This guide is meant to provide some guidance and helpful tips while working with the Program Templates.

Users should have a good knowledge and understanding of how to use Microsoft Word before attempting to make edits. Any issues with tools and features of the software should be addressed with Microsoft. A great resource for using Microsoft Word can be located on the Microsoft website at: https://support.office.com/en-US/Word.

 \_To ensure best results and timely production, it is recommended that the following guidance be adhered to. Any deviation will cause delays and rejection of request.

 \_Programs must be submitted 10 working days prior to the date of the event. Any other requests less than 10 days must be approved by the Graphics and Reproduction Section Head prior to processing.

 \_Programs will be printed as soon as possible and available no later than the day before the event.

 \_Do not change the page size. The size should be 5.5”X8.5”.

 \_Do not add background images to inside of program pages unless it is part of the program.

 \_Do not change fonts and effects to fonts in template.

 \_Programs must have the required content, listed below, to be printed.

 \_Pages can be added or deleted, however total number of pages must equal any number times 4. See below for pages allowed for types of programs.

 \_Photos and photo collages are allowed, however the layout is the customers responsibility. The photo pages must not exceed the allowed amount of pages and cannot exclude the required content for printing.

 \_Proofreading of content is solely the responsibility of the requestor. Any obvious edits that we may happen to see, we will make if time allows. No reprint will be allowed due to errors in spelling or grammar.

 \_Files must be saved as either Microsoft Word or as a PDF and should not exceed 5MB in size. If the file is larger than 5MB in size, please burn to disc and deliver

 \_Email file/s and requests to the following: MCIWestProduction@usmc.mil and ensure the words: “GRAPHICS – Program Request” are in the subject line. Provide the following information in the email:

o Date of event

o Date required (This is automatically set to the day prior to the actual day of the event, unless there is a legitimate reason for an earlier date. Examples: Distance of event exceeds timely pick-up of programs, POC will not be available to pick-up programs the day before due to being out of the area on official business.

o Quantity required (See allowed quantities at end of this guide.)

o And any additional POC emails and numbers to best contact.

**TIPS – PROGRAM TEMPLATES**

 \_It is best to download all templates, images, graphics, and logos that you plan to use prior to working on the template.

 \_All recommended graphics, logos and text are available at the following SharePoint site:

 \_To add images in designated areas, just right click in the area and choose “Change picture…”

 \_A window will open. Locate areas where graphics, image or logos is and select and “Insert”

 \_Image will appear in program. Adjust size by grabbing corners to ensure proportions remain.

 \_Adding additional images will shift content on page. To ensure page does not shift when adding image do the following.

 \_Insert image.

 \_Double click on image.

 \_Locate “Text Wrap” on top tool bar and click.

 \_In drop down select “In Front of Text” and page should readjust and you can now move the inserted image.

 \_Resize font size in areas where text will not fit. Fonts should not be any smaller than 6 points to ensure it can be read.

 \_To delete page click and hold at top left corner and drag down page to highlight all content (should be highlighted in blue). Click delete on keyboard.

 \_To add page you will want to highlight an existing page and copy it. Then click the top left corner of where you want the page to start and paste. Edit content as needed. NOTE: Hitting enter several times on a page to add a page may make other pages misalign.

**QUANTITY ALLOWANCE**

o Change of Commands

Maximum Quantities Allowed: Based on Command Level

o Major Command: 200

o Battalion: 100

Maximum 8.5”x11” Sheets Allowed: 3 (yields 12 pages)

Required Content: Sequence of Events, Incoming Biography, Outgoing Biography.

o Post and Reliefs

Maximum Quantities Allowed: Based on Command Level

o Major Command: 200

o Battalion: 100

Maximum 8.5”x11” Sheets Allowed: 3 (yields 12 pages)

Required Content: Sequence of Events, Incoming Biography, Outgoing Biography.

o Retirements

Maximum Quantities Allowed: Based on Rank

o O1-O3: 50

o O4-O6: 100

o O7-O10: 200

o E1-E5: N/A

o E6: 50

o E7-E9: 100

Maximum 8.5”x11” Sheets Allowed: 2 (yields 8 pages)

Required Content: Sequence of Events, Retirees Biography

o Marine Corps Birthday Ball Programs

Maximum Quantities Allowed: Half of total tickets purchased for the event.

Maximum 8.5”x11” Sheets Allowed: 3 (yields 12 pages)

Required Content: Sequence of Events, List of Ceremonial Staff to include the Youngest and Oldest Marine, Guest of Honor Biography if it is an Active Duty personnel who holds a major command billet.