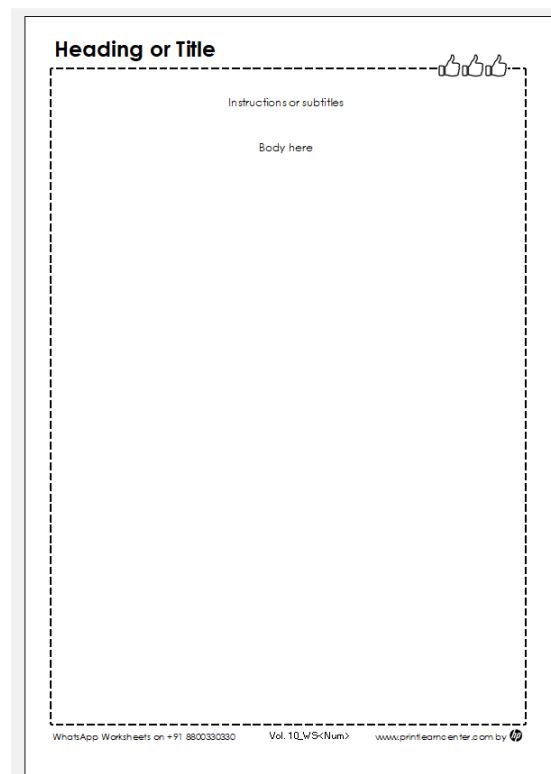

HP PRINTLEARNCENTER CONTENT DEVELOPMENT GUIDELINES

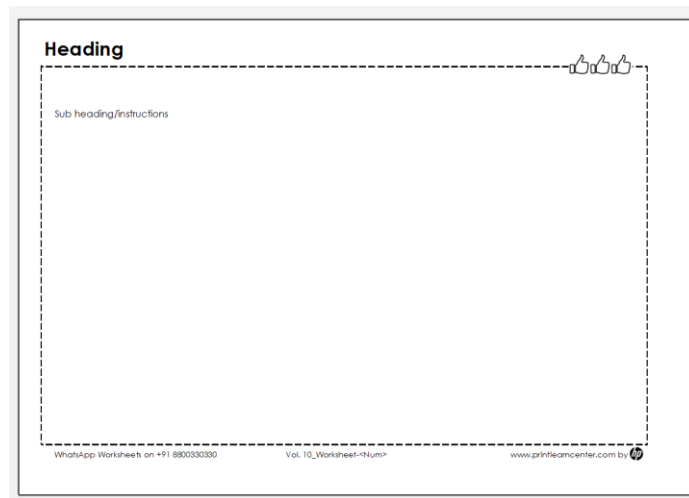
Purpose of the Worksheets – Themed based worksheets for kids in the age group of 6-12 to engage children in hands-on activities.

General Layout

Each worksheet we develop will follow the given template

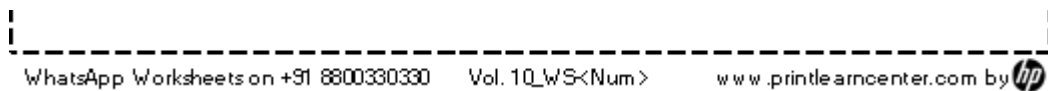
1. The 3 thumbs up image at the top right as shown in the template.
2. Border with dotted lines (- -) as shown in the template.
3. **DO NOT PUT WhatsApp logo and number on the bottom left**
4. **DO NOT PUT Vol. V#_WS-# in the center of the WS at the bottom**
5. HPPLC website and HP logo on bottom right as shown in the template.
6. Use relevant template. 2 templates are available. Landscape mode and portrait mode.





