

# 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](http://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
Home Campus	1485 Wellington Ave.	242-3922	Fax: 242-4609
Family Connections	1128 Colorado Ave.	242-8626	Fax: 242-2337
Family Fun	1128 Colorado Ave.	244-0660	Fax: 242-5224
Family Resource Center	1128 Colorado Ave.	242-4036	Fax: 242-5224
Health Access & 8th Floor	1128 Colorado Ave.	244-0660	Fax: 242-5224
IT Office & Help Desk	1625 N. 1st Street	244-0444	Fax: 242-5477
Laborer Union	1128 Colorado Ave.	242-6524	Fax: 242-5106
Maintenance & Property Services	1625 N. 1st Street	244-0660	Fax: 242-5477
Mountain Family Resource Ctr.	548 S. 1st Street	252-7441	Fax: 252-3460
Senior Daybreak	1625 Mountain Ave #44	242-7756	Fax: 242-4976
The Community	4227 21st Road	242-3323	Fax: 244-2622
The Foundation	3203 N. 1st Street	242-8600	Fax: 242-7962
Volunteer Services	1128 Colorado Ave.	244-0679	Fax: 242-5984
Workforce Center	512 29th Street	246-0671	Fax: 252-5218

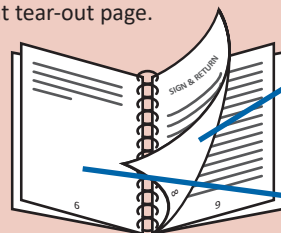
  

HILLTOP ACCOUNTS			
Building/General Maintenance	6200	Fuel	6480
Cell Phones	6221	Minor Equipment	6270
Class Fund	6611	MS Major Equipment	6571
Class Supplies	6612	Office Supplies	6180
Capital Projects	6111	Program Supplies	6170
Classroom Supplies	6249	Recruitment/Registration	6480
Construction	6200	Supplies	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.

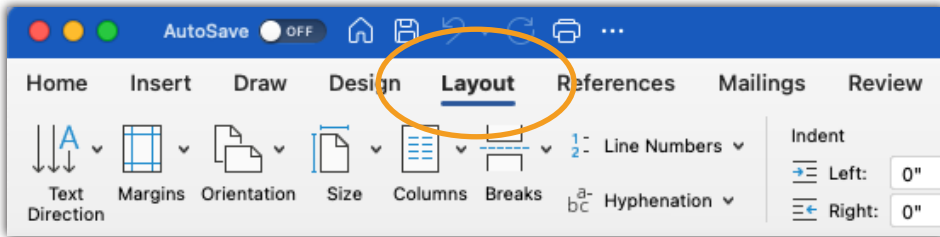
### SUBMITTING YOUR HANDBOOK FOR PRINT

- 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.

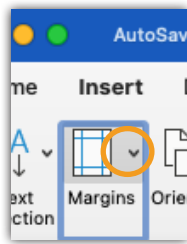
# RECOMMENDED PAGE SETUP FOR 6.625" x 9" HANDBOOK

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

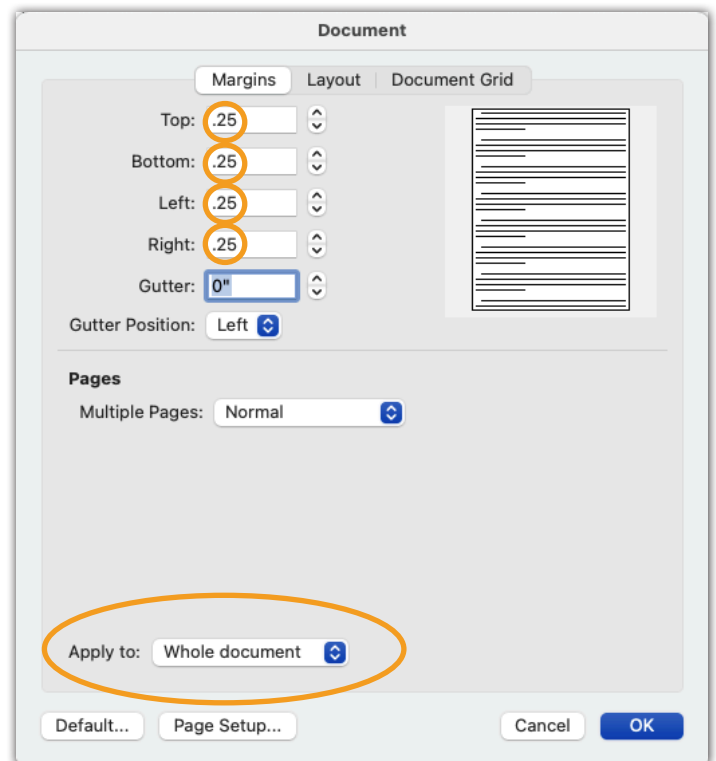
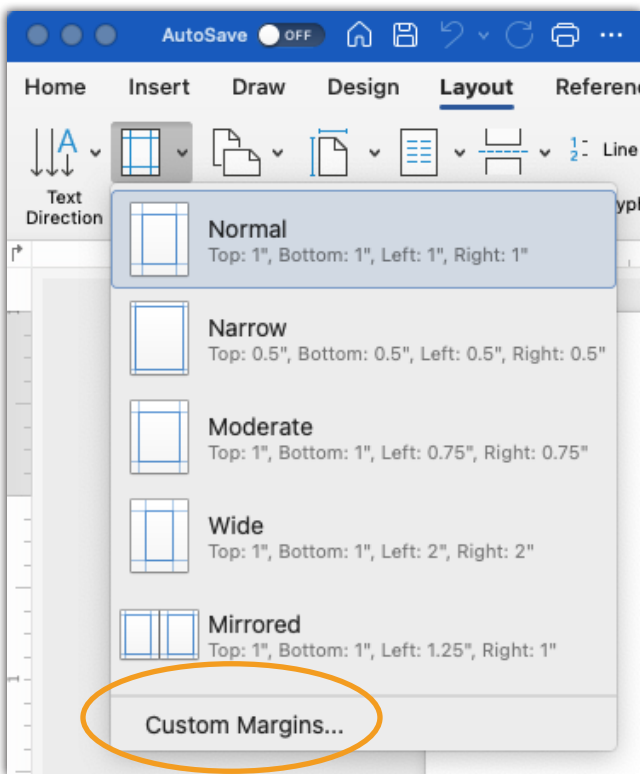
2. Click the "Layout" tab at the top of the page.



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!



## RECOMMENDED PAGE SETUP FOR 6.625" x 9" HANDBOOK

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

The screenshot shows the "Document" dialog box with the "Margins" tab selected. The "Gutter" is set to 0" and "Gutter Position" is "Left". The "Pages" section shows "Multiple Pages" set to "Normal". The "Apply to:" dropdown is set to "Whole document". The "Page Setup..." button is circled in orange.

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

The screenshot shows the "Page Setup" dialog box with the "Page Attributes" dropdown selected. The "Paper Size:" dropdown is circled in orange and set to "US Letter 8.50 by 11.00 inches". The "Scale:" is set to 100%.

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

The screenshot shows the "Paper Size" dialog box. The "Width" is set to 6.625" and the "Height" is set to 9". The "Non-Printable Area" section shows "User Defined" with all margins set to 0 in.

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

The screenshot shows the "Document" dialog box with the "Layout" tab selected. The "Section" dropdown is set to "New page". The "Headers and Footers" section shows "Header:" and "Footer:" both set to 0". The "Apply to:" dropdown is circled in orange and set to "Whole document".

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

Located underneath "Handbook Templates"