

Aupel has prepared this Work Kit providing you with the main elements needed to prepare your personalized school cover and pages.



DEADLINES

Personalized cover and pages

Your personalized Aupel standard cover and school pages must be received **no later than June 10, 2010.**

If your school prefers a **customized-design cover**, it must be received **no later than June 3, 2010.**

Pages and/or cover approval

If, **prior to printing**, you wish to approve your personalized cover format and sequence of school pages, please submit your documents **no later than June 10, 2010.**

If you are unable to comply, please contact your Sales Representative or our Customer Service Department.

1-866-288-2264

www.aupel.com

School Cover Personalization

If you have chosen:

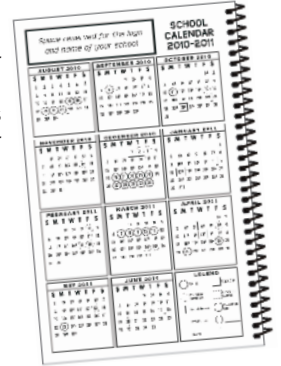
1. a full-colour standard design on a **Double-Laminated Cover**
2. a full-colour standard design with a **Clear Wraparound Vinyl Cover**

For these types of cover, your personalization is printed on the front cover of the selected full-colour standard design. Supply us with a clear copy of your school logo, name, address, motto, etc. Please fit your personalization into a 3 3/4" x 1 3/4" box, using the template shown below. This will be printed on the front cover of your planner in the assigned area exactly as you submit it to us.

Area provided for your cover personalization (3 3/4" x 1 3/4")



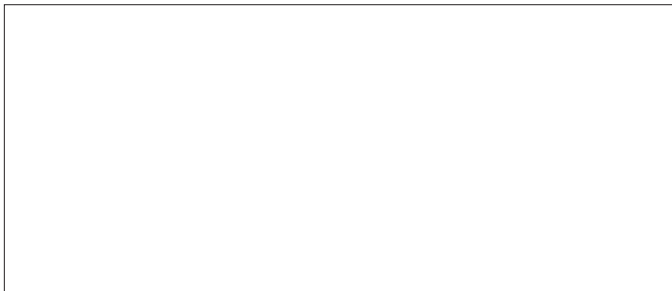
Personalized back cover optional with these types of cover (timetable, school calendar, advertising, etc.).



3. a full-colour standard design on a **Hard Plastic Cover**
4. a full-colour standard design on a **3D Animated Cover**

For these types of cover, your personalization is printed on the first school page and will appear in the clear window at the top of the front cover of the selected full-colour standard design. This identification page replaces the stock page. Please fit your personalization into a 3 1/2" x 1 1/2" box. You can create your own identification page or use a standard one available for download in the Online Services section of our web site (see Optional Pages). If you choose to create your own identification page, please make certain your personalization is positioned so that it can be seen through the cover window. Refer to the template and examples shown below.

Area provided for your cover personalization (3 1/2" x 1 1/2")



