

Camera-Ready

HANDBOOK INSTRUCTIONS



6.625" x 9" BOOK

HILLTOP COMMUNITY RESOURCES			
Community Office	1333 Horvath Ave.	242-4600	Fax: 242-4646
Home Campus	1485 Wellington Ave.	242-3952	Fax: 242-4609
Family Connections	1129 Colorado Ave.	242-8626	Fax: 242-3237
Family Fair	1129 Colorado Ave.	244-0660	Fax: 241-5224
Family Resource Center	1129 Colorado Ave.	242-4036	Fax: 241-5224
Health Access & 8th Floor	1129 Colorado Ave.	244-0650	Fax: 241-5224
IT Office & Help Desk	6625 N. 1st Street	244-0444	Fax: 241-5477
Laborer Union	1129 Colorado Ave.	241-6524	Fax: 242-5106
Maintenance & Property Services	6625 N. 1st Street	244-0650	Fax: 241-5477
Emergency Contact	244-0111		
Mountain Family Resource Ctr.	548 S. 1st Street	252-7441	Fax: 252-3460
Student Activities	1629 Mountain Ave #44	242-7796	Fax: 242-4976
The Commons	4227 1/2 Road	241-3153	Fax: 244-5622
The Foundation	5205 N. 1st Street	242-8600	Fax: 241-7962
Volunteer Services	1129 Colorado Ave.	244-0679	Fax: 242-5984
Workforce Center	5122 N. Blvd.	242-4671	Fax: 252-5218

SELECT THE ACCOUNT CODES			
Building/General Maintenance	6300	Food	6480
Cell Phones	6221	Motor Equipment	6270
Class Fund	6611	MS Motor Equipment	6571
Class Supplies	6612	Office Supplies	6160
Capital Projects	6240	Program Supplies	6170
Classroom Supplies	6241	Recruitment/Registration	6260
Construction	6200	Supplies	6200
Equip. Repair & Maintenance	6300	Tuition	6200

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

- Your Camera-Ready Handbook is *your* Handbook. Set it up however you want it to look!
- 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.

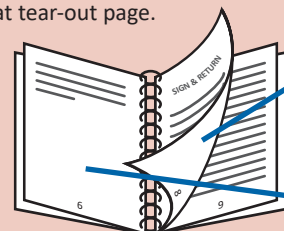
SUBMITTING YOUR HANDBOOK FOR PRINT

- 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).

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Have you checked your Handbook for spelling and grammatical errors? <input type="checkbox"/> Does your Handbook include a Table of Contents? If so, did you check to make sure it's accurate? <input type="checkbox"/> Does your Handbook include a Staff List or Directory? If so, did you check to make sure it's accurate? <input type="checkbox"/> Did you order a Window Cover? If so, did you use our Title Page Template? | <ul style="list-style-type: none"> <input type="checkbox"/> 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. |
|--|--|



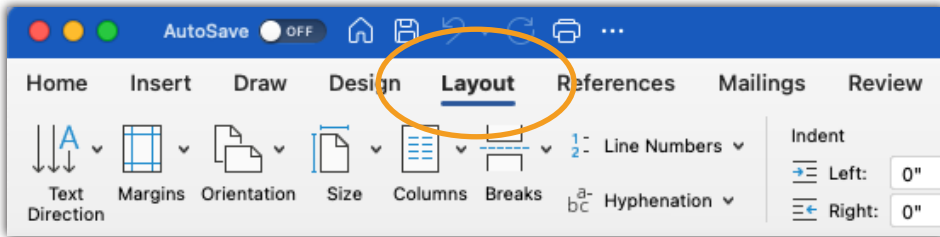
Note:

- 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.

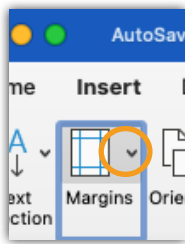
PAGE SETUP FOR 6.625" x 9" CAMERA-READY HANDBOOK

