

Editing virtual service posters for branch use

1. Install Adobe Acrobat Reader ****FREE**** if you don't have it already
 - a. <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>
 - b. PC instructions: <https://helpx.adobe.com/acrobat/kb/install-reader-dc-windows.html>
 - c. Mac instructions: <https://helpx.adobe.com/acrobat/kb/install-reader-dc-mac-os.html>
2. Follow these steps to edit and print posters (Mac)
 - a. Download the Virtual Service Poster
 - i. Visit the [Branch resources during the pandemic](#) page and open the "Posters available to download" accordion.
 - ii. Click "DOWNLOAD" to the right of the PDF you would like to use.

Branch resources during the pandemic

christianscience.com/ad...

Posters available to download

Here are some posters you print and download to post information about your call-in services outside of your church.

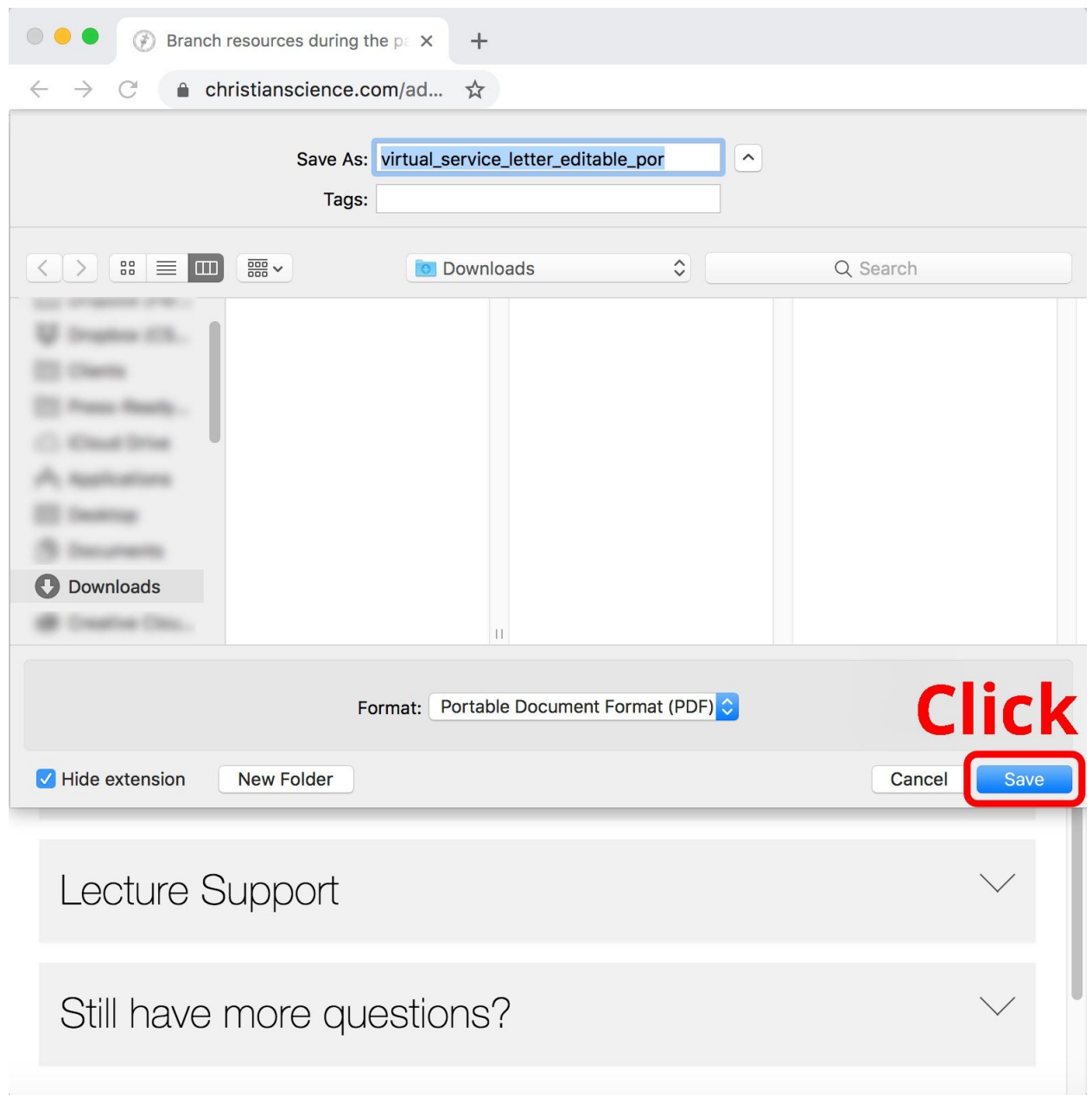
VIRTUAL SERVICE - D2 LANDSCAPE	(PDF file; 96.8 kB)	DOWNLOAD
VIRTUAL SERVICE - D2 - PORTRAIT	(PDF file; 163.3 kB)	DOWNLOAD
VIRTUAL SERVICE LETTER - LANDSCAPE	(PDF file; 96.5 kB)	DOWNLOAD
VIRTUAL SERVICE LETTER - PORTRAIT	(PDF file; 309.3 kB)	DOWNLOAD

Click

Lecture Support

Still have more questions?

