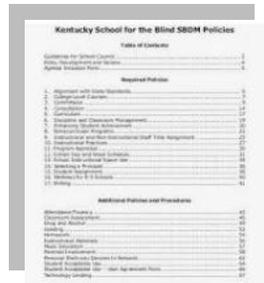


## How to Create & Submit Your Student Agenda

In order to complete this year's agenda submission process, please follow these steps:

1. Select your Stock **Cover** Design or create your Custom **Cover** Design
  - Stock Agenda Cover Design options - see **Step 2** in the start-up email or [CLICK HERE](#)
  - Custom Design option - see section to follow titled, "Your Custom Agenda Cover"



2. Create any Custom **Pages** you will be submitting.
  - See section to follow titled, "Your Custom Agenda Pages," to check the settings on your Word document before beginning.
  - **IMPORTANT:** Convert your Word document into a PDF document. (You **MUST** submit a PDF.)

3. **IF NEEDED:** Complete the custom overprint form. You will need to complete this step only if you have selected the option to print events and calendar items within the calendar pages of your agenda.
  - See **Step 3** of the start-up email to download form with instructions.

4. **Submit** pages and cover to Friesens via the online submission form by clicking on **Step 4** in the start-up email or [CLICK HERE](#).

**NOTE:** Proofs of your cover will be emailed to the address provided through the online submission form. This proof is to be approved by the school prior to printing. **If approval has not been received by the time of printing, cover will be processed without approval in order to ensure a timely delivery.**



If you have any questions, please contact your Friesens Print Consultant or your Customer Service Specialist at 1.888.324.9725.

## Your Custom Agenda Cover

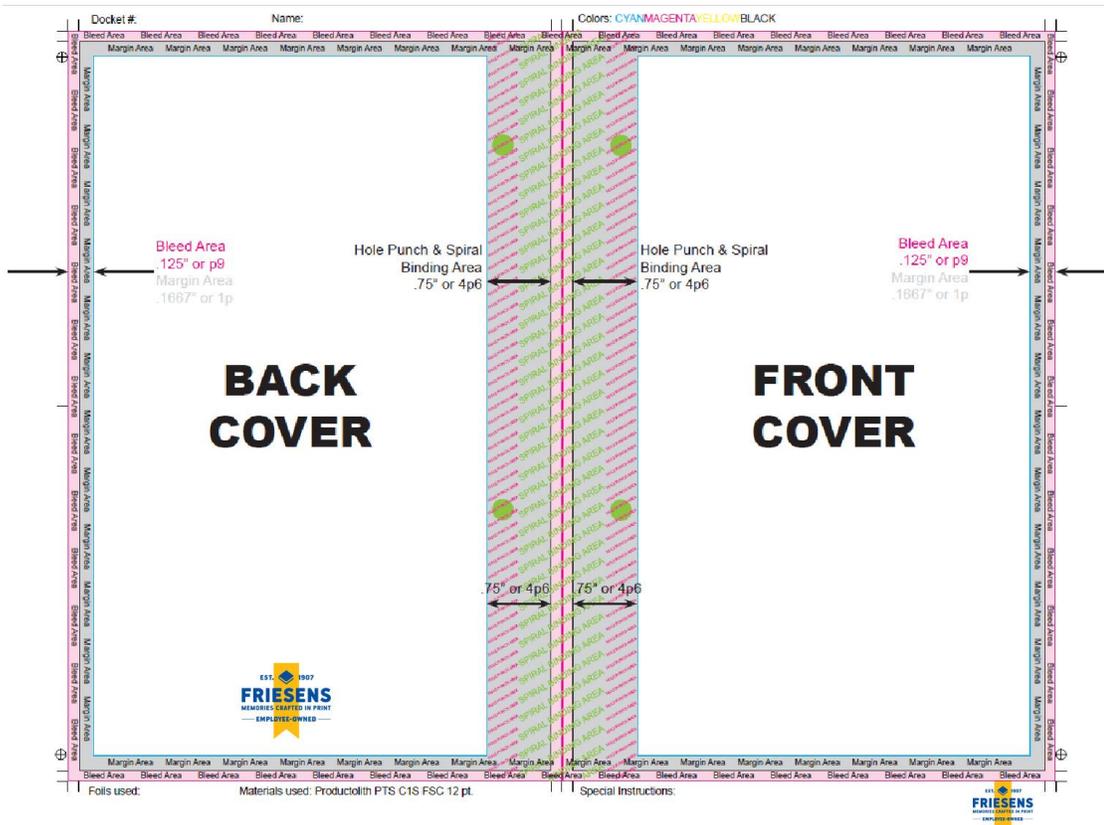
Your agenda's custom cover includes the outside front and back of the agenda. Premade Photoshop and InDesign templates for all sizes can be found in **Step 1** in the start-up email or [CLICK HERE](#). Covers should not be created using Word or Publisher.

