

## How to Create & Submit Your Student Agenda

Available for download through this start-up email:

- Templates to help design a Custom Agenda Cover\* (Photoshop or InDesign) – see [Step 1](#)
- Options for Stock Cover Designs – see [Step 2](#)
- Agenda Overprint Form\*\* (Excel Spreadsheet) – see [Step 3](#)
- Access to online form for submitting agenda information – see [Step 4](#)

\* Not applicable for those schools choosing a Stock Cover Design.

\*\* The Agenda Overprint Form is for those schools using this feature only.

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

1. Select your Stock Agenda Cover Design or create your Custom Agenda 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.**" For best results use our Photoshop and InDesign templates found in the Instructions Download (**Step 1** in the start-up email or [CLICK HERE](#)).
2. Create custom agenda pages you will be submitting.
  - If you are working with Friesens for the first time your current document margins may need to be adjusted for a new page size.
  - **IMPORTANT:** See section to follow titled, "**How to Set Up Agenda Custom Pages,**" to check the settings on your Word document before beginning, and/or before you submit the files.
  - Convert your Word document into a PDF document. (You will submit both Word and PDF.)
3. Complete the custom overprint form. You will need to complete this step if you are printing events and calendar items within the calendar pages of your agenda. See section to follow titled "**How to Fill Out and Submit Your Overprint Information.**" See **Step 3** of the start-up email or [CLICK HERE](#) to download form.
4. Click on **Step 4** in the start-up email or [CLICK HERE](#) to access our online submission form. Follow the steps outlined in this form to submit your agenda content (both cover and page content).
5. 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

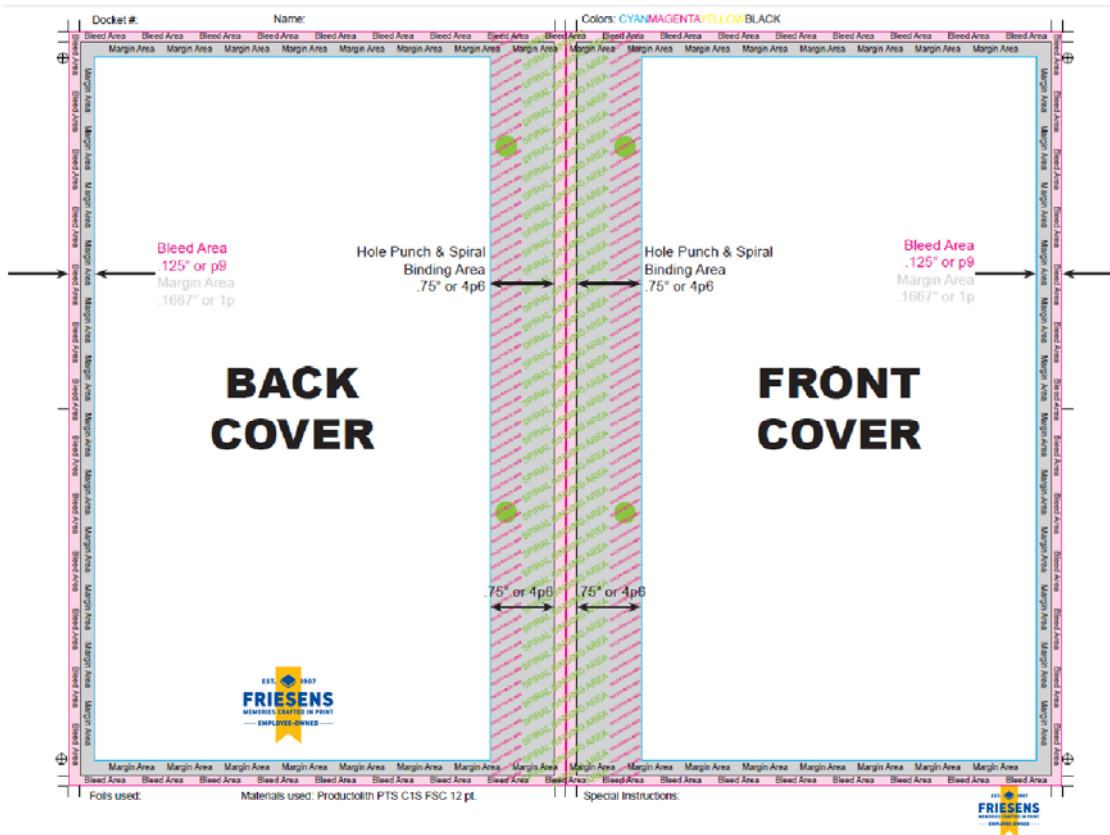
Your agenda's custom cover includes the outside front and back of the agenda. Premade Photoshop and InDesign templates for all sizes can be found in the Instructions Download (**Step 1** in the start-up email). Covers should not be created using Word or Publisher.

