SECTION 1

ALTERING TEMPLATE CONTENT

Contents

Items That May Be Altered in the Templates

Items that Should Not Be Altered in the Templates
ITEMS THAT MAY BE ALTERED:
There are several items in the document that may be customized to use this template for other informational purposes or to make the text specific to a location.

1. Panel headline and text
2. Back panel text, address and contact information
3. Social media description may be customized or omitted to include the department name with the JWV logo
4. Front cover photo
5. Cover text may be customized. However, the full JWV name should be present.
6. Interior brochure bar montage images
7. Text and inset images
8. Panel text and information directive to online information.
ITEMS THAT SHOULD NOT BE ALTERED:
There are several items in the document that are placed as image files and should not be altered because these items are related to the JWV brand.

1. Color triangle shape
2. Triangle image montage
3. Placement, color, and size of JWV logo on the back of the brochure
4. Placement, color, and size of the JWV seal on the front of the brochure
5. Angle stripe border with heading
6. Color panel color to separate information

It is important to note that the **colors and fonts should not be changed** since these are also part of the JWV brand.
ITEMS THAT MAY BE ALTERED:
There are several items in the document that may be customized to use this template for other informational purposes or to make the text specific to a location.

1. Panel headline and text
2. Back panel text, address and contact information
3. Social media description may be customized or omitted to include the department name with the J WV logo
4. Front cover directive text
5. Cover text may be customized. However, the full J WV name should be present.
6. Interior brochure bar montage images
7. Text and inset images
8. Panel text and image
ITEMS THAT SHOULD NOT BE ALTERED:
There are several items in the document that are placed as image files and should not be altered because these items are related to the JWV brand.

1. Color triangle shape
2. Cover triangle image
3. Triangle image montage
4. Placement, color, and size of JWV logo on the back of the brochure
5. Placement, color, and size of the JWV seal on the front of the brochure
6. Angle stripe border with heading
7. Color panel color to separate information

It is important to note that the colors and fonts should not be changed since these are also part of the JWV brand.
ITEMS THAT MAY BE ALTERED:
There are several items in the document that may be customized to use this template for other informational purposes or to make the text specific to a location.

1. Panel headline and text
2. Back panel text, address and contact information
3. Front cover directive text and image
4. Inside panel images
5. Social media description may be customized or omitted to include the department name with the JWV logo
6. Cover text may be customized. However, the full JWV name should be present.
7. Interior brochure bar montage images
8. Text and inset images
9. Panel text and image
ITEMS THAT SHOULD NOT BE ALTERED:

There are several items in the document that are placed as image files and should not be altered because these items are related to the JWV brand.

1. Color triangle shape
2. Color bar behind top text
3. Triangle shapes by images
4. Placement, color, and size of JWV logo on the back of the brochure
5. Placement, color, and size of the JWV seal on the front of the brochure
6. Angle stripe border with heading
7. Color panel color to separate information

It is important to note that the **colors and fonts should not be changed** since these are also part of the JWV brand.
ITEMS THAT MAY BE ALTERED:

There are several items in the document that may be customized to use this template for other informational purposes or to make the text specific to a location.

1. Sheet topic descriptive slug
2. Sheet banner title
3. Department name text to accompany the JWV logo
4. Headline and descriptive text
5. Sheet subtitle and descriptive text content
6. Contact information including full department or post name, address, phone, and email
7. Image with pullout box
8. Pull out box text content
9. Sheet topic and banner to match what appears on front of sheet
10. Image with pullout box
11. Text in footer box
12. Image
13. Sheet subtitle and descriptive text content
FUNERAL PLANNING GUIDE

The final act of kindness to your loved ones may come after your death in the form of well-planned funeral arrangements. It’s a service you can do for your loved ones, ensuring that important decisions are made before your death so they don’t have to be left to them. It’s as much a benefit to yourself as it is to your loved ones. JWV has created this guide to assist you with this task.

FUNERAL ESSENTIALS

Veteran Burial Benefits

Your benefits do not cover all the funeral arrangements. Veteran benefits are designed to provide a modest burial for a veteran with no family or a family with limited resources. Mention the word funeral often enough and you will find someone who is capable of assisting you with the arrangements.

1. Sheet front page banner
2. Size, placement and color of JWV logo
3. Text font and colors
4. Text font, size and colors
5. Text font and colors and pullout box color
6. Footer placement and box color
7. Sheet reverse side banner
8. Text font, size and colors
9. Footer box color
10. Text font, size and colors and pullout box color

It is important to note that the colors and fonts should not be altered since these are also part of the JWV brand.
ITEMS THAT MAY BE ALTERED:
There are several items in the document that may be customized to use this template for other informational purposes or to make the text specific to a location.

