Thank you for requesting our Student Publishing Kit. You’re on your way to publishing your own classroom book!

Take 2 minutes to quickly activate your kit by doing the following:

1. Check the box shipping label to ensure your name is on the label (A). **Note:** If multiple kits arrived at the same time for multiple teachers, check the shipping label to ensure kits were distributed to the correct teacher.

2. Go to www.schoolmatepublishing.com/activate. Create or sign into your account. Enter Kit # (REF1) found on your box label (B). This will create an online account with a Class ID to be used for online parent payments and provide many tools to make the publishing process faster and easier (see page 2).
FOUR GREAT BENEFITS
when you activate your kit online
www.schoolmatepublishing.com/activate

You can send email notifications to parents.
We offer two emails you can send. The “Announcement” email explains your project and provides the deadline for parents to return order forms. Send the “Reminder” email to encourage parents to return order forms.

You can track all parent orders.
Your account will track all credit card orders and provide a report. Add all other parents who have ordered with cash or check (or not ordering), to keep all records in one place.

You can enable parents to order online.
The emails mentioned above include a link for credit card orders, or parents can order from the website.

FREE RESOURCES
• How-To Videos
• Template Sheets
• Printable Material
• Book Topic Ideas
• Back Cover Designs
• FAQs – check it out!
www.schoolmatepublishing.com

FOUR EASY PUBLISHING STEPS

STEP 1. CHOOSE A TOPIC

All templates are available online at www.schoolmatepublishing.com, including our NEW Themed Templates. If you decide you want a different template, no problem. Go to the “Teachers” tab, then “Printable Material,” to print new template pages.

IMPORTANT: This is the ONLY time parents can purchase your books for $20. Reorders later will cost $30. Collect and send us white copies of ALL signed Parent 3-Part Order Forms (even if parents do not purchase) in order to receive your FREE classroom book. If ordering 15 or more books, requirements will be waived. No minimum purchase required.

STEP 2. INVOLVE PARENTS
• Make parents aware of the project so they can encourage their child and order copies. Give each student an Ask Me About the Book I’m Writing sticker to wear home. Use your online account to send announcement emails to parents.

• Write the deadline date and Class ID on the Take-Home Envelopes (these can be found on your online account if you activated your kit). Send Take-Home Envelopes (pre-stuffed with a letter and Parent 3-Part Order Form) home with your students. Spanish versions are available online. All books will feature a hard cover and glossy paper for only $20!

• As the deadline approaches, remind parents that the Parent 3-Part Order Forms will be due soon. Send a note home with students and/or use your online account to email parents a reminder. Parents must sign and indicate YES or NO if ordering and return forms.
STEP 3. WRITE & ILLUSTRATE

Students should practice writing and illustrating on 8½" x 11" paper or print your template from our website. (Go to www.schoolmatepublishing.com, the “Teachers” tab, then “Printable Material.”) Follow our checklist for great looking books!

DO Checklist for Best Results:

- **DO** keep text and artwork 1/4” away from sheet edges. Any items closer than 1/4” may not appear on final printed pages. Use only ONE SIDE of the sheet.
- **DO** create artwork using standard color markers. Allow a color to dry before using another to avoid color smudges.
- **DO** write text with a black marker or black Sharpie®
  - To reduce errors, students should write lightly in pencil, and then the teacher should carefully write over the pencil with a black marker.
- **DO** complete the 4 extra pages: title page, dedication page, and 2 personal pages. The teacher should complete these.
- **DO** fix smudges or errors with correction tape; otherwise it will appear in the final printed book. It helps if students work with clean hands and have a clean workspace.
- **DO** include a wallet-sized student photo (optional) on the text or illustration page. Photos are limited to ONE per student. Use originals.
- **DO** securely adhere photos on all edges. Use a glue stick or rubber cement. Allow glue to dry before stacking pages to prevent damage.
- **DO** allow older students to type text. Use easy-to-read fonts. Templates P1 and L1 are blank to allow for typing.
- **DO** make sure all pages are numbered and in the correct order (see the storyboard, p. 4-5). If replacement pages are used, adhere a sticker for the correct page number.
- **DO** prepare digital files at the correct resolution (see p. 6).

DON’T

- **DON’T** use tape, staples, or globs of glue to adhere items. Our scanners pick up fine detail, even tape!
- **DON’T** use these for illustrations: pencil, colored pencils, light-colored, neon or highlighter markers, crayons, watercolors (or other paint), gel pens, or anything with glitter or metallic properties.
- **DON’T** use more than ONE photo per student on pages.
- **DON’T** use scrapbook items or other elements that are raised (not flat), since items cannot be accurately replicated.
- **DON’T** use photocopies of photos – they print poorly.
- **DON’T** submit copyrighted or trademarked material. e.g., logos, cartoons, images from print or web, etc. If you submit this, your order may be delayed.
- **DON’T** erase pencil marks because they may smudge.
- **DON’T** leave writings in just pencil. It is too faint. Be sure to trace over writings with a black Sharpie®
- **DON’T** get in a rush and stack pages with wet glue or colors. It causes damage when we pry pages apart.
- **DON’T** submit more than 2 pages per student (for books with 10 – 33 students) or 1 page per student (for books with 34 – 66 students). Orders over this limit may be declined.