AE.100-Identification Page

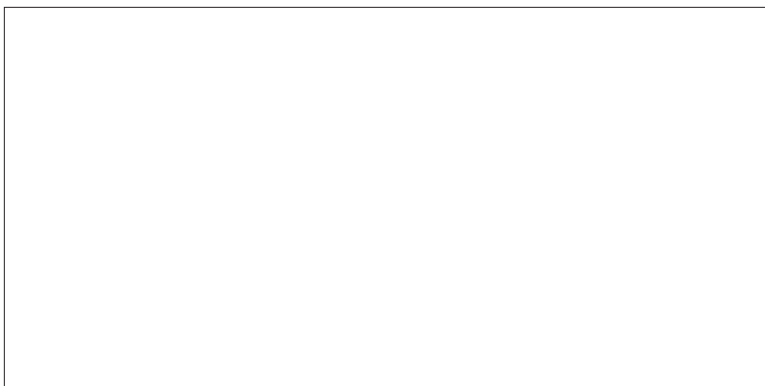
AE.200-Identification Page

AE.300-Identification Page

Black and white standard identification pages

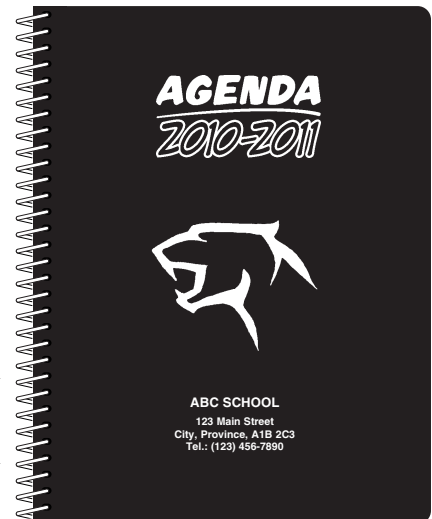
5. a **Hard Solid-Colour Plastic Cover**
6. a **Solid-Colour Leatherette Cover**

For this type of cover, please supply a clear black on white copy of your logo along with a separate document showing your school name, address, motto, etc. We will fit your personalization into a 4" x 2" box.



Maximum area provided for a half-page cover personalization (4" x 2")

Half-page personalization



Full-page personalization

School's Own Design

Create your own black or full-colour design! A school's own design is printed on cardstock and is available with a **double-laminated** or a **clear wraparound vinyl cover**. You may submit your design as a digital file (recommended) or as an original artwork (hand-drawn). Instructions are shown below.

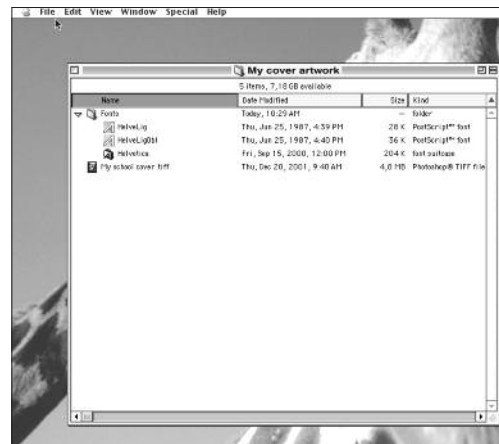
Digital file

If you are supplying a digital file, follow these instructions:

- Save your file at a resolution of 300 dpi to ensure a high quality printed image
- Save your document in CMYK mode, never in RGB mode
- Include fonts that you use and indicate the name of each one.
Example: Helvetica light, light oblique.
- Include the pictures that you use and indicate the name of each one.
- Specify the platform that you use (PC or MAC).
- Specify the software that you use to do the cover.
Example: QuarkXpress 7, Photoshop CS3, Illustrator CS3, etc.

The measurements to follow are indicated on the diagrams illustrated below.

Once your cover is completed, send it by e-mail to aupeldesign@videotron.ca (if the file is under 6MB), or by courier on CD-R, detailing the content so we can verify that we have received everything. Please include in the Subject window of your e-mail your customer number and the name of the school. In order to ensure that our final output is correct, we are also requesting a hard copy for reference purposes. A proof of your cover could be submitted for your approval. Should you have any questions, please do not hesitate to contact our Sales Department.



You can also send us a printout of the window as illustrated above.

Artwork

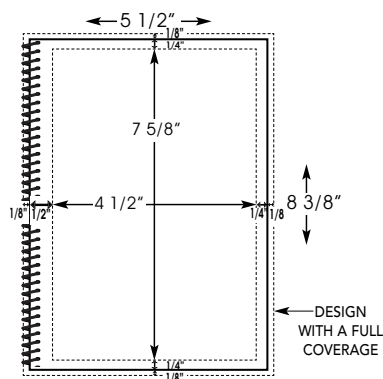
If you send us original artwork, avoid using pencils since the result will be difficult to reproduce faithfully. We require the original of your design. Do not send a photocopy. Your cover will be reproduced in accordance with the measurements indicated on the diagrams illustrated below. If your original does not meet these requirements, your design will have to be cropped to fit the correct size and this may result in altering the final look of your cover. If you send a computer printout, for best results, screens should be 100 to 120 lines per inch.

