



**Multi-State Information Sharing and Analysis Center  
(MS-ISAC)**

**October 2006  
Cyber Security Awareness Month**

**Cyber Security Toolkit**

**Instructions for Printing and Customized Branding**

The Toolkit is designed to promote the delivery of a consistent cyber security awareness message by reinforcing core themes in practical, informative, entertaining, and usable ways. These instructions are being provided to assist your state in any reproductions and/or customized branding you may wish to do. These instructions are provided as a general reference – for more detailed assistance on customization and reproduction, you may need to consult with your Graphics Department.

The vendors listed below reproduced the MS-ISAC Toolkit material. The vendor specifications and contact information are being provided to you as a reference only, should you chose to reproduce and/or customize the Toolkit materials and wish to use the vendor listed.

We invite you to take advantage of the toolkit materials. We encourage you to brand these materials by placing your state's name and logo on the materials and distributing them widely.

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**Instructions for Printing and Customized Branding**

**Cyber Security Awareness Calendars**

The Cyber Security Awareness calendars have been created in Microsoft PowerPoint.

**Branding Instructions** - You may place your state's logo on the top page of each month. All disclaimer language, which is incorporated at the end of the calendar, must be included in all reproductions. In addition, all graphics, logos and text must be included on customized reproductions.

**Printing Instructions** - To print in Microsoft PowerPoint, set your printer options to print on both front and back.

**Vendor Specifications and Contact Information** – Below are the specifications to provide the vendor for calendar reproduction along with contact information:

**Specifications**

*Size: 8-1/2 x 11*

*Pages: 24 text pages plus cover*

*Text: in color and in black*

*Stock: 100# gloss cover 80# gloss text*

*Ink: 4/4 process printing*

*Prep: Disk supplied*

*Proofs: Color proofs*

*Bindery: Saddle Stitch---Drill hanger hole*

*Packing: Convenient Cartons or Shrink-wrapped Bundled in 100's*

**Contact Information**

Tobay Printing  
1361 Marconi Blvd.  
Copiague, NY 11726  
(631) 842-3300

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**Local Government Guide and Beginners Guide to Firewalls**

The Guides have been created in Microsoft Publisher and are available as a PDF document.

***Branding Instructions*** - To include your state's name and logo, you can modify the document in both Microsoft Publisher or in a PDF writer software. Please visit: <http://www.adobe.com/support/downloads/main.html> for more information on Adobe products. Place branding information inserts on the front page of the Guides. All language, logos and graphics must be included on both Guides as they appear.

***Printing Instructions*** – The Guides can be printed in both Microsoft Publisher and in PDF software. To print in Microsoft Publisher and in Adobe, set printer options to print on both front and back.

***Vendor Specifications and Contact Information*** - The information provided below are the specifications to provide the vendor for Guide reproduction along with contact information:

**Specifications**

*Paper stock: Cover---80# coated cover—*

*Text---60 # white offset*

*Bindery: Saddle stitch and wrap in 100's*

*Ink:Cover-4/4 cmyk process printing-----Text-4/4 cmyk process printing*

**Contact Information**

Tobay Printing  
1361 Marconi Blvd.  
Copiague, NY 11726  
(631) 842-3300

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**Cyber Security Awareness Mouse Pads**

***Instructions*** – You may reproduce the mouse pads. All images and text must remain on the mouse pads for reproduction.

***Vendor Specifications and Contact Information*** - The information provided below are the specifications to provide the vendor for mouse pad reproduction along with contact information:

**Specifications**

BG7 Origin 'L Fabric Mouse Pad

7-1/2x8"x1/8"

Packaged in 100's

**Contact Information**

Cooley Group, Inc.  
421 New Karner Road  
Albany, NY 12205  
(518) 690-7110

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**Governors' October Cyber Security Awareness Proclamation Template**

No branding instructions required.

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**Cyber Security Awareness Posters**

**Branding:** State branding can be applied to posters at the bottom in the right hand corner. High resolution images have been provided for reproduction. Permission has been granted from Photospin.com to distribute the high resolution images. The MS-ISAC logo, name and URL must be incorporated on all posters. The MS-ISAC logo is provided for inclusion of poster branding and customization only. In addition, poster samples for layout and design when branding and customizing are also included.

**Vendor Specifications and Contact Information** - The information provided below are the specifications to provide the vendor for poster reproduction along with contact information:

**Specifications**

Cover: 80 #  
Pages: Printed One Side  
Size: 16"x24"  
Ink: Four Color Process  
Bleeds: Yes  
Bindery: Trim, (each separate) not folded  
Proof: To be included in price (color)  
Packaging: Shrink Wrapped in Groups of 100

**Contact Information**

Lane Press  
11 Kairnes Street, # 2  
Albany, New York 12205  
(518) 438-7834

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**Archived National Webcast Initiative Broadcasts**

National Webcast Initiative Broadcasts are saved as a wmv file. WMV files can be viewed by downloading a media player.