1. Sheet topic descriptive slug
2. Sheet banner title
3. Headline, descriptive text and image
4. Sheet subheadline and any text content
5. Sheet topic and banner to match what appears on front of sheet
6. Image with banner
7. Text in footer box
8. Pullout box text content
9. Contact information including full department or post name, address, phone and email
Funeral Planning Guide

1. Sheet front page banner
2. Size, placement and color of JWV logo
3. Text font and colors
4. Text font, size and colors
5. Text font and colors and pullout box color
6. Footer placement and box color
7. Sheet reverse side banner
8. Text font, size and colors
9. Footer box color
10. Text font, size and colors and pullout box color

It is important to note that the colors and fonts should not be altered since these are also part of the JWV brand.
JWV ANNUAL EVENTS

JWV NEC MEETING

The semi-annual meeting of the National Executive Committee will be virtual this year. We will gather via Zoom to conduct business and to participate in national committee meetings. All JWV members are welcome to attend the NEC and all committee meetings, but only members of the committees are eligible to vote.

Thursday, January 28
11:00am - Noon
Marketing Committee

11:00 - 11:30am
Budget Committee

11:00 - 11:30am
Convention Committee

Nov. 1-10pm
Personnel Committee

11:30 - Noon
Finance Board

Noon - 1:00pm
Gulf War Veterans Committee

Noon - 1:00pm
Post 9/11 Committee

1:00 - 2:00pm
Women in the Military Committee

1:00 - 2:00pm
Vietnam Veterans Committee

2:00 - 3:30pm
Membership Committee

3:30 - 4:30pm
Department Commanders

4:30 - 6:00pm
Policy Committee

Friday, January 29
11:00am - 1pm
NEC Meeting

2:00 - 4:00pm
NMAJMH Board of Directors Meeting

All registered participants will be provided with instructions for using Zoom and meeting access information closer to the first meeting date.

MEETING REGISTRATION

You must be registered in order to participate. Please register online at www.jwv.org or you can fill out the form below and send it along with your payment to the address listed.

1811 R Street NW  •  Washington, D.C. 20009
Phone: 202.265.6280  •  Fax: 202.234.5662

JWV MEMBER NAME
___________________________________________________________
Post Name and #
___________________________________________________________
Address
___________________________________________________________
City ________________________________     ___________________________
State   Zip Code
___________________________________________________________
Phone Number
___________________________________________________________
Email Address
___________________________________________________________
Registration fee: $18.00

I am paying by:
 Check
 American Express
 Visa
 Mastercard
 Discover

Card No.  ________________________________  Exp. _____________
Signature___________________________________________________

ITEMS THAT MAY BE ALTERED:
There are several items in the document that may be customized to use this template for other informational purposes or to make the text specific to a location.

1. Sheet topic descriptive slug
2. Sheet banner title
3. Sheet subheadline and any text content
4. Headline, descriptive text and image
5. Contact information including full department or post name, address, phone and email
JWV ANNUAL EVENTS

JWV NEC MEETING
The semi-annual meeting of the National Executive Committee will be virtual this year. We will gather online to conduct business and to participate in national committee meetings. All JWV members are welcome to attend the NEC and all committee meetings, but only members of the committees are eligible to vote.

Meeting Schedule

Thursday, January 28
11:00am - Noon Marketing Committee
11:00 - 11:30am Budget Committee
11:00 - 11:30am Convention Committee
11:30 - Noon Finance Board
11:30 - Noon Personnel Committee
Noon - 1:00pm Gulf War Veterans Committee
Noon - 1:00pm Post 9/11 Committee
1:00 - 2:00pm Women in the Military Committee
1:00 - 2:00pm Vietnam Veterans Committee
2:00 - 3:30pm Membership Committee
3:30 - 4:30pm Department Commanders
4:30 - 6:00pm Policy Committee

Friday, January 29
11:00am - 1pm NEC Meeting
2:00 - 4:00pm NMAJMH Board of Directors Meeting

You must be registered in order to participate. All meeting materials will be made available online. You can register online at www.jwv.org or download and mail the registration form to:

JWV MEMBER NAME

POST NAME AND #

ADDRESS

CITY ____________________________  STATE   ZIP CODE

PHONE NUMBER

EMAIL ADDRESS

REGISTRATION FEE: $18.00

I am paying by:

 Check

 American Express

 Visa

 Mastercard

 Discover

Card No. ________________________________  Exp. _____________

Signature___________________________________________________

All registered participants will be provided with instructions for using WebEx and meeting access information closer to the first meeting date.

ITEMS THAT SHOULD NOT BE ALTERED:
There are several items in the document that are placed as image files and should not be altered because these items are related to the JWV brand.

1. Sheet top banner
2. JWV tinted seal
3. Text font and colors
4. Text font and colors
5. JWV logo size, placement and color
6. Footer placement and box color

It is important to note that the colors and fonts should not be changed since these are also part of the JWV brand.
Template: Advertisement Designs

ITEMS THAT MAY BE ALTERED:
There are several items in the document that may be customized to use this template for other informational purposes or to make the text specific to a location.

1. Ad headline
2. Ad image
3. Ad text content and website
4. Ad images: May be one image in the space or two images
5. Ad text content and website
6. Pullout box text content
7. Stripe bar (may be used or replaced with department name under logo)
ITEMS THAT SHOULD NOT BE ALTERED:
There are several items in the document that are placed as image files and should not be altered because these items are related to the JWV brand.

