# Instructions

The word document template can be used to create new custom pages for your student planner. Please do not adjust the PAGE SIZE or the PAGE MARGINS. You can then save this document as a PDF and upload the PDF to the ENTOURAGE site to be placed in your book ladder so you can approve this content for production.

All content will be printed in B&W and any color images will be converted to B&W when it is printing.

Other instructions

* Double click on [SCHOOL NAME] above to adjust your header
* Double click the page number below to adjust the footer

You can go ahead and **delete** this material and fill in with your school’s planner information.