

HANDBOOK INSTRUCTIONS



6.625" x 9" BOOK

HILLTOP COMMUNITY RESOURCES			
Corporate Office	1120 Hillside Ave.	242-1000	Ext. 246-446
Corporate Campus	1401 Midway Ave.	242-1000	Ext. 246-689
Family Community Center	1120 Hillside Ave.	246-0626	Ext. 246-1263
Family First	1120 Hillside Ave.	246-0626	Ext. 246-1224
Family Resource Center	1120 Hillside Ave.	246-0626	Ext. 246-1224
Health, Access & Rx Builders		246-0626	Ext. 246-1224
ED Office & Busy Doctor	1603 N. 17 th Street	246-0484	Ext. 246-347
Laboral Plaza	1120 Hillside Ave.	246-0626	Ext. 246-558
Manufacturing & Property Services	1603 N. 17 th Street	246-0484	Ext. 246-347
Insurance Plans	1120 Hillside Ave.	252-3841	Ext. 252-088
Senior Delivery	1120 Hillside Ave. #14	247-7796	Ext. 254-076
The Commons	627 W. 11 th St.	243-3133	Ext. 246-2622
Volunteer Service	1120 Hillside Ave.	246-0626	Ext. 246-568
Worship Center	512 2 nd N. Ave.	246-0671	Ext. 257-2219

SELECTION ACCOUNT COUNCILS			
Building/General Maintenance	4000	Flood	4000
Cell Phone	6221	Move Equipment	6376
Construction	6221	Office Equipment	6376
Cable Services	6221	Office Supplies	6376
Computer	6221	Program Support	6376
Equipment	6229	Telephone	6328
Employee Support & Maintenance	6000	Travel	6000

INTRODUCTION

Thank you for choosing School Datebooks. This manual explains the setup, proof, and approval process for your Print-Ready Handbook. For best results, follow these guidelines and submit your handbook as a PDF file. Please contact your Account Manager if you have any questions or concerns regarding this process.

SETTING UP YOUR PRINT-READY HANDBOOK

- Print-Ready means ready for print. These handbook pages will be inserted to the front of your planner.
- If you need a starting point, **Handbook Templates** are available for each of our 3 book sizes.
- To access the templates, go to sdiinnovations.com/submission-guides/
 - Note: If you ordered a **Window Cover**, you will want to access the **Title Page Templates**.

PRINT-READY HANDBOOK CHECKLIST

Make sure your Handbook file is finalized and ready to print BEFORE uploading. Use the following checklist prior to uploading your file(s).

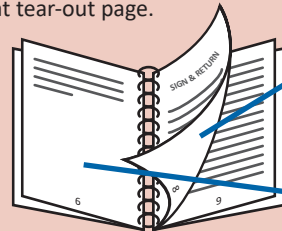
- ☐ Have you checked your Handbook for spelling and grammatical errors?
 - ☐ Does your Handbook include a Table of Contents? If so, did you check to make sure it's accurate?
 - ☐ Does your Handbook include a Staff List or Directory? If so, did you check to make sure it's accurate?
 - ☐ Did you order a Window Cover? If so, did you use our Title Page Template?

☐ Do you have pages that will be torn out of the book? An example is a permission slip. If so, we recommend adding a blank page to the opposite side of that tear-out page.



Add a blank page after the tear-out

You may need to add a blank page here as well to get the tear-out onto its own sheet.



Add a blank page after the tear-out

You may need to add
a blank page here
as well to get the
tear-out onto its
own sheet

Note:

- If your Handbook includes copyrighted material, be sure you have approval to use it.
- Handbook pages are printed in black and white, unless you are signed up for a full-color handbook on your contract.

UPLOADING YOUR PRINT-READY HANDBOOK

- Your order confirmation email includes a link to our Zone™ website.
- Upload your Print-Ready Handbook file on the Zone™ in the **Handbook** section. We recommend uploading a single PDF file.
- When you upload your Handbook, our system will size the pages for the "best fit". A proof is then generated to show exactly how the pages will look when printed.