- iii. Select download destination and click “Save.”



- iv. Click the caret (^) to the right of the PDF name on the bottom bar.

Branch resources during the pe x +

← → ↻ christianscience.com/ad... ☆

Posters available to download ^

Here are some posters you print and download to post information about your call-in services outside of your church.

VIRTUAL SERVICE - D2 LANDSCAPE	(PDF file; 96.8 kB)	DOWNLOAD ^
VIRTUAL SERVICE - D2 - PORTRAIT	(PDF file; 163.3 kB)	DOWNLOAD ^
VIRTUAL SERVICE LETTER - LANDSCAPE	(PDF file; 96.5 kB)	DOWNLOAD ^
VIRTUAL SERVICE LETTER - PORTRAIT	(PDF file; 309.3 kB)	DOWNLOAD ^

Lecture Support v

Still have more questions? v

virtual_service_....pdf ^ **Click** Show All x

- v. Click “Show in Finder.”

The screenshot shows a web browser window with the address bar displaying "christianscience.com/ad...". The main content area is titled "Posters available to download" and lists four PDF files for download. Below this, there are sections for "Lecture Support" and "Still have more". A context menu is open over a download icon, with the "Show in Finder" option highlighted in blue. A large red "Click" text is overlaid on the right side of the menu. The browser's download bar at the bottom shows a file named "virtual_service_....pdf" with a "Show All" button.

Posters available to download		
VIRTUAL SERVICE - D2 LANDSCAPE	(PDF file; 96.8 kB)	DOWNLOAD
VIRTUAL SERVICE - D2 - PORTRAIT	(PDF file; 163.3 kB)	DOWNLOAD
VIRTUAL SERVICE LETTER - LANDSCAPE	(PDF file; 96.5 kB)	DOWNLOAD
VIRTUAL SERVICE LETTER - PORTRAIT	(PDF file; 309.3 kB)	DOWNLOAD

