	Fax: 241-5398
Maintenance & Property Services	3625 N. 15 th Street	244-0800	Fax: 241-5477
Montessori Family Resource Ctr.	590 S. 1st Street	252-7441	Fax: 252-1960
Senior Daybreak	1620 Harrison Ave #64	241-7768	Fax: 241-6776
The Commons	4027 27 1/2 Road	241-3333	Fax: 249-2422
The Foundation	3200 N. 15 th Street	243-8600	Fax: 241-7962
Volunteer Services	1120 Colorado Ave.	244-0679	Fax: 241-5984
Workforce Center	512 29th St. West	240-0871	Fax: 227-2219
SELECT THE ACCOUNT CODES			
Building/General Maintenance	6200	Food	4800
Cell Phones	6221	Motor Equipment	4210
Class Fund	6811	MIS Motor Equipment	4571
Class Supplies	6812	Office Supplies	4000
Capital Planning	6111	Program Supplies	4110
Child Welfare Services	6249	Recreation/Recreation	4200
Computer Training	6200	Supplies	4200
Copy, Repair & Maintenance	6300	Tariff	4200

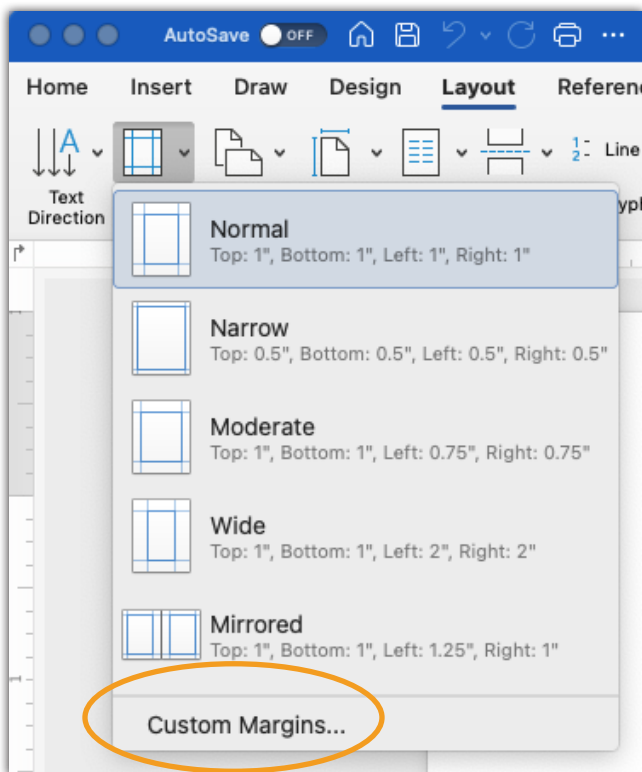
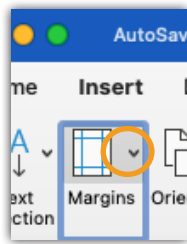
RECOMMENDED PAGE SETUP FOR 6.625" x 9" HANDBOOK

1. Open Word file. "Select All" of you text (press Command + A).

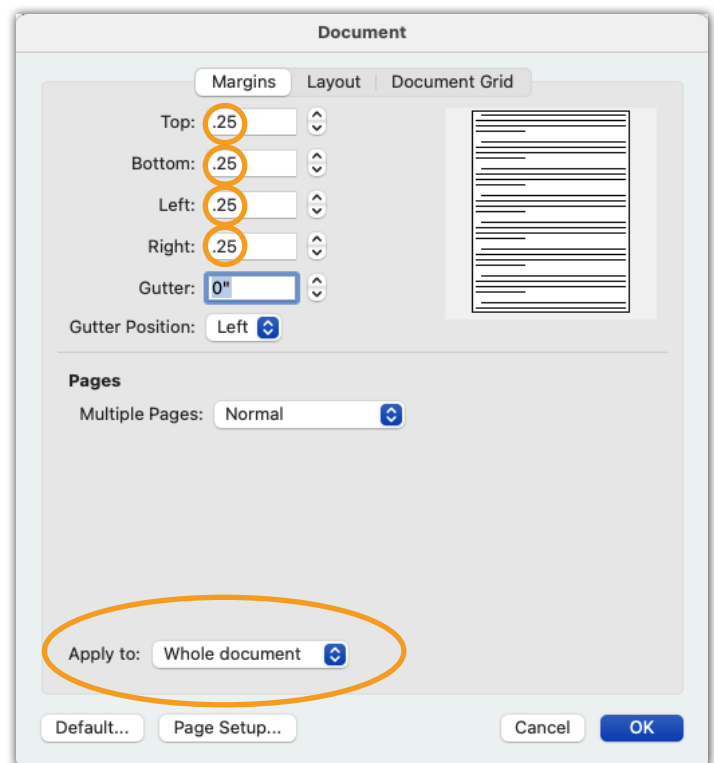
2. Click the "Layout" tab at the top of the page.



