

# Printing the Media in this Kit

We have provided you with exciting print materials in Benchmarks 3 and 5, and you have options when it comes to getting these files from their digital format to their final printed versions.

The sub folders are broken down as follows:

## Folder: Benchmark 3

**Sub-Folder:** Guest Card\*

**Sub-Folder:** Print-ready pdf Files

**Sub-Folder:** Professional Design Files

**Sub-Folder:** Welcome Brochure

**Sub-Folder:** MS Word Templates

**Sub-Folder:** Print-ready pdf Files

**Sub-Folder:** Professional Design Files

## Folder: Benchmark 5

**Sub-Folder:** Invitation Biz-Cards

**Sub-Folder:** MS Word Templates

**Sub-Folder:** Print-ready pdf Files

**Sub-Folder:** Professional Design Files

**Sub-Folder:** Invitation Postcards

**Sub-Folder:** MS Word Templates

**Sub-Folder:** Print-ready pdf Files

**Sub-Folder:** Professional Design Files

The third level folders (indicated in blue) contain the files you will need to print your media. Use the option that best suits you and your skill level.

Microsoft Word templates have been setup to work with the following Avery products:

**Tri-Fold Brochures - 8-1/2" x 11" - 1 brochure per sheet:** 5247, 5248, 5884

The brochure has been setup for you to enter your ministries information to the inside panels, indicated by 'editable' in the file name. The covers are 'Read-only.'

**Business Cards - 2" x 3-1/2" - 10 cards per sheet - Landscape:** 27871, 27881, 27882, 28371, 28873, 28876, 28877, 5371, 5376, 5377, 5870, 5871, 5876, 5877, 5878, 5882, 5911, 8371, 8374, 8376, 8377, 8471, 8476, 8571, 8865, 8870, 8871, 8872, 8873, 8874, 8875, 8876, 8877, 8878, 8879

**Postcards - 4-1/4" x 5-1/2" - 4 cards per sheet - Landscape:** 3263, 3380, 5689, 8383, 8387, 8577

\*Guest Cards have only been set-up as

print-ready. We recommend that you print on a bright-white card stock paper.

Pdf files have been provided for you to take/email to your local printer.

(The Association of Unity Churches International has negotiated a discount for copies from Office Depot. Member ministries may take advantage of this discount by going to their local Office Depot and setting up an account. When setting up the account, be sure to tell them that you are a member of the Association of Unity Churches International and you want the same discount. That's all there is to it!)

Professional Design folders include high quality (tiff) images to be used by those who would prefer this option. The fonts we used are: Trebuchet and Zapfino (sparingly).