Handbook Template Instructions

Which Templates to Use

Select the **Handbook Template** to create your custom handbook artwork. Be sure to use the correct size template for the product you've ordered; they're not interchangeable. If the handbook is to be used in multiple products of different sizes, it's best to prepare separate versions for each size.

If part of your handbook is to be calendar pages, use the **Calendar Template** for that portion of the handbook only.

How to Use the Handbook Template

Insert your cover window content: If you've ordered a cover that includes a window, you'll need to insert whatever is supposed to show through the window (normally this is your school name and logo) on page 1 of your handbook. Make sure your content fits inside the dashed guide, then click on the yellow box to remove the guide.

Stay within the template margins: Make sure you place all content within the specified margin areas on the template. 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 or (Mac) Word > Preferences > View and click on Text Boundaries under Show. All text, graphics, table borders, and so forth need to fit inside the line.

Repeating pages from previous years: If you would like us to repeat pages from your previous year's agenda,

it's best to copy the content into the template and set it up as part of your new submission. If this cannot be done, provide clear instructions for which pages are to be repeated and where they are to be inserted; there's no need to include placeholder pages in your new submission.

Other Considerations

Page count: One page = one side of a sheet of paper. The title page counts as one page in your total. Your final invoice will reflect the actual number of pages submitted.

Graphics: All graphics need to be sized equal to or larger than final print size and should be at least 300 d.p.i. (dots per inch) resolution. For best results, convert colored graphics to black and white.

Fonts: If possible, use only common system fonts like Arial and Times New Roman. If it is necessary to use more unusual fonts, be sure to check that these have uploaded correctly when submitting your artwork.

Copyrighted materials: Copyrighted material must be accompanied by written approval to reproduce. This includes comic and cartoon characters as well as professional sports logos, among others.

Proofing: Although Premier will check for obvious spelling and date errors on the title page (page 1) of your handbook, you should proof your artwork and copy for accuracy before submitting. Remember to update district calendars, testing schedules, and any other year-specific content.

Handbook Margin Size Guide

If you would prefer to alter an existing document to match our specifications, set the page size to 8.5 x 11 and adjust the margins according to the product size ordered:

	5 x 8	7 x 9	8 x 10	7 x 11	8.5 x 11
Top	1.75"	1.375" (1.38")	0.66"	0.375" (0.38")	0.5"
Bottom	2.00"	1.375" (1.38")	1.00"	0.375" (0.38")	0.5"
Left	2.25"	1.45"	1.00"	1.375" (1.38")	0.75"
Right	2.25"	1.45"	1.00"	1.375" (1.38")	0.75"

School Specialty.

PREMIER

Helpful Hints

A few simple formatting tricks will result in a good-looking, easy-to-modify handbook that will also print well and fit our submission requirements.

Avoid colored graphics that might not reproduce well in black/gray. If not submitting electronically, use graphics with only solid black and white—no colors, gray, or extremely fine lines/patterns.

For your convenience, the handbook templates are preloaded with paragraph styles. Customize these to suit your preference, then apply them to your handbook for quick and easy, adjustable formatting.

A-Heading

B-Heading

C-Heading

Tab styles are also available.

Body
All other styles are based on this style, so they'll automatically update to match any changes you make to it (changing the font, for instance).

Stick to common fonts if possible.

Make sure there's no content extending into the margins, including graphics and borders. You may find it helpful to turn on Show Text Boundaries.

Remember to update any dates or other year-specific content.

MISSION STATEMENT

The students, staff, and administration believe each student should have the opportunity to achieve academic and personal success in a safe and caring environment.
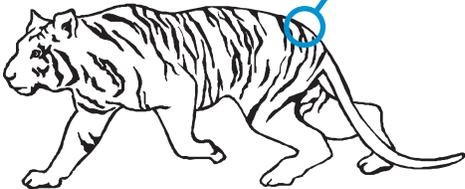
STUDENT SERVICES

GUIDANCE

Students are encouraged to visit with the counselors for personal guidance and for information on grades, study help, and testing programs. The counselors are available to discuss any home, school, or social concerns.

GETTING INVOLVED: OWN YOUR EDUCATION!

HOW DO I GET INVOLVED?

Great question.

It usually happens in one of two important ways –

1. you find something that interests you and/or
2. a friend drags you along.

In either case, getting involved on campus leads some students to do things they never dreamed of doing while a student. Getting involved is a time to explore: Who am I? What interests me? What do I care about?

ACADEMICS

2016-17 Grading Scale

G	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
S	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.67	0

2016-17 AP Grading Scale

A	A-	B+	B	B-	C+	C	C-	D+	D	F
4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.67

The Principal's Honor Roll requires a 3.67 GPA (A- average).