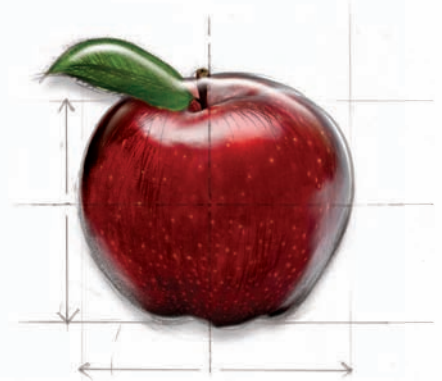


# Preparing your planner materials



## Thank you for your order!

We provide you a variety of tools to help you create a custom planner that will make you proud. Review the following pages for useful information or visit us at [www.premier.us](http://www.premier.us).

### Preparing your planner materials

#### Handbook Margins

When setting up your handbook, you will want to ensure you have the correct margins. We offer two easy options:

- Download handbook templates at [www.premier.us/support](http://www.premier.us/support)
- Use the margin guidelines, which are set for an 8.5 x 11" document

HANDBOOK MARGIN SIZE GUIDE				
Finished planner size	5" x 8"	7" x 9"	7" x 11"	8.5" x 11"
Top margin	1.75"	1.375"	0.375"	0.5"
Bottom margin	2.0"	1.375"	0.375"	0.5"
Left margin	2.25"	1.45"	1.375"	0.75"
Right margin	2.25"	1.45"	1.375"	0.75"
Total printable area	4" x 7.25"	5.6" x 8.25"	5.85" x 10.25"	7" x 10"

#### Handbook tips

These are quick, easy tips to help you prepare your custom materials.

- **Proofing.** We recommend proofing any submitted pages carefully. Handbook pages are not proofed after submission, however we do check for obvious errors on custom covers and title pages.
- **Page count.** One page equals one side of a sheet of paper. The title page is included in the final page count. Note: final invoice will automatically be adjusted to reflect the actual page count submitted.
- **Lines.** A minimum of 1 point line width is recommended to ensure the line appears clearly when reproduced. If lines are too thin, they may disappear during processing.
- **Graphics.** If a handbook includes graphics—such as clip art—we recommend selecting black and white art, avoiding greys or shaded graphics, and sizing graphics equal to or larger than the final print size with 300 d.p.i (dots per inch) resolution.
- **Copyrighted materials.** Any copyrighted materials within a handbook needs to be accompanied by written approval to reproduce the materials. Examples of copyrighted materials include comics, cartoon characters, and professional sports logos.

#### Special tips for submitting a hard copy

- **Quality.** We recommend printing your hard copy with a laser printer. This will ensure the highest quality end product.
- **Photographs.** We recommend avoiding photographs, as photographs are difficult to reproduce at a high quality from a hard copy.

## How to submit your materials

We offer two easy ways to submit custom materials, such as handbooks and covers. Answer these questions to determine the best submission method for your school:

Yes No

Does your school or district computer network allow you to access and upload files to the Internet?

Are you comfortable working with online technology?

Will all of your customized materials be created as electronic documents?

If you answered “Yes” to all of the above, we recommend using our Online Materials Submission System

**Online Materials Submission System (OMS)**

Please proceed to “Submitting electronically” section for instructions.

If you answered “No” to any of the above, we recommend sending a hard copy printout.

**Hard Copy**

Mail an original laser printed copy to:  
School Specialty  
Planning & Student Development  
400 Sequoia Drive, Suite 200  
Bellingham, WA 98226

*Note: Facsimiles are not acceptable.*

Please use only one of the above methods to ensure efficient processing of your order.

If neither of these options meets your needs, please call Customer Service at 1-800-447-2034.

## Submitting electronically

The Online Materials Submission System (OMS) is an easy, efficient way to submit your custom materials. The software converts your files into a PDF and automatically submits the PDF for you, offering an immediate confirmation of a successful upload.

