



USERS GUIDE PROGRAM TEMPLATES

Select one of the following Sections

- Consider an Online Program
- General Program Guidelines
- Using the Templates
- Editing Tips

How to Request Printing

MCIWest COMMSTRAT Supported Units can submit request to
PendletonRepro@usmc.mil. Unsure if we can support?
Please feel free to call or email us.

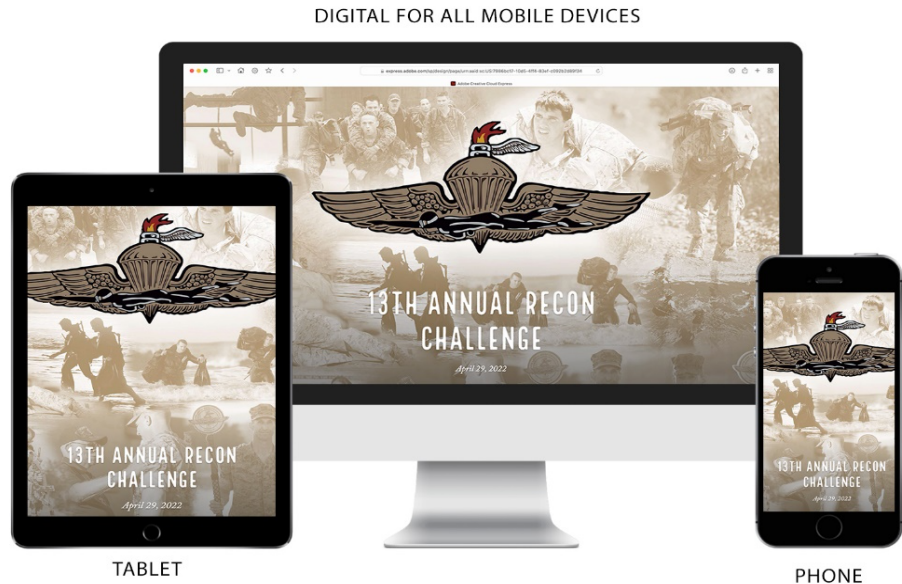
Consider an Online Program

Before trying to create a printed version of the program for an event, consider working with the Graphics and Reproduction team on creating a program online. These programs are more dynamic and can be viewed anytime on all types of devices, not just at the event, but even after.

The process is simple, however will require a little more time to put together than the printed programs. The good news is our team will be the

ones working with you to get the ideas and concepts, and we do the rest. The program will be created, and a QR code generated for use in social media or printed posters.

Still Need Printed Programs?



PRINTED PROGRAMS



QR CODE POSTERS



If it is determined that you still need printed programs, no problem!

Another consideration would be to create both to limit the number of printed copies needed.

Having an Online Program can also help if you require more copies of the program than are allowed for printing (see [General Program Guidelines](#) for information on quantities allowed). This gives everyone an opportunity to view the programs. Who doesn't carry a phone these days?

Please contact our team to see if this option is possible and how to get started.

(Some restrictions will apply after a determination for support is made.)

General Program Guidelines

1. Programs are printed with 8.5"x11" 28lbs white plain paper and folded to a finished size of 8.5"x5.5." If trimming is available, size may be slightly smaller.
2. Specialty paper can be provided by the customer as long as it will run through current operating printers available. Please contact us with type of paper under consideration, to determine usability.
3. Maximum number of pages allowed for the 8.5"x5.5" programs are listed below.
4. Maximum print quantities allowed are listed under each type of program below. Every effort to minimize printed quantities should be made. If there is a justified reason requiring more than the maximum amount, coordination must be made with the Graphics and Reproduction Section Head.
5. Utilize templates provided by the Graphics and Reproduction Section only. Any other formats will require prior approval from the Graphics and Reproduction Section Head.
6. Photos and photo collages may be included into programs; however, layout is the customer's responsibility, and the addition of the photos cannot exceed the allowed number of pages for a program and or exclude required content of a program.
7. It is the responsibility of the requestor to ensure proofreading, proper spellings and grammars are used. Once final approval is made and printing has begun, any additional changes will not be accepted. We will make obvious changes if we see them, however this typically is not the case due to available time.
8. Allowance by Types of Programs:
 - a. Marine Corps Installations West CG Special Events
 - i. Maximum Quantities Allowed: Event Dependent
 - ii. Content provided and coordinated through MCI West Protocol and G3/5.
 - b. Change of Commands
 - i. Maximum Quantities Allowed: Based off Command Level
 1. Major Command: 300 | Battalion: 200 | Company: 100
 - ii. Maximum 8.5"x11" Sheets Allowed: 3 (yields 12 pages)
 - iii. Required Content: Sequence of Events, Incoming Biography, and Outgoing Biography.
 - c. Relief and Appointments
 - i. Maximum Quantities Allowed: Based off Command Level
 1. Major Command: 300 | Battalion: 200 | Company: 100
 - ii. Maximum 8.5"x11" Sheets Allowed: 3 (yields 12 pages)
 - iii. Required Content: Sequence of Events, Incoming Biography, and Outgoing Biography.
 - d. Retirements
 - i. Maximum Quantities Allowed: Based off Rank
 1. O1-O3: 100 | O4-O6: 200 | O7-O10: 300 | WO-CWO5: 200 | E1-E5: N/A | E6: 100 | E7-E9: 200
 - ii. Maximum 8.5"x11" Sheets Allowed: 2 (yields 8 pages)
 - iii. Required Content: Sequence of Events, Retirees Biography
 - e. Marine Corps Birthday Ball Programs
 - i. Maximum Quantities Allowed: Half of total tickets purchased for the event.
 - ii. Maximum 8.5"x11" Sheets Allowed: 3 (yields 12 pages)
 - iii. Required Content: Sequence of Events, List of Ceremonial Staff to include the Youngest and Oldest Marine, Guest of Honor Biography if it is Active-Duty personnel who holds a major command billet.

