

---

# ORGANICS RECYCLING AND SUSTAINABLE GARDENING AT HOME

## Brochure and Poster Development Kit for Environmental Educators

---

### 1. Introduction

Welcome to the Organics Recycling and Sustainable Gardening at Home Brochure and Poster Development Kit for Environmental Educators! This kit is designed to enable you to produce your own educational materials or utilise those provided for the topics of Home Composting, Sustainable Gardening and Worm Farming.

For each topic on this CD you will find:

2 Brochure templates - *Insert text and your own logos to create your own brochure.*

2 Poster templates - *Insert text and your own logos to create your own poster.*

1 Fact sheet in both high and low resolution - *Use the text to help create your own materials.*

1 Brochure in both high and low resolution - *Provides an example of how to lay out your brochure or have it printed or posted on your website.*

1 Poster in both high and low resolution - *Provides an example of how to lay out your poster or have it printed or posted on your website.*

In addition this CD has an **Images** folder which contains colour illustrations in a variety of formats that you can copy and paste into your brochure and posters or use on a website.

### 2. Where to begin

1. Choose your topic and refer to information contained in the relevant Environmental Educator Fact Sheet.
2. Choose what materials you would like to produce (Poster and/or Brochure) and view the example provided.
3. Go to the relevant folder and choose the template version you would like to use (each have a different photograph). Be aware that the templates are large word files and therefore may take some time to load.
4. Insert text and images into the template according to the instructions below.
5. Save the template file you are working on to another location on your computer (template files on the CD are read-only).

### 3. Formatting instructions for the DL Brochure and Poster

#### 3.1 Illustrations for 6pp DL Brochure

Locate the folder **Images** on the CD. This folder contains illustrations (with the choice of large or small versions) related to Organics Recycling that can be inserted into the brochure template. Examples are given below:

*Large colour*



*Small colour*



**Copy and paste an illustration from Images into the template.**

**How to do this:**

1. Click on an illustration in **Images** and copy by pressing the “Ctrl” key and “C” key at the same time.
2. Click on the template (ensure you do not click in another text or image box).
3. In the template paste the illustration by pressing the “Ctrl” key and “V” key at the same time.

The illustration will copy over at the correct size and format required but you will need to move it into position.

*NB: The translucent illustrations displayed in the template demonstrate are sample positions only. These can be replaced and moved. Additionally the guidance lines representing folds in the brochure template can be removed by clicking on them and pressing the “Delete” key.*

### **3.2 Inserting logos into the 6pp DL Brochure/Poster**

Use the same copy and paste process as above for the insertion of your logos into the brochure and poster templates.

*NB: DO NOT use the Western Australian Department of Environment and Conservation logo in the development of your own posters and brochures unless its use is formally approved by the Department.*

### **3.3 Adding text into the 6pp DL Brochure/Poster**

To add your own text into the templates please follow the below instructions. You can either select text directly from the Environmental Educator Fact Sheets and example brochures and posters or use them as information tools to write your own text.

**How to directly use text from the provided fact sheets or examples:**

1. With an Environmental Educator Fact Sheet, example brochure or poster document open, select the text you want to use by pressing the “Select” button in the toolbar, highlighting text and copying by pressing the “Ctrl” key and “C” key at the same time.
2. Click on the template in a text box.
3. In the template text box paste the text by pressing the “Ctrl” key and “V” key at the same time.
4. With the text still highlighted in the text box format it according to properties listed below by going to the “Format” button and selecting the correct specifications.

**Alternatively, you can type your own text directly into the template text box by either formatting it before copying and pasting it into the text box or formatting it after you have placed it into the text box.**

*NB: When replacing text in the brochure or poster template, be careful to delete the text only - not the text box.*

### 3.4 Brochure Text Specifications

<b>Main Headings –</b>	<b>e.g</b>	<b>WHAT IS COMPOST?</b>
	Font:	<b>Trebuchet Bold</b>
	Size:	12 point
	Format:	Single line spacing, left alignment
	Colour:	<b>Copy colour from template</b>
<b>Sub Headings –</b>	<b>e.g</b>	<b>Sub Heading</b>
	Font:	<b>Trebuchet Bold</b>
	Size:	11 point
	Colour:	<b>Black</b>
<b>Main Body Text –</b>	Font:	Trebuchet
	Size:	10 point
	Format:	Single line spacing, left alignment
	Colour:	Black

### 3.5 Poster Text Specifications

<b>Headings –</b>	<b>e.g</b>	<b>Heading text</b>
	Font:	<b>Trebuchet Bold</b>
	Size:	22 point
	Colour:	<b>Reversed white out of photo image</b>
	Format:	Single line spacing, right or left alignment where applicable
<b>Sub Headings –</b>	<b>e.g</b>	<b>What is compost?</b>
	Font:	<b>Trebuchet Bold</b>
	Size:	14 point
	Colour:	<b>As per template</b>
	Format:	Single line spacing, left alignment
<b>Main Body Text –</b>	Font:	Trebuchet
	Size:	12 point
	Format:	Single line spacing, range left
	Colour:	Black
<b>Contact Text –</b>	Font:	Trebuchet
	Size:	11 point
	Format:	Single line spacing, centred
	Colour:	Black

**REMEMBER, IF YOU DELETE SOMETHING BY MISTAKE GO TO THE “Edit” button then “Undo Typing” (or press the “Ctrl” key and “Z” key at the same time) TO GO BACK A STEP.**

#### **Disclaimer**

*The Western Australian Department of Environment and Conservation does not guarantee or accept any legal liability whatsoever arising from, or connected to, the use, reliability and completeness of information contained on this CD.*