

If you would prefer to set up your own document to be printed on 8.5" x 11" letter paper, please use the following margin guidelines:

### HANDBOOK MARGIN SIZE GUIDE

Finished Agenda Size	5" x 8"	7" x 9"	7" x 11"	8.5" x 11"
Top Margin	1.75"	1.375" (1.38")	0.375" (0.38")	0.5"
Bottom Margin	2.00"	1.375" (1.38")	0.375" (0.38")	0.5"
Left Margin	2.25"	1.45"	1.375" (1.38")	0.75"
Right Margin	2.25"	1.45"	1.375" (1.38")	0.75"
Total Printable area	4" x 7.25"	5.6" x 8.25"	5.85" x 10.25"	7" x 10"

#### 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:** If using clipart in your handbook, we recommend submitting in black and white for the highest quality. Shaded or color clipart may end up blurry or blotchy. 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.

**Lines:** Thin lines can sometimes disappear when reproduced. If you need to use lines, please ensure they are at least 1 point in width.

**Photographs:** Using photos is discouraged in a hard copy, as the results may be disappointing.

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

**Quality:** To ensure the highest quality, please use a laser printer if you are planning on submitting via hard copy.

**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 prior to submitting.

*NOTE: Premier will check for obvious spelling and date errors on the title page (page 1) of your handbook, and we will adjust your handbook to fit the size of planner ordered. Otherwise, we will print as submitted.*