Using the Templates

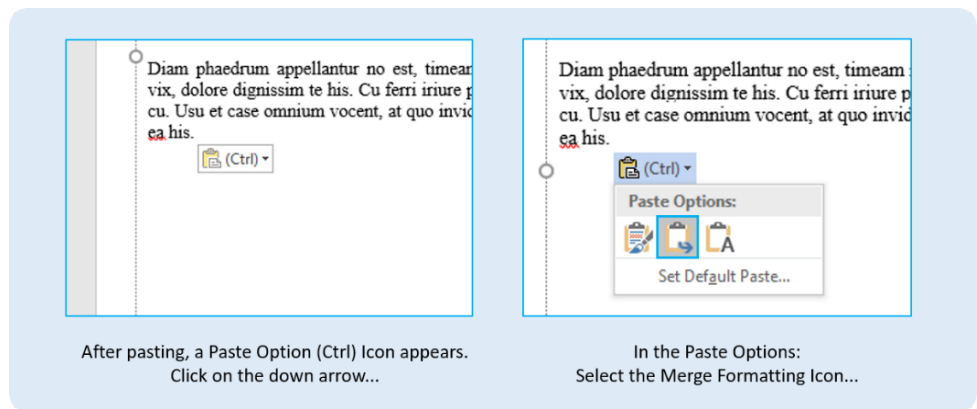
Software Skills Required

Program templates available to download are created in Microsoft Word. Some basic knowledge up to an intermediate skill level is recommended in using the templates.

Editing Text Content

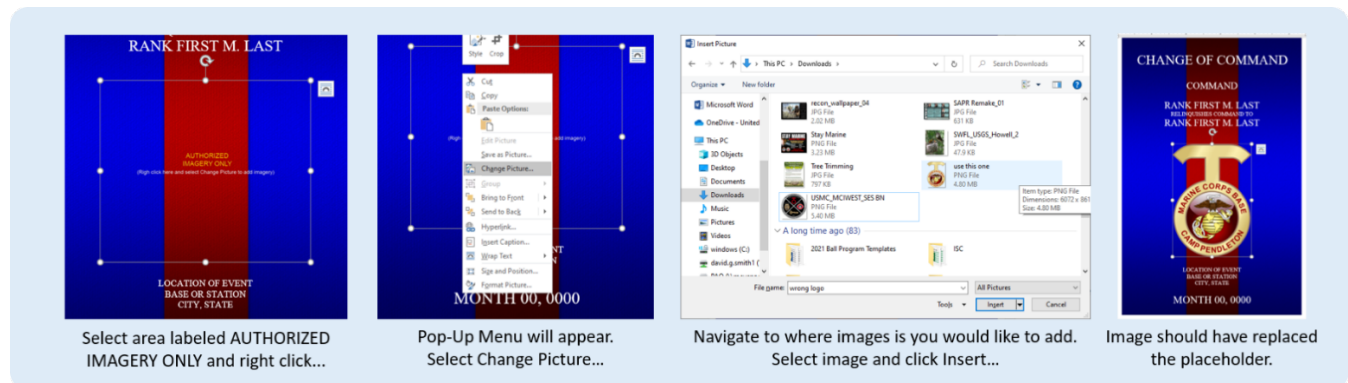
The templates contain basic content text that are typically in most programs of its type. Use if applicable or just delete and/or add and adjust spacing accordingly. You can edit by holding down cursor over text and highlighting the words you would like to change. Tip: Placing the cursor over a word and double clicking will highlight the word automatically or triple clicking will highlight a complete line/sentence.

