

Print-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 Print-Ready Handbook. For best results, follow these guidelines and submit your handbook as a PDF file. Please contact your Account Manager if you have any questions or concerns regarding this process.

SETTING UP YOUR PRINT-READY HANDBOOK

- Print-Ready means ready for print. These handbook pages will be inserted to the front of your planner.
- 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**, you will want to access the **Title Page Templates**.

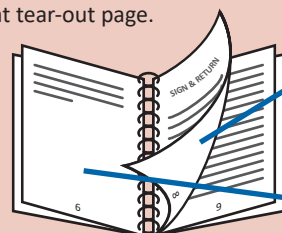
| HILLTOP COMMUNITY RESOURCES | | | |
|---------------------------------|--------------------------------|----------|---------------|
| Corporate Office | 1333 Horvath Ave. | 242-4600 | Fax: 242-4646 |
| Boone Campus | 1485 Wollington Ave. | 242-3922 | Fax: 242-4609 |
| Family Connections | 1128 Colorado Ave. | 242-9626 | Fax: 242-2207 |
| Family Fair | 1128 Colorado Ave. | 242-9600 | Fax: 242-5224 |
| Family Resource Center | 1128 Colorado Ave. | 242-4036 | Fax: 242-5224 |
| Health Access @ 8th Street | 1128 Colorado Ave. | 242-9600 | Fax: 242-5224 |
| IT Office & Help Desk | 1625 N. 1 st Street | 242-9444 | Fax: 242-5477 |
| Laborer Union | 1128 Colorado Ave. | 242-6524 | Fax: 242-5106 |
| Maintenance & Property Services | 1625 N. 1 st Street | 242-9600 | Fax: 242-5477 |
| Mountain Family Resource Ctr. | 548 E. 1st Street | 252-7441 | Fax: 252-3460 |
| Senior Daybreak | 1625 Mountain Ave #44 | 242-7756 | Fax: 242-4976 |
| The Community | 4227 21 st Road | 242-3323 | Fax: 242-5622 |
| The Foundation | 3203 N. 1 st Street | 242-8400 | Fax: 242-7962 |
| Volunteer Services | 1128 Colorado Ave. | 242-9679 | Fax: 242-5984 |
| Workforce Center | 512 29 th Street | 242-9673 | Fax: 252-5218 |

| HILLTOP ACCOUNTS | | | |
|------------------------------|------|-----------------------|------|
| Building/General Maintenance | 6200 | Fuel | 6480 |
| Cell Phones | 6221 | Minor Equipment | 6270 |
| Class Fund | 6611 | MS Major Equipment | 6571 |
| Class Supplies | 6612 | Office Supplies | 6180 |
| Contract Printing | 6111 | Program Supplies | 6170 |
| Classroom Supplies | 6249 | Accounting/Management | 6480 |
| Equipment Financing | 6200 | Printing | 6200 |
| Equip. Repair & Maintenance | 6200 | Travel | 6200 |

PRINT-READY HANDBOOK 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 you are signed up for a full-color handbook on your contract.

UPLOADING YOUR PRINT-READY HANDBOOK

- Your order confirmation email includes a link to our Zone™ website.
- Upload your Print-Ready Handbook file on the Zone™ in the **Handbook** section. We recommend uploading a single PDF file.
- When you upload your Handbook, our system will size the pages for the "best fit". A proof is then generated 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 Account Manager to discuss increasing your page count.

PROOFING YOUR HANDBOOK

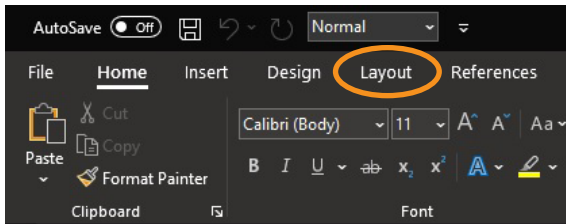
- **PROOFING YOUR HANDBOOK IS ESSENTIAL.**
- We recommend reviewing the Proof multiple times to catch any mistakes.
- Make sure the dates and years are correct and reflective of the upcoming school year.
- **WYSIWYG – What You See Is What You Get!** Your Proof is a representation of what will be printed.

