

Signature Series

PRINT-READY HANDBOOK PREPARATION & SUBMISSION MANUAL



INTRODUCTION

Thank you for choosing School Datebooks. This print-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 Account Manager if you have any questions or concerns regarding this process.

PREPARING YOUR PRINT-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 Account Manager 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

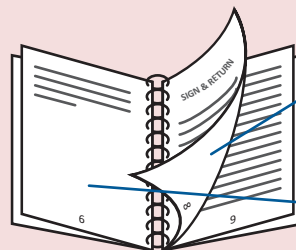
- 1** We prefer PDF files for print-ready information. However, if you prefer to send us native files, be sure to **PACKAGE** your InDesign files to include fonts, images, and any additional files. These can be submitted as a .ZIP or other compressed format to ensure all files are uploaded.
- 2** Login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

PRINT-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.

- | | |
|--|---|
| <ul style="list-style-type: none">☐ 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? | <ul style="list-style-type: none">☐ 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 SIGNATURE SERIES PRINT-READY HANDBOOK

ADOBE INDESIGN

SMALL BOOK (5.5" x 8.5")

Width: 5.5 in
Height: 8.5 in
Pages: 8
Start #: 1
Columns: 1
Column Gutter: 0.1667 in
Margins: Top: 0.375 in, Bottom: 0.375 in, Inside: 0.4375 in, Outside: 0.3125 in

MIDSIZE BOOK (6.625" x 9")

Width: 6.625 in
Height: 9 in
Pages: 8
Start #: 1
Columns: 1
Column Gutter: 0.1667 in
Margins: Top: 0.375 in, Bottom: 0.375 in, Inside: 0.75 in, Outside: 0.375 in

LARGE BOOK (8.5" x 11")

Width: 8.5 in
Height: 11 in
Pages: 8
Start #: 1
Columns: 1
Column Gutter: 0.1667 in
Margins: Top: 0.5 in, Bottom: 0.5 in, Inside: 0.75 in, Outside: 0.5 in

MICROSOFT WORD

SMALL BOOK (5.5" x 8.5")

Paper Size: 5.5 in x 8.5 in
Non-Printable Area: User Defined
Top: 0 in, Bottom: 0 in, Left: 0 in, Right: 0 in

Margins: Top: .375", Bottom: .375", Left: .375", Right: .375", Gutter: 0", Gutter Position: Left

MIDSIZE BOOK (6.625" x 9")

NOTE: After you enter 6.625, Microsoft Word will display 6.62. The full 6.625 is stored internally.

Paper Size: 6.62 in x 9 in
Non-Printable Area: User Defined
Top: 0 in, Bottom: 0 in, Left: 0 in, Right: 0 in

Margins: Top: .375", Bottom: .375", Left: .5625", Right: .5625", Gutter: 0", Gutter Position: Left

LARGE BOOK (8.5" x 11")

Paper Size: 8.5 in x 11 in
Non-Printable Area: User Defined
Top: 0 in, Bottom: 0 in, Left: 0 in, Right: 0 in

Margins: Top: .5", Bottom: .5", Left: .625", Right: .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