When pasting text, the formatting and size of the text may be different. To correct this, after you have pasted the text, a **Paste Options** icon will appear somewhere around the text. Open the icon and select **Merge Formatting** and the text should now be the same as the rest in the program.



Provided Imagery Placeholders

There are optional place holders for imagery that can be used or removed. You will be able to identify the place holders by the following text **“AUTHORIZED IMAGERY ONLY (Right click here and select Change Picture to add imagery or RIGHT CLICK & SELECT CHANGE PICTURE TO ADD PHOTO).”** Typically, a logo, single graphic, or photo is placed in these placeholders. If you do not wish to use the place holder, simply select the place holder, and delete.

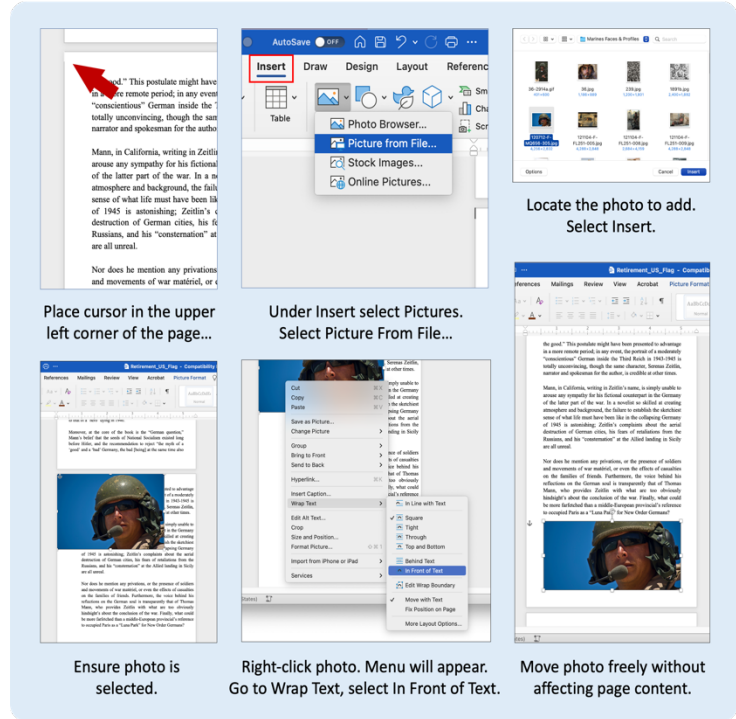


Any of the place holders can be resized or adjusted accordingly by selecting any of the handles around

the image. Reminder that grabbing any of the **corner handles** will resize the image while keeping it proportional to its original shape. Grabbing any of the **middle handles** will resize as well, however will change the original shape either by width or height.

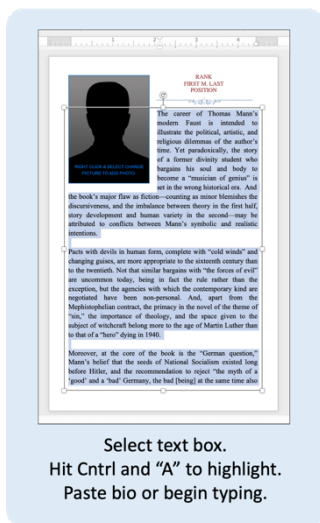
Adding Additional Imagery

You can also add additional imagery to the program in areas not set as place holders. Go to the page you would like to add the imagery and place your cursor to the highest top left corner allowed. Use the **Insert** tab and select **Pictures**. Locate the imagery in the pop-up and **Insert**. The imagery should appear where your cursor is. The imagery is more than likely going to distort and shift your pages in the program. This will be fixed in the next few steps left. You will want to ensure the image that was just inserted is still selected. Right click or find the tab **Picture Tools / Format** and open **Wrap Text**. Select **In Front of Text** and the imagery will move to the top of everything and the page formats should be back to normal. You should now be able to move the inserted imagery around freely to where you want on the page.



Inserting the Biography

There are pages in the templates for the biographies. They provide a placeholder for an image, a title bar text box, and two pages with text boxes to add the biography text. The two pages with text boxes are linked to allow continued flow if the biography is longer than one page.



To start adding text, highlight all of the text currently in place as a filler, by placing your cursor in the text box and hitting the **Ctrl** and **"A"** key at the same time. Now simply type or paste your biography into place. You might notice that the text wrapping around the photo placeholder may have been removed and your text is at the left of the text box. Do not worry about this, as it will be covered in the next section below; Text Wrap for Biography Photo. If you need to add additional pages to the biography, this will also be covered in a section below.

