

Instructions for Modifying .pdf Files

You can add your church information directly to CCN promotional pieces!

Each downloadable .pdf promotional piece contains one or more blank user box text areas into which you can insert information. You can print the updated file or save it to your PC or Mac®.

NOTE: The .pdf file for bulletin inserts, postcards, or tickets shows more than one copy of the document on the page. When you edit a user box text region in the first copy and then click off the user box, the corresponding boxes in the remaining copies are updated automatically.

To edit the files:

1. Be sure you have software that can view .pdf files. Download Adobe Reader® (a free software application) for your PC or Mac®, or use another .pdf viewer such as Apple's Preview®.
2. Download a promotional piece from the CCN Web site and open it.
3. In the file, you will see one or more blank user box text areas. Click inside one. You may now type information into it. The user box in the poster will allow three to four lines of text; the other pieces will allow between one and three lines of text. Lines of text will automatically be centered.
4. If your .pdf viewer won't let you type multiple lines, create your text in a Word® document with the line breaks you want, copy the text, then paste it into the user box.
5. Current versions of Adobe Reader® will also let you manage font type and size. Create your text in a Word® document, format it, then copy and paste it to the user box.
6. Verify that all inserted text is correct, then print the document or save it as a pdf. If you can't save it, please download the latest version of Adobe Reader® for your operating system.

If you have any problems or questions, please write us at ccninfo@ccn.tv