

PLANNER GUIDE

When it comes to creating your planner, whether it is large or small, here are some helpful tips that you can use once you're ready to start designing.



DIMENSIONS

Large Planner (8.25W x 10.75H)

- Margins Top & Bottom = 0.625"
- Left & Right Size = 0.875"

Small Planner (5.5W x 8.5H)

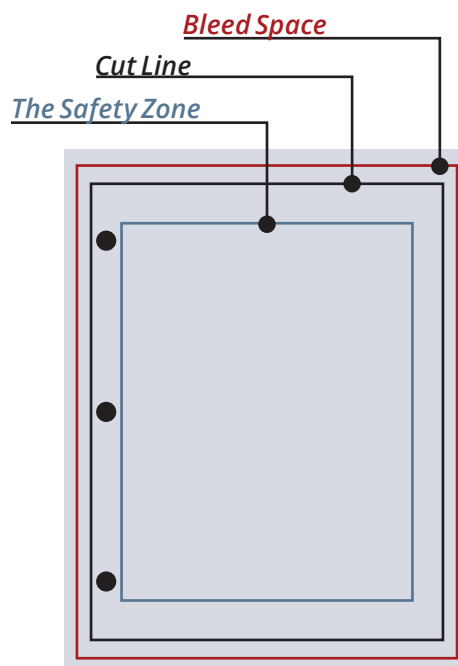
- Margins All Sides = 0.625"

UNDERSTANDING PAGE GUIDELINES

Bleed Space represents the area that is cut off during your planners production. Anything between the red and black lines will be cut.

Cut Line represents where the paper for your planner will be cut. Anything between the black and purple lines is safe, but has a risk of being cut.

The Safety Zone is the safe area for your content. Anything within the purple box will not be cut during the production of your planner.



HOW TO CUSTOMIZE: DESIGN TOOLS

TEXT

Customize your font color, size, style, alignment. Double click the text box to edit or select Text Edit Mode from the Quick Menu.

PHOTO

Upload JPG and PNG images with the photo upload button. Create categories to organize your content and upload multiple files.

TEMPLATES

Choose pre-made templates to easily fill in the content of your planner pages. Choose from a wide variety of templates.

SHAPES

Use the shapes tool to add a creative flair to your planners. Place behind text to add emphasis or layer your content.

CLIP-ART

Choose from hundreds of different clip-art options to illustrate different subject matters and school events.

BACKGROUND

Use the background button to customize your planner pages or use the Photos button to add your own backgrounds.

PDF

Upload PDF pages and click to place them on the pages. Use the recommended dimensions for your planner size to ensure content fits.

QR CODE

Take your planner to the next level with QR codes you can use to link websites, videos, music and more! Scan QR Codes

SUBMITTING YOUR PLANNER

STEP 1: COVER APPROVAL

This step will show you your front and back cover broken up, to check to make sure your design is accurately being displayed. Once you have reviewed your cover artwork, check the box confirming your cover design. Then click **Go to Next Step**.



Learn How To Fix
Pre-Flight Warnings



STEP 2: CHECK CONTENT

This step allows you to turn Page Numbering **ON / OFF** and review **Pages with Warnings**. To review preflight warnings scan the QR Code. Once you have fixed or chosen to ignore preflight warnings, confirm your page content. Then click **Go to Next Step**.

STEP 3: SET DELIVERY

This step will have you confirm **Where you want the planners delivered to and the Delivery Date**. The row highlighted in green and preselected is the earliest delivery date option without incurring a rush fee. You can select a date with a rush and the amount will be added to your final invoice.



STEP 4: SET QUANTITY / PAY

This step asks you to **Confirm the Number of Planners** and to **Submit Final Payment** and review any fees / previous payments. **Pay by Credit Card or Check**



STEP 5: THE FINAL STEP

The last step will ask you to review your planner specifications one last time. **Confirm all checkboxes and Approve for Production**.

If you are designing for multiple schools in one project, be sure to confirm number of planners for each cover design.



5 EASY STEPS TO FOLLOW

Follow the steps listed below once you're ready to approve your planner for production. Access the approval form by going to the Manage tab and selecting Manage Ladder from drop-down menu. Click the red Approve for Production button. There are 5 steps on the approval form you must fill out to submit your content.



“Organization is one of the first steps to becoming a successful student”

Based off a 2016 Oxford Learning study

BUILDING IN MICROSOFT WORD

[SCHOOL NAME]

Instructions

The word document template can be used to create new custom pages for your student planner. Please do not adjust the PAGE SIZE or the PAGE MARGINS. You can then save this document as a PDF and upload the PDF to the ENTOURAGE site to be placed in your book ladder so you can approve this content for production. All content will be printed in B&W unless you specify which pages you'd like to have in color. Any color images will be converted to B&W when it is printing.

Other instructions

- Double click on [SCHOOL NAME] above to adjust your header
- Double click the page number below to adjust the footer

You can go ahead and delete this material and fill in with your school's planner information.

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STEP 1: ADJUST HEADER

Double click [**SCHOOL NAME**] on the template to adjust your header.

STEP 2: ADJUST BODY

Double click the body text to delete the material or fill in with your school planner's information.

STEP 3: ADJUST FOOTER

Double click the page number [**1**] to adjust your footer.

Save the document as a PDF and upload the PDF to the Entourage Planners site to be placed in your ladder.



**SCAN THIS QR CODE
TO ACCESS TEMPLATES
FOR LARGE & SMALL
PLANNERS**

PLANNER SIZES

Large Planners:
(8.25 x 10.75)

Small Planners:
(5.5 x 8.5)