



VOHC Brochure & Banner

Instructions for Printing the Brochure

1. Download the appropriate file from the VOHC website. Use [Brochure_2017_Label](#) if you will be printing labels to place in the Hospital/ Clinic box, and [Brochure_2017_Acrobat_Pro](#) if you will be adding Hospital/Clinic information via Acrobat Pro.
2. **For Acrobat Pro:**
 - a. Open Acrobat Pro and download and open the [Brochure_2017_Acrobat_Pro](#) file.
 - b. Click “Tools” in the top right corner and select “Edit Text.”
 - c. Use the text box to enter and edit your own information. You can change the font, size and color of the text.
 - d. When the insertion is complete, click “File”, then “Save As” and name the file as you desire in a folder location of your choice.
3. **If you do not have Adobe Acrobat Pro:**
 - a. Download and save the [Brochure_2017_Label](#) file. Either print and use it with the Hospital/Clinic box empty, or...
 - b. Use the Mail Merge function in Word to produce labels to insert in the Hospital/Clinic information area. Avery Labels Template 5160, or any 1” label template will readily fit within the blank area. Enter your text, then use the appropriate label sheets to print the labels.
4. **Using a third party Print Service.** To send the brochure to a third-party printer such as Staples, FedEx-Kinko’s, or online, simply upload the PDF file or save it to a thumb drive. The brochure has been formatted as a standard letter size (11 x 8.5 - landscape) and created to be duplexed (double-sided).
5. **Printing in-house:** Please make sure to check your printer make and model for instructions on borderless printing. Each individual printer has certain settings that will need to be adjusted. Be sure to check borderless printing, landscape and duplexing. *Other settings may need to be turned on or off to get the correct fit.*
6. **Fold the printed sheets** to form a three-panel tri-fold brochure.

Instructions for Printing the Banner

The banner dimensions are 36” x 80” (3ft. x 6.6ft.). The banner was created at a large size to be used as a stand-alone poster. It can be printed at a smaller size – be sure to request your size of choice when ordering printed copies. The poster file will need to be sent to a third-party printer, due to the nature of the format. There are several online resources, or use your local office store - download the PDF file and provide it to your printer of choice using a thumb drive.

Halfpricebanners.com is a fast, efficient, and inexpensive resource for printing large banners, and they provide the banner stand at no additional cost!