

START HERE

CHURCH BULLETINS IN AFFINITY

Reference Guide

INTRODUCTION

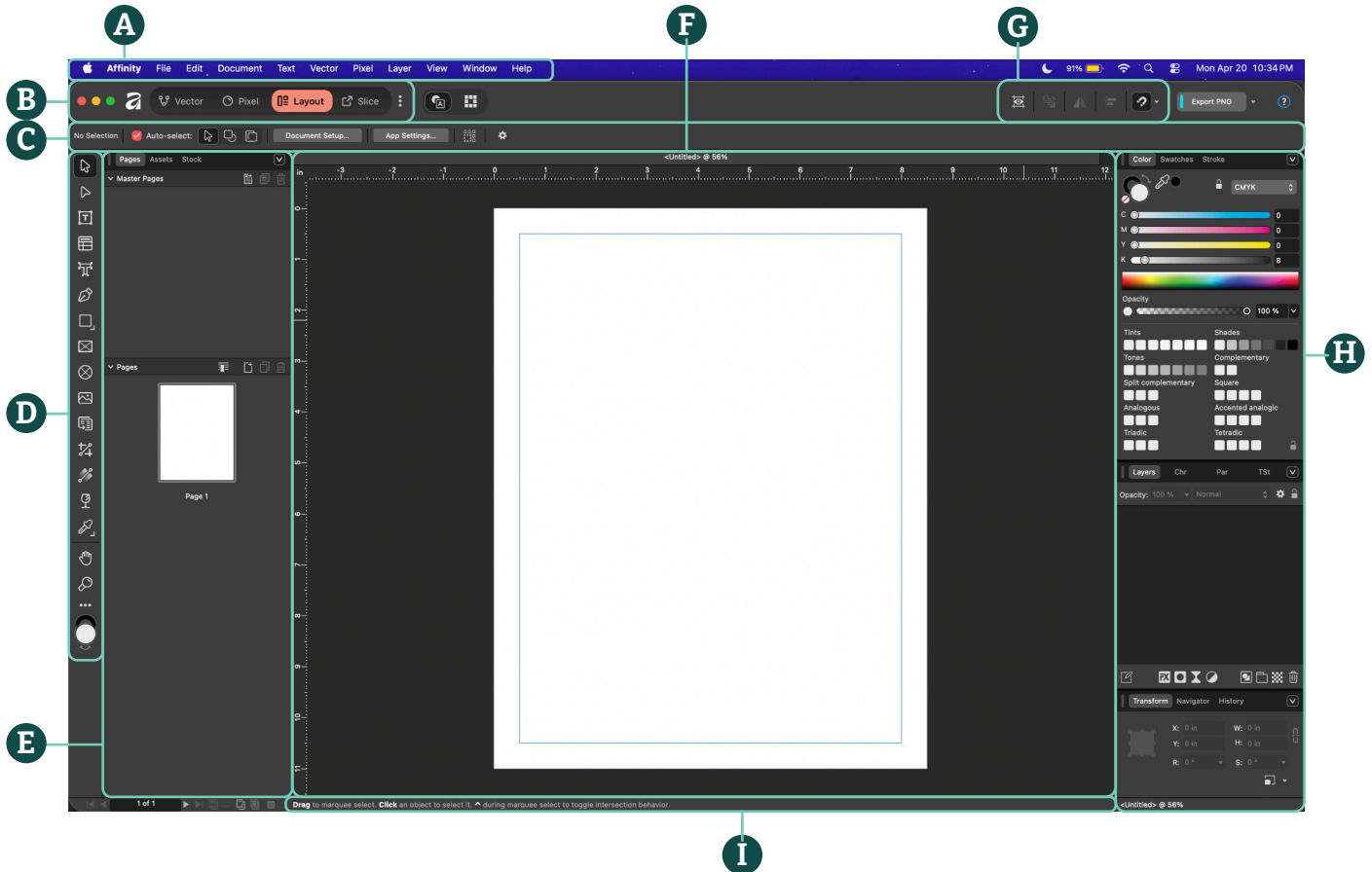
This guide is designed to help you use Affinity's Layout Studio to create engaging church bulletins. It will cover the basics of getting started with Affinity. Whether you're a seasoned communicator or just starting out, this guide is designed to help you quickly get up and running.

