

Instructions for Customizing the Template Materials

Getting Started

The template materials are generic; they are designed to be customized with your workshop name, agency name, and contact details. You can also replace the testimonials and human interest story details with examples from your own workshops. You should download the template files to your computer, and make a copy of them before making any changes.

- **Customizing the Text**

To insert your own program name, replace the text *[insert your program name]* in the template materials with the name of your workshop. Make sure that the font size and style is the same as in the rest of the paragraph, and carefully check the paragraph spacing and layout.

You will also need to add your agency name and contact details. Use the text editor in MS Publisher, MS Word or PowerPoint to delete and replace the text.

- **Customizing the Photographs**

The templated materials were tested in several focus groups, and you are welcome to use them “as is.” If you would like to change the images in the materials, there are additional photographs on the website that you can use. If you decide to replace the existing photographs, you should have experience and be very comfortable with using the graphic features of MS Publisher or PowerPoint.

For the poster or brochure, you will need high resolution photographs, which can be found [here](#) [link to High Rez photo page]. For the PowerPoint presentation, you will need low resolution photographs, which can be found [here](#) [link to Low Rez photo page]. To replace one of the photographs, download the template to your computer, and select and delete the photograph you want to change in the template brochure. Copy the photograph you like from the website, and “paste” it onto the existing photograph space in the template. If needed, resize and crop the photograph to fit into the existing space.

Printing the Materials

- **Color vs. Black and White**

The template materials are designed to be printed in full color. If you have a limited budget, the materials can be printed in black and white, but the images will be harder to see, and the graphic layout will be less vivid and appealing.

- **Professional Printing**

The materials are designed to be professionally printed. First, customize the materials with your program details as described in the previous section. Then, copy the files onto a disc and give them to a printer (for example, Staples, Kinkos, Alphagraphics, or a local print shop). Some printers also allow you to email the files to them.

After you get a cost estimate for the printing, ask to review a color proof. Check to make sure the layout is correct and the colors are to your liking, and then give permission for the printer to proceed.

- **Printing the Materials “In-House”**

If you have high quality color laser or ink jet printers, you may be able to print the materials in your office. You should be aware, however, that you may produce a white margin around the edge of the materials. If you would like a more professional look, you can trim the margin or adjust your printer settings to print as close to the edge as possible. You should also carefully select the type of paper and recognize that a heavier paper stock will give you a more professional appearance.