PAGE COUNT

- Handbooks are printed in 8-page increments.
 - One sheet of paper is two pages (front and back).
 - If the number of pages you upload is **less than** your contracted page count, you will be prompted to select reference pages in order to reach your exact page count. These filler pages will appear at the end of your Handbook.
 - If the number of pages you upload is **more than** your contracted page count, please contact your Account Manager to discuss increasing your page count.

PROOFING YOUR HANDBOOK

- **PROOFING YOUR HANDBOOK IS ESSENTIAL.**
- We recommend reviewing the Proof multiple times to catch any mistakes.
- Make sure the dates and years are correct and reflective of the upcoming school year.
- **WYSIWYG – What You See Is What You Get!** Your Proof is a representation of what will be printed.

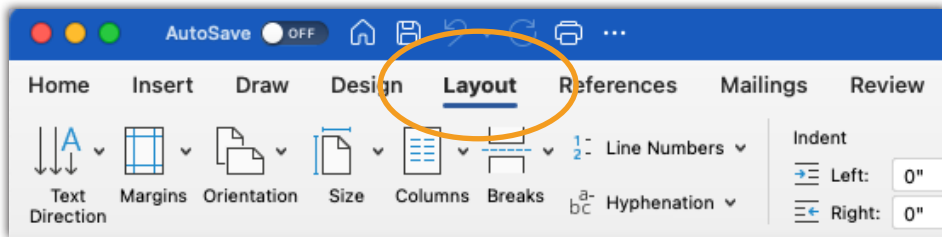
SUBMITTING YOUR HANDBOOK FOR PRINT

- You have 3 options for submitting your Handbook Proof.
 - **As Is for print:** the Handbook will be sent to print as it currently looks.
 - **With Changes for print:** We will make the changes you type into the comments box, and *then* send the Handbook to print.
 - **New Proof:** We will make the changes you type into the comments box, and then post a new Proof for you to review and submit.

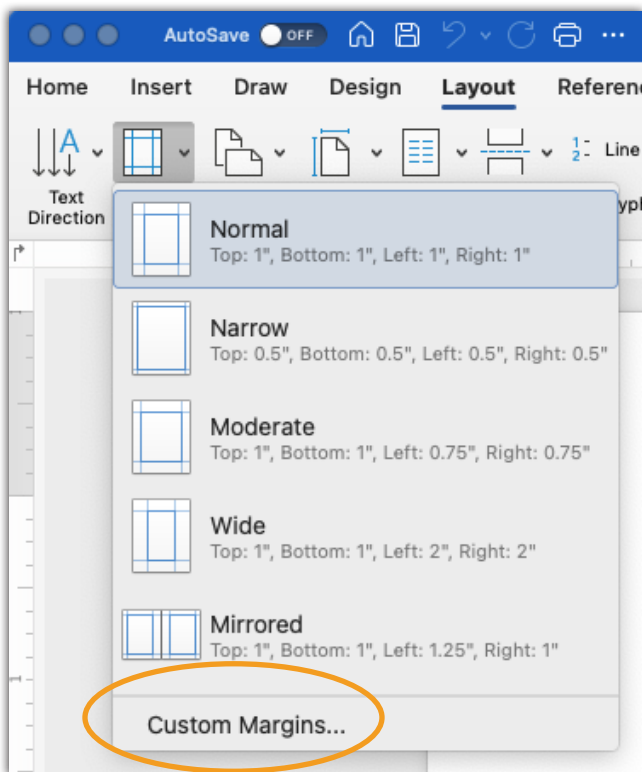
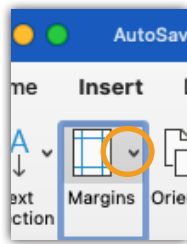
RECOMMENDED PAGE SETUP FOR 6.625" x 9" HANDBOOK

