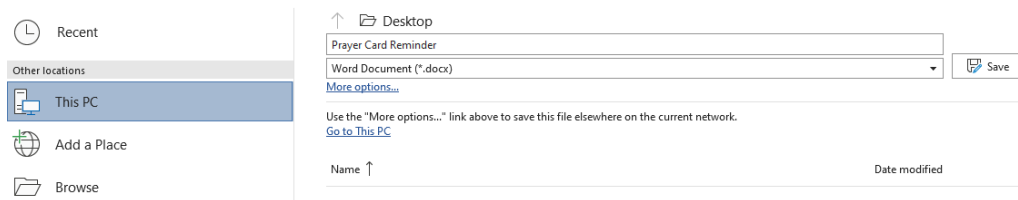


Kairos Prayer Reminder cards

CREATING

1. Open the Word document
 - a. fill in the areas that are in brackets- the areas are yellow. Enter the Weekend number, the Facility name, the dates of the Weekend, and at the bottom, contact information (a name and email should fit).
 - b. The Brackets and the yellow will disappear when you create the pdf (instructions below).
 - c. Before creating the pdf, please check spacing at the beginning of each field and delete the extra spaces. Alternatively, make sure you click immediately to the right of the front bracket to start. The spaces at the end are not as important to delete, but you must do so if what you type is really long and moves it to the next line. It has to fit on one page to work.
2. From FILE, click Save As. You will choose where to save it by clicking More Options (like the desktop) and you will also change where it says Word Document by clicking on the down arrow and choosing PDF. Then click the save rectangle box. Go and find the file on your desktop. If you see an error just delete this pdf file and start over.

