# Print-Ready HANDBOOK INSTRUCTIONS



#### 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 <u>schooldatebooks.com</u> and click "Submission Guides" under the Resources heading.
  - o Note: If you ordered a Window Cover, you will want to access the Title Page Templates.

#### 6.625" x 9" BOOK

1-09				
.e				
-69	HILLT	OP COMMUNITY	Y RESOURCES	
.9				
90	Corporate Office	1331 Hormou Ave.	242-4400	Fax: 243-4646
90	Bacon Campus	1405 Wallington Ava.	245-3952	Fax: 242-6609
.9	Family Connections	1129 Colorado Avo.	244-0626	Fax: 241-1293
.9	Family First	1129 Colorado Avo.	244-0460	Fax: 241-3224
.9	Family Resource Center	1129 Colorado Avo.	243-0190	Fax: 241-3224
12	Health Access & B4 Babies	1129 Colorado Ave.	244-0850	Fax: 241-3224
.e	IT Office & Help Deck	1625 N. 15th Statest	244-0444	Fax: 241-3477
.e	Latiner House	1129 Colorado Avo.	241-8924	Fax: 263-5358
-69	Maintenance &	1625 N. 15th Statust	244-0100	Fax: 241-3477
.9	Property Services	Emergency Contact	244-0811	
.9	Montrose Family Resource Ctr.	540 S. Let Street	252-7445	Fax: 252-1960
.9	Sonior Daybeask	1620 Harmon Ave #64	241-7798	Fax: 254-0079
.0	The Commons	625 27 1/2 Road	243-3333	Fax: 254-2922
.9	The Fountains	3209 N. 15th Statust	243-8800	Fax: 241-7062
ē	Volunteer Services	1129 Colorado Ave.	244-0659	Fax: 243-5964
e -	Workforce Center	512 29 % Road	248-0871	Fax: 257-2219
50				
.9	SELECTED ACCOUNT CODES			
-8				
-63	Building/Ground Maintenance	6500	Food	6400
.9	Cell Phones Client Evol	6221	Minor Equipment MIS Minor Equipment	6370
.m	Client Supplies	6812	Office Supplies	6160
a	Copies/Printing	6171	Program Supplies	6170
9	Dace Subscriptions	6249	Retortion/Recognition	6466
	Employee Training	6250	Telephone	6220
.9	Equip. Repair & Maintenance	6,100	Travel	6200
.9				
-8				
-8				

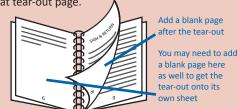
### PRINT-READY HANDBOOK CHECKLIST

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. ∧



#### 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<sup>™</sup> 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).
  - o 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.
  - o 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

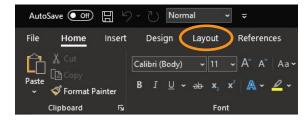
- PROOFING YOUR HANDBOOK IS ESSENTIAL.
- We recommend reviewing the Proof multiple times to catch any mistakes.
- Make sure the dates and years are correct and reflective of the upcoming school year.
- WYSIWYG What You See Is What You Get! Your Proof is a representation of what will be printed.

#### SUBMITTING YOUR HANDBOOK FOR PRINT

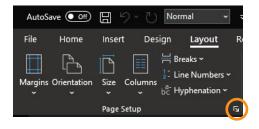
- You have 3 options for submitting your Handbook Proof.
  - As Is for print: the Handbook will be sent to print as it currently looks.
  - o With Changes for print: We will make the changes you type into the comments box, and then send the Handbook to print.
  - o New Proof: We will make the changes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

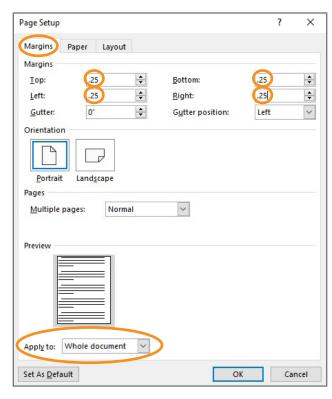
- 1. Open Word file and select all of your text (press Ctrl + A).
- 2. Click the "LAYOUT" tab at the top of the page.



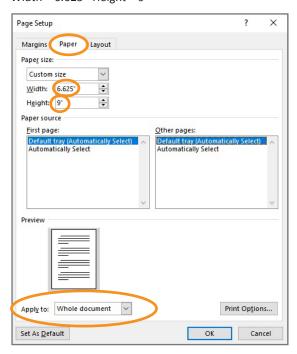
3. Click on the "PAGE SETUP" rollout arrow. This will open the Page Setup window.



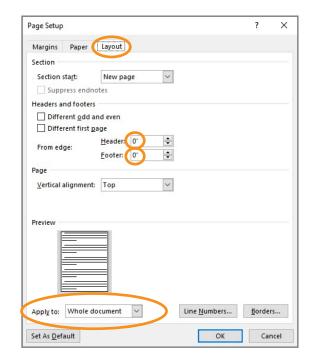
 Click on the "MARGINS" tab and change the margins to 0.25" on all four sides. Make sure you apply these settings to the whole document.



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 uploading your Handbook as a single PDF file.