




YOUR SCHOOL'S HANDWRITTEN 'LITTLE BOOK' WHAT HAPPENS NEXT...

Now that we have received your Order Form and payment for your **Little Books** you can send us your handwritten materials at any time convenient to your school. Remember that we require 6 weeks from receipt of your materials to delivery of your books.

Each Little Book has a minimum of 48 and maximum of 104 A5 pages (to include contents pages, title page and a sponsor page if required). We are able to print over 104 pages but this will incur an additional cost of 50p per book plus 1p per page.

We have provided you with a blank template which the children should use for their writing and illustrations. Please see example below.

The Little Book of


School Name:

Pupil's Name: Year:

Title of Story or Poem:

Page No:

DO NOT WRITE HERE

DO NOT WRITE HERE

D
O

N
O
T

W
R
I
T
E

H
E
R
E

D
O

N
O
T

W
R
I
T
E

H
E
R
E

BLACK INK ONLY PLEASE

Please use the following instructions to submit your handwritten book materials:

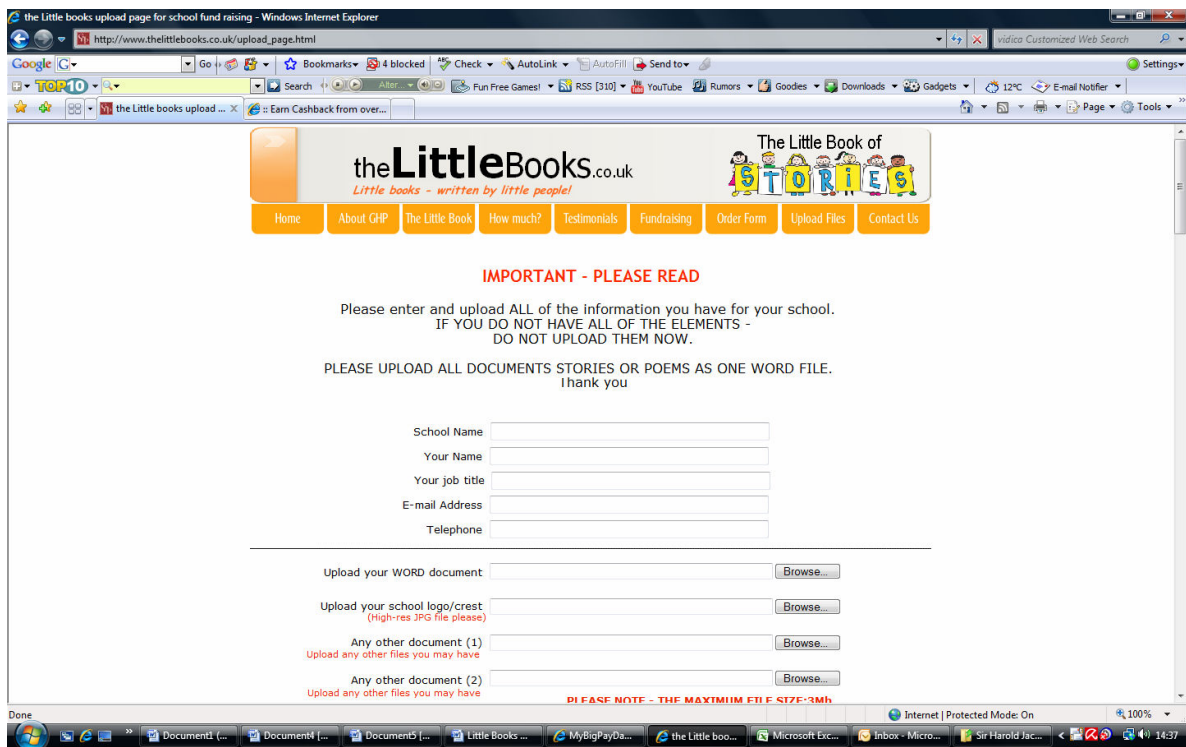
1. Print off the template that we have provided you with, photocopy one for each of your pupils involved in the project.
2. Please complete the fields 'School Name', 'Pupil's Name', 'Year' (this is optional) and 'Title of Story or Poem'.
3. The children are to write or draw **inside** the inner white box only. They should use **black pens only** for this as anything other may not be clearly scanned.
4. Put the page number into the relevant box as it is important that we know which order you would like the works to be in.
5. When all of the materials are complete, please type up a Contents page to include your school name, title of the book and listing the title of the work and author's name – we will add page numbers as we typeset.
6. When everything has been completed, please photocopy all of your book materials before posting the **originals** to us at the following address:

The Little Book of Stories (Handwriting)
Grosvenor House Publishing
Crossweys
28-30 High Street
Guildford
GU1 3HY