### 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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## How to Set Up Agenda Custom Pages

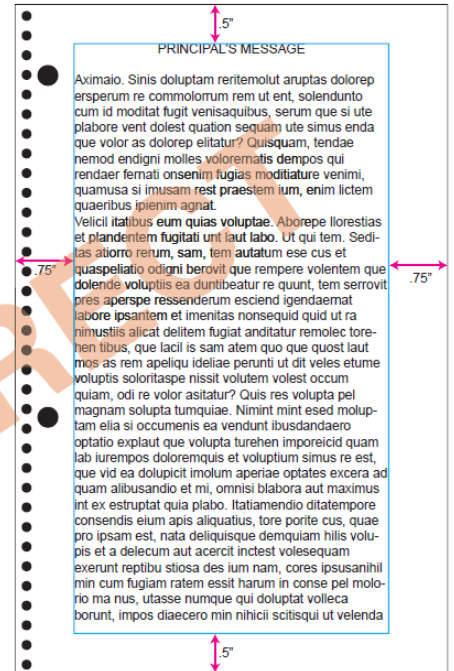
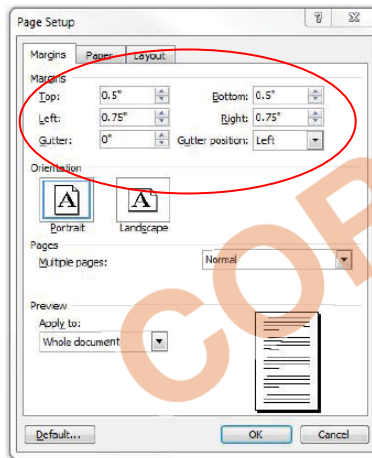
**NOTE:** If you are using existing files, check Page Setup in the File menu to ensure your margins are correct. If they are wrong, highlight all the text in your document and input the correct margins. Check your formatting and text flow to ensure everything is still laid out correctly after making this change.

### Correct Margins

Will prevent text from running into the coil and hole punched areas.

Margins:

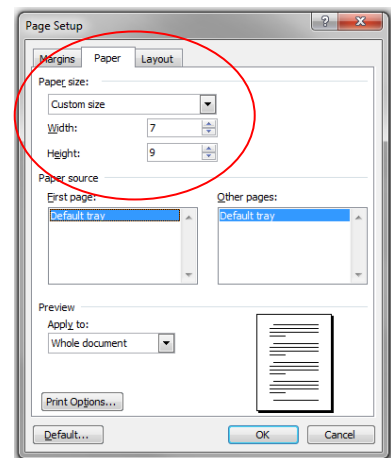
- Top .5"
- Bottom .5"
- Inside .75"
- Outside .75"



### Correct Page Size

Be sure to set the correct width and height for your agenda in the Paper tab located in the Page Setup menu. 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"

