

How to Use the Welcome Pack Files

Following is information that may assist you in using the Welcome Pack and the associated CD files. Enquiries should be directed to the Communication Department at the South Pacific Division: email communication@adventist.org.au or phone +61 2 9847 3290.

Computer Files

There are two categories of Welcome Pack files: those with guidelines, and those without. The files without guidelines can be printed as they are from the CD. Further instructions are below should you wish to personalise the information.

Copies of the Seventh-day Adventist Church logo in various formats are included on the CD. These may be used by your church to be included in bulletins, church newsletters etc.

Please remember: the Seventh-day Adventist Church logo has two parts that make up a whole – the symbol (flame, Bible and cross) and the words (Seventh-day Adventist Church). At no time should the symbol or the words be separated from each other. Further information regarding usage of the church logo (such as layouts and colour) can be found in the PDF file “Global Identity Standards Manual.”

Guidelines

Guidelines have been given to assist you in the editing process should you wish to make changes in the Welcome Packs specific to your church.

Solid Guidelines:
These mark the external boundaries for printing, both for the page, and also for the three columns available for text.

Dashed Guidelines:
These mark the cutting lines.

Dotted Guidelines:
These mark the fold lines.



Text Area

The shaded areas shown below are the areas to be used for text. New text can be input by using a textbox, as illustrated below. Click on the text to edit current content.

<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>TEXT BOX: Remember to remove the text box outline before printing. (Right click on the text box outline > Format Text Box > Colours and Lines > Under "Fill" and "Line", choose "No Fill" and "No Line")</p> </div>	<p>Our Mission</p> <p>The mission of the Seventh-day Adventist Church is to proclaim to all peoples the everlasting gospel in the context of the Three Angels' messages of Revelation 14:6-12, leading them to accept Jesus as their personal Savior and to unite with His church, and nurturing them in preparation for His soon return.</p> <p>www.adventist.org.au</p>	<p>Welcome</p> <p>Thank you for choosing to come to our church today.</p> <p>We love to worship. Our worship format is simple, united and informal. Bible study, children's stories, special music and Christ-centered talks - we call these 'sermons' - are important parts of our worship.</p> <p>As you get to know us better, you will find that we come from different backgrounds but are united by our love for God, our desire to learn more from the Bible and our willingness to serve other people.</p> <p>We hope this information pack will provide you with a glimpse of our church family and its values. You will learn about our programs and special ministries by reading the material in the pack but there are better ways of getting to know us. Join in programs and activities, talk to the pastors and accept our invitation to attend another service next week.</p> <p>Seventh-day Adventist Church www.adventist.org.au</p>
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Printing

Once the final edit is complete, the guidelines can be removed by clicking on the line then pressing the delete button on your keyboard. It is a good idea to save the document with the guidelines, then remove them for printing (without resaving the document) as this will allow future changes to be made easily.

The Welcome Pack files have been designed to print in black and white, double-sided from a home printer. The margins that have been set should fit your printer's maximum print area. You will notice that all Welcome Pack files have two pages, and the columns have been arranged to appear in the correct order when printed double-sided, as in the diagram below.

<p>Front 1</p>	<p>Front 2</p>	<p>Front 3</p>	<p>Back 3</p>	<p>Back 2</p>	<p>Back 1</p>
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