





# Instructions

Fill out the invitation and create a final version to supply to the printer

1. Click on the invitation and download a copy to your computer for editing.
2. Open up the invitation template saved on your computer with **Microsoft Edge** or **Google Chrome**.
3. Fill out both sides of the form by clicking on each text field and entering the information as indicated by the gray demo text. Your final text will appear black and will replace the gray demo text. Keep your text brief and within the text fields.  
*Helpful tip: Once text is entered into the fields for Church Name, Service Date and Service time it will also populate in the matching fields on the other side of the card.*
4. Carefully proofread your invitation and ensure all text is showing with no text cut off.
5. Once you are happy with the invitation:  
If you are working in **Microsoft Edge**, click *Save As* and name your pdf invitation. If you are working in **Google Chrome**, you can either click on the *download* icon and download your final invitation or click on the *printer* icon, set the destination to *Save as PDF* and *Save*.
6. Supply the print ready pdf of your invitation to your selected outside printer. *Helpful tip: If your text fields are highlighting as coloured, you may adjust this setting in your preferences. Open your PDF and under Menu/Preferences you should see an option to adjust the “Fields Highlight color”.*