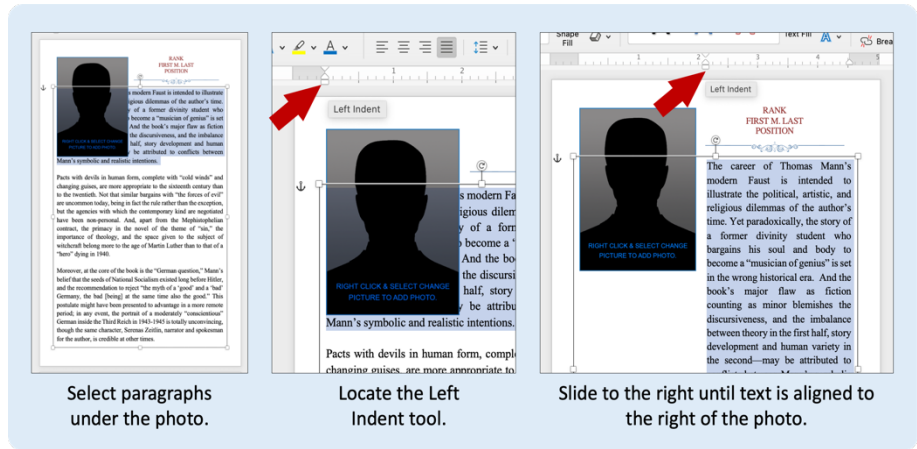
Note: If you pasted a complete biography into the text boxes and the last page was not enough to show all of it, do not worry. It is actually still there, just hidden past the bottom of the text box. Follow the instructions on adding an additional page to solve the issue with the remaining biography.

Note that selecting the **Justify** for your text in the biography will make the page look much cleaner.

Text Wrap for Biography Photo

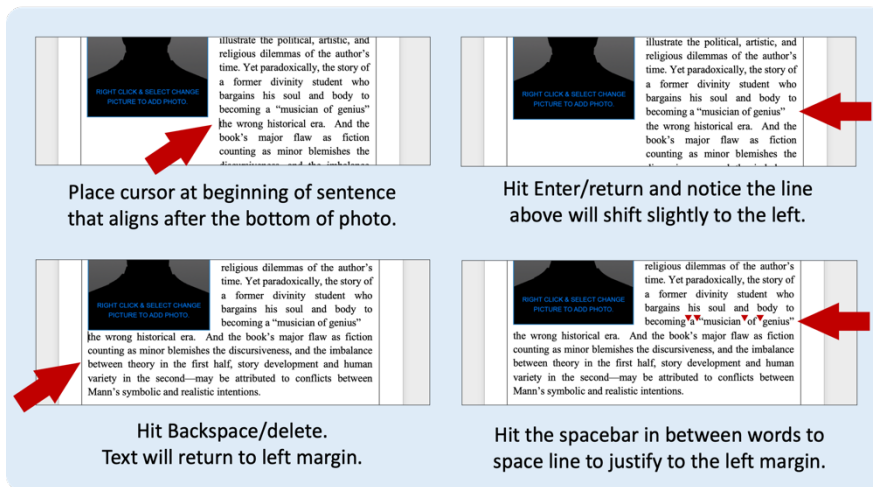
Once the biography has been added into the text box, you will notice that the text wrapping around the bio photo may have changed. It could possibly have shifted to the left of the text box or not properly wrapped around the photo.

To adjust the text, first select only the paragraphs that are under the photo. Now up in the ruler area you will need to click and hold the **Left Indent** tool. Ensure you do not have the **First Line Indent** tool selected. Slide the **Left Indent** tool to the right and notice that the paragraphs highlighted will shift as well. Once the text is where you want it, you can deselect.



The paragraphs you just shifted should now be aligned to the right of your photo, however you will still need to adjust the paragraphs to align under the photo. To do this, place the cursor just before the first line that aligns after the bottom of the photo. Hit the **Enter/return** key to break the connection to the paragraph. You might notice that the end of the sentence above may shift to the left. This is a good sign that the line has broken away properly. Now, ensure the cursor is still at the beginning of the break in the paragraph. Hit the **Backspace** or **delete** key on your keyboard or go back up to your **Left Indent** tool and slide back to the left margin and notice the entire paragraph shifts back. If you justified your text,

there is one more step left. Go back to the line where you created the break and if the line is not justified to the left, you will need to manually place spaces in between the words. Add spaces by placing your cursor in between each of the words and hitting your **spacebar**. Try to do this between several of the words on that line, until the last word on the line has aligned as close to the right margin as possible.



