

# HEALTH EDUCATION PROGRAM FOR DEVELOPING COUNTRIES

## PRODUCING YOUR OWN NOTEBOOKS & POSTERS



### I. SUGGESTIONS CONCERNING NOTEBOOK PRODUCTION

To provide the program to as many in-country educators and providers as possible, it is necessary for most organizations to request volunteer staff to assemble the Notebooks. Our wonderful volunteers offer the following suggestions to assist others in this process.

#### 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, but not online.

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. (Storex Quick Bind Report Covers are available on line for about \$1. Best prices currently are at [www.staples.com](http://www.staples.com) though this often changes)

We use a heavy duty 3/8 inch staple to further secure the Handbook through the plastic cover. The staple can be placed in the center left margin of the plastic cover and Handbook so that it will be covered by the cover binder and won't be visible.

4) 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 often have excellent sales and we stock up at those times.

5) Most on line companies do not charge for shipping if your order is more than \$50.

#### NOTEBOOK PRINTING

**HANDBOOK:** 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 less expensive business 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, ruining the entire set).

It is therefore important to print a standard number and follow that number through to completed assembly for quality control purposes. **NOTE:** Office supply stores often have sales on photocopying and it is less time consuming and often less expensive to photocopy and collate the written Handbooks using an office supply store photocopier. The quality is sometimes not as good, however the time and cost savings often make this the preferred method for reproducing the written Handbook.

**ILLUSTRATIONS, NOTEBOOK-SIZE:** These are almost always less expensive to produce using your own printer. You may download the illustrations free from the website [www.hepfdc.info](http://www.hepfdc.info) However, the quality may be somewhat better using the high resolution CD. Again, we print a standard number 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, laying out the individual notebook binders).

## II. SUGGESTIONS CONCERNING POSTER PRODUCTION

**POSTERS:** 11x17 inch poster-size illustrations: Download (Free) and copy to a CD, or order the higher resolution CD at [www.hepfdc.info](http://www.hepfdc.info) (Although the downloaded version is adequate, the higher resolution CD does provide noticeably 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 11x 17 inch printing include the HP Photosmart 8750 and Canon i9900, available for about \$400. The PL12A 12inch Pouch Laminator (with thermometer is recommended) is available for less than \$300. As both printer and laminator can be used for other projects as well, it is often worthwhile for even small organizations to purchase this equipment.

The 56 illustrations (28 double sided laminated posters) may also be easily made from a CD 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.)

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

Thank you,  
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