SUBMITTING YOUR HANDBOOK FOR PRINT

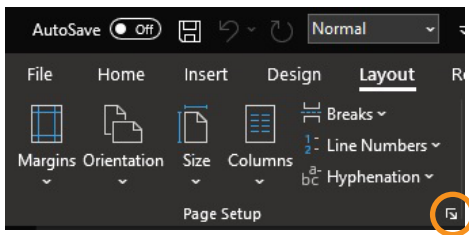
- You have 3 options for submitting your Handbook Proof.
 - **As Is for print:** the Handbook will be sent to print as it currently looks.
 - **With Changes for print:** We will make the changes you type into the comments box, and *then* send the Handbook to print.
 - **New Proof:** We will make the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

RECOMMENDED PAGE SETUP FOR 6.625" x 9" HANDBOOK

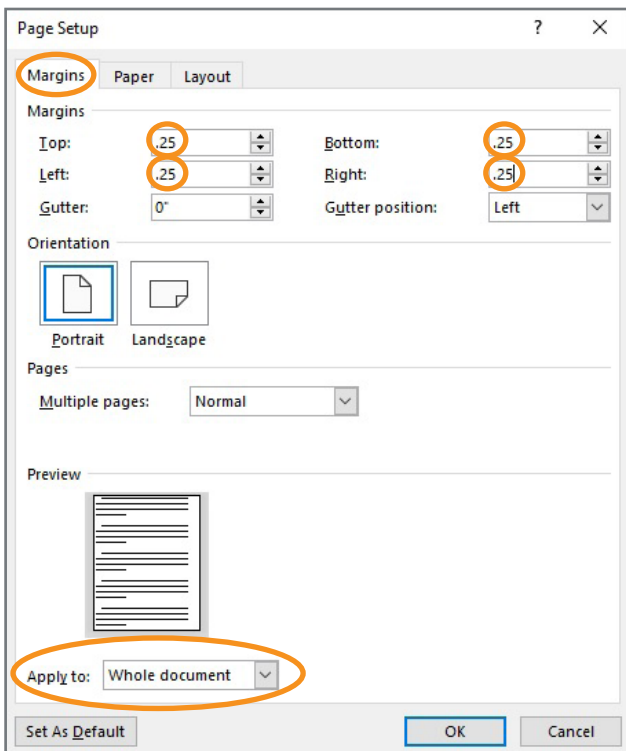
1. Open Word file and select all of your text (press Ctrl + A).
2. Click the "LAYOUT" tab at the top of the page.



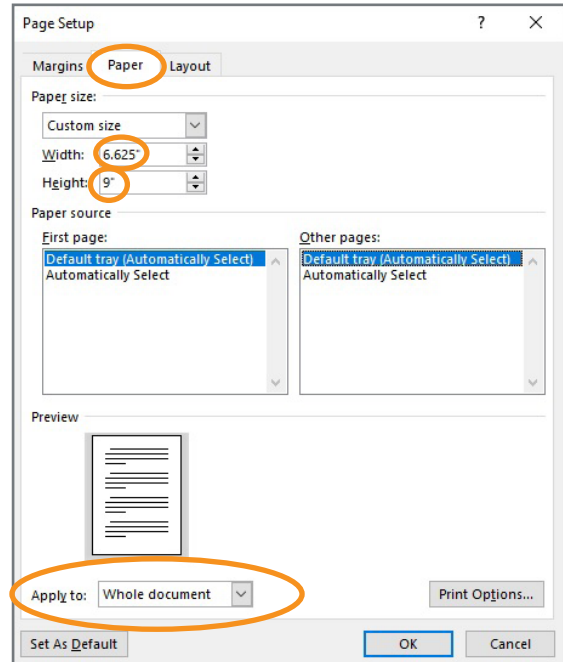
3. Click on the "PAGE SETUP" rollout arrow. This will open the Page Setup window.



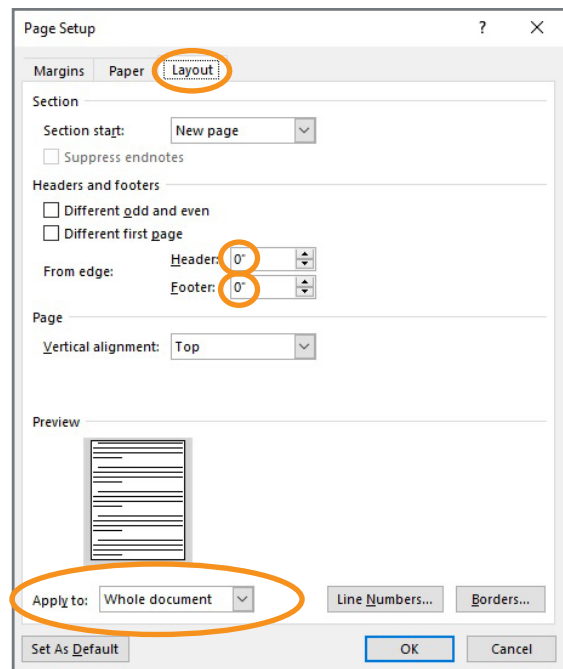
4. Click on the "MARGINS" tab and change the margins to **0.25" on all four sides**. Make sure you apply these settings to the whole document.



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".



We recommend following the Print-Ready Handbook guidelines and submitting your Handbook as a single PDF file.

Handbook Templates are available online at schooldatebooks.com/submission-guides

Located underneath "Handbook Templates"