

## Handbook Page Submission Instructions

For best reproduction of your handbook pages, please use the following layout and submission guidelines, and include **School Name, Contact Person and Phone Number** with all correspondence.

**Camera-Ready Submissions Guidelines** (*Pages are materials that are submitted to us in the proper size and are ready for reproduction.*)

**Proof your copy very carefully.** We cannot correct grammar, spelling or layout problems, and no typesetting or changes will be made in our plant. We suggest that at least two people—besides the person who typesets the copy—proofread for errors. Our staff does not proof or send proof copies of camera-ready pages.

**Creating your pages --** *Create a folder to store your application and any graphics that you place on your pages.*

Set your page size, margins and footer location.

*This will ensure your pages will be the correct size for the format you choose.*

### Small Format

Page Size (5.375" width x 8.375" height)

All Margins (.625")

Footer Location (.625")

### Large Format

Page Size (8.375" width x 10.875" height)

Top & Bottom margins (.75")

Left & Right margins (.625")

Footer Location (.75")

**If you are working in Word, we can provide you with a template** ready to begin with all the margins preset, or you can set up your pages:

Go to File/Page Setup

click on the Paper tab at the top of the screen and type in paper width/height

click on the Margins tab next and type in the margins

click on the Layout tab and type in the footer location

Adding Page numbers

Go to View/Header Footer

scroll down to the bottom of the page

click on the # icon in the header/footer tool bar

click on the center text button on your format tool bar at the top of your screen

## Fonts

For better readability please limit your use of fonts to either Times or Helvetica and use a 9 point or larger type size for the best reproduction.

## Submitting digital files

Digital files are accepted from the following programs: Microsoft Word 2003 and 2007

When submitting digital files:

- 1) If you have placed any graphics on your pages or have used any fonts other than those recommended, burn the folder that contains your application, graphics and fonts to a disk.
- 2) If you only have text created in the application, you can email the application file as an attachment to: [sales@meridianplanners.com](mailto:sales@meridianplanners.com)
- 3) Print a hardcopy to send along with your paperwork and print one copy for yourself.

## Submitting printed pages

**Use the mylar handbook page guides to check your pages.** The available copy area is shown as clear on the handbook guide sheets. All text and graphics must stay within this area. The additional margin allows for border, trim and binding. Do not extend any text or graphics into these margins.

We will scan your pages and reproduce them **exactly as you submit them to us**. If there is broken type or varied density of black printing in your original, then your handbook pages will have broken type and varied density of black when they are printed. Your finished product depends on the quality of the copy you submit. *Laser-printed pages from a high-quality laser printer on bright white laser paper will provide the best possible finished product. Use a new toner cartridge, if necessary, to provide the highest quality original.*

**DO NOT** use a dot-matrix printer, an inkjet printer, colored paper or a photocopier to create your hardcopy pages. All of these options will create a lower quality original and therefore a lower quality finished product.

### GOOD SAMPLE

The Mission Statement declares

### BAD SAMPLE

**E. Explosives: A student shall not**

**Custom Artwork:** Hand-drawn artwork should be drawn or written in black on white paper. Pencils, red and blue inks do not reproduce and should not be used.

## Content & Layout

Handbook pages can include school policies, calendars, ad pages, maps of buildings or any material you wish to submit about your school. If handbook pages include consent forms or any form that is to be torn out and turned in, be sure that the reverse side is left blank. Check your planner kit for a handy insert provided specifically for this use. Feel free to make copies as needed.

If handbook pages **INCLUDE** table of contents or page references, Meridian will produce your handbook pages as numbered by you. Make sure your numbering corresponds to the correct reference page, if applicable.

If handbook pages **DO NOT** include table of contents or page references, Meridian will number your pages on the finished planner. To ensure proper sequence of page numbers, indicate sequence (in pencil) **OUTSIDE** the template at bottom center or right margin.

All handbook pages will be printed in black. **One page is one side of a sheet of paper.**

Typically the planner price includes 8 camera-ready handbook pages in the large format and 16 camera-ready handbook pages in the small format, but additional pages can be purchased or may have been purchased. An estimate of the number of handbook pages that you will need can be determined by setting your word processor page size to the copy area dimensions. You may add as many pages, as you wish, to your planner as long as they are in increments of 4 for the small format and increments of 2 for the large format. Please contact Meridian Customer Service for pricing and special instructions for additional pages.