

Using Templates

Templates for your complete directory are included with the MyDirectoryMaker™ software. A complete directory typically consists of front and back covers, with general school information, as well as class and student listings that you will generate from the software. Some schools also include a business directory in the back.

The templates are provided to assist you in creating a complete directory and can be used as a guide. You may use these or create your own. There are two sizes: standard templates and booklet templates. Each size has a separate file for the front and back covers. You may add or delete pages as required.

Standard templates – Use this template if you are distributing your directory as a letter size (8 ½” X 11”) book.

Booklet templates – Use this template if you are distributing your directory as a booklet (8 ½” X 5 ½”). Note that the booklet paper size is defined in the template as Legal paper size. The text and graphics will be larger because your print shop will shrink and reorient the pages for booklet printing. If you are going to create your own template, **please use these same guides**. This will ensure a uniform print size.

Note: a good rule of thumb is to keep the font size 16 or greater. That way the “shrinking” process won’t make your documents unreadable to the naked eye.

Directory Order Form – this form is provided as a template for new student information. Fields on the form are the same as those you see on the MyDirectoryMaker Family Maintenance form to make it easy for data entry. Change the wording “school name” to your school’s name and make any other changes necessary.

Important Tips:

- Open the file and save it under a new name. Use a naming convention that indicates that this is the front or back cover as this will help your print shop put the final documents for your directory in order.
- Change the graphic on the front page to your mascot or whatever you wish to show on the front.



- Typically a directory is printed on both sides (double sided). This means that the total pages in your finished directory will be an even number. You should count up all the pages you plan on putting in your finished directory to ensure that you have something on each side. This may mean putting in a placeholder page. If you don't do this, the print shop will have to put in blank pages, and they may not place them where you want them.
- Once you are satisfied with what you have created, save the files with naming conventions like "1front", "2Class Roster", etc. so that it is easy to remember which files go first, second, etc. Print the files in the same order you wish to have them appear in your directory. Again, make sure that you have an even number of pages for the entire directory.
- Either email or save the files on a CD and take them to your print shop. Have them provide you with a "proof" of the completed directory, as they will print it, before authorizing final production. This will ensure you don't end up with 400 copies of something you don't want!

That should be all you need to do to have a finished directory. Many schools choose to sell advertising to offset the cost of printing. Using MS Word, you can simply place these ads on the template. It's really pretty easy once you have tried.