

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



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

I. HANDBOOK & ILLUSTRATIONS PRODUCTION

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

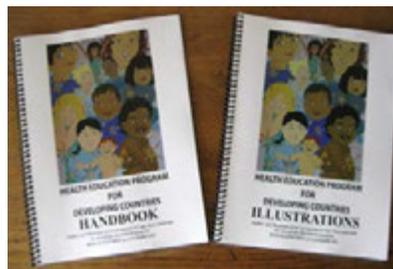
You can download the entire program free at www.hepfdc.info and produce the program *very* easily and economically on your own.

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 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 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): 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.

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

POSTERS: 11x17 inch poster-size illustrations: Download (Free) at www.hepfdc.info

Method A: The 8.5x11 inch (letter size) format can be easily enlarged (129 %) to the 11x17 inch format by computer printer programs and your local copy shop. However, this method does leave some "free space" at the top and bottom of the poster (see example below).

Method B: For the above reason, we are in process of making available separate 11x17 inch illustration files for ready-to-print downloading (No enlargement needed).

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.

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 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. (However, you need not reproduce all 60 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.



Method A: 11 x 17 inch Laminated Poster

8.5x11 inch (letter size) format enlarged (129 %) to the 11x17 inch (tabloid size) format.

As you can see, this method results in some "free space" at the top and bottom of the poster.

For the above reason, we are in process of making available separate 11x17 inch illustration files for ready-to-print downloading (No enlargement needed).