Handbook Margin Guide—Custom

If you would prefer to set up your own document to match our specifications, adjust the page size and margins according to the product size ordered:

5 x 8	7 x 9	8 x 10	7 x 11
Page Width: 5"	Page Width: 6.85"	Page Width: 7.87"	Page Width: 6.5"
Page Height: 7.93"	Page Height: 9.06"	Page Height: 10.25"	Page Height: 10.87"
Top Margin: 0.31"	Top Margin: 0.38"	Top Margin: 0.5"	Top Margin: 0.25"
Bottom Margin: 0.38"	Bottom Margin: 0.44"	Bottom Margin: 0.57"	Bottom Margin: 0.38"
Side Margins: 0.58"	Side Margins: 0.71"	Side Margins: 0.77"	Side Margins: 0.46"

To ensure your handbook will fit the planner you've ordered, make sure you place all content within the specified margin areas. You may find it helpful to make the text boundaries visible; in Word, (PC) go to File > Options > Advanced, scroll down to Show Document Content, and click on Show Text Boundaries or (Mac) Word > Preferences > View and click on Text Boundaries under Show.

Handbook Setup Q&A

Q: Does each sheet in the finished agenda count as one page or two?

A: One page = one side of a sheet of paper. The title page in the front counts as one page of your total, though, so your custom handbook should be (at most) one page less than the number you're contracted for.

Q: I have a handbook set up using a Premier template from a previous year, and the margin settings don't match the the ones listed here.

A: We've revised the settings to make it less likely that your content will have to be scaled down, and to better match the actual appearance of your planner. We recommend converting your artwork to use the new settings.

Q: These pages look pretty crowded. Can I make the margins wider?

A: Of course! The margin settings listed are just the minimum width necessary for your content to fit on the page. Just remember that wider margins mean you won't be able to fit as much on each page.

Q: My handbook includes tables that have borders extending out into the margins. Will that cause problems?

A: As long as it's just the table border, you're probably OK. If the text part of the table extends out into the margins, it's not going to fit.

Q: So I shouldn't put page borders or clip art in the margins?

A: Not unless you've made the text area smaller to make room for them. If you want the look of graphics in the margins, you can make the margins wider or use hanging indents to contain the text.

Q: What happens if I can't get my handbook to totally fit these margins?

A: It will automatically be scaled down when you submit it. However, depending on your design, it might scale down more than you want, or it might not all scale down consistently. For the highest print quality, we recommend setting up everything to fit before submitting your artwork.