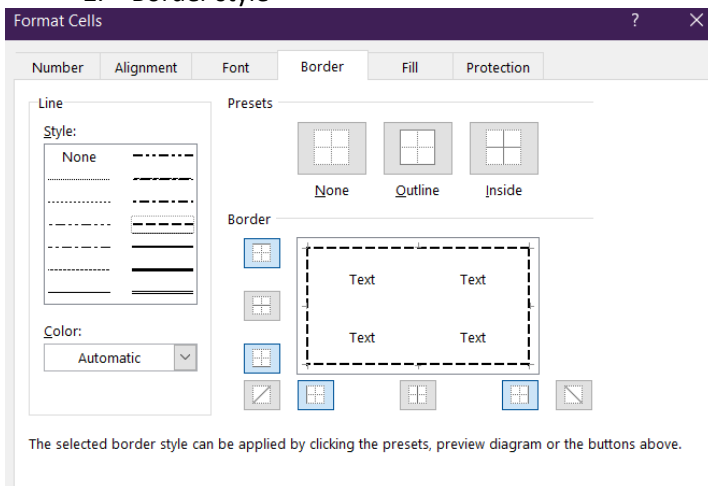
Footer

Footer format NOT to be like this – **NO Whatsapp number & NO Vol number**



Border and Image Size

1. Whatsapp logo and HP logo to be 0.6*0.6 px in size.
2. Border style =



Fonts

Item	Font Name	Font Size	Emphasis	Text or content Alignment	Row Height	Casing	Text Colour
Heading	Century Gothic	24	Bold	Horizontal – Center Vertical - Middle	Row Height = 1.55 cms (73 pixels)	Should be in sentence case. Eg: Cut and paste Word search	Auto
Subheading	Century Gothic	12	Regular	Horizontal – Center Vertical - Middle	Row Height = 0.85 cms (40 pixels)	Should be in sentence case.	Auto
Body Text	Century Gothic	11	Regular	Horizontal – Left Vertical - Middle	NA	Should be in sentence case.	Auto
Footer	Century Gothic	11	Regular	NA. Follow the template given.	Row Height = 0.85 cms (40 pixels)	NA. Follow the template given.	Auto

NOTE: Sentence Case = Only first letter of the sentence in upper case. If the heading has a proper noun, then that word will start with a capital letter; as is done for proper nouns.

1. Some text that needs to be highlighted or emphasised within the body will be done using Bold or Italic family of Century Gothic. Font size may be changed depending on the content to ensure that all content required for that worksheet fits on the page neatly. (Font size will vary between 10 to 14)
2. The main body of the sheet will be in sentence case and upper case will be used only for proper nouns or where necessary.
3. Any keywords – for example, START and FINISH on a board game, should be in all capital letters.
4. Colour of all text will be Black (Auto) or Dark Gray (where we think the pages can save on printer ink)

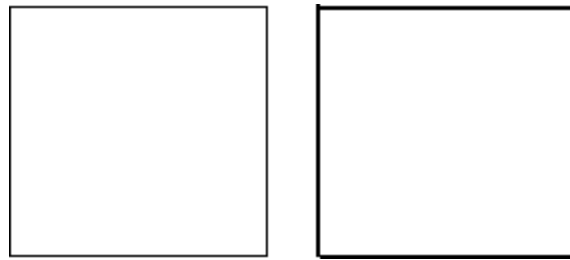
Content placement in the body section of the template

