

Handbook Page Guidelines



Besides your school handbook, pages may also include a title page, maps, calendars, advertising, charts, etc. Handbook pages are priced by the page. **Note: 1 page is 1 side of a sheet of paper.**

4¢/page/book KGC PRC ELC MSC CLC
3¢/page/book HSC SRC AGC TC QC

Press-Ready Guidelines

Pages must be ready to print. We will NOT proofread, edit, or make alterations. Corrections or replacements will cause delays. All pages are printed in black ink. School Events Agendas' pages will be printed in the chosen ink. Call 800-516-8339 if you need help.

Do Submit:

- Pages using the Microsoft® Word Templates from the Download Center of our website to ensure accurate page sizes and margins. Use the CORRECT template as we have three sizes (see right). Once pages are complete, upload a digital file or mail us a hard copy.
- Page numbers centered **within** the bottom margins of the pages (see right). Set the footer margin at .64", 1.75", or 1.5" (depending on template), or page numbers may get cut off.
- Artwork and photos from the "Acceptable" list on p.27.
- **If uploading a digital file:** Upload digital files at schoolmate.com. Click "Upload Files" for instructions. A list of categories will be provided when you upload files. Be sure to select the correct category. **DO NOT EMAIL** files.
- **If mailing a hard copy:** Furnish content printed in black ink on white paper, printed on only one side. **DO NOT FAX** pages.

Do NOT Submit:

- Pages with colored type or paper, printed on a dot matrix or color printer, or printed on both sides of a sheet of paper.
- Pages in the wrong size (e.g., high school pages on one of the larger templates). If we reduce the pages to fit, we will not be responsible for hard-to-read type or undesirable results.
- Pages with incorrect dates or corrections.
- Artwork or text with staples, tape, glue, rips, or smudges.

Not Press-Ready? Let Us Typeset Your Pages

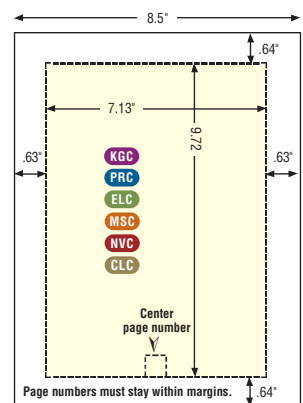
If you need assistance typesetting your pages, School Mate® can help.

Typesetting Fee: \$25/page

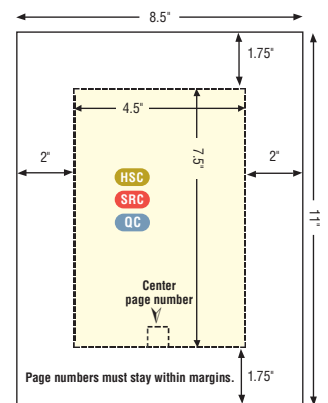
Note: If changes are needed to pages we typeset in prior years, typesetting fees will apply.

Handbook Page Templates

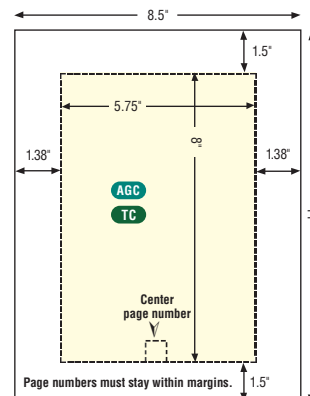
All page elements (i.e., text, headers, footers, artwork, and page numbers) must be contained within the yellow areas.



Kindergarten, Primary, Elementary, Middle School, Navigator & Classic Planners



High School, Scholar Planners, & Quest School Events Agendas



Dated Agendas & Target School Events Agendas