### Benefits of OMS:

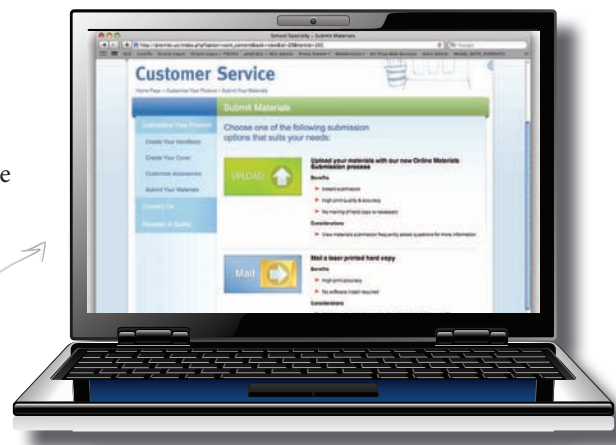
- **High quality.** Online submission is the best way to ensure custom materials reproduce at the highest quality.
- **Electronic files.** The PDF efficiency preserves formatting and fonts so what you submit is what you receive.
- **Quick submission.** It only takes a few minutes to submit and receive immediate confirmation.

## Step-by-step OMS instructions



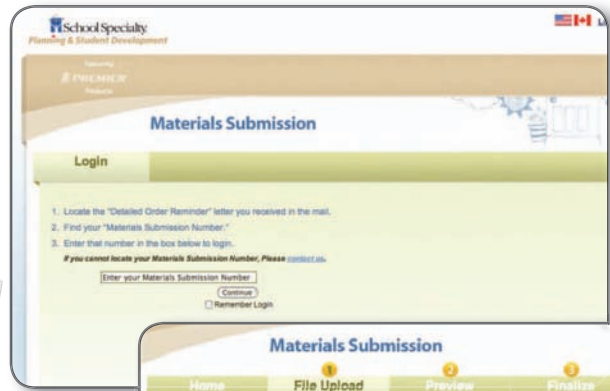
Once your school’s specific materials or cover artwork is complete, go to the School Specialty Planning & Student Development website at [www.premier.us/support](http://www.premier.us/support).

Click on the UPLOAD button to begin the Online Materials Submission process.

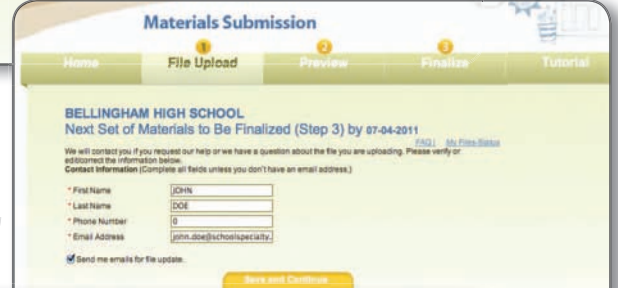




Log in with your unique Materials Submission Number found in your Detailed Order Reminder letter from School Specialty Planning & Student Development. If you are unable to find your Materials Submission Number, please call our Technical Support line for assistance: 1-800-447-2034.



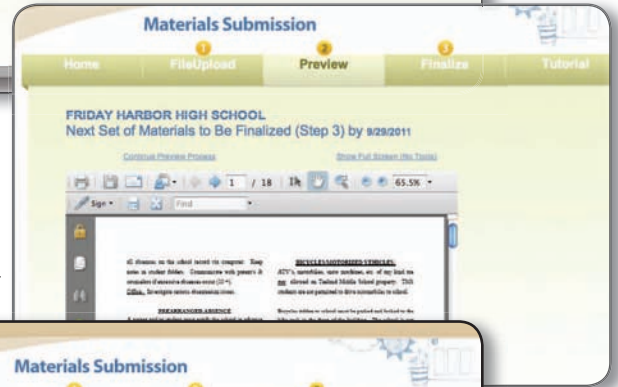
Update your contact information. This information is important in the event our support team needs to contact you for clarification about your materials.



All the materials you are responsible for will appear. Select the appropriate items for the file you are uploading and fill out the required information. Remember: you can upload more files later if you need to.