Measurements

Heritage High School Planner

When choosing this planner, make sure you fit in and center the information and bulk of your design within an area of $4\frac{1}{2}'' \times 7\frac{5}{8}''$, centering that area at $\frac{1}{4}''$ from the top, bottom and outside edges of the cover, and at $\frac{1}{2}''$ from the binding edge (see diagram).

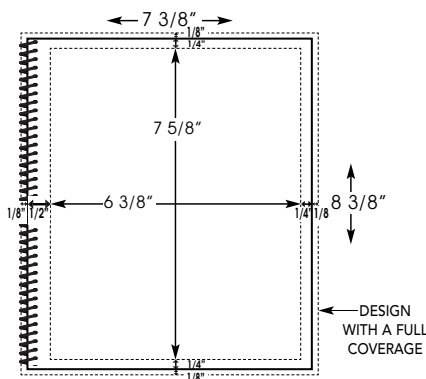
If your design covers the entire surface of the model, you must add $\frac{1}{8}''$ to the final size on all sides.



Heritage Junior/ Intermediate Planner

When choosing this planner, make sure you fit in and center the information and bulk of your design within an area of $6\frac{3}{8}'' \times 7\frac{5}{8}''$, centering that area at $\frac{1}{4}''$ from the top, bottom and outside edges of the cover, and at $\frac{1}{2}''$ from the binding edge (see diagram).

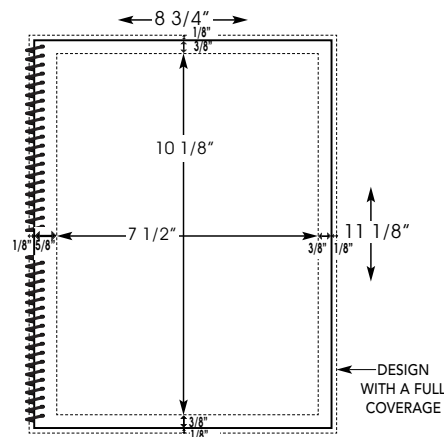
If your design covers the entire surface of the model, you must add $\frac{1}{8}''$ to the final size on all sides.



Heritage Primary Planner Heritage Junior Planner Heritage Intermediate Planner

When choosing one of these planners, make sure you fit in and center the information and bulk of your design within an area of $7\frac{1}{2}'' \times 10\frac{1}{8}''$, centering that area at $\frac{3}{8}''$ from the top, bottom and outside edges of the cover, and at $\frac{5}{8}''$ from the binding edge (see diagram).

If your design covers the entire surface of the model, you must add $\frac{1}{8}''$ to the final size on all sides.



Preparing Your School Pages

Your personalized school pages may be submitted **camera-ready**, as a document created with **Aupel Microsoft Word Templates**, as a **PDF file** or if you prefer we can **typeset** them.

Important instructions related to the preparation of your school pages

The total number of personalized school pages must be a multiple of 4. If your page total is not a multiple of 4, we will add "Notes" pages to complete your page count. Please note that one sheet consists of 2 pages.

If you chose a Hard Plastic Cover or a 3D Animated Cover with a clear window, the first page of personalized school pages must be your school identification page. This page has to be included in the total number of pages.

In order to prepare your personalized school pages in the appropriate format, we have indicated the margins to be kept in an 8 1/2" x 11" sheet or document (see Templates for School Pages and Calendars).

If you prefer, you can download Microsoft Word templates from our web site for easy preparation of your school pages and monthly calendars. All text, graphics, tables, calendars and page numbers should fit within the frame of the template. It is not necessary to leave margins, since they have already been accounted for.

If your school pages are submitted in a format larger or longer than the image area of the template, they will be reduced and this may result in a lower quality. Smaller and shorter pages will be aligned and centered with the top margin of the template. We will enlarge a specific page only when requested to do so.

Always keep a back-up copy of your documents.

