Custom Book

CAMERA-READY HANDBOOK PREPARATION & SUBMISSION MANUAL

INTRODUCTION

Thank you for choosing School Datebooks. This camera-ready handbook preparation and submission manual explains the setup and submission process. For best results, follow these guidelines and submit file as a PDF. Contact your customer service representative if you have any questions or concerns regarding this process.

PREPARING YOUR CAMERA-READY FILES

- It is **very important** to use the correct page setup when submitting your text for print (see page 2).
- Online templates are available, based on the size of the book you have ordered. For Microsoft Word templates, go to www.schooldatebooks.com and click "Resources". Adobe InDesign templates are also available; to find out more, please contact your customer service representative at 800.705.7526.

PROOFING YOUR HANDBOOK

- **PROOFING YOUR HANDBOOK IS ESSENTIAL.**
- Proof it once, twice, and a third time. We recommend having different people review and get "fresh eyes" on the layout.
- **WYSIWYG** – What You See Is What You Get! If it's on the layout you send to us, it will be in your handbook.
- Make sure any dates and years are correct and reflective of the upcoming school year.
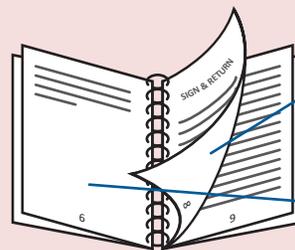
SUBMITTING INFORMATION

1 We prefer print-ready PDF files for camera-ready information. However, if you prefer to send us native files, be sure to PACKAGE your InDesign files to include fonts, images, and any additional files. These can be submitted as a .ZIP or other compressed format to ensure all files are uploaded.

2 Login to the Zone™ to upload your camera-ready handbook and any other book-related materials. Your order confirmation email included a link to your Zone site.

3 Upload your handbook by selecting **Start Handbook** under your order for this year, or click on the 'Handbook' icon. Follow the steps to upload all of your files and submit them to School Datebooks.
- Once your files are submitted, School Datebooks will generate a proof. You will then have an opportunity to make sure everything is appearing as expected, and select any filler pages needed to fill out your contracted page count.

See Page 2 for page setup details!

CAMERA-READY HANDBOOK SUBMISSION CHECKLIST

Use the following checklist prior to uploading your document(s). Only submit final files. School Datebooks will not make changes or corrections to the documents.

- ❑ Is your page setup (page size and margins) correct based on book size? Using incorrect page setup may result in your handbook content not fitting as expected.
- ❑ We suggest exporting a print-ready PDF for submission. If you are uploading the native files, have you packaged your files to include all fonts, images, and additional files used?
- ❑ Do you have a Table of Contents? If so, have your page numbers been checked for accuracy?
- ❑ Has your school name changed and is this reflected throughout the document?
- ❑ Have you checked your document for spelling or grammatical errors?

- ❑ Do you have pages that will be torn out? If so, make sure that tear-out page is an odd-numbered page, followed by a blank, even-numbered page.

Add a blank after the tear-out

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

Note:

- If you include copyrighted material, be sure you have approval to use it.

PAGE SETUP FOR CUSTOM BOOK CAMERA-READY HANDBOOK

ADOBE INDESIGN

SMALL BOOK (5.5" x 8.5")

Intent: Print
Number of Pages: 8 ☑ Facing Pages
Start Page #: 1 ☐ Primary Text Frame

Page Size: Letter - Half
Width: 5.5 in Orientation: ▯ ▭
Height: 8.5 in

Margins
Top: 0.375 in Inside: 0.4375 in
Bottom: 0.375 in Outside: 0.3125 in

MIDSIZE BOOK (6.625" x 9")

Intent: Print
Number of Pages: 8 ☑ Facing Pages
Start Page #: 1 ☐ Primary Text Frame

Page Size: [Custom]
Width: 6.625 in Orientation: ▯ ▭
Height: 9 in

Margins
Top: 0.375 in Inside: 0.75 in
Bottom: 0.375 in Outside: 0.375 in

LARGE BOOK (8.5" x 11")

Intent: Print
Number of Pages: 8 ☑ Facing Pages
Start Page #: 1 ☐ Primary Text Frame

Page Size: Letter
Width: 8.5 in Orientation: ▯ ▭
Height: 11 in

Margins
Top: 0.5 in Inside: 0.75 in
Bottom: 0.5 in Outside: 0.5 in

MICROSOFT WORD

SMALL BOOK (5.5" x 8.5")

Margins | **Paper** | Layout
Paper size:
Statement
Width: 5.5"
Height: 8.5"

Margins | Paper | Layout
Margins
Top: 0.375" Bottom: 0.375"
Left: 0.375" Right: 0.375"
Gutter: 0" Gutter position: Left

MIDSIZE BOOK (6.625" x 9")

NOTE: After you enter 6.625, Microsoft Word will display 6.63. The full 6.625 is stored internally.

Margins | **Paper** | Layout
Paper size:
Custom size
Width: 6.63
Height: 9"

Margins | Paper | Layout
Margins
Top: 0.375" Bottom: 0.375"
Left: 0.5625" Right: 0.5625"
Gutter: 0" Gutter position: Left

LARGE BOOK (8.5" x 11")

Margins | **Paper** | Layout
Paper size:
Letter
Width: 8.5"
Height: 11"

Margins | Paper | Layout
Margins
Top: 0.5" Bottom: 0.5"
Left: 0.625" Right: 0.625"
Gutter: 0" Gutter position: Left

For all sizes, in the "Layout" tab, make sure the Header and Footer are set to zero. And be sure to apply the size and margins to the entire file! Apply to: Whole document