Save As

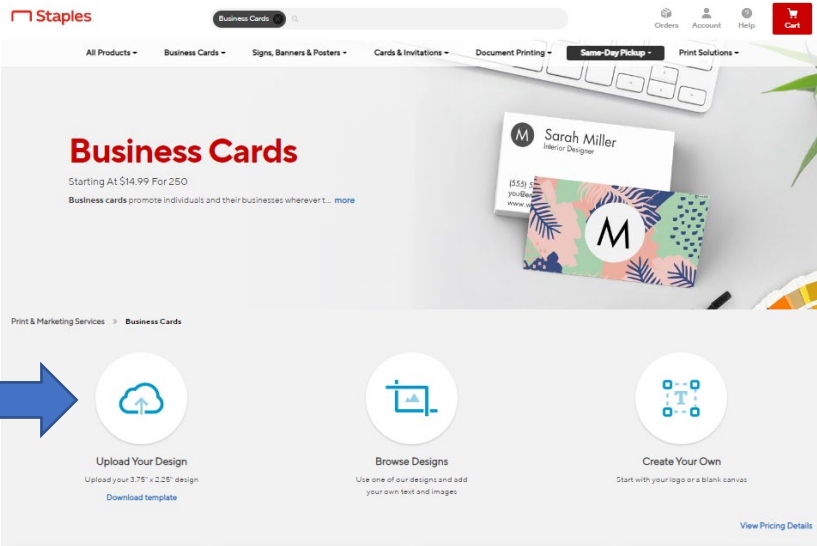


PRINTING

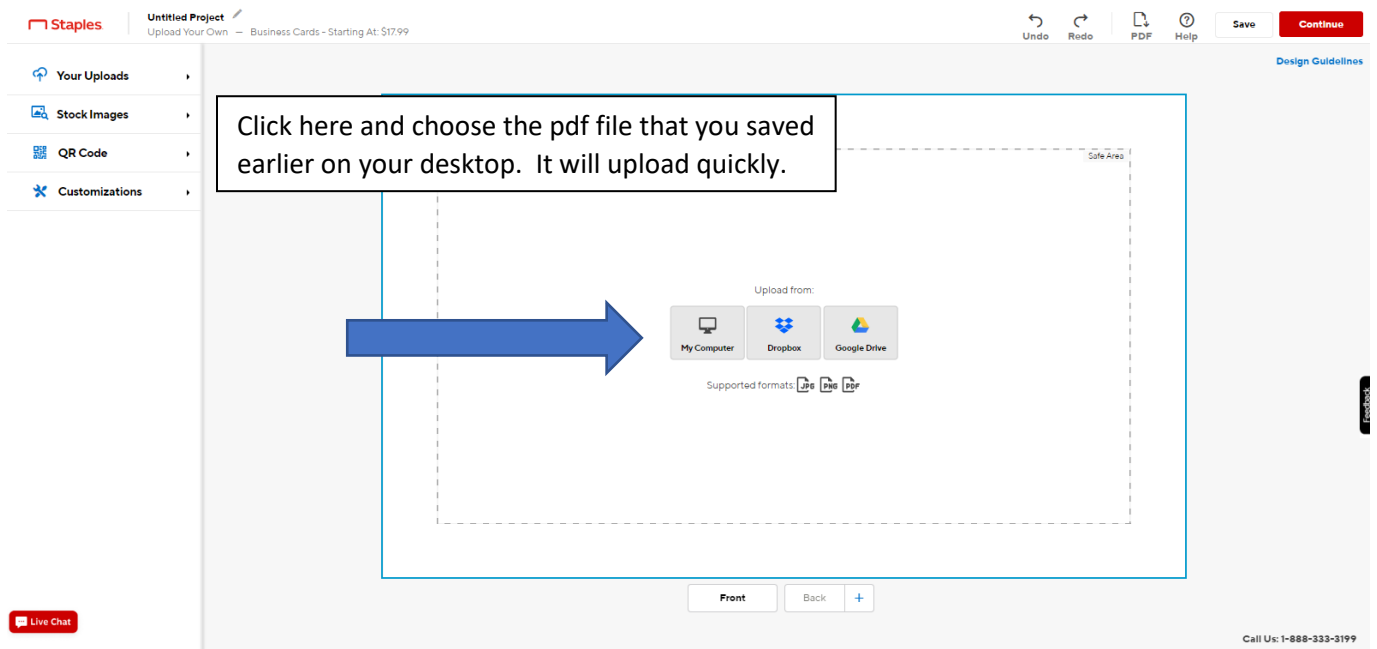
Your prayer card reminders can easily be printed at Staples or Vista Print. The Staples website is a little faster/easier to use, FYI.

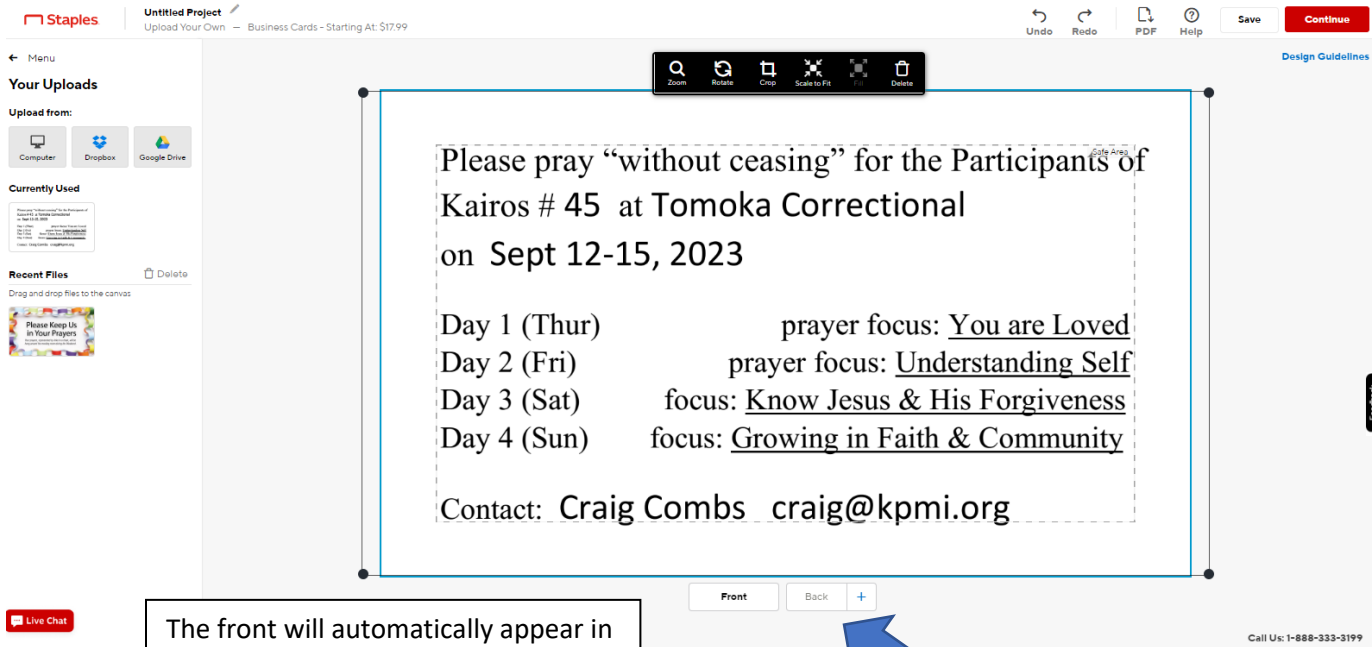
Vista Print: <https://www.vistaprint.com/business-cards/standard>

