



“I SPEAK” BOOKLET PRINT INSTRUCTIONS

The “I Speak” Booklet is a 20-page notebook designed for Department of Homeland Security personnel and law enforcement personnel and will fit in a uniform pocket for easy reference while on duty. It includes an index of languages and can include customized information such as the phone number for an agency’s over-the-telephone interpretation service and/or other language access protocol. It can be customized with your agency’s information or seal.

- **A print-ready version** of this booklet is available online:

Booklet for law enforcement and other DHS recipients

<https://www.dhs.gov/sites/default/files/publications/crcl-i-speak-booklet-law-enforcement.pdf>

Booklet for DHS components:

<https://www.dhs.gov/sites/default/files/publications/crcl-i-speak-booklet.pdf>

- **An editable version** (Adobe Illustrator CS-4) is available by emailing a request to the DHS Office for Civil Rights and Civil Liberties at CRCLTraining@dhs.gov

Instructions for the print shop:

Description: 20 page self cover laminated spiral bind books

Flat size: 11 x 3.5

Final Size: 3.5 x 5.5

Paper: 10 pt White Productolith C2S Cover

Color Format: 4 / 4

Ink: CMYK / CMYK

Bleeds: 4 sides

Coverage: Medium

Bindery/Finishing: Twin Loop

Additional Bindery Information: Laminate both sides, trim, collate & bind at the top 3.5” way with black twin loop wire bind.