

HEALTH EDUCATION PROGRAM FOR DEVELOPING COUNTRIES *(The Most Important Knowledge)*

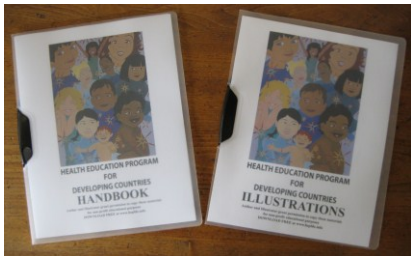


PRODUCING YOUR OWN PROGRAMS (It's EASY!)

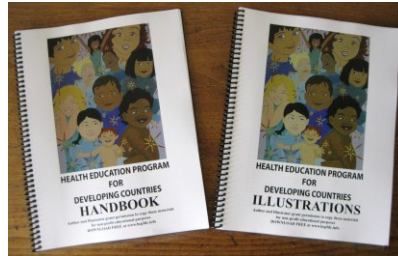
I. HANDBOOK & ILLUSTRATIONS PRODUCTION

You can download the entire program free at www.hepfdc.info and produce the program very easily and economically on your own.

The Handbook and Illustrations are usually produced in two volume sets--both 8.5x11 inch (letter or notebook) size. Several formats have been used. The most common are A: **Report Cover** version. B: **Coil Binder** version and C: **Notebook** version (See photos). Suggestions for producing the 11 x 17 inch (Tabloid size) laminated **Posters** are included on page 3.



A: Report Cover Version



B: Coil Binder Version



C: Notebook Version

A: REPORT COVER VERSION

This version is by far the easiest and most economical. Simply print the Handbook and Illustrations, place them in report covers and staple them 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.

B: COIL BINDER VERSION

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. Additional costs (in the example B) include a plastic front cover, composition or vinyl back cover, and plastic coil binding. An **advantage** over the Report Cover version is that the illustrations are easier to access and demonstrate.

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 the ability to remove the individual illustrations, also the sheet protectors result in longer lasting illustrations, especially in primitive conditions. Notebook Supplies:

1) One inch round Ring View Binders with clear overlay front pocket (for cover insertion) and interior pockets. (We currently use Office Depot item # 710-396-291. Manufacturer's # 078910067178. Cost is \$2-3, often on sale at the Office Depot stores.

2) Sheet Protectors. 28 protectors for the 56 back to back 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. For 100 notebooks would need 28 boxes of 100/box.

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): These are almost always less expensive to produce using your own printer. You may download the illustrations free from the website www.hepfdc.info It is best to print the illustrations single-sided (Better quality with no "bleed-through"). Again, we print a standard number of sets and follow that number through to completed assembly for quality control purposes. We usually make 25 sets at one time (As many as we have table space for).

II. POSTER PRODUCTION

POSTERS: 11x17 inch poster-size illustrations: Download (Free) or order the higher resolution CD at www.hepfdc.info (Although the downloaded version is adequate, the higher resolution CD may provide somewhat better quality for the poster-size illustrations.)

The 8.5x11 inch (letter size) format can be easily enlarged (129 %) to the 11x17 inch (tabloid size) format by computer printer programs. However, most home printers are unable to print documents 11 inches wide.

Printers capable of 11 x 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.

Again, it is best to print the illustrations single-sided (Better quality with no “bleed-through”) and laminate the two sheets back to back.

The 56 illustrations (28 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. (However, you need not reproduce all 56 Illustrations. You may choose only those that are most important to the community you will be working with.) Office supply shops often have excellent sales.



11 x 17 inch Laminated Poster

Please let us know if you have any suggestions for improvements. Thank you.
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