Items from the “Don’t List” above affect our ability to scan pages successfully. Book quality is determined by the quality of the material submitted. Some colors cannot be reproduced accurately or drop out completely i.e. yellow, pink, lavender, etc. **We are not responsible for color and quality if you don’t adhere to our guidelines. We do NOT make any alterations or corrections.**

**IMPORTANT:**

Students are limited to 2 pages

each for 10 – 33 students

or 1 page

each for 34 – 66 students

Books cannot exceed the limit.

We reserve the right to deny books that exceed the allowed page limit.

Call: 800-516-8339

Email: publish@schoolmate.com
STEP 4. SUBMIT YOUR ORDER

• Have students create front cover designs and titles and choose one. Have that student recreate the final draft on the provided template (keep all content within frame). Provide cover wording on your Classroom Book Order Form.

• You may use a photo for the cover if you prefer. (See p. 6 for Digital Image Specifications.) Use your online account to upload your image and provide cover wording, then proof and approve your cover. Indicate on your Classroom Book Order Form that you uploaded your cover photo.

• Use the Storyboard to keep students’ work side by side. Add a blank page if needed to ensure proper page sequence. If any blank or replacement pages are used, adhere a page-number sticker for the correct page number.

• Assemble all book pages in this order: cover template, title page, dedication page, 1 personal page, students’ pages, then last personal page (optional). Pages will be printed in the order received. We do not edit or correct pages.

• Choose a back cover design shown on our website. Go to www.schoolmatepublishing.com, the “Classroom Books” tab, then “Free Back Cover Designs.”

• Complete and sign the Classroom Book Order Form.

• Check your online account for all orders paid by credit card. Note: If more credit card orders are placed, they will be added to your final order. Your account will be locked once we receive your order.

• Use the box your Publishing Kit arrived in and enclose:
  1) all book pages (DO NOT place in Payment Envelope).
  2) the Payment Envelope – complete the details on the front of the envelope. Place the Classroom Book Order Form, all signed, white 3-Part Order Forms, and payments inside it. Do not staple or tape cash/checks to the 3-Part Order Forms. Keep the yellow copies for your own records.

• Use the prepaid UPS label (found in or on your box) to ship your order to us via UPS. Shipping is on us!

**STORYBOARD**

This storyboard will work with ANY page template when each student contributes 2 pages of content. Remember, each student is limited to 2 pages.

Use the storyboard to ensure students’ work appears side-by-side. You may have up to 66 pages of student work ONLY IF you have 33 students, e.g., for 15 students, you will only have 30 pages of student work.
This book is dedicated to

Use for list of students’ names, appreciation, etc.

Last Page – Use for special thanks, etc. If your last page is not 70, use a page number sticker to correct the page number. For example, if you have 15 students, your last page will be page 34. Use a page number sticker or just use page 34 of your template sheets. You can also leave the last page blank, if you prefer.

and so on... up to page 69
With limits of 2 pages per student.
**How to determine if photos or scanned files are acceptable for quality printing.**

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**Maximum Print Size at 300 ppi**
- width = 3000 pixels ÷ 300 ppi = 10"
- height = 2003 pixels ÷ 300 ppi = 6.68"

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**Image Resolution**

A photo or scanned image that looks good on your computer’s monitor may not necessarily print well. Resolution of a digital file, expressed in pixels per inch (ppi), determines the printing quality.

Divide each axis by 300 – the result is the largest size an image can be printed at maximum quality. We will accept files as low as 150 ppi. The photo won’t be as sharp as 300 ppi, but it is still of acceptable quality. In that case, divide each axis by 150.

**Example of image at 3000 ppi x 2003 ppi:**
- 300 ppi: 3000 pixels x 2003 pixels (each axis ÷ 300 ppi)
  - highest quality = 10" x 6.68" maximum print size
- 150 ppi: 3000 pixels x 2003 pixels (each axis ÷ 150 ppi)
  - medium quality = 20" x 13.35" maximum print size

If you enlarge a photo or scanned image, be sure to maintain 150 ppi. You cannot re-save lower-resolution files to 150 ppi or 300 ppi.

**NOTE:** Photos from a website are usually too small for print quality. Most are only 72 ppi.

**How many pixels are in my image?**

Photo-editing software can show how many pixels are in an image, in length by height. Otherwise, on a Mac, under “File” use “Open With” and “Preview,” then use keys “Command-I” to see “General Info.” A pop-up window will display the data (see above). On a PC, right click on the image file, look at “Properties,” and then the “Summary” tab.