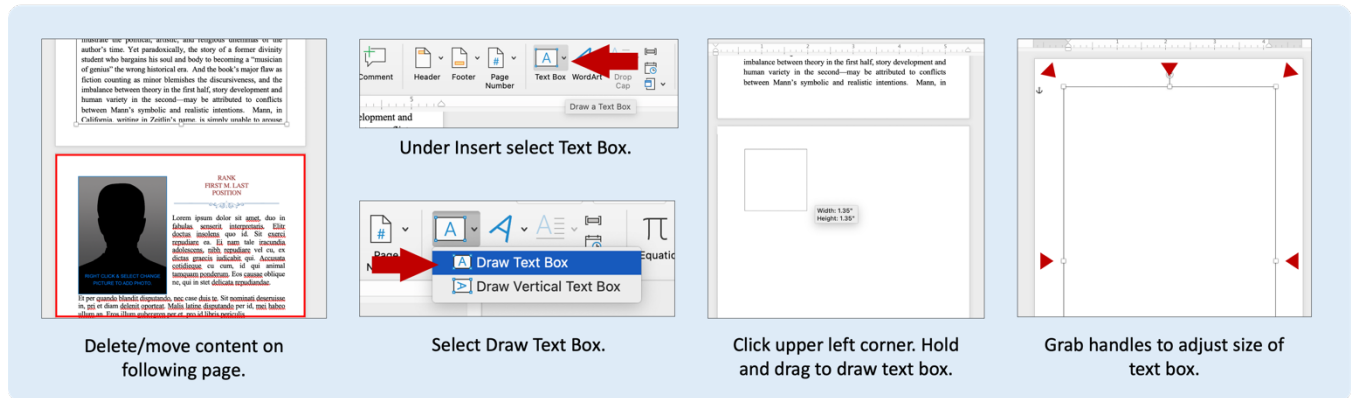
You may need to shift or crop the photo up or down a bit to make the space around the photo even.

When fine tuning or adjusting the biography in any way, be aware that this can possibly affect the text around the photo and may require redoing the steps above.

Adding An Additional Text Box

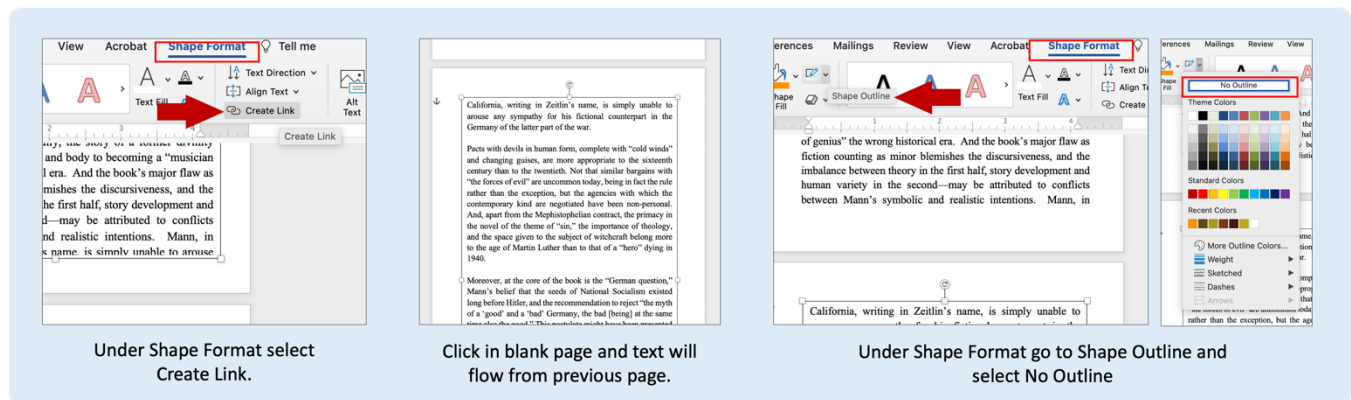
If you find there are not enough text boxes for your biographies or information pages, here is what you will need to do: First delete/move anything on the page following the page of text that needs to be extended. Select the elements and delete and/or move them to the next page.

Next insert a new text box on the empty page. Under the **Insert** section go to **Text Box** and select **Draw Text Box**. On the blank page, click hold and drag to draw your text box to ensure the margins extend out equal to the text box on the page before. To adjust the size, grab the handles around the text box and adjust.



Now we will need to link the previous text box to the new text box so that the content will flow onto the new page. Select the text box from the previous page that already has content. Ensure you are under the **Shape Format** and click on **Create Link**. Move your cursor over to the center of the blank page and click into the empty text box. The text from the previous page should now flow onto the new page.

