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How To Edit & Print
your Thank You Postcard

1. Before you do anything else, make sure this pdf is opening in a version of **Acrobat Reader**. (You can download PDF-Xchange Editor for free here.)

2. To create custom text with your congregation's name, navigate to the toolbar at the top, and select **View**, **Tools**, **Edit PDF**, **Open**.

3. You should now be able to click your cursor in the text box and edit the labeled text.

4. Navigate to the toolbar at the top, click on the **File** tab, and select the **Print** option.

5. Once within the Print menu, make sure to check the **Print on both sides of paper** box.

6. Before printing multiple copies, it is always a good idea to print a test sheet to make sure they are printing in color, and correctly on both sides of the paper.

7. Once you print your test page, navigate back to the Print menu and select in the **Copies** box the number of cards you want printed.

8. If you want to print the connection card only, go to the **Pages to Print** section, and type "1-2" into the Pages box.

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