

Written Guideline to Making Your Church Flyer Template

Open your downloaded folder. To see examples on what your template will look like, you can go into the 'examples.pdf' and take a look at each of the pages.

1. Before you begin editing, go to the 'fonts' folder and install each of the fonts into your computer, it is very important that you do this first.

2. Once you've downloaded all of your fonts, you can begin editing your template by opening 'churchflyer_template.ppt'. This should open up Powerpoint, where you will be able to edit.

Editing the Front/First Page

3. First, we'll begin with changing the logo.

1) To change the logo, right click on the current logo at the top of your first page.

2) From there a drop down menu should appear. Within it select, 'Change Picture'.

3) From the window that pops up, go to the folder you were using before (ev_flyer_012016) and go to the logos folder.

4) There you can search for your church logo by city name.

i. For example if your church is in New York and is called Immanuel Community Church, your church logo file should be named 'logo_ny_immanuel.png'.

5) Once you find your logo, select it and the previous logo on your template should have been replaced with your church's.

6) If your logo comes in a bit crooked, please try your best to straighten it out.

4. Next you'll be changed the website. All you have to do is type in your church website name, where the other one is.

i. For example, if your website is 'http://www.immanueli.org', just type in 'immanueli.org'.

5. If that comes it crooked, please straighten it out so that it is equal with your logo and the title on the page.

Repeat these steps in order to edit all of the front pages. Once you've finished, you can move on to the back page.

Editing the Back/Second Page

6. Start changing the contents depending on your church (schedule, address, contact info.) and straightening it out if it becomes crooked.

7. Once you finished editing your first page on the second sheet, repeat these steps with all of the other pages until everything is completed.

Saving, Printing and Cutting

8. Go to file and save.

- 1) To print, select print and go to the page layout on your computer and select "Two-sided/Double sided" and make it "Long edged binding".
- 2) If your computer or printer doesn't have this option, you'll just have to find a way to make it two sided by hand. It's possible, you just have to print the first page only and then print the second page on the back of the same paper you printed the first page. [If you have the funds, I would suggest you buy a printer that has the two sided option, for future use. Most printers today have them and they're usually not too expensive.](#)

9. Go back to the page you were on when you first opened up "Print" and make sure that 'Scale to fit paper' is not checked or selected.

10. After all of this is done, you can go ahead and print out your flyers.

[When printing out these flyers, I suggest that you get some thicker paper for these flyers. Because these have a lot of colors and content on them, if done on regular printer paper it may come out soggy and in not very good condition. Please go to your local office supply store and get a pack of thick 8.5 by 11/letter sized paper.](#)

[After you've done this and printed out your flyers, be sure to cut off any unneeded white edges on your paper \(if there are any\).](#)

And that's it! I hope this was helpful. Again, if you need a step by step guided video tutorial, please go 'Template Tutorial.mov' in your folder.