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

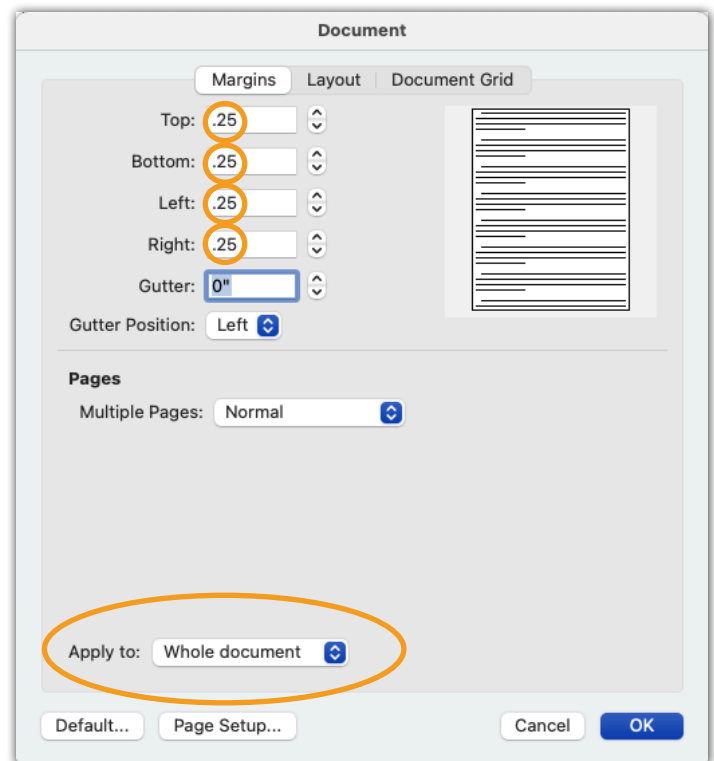
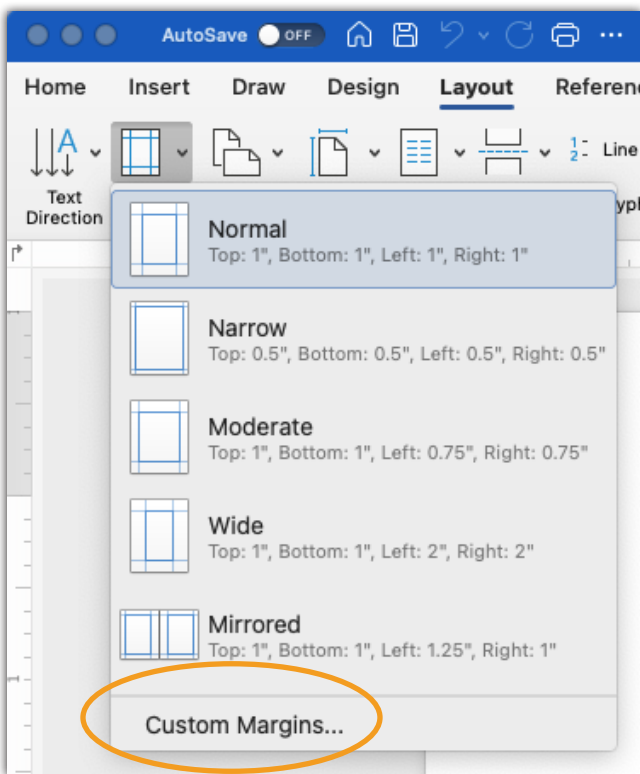
2. Click the "Layout" tab at the top of the page.



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

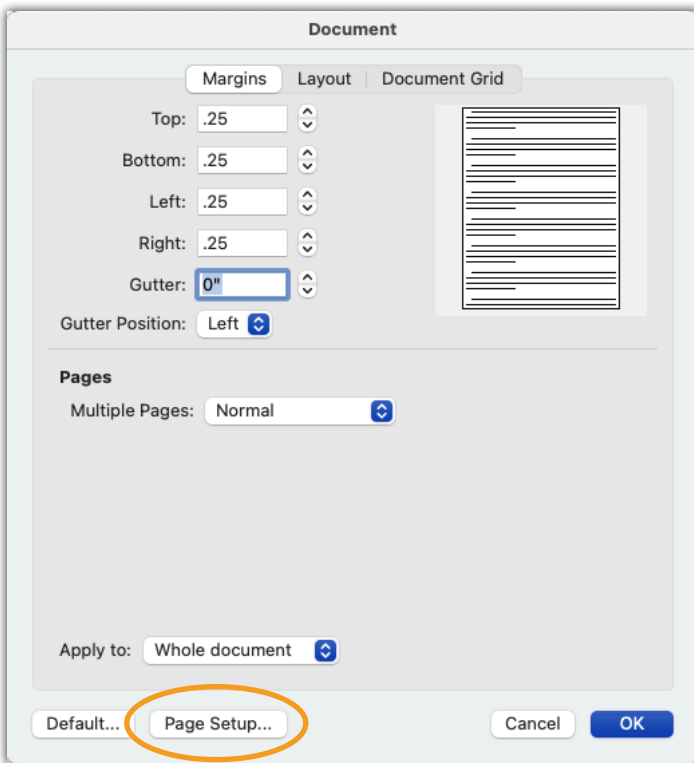


4. Enter **.25 inches** in the Top, Bottom, Left, and Right fields. Make sure the "Apply to: Whole document" is selected!

