

Camera-Ready

HANDBOOK PREPARATION MANUAL



SMALL BOOK

1	Tardy Procedures
2	Accidents, Illness, and Medications
3	Early Dismissal
4	Consequences for Violation of School Policies
5	Cafeteria/Courtyard Duty
6	After School Detention
7	In School Suspension Program
8	Suspension

8.5"

INTRODUCTION

Thank you for choosing School Datebooks. This camera-ready handbook preparation manual explains the setup, preview and submission process. For best results, follow these guidelines. Contact your customer service representative if you have any questions or concerns regarding this process.

PREPARING YOUR CAMERA-READY FILES

- It is **very important** to use the correct margins when submitting your text for print.
 - Instructions to setup your margins are included on the reverse side of this manual.
- Online templates are available, based on the size of the book you have ordered. To access the templates, go to www.schooldatebooks.com and click "Resources".
 - Note: If you ordered a window cover, there is a separate template for your Title Page.

PAGE COUNT

- Pages are printed in 8-page increments.
 - One sheet of paper is two pages.
 - If the number of pages you are submitting is **less than** your contracted page count, you will need to select additional reference pages to meet your page count. These filler pages will appear at the end of your handbook section.
 - If the number of pages you submit is **over** your contracted page count, please contact your customer service representative to discuss increasing your contracted page count.

PROOFING YOUR HANDBOOK

- PROOFING YOUR HANDBOOK IS ESSENTIAL.** School Datebooks is unable to alter your handbook.
- 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

- A PDF of your camera-ready handbook is recommended. If you are unsure as to how to save your file as a PDF, please contact us.
- Login to the Zone to upload and submit your camera-ready pages. Your order confirmation email included a link to your Zone site. You can contact customer service if you need assistance.
- Select "Submit Handbook" and follow the steps to upload, preview and submit.
 - Your Print Preview shows how your datebook will appear when printed. This is your final proof. **PROOFING YOUR HANDBOOK IS ESSENTIAL.** Don't forget – **WYSIWYG!**
 - If you have concerns regarding your preview, contact your customer service representative for assistance. Do not submit 'as is' for print until you are satisfied with your Print Preview.

5.5"

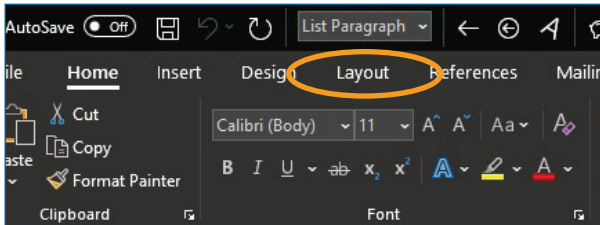
CAMERA-READY HANDBOOK SUBMISSION CHECKLIST

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.

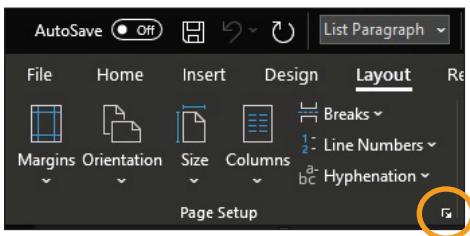
- | | |
|---|--|
| <input type="checkbox"/> Are your margins correct based on book size? Using incorrect margins will affect the layout and print of the handbook. | <input type="checkbox"/> Do you have pages that will be torn out? If so, make sure that tear-out page is an odd-numbered page, followed by a blank, even-numbered page. |
| <input type="checkbox"/> Did you order a window cover? If so, does your information on the Title Page fit correctly within the window area, based on the Title Page template? | <input type="checkbox"/> Have you checked your document for spelling or grammatical errors? |
| <input type="checkbox"/> Do you have a Table of Contents? If so, have your page numbers been checked for accuracy? | Note: |
| <input type="checkbox"/> Has your school name changed and is this reflected throughout the document? | <ul style="list-style-type: none">Avoid using screens, shading, half-tones and photographs. These will not print well.Do not use copyrighted material. We will not send this material to print. |

