

Word&Way Bulletin insert

Print instructions

1) Open an insert template by clicking on the link. Each insert is a two-page PDF document.

Opening a PDF file requires Acrobat Reader (a free download and a handy ministry tool) from Adobe:

www.adobe.com/products/acrobat/readermain.html

Note: Older version of Reader can cause problems with files. If so, try downloading and installing the latest version.

2) You will find Page 1 has two images of the front of the insert, page 2 has two images of the back of the insert. The file is color, if a black and white (BW) version would look better, Word&Way can supply it to you with halftones that will duplicate better.

3) Print out a test copy. Make sure your printer is treating the dimensions (portrait or landscape) appropriately.

Do you need to have your copies customized for you church?

If so, please contact us and let us know what is needed.

Now you are ready to print, either by printing a master copy or sending it straight to the printer.

4a) **Print a master copy.** Then make additional copies using your copier or an area quick-print service such as Kinko's. Note that making a "copy of a copy" will reduce your quality.

4b) Print directly to your printer. If your copier supports duplex printing, choose the "2 pages - 1 copy" option OR print the fronts reload paper and print the back.

Important! Run a test copy to make sure the paper and copies are oriented correctly and that the copier does not "pull" that results in an extra wide left margin.

If you are finding that copier pull is causing the front and back to line up unevenly, contact us and we can adjust our master appropriately.

6) Cut the sheets in half. The center point should be 5 1/2" from the side margin.

7) We ask you to keep track of the reception your inserts receive and share them with us. Your comments will help us maximize the insert's usefulness for churches.



Questions? Need help?

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