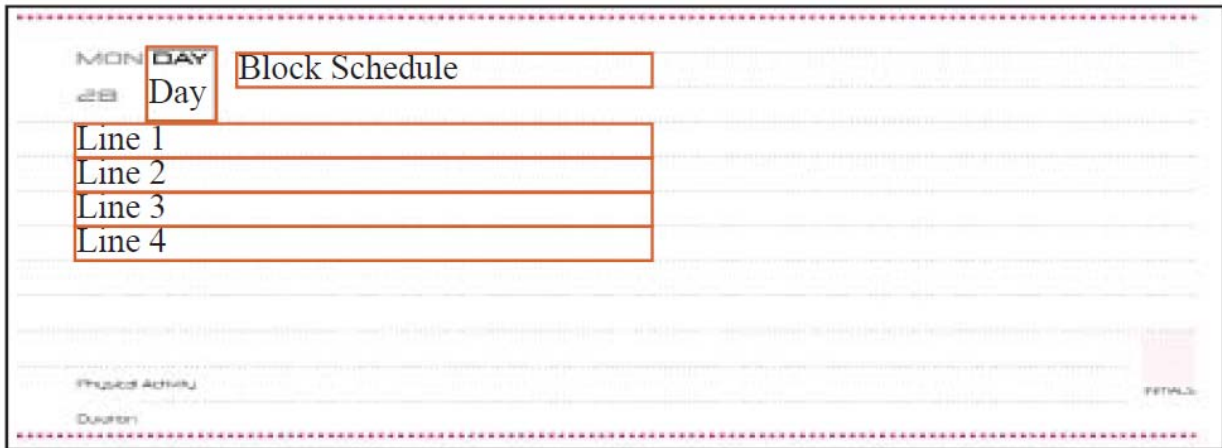


## How to Fill Out and Submit Your Overprint Information

1. Open Agenda Overprint Form (see **Step 3** in start-up email or [CLICK HERE](#)).
2. Add data into the appropriate fields. Refer to images below for positioning.
3. Save the file.
4. Click on **Step 4** in the start-up email or [CLICK HERE](#) to access our online submission form. Follow the steps outlined in that form to submit your overprint information.

**NOTE:** Do not delete any rows or columns within the supplied form.

### Overprint Placement (sample) for the Week at a Glance



MONDAY 28 Day Block Schedule

Line 1

Line 2

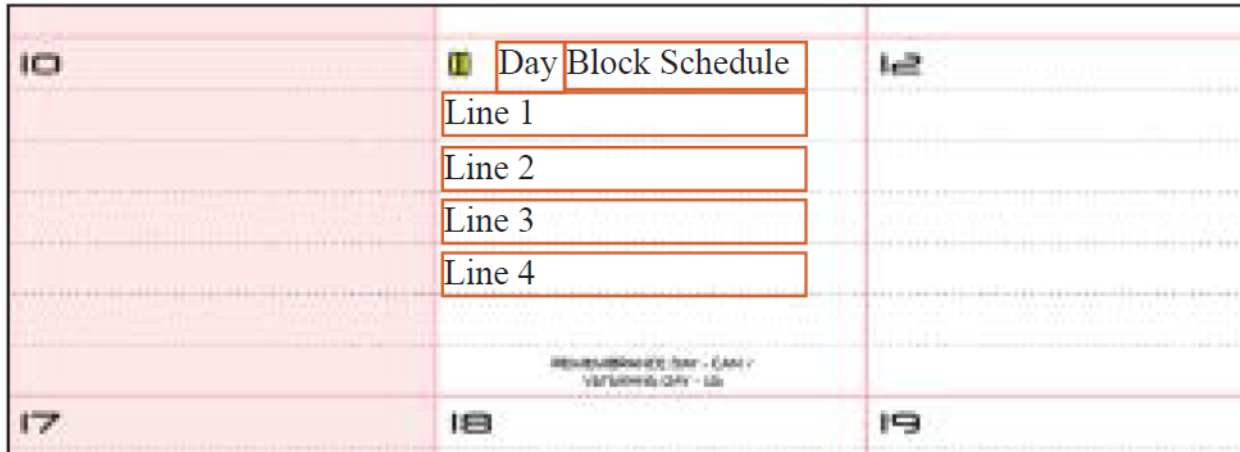
Line 3

Line 4

Physical Activity

Duration

### Overprint Placement (sample) for the Month at a Glance



10 Day Block Schedule 12

Line 1

Line 2

Line 3

Line 4

Physical Activity

Duration

17 18 19

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

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