1. Open Word file. "Select All" of you text (press Command + A).

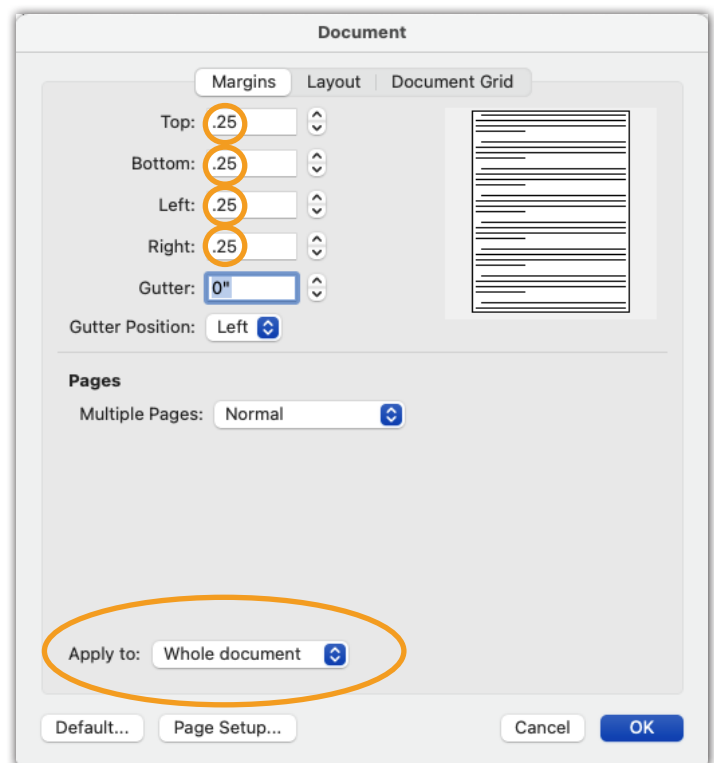
2. Click the "Layout" tab at the top of the page.



3. Click the "Margins" arrow and select the "Custom Margins" option.



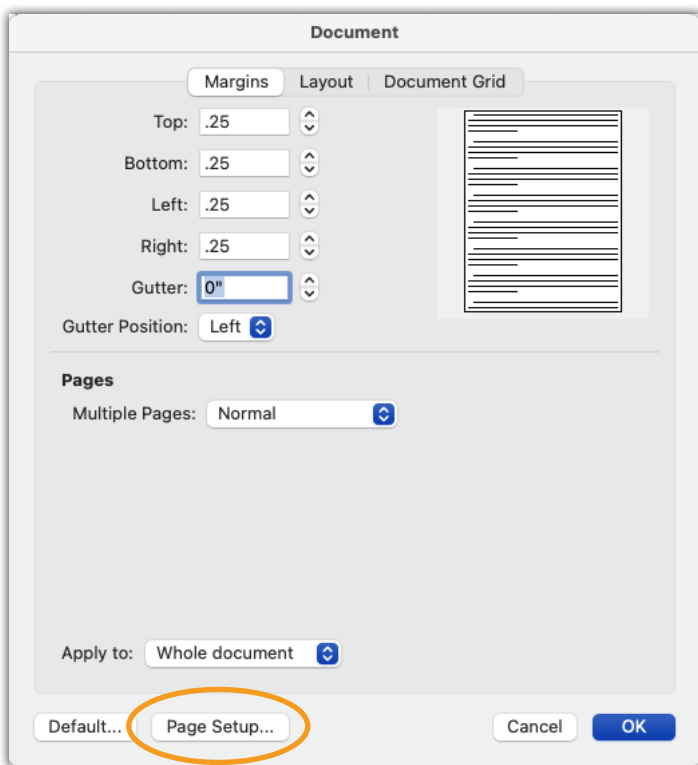
4. Enter **.25 inches** in the Top, Bottom, Left, and Right fields. Make sure the "Apply to: Whole document" is selected!