Heading or Title	
Instructions or subtitles	
Body here	

Add footer

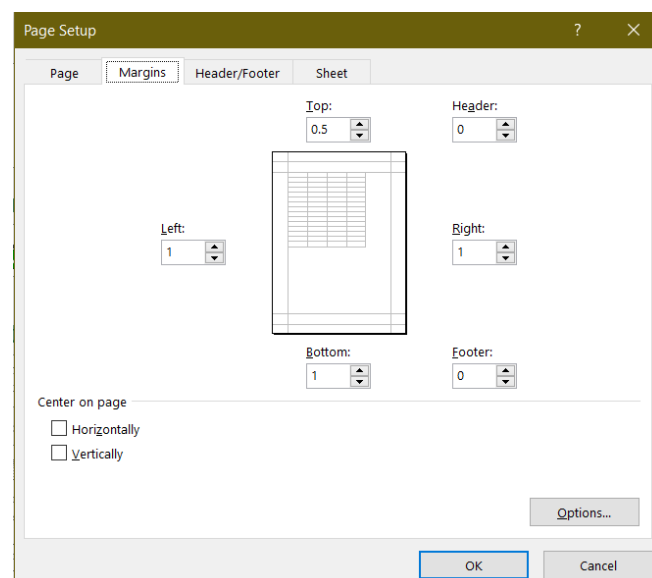
1. The template created has rows and columns in equal width and height. Maintain this height and width always.
 2. The entire look of the content on the page should be uniform.
 3. The page number in the footer should match the file name.
 4. Ensure that the HP logo appear properly in the right position and in the right size (mentioned above).
 5. If text in the body spills over one line, merge more rows to accommodate it. Then ensure that the cell is aligned – Middle (Horizontal) and Center (Vertical).
- HEADINGS
 - Ensure headings are short and fit in one row
 - SUBHEADINGS
 - Add clear instructions and guidelines that are need to solve the worksheet here. This can be in more than one row.
 - To add text that spans more than one row, merge 2 rows. This way, the formatting does not get affected and the page print set up stays as is.
 - If the text includes step by step instructions, add each instruction in a different row.

- BODY
 - Merge rows or columns as needed to create content.
 - Do not add rows or columns to the template
 - Do not resize the rows or the columns of the base template
 - If the content has cross words or word search or similar, ensure that the squares are all uniform in size.
 - If using borders for items in the body, use the simple single line border. If needed, thick, single line border can be used. Do not use double lined or any other decorative border.



Page setup for Print

These are the settings to follow for each page to ensure it prints correctly and is well aligned on the paper.



Illustrations / Images

1. Use good quality line drawings or vectors
2. The images should be clear on the page and render well when printed, even on a black and white printer.
3. Use monochrome images as far as possible, or image outlines.
4. Do not use images with backgrounds as far as possible.

Content

1. The content should have activities that are fun-based, engaging, and not 'drill-based'.
2. The content must:
 - a. Be age appropriate with regards to physical and mental development levels.
 - b. Be just challenging enough
 - c. Involve language, math and other skills that will fit in with the long-term goals
 - d. Be creative and balance familiarity, novelty and fun.
3. The content of these worksheets is educational but not academic.
4. The content is developed based on an approved curriculum. The activities for each age group will increase in complexity. The instructions for these activities and the content itself will be different in complexity based on the age group. For example, a word search activity for 6–7-year-olds will have lesser or less complex words, while 11–12-year-olds will have more words or more complex words. (Age appropriate). So, while the activity will be the same (word search), the content of the activity will be different (differing complexity). This consistency in activity also helps when a child of say 10-11 finds a particular activity challenging, he/she can pick the same activity for a lower age group and tackle that first.
5. The activities will be gender neutral.

Content Language & Vocabulary

6. The content should have appropriate language – no rude terms, no harsh words, no unethical words/situations, etc. Examples: Activities should not promote caging animals, riding them, etc. Do not use content that is generally considered not ok or is banned, frightening or strange, like horror or fire crackers.
7. UK English will be followed as a standard. So it will be "Colour" instead of "Color" and so on.
8. Use similar wording for similar activities.
9. The content should have adequate instructions or guidelines to do the activity.
10. Watch usage of articles a, an and the. Grammar check to make sure they are correctly used.
11. If the content requires usage of names (for characters), we will use Indian names.

Grammar:

12. Use and consistently instead of &, especially in sentences. (& can however be used when using certain phrases or words that need them)
13. Usage of , (Oxford commas) – No need to put , before the and at the end of a list. Eg: The dog is young, well trained and good natured.
14. Add . , and ! as appropriate.
15. Use a Grammar Check Tool to check for Grammatical errors, Spelling errors, incorrect punctuation and misused words
 - a. <https://www.grammarly.com/grammar-check>
 - b. <https://www.scribens.com/mobile.html>

Printer friendly

16. These worksheets are intended to be printed and worked on. So, these must use minimum colours and when used must print well on a monochrome printer.

