

Thank you for choosing Action Publishing to produce your 2010-2011 school agendas. Your business is appreciated.

Please adhere to the guidelines on the following pages so we can provide you with a quality Action Agenda, on-time. Action Publishing will not be held responsible for final product if guidelines are not followed.

Have Questions? We're proud to offer Live Chat. Click the chalkboard below to Live Chat with an Action Publishing salesperson. Live Chat can also be accessed at www.actionagendas.com



Click the links below to visit our pages!



art@actionagendas.com
800.388.2919

Made in U.S.A.

customizationguide

v.4.01 © 2010 Action Publishing, Inc.

DELIVERY DATES WILL BE PUSHED BACK IF FILES ARE NOT PRESS READY AND RECEIVED BY 5PM MST ON ART DUE DATE.

1. MARGINS

Handbooks should be set up as a letter-sized document (8.5" x 11") with the following margins:

<p>Aspire (Lg) 8.5" x 11" document</p> <p>Margins: Top .5" Bottom .5" Left .5" Right .5"</p>	<p>Achieve (Md) 8.5" x 11" document</p> <p>Margins: Top .5" Bottom .5" Left .5" Right .5"</p>	<p>Advance (Sm) 8.5" x 11" document</p> <p>Margins: Top .5" Bottom .5" Left 1.5" Right 1.5"</p>
--	---	---

2. REQUIRED FILES & ACCEPTED FILE TYPES

- **ONE Microsoft Word (.doc) or ONE InDesign CS3 (.indd) of the custom handbook pages**
- **ONE Adobe PDF (.pdf) file of the Microsoft Word or InDesign file - The Adobe PDF is the file used for print. Please make sure it is correct before e-mailing to Action Publishing.**
- **ONE Microsoft Excel (.xls) file** may be submitted if your handbook requires a table.



- Action Publishing **does not** accept Publisher, Quark, or any other file type not listed above. **An Adobe PDF may be submitted if the handbook was not created in one of the accepted file types.**

3. FILE PREPARATION

- The preferred method of file preparation follows:
 1. Create one Microsoft Word or one InDesign CS3 document with correct margins and final content for the custom handbook pages.
 2. Create an Adobe PDF of the final Microsoft Word or InDesign CS3 document. **Directions on how to create a PDF file are on the pdfguide page.**
- 3. E-mail art@actionagendas.com the 1 Microsoft Word file or 1 InDesign CS3 file. Also e-mail 1 Adobe PDF file created from the Microsoft Word or InDesign CS3 file.
- Colored type, clip-art, etc. will appear as varying shades of gray. It is recommend all type be 100% black. Clip-art and other images will print at the quality they are submitted.

4. FONTS

- Font size is left to your discretion, but following these guidelines is recommend so all type is legible.
- Font size is 9pt or greater for the Aspire (Lg)
- Font size is 12pt or greater for the Achieve (Md) and Advance (Sm).
- **Accepted fonts:**
Arial, Book Atiqua, Gadget, Geneva, Georgia, Helvetica, Impact, Lucida Grande, Lucida Sans Unicode, Monaco, MS Sans Serif, New York, Palatino, Palatino Linotype, Tahoma, Times, Times New Roman, Trebuchet MS, and Verdana

CUSTOM HANDBOOK CHECKLIST *

- ___ • File has been proofread. **Action Publishing DOES NOT PROOFREAD file content.**
Corrections are not allowed after file submission.
- ___ • File is set up as a letter-sized document - 8.5" x 11"
- ___ • Margins are correct.
- ___ • Fonts are correct size and limited to accepted fonts. Fonts sized below guidelines may be submitted at your own risk.
- ___ • All type is 100% black.
- ___ • ONE Microsoft Word (.doc) or ONE InDesign CS3 (.indd) file is submitted.
- ___ • ONE Adobe PDF (.pdf) file of the Microsoft Word or InDesign CS3 file is submitted. **(PDF is file for print).**
- ___ • ONE Microsoft Excel (.xls) is submitted if a table is needed in custom handbook pages.
- ___ • ONE Adobe PDF (.pdf) file if the handbook was created in a program other than those accepted by Action Publishing. (e.g. Publisher, Quark)
- ___ • **Please e-mail complete custom handbook files to art@actionagendas.com**
Files must be received by 5pm MST on the assigned Art Due Date.
Early submissions are welcome.

* **Action Publishing will e-mail a proof for approval. Proof will be considered production ready after 3 days if no response is given to the e-mail. Action Publishing will not be held responsible for incorrect art after this time.**



DELIVERY DATES WILL BE PUSHED BACK IF FILES ARE NOT PRESS READY AND RECEIVED BY 5PM MST ON ART DUE DATE.



The following websites can be used to create a pdf if your computer does not have the capability. Action Publishing is not affiliated with these websites.

HOW TO CREATE A PDF USING www.freepdfconvert.com

(Action Publishing **IS NOT** affiliated with www.freepdfconvert.com)

HOW TO CREATE A PDF USING NEEVIA TECHNOLOGY WEBSITE

(Action Publishing **IS NOT** affiliated with Neevia Technology)

- Go to <http://convert.neevia.com/>
(Click here to visit the Neevia website)

1. Conversion Settings

(The following Conversion Settings should already be on-screen.)

Output format: PDF

Compatibility: Acrobat 4.0 (PDF 1.3)

Auto-Rotate Pages: None

Resolution: 300

(Ignore the **PDF Encryption** and **Watermark** buttons)

2. Select the file

Click on the "Browse" button and find the file in your computer and select it.
(It is recommended the file be kept in your computer at a location that is easily found such as your Desktop or Documents folder.)

3. Delivery Method

Select **"Email me a link to the document"** from the pull down menu.
Enter your e-mail address.

4. Click on the "Upload & Convert" button.

If the file does not convert, check its size. It may have to be divided into two files. The Neevia website cannot handle files larger than 1 MB in size.

5. Check your e-mail

When the file is ready an e-mail will be sent to you from converter@neevia.com
Check Junk Mail if the e-mail is not in your In Box.

6. Check the PDF and e-mail to Action Publishing

Please make sure the PDF is correct, and send it via e-mail to art@actionagendas.com

If the PDF is not correct, please edit the original file, and convert to a new PDF before sending to Action Publishing. The PDF should be complete and correct when e-mailed to art@actionagendas.com

- Go to <http://www.freepdfconvert.com>
(Click here to visit the Free PDF Convert website)

1. Source File

Click on the "Browse" button and find the file in your computer and select it.
(It is recommended the file be kept in your computer at a location that is easily found such as your Desktop or Documents folder.)

2. E-mail address

Enter your e-mail address.

3. Convert

Click the "Convert" button.

4. Check your e-mail

When the file is ready an e-mail will be sent to you from jobdone@freepdfconverter.com
The file will be a .zip file type. Double-click the .zip file and the PDF file will appear.

5. Check the PDF and e-mail to Action Publishing

Please make sure the PDF is correct, and send it via e-mail to art@actionagendas.com

If the PDF is not correct, please edit your original file, and convert to a new PDF before sending to Action Publishing. The PDF should be complete and correct when e-mailed to art@actionagendas.com

www.freepdfconvert.com allows 1 PDF per e-mail address to be made every 30 minutes.

