

Handbook Margin Guide

If you would prefer to set up your own 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"	Top	1.375" (1.38")	Top	0.66"	Top	0.375" (0.38")	Top	0.5"
Bottom	2.00"	Bottom	1.375" (1.38")	Bottom	1.00"	Bottom	0.375" (0.38")	Bottom	0.5"
Left	2.25"	Left	1.45"	Left	1.00"	Left	1.375" (1.38")	Left	0.75"
Right	2.25"	Right	1.45"	Right	1.00"	Right	1.375" (1.38")	Right	0.75"

Make sure you place all content within the specified margin areas. 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.

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.