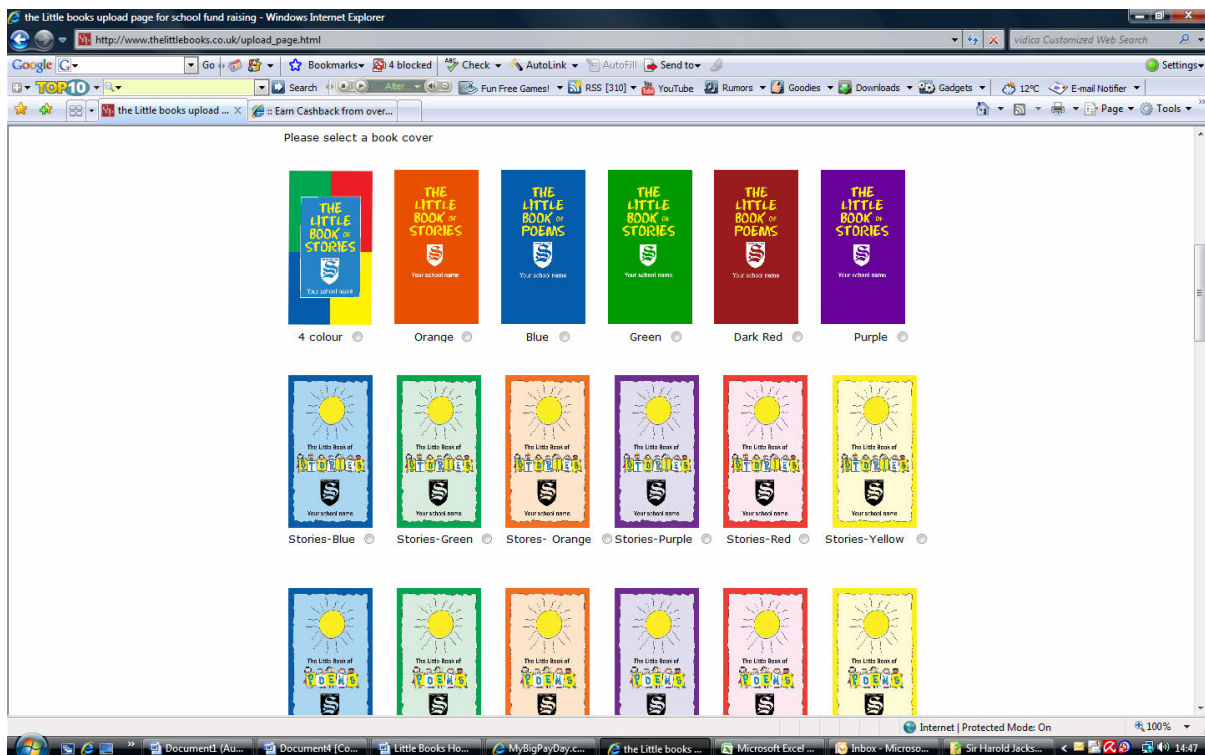
We recommend that you put a return address on the back of your envelope.

Please include a SAE if you would like your documents returned

7. Now please log on to our website www.thelittlebooks.co.uk and click on the 'Upload Files' tab which will present you with the following screen:



8. First complete the 'School Name', 'Your Name', 'Your job title', 'E-mail Address' and 'Telephone' fields.
9. Use the 'Browse' button alongside the 'Upload your school logo/crest' field to upload your logo.
10. If you then scroll down the web page you will see a selection of book covers:



11. Having selected your preferred cover, you will then need to choose a title or specify a unique title in the following field.

12. Finally, scrolling further down the page will present you with the following:

the little books upload page for school fund raising - Windows Internet Explorer
http://www.thelittlebooks.co.uk/upload_page.html

Secondary 1 Poems Secondary 4 Stories Secondary 2 Stories Secondary 3 Poems

Is your book a Little Book of Poems or Stories? Please select

OR please type in your preferred book title

Notes:
Please enter any comments that you'd like our designers to note

Clear form Submit Form

Your file upload will be acknowledged by email within 24 hours.
Please contact us if this is not received.

**PLEASE BE PATIENT WHEN UPLOADING YOUR FILES - THIS MAY TAKE SOME TIME
DEPENDING UPON YOUR CONNECTION SPEED AND THE SIZE OF YOUR FILES.**

© Grosvenor House Publishing 2008

13. Please type in the 'Notes' field '**Handwritten book materials posted [date]**'.

14. When you are happy that everything has been completed, click on the 'Submit' key and all of this information will be automatically transmitted to us.

15. We will send you an email acknowledgement within 24 hours. (Please contact us if this is not received.)

16. We will scan in all of your handwritten works on their receipt and everything will then be sent to our typesetters.

17. You will receive a copy of the first proof within 5 working days in Adobe Acrobat pdf format. (If you don't have this software already, please go to our website and click on the 'Order Form' tab. You will see a link to the Adobe Acrobat website from where you can download the latest software).

18. Having thoroughly proof-read this copy, please send an email to me: admin@thelittlebooks.co.uk or tamsin@grosvenorhousepublishing.co.uk with your approval or any amendments.

19. As soon as the interior of your book has been approved, your **Little Book** cover will be produced and a proof sent to you for approval.

20. Once all proofs have final approval, the copy will be sent to print and you should receive your published book within 2 weeks.

21. Thanks to digital printing, your book will remain in our archives for as long as you wish and further books can be ordered @ £5 per book plus P&P and despatched within 3 working days. There is no minimum re-print order quantity.

We hope that you will be delighted with your school's **Little Book of Stories** and thank you again for your participation in this scheme.