**Camera Settings**

Most cameras with 4+ Megapixels and many cell phones can take photos suitable for printing. Use the highest quality settings available. Do not use any compression settings.

**File Format & How to Send**

You may want to modify the brightness, contrast, and color in a photo-editing program. School Mate® Publishing is not responsible for image quality since we do not make alterations or correct colors to an image you submit.

Acceptable digital formats are .eps, .jpg, .tif, .png, or .pdf. Your file should be several megabytes in size if it’s the correct resolution, although .jpg files are generally smaller. Upload your image using your online account.
FREE SHIPPING

Ship your order in the same box that your Publishing Kit arrived in. Place the prepaid UPS label over the old UPS label. Check with your administrative office to find out where you should leave your package for UPS pickup (do not mail).

PRODUCTION TIME

We do NOT require a press date. However, we need:

- Up to 3 weeks production time (10–15 business days) and additional time for shipping
- 2–5 business days for your order to arrive to us
- 2–5 business days for completed books to arrive to you

See chart for estimated delivery dates.

1. Order in time for holiday delivery to beat your holiday break.
2. Peak season is in the spring before school ends.

Note: Our plant is closed Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days) and from Dec. 21, 2018 to Jan. 1, 2019.

Send Order By: Receive Order By:
Sept. 21, 2018  Oct. 26, 2018
Sept. 28  Nov. 2
Oct. 5  Nov. 9
Oct. 12  Nov. 16
Oct. 19  Nov. 26
Oct. 26  Nov. 30
Nov. 2  Dec. 7
Nov. 9  Dec. 14
Nov. 16  Dec. 21
Nov. 23  Jan. 4
Nov. 30  Jan. 11, 2019
Dec. 7  Jan. 18
Dec. 14-21  Jan. 25
Jan. 4, 2019  Feb. 8
Jan. 11  Feb. 15
Jan. 18  Feb. 22
Jan. 25  Mar. 1
Feb. 1  Mar. 8
Feb. 8  Mar. 15
Jan. 15, 2019
Feb. 22, 2019
Mar. 1  Apr. 5
Mar. 8  Apr. 12
Mar. 15  Apr. 19
Mar. 22  Apr. 26
Mar. 29  May 3
Apr. 5  May 10
Apr. 12  May 17
Apr. 19  May 24
Apr. 26  June 3
May 3  June 10
May 10  June 17
May 17 June 24
May 24  July 1
May 31  July 8
June 7  July 15
June 14  July 22
June 21  July 29
Feb. 22  Mar. 29
Mar. 1  Apr. 5
Mar. 8  Apr. 12
Mar. 15  Apr. 19
Mar. 22  Apr. 26
Mar. 29  May 3
Apr. 5  May 10
Apr. 12  May 17
Apr. 19  May 24
Apr. 26  June 3
May 3  June 10
May 10  June 17
May 17 June 24
May 24  July 1
May 31  July 8
June 7  July 15
June 14  July 22
June 21  July 29

Send order based on when you want to receive your books.

QUICK REVIEW

- Go to www.schoolmatepublishing.com/activate to activate your Publishing Kit.
- Choose your classroom book topic.
- Write deadline date and Class ID on Take-Home Envelopes. Have students wear kit stickers when they take envelopes home with Parent 3-Part Order Forms and Parent Letters.
- Allow students to practice their work. Complete final work on the template sheets, including the cover. Books cannot exceed allowed page limit (see p. 2).
- Teacher should complete the title page, dedication page, and 2 personal pages.
- Complete and sign the Classroom Book Order Form.
- Use the Storyboard to assemble pages in the correct order. Correct page numbers as needed with stickers. We are not responsible for missing numbers or incorrect order.
- Ensure parent orders are complete. Use the Classroom Book Order Tracker and check your online account for orders via credit cards. Reorders later will cost more.
- Put all signed, white 3-Part Order Forms (keep yellow copies for your records), payments, and Classroom Book Order Form in the Payment Envelope. Complete envelope details.
- Place book material and completed Payment Envelope (with above mentioned contents) in the same box your Publishing Kit arrived in. Use the prepaid UPS label (found in or on the box). Take to UPS or give to your UPS driver (do not mail).

Call: 800-516-8339
Email: publish@schoolmate.com
Videos: www.schoolmatepublishing.com
Use your online account and/or this form to track parent orders and book distribution. **Keep for your records.** Do NOT send to School Mate®.

This form accommodates 33 students, the maximum number of students (each with 2 pages in the book). If you are using 1 page per student, the maximum number of students is 66. Copy this sheet for extra students.

<table>
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<th>Student Name</th>
<th>Parent Turned in Order Form?</th>
<th>Bought Book(s)?</th>
<th># Books Bought</th>
<th>Book Price</th>
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<th>Payment Received?</th>
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