

# SU4GS Invitation Template Comic Grid - PDF File

- **5x7 invitation**

- **Note: The size of this template is 5.25 x 7.25" to account for bleed and trim.**

- **2 straight grid** style templates.

- You can use them as a 1 page invite or make a front/back; cover/inside, etc.

- **Use "As Is"**

- Simply add your event details, your logo, etc. to the shapes.

- **Print** - Bleed & trim are accounted for in the formatting. Let your printer know. Delete instruction pages before printing!

- **To delete pages in Adobe Acrobat** – In the side menu choose organize pages. Mouse over the page and choose the trash can OR right click and select 'delete page'. CLOSE the organize pages menu.

- **Fonts Used**

- Body & header text -**Montserrat** and Open Sans font sets.
- Emphasis text – ***BANGERS***. This can be downloaded for free from a number of sources on the internet & is embedded in the powerpoint file.

- **Graphics** – There is another file with some different backgrounds and graphics. Most can be edited.

- **Colors**

- These are the SU4GS main colors

#294095

#097300

#0071ba

#d5992a

#ffb464

#777777

#f1f0f0

## **Safe Area- 4.74" x 6.75"**

**The dark blue grid extends to the bleed area.  
The inner edge borders the "Safe Area" for text  
and images.**

## **Directions to Print**

**Instructions are for Adobe Acrobat.  
Make sure the side bar is expanded.**

1. Save file to PDF format. If printed from powerpoint there will be a white margin. Delete the instruction and extra pages before saving to PDF or save just the templates to a new file.
2. Open file in Adobe.
3. Add printer's marks - Open the "Tools" tab usually located next to the Home tab.
4. Under "Protect & Standardize" - Open "Print Production". ( A menu with other options should open in the sidebar.
5. Select - "Add printer marks"
6. Under Marks - select crop and bleed marks. Use the default setting for line. Select "All" pages.
7. Choose YES when asked to proceed and OK to adjust crop. You should not need to adjust the crop area.
8. On the menu to the right select "Set Page Boxes. Put in custom paper size of 5x7 and OKAY.
9. On the menu to the right Select Output Preview. Check "Show Art, Trim, and Bleed Boxes". You should be able to see the marks in the document.
10. If unsure, take the pdf file to the printer and they can add the correct trim and bleed marks.

# To Make Changes in PDF File

**Directions are for Adobe Acrobat.** To make changes open the Edit Tab and choose "Edit PDF". A menu bar at the top opens. A thin dotted line appears around the shapes, images, and text boxes. Ensure the side menu box in Adobe is open for other editing options. There is limited editing capability for pictures.

**Change text** – Click in the text box or highlight text to edit. Resize as needed with the handles. Use the Format options in the sidebar to change font, font size, font color & spacing.

**Add text** – Click on the "T" or text icon on the menu bar. Draw text box. Use the format options to choose font, size, color and options. Type in text.

**Move Text box** – Click on text area for the move pointer. Move box to desired location. The grid lines help guide the placement.

**Delete Text** – Select the text box. Place double arrow cursor on border. Right click for menu and choose "delete".

**Add an image** – (i.e., a company logo). Click the image icon in the top menu bar. Select picture from file and choose "Open". To adjust image right click for a menu or use "Objects" section in the edit menu sidebar.

**Delete images** – Select the image and press the delete key.

**Change Shape Background or images** - Changing the background image in adobe acrobat will not keep the template background shape. Nor can a color background be added. It is best to **use the PPT file to make changes to backgrounds and other images.**

**Add Hyperlink** – Select the text or image. Right click and choose "Create Link". Select type of link - an invisible box or visible box around area (select color ). Click "Next". Paste in the URL. For an email address the URL should be – **mailto:(emailaddress)** with **NO** spaces.



## Sample Text

**DATE:** March 31, 2023

**TIME:** 11 AM – 3 PM

**PLACE:** Break Room

**DETAILS:** Lunch Provided



Protect our most  
valuable resource  
– Our Workers!



**JOIN US!**



Add Event Details.

Add Text or  
a picture

Add Text or  
a picture

Add Text or  
a picture

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