

HANDBOOK SUBMISSION GUIDELINES

Before converting your document to a PDF, please ensure that the original meets Inter-State's handbook format guidelines: The document should have the 'Portrait' orientation, and print 8 1/2 x 11 sheets of paper. The recommended margins are 3/4 inch on all sides. All handbook submissions must be in black and white, including images, graphics and text.

Cute PDF Writer is a free program that will create PDF (Portable Document File) files from any application that can output to a printer. PDF files are universal and can be opened on any Windows or Mac computer with an installed PDF reader, without needing the program used to originally create the file. This ensures that your submission will be reproduced correctly and accurately. If you require a PDF reader, one can be downloaded free from the following link:

<http://www.adobe.com/products/acrobat/readstep2.html>.

Cute PDF and the Adobe PDF reader are programs which must be downloaded and installed onto your computer. Depending on your particular security settings or access rights, it may be necessary to have your network support person install these programs for you.

Installing CutePDF is a simple two-step process.

First:

- Download Ghostscript from the following link:
<http://cutepdf.com/download/converter.exe>.
- Download CutePDF Writer from the following link:
<http://www.cutepdf.com/download/CuteWriter.exe>.

Second:

- Install Ghostscript and then install CutePDF Writer by double-clicking on the downloaded files (converter.exe and cutewriter.exe) and following their prompts. You can check your installation by opening the program you used to create the document you wish to convert, opening the print dialog box and ensuring that CutePDF Writer appears in the list of printer names.

To convert your document select CutePDF Writer in the Print dialog, and click the Properties button (depending on your program, it may be the preferences button). Select the Black & White option on the Paper/Quality tab.

Handbook pages submitted to Campus Agendas must be in black and white. Proofread your document after conversion to PDF. Sometimes text may shift during conversion.

Your handbooks will be printed exactly as shown in the PDF file submitted.

Email your approved PDF to your Campus Agendas Representative for printing.