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



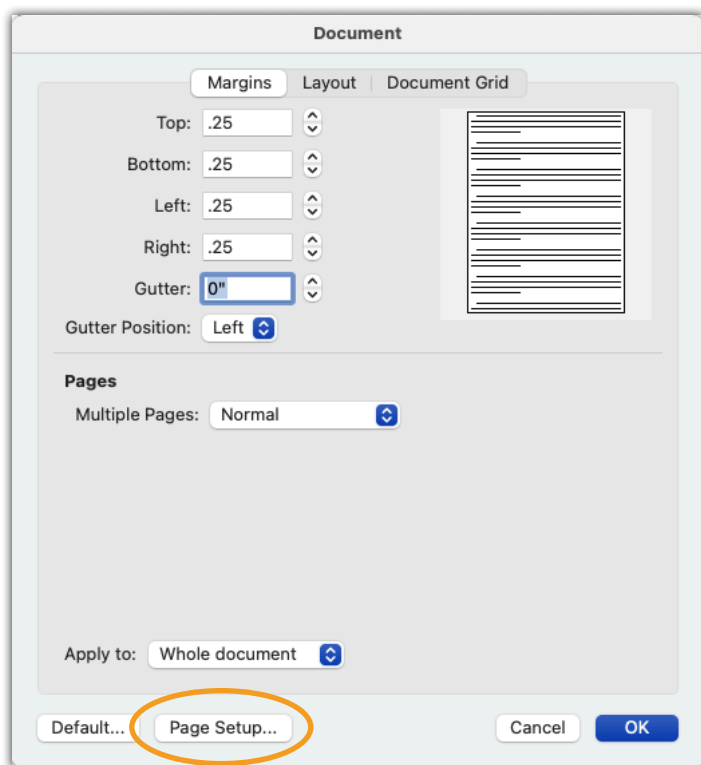
4. Enter **.25 inches** in the Top, Bottom, Left, and Right fields. Make sure the "Apply to: Whole document" is selected!



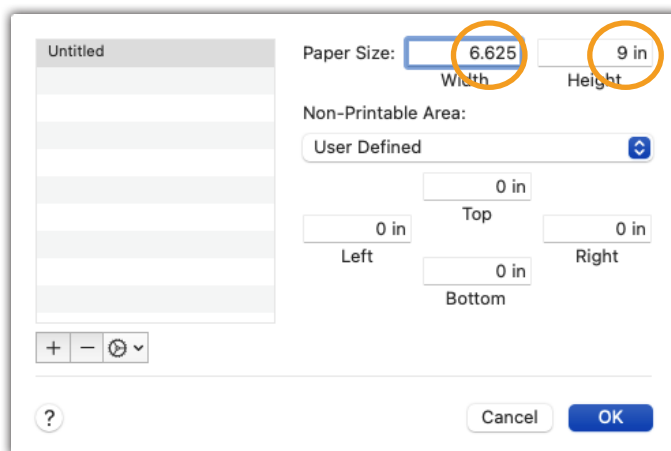
CONTINUED ON NEXT PAGE

RECOMMENDED PAGE SETUP FOR 6.625" x 9" HANDBOOK

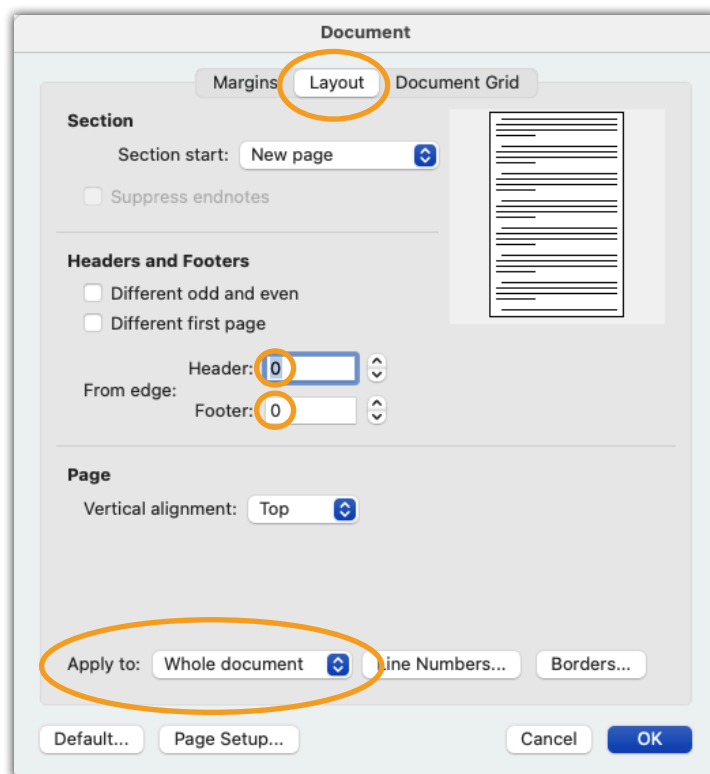
5. Click the "Page Setup ..." button .



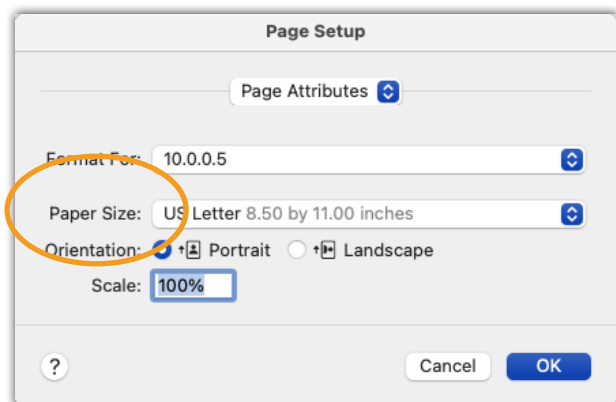
7. Change the page size to:
Width = 6.625" x 9"



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



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



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"