Evangelical Lutheran Church in America
God's work. Our hands.

ELCA Brand Campaign
Custom Postcard Instructions

Postcard Text Customization

- Open desired postcard in PowerPoint
- ***Please do not*** adjust the graphics or visual look.
- Text box placeholders have been created on the address side of the postcard to enable you to easily enter the following information:
  - Name of Church
  - Church Address
  - Church Web Address
  - Recipient
  - Recipient Address
- Note: You must delete any of the unused text box placeholders. If not deleted from the PPT file, they will print.

Postcard Printing

- Suggested location for printing: FedEx Office (formerly Kinko's) or your local printer
- Web site: ***www.fedex.com/us/office/copyprint/online***
- There are two options for delivering the postcard to your local FedEx Office for printing:
  1. Customize and send directly from your computer to FedEx Office. Use the "Print Online" feature on their Web site and follow instructions.
  2. Customize and save to CD-Rom or jump drive, and take to FedEx Office. To find the location nearest you, go to "FedEx Locations" on the above Web site.
- Paper stock: We recommend printing postcards on at least 80 lb. cover stock to ensure they will go through the mail properly.
- Trim: Trim postcards to image. Final size should be 9" x 6."
- Postage: FIRST CLASS postage is needed. These postcards are oversized.

If you have questions, call FedEx customer support at 800.463.3339.

Please use the space show to customize your postcards.

We reccommend this format.

Black ink, and standard fonts, such as Helvetica, between 9 and 11 point type, are encouraged.

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www.elca.org

For the working poor in this Midwestern city, getting health care can be painful in itself. Their employers don't provide insurance, yet their meager incomes disqualify them from receiving government aid. That's why the free clinic our members run is such a godsend. Poor people get the care they need — without having to choose between the doctor and the grocery store.

See how a Sunday service can inspire you to help spread God's love around the world. Join us at:

Name of Church
Church Address
Church Web Address

EXAMPLE