### How to Set Up Your Agenda Cover Margins

When setting up your cover using Photoshop or InDesign, please use the following margins and bleeds.

- Top .1667" or 1 pica
- Bottom .1667" or 1 pica
- Outside .1667" or 1 pica
- Inside .75" or 4p6 (this will leave room for the coil and hole punching)

Bleed area should be .125" or p9 on all sides



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## Your Custom Agenda Pages

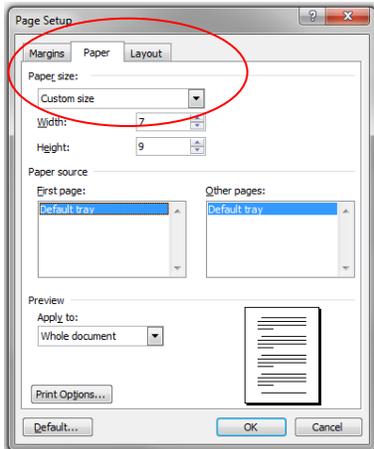
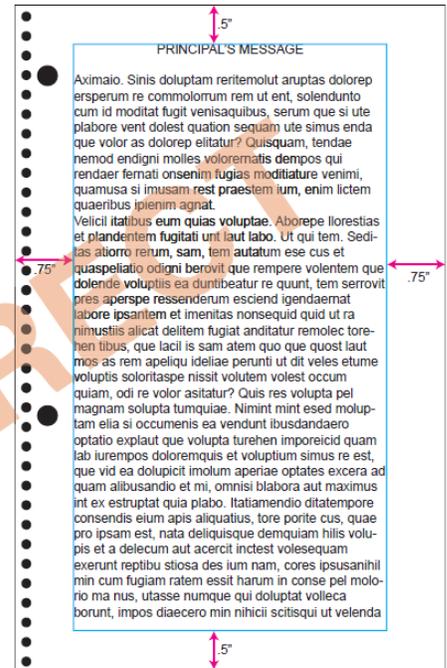
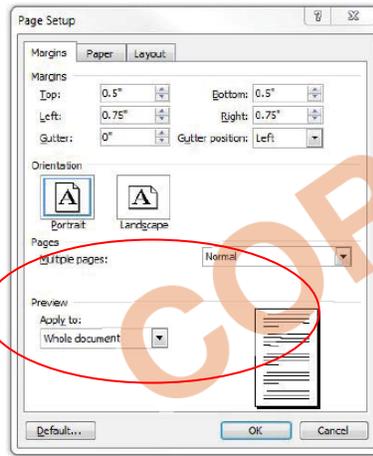
If you are using existing files, check **Margins** and **Size** in the Layout tab to ensure they are correct. (See Page Setup in the File menu for earlier versions of Microsoft Word.) This will prevent text from running into the coil and hole punched areas.

### Correct Margins

If margins are wrong, highlight all the text in your document and enter the correct margins.

#### Margins:

- Top .5"
- Bottom .5"
- Inside .75"
- Outside .75"



### Correct Page Size

Your agenda will be one of the sizes listed below. The size of your agenda can be found on your quote or by contacting your Customer Service Specialist.

Agenda Page Sizes:	Width	Height
	5.5"	8.5"
	7"	9"
	7"	11"

**Check your formatting and text flow to ensure everything still fits and is laid out correctly after making these changes.** Click "Print" and choose "PDFCreator" as your printer to convert your Word document to PDF format before submitting to Friesens.

If you have any questions, please contact your Friesens Print Consultant or your Customer Service Specialist at 1.888.324.9725.