The text box may have an outline that needs to be removed. Ensure the text box is selected and you are under the **Shape Format**. Find the **Shape Outline** and select **No Outline**.



These are the basic editing guidelines for using the program templates. The next section provides a few extra editing tips that can enhance the layout of your program.

Extra Editing Tips

Margins

Most printers will leave a margin around the pages when printed. When adding text or images onto the page, pay attention to the margins. There should be at least ¼ of an inch of white margin around the page to ensure it prints without cutting off any content.

Good margin space.

Bad margin spacing.
(Top: bad layout Bottom: printed layout)

Content will be cut off.

Faces in photos can be cut off.

Paragraph Adjustments

Justify text for a better visual appearance. Select the text box and enable the **Justify** tool.

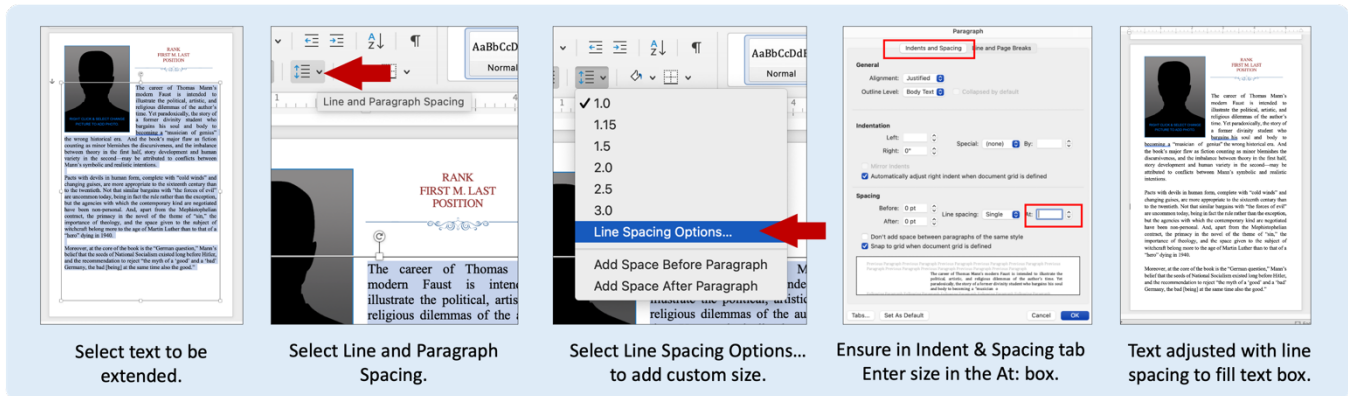
If the biography or text content does not fill a page completely, there are a couple of things you can do.

First, would be to simply increase the font size. Font sizes for text content should range between 10 to 12 points. However, you can go smaller or bigger, but not to extreme. Font size examples:

	San Serif Font	Serif Font	
	6 Font Size	6 Font Size	Way too small and should not be used.
	8 Font Size	8 Font Size	Very Small, therefore use only if absolutely needed.
	10 Font Size	10 Font Size	Small, however readable, and suitable for print.
	12 Font Size	12 Font Size	Best size and should be primary size used.
	14 Font Size	14 Font Size	Large, however use if absolutely needed.
	16 Font Size	16 Font Size	Way to large and should not be used.
	18 Font Size	18 Font Size	Should only be used for Titles.

Remember that the sizes above only pertain to content text areas.

Another option to fill a page would be to adjust the line spacing. To do this first select the text box or highlight the text you wish to space out. Open the [Line and Paragraph Spacing](#) tool. Here you will have preset spacing, custom line spacing options, and space settings for paragraphs. If you require custom settings, you should be able to make the adjustments in the [Line Spacing Options...](#) In the [Indent and Spacing](#) window, go down to the [Spacing](#) section and type in the [At:](#) box, the size you would like to try. This may take several size attempts to get the page spaced to your preference.



Lastly, a reminder that if you wrapped text around any photos prior to spacing, you may have to redo the alignments and line spacing in that area, per the instructions in the [Text Wrapping for Biography Photo](#) section.

