Camera-Ready

MAC

HANDBOOK PREPARATION MANUAL

8.5" x 11"

School Datebooks

INTRODUCTION

Thank you for choosing School Datebooks. We're sure you'll find this camera-ready handbook preparation manual helpful. If, however, you have any questions, please do not hesitate to call us at 800.705.7526.

ONLINE TEMPLATES

- Online templates are available for your convenience with the margins set. All you need to do is copy/paste your information. To access the templates, go to www.schooldatebooks.com and click "Resources."
- Instructions to independently set up your margins are included on the reverse side of this manual.
- If you chose a window cover, please note there is a separate template for your Title Page.

ADDITIONAL RESOURCES

- Additional reference pages and the hall passes are available for use. You will have the ability to select these when you complete the handbook submission process on the Zone™.
- Make sure to not go over page count when inserts are added.

CAMERA-READY HANDBOOK SUBMISSION CHECKLIST

To ensure the best quality of your handbook file, please use the following checklist prior to uploading your document(s). **Important:** Only upload corrected, final documents as School Datebooks will not make changes or corrections. We will print your handbook as you submit it.

- ❑ Are your margins correct based on the size of book ordered?
- ❑ Is your page count correct?
- ❑ Have you ordered a window cover? If so, does your information on page 1 fit within the window?
- ❑ Do you have a table of contents? If so, have you checked your page numbers for accuracy?
- ❑ Have you updated your document for any changes to the school year or school name from last year?

- ❑ Do you have pages that will be torn out? If so, please make sure that page is an odd numbered page and there is a blank page following on an even numbered page.
- ❑ Have you checked your document for spelling or grammatical errors?

Also Note:

- Avoid using screens, shading, half-tones and photographs, as these will not print well.
- Do not use copyrighted material, as we will not send this material to print.

PROOFING YOUR HANDBOOK

- Proofing your handbook is essential. School Datebooks is not able to alter your handbook in any way.
- Proof it once, twice, and a third time. We recommend having different people review to 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 that any dated information you send us is correct. Remember dates are for the next school year!

SUBMITTING INFORMATION

- To submit electronically:

  Log in to the Zone™ at www.schooldatebooks.com to upload your camera-ready text, themed inserts, and hall pass pages.

  Select "Submit Your Handbook" and follow the steps to upload, preview, and submit.
- To submit a hard-copy, print your material on smooth white paper, review for any imperfections and then mail to:

  School Datebooks, ATTN: CUSTOMER SERVICE, 2880 U.S. Hwy 231 S., Lafayette, IN 47909-2874

MARGIN SETUP FOR 8.5" x 11" CAMERA-READY HANDBOOK

The Command key is indicated with a ⌘ symbol.

1. Open Word file. "Select All" of your text (press ⌘ + A).

2. Click the **"LAYOUT"** tab at the top of the page.
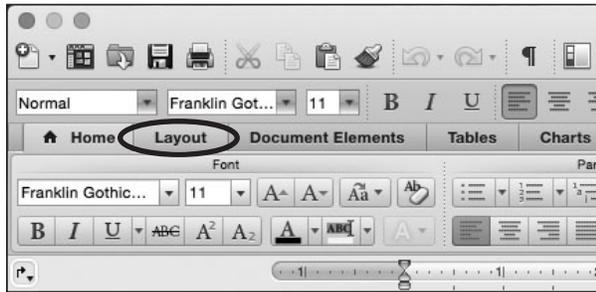
3. Click on the **"MARGINS"** tab and change the Top, Bottom, Left and Right margins to **.25 inches**. Do not change gutter or gutter position.
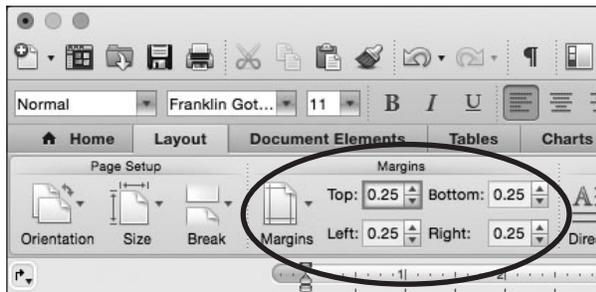
4. Go to "**FILE, PAGE SETUP**" and in the Paper Size dropdown, ensure Paper Size is **"US Letter"** (default) 8.50 by 11.00 inches. If not, click **"Manage Custom Sizes,"** and adjust Paper Size to:

   Width = 8.5"   Height = 11"

Then press **"OK."**
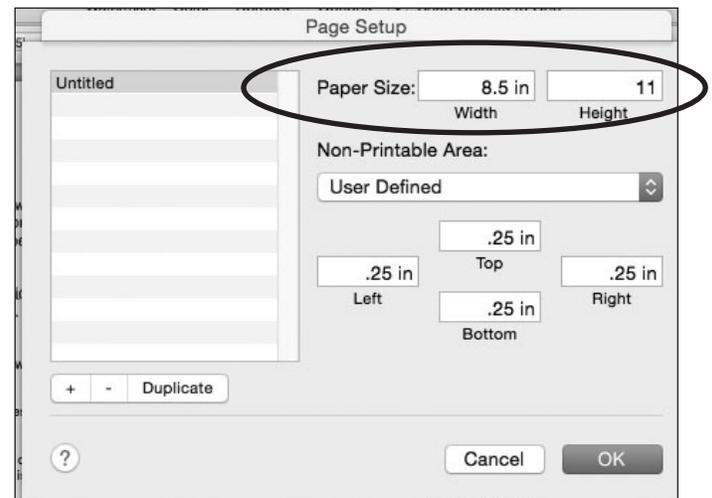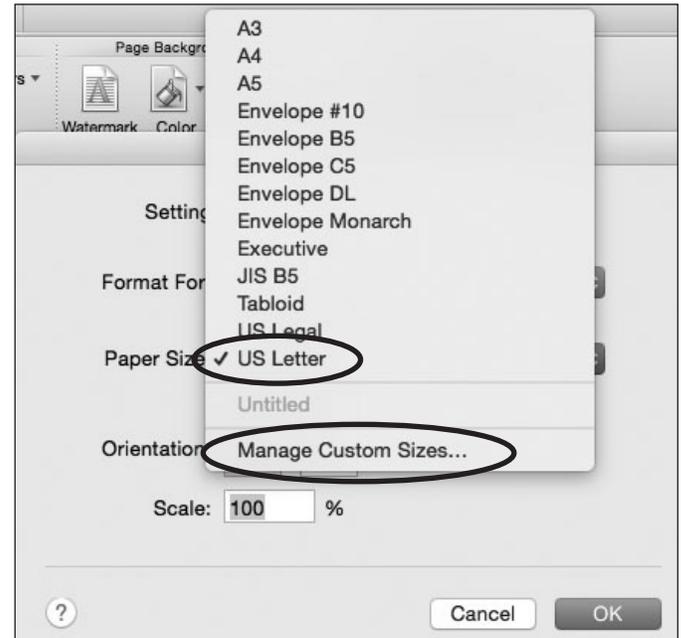
Once you click "OK," you will then need to go back through your file that is now the correct size throughout and ensure proper formatting (i.e., page breaks, custom tabs and tables within your file).

Please contact Customer Service if you receive any errors when setting your margins.

THIS TEMPLATE IS AVAILABLE ONLINE AT WWW.SCHOOLDATEBOOKS.COM.