## REVIVAL MEETINGS WITH RICH TOZOUR

YOUR NAME BAPTIST CHURCH MONTH 10-15

### SERVICE TIMES

Sunday 9:00 am Mon - Friday 7:00 pm

YOUR CHURCH ADDRESS YOUR CITY, STATE ZIP CODE

NIGHTLY CHILDREN'S MEETINGS

Kindergarten to 4th grade



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## DIRECTIONS

Select the layout you want to customize

The portrait orientation prints one 8.5 x 11" flyer.

The landscape orientation prints two fliers on an 8.5 x 11" piece of paper.

The sample flyer shows one way to customize your design.

The font used is Proxima Nova, but if that font is not down loaded on your device, I recommend Helvetica bold or Arial bold (which should be pre-downloaded on every device).

#### EDITING USING WORD

Create new letter-sized Word document.

Go to Layout tab and set all margins to 0.

Using the top bar select Insert  $\rightarrow$  Photo $\rightarrow$  Picture from File.

Select downloaded PDF.

Choose Page 2 or 3 of PDF and expand to fit page if not fitted automatically.

Create a new text box. If creating a new text box affects the PDF placement select the text box, right click, and choose Wrap Text $\rightarrow$ None.

Highlight text and select font (Helvetica Bold or Arial Bold) under the Home tab.

Save and print.

#### EDITING USING ACROBAT

Open PDF and select page to edit. Select Edit PDF from right panel. Select Add Text from top bar. Add text, select text, and choose font. Save and print page you designed.