

Downloading GI leaflets

For best results download the pdf files to your computer.

How to save to a PC

On the 'Downloads' page, with your mouse right-click the file name and select 'Save Target As.' Follow the prompts to save the file, for example to your Desktop or 'My Documents'; if you choose another location, make a note of where you saved it. Double-click to open, as with any other file.

How to save to a Macintosh

On the 'Downloads' page, either control +click or click and hold the mouse button down on the filename until the menu pops up. Select the item from the menu that indicates it will 'save' or 'download' the file to the disk. Select the file type before you click OK (the file type should be PDF or source, depending on your browser).

Printing GI leaflets

We recommend that you use light card rather than paper for best results, and encourage you to follow the GI colour scheme, especially if displaying the leaflets:

- Christian Life PINK pastel card
- Christian Faith BLUE pastel card
- Christian Prayer YELLOW pastel card

Some printers, such as ink jets, print everything with a big margin on the leading edge of the page. For best results, we recommend that you print on a laser printer or, especially for large quantities, that you use a commercial printer who should be able to let you have copies cheaply. (In the UK, if you don't know a reliable local printer you might try such as www.alocalprinter.com or ProntaPrint® or Kall Kwik®.)

For better results you should print to a laser printer or photocopier. If printing more than a few leaflets, consider using a commercial printer. Quotations for Printing for greyscale coloured card can surprisingly cheap. (In the UK you shouldn't pay more than £10 for 100 copies.) Most printers nowadays prefer to work from electronic originals, and will be prepared to print from the GI website, from a file sent by e-mail or brought in on a memory stick.

We suggest you ask for an estimate based on a 'stock weight' of 160gsm on A4. Do ask for a price for machine folding; some print shops will do this for only a little extra and you will get much better results. (If you need to fold by hand, however, look out for the folding marks, two small dots between the left and middle columns on the inside of the leaflets.)

How to use GI leaflets

Our leaflets are intended to be distributed free of charge, for example

- made available on tables or bookstands at the back of churches
- handed to enquirers and parishioners by clergy and others
- sent by e-mail from your computer to a friend or contact.

We are keen to hear if you find other ways to use the leaflets, e.g. handing them out after a sermon. Do write to us with your ideas, or if you think you can help Gospel Imprint improve these guidance notes. Please send an e-mail to enquiries@gospelimprint.com