Lecture Support

Still have more

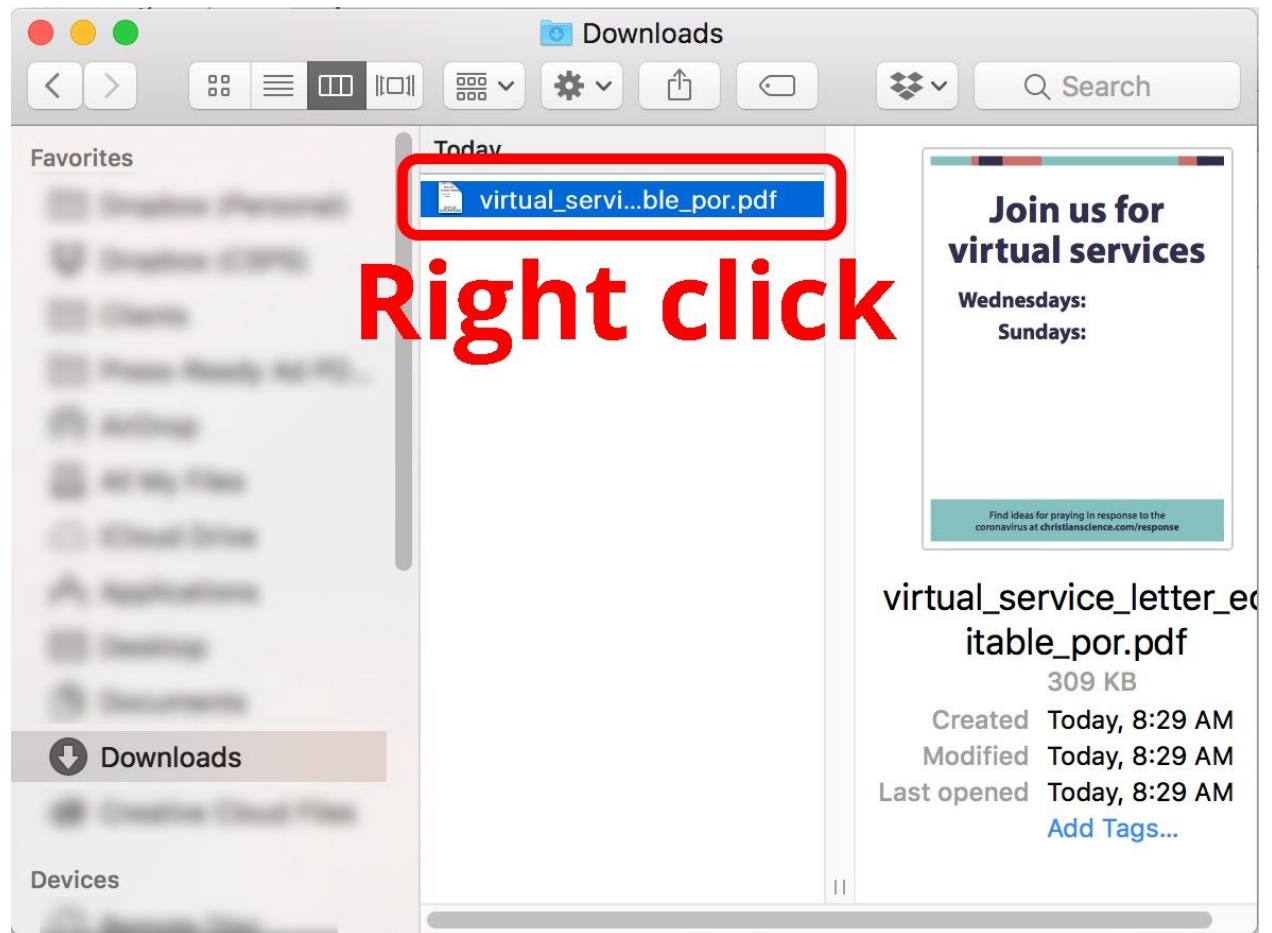
virtual_service_....pdf

Open
Open With System Viewer
Always Open With System Viewer
Show in Finder
Cancel