Translation friendly

17. Ensure adequate spacing between lines or rows of content to accommodate languages that use more words than in English to communicate the same meaning.

Content Clarity

18. The order and style of the wording should flow logically.
19. The meaning conveyed by the wording and flow should be unambiguous.

Content Accuracy

20. The [written or image-based] content should be factually correct [as of date].
21. The content should meet [audit, compliance, regulatory, safety] needs.
22. The content quality should promote the appropriate brand image.

Content Consistency

23. The design and style elements should be applied consistently (including typography – fonts and colours, background colours, images).
24. The information should be introduced and described consistently throughout each worksheet/activity in the document.
25. The writing style should fit the same tone and style throughout, delivering a consistent message.

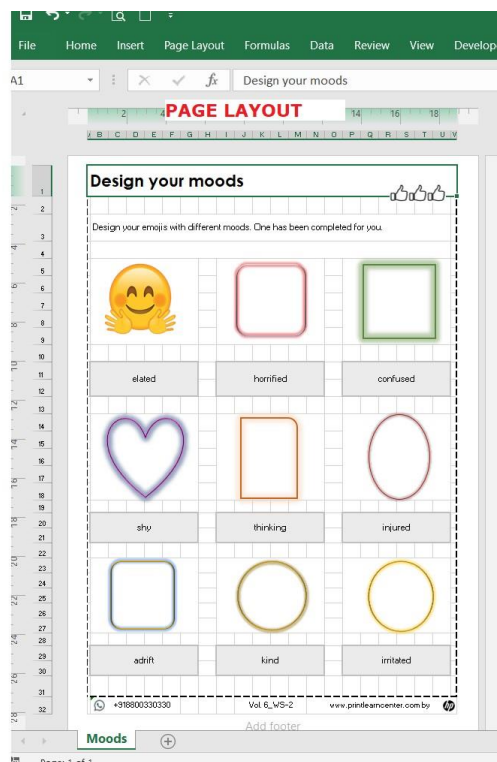
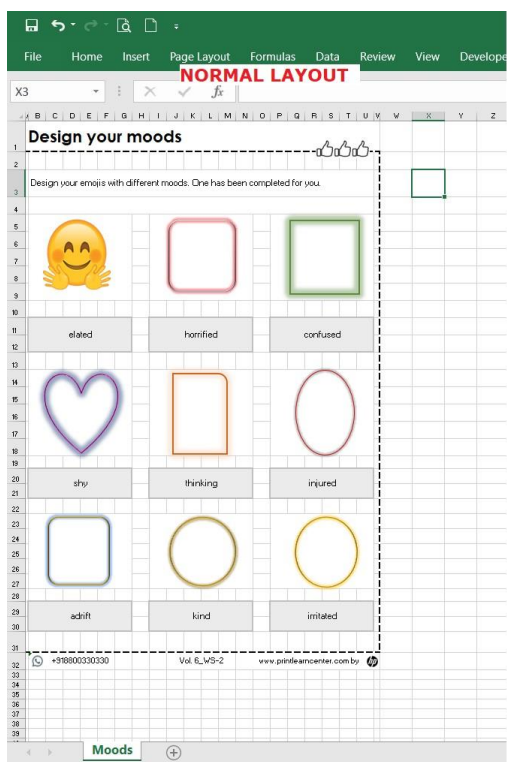
Final Check