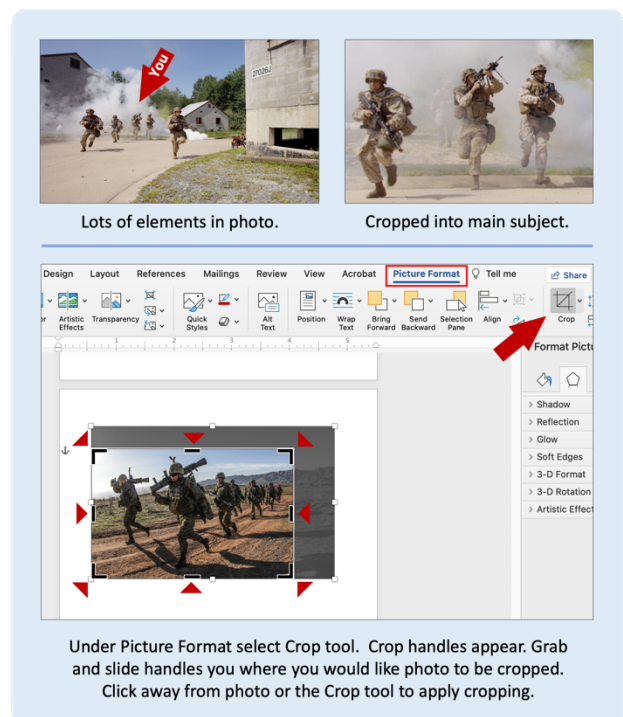
Photo Layout Options

If you would like to add a little visual enhancement to your photos, here are a few tips.

Cropping Images

Cropping photos can remove distracting items and bring out the main subjects of the photos. Cropping can also make it easier to size photos so that they will fit a certain way on the page.

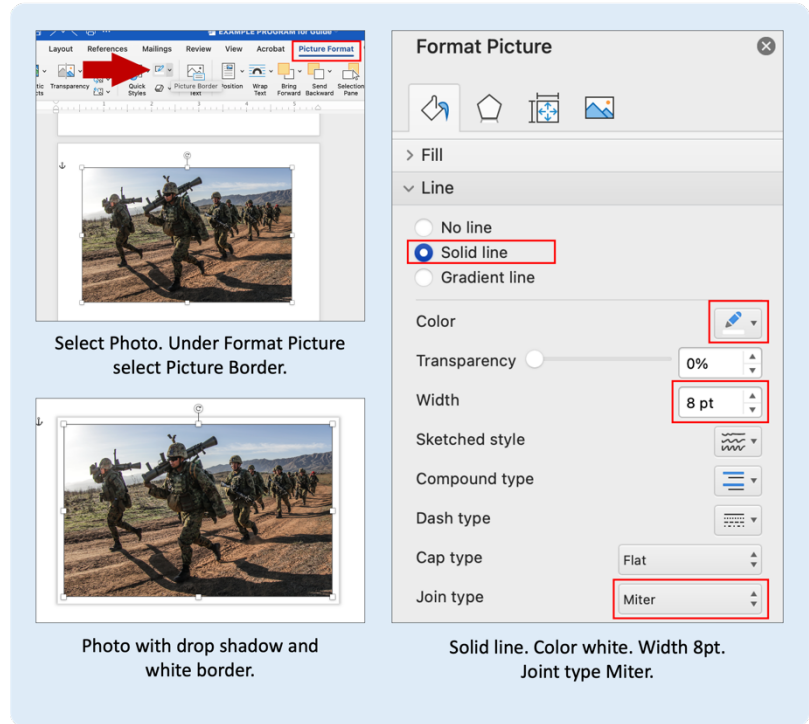
Select the photo to be cropped. Go to the [Picture Format](#) section and select the [Crop](#) tool. Crop handles will appear around the photo. Grab any of them and slide in to crop the photo. Once you have cropped the photo to your liking, click outside of the photo area or click the crop tool again. The photo is now cropped. You can always go back and adjust your cropped photo since the original photo is still encased inside the cropped area.



Outline photos

Adding a white outline to your photos can give it a bit of an old school photo look, as well as frame and separate the photo better if they are overlapping.

To do this select the photo/s. Go up to **Picture Format** and select **Picture Border**. This will add a default border to your photos. Go into the setting of the border and ensure the following: The outline is a **solid line**, color is **white**, **width** is at least between **8-12**, and the **joint** type is miter. Your photos should now have a thick white border around them. You may not see it if the photos do not overlap one another. Adding a drop shadow will help them stand out. See the next tip to add drop shadows.



Select Photo. Under Format Picture select Picture Border.

Photo with drop shadow and white border.

Solid line. Color white. Width 8pt. Joint type Miter.