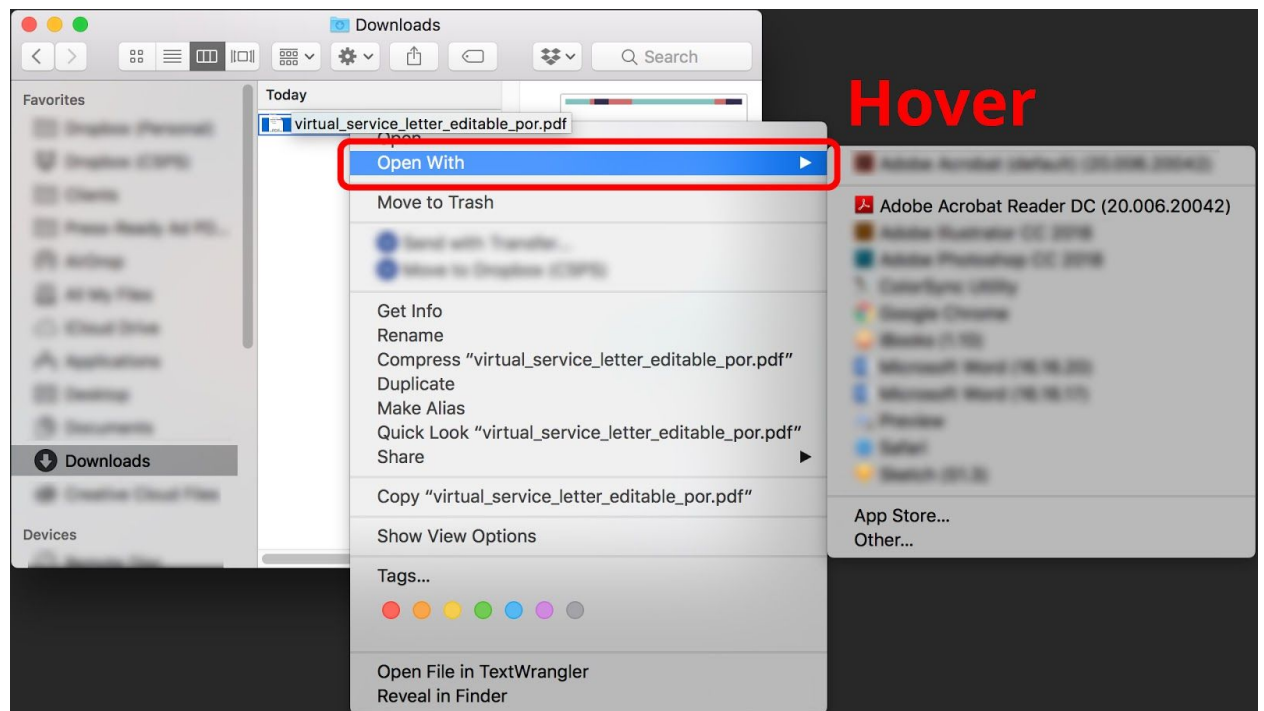
Click

Show All

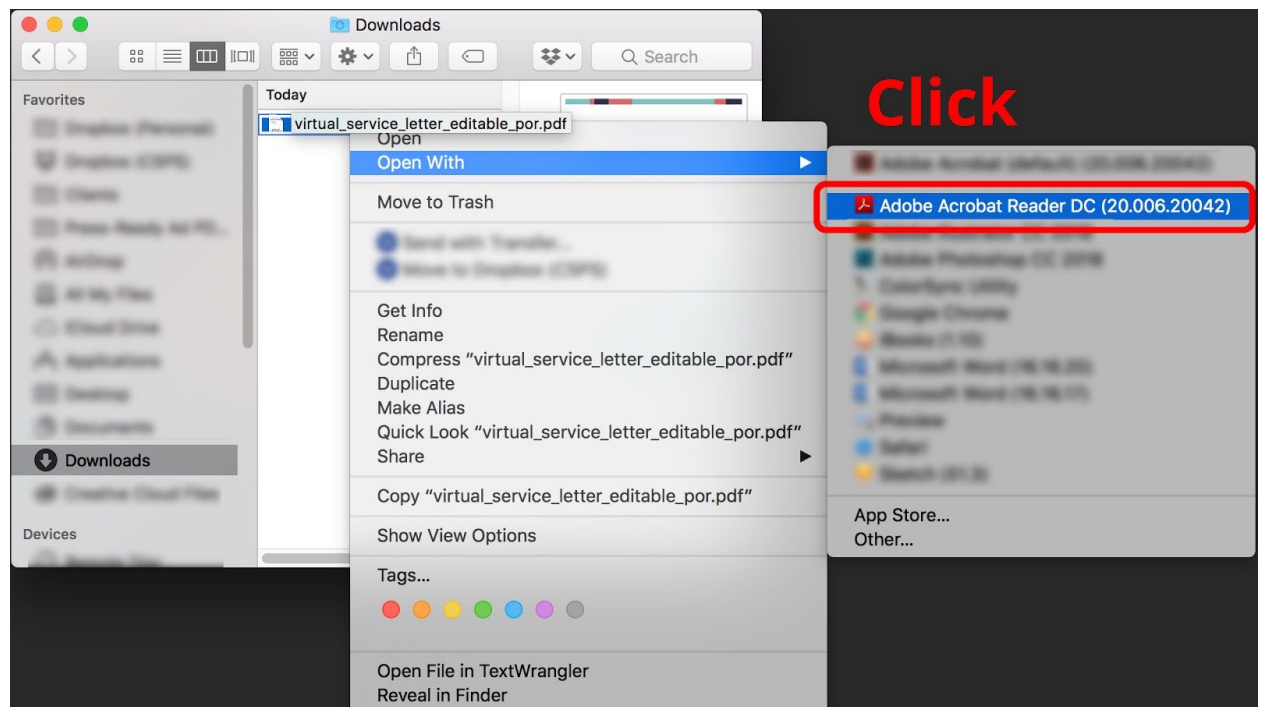
- vi. Right click the PDF name in Finder.