STAPLES: <https://www.staples.com/services/printing/business-cards/>

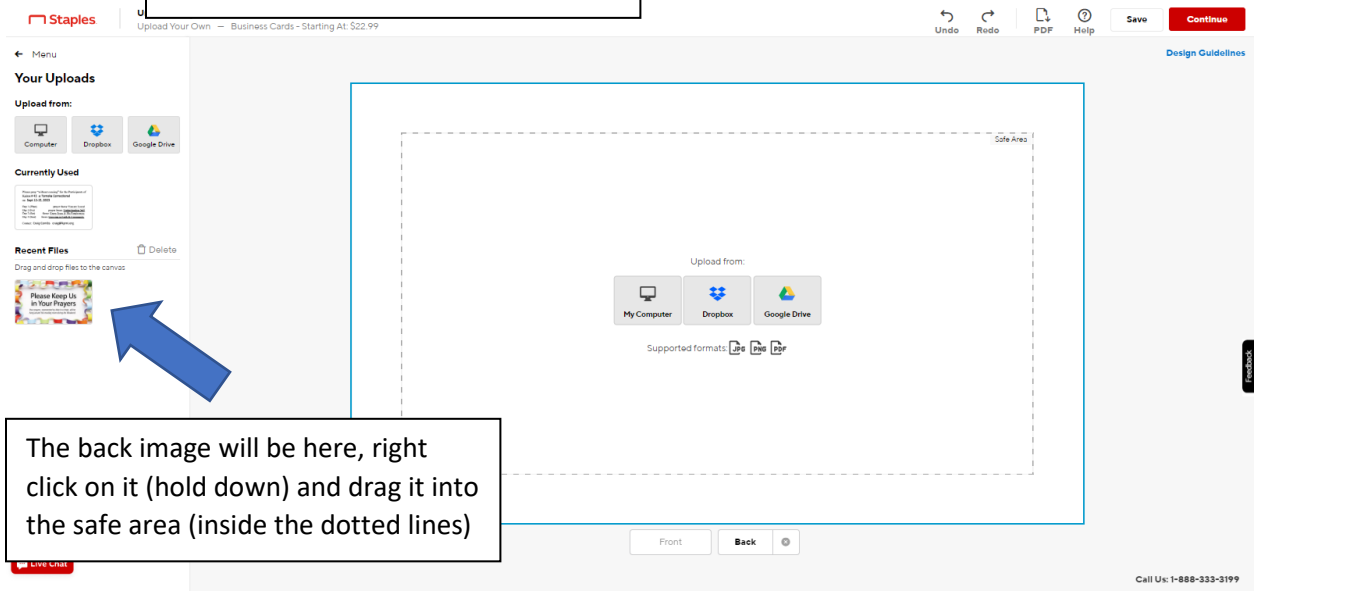


You will click NEXT a few times to finally arrive at this screen



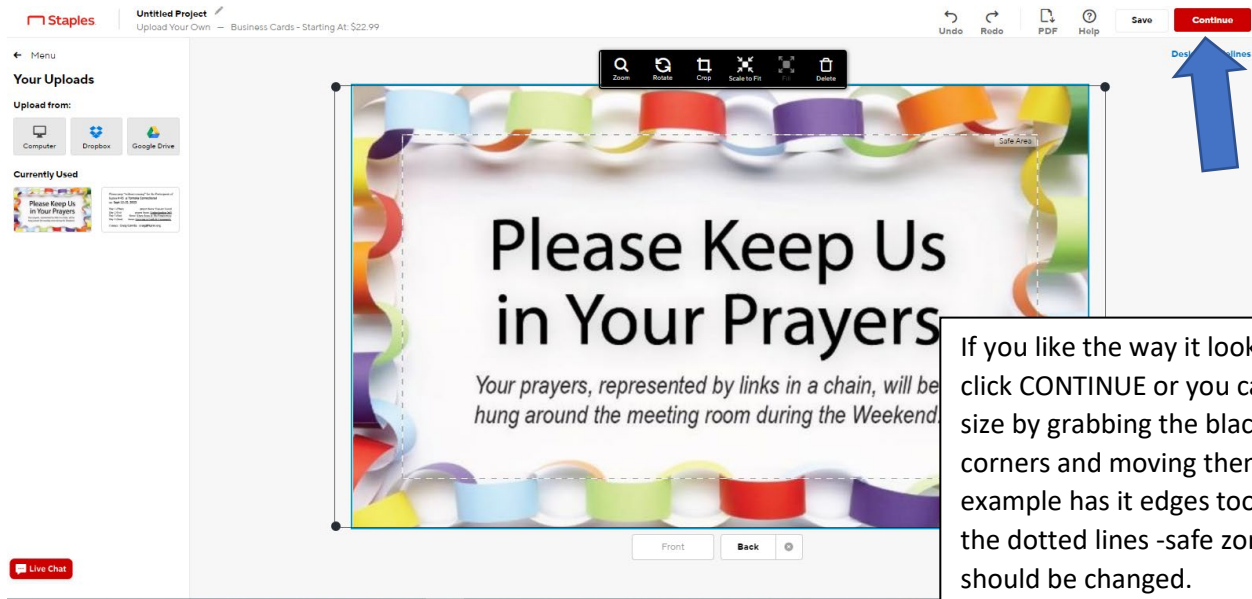


The front will automatically appear in the box. Then click + (blue arrow) to add the back picture.

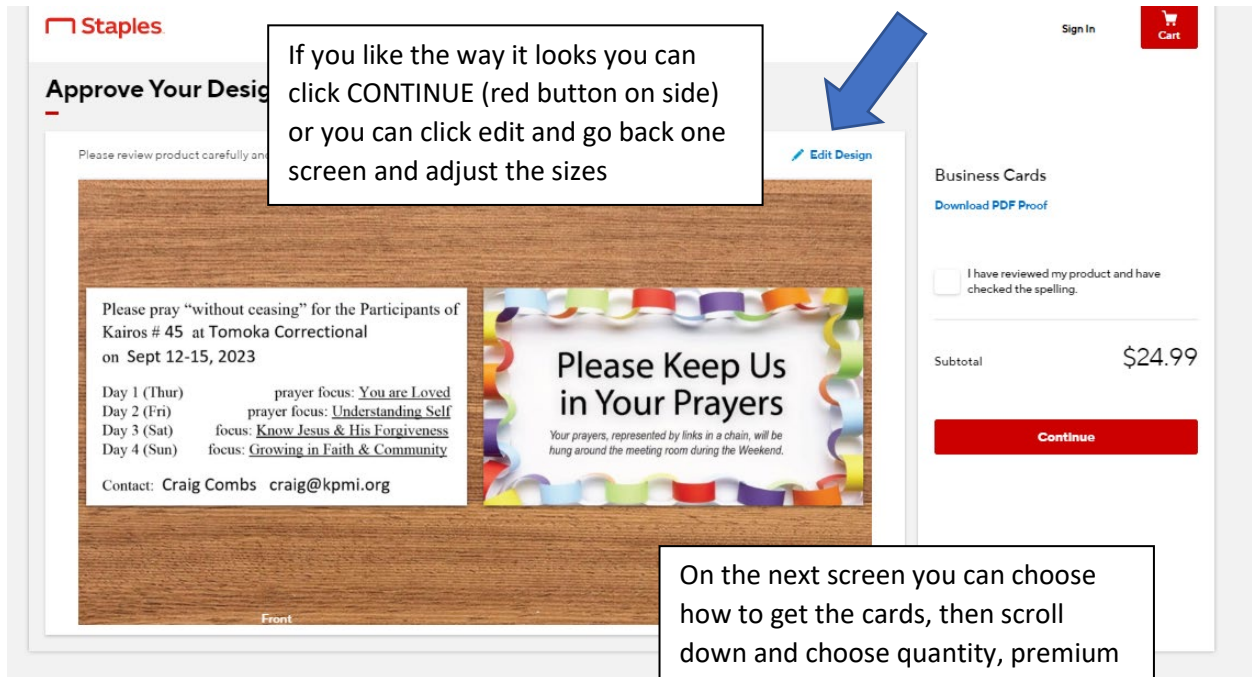


The back image will be here, right click on it (hold down) and drag it into the safe area (inside the dotted lines)





If you like the way it looks you can click CONTINUE or you can adjust the size by grabbing the black dots in the corners and moving them. This example has its edges too far outside the dotted lines - safe zone and should be changed.



If you like the way it looks you can click CONTINUE (red button on side) or you can click edit and go back one screen and adjust the sizes

On the next screen you can choose how to get the cards, then scroll down and choose quantity, premium paper, and see pricing.