Rotating photos and adding drop shadows

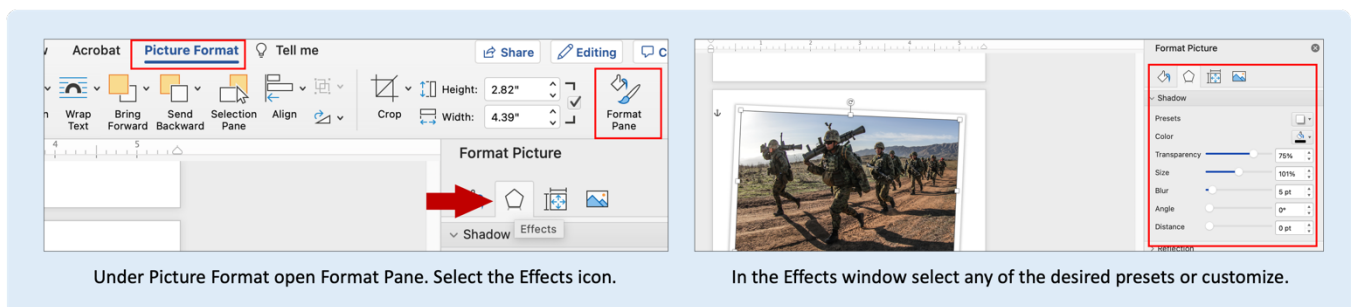
Even so slightly rotating photos and adding shadows puts your photo page/s on another level visually. It gives the impression that actual photos are spread out on the page/s. To do this effectively, ensure not to tilt the photos too much. Just slightly rotating gives it enough.

To tilt, first select the photo. At the top center of the photo is a handle with an icon that has a **rotating circle arrow**. Click and hold the icon and begin rotating the photo to the position you desire. Remember to slightly tilt the photo.



Select photo. Rotate handle.

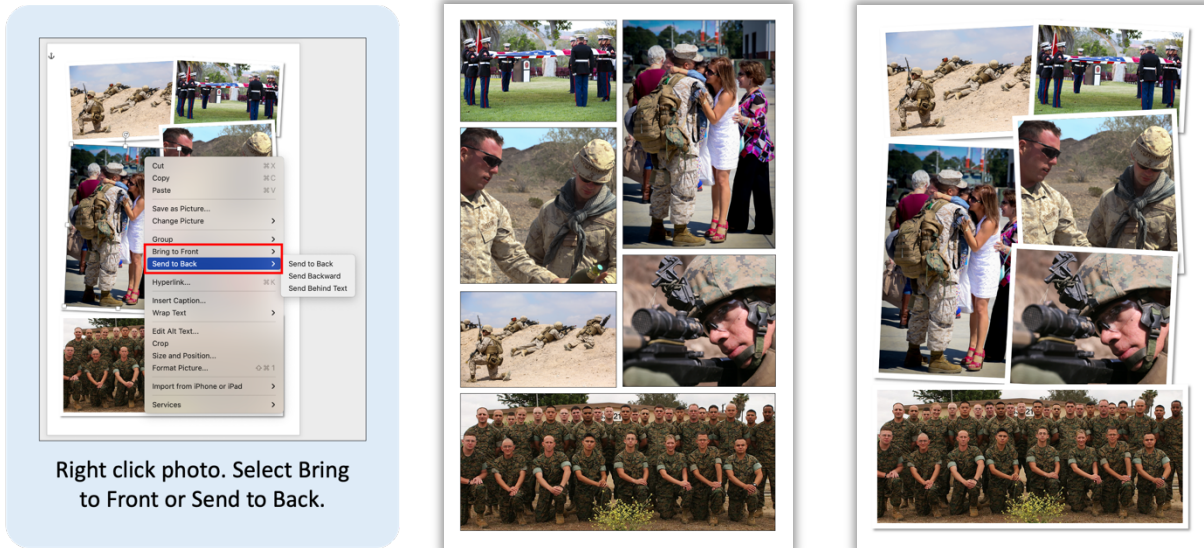
To add a drop shadow to your photos, first select the photo/s. Under **Picture Format** select the display **Format Pane** (By the way, having the Format Pane open on the side is a very convenient way to adjust without having to always go back up to a section and open a separate window.). Now select the **Effects** icon if it is not already open and click on the **Shadow**. Go to the presets and select any one of the settings. Your photos should now have the drop shadow added.



Under Picture Format open Format Pane. Select the Effects icon.

In the Effects window select any of the desired presets or customize.

Now that your photos have white borders, shadows, and are titled, the only thing left is to ensure they are arranged the way you would like them. This may require that you adjust your cropping, titling, as well as order arrangements. To reorder a photo simply right click on it and select either **Bring to Front** or **Send to Back** options.



As you can see both options are very clean, however give you a different feel to the page.

This concludes the User's Guide for Program Templates.

We hope that this guide has provided enough information to give you the tools required to complete the program desired. If there are any issues you may encounter that are not explained in this guide, please feel free to contact us vis phone or email. If you have any suggestions on how we can improve our guide, please let use know. We take everything into consideration and determine viable solutions to better our services.

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