

## Custom Program Instructions

### Adding your custom text:

Open your program file in Adobe Acrobat Pro or another PDF reading program.

On the right hand side, click “Edit PDF” or  
Click “View”, “Tools”, “Edit PDF” and “Open”

Using your cursor, hover and click areas of text that indicate editable content such as:  
*Names, Ward Names, Dates, or paragraphs saying “Additional text, scripture or quote here”*

Type in your desired content. Click save.

### Installing a Font:

Some of our program covers have specific fonts. To maintain the design, we have provided you with the font file. If you purchased a program cover with a specific font, you will need to install the font on your computer before editing the program. Here is how:

#### PCs

Double click the font file to unzip or use any appropriate program to unzip the file.

From the Start menu click “Control Panel”

Click “Appearance and Personalization”, and “Fonts”

Click “File” and “Install New Font”

Direct the computer to the folder of the font you want to install.

#### Macs

Double click the font file to unzip or use any appropriate program to unzip the file

Open “Font Book” and click, “File”, “Add Fonts”

Direct the computer to the folder of the font you want to install.

**Printing:**

To print your program cover:

Select “File” and “Print” from the navigation bar

Select your printer and click “Fit” under “Page Sizing & Handling”

Under “Printer” select “Paper/Quality” from the dropdown menu displaying “Layout”

Under Paper/Quality, select “Best” and click print to save the changes.

For the highest quality, we suggest printing your programs on white cardstock and fold the program covers along the center.

If you are printing high volumes, consider taking your design to a local printer. You can either save your completed PDF file on a USB flash drive and bring it to a store such as Staples or place your order directly through their website.