Church Bulletin INSERTS

ReadMe First

OVERVIEW

There 5 files to this download Portfolio:

PDF file: ReadMeFirst ChurchBulletinInserts Sample--the document you are now reading.
PDF files: A Series of Files 1-4: BulletinInserts Requests**-001;** BulletinInserts Requests**-002,** BulletinInserts Requests**-003, etc.**

These CHURCH BULLETIN INSERT documents are ready:

to print, and manually insert in a church bulletin,
OR
are formatted to embed in the church bulletin document before it is printed.

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NOTE: When the PDF Portfolio is opened, the appearance of the prayers, (Request-001, etc.), does not reflect the way the prayers will look when copied and printed. Follow instructions below:

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TO PRINT DOCUMENT (to insert manually into a bulletin--
A. Create a document to place 2 prayers side by side on one page (landscape orientation).

Make two identical tables or Text Boxes in side by side placement.

B. PDF usage

1. Open PDF Portfolio. Go to documents page.
2. Read ReadMe First - the document you are now reading.
3. Select file document (i.e., BulletinInserts Requests-001.doc).
4. In Acrobat, Go to => File => Save File from Portfolio.
5. Rename document and Save to Desktop.
6. Open the document you just renamed.
7. Go to => File => Save As. On this menu, change Format Option by scrolling the arrows on the right (located in the lower-middle of the menu, or at the bottom).
8. Select Rich Text Format (RTF).
9. Save Document to your Desktop.
10. Open the Rich Text document you just created.
11. Go to => Edit => Select All (or Highlight Text manually (include credit line at bottom of page*)).
12. Go to => Edit => Copy.
13. Inside your Side-by-Side-Document, place the cursor at top-left of Text Box. Go to => Edit => Paste.
14. Adjust Text Box size as desired. Remove Text Box lines.
15. Rich Text should keep formatting intact. Adjust as necessary. Font size used is Garamond 10.5.
16. Save Document.
17. Print.
18. Cut document in half vertically. Insert in church bulletin.

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TO EMBED DOCUMENT in your church bulletin before printing

Follow the instructions above 1 through 12.

9. Inside your church bulletin, Go to => File => Paste.
10. Adjust text box size as desired.
11. Rich Text should keep formatting intact. Adjust as necessary.

*NOTE: This is copyright material. Be sure to include the credit line at the bottom of the prayer page.

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May Your Church Be Blessed As Many Pray these Scripture-Based Prayers