

## **Instructions for Promotional Poster**

**Please print these posters on high quality white paper or card stock and print them in color. You may need to take the file to an office supply store or print shop to get the best print. Do these steps before you print your event information on the posters.**

- 1. In Microsoft Word, or another word processing program, use your page setup option to set the margins as follows: Top Margin – 5.5” Left & Right Side Margins – 1.25” Bottom Margin – 1.25”. This will be your working area for typing in your event information. (In Word, click FILE on the menu bar and then click PAGE SETUP from the pop down menu)**
- 2. Insert preprinted posters into your printer paying close attention to orientation. (You don't want to print it upside down or on the wrong side!)**
- 3. Type your promotional information into your word processor program including your church name, address, date and time(s) of event(s) and your contact information.**
- 4. Be sure to print a test copy before you run your whole lot of posters.**
- 5. If you prefer, you can e-mail Darrel at [info@onlyfoundation.org](mailto:info@onlyfoundation.org) with your event information and he will insert the information into his template and send you a PDF file ready to print for your event.**