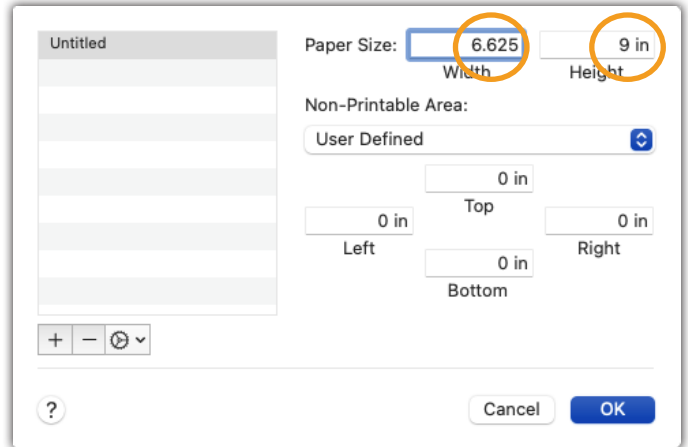


PAGE SETUP FOR 6.625" x 9" CAMERA-READY HANDBOOK

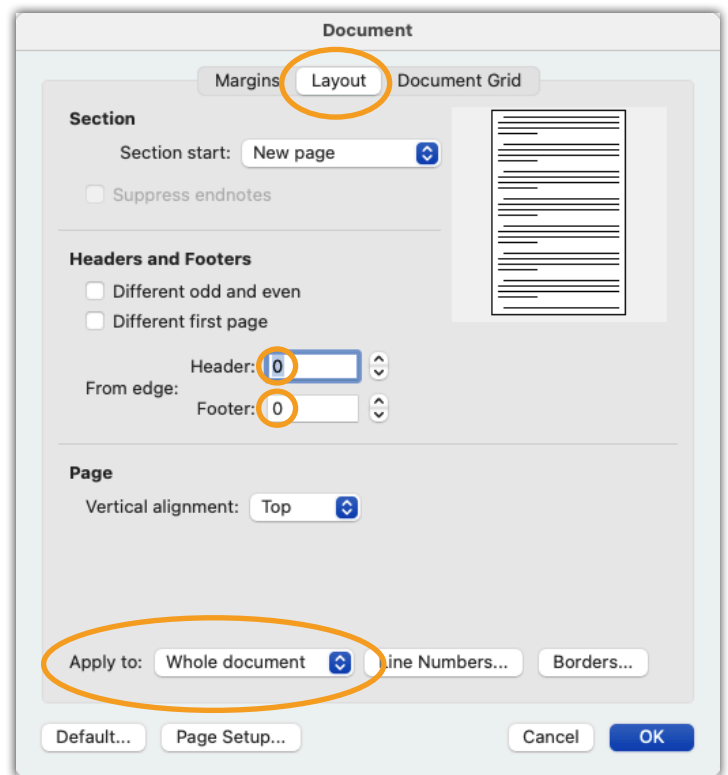
5. Click the "Page Setup ..." button .



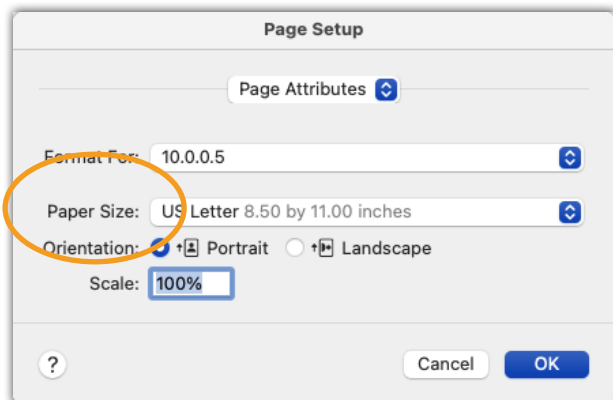
7. Change the page size to:
Width = 6.625" x 9"



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: 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

Located underneath "Handbook Instructions"