

# TITLE PAGE INSTRUCTION GUIDE

## STEP 1: Choose your title page style.

There are two styles from which you can choose.

- **Name & Logo:** This title page is a single sheet of paper that contains an area for your school's name and logo, as well as a pre-determined area for your students to fill in their names and contact information.
- **Custom:** This title page is a single sheet of paper that is fully customizable. It includes an area for your school's name and logo, as well as a flexible space for content and/or images.

## STEP 2: Download your template.

Download the Microsoft Word Handbook Template for your style selection, in the appropriate size.

- [Name & Logo Template](#) (8" x 10")
- [Name & Logo Template](#) (5" x 8")
- [Custom Template](#) (8" x 10")
- [Custom Template](#) (5" x 8")

Our templates have pre-set margins, to ensure your content is placed perfectly on the page.

## STEP 3: Create your title page.

### NAME & LOGO:

1. Place your school name and/or logo inside the red oval on the template. This will allow your name and logo to shine through the cover's clear, oval window.
2. Title pages are black and white; therefore your school's name and logo must be greyscale.
3. For help inserting your logo into a Microsoft Word document or converting to greyscale, watch the [Inserting a Logo](#) tutorial for tips.
4. A standard area for students' names and information is printed on the bottom of the title page.
5. Proofread your page carefully!

### CUSTOM:

1. Place your school name and/or logo inside the red oval on the template. This will allow your name and logo to shine through the cover's clear, oval window.
2. Title pages are black and white; therefore your school's name and logo must be greyscale.
3. For help inserting your logo into a Microsoft Word document or converting to greyscale, watch the [Inserting a Logo](#) tutorial for tips.
4. Fill in the space below the red oval with your custom copy and images. The template is formatted to ensure your content is positioned correctly on the page.

**Note:** If you do not want your name and/or logo to shine through the cover's window, or if you've selected a custom cover, you can delete the red oval.



## **CUSTOM, CONTINUED**

5. If you wish to cut and paste text, you must paste unformatted text to stay within the pre-set margins. Check your margins carefully to ensure all content is within the permitted areas.
6. Ensure all images are high resolution (300 dpi). If the image is pixelated on your screen, it will print the same way!
7. Proofread your page carefully!

## **STEP 4: Export your file as a PDF.**

When you have completed your title page and have proofread it carefully, you're ready to export it as a PDF. All submitted files must be in PDF form. PDFs ensure your fonts print correctly. Watch the [Saving a PDF](#) tutorial for help.

**Note:** Proofread your file carefully! Your files will print exactly as they are submitted.

## **STEP 5: Submit your files.**

When it's time to submit your materials, you will receive an email with a link to our Online Materials Submission tool.

Before submitting your materials, please review our [Submission Checklist](#) to ensure everything prints to perfection.

# ADDITIONAL INFORMATION

## SAFETY LINE

The Safety Line shows the outer edge of the safe image area.

No important information, such as faces, logos, text, student signatures, or other key elements should extend beyond the Safety Line.

The page margins in the templates are set up to ensure these elements will not get trimmed off. Please do not adjust the margins in the template.

## WINDOW GUIDE

The red oval on the template is the Window Guide. You must place your school's name and logo within the Window Guide for them to shine through the transparent window of the cover.

Do not move the oval or change the colour, as it will be removed automatically before printing.

**Note:** If you do not want the school name and logo to shine through, or have chosen a custom cover, the Window Guide can be deleted.