1. Run a Spell and Grammar check before marking the content as complete.

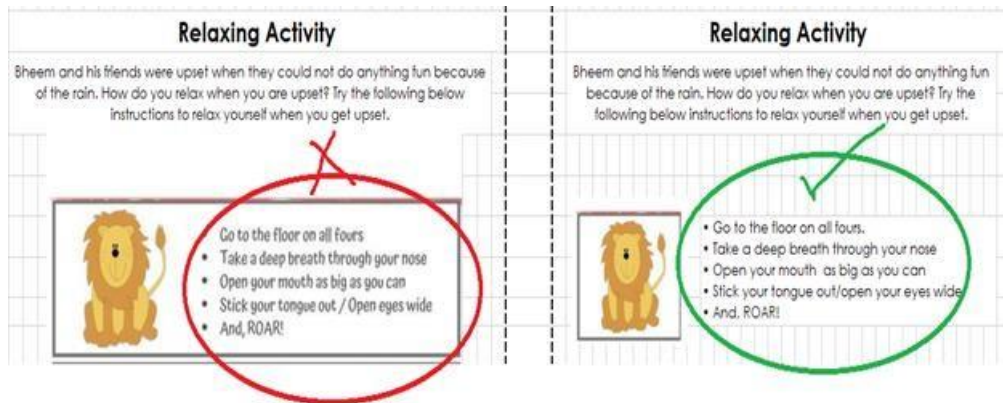
Working Settings

1. Always download the source files to your local drive, make the updates and then upload to the drive. Update the existing file on the drive. This is because editing directly on the drive leads to certain formatting loss.
2. Please keep the layout of your page in "Page Layout" instead of normal. With this layout it is easier to figure if the contents of your page spill over to the next page. Plus, this layout helps you

visualize the page as it will be. This will definitely reduce formatting errors pertaining to spilling over and other visual issues.



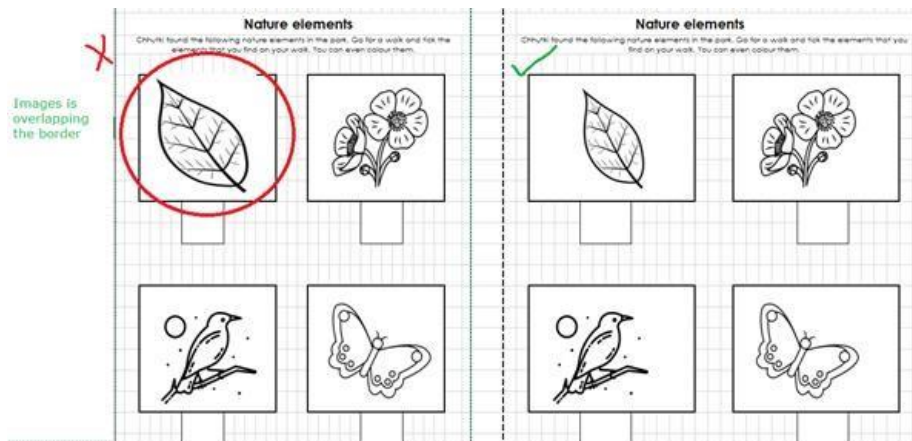
1. The content should have appropriate language – no rude terms, no harsh words, no unethical words/situations, etc. Examples: Activities should not promote caging animals, riding them, etc. Do not use content that is generally considered not ok or is banned, frightening or strange, like horror or fire crackers.
2. Do not use any activities that use food as art or use plants or their parts for art.
3. Do not use activities that are messy or cumbersome.
4. Ensure the activities are as environmentally friendly as possible.
5. Use monochrome images as far as possible.
6. Do not use images with backgrounds.
7. Do not use the Text box feature to add text unless absolutely needed.
8. NO TEXT AS IMAGES
 - a. Do not use images with text (unless absolutely necessary). Use images and put up the text separately. (Translators should be able to translate the text, hence we put them separately and not as an image)



This text is on an image. Or the text is an image. This kind of text cannot be translated easily.

Put text separately so that it can be easily translated.

9. TEXT AND IMAGES:



- The text should be clearly visible. Ensure it is not overlapped or covered by other text or images.
- The images should be clearly visible. Ensure it is not overlapped or covered by other image or text.
- Any text that will not fit in the row (or merged rows) should be word wrapped to ensure that the entire text is clearly visible.

10. Title casing

Gardening: making compost



Composting is a mixture of decaying leaves, vegetables, or manure that is used to improve garden soil. There are waste boxes given - compostables and non-compostables. There are few objects given in the bottom. Colour the images in the

A B C D E F G H I J K L M N O P Q R S T U V

Gardening: Making compost



Composting is a mixture of decaying leaves, vegetables, or manure that is used to improve garden soil. There are waste boxes given - compostables and non-compostables. There are few objects given in the bottom. Colour the images in the bottom and draw lines to which box those objects belong to.



11. Word search grid – all letters should be in small case. Even if words to be found in grid are proper nouns and have upper case letters.

c	r	w	q	a	o	k	q	p	j	w	m	w	j	w
q	o	a	e	b	a	c	b	h	a	i	y	g	f	e
d	g	r	n	a	e	r	y	r	a	s	q	a	z	z
j	q	v	o	a	k	l	t	e	y	h	l	d	a	s
t	u	i	o	s	q	p	z	a	v	a	b	w	f	b
m	a	h	l	e	b	m	c	p	w	m	d	c	a	p
o	m	i	n	c	i	e	s	l	k	i	p	z	q	s
e	s	f	e	g	t	a	r	r	m	l	m	a	t	n
k	c	u	l	p	z	q	p	g	o	t	w	i	a	m
s	i	a	l	t	f	r	i	s	p	o	i	e	r	l
t	c	c	u	g	k	a	h	a	p	n	y	r	y	o
m	d	a	l	e	e	a	r	n	h	a	r	d	t	p
t	y	i	o	p	w	e	n	s	d	g	a	k	o	p
q	y	e	i	o	a	r	y	q	l	v	s	m	n	q
a	x	v	e	r	s	t	a	p	p	e	n	z	s	x
x	c	q	p	n	i	g	e	l	m	a	n	s	e	l
b	a	s	t	i	a	n	v	e	t	t	e	l	n	t

12. Keywords for word search etc to be in small case unless they are proper nouns.



t	r	a	c	k	s	u	i	t	s	f	w
j	l	e	h	e	n	g	a	a	q	a	e
s	m	x	v	w	j	j	e	a	n	s	o
f	y	z	b	l	a	z	e	r	s	a	w
t	s	i	d	h	o	t	i	l	m	r	x
o	r	p	s	h	a	r	a	r	a	e	i
v	v	s	k	n	e	c	k	t	i	e	h
k	u	r	t	a	c	a	m	b	b	r	t

lehenga	track suits	jeans
kurta	sharara	necktie
saari	blazers	dhoti

13. For activities that need cut-out, items that need to be cut-out should be marked with a gray dotted line.

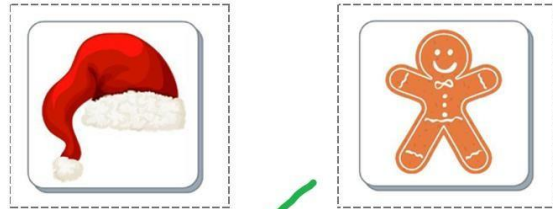
Memory Cards

Cut-out the following cards. Print 2 or more copies for fun. Place them face down, flip them during your turn. If they match, collect both matching cards; if not place them face down again and wait for your turn.



Memory Cards

Cut-out the following cards. Print 2 or more copies for fun. Place them face down, flip them during your turn. If they match, collect both matching cards; if not place them face down again and wait for your turn.



14. For activities that writing, provide a box or a line. The line should be in the form of a bottom border for the cell and not as _____ (underscores or hypens).

3 What surrounds Japan from all sides?

A _____



3 What surrounds Japan from all sides?

A _____



3 What surrounds Japan from all sides?

A



3	What surrounds Japan from all sides?	
A	_____	



1: No hypens for lines. Use bottom border for cells

15. For Crosswords, Unscramble, Fill in the blanks and other such activities which have clues or hints in the form of Keywords, use “Keywords” as the heading and then provide them below. Ensure these words are simple and age appropriate.

Keywords		
Bankim Chandra Chatterjee	Mamata Banerjee	Mamata Banerjee
Rabindranath Tagore	Sourav Ganguly	Swami Vivekananda



16. Ensure alignment of items in the cells are uniform and look consistent with the entire sheet.

1 Chief Minister of West Bengal



2 Former Cricket Captain



1	Chief Minister of West Bengal	
2	Former Cricket Captain	

17. Alignment and organization of items on page should be even and consistent.

Search the famous french personalities here with the help of names given in help box.

c	b	n	a	p	o	i	e	o	n	d	d	m	g	y	c
h	j	o	i	f	e	i	t	k	o	a	h	a	a	y	i
a	g	o	e	n	n	v	a	r	a	i	i	r	b	t	a
r	g	w	x	s	r	o	t	y	e	n	d	i	s	s	r
i	e	o	a	y	u	i	d	e	v	a	i	e	e	a	d
e	n	o	n	z	o	t	s	u	i	s	k	c	r	o	e
t	a	m	d	p	b	a	n	h	c	b	i	u	a	c	m
d	b	b	r	h	i	i	r	r	t	x	i	r	k	d	a
e	s	a	e	c	e	r	i	h	o	n	u	i	t	i	n
a	j	i	d	x	m	e	a	u	r	c	e	e	t	o	e
a	r	r	u	b	n	a	c	d	h	a	i	x	n	g	t
u	b	d	m	m	a	k	g	n	u	i	e	e	g	a	b
i	i	b	a	r	y	u	k	g	r	a	b	o	h	n	
i	t	r	s	s	t	i	e	a	o	j	k	y	v	x	b
e	a	i	a	c	a	u	e	s	c	h	i	r	a	c	e

Victor Hugo	Napoleon
Charles de Gaulle	Claude Monet
Marie Curie	Alexandre Dumas
Jacques Chirac	Voltaire



Search the famous french personalities here with the help of names given in help box.

c	b	n	a	p	o	i	e	o	n	d	d	m	g	y	c
h	j	o	i	f	e	i	t	k	o	a	h	a	a	y	i
a	g	o	e	n	n	v	a	r	a	i	i	r	b	t	a
r	g	w	x	s	r	o	t	y	e	n	d	i	s	s	r
i	e	o	a	y	u	i	d	e	v	a	i	e	e	a	d
e	n	o	n	z	o	t	s	u	i	s	k	c	r	o	e
t	a	m	d	p	b	a	n	h	c	b	i	u	a	c	m
d	b	b	r	h	i	i	r	r	t	x	i	r	k	d	a
e	s	a	e	c	e	r	i	h	o	n	u	i	t	i	n
a	j	i	d	x	m	e	a	u	r	c	e	e	t	o	e
a	r	r	u	b	n	a	c	d	h	a	i	x	n	g	t
u	b	d	m	m	a	k	g	n	u	i	e	e	g	a	b
i	i	b	a	r	y	u	k	g	r	a	b	o	h	n	
i	t	r	s	s	t	i	e	a	o	j	k	y	v	x	b
e	a	i	a	c	a	u	e	s	c	h	i	r	a	c	e

Victor Hugo	Napoleon
Charles de Gaulle	Claude Monet
Marie Curie	Alexandre Dumas
Jacques Chirac	Voltaire



Cite of Carcassonne	Pont du Gard	castle of Chambord
Reims cathedral	Shrine of Pompadour	Amphitheatre of Arles
Pope's palace in Avignon		



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Keywords		
Cite of Carcassonne	Pont du Gard	Castle of Chambord
Reims cathedral	Shrine of Pompadour	Amphitheatre of Arles
Pope's palace in Avignon		



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