

## Instructions to edit and Print Lenten and Advent Devotionals

Lutheran Tract Mission is making available to your congregation the ability to customise the Lent/Advent downloadable devotions for your church. Producing the customised devotions is a four step process: Downloading, customising, printing and assembly.

Customised text can be entered in the text after **downloading and saving** the file on your computer. Then open the document again in Adobe Reader:

- We have set aside a page that can be edited (usually the back page)
- Please use the **Adobe Reader** to edit the pdf. [***Adobe Reader can be installed free on your computer to use.***] <https://get.adobe.com/reader/>  
We recommend this as other browsers or PDF readers may not allow you to edit the church information or save the edited files.
- You can include pictures and logos on your church information and service times by creating it separately and then copying and pasting it into the editable booklet page.

Information you may wish to include:

- Name of church, address, phone number and web address
- Worship times
- Welcoming sentences
- Any special events: breakfast, morning teas, shared dinners

Save the completed PDF to your computer. You will be able to open this PDF and make changes if needed.

To Print:

- Select print on the PDF in the Adobe Reader
- To print as a booklet select "Booklet" and check that the 'print both sides' is chosen.
- If you have a large church copier choose the options to collate and staple.
- For a home personal computer you may have to turn the printed booklet over to print the other side and then to assemble it and staple in the middle of the pages.
- We have made the booklet with a coloured cover and then black and white on the inside to make copying more affordable. If you wish to have a more sturdy cover of card – the pages will have to be printed separately from the cover and then manually assembled.
- We suggest you do one copy first to ensure the printing is correct, then multiple copies can follow.
- Each printer/ photocopier is different with unique specifications... follow each one according to its specifications.

*We pray that you and your congregation will be blessed using these downloadable devotions during these special seasons.*

*In Christ, Anne Hansen*