MARGIN SETUP FOR 5.5" x 8.5" CAMERA-READY HANDBOOK

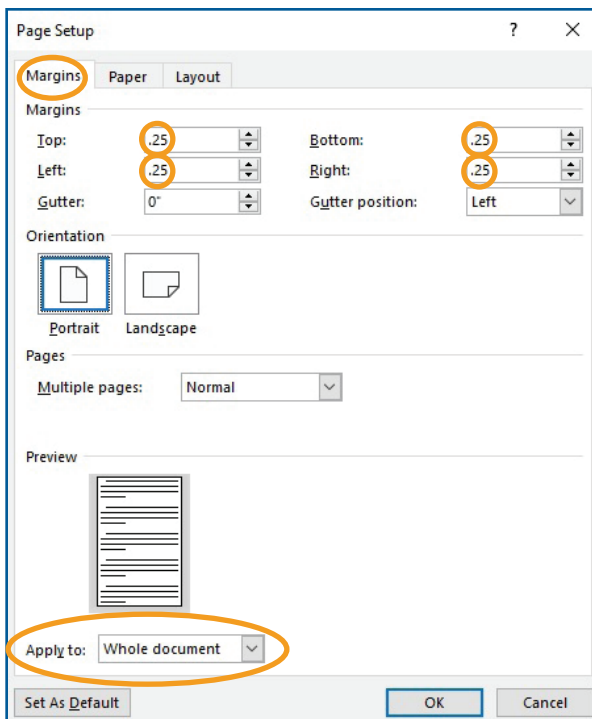
1. Open Word file. "Select All" of your text (press Ctrl + A).
2. Click the "LAYOUT" tab at the top of the page.



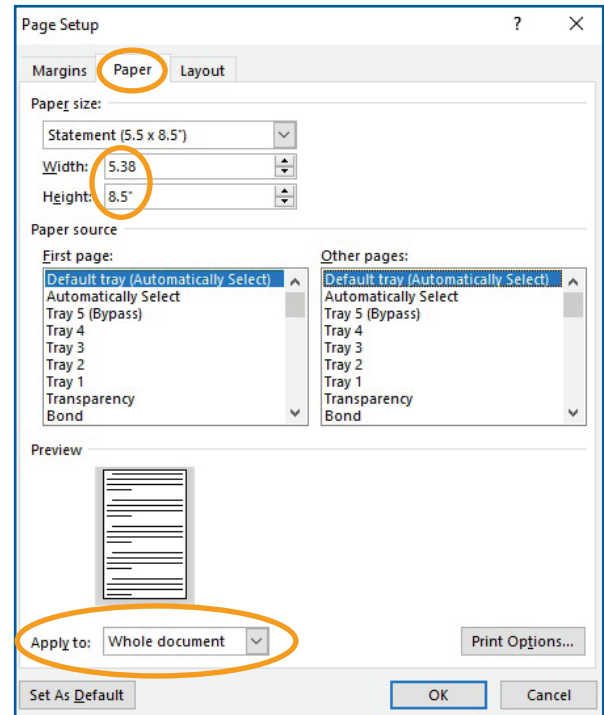
3. Click on the "PAGE SETUP" rollout. This will open the "Page Setup" window.



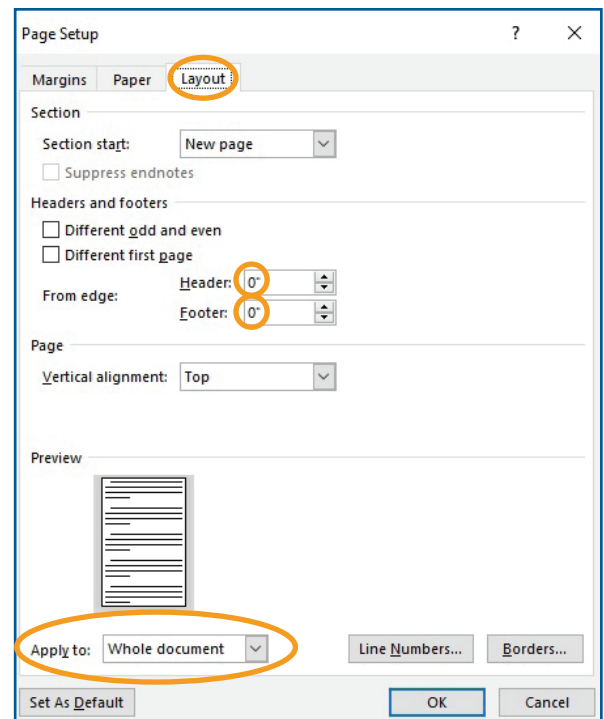
4. Click on the "MARGINS" tab and change the Top, Bottom, Left and Right margins to .25 inches. Do not change gutter or gutter position. Make sure you apply these settings to the whole document.



5. Click the "PAPER" tab and change the page size to: Width = 5.38" Height = 8.5"



6. Finally, click the "LAYOUT" tab and change the "Header" and "Footer" to 0".



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 your customer service representative if you receive any errors when setting your margins.
For best results, use the Camera-Ready handbook guidelines and submit file as a PDF.

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