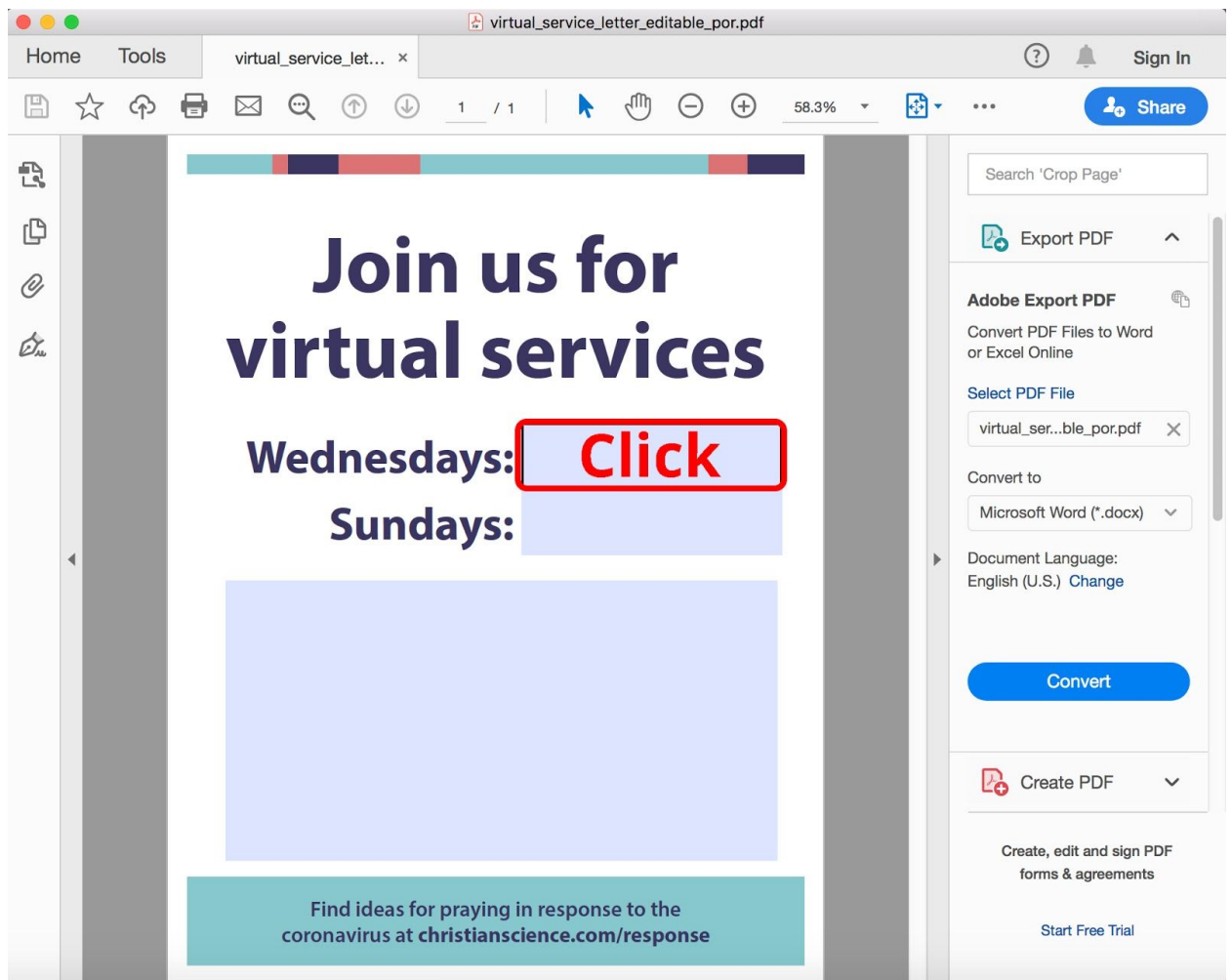
vii. Hover your cursor over “Open With.”



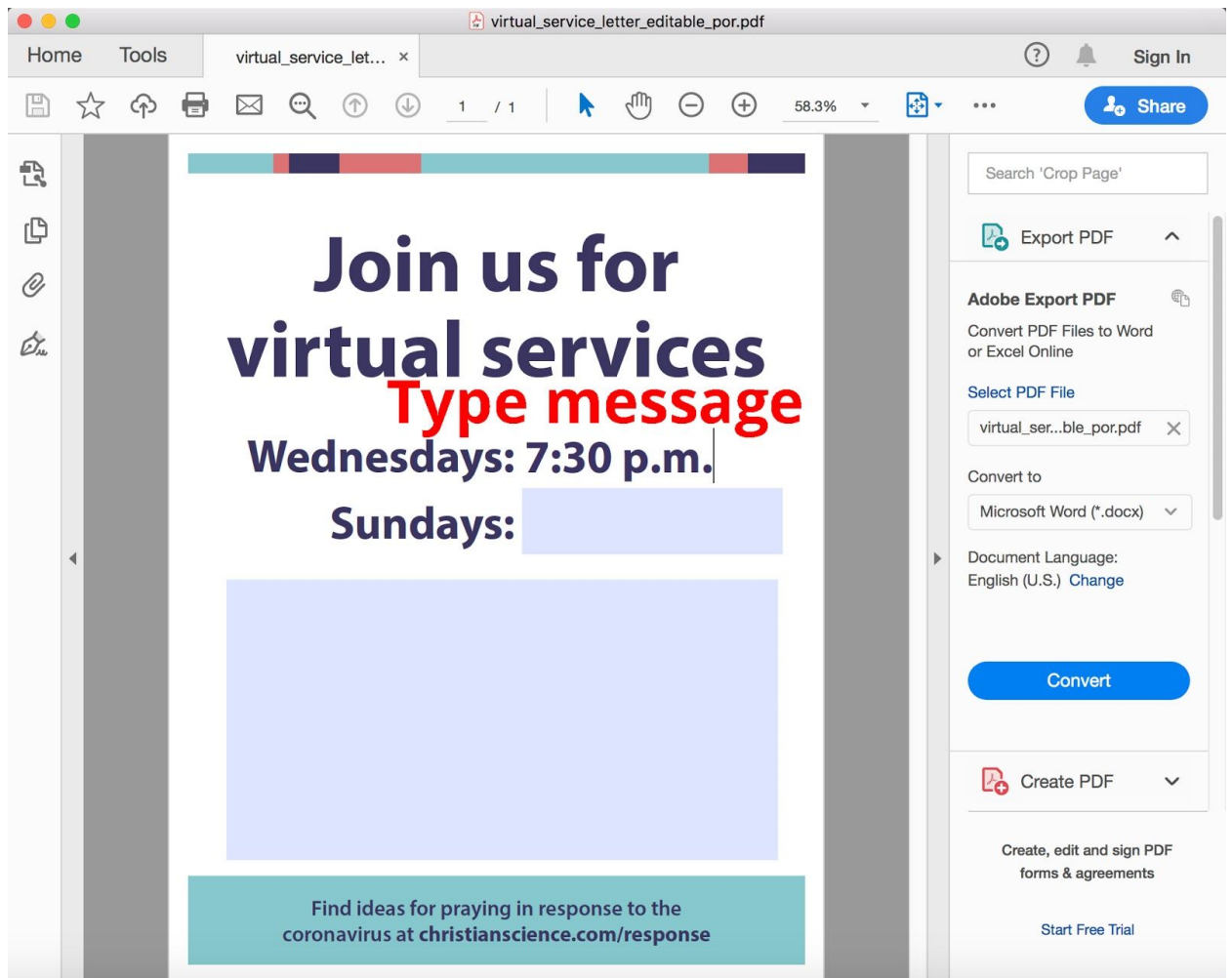
viii. Click “Adobe Acrobat Reader DC” from the list of applications.



