Sexual Assault Awareness Month 2007 Resource Materials

Provided on this CD are files that can be utilized for the print production of resource materials supporting Sexual Assault Awareness Month (SAAM) and Sexual Assault Prevention and Response (SAPR) during the year. Included are materials specific to the Department of Defense (DoD) Sexual Assault Prevention and Response Office (SAPRO) as well as materials specific to the United States Army, Marine Corps, Navy and Air Force. Please review the files and utilize the items to support local events and information about supporting SAAM and SAPR.

Reproduction materials are provided in PDF (Adobe) or PPT (Microsoft PowerPoint) formats and can be easily customized to include local information (please see instructions below). The files can be reproduced using standard desktop printers or can be taken to a local print vendor or copy shop for reproduction.

Reproduction Instructions

Pamphlets

Pamphlet files are provided in PDF format. Open the specific file of choice in [Adobe Reader](). To customize a pamphlet, locate the lightly shaded area on the center panel (for the Army pamphlet the customizable area is white). Move your pointer over this area and it will change to a cursor. Type or paste information into this area, please note that the font style, size and position cannot be changed. There is a 64 character limit for this area (the Army pamphlet has a 123 character limit). This is a two sided document, If your specific printer cannot produce two sided documents with one run, print a quantity of one side then flip the sheets and print the second side with a second run. Please be sure you are feeding the sheets using proper orientation for two side prints. The pamphlet should be folded in a standard six panel letter fold format with the custom information panel being the back of the pamphlet. See below:

Six panel **letter** fold

The customized pamphlet cannot be saved using Adobe Reader (only the full version of Adobe Acrobat can save a customized document). Please print a quantity and save a printed version for your records.

If you need more character space than the form allows, you can use a clear or white 1.25" x 2.38"Avery label and stick it in shaded area on the back cover. Using a label will provide the ability to change fonts and sizes. Using Microsoft Word, click on the "Tools" header, next click on "Letters and Mailings" and then "Envelopes and Labels." Click on the "Labels" tab and choose the 1.25" x 2.38" label size. This option provides you with the ability to customize fonts and provide as much or as little information as you would like.

Bookmarks

Bookmark files are provided in PPT format. There are 4 bookmarks on a page. Open the specific file of choice in PowerPoint. To customize and reproduce the bookmarks, locate the lightly shaded area at the bottom of the bookmarks (for the Army bookmark the area is white). There is

a text box in this area that can be used to type or paste information. Unlike the PDF files the font style, size and position of this text area can be altered using standard PowerPoint tools. Be careful not to extend the text beyond the shaded area. This form can be saved with the custom information. Please print the quantity needed on a heavy paper stock and use the dashed lines as a guide to trim out individual bookmarks. Save the customized file using a different file name for future use.

Posters

Poster files are provided in PDF format. Open the specific file of choice in Adobe Reader. To customize a poster, locate the white area on the right side of the poster (for the Army poster the customizable area is the white area below the gold box). Move your pointer over this area and it will change to a cursor. Type or paste information into this area, please note that the font style, size and position cannot be changed. There is a 196 character limit for this area (the Army poster has a 209 character limit). The white area on the posters measures 8.5" x 5.5" (the Army poster is roughly the same size but oriented vertically) this is a half sheet of letter size paper. Custom information can be printed and affixed in this area using a piece of paper or a label this size or smaller. Information can also hand written directly on the poster. The poster size is 17" x 22" if your office printer cannot print 17" x 22" (most cannot) use the "fit to printer margins" option in the Adobe Reader print box to automatically fit the poster to the largest size paper your printer can use.

The customized poster cannot be saved using Adobe Reader (only the full version of Adobe Acrobat can save a customized document). Please print a quantity and save a printed version for your records.

SAAM 2007 Resource Guide

The SAAM 2007 Resource Guide in provided in PDF format and is for reference and desktop production only.

Letters and Memos

Letter and Memo files are provided in PDF format and can be printed using standard office printers.

Feedback Form

The Feedback Form is provided as a PDF form. Open the file in Adobe Reader. Move your pointer over the response areas and it will change to a cursor. You can type or paste responses into these areas. The form cannot be saved using Adobe Reader (only the full version of Adobe Acrobat can save a customized form). Please print and send form to the address below or use online version available at www.sapr.mil. If you prefer to e-mail us the feedback form, please call us at 703-696-9422.

SAPRO
Attn: SAAM 2007 Survey
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