



HANDBOOK TEMPLATE INSTRUCTIONS

USING THE HANDBOOK TEMPLATE

- 1) On the title page, insert your school name and if desired, school logo. You may also include other information such as addresses, phone numbers, webpage, e-mail addresses, officers, etc.
- 2) Stay within the template margins. Make sure all your text, images, borders, etc. are within the specified margin areas on the template.
- 3) You may use whatever type font and type sizes you choose, however, if you use an uncommon design you should send the font in a separate folder along with the word document. Those used in the template are for example purposes.
- 4) All pages are two-sided. The title page is page one and keep in mind that if you have an uneven number of pages, you will have a blank page at the end of the personalized portion of the handbook.
- 5) If using graphics and/or photos in the word document, please also send them in a separate folder from the word file. All art should be grayscale, sized equal to or larger than the final print size and have a resolution of at least 300 dpi.
- 6) If you use lines (other than underlined text), do not select hairline. Lines for borders or separating copy should be 1 point width.