

## **INSTRUCTIONS:**

### Creating a “Humanitarian Demining Programs Policy and Procedures Manual”

*Ideally this manual should be in a 1.5 inch three ring binder (complete with cover and side label sleeves), along with 3 hole labels for the Annex Section (individually labeled A – M). However, as long as the manual’s body is organized in the correct fashion, its contents will be easily accessible and helpful to any reader.*

Whether you are downloading this document from an email, floppy disk, or CD-ROM, the document titles should be equivalent and instructions can be followed accordingly. These documents were created on Microsoft Word for Windows 2000. If part of these documents do not download or save in their entirety, please inform your contact at the Office Humanitarian Demining Programs (PM/HDP), Bureau of Political-Military Affairs, United States Department of State.

#### Printing and Manual Creation Instructions:

##### **The Report.doc**

- This document contains color graphics. Please Print on Color Printer. Note: The contents of this section is the most beneficial to the reader so if it is not printed in color, you will not lose any value.
- Once printed this becomes the Body of the “Humanitarian Demining Programs Policy and Procedures Manual”. There is no section division, so if you have a three ring binder, just put holes in all 41 pages and place within the rings.

##### **Annexes.doc**

- This 71-page document contains no color and does not have to be printed on a Color Printer. Again if you have a three ring binder, put holes in every page.
- Each Annex has a cover page and is lettered A – M. Divide each Annex section out and respectively place each annex within the letter dividers. Note: If lettered (A – M) dividers are unavailable, you will only lose convenience and accessibility, not content.

##### **Outside.doc**

- This is a 2-page document, the first being the cover and the second being the label for the side of the binder. There are in color, but printing in color is your option.