



SCHOOL DIRECTORY PRINTING INFO (Booklets)

- **What size paper** will the directory be printed on?
 - 8.50" x 11", folded in half
 - 8.50" x 14", folded in half
 - 11" x 17", folded in half
- If you want the finished product printed on 8.50" x 11" sheets, which will then be folded in half into a booklet, it's best to set up your document in the actual size it will print out, with each page being 8.50" x 5.50". If you don't know how to do this, then set up your pages on a full sheet of 8.50" x 14" (portrait orientation). It sounds strange, but 8.50" x 14" reduces down better *proportionally* to fit on a half sheet of 8.50" x 11"(8.50" x 5.50"), than if you set up your document on a full page of 8.50" x 11".

*If you need a booklet template file for an 8.50" x 11" or 8.50" x 14" folded in half directory, email Leslieschlueter@iusd.org and she can send you a template in Microsoft Word for an 8.50"x11" or 8.50"x14" folded in half booklet, along with a media file that tells you how to make a booklet in Word.
- Please submit your directory as a **PDF file**, if possible. If you are not able to save/convert your file to a PDF, then give us a good quality print out of your directory on WHITE paper and we will scan the pages (it doesn't always produce the best quality directory, but it will work). Word docs or Publisher files are accepted but you need to embed the fonts.
- Submit your **PDF** file by email / on a CD / or a flash drive. A hard copy sample of what your directory should look like (can be printed on white paper), would be greatly appreciated.
- If possible, **add page numbers**.
- Leave at least a **3/8" (.375") margin** around all of the edges (top, bottom, right, and left).
- **TIP:** Every sheet of paper that is folded in half is equal to 4 pages. Your covers count as pages -- (1) outside front, (2) inside front, (3) inside back, (4) outside back. The final page count must be divisible by "4". If the page count can be divided evenly by "4", then you won't have any blank pages. If you are going to have blank pages somewhere, you need to tell us where they should be placed, or you can put them in yourself.
- What **type of paper** and **what color of paper** will your **COVER** be printed on? Check our website for types and colors of cardstock/cover stock (110 lb. Index or 65 lb. Astrobright Cover). Papers are listed in our Publication Services Information booklet, click [here](#).
- Will your **COVER** be printed in full color (2 options), or with all black ink (which is the most cost effective).
 - Option #1 for color is our "good quality" ComColor, click charge is .0245 cents per sheet/per side.
 - Option #2 for color is our "best quality" XC800, click charge is .18 cents per sheet/per side.
 - Black ink click charge is .0126 cents per sheet/per side
- Are your covers printed two-sided? Is the FRONT cover printed two-sided, or one-sided? Will the BACK cover have printing -- Two-sided? One side/color & one side/black? One side/black & one side blank? Are both sides blank?
- **MAXIMUM number of sheets** that can be submitted for a booklet (printed two-sided), folded in half, with 2 staples in the center, is **"20"** sheets; this includes the cover paper. **20 sheets x 4 pages per sheet = 80 total pages**. You can have 80 pages in your booklet. Any folded in half (saddle-stitched) booklet with more than 20 sheets of paper, cannot be produced in our shop at this time. We can print it, but would need to send it out for bindery -- it requires more time and there will be an additional cost for the bindery.

- If you want *some* of the pages inside the directory printed in color and some in black ink, it will need to all be printed as a color copy on our ComColor copier (.0245 cents per sheet/per side). The paper stock used would be 24 lb. Bond, which costs slightly more than regular 20 lb. Bond, to eliminate the ink from bleeding through.
- REQUIRED: We will call or email you to come by and “PROOF” a copy of your directory before we print the full order. If you decide you don’t want to look at a copy before it is printed, we need this in writing, we don’t want to be responsible for errors in the layout. Sometimes mistakes can happen when we are getting your file ready for print.
- Turnaround time for directories produced in-house -- a minimum of **2 weeks**. We may be able to get your order done quicker, it will just depend on our workload.

To find more information about Publication Service go to our website, click [here](#), or go to:

<http://www.iusd.org>

From the left column, click on **Business Services**
when the submenu pops up, click on **Publication Services**

To read information about School Directories, click [here](#).

To print out a Print Shop Work Order, click [here](#).

IUSD PRINT SHOP

Email: Print-shop@iusd.org
100 Nightmist, Irvine, CA 92618
949-936-5307, 7:00am-3:30pm