This guide was made using the MacOS Desktop version, the Windows version may look a little different from these screenshots.

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USER INTERFACE OVERVIEW



A Menu Bar

The menu bar is a list of features grouped logically to access features. When using the **Layout Studio**, most of the needed features will be found in the **Text**, **Layer**, and **Window** menu options.

B Studios

Studios are workspaces for different design tasks. For desktop publishing use the **Layout Studio**.

C Context Tool Bar

A dynamic toolbar that adjusts its options and settings based on the tool currently in use, which gives you quick access to the related features and options.

D Tools Panel

The tools panel offers a range of editing tools specific to each Studio. As you switch Studios, the available tools will change

to match your current design needs.

E Left Panel Group

The Layout Studio, the left panel group houses **Master Pages** and **Pages** panels.

F Document View

This is the area of the workspace where your document is displayed.

G Operations and Design Aids

Offers quick access to essential design features which vary based on the active Studio. In the **Layout Studio** this is where you will find the **Preview Toggle** and **Snapping Toggle**.



H Right Panel Group

A collection of essential panels providing control over settings. Each Studio may have its own unique set of panels.

I Status Bar

An area of the workspace that displays available keyboard modifiers and hints for the selected tool.

TOOLS PANEL OVERVIEW



Move

Node

Text Frame

Table

Artistic Text

Pen

Shape

Picture Frames

Place

Data Merge Layout

Crop

Fill

Transparency

Color Picker

View

Zoom

Set Stroke/Fill

Move

Move objects, frames, and text to a new location.

Text Frame

Create a text box to add editable text to your design.

Table

Insert a table into your document to organize content.

Pen

Draw freehand lines and shapes onto your page.

Shape

Use pre-made shapes such as squares, circles, stars etc. to create geometric designs.

Picture Frames

The picture frame tools allow you to create a rectangular or elliptical picture frame to add to your document and insert and image into your content.

Color Picker

Choose colors from the color palette to fill or stroke objects.

View

Move and adjust the visible area of your document within the Document View without accidentally moving some other element in your work.

Zoom

Change the percentage of magnification of your page for precise editing.

Set Stroke/Fill

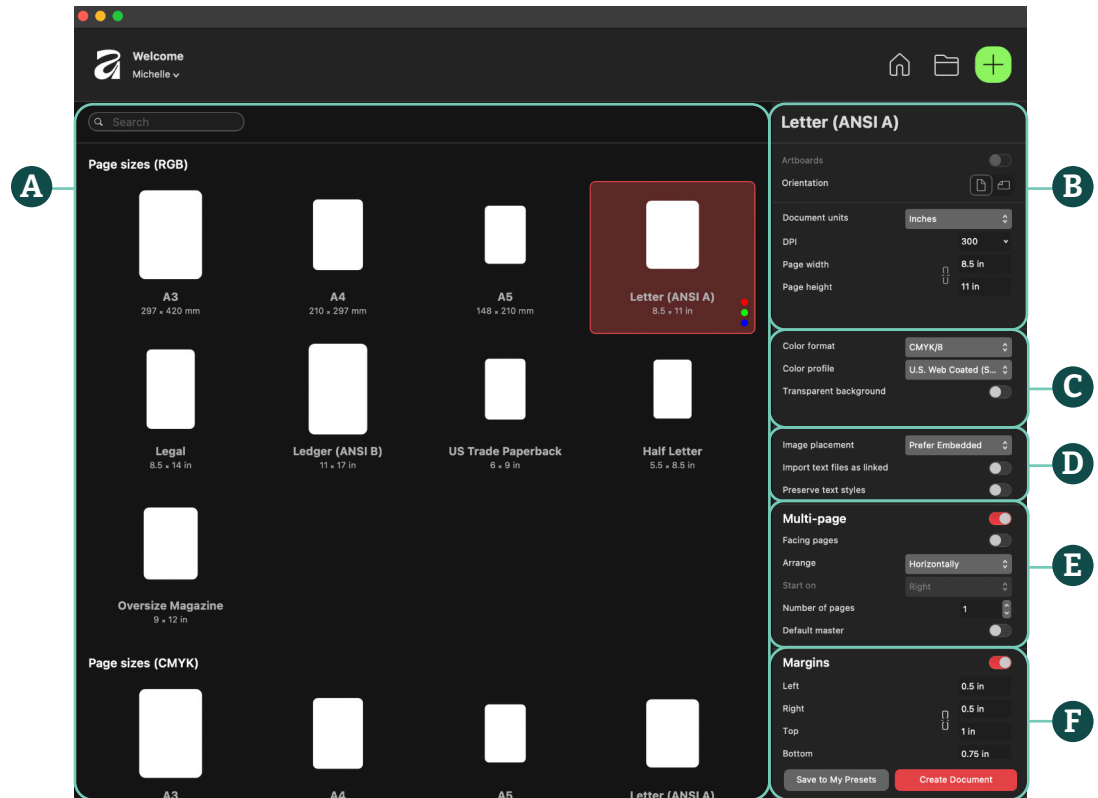
Customize the outline (stroke) and filling color of objects to match your design style.

DOCUMENT SET UP

When you first launch Affinity you will be prompted with a the create new document window. If Affinity is already open select in the menu bar **File** → **New** to access the new document window.

Tip: When creating your document refer to your printers specifications.

CREATE NEW DOCUMENT WINDOW EXAMPLE SET UP



A Predefined Document Options

Select one of the predefined documents to start, modify options as needed.

B Document Size and Resoultion Settings

Set page orientation, size, resolution, and units.

C Color Options

Select color format based on final output. CMYK/8

for print, RGB/8 for digital only output. Color profile, U.S. Web Coated should be fine for us based.

D Image Placement Preferences

Select preferer embedded or preferred linked image. embedded images make file larger.

E Multi Page Settings

Turn multiple pages on, toggle facing pages on or off.

F Margins Settings

Set margins, keep them linked for same on all sizes unlink for custom margins on each side.

CREATING MASTER PAGES

Before building each page, take the time to set up **Master Pages**. Master Pages will serve as templates.

Make as many Master Pages as you need, for a bulletin you'll want at least two: a cover and interior.

Click the **Add Master** button in the **Master Pages Panel**, which will open the **Add Master Window**.

In the Add Master Window you can make additional adjustments if needed.

A Master Page Panel

Panel gives a preview of master page templates.

B Add Master

Adds a new master page.

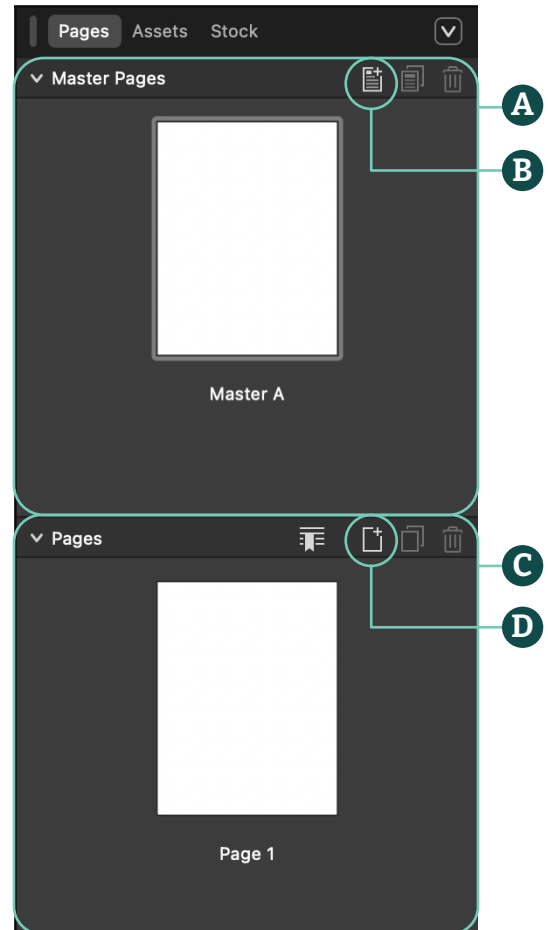
C Pages Panel

Panel gives a preview of the pages in your document.

D Add Page

Adds one or more page to your document.

MASTER PAGES / PAGES PANEL WINDOW



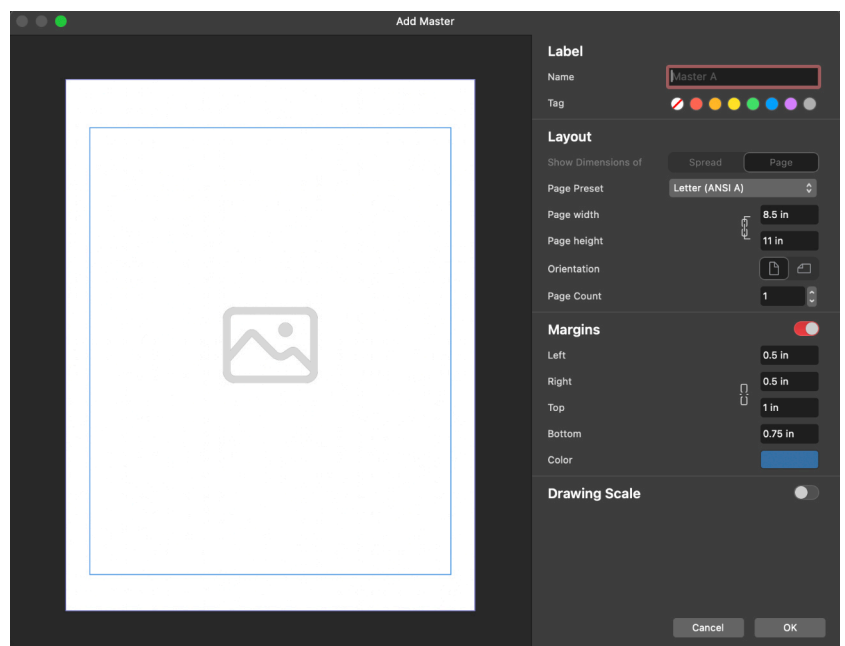
ADD NEW MASTER WINDOW

ADDING MARGINS AND GUIDES

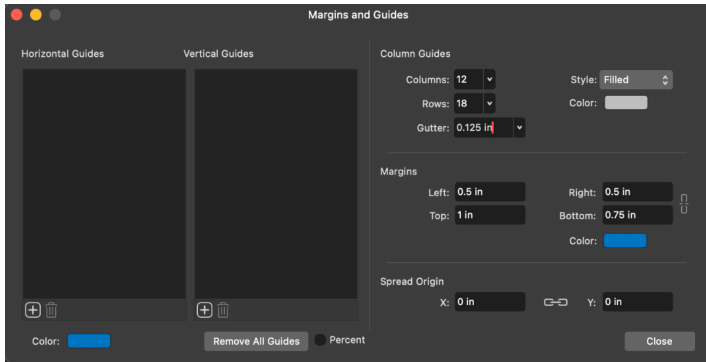
With the Master Page you want to edit selected, go to the menu bar and hover over **View → Margins and Guides** which opens a window where you can set up your grid using the columns, rows, and gutter details. Creating a grid gives your document a structure for laying out your content.

SUGGESTED GRID SPECS

Columns: 12
Rows: 18
Gutter: 0.125 in



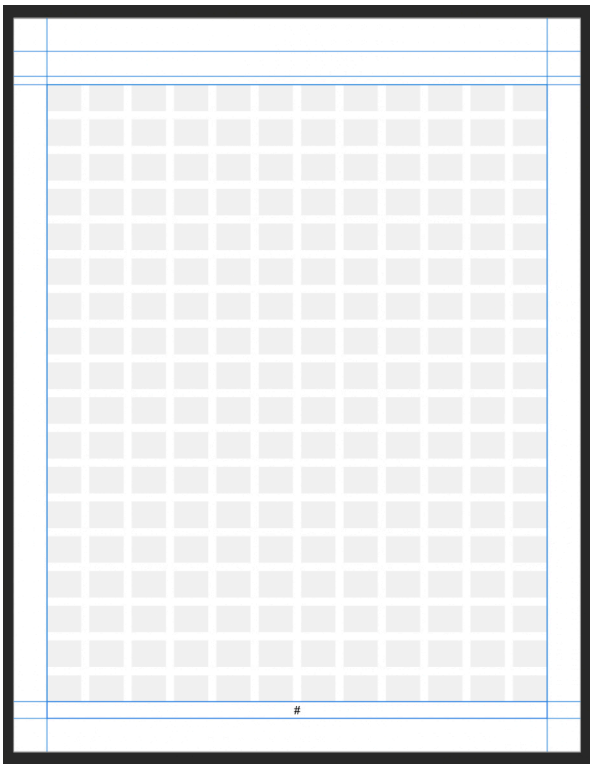
MARGINS AND GUIDES SET UP



ADD GUIDELINES

Along the edges of the **Document View** are **Rulers**. To add guidelines, click on the ruler, hold, and drag a guide on to your document. You can reposition the guide by clicking, holding, and dragging it to a new position.

EXAMPLE GRID AND GUIDELINES



INSERT PAGE NUMBER

Ensure that the **Master Page** is selected in the workspace. Use the **Text Frame** tool to create a text box where you want your page number to appear on the master page. Click within the text box as if you're going to type, then proceed to the menu bar.

In the **Menu Bar**, navigate to **Text → Insert → Fields → Page Number**. Once you click on Page Number, the # symbol will appear on your master page.

Benefits of Using Page Numbers

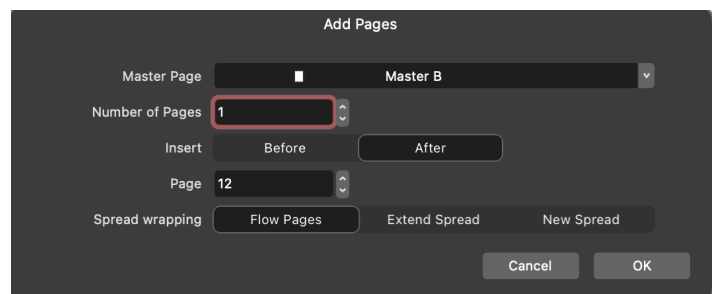
By adding page numbers to your master page using this method, you'll ensure that the correct page number appears automatically when the master page is applied to your document pages.

Additionally, page numbers remain accurate even if the pages are reordered or reorganized in the future.

CREATING NEW PAGES

On the **Pages** panel, click the **Add New Page** button which will open the Add Pages Window. In the Add Pages Window you can choose which master page you want applied and how many page you want to add.

ADD NEW PAGE WINDOW



PLACING IMAGES

Select the **Picture Frame** tool and draw a frame on your document. Next, with the frame selected, in the **Menu Bar** go to **File → Place** and select your image.

Once the image placed use the slider below the frame and the controller circle in the frame to edit the image's appearance.

INSERTING TEXT FROM WORD DOCUMENT

Select the **Frