

## **PRODUCING YOUR OWN PROGRAMS** (It's EASY!)

### **I. HANDBOOK & ILLUSTRATIONS (8.5 x 11 Inch-Letter Size) PRODUCTION**

On the [www.HEPFDC.org](http://www.HEPFDC.org) **DOWNLOAD FREE** page, scroll down to:

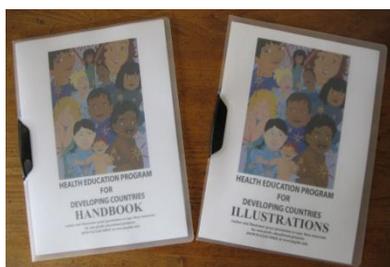
#### **I. HEPFDC HANDBOOK & ILLUSTRATIONS-8.5x11 INCH LETTER SIZE**

(Suggestions for producing the 11 x 17 inch (Tabloid size) laminated **Posters** are included on page 3.)

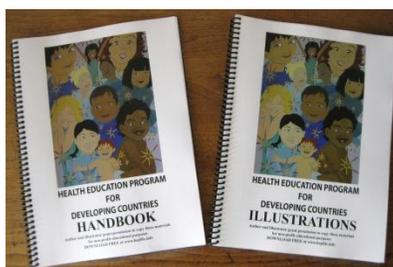
You can download the entire program free on the [www.HEPFDC.org](http://www.HEPFDC.org) **DOWNLOAD FREE** page and produce the program *very* easily and economically on your own. (The same pdf files are also used for cell phone, computer and large screen projection teaching.)

The 8.5x11 inch (letter or notebook) size Handbook and Illustrations have been produced in single or two volume sets. Several formats have been used. The most common are A: **Report Cover** version. B: **Coil Binder** version and C: **Notebook** version.

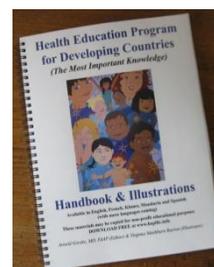
See photos. The coil binder version is also produced in a **Combined** version that includes both the Handbook and the Illustrations in a single volume (B-2). All versions enable the presenter or facilitator to consult the Handbook while simultaneously demonstrating the corresponding Illustration. The combined single volume version (B-2) is currently the most popular (Simply delete the two colored cover pages for the HANDBOOK and ILLUSTRATIONS from the respective online files).



**A:Report Cover**



**B-1:Coil Binder**



**B-2:Coil Binder  
Combined**

#### **A: REPORT COVER VERSION**

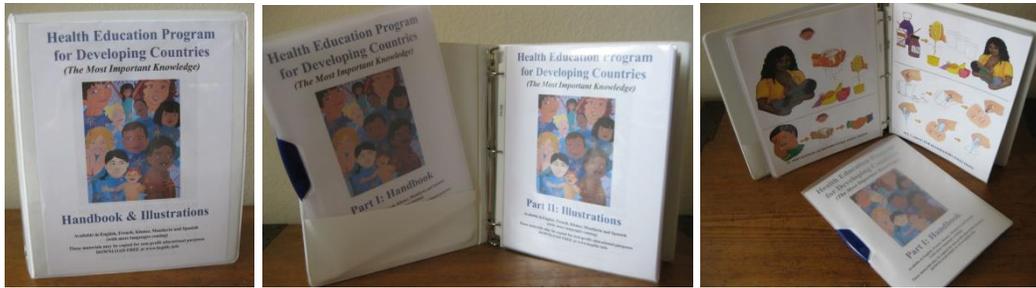
This version is the easiest and most economical. Simply print the Handbook and Illustrations, place them in a report cover, and staple together with a heavy duty stapler.

Many economical report covers are available. Those shown in illustration A are Storex Quick Bind Report Covers, available on line for about \$1. We use a heavy duty 3/8 inch staple to further secure the papers through the plastic cover. The staple can be placed in the center left margin of the plastic cover and papers so that it will be covered by the cover binder and won't be visible.

A significant **disadvantage** of the Report Cover version is that the illustrations are less easy to access and demonstrate.

#### **B-1 & B-2: COIL BINDER VERSIONS**

Numerous coil binding machines are available online at a wide range in costs. As this equipment can be used for other projects as well, it is often worthwhile for even small organizations to purchase. Either plastic or metal coil binding can be used, although metal performs best for the B-2 version. Additional costs could include either laminated front and back covers, or a plastic front cover with composition or vinyl back cover.



**C: Notebook**

### **C: NOTEBOOK VERSION**

This is the Deluxe version. It is the most expensive and time consuming to produce. However, organizations that have volunteer staff available may prefer this version. **Advantages** of this version include:

- a. The ability to remove the individual illustrations.
- b. The sheet protectors result in longer lasting illustrations, especially in primitive conditions.
- c. Enables use of less heavy paper and single sided printing for illustrations (Better quality with no "bleed-through"). Two illustrations are placed back to back in each sheet protector.

#### **Notebook Supplies:**

- 1) One inch round Ring View Binders with clear overlay front pocket (for the "Combined" cover insertion) and interior pockets (to hold the Handbook).
- 2) Sheet Protectors. 30 protectors for the 60 illustrations are needed for each Notebook. Sparco Top loading, Heavy weight, Non glare, Clear # SPR74102 are available on line for about \$6-7/100 = About \$2 per Notebook.
- 3) Report Covers for the written Handbook. See A: REPORT COVER VERSION

### **PRINTING SUGGESTIONS**

**HANDBOOK (8.5x11inch):** We use high quality paper (at least 24 lbs and at least 100+ Brightness). The heavier paper also causes fewer printer problems. Local office supply stores and online stores often have excellent sales and we stock up at those times.

We print the written Handbook both sides (double-sided). A high quality printer or photocopier is necessary for printing and collating the double-sided written handbook. Many older, less expensive printers claim to be able to do this, but don't do a very good job

(Printers sometimes pick up two pages instead of one, even using heavier [24#] paper.--This throws the page sequence off, and if you are using double sided printing, it may ruin the remainder of the set. When this is a problem, it is important to print a standard number of sets and follow that number through to completed assembly for quality control purposes).

**NOTE:** Office supply stores often have sales on photocopying and it may be less time consuming and expensive to photocopy and collate the written Handbooks using an office supply store photocopier. The quality may not be as good, however the time and cost savings may make this the preferred method for reproducing the written Handbook.

**ILLUSTRATIONS (8.5x11inch):** As noted above, the C: NOTEBOOK VERSION allows for single sided printing. However, for all other versions, the weight and quality of the paper is extremely important to enable quality double sided printing without "bleed through." You will need to experiment to see what quality is acceptable for you. When ordering from a printer, we request the highest quality paper available and order a sample copy.

## II. ILLUSTRATIONS (11x17 Inch-Tabloid Size) POSTER PRODUCTION

On the [www.HEPFDC.org](http://www.HEPFDC.org) [DOWNLOAD FREE](#) page, scroll down to:  
**II. HEPFDC ILLUSTRATIONS-11x17 INCH (Tabloid) POSTER SIZE**

These tabloid size illustrations can be printed on a single side (Better quality with no “bleed-through”) and laminate two illustration sheets back to back.

Note: the 8.5x11 inch letter size can be enlarged (129%) to the 11x17 inch poster size. However, this leaves unused space at the top and bottom of the poster.

We have therefore made available the Tabloid size in two 30 illustration sets, about 7MB each set.

Set A: Illustration numbers 1-25 (30 Illustrations) and Set B: Illustration numbers 26-50 (30 Illustrations).

Most home printers are unable to print documents 11 inches wide. Printers capable of 11x 17 inch printing are available for less than \$400.

12 inch Pouch Laminators (with thermometer is recommended) are available for less than \$300.

As both printer and laminator can be used for other projects as well, it may be worthwhile for even small organizations to purchase this equipment.

The 60 illustrations (30 double sided laminated posters) may also be easily made from a CD or flash drive by **your local copy or office supply shop** usually for \$5-\$6 per double sided 5 mil laminated poster or about \$150 per set (Often have excellent sales as well).

However, we usually choose only those illustrations that are most important to the community we will be working with and leave them with the local health educators.

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