1. Triangle shapes
2. JWV logo size, color and placement
3. Angled box color
4. Ad images: May be one image in the space or two images
5. Text font and colors in ads
6. Pullout box color
7. Striped bar colors

It is important to note that the **colors and fonts should not be changed** since these are also part of the JWV brand.
ITEMS THAT SHOULD NOT BE ALTERED:
There are several items in the document that are placed as image files and should not be altered because these items are related to the JWV brand.

1. Ad headline font
2. Triangle shapes
3. JWV logo size, color and placement
4. Angled image
5. Angled box color

It is important to note that the colors and fonts should not be changed since these are also part of the JWV brand.
SECTION 2

ALTERING IMAGES

Contents
How to Change Images
How to Crop Images
How to Resize Images
INSTRUCTIONS: HOW TO CHANGE IMAGES

The following instructions describe how to replace existing images within the Word templates. These instructions apply to all of the JWV templates, and not just the one used in the following example. Please reference Section 1 of this guide to note which images may be altered in the different templates.

1. Select the image you wish to replace. From the menu bar, select Picture Format to have the image options appear below it.

2. Click on the Change Picture icon, and select From File to choose an image.

3. Select the image file name on your computer, and click Insert.

4. If the image needs adjusted for the space, select the Crop Tool then pull the image sides in to crop the photo. Click on the Crop Tool again on the menu to apply the changes.
5. To resize the image, click on a corner of the photo and drag it while holding down the **Shift Key** to resize it proportionally.

6. Move the image into place where you want it to appear in the document. Images may extend to the edge of the page or may have some area left around them. Most images in the JWV templates extend to the page edge.

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**NOTE:** Make sure to resize and crop images to be similar heights when replacing images used in a group or strip (like at top left).
INSTRUCTIONS: HOW TO CHANGE IMAGES (CONTINUED)

Some images within the templates may be behind other objects/shapes. Follow these steps to change those images.

1. Click on the shape appearing in front of or overlapping the image.

2. Click on the Layout option on the menu, and select Send to Back from the Send Backward menu options.

3. This will allow you to select the image file.

4. Select the image you wish to replace. From the menu bar, select Picture Format to have the image options appear below it.
5. Select the image file name on your computer, and click **Insert**.

6. To resize the image, click on a corner of the photo and drag it while holding down the **Shift Key** to resize it proportionally.

7. Move the image into place where you want it to appear in the document.

8. If the image needs adjusted for the space, select the **Crop Tool** then pull the image sides in to crop the photo. Click on the **Crop Tool** again on the menu to apply the changes.
9. From the **Picture Format** options on the menu, select **Send to Back** from the **Send Backward** menu options.

10. The image will then be sent behind the other shapes, with the overlap of the image hidden behind the angled color shapes.
SECTION 3

ALTERING TEXT CONTENT

Contents
How to Change Headlines and Subheadlines

How to Change Body Text
Revising Templates Using Microsoft Word

INSTRUCTIONS: HOW TO CHANGE TEXT

The fonts used in the templates are Time New Roman, Times New Roman Italic, Times New Roman Bold, Arial Regular and Arial Bold. Do not change the fonts since these are part of the JWV brand style.

1. Select the box for the text you wish to change, then click to highlight the text using the type tool.

2. Type the new text over the highlighted words. Doing this will retain the font color, size and style established in the template.

3. Click on another text box and repeat these steps to change the text.

4. If the new text will not fit in the text box within the template, click on a corner of the box and drag it to enlarge the box so the text fits.
5. These steps apply to formatted headings, subheadings, body text and bulleted items within the templates. Font styles may be retained easily by simply selecting the established text and then type new content to replace it.

6. To change body text, select it separately within the text blocks, then type the new content. Adjust text block sizes as needed.
Contents
How to Save a Word File
How to Save a PDF File
1. From the main menu, go to **File** and select **Save As...** to save the template under a different name.

2. From the **File Format** menu, select the version of Microsoft Word you wish to use. Note: **.docx** is a more current version of Word.

3. Type in a new document name for the file.

4. Select **Save** on the dialog box. This will create a new document without over-writing the original template. Once this is done, you can save the file as you are working by selecting **File** then **Save** from the main menu.
Revising Templates Using Microsoft Word

INSTRUCTIONS: HOW TO SAVE A PDF FILE

A PDF (portable document format) is a universal file type that does not require the original sofware, fonts, etc. to open the file. Users may access it using Adobe Acrobat Reader, which is a free application. You should save your document as a new Word file first before saving a copy as a PDF file.

1. From the main menu, go to File and select Save As... to save the document as a PDF.

2. From the File Format menu, select PDF.

3. Type in a new document name for the file, then select from the options if the file will be used for electronic distribution (email or web) or for printing.

4. Select Save on the dialog box. This will create a copy of the document as a new PDF file. This does not replace the Word document. Note: Edits must be done in the Word file. Revisions cannot be made to a PDF file unless you use the full Adobe Acrobat application and not just Acrobat Reader.