- ix. To add text to the PDF, first click within one of the light blue rectangles.



- x. Then type whatever text you would like to appear.



- xi. To create bold text, highlight the text you would like to adjust and press “command” + B on a Mac or “control” + B on a PC.

virtual_service_letter_editable_por.pdf

Home Tools virtual_service_let... x

Search 'Crop Page'

Export PDF

Adobe Export PDF

Convert PDF Files to Word or Excel Online

Select PDF File

virtual_ser...ble_por.pdf x

Convert to

Microsoft Word (*.docx) v

Document Language: English (U.S.) Change

Join us for virtual services

Wednesdays: 7:30 p.m.
Sundays: 10:00 a.m.

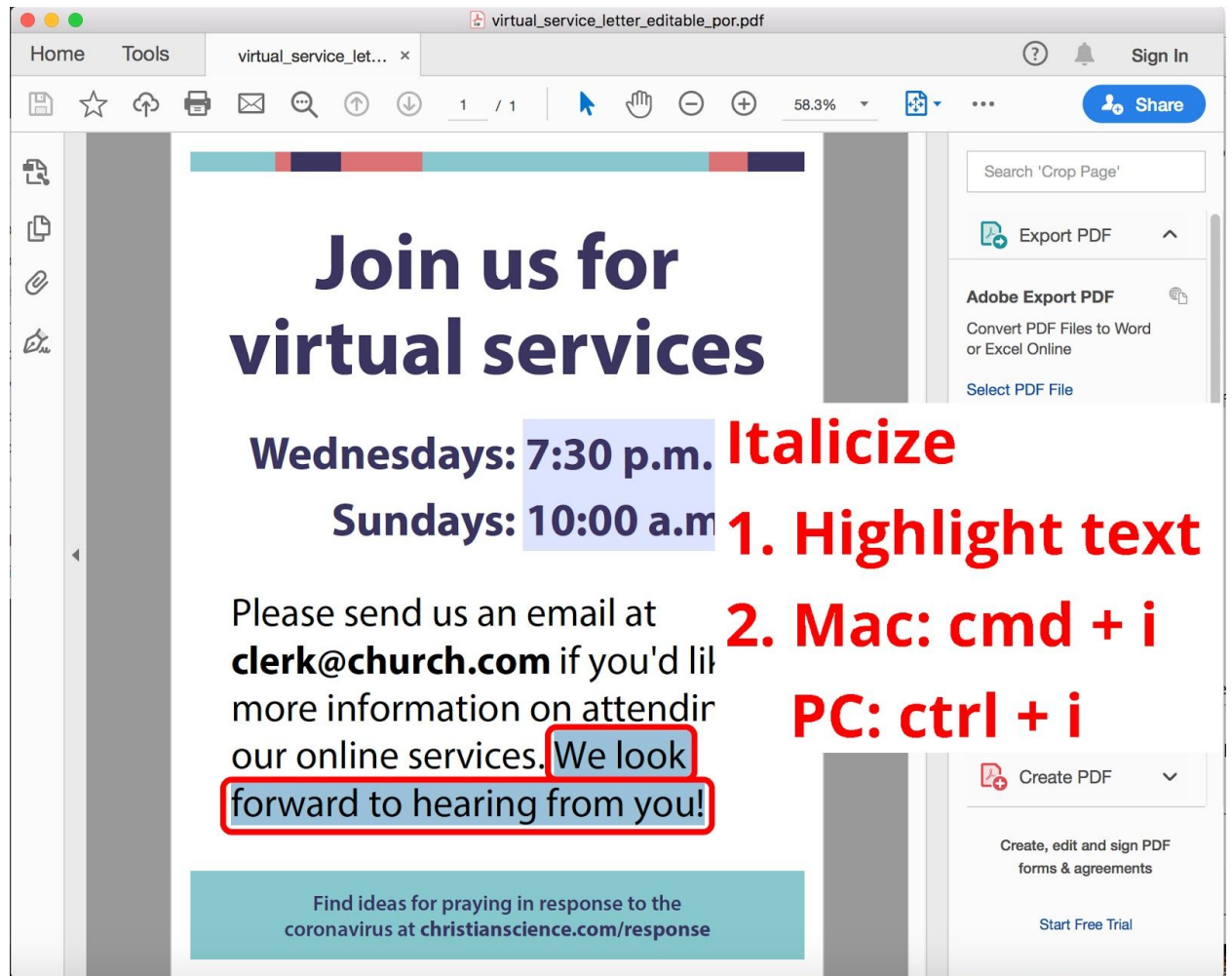
Please send us an email at **clerk@church.com** if you'd like more information on attending our online services. We look forward to hearing from you!

