

# HANDBOOK INSTRUCTION GUIDE

## **STEP 1: Download the Handbook Template.**

Download the Microsoft Word Handbook Template that matches your planner's size: [Handbook Template 8" x 10"](#) or [Handbook Template 5" x 8"](#). Our templates have pre-set margins, to ensure your content is placed perfectly on the page.

Note: If you don't want to use the template and wish to set your own margins, carefully follow the directions on page 2 of this document.

## **STEP 2: Create your title page.**

The first page of the Handbook Template is your title page. You might consider adding some of the following items: school name and logo, address, phone number, web address, and school year.

If you want your school name and/or logo to shine through the clear, oval window on your cover, it **MUST** be placed inside the red oval on the template.

Want help inserting a logo into a Microsoft Word document? Check out our [Inserting a Logo](#) tutorial.

## **STEP 3: Add content.**

If you are using a Handbook Template, start adding your content below the red oval or on page 2. Handbooks are a minimum of 8 pages and are added in 8-page increments. One page equals one side of a sheet of paper.

If you wish to cut and paste text, you must paste unformatted text to stay within the pre-set margins. Check your margins carefully to ensure all text is within the permitted area.

Text and images must be greyscaled because handbooks are black and white. For help converting to greyscale, watch the [Inserting a Logo](#) tutorial for tips.

Ensure all images are high resolution (300 dpi). If the image is pixelated on your screen, it will print the same way!

Need content or customizable calendars for your handbook? Check out our library of [Quick-Pick Handbook Pages](#) and [Customizable Calendars](#).

## **STEP 4: Export your file as a PDF.**

When you have completed your file and have proofread it carefully, you're ready to export it as a PDF. All submitted files must be in PDF form. PDFs ensure your fonts print correctly. Watch the [Saving a PDF](#) tutorial for help.

Note: Proofread your file carefully! Your files will print exactly as they are submitted.

## **STEP 5: Submit your files.**

When it's time to submit your materials, you will receive an email with a link to our Online Materials Submission tool.

Before submitting your materials, please review our [Submission Checklist](#) to ensure everything prints to perfection.

## ADDITIONAL INFORMATION

### HANDBOOK MARGINS

If you would prefer to set up your own document to match our specifications rather than use a template, adjust the page size and margins according to the product size you have ordered.

#### 5" x 8"

Page Width: 5"

Page Height: 7.93"

Top Margin: 0.31"

Bottom Margin: 0.38"

Side Margins: 0.58"

#### 8" x 10"

Page Width: 7.87"

Page Height: 10.25"

Top Margin: 0.5"

Bottom Margin: 0.57"

Side Margins: 0.77"

To ensure your handbook will fit the planner you've ordered, make sure you place all content within the specified margin areas.

You may find it helpful to make the text boundaries visible.

- **In Word (PC):** Go to File > Options > Advanced, scroll down to Show Document Content, and click on Show Text Boundaries
- **In Word (Mac):** Go to Word > Preferences > View and click on Text Boundaries under Show.

### SAFETY LINE

The Safety Line shows the outer edge of the safe image area.

No important information, such as faces, logos, text, student signatures, or other key elements should extend beyond the Safety Line.

The page margins in the templates are set up to ensure these elements will not get trimmed off. Please do not adjust the margins in the template.

### WINDOW GUIDE

The red oval on the template is the Window Guide. You must place your school's name and logo within the Window Guide for them to shine through the transparent window of the cover.

Do not move the oval or change the colour, as it will be removed automatically before printing.

**Note:** If you do not want the school name and logo to shine through, or have chosen a custom cover, the Window Guide can be deleted.