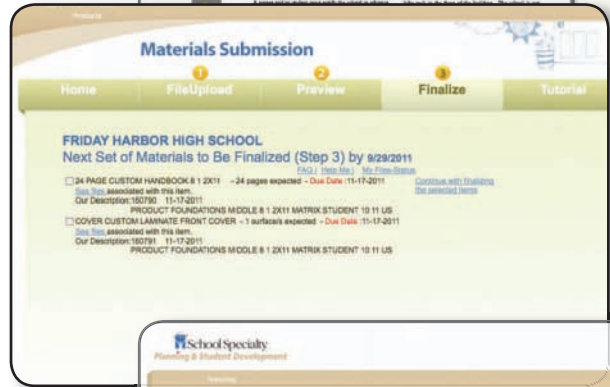
Give a name for your file, then browse for the file on your computer. Click the UPLOAD Button to send the file to our systems.



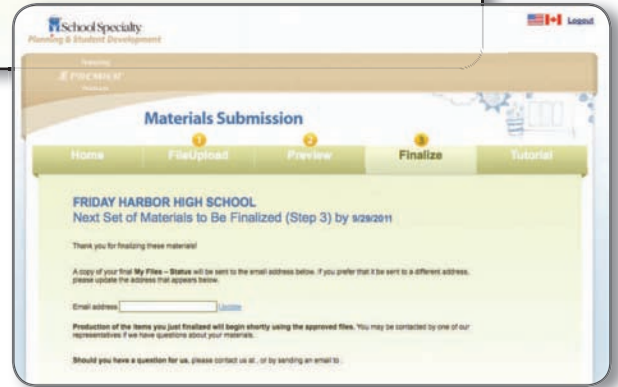
View the online PDF preview of the file you uploaded. Follow the provided checklist to ensure you check your document carefully for errors. Once your preview is complete make a selection from the options presented on screen.



Review the file(s) you have uploaded. If any files have not been previewed and approved yet, you can do that now. You can also choose to go back and upload more files, or exit the system and come back later.



Once you have uploaded and approved all of your materials, you must confirm your materials submission by clicking on the Finalize button. At this point School Specialty Planning & Student Development will begin processing your materials.



**AND THAT'S IT!**

If you need additional help, we'd be happy to assist you. Don't hesitate to call Technical Support at 1-800-447-2034.

# Frequently Asked Questions

## Should I send in a disk with my custom materials?

- If you used OMS or are mailing a hard copy, please do not also send a disk.
- If you are submitting a custom cover, please send all related files on a disk along with a printed hard copy marked QAS (quality assurance sample). Cover templates can be found at [www.premier.us/support](http://www.premier.us/support)

## What if I need typesetting or formatting changes?

- No problem! We can typeset entire handbooks, revise text, or make formatting changes.
- The first two pages of changes are provided at no charge for any of these services. Additional pages are \$10 per page, not to exceed \$250.
- If these services are requested, all materials need to be submitted two weeks prior to the standard materials due date.

## Can I repeat pages from last year?

- Yes! Please let us know if you plan to repeat pages.
- If you submit electronically using OMS, please provide clear instructions in the comments box about which pages should repeat and where they should be placed.
- If you submit using a hard copy, please print the page/s, indicate how they are to repeat from last year and place them in the correct location with your new pages. Note: originals from last year's handbook will be used.
- If you are submitting new originals, there is no need to reference last year's copy.

## How long do I have to make revisions after I submit my materials?

- We will begin working on materials as they are received. We appreciate receiving final materials.
- Reminder: if materials are received after the published deadline, plan on receiving a later delivery date.



## Want to know more?

Call us or visit us online:

**(800) 447-2034**

**[www.premier.us](http://www.premier.us)**

400 Sequoia Drive, Suite 200  
Bellingham, WA 98226

## KEY DATES

Your Delivery Date:	All Materials Required By:	P.O. is Due By:
June 3, 2011	April 12	May 2
June 17, 2011	April 26	May 16
June 24, 2011	May 3	May 23
July 1, 2011	May 10	May 27
July 15, 2011	May 24	June 13
July 22, 2011	May 31	June 20
July 29, 2011	June 7	June 27
Aug. 5, 2011	June 14	July 1
Aug. 12, 2011	June 21	July 11
Aug. 19, 2011	June 28	July 18
Aug. 26, 2011	July 5	July 25
Sept. 2, 2011	July 12	Aug. 1

 **School Specialty**  
**Planning & Student Development**