Camera-Ready School Pages

Camera-ready school pages should be submitted in black and white on white paper only. Please use the appropriate template format.

Camera-ready school pages must be thoroughly reviewed and presented exactly as you wish them to appear in your planner before being sent to us, since they will be printed as is without further revision.

It is important to number correctly each page, centered at the top or the bottom. It is also important to number correctly the back of each of your school pages, using your school code. For example, if your code is AB123456, the pages should be numbered as follows: 1-AB123456, 2-AB123456, 3-AB123456, etc.

In order to ensure a good quality document, print your pages on a laser printer. Please do not send photocopies, only the original laser-printed pages. Avoid screens, shaded areas, thin lines, colour and remove any unwanted spots or marks.

Do not fax camera-ready school pages. Send them by courier, detailing the content so we can verify that they are complete. If possible, send a copy of the document saved on a CD-R.

Templates for School Pages and Calendars (Microsoft Word Documents)

You can download templates for easy preparation of your school pages. Templates for monthly calendars (from August 2010 to July 2011) can also be downloaded – simply enter your school's events and add the completed calendars to your school pages. Your final document can be sent to us by e-mail to school.planners@aupel.com. Please include in the Subject window of your e-mail your customer number, the name of your school and who to contact in case of bad transmission. In order to ensure that our final output is correct, we are also requesting an original copy sent by courier or a faxed copy, sent at **1-877-770-0829**, for reference purpose.

PDF File

Your PDF file should be saved with these two important settings: **EMBED ALL FONTS** to ensure that all your type styles are embedded in your PDF document and **PRINT OPTIMIZED** to permit your photos and graphics to print with maximum resolution.

Always print and review your PDF file. Your PDF print-out should be identical to your original document.

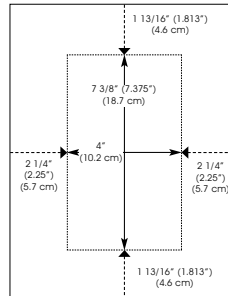
Once your document has been converted into a PDF file, send it by e-mail to school.planners@aupel.com or by courier on CD-R, detailing the content so we can verify that we have received everything. Please include in the Subject window of your e-mail your customer number, the name of your school and who to contact in case of bad transmission. In order to ensure that our final output is correct, we are also requesting an original copy sent by courier or a faxed copy, sent at **1-877-770-0829**, for reference purpose.

Typesetting Your School Pages

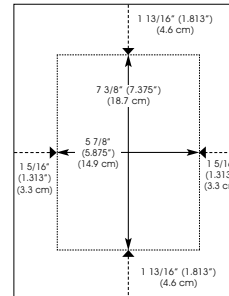
For a professional presentation or if you do not have the time, Aupel can typeset your personalized pages. Please contact our Sales Department for cost and turnaround time.

Templates for School Pages and Calendars

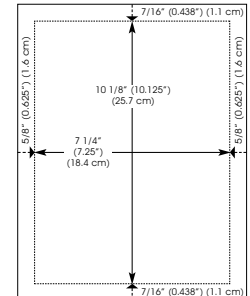
Margins to be kept on an 8 1/2" x 11" sheet or document. A printable template for school pages in the correct size can be downloaded from the Online Services section of our web site (see Optional Pages).



Agenda de format 8 1/8" X 8 1/8"
(13 cm X 20.6 cm)



Agenda de format 7" X 8 1/8"
(17.8 cm X 20.6 cm)



Agenda de format 8 3/8" X 10 7/8"
(21.3 cm X 27.6 cm)

Optional Pages

These black and white pages can be added to your personalized school pages. Simply download the pages you require in the correct size from the Online Services section of our web site and insert them with your school pages to create the ideal agenda for your students.

E.101-Hallway Passport

E.102-Home/School Communication

E.103-Absences/Tardy

E.104-Achievement Record

E.105-Notes

E.106-Record of Community Service

E.107-Reading Log

E.108-Assignment Planning

E.109-2-Year Calendar

E.110-Directory

Should you have any questions on any of the above, please do not hesitate to contact our Sales Department.