The Battle of Midway program templates for commemoration events are provided to support commands with their commemoration efforts. You may select from several types of files, depending on the extent of program customization desired and your available software.

Note: Every effort has been made to provide instructions that allow for accurate and precise replication of the prepared layout. However, software settings and performance vary from user to user and may affect the appearance of the downloaded file.

**Template Options**

**PDF File**

The PDF program template is provided for users who require a ready-to-print file without any customization. To print this file, please refer to **Part III** of the **Editing and Printing Instructions** below. (Note: If you would like to include the title of your Battle of Midway commemoration event as well as the date and location, please refer to the instructions for using the Microsoft Word or InDesign templates.)

**Microsoft Word Files**

This template set includes four Microsoft Word 2010 documents. The “Battle of Midway Main Template” document is the main document and serves as the basis for the other three documents. These other documents are extended versions and include either one, two, or three additional pages to be edited by the user to accomplish their desired purpose. The main template and the 1-page extended version are both 16-page documents, which print on 4 pages of **Legal Size** paper, front and back. The 2- and 3-page extended versions are both 20 page documents, and print on 5 pages of **Legal Size** paper, front and back.

**InDesign Files**

This template set includes four InDesign files with the associated fonts and images. The “Battle of Midway InDesign Template” file is the main file and serves as the basis for the other three files. These other files are extended versions and include either one, two, or three additional pages to be edited by the user to accomplish their desired purpose. The main template and the 1-page extended version are both 16-page files, which print on 4 pages of **Legal Size** paper, front and back. The 2- and 3-page extended versions are both 20 page files, and print on 5 pages of **Legal Size** paper, front and back.

Based on your command’s needs, follow the instructions below to create a Battle of Midway program, customized to your event.

**Editing and Printing Instructions**

**I. Microsoft Word**

**A. Microsoft Word Main Template**

1. Edit cover text: tailor to command’s specifications, updating title, date, and location.
2. The rest of the program is meant to be timeless, including history, images, and quote.
3. Once edited to your specifications, click **File**, then **Save as Adobe PDF**. Then follow print instructions in **Part III**.

**B. Microsoft Word Extended Versions**

1. Includes all comments above.
2. Assume 1 to 3 pages of additions, which may be used to include speakers, schedule, and organizers or other content as required.
3. Three different versions (1 per additional page).
	1. 1-page: 16-page document. Page 7 is the additional page; edit this page. Some suggested entries: Schedule of Events, Presentation of Colors, Arrival of the Official Party, National Anthem, Retirement of Colors, Invocation, Remarks, Benediction, Departure of the Official Party.
	2. 2-page: 20-page document. Faces of Midway and Preparations for Battle each extend over two pages. Pages 16, 17 are the additions; edit these pages. Some suggested entries in addition to those found in the 1-page above: Music, Speakers, Wreath Laying, Reading of the Midway Proclamation, Presentations, The Marines’ Hymn, Semper Paratus, and/or Anchors Aweigh.
	3. 3-page: 20-page document. Faces of Midway is expanded over two pages. Pages 15, 16, 17 are the additions; edit these pages. Some suggested entries in addition to those found in the 1-page and the 2-page above: Thank you to organizers, instructions and/or maps to follow-on activities, tributes to a local connection or association to the Battle of Midway.
4. Once edited to your specifications, click **File**, then **Save as Adobe PDF**. Then follow print instructions in **Part III**.

**II. InDesign**

**A. InDesign Main Template**

1. Edit cover text: tailor to command’s specifications, updating title, date, and location.
2. The rest of the program is meant to be timeless, including history, images, and quote.
3. Once edited to your specifications, you have several options for printing:
	1. Print directly from InDesign.
	2. Create PDF by exporting to PDF from InDesign. To print the PDF, follow the instructions in **Part III**.
	3. Create PDF by selecting one of the Adobe PDF preset options in InDesign. To print the PDF, follow the instructions in **Part III**.

**B. InDesign Extended versions**

1. Includes all comments above.
2. Assume 1 to 3 pages of additions, which may be used to include speakers, schedule, and organizers or other content as required.
3. Three different versions (1 per additional page).
	1. 1-page: 16-page file. Page 7 is the additional page, edit this page. Some suggested entries: Schedule of Events, Presentation of Colors, Arrival of the Official Party, National Anthem, Retirement of Colors, Invocation, Remarks, Benediction, Departure of the Official Party.
	2. 2-page: 20-page file. Faces of Midway and Preparations for Battle each extend over two pages. Pages 16, 17 are the additions, edit these pages. Some suggested entries in addition to those found in the 1-page above: Music, Speakers, Wreath Laying, Reading of the Midway Proclamation, Presentations, The Marines’ Hymn, Semper Paratus, and/or Anchors Aweigh.
	3. 3-page: 20-page file. Faces of Midway is expanded over two pages. Page 15, 16, 17 are the additions, edit these pages. Some suggested entries in addition to those found in the 1-page and the 2-page above: Thank you to organizers, instructions and/or maps to follow-on activities, tributes to a local connection or association to the Battle of Midway.
4. Once edited to your specifications, you have several options for printing:
	1. Print directly from InDesign.
	2. Create PDF by exporting to PDF from InDesign. To print the PDF, follow the instructions in **Part III**.
	3. Create PDF by selecting one of the Adobe PDF preset options in InDesign. To print the PDF, follow the instructions in **Part III**.

**III. Print instructions**

Your final Battle of Midway program print-ready file can be printed on your office printer or professionally printed through Defense Logistics Agency (DLA) Document Services.

**Office Printer**

Your Battle of Midway program print-ready file will be printed on Legal size paper.

1. Open recently created PDF. Click **File**, **Print…**
2. Select a printer with Legal Size print capability from the dropdown.
3. Under **Page Sizing & Handling**, select **Booklet**

Booklet subset: Both sides;
 Binding: Left

1. At the top, next to the Printer drop down, click on **Properties.**
2. Under **Paper/Quality**, select Paper size: **Legal**
3. Under **Effects**, select **Print document on:** Legal. Check **Scale to fit** box.
4. Select **OK**, then specify **number of Copies**. Then click **Print**.

**DLA Document Services**

Please follow your command’s procedure to submit your Battle of Midway program print-ready file and DD282 form to DLA Document Services for professional printing.