

## Handbook Page Submission Instructions

For best reproduction of your handbook pages, please submit your pages in **PDF format**.

**We also accept:**

- PDF (preferred)
- Microsoft Word 2007 or higher
- Microsoft Publisher 2007 or higher
- Adobe InDesign (CS3 or Higher)

### Creating Your Pages Using A Template

Download the appropriate template from our website: [www.meridianplanners.com/customercenter](http://www.meridianplanners.com/customercenter) Once downloaded, open the template in the design program of your choice. Margins are already set, simply begin typing your handbook pages.

### Creating Your Own Template

If you cannot download a template from our website, you may create a new document with the following margins:

High School (half size planner) Page Size (5.375" width x 8.375" height) All Margins (.625") Footer Location (.625")	Middle School, Elementary or Primary (full size planner) Page Size (8.375" width x 10.875" height) Top & Bottom margins (.75") Left & Right margins (.625") Footer Location (.75")
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### Fonts

For better readability please limit your use of fonts to either Times or Helvetica. Use a 9 point or larger type size for the best reproduction. If using any fonts other than Times or Helvetica, please include them when sending in your files.

### 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 the reverse side is left blank.

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, please see the instructions in this document regarding the proper naming of files.

All handbook pages will be printed in black. One page is one side of a sheet of paper. Typically the planner price includes 8 handbook pages in the middle school, elementary or primary planner and 16 handbook pages in the high school planner, 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.

## Preparing your handbook pages for submission.

- *Proof your pages.*
- *Pay special attention to dates and the table of contents.*
- *Whenever possible, create handbook pages in one document with the pages in the order that they will appear in the planner.*

*If multiple documents have been created, use the page number as the file name (pg 001.pub, pg 002.pub)*

## Submitting your files

- *Go to [www.meridianplanners.com/customercenter](http://www.meridianplanners.com/customercenter) and click on "Upload Custom Handbook Pages."*
- *Click on the link and login with your school code and password, which is your state abbreviation.*
- *Attach your handbook pages to the form and click submit. Your customer service representative will contact you if there are any questions.*

*Before your planner can be processed you must submit your cover choice by filling out the "Final Personalized Planner Production Form."*

*Your planner will be placed on hold if this form is not submitted. This can delay the production and possibly the timely shipment of your student planner.*

**1-888-724-8512**

**email: [sales@meridianplanners.com](mailto:sales@meridianplanners.com)**

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