Find ideas for praying in response to the coronavirus at christianscience.com/response

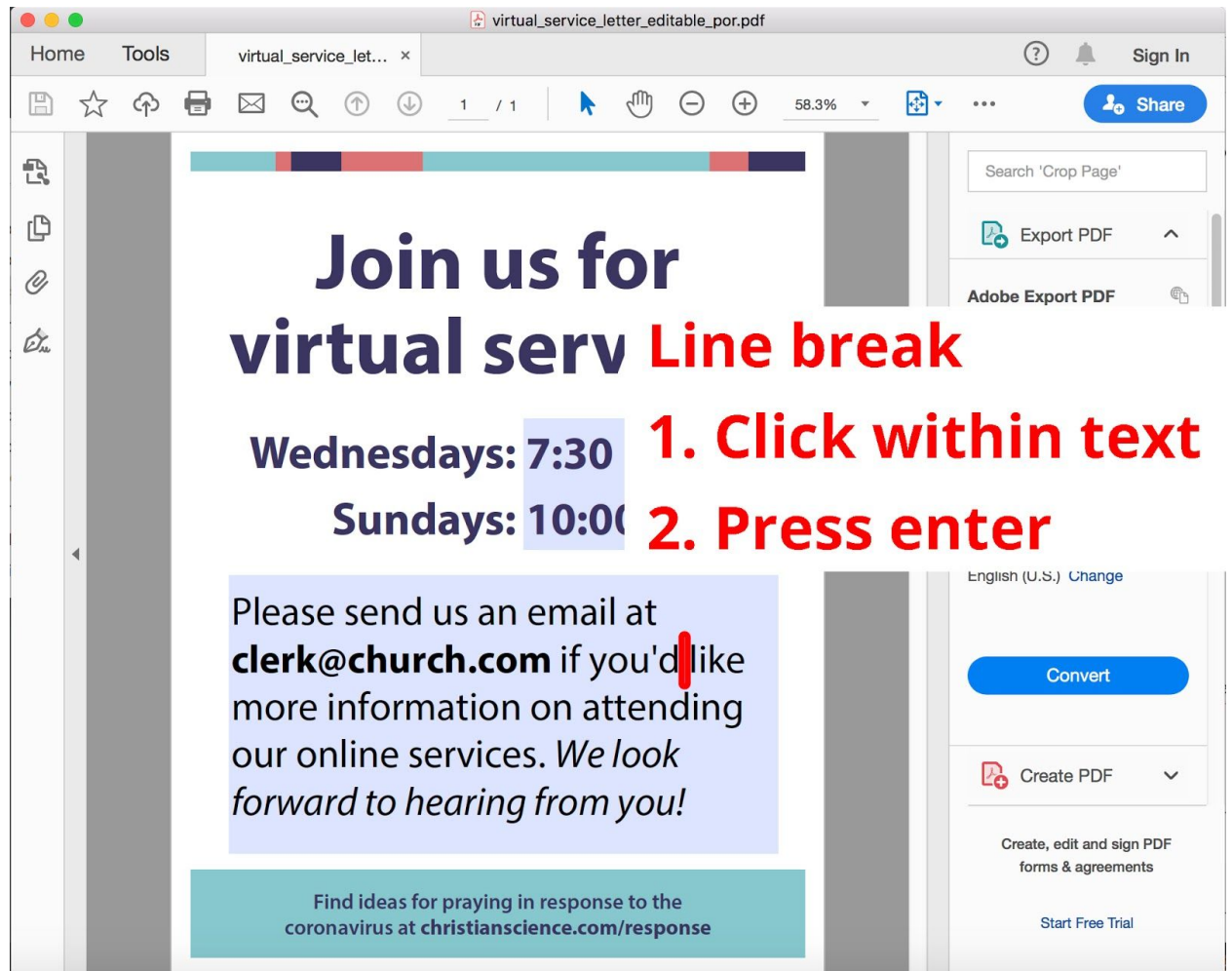
Bold

1. Highlight text
2. Mac: cmd + b
PC: ctrl + b

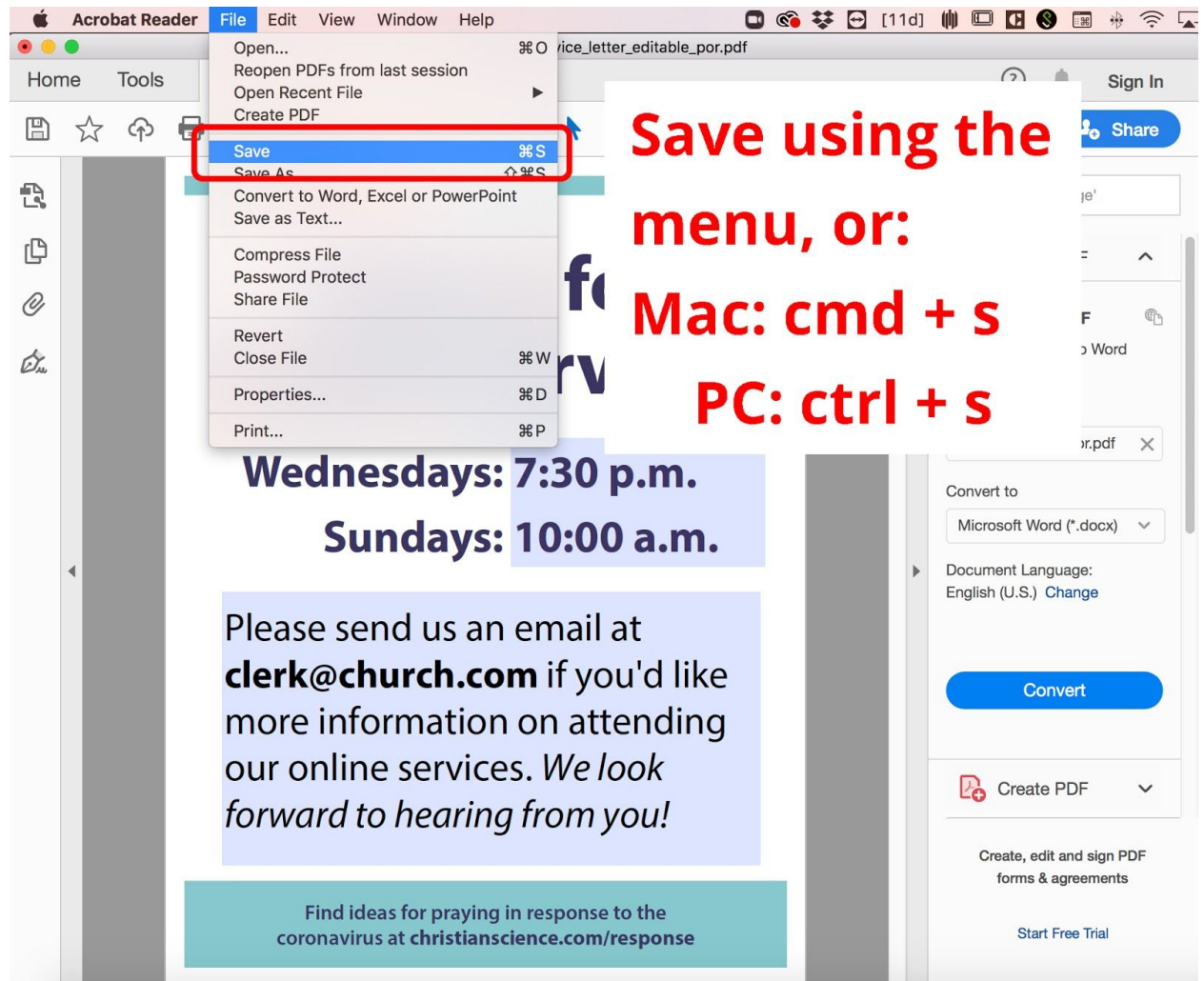
- xii. To italicize text, highlight the text you would like to adjust and press “command” + I on a Mac or “control” + I on a PC.



- xiii. To create a line break, click within the text where you would like a line break to appear and press “return” or “enter.”



- xiv. To save your edited PDF, use the menu at the top of the screen or press “command” + S on a Mac or “control” + S on a PC.



- xv. To print your edited PDF, use the menu at the top of the screen or press “command” + P on a Mac or “control” + P on a PC and use the printer dialog box.