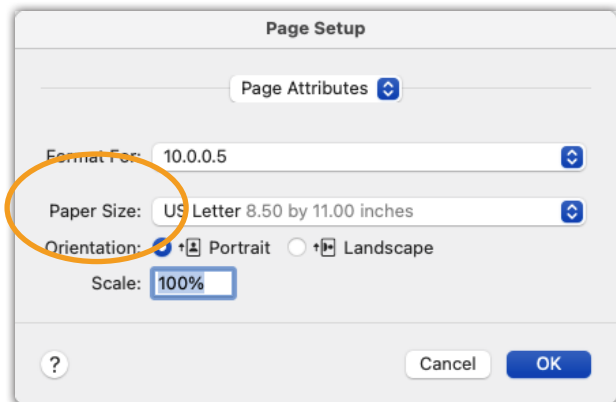
CONTINUED ON NEXT PAGE

RECOMMENDED PAGE SETUP FOR 6.625" x 9" HANDBOOK

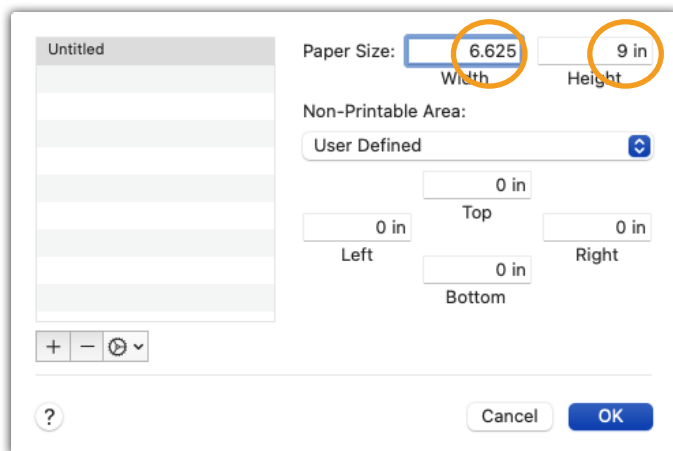
5. Click the "Page Setup ..." button .



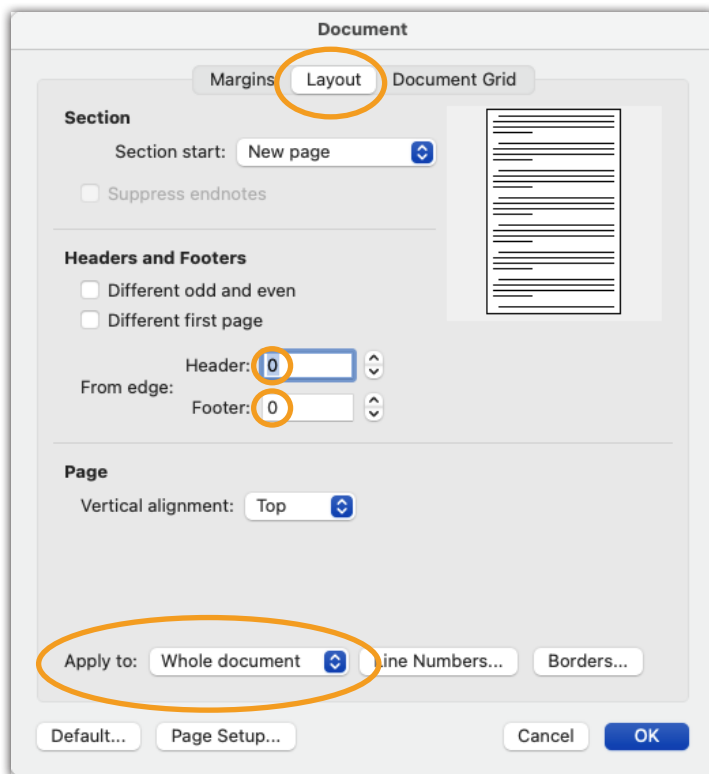
6. Select the "Paper Size:" dropdown and then select "Manage Custom Sizes"



7. Change the page size to:
Width = 6.625" x 9"



8. Click "OK". Click "OK" again. And then select the "Layout" tab. Change the "Header" and "Footer" to 0".



We recommend following the Print-Ready Handbook guidelines and uploading your Handbook as a single PDF file.

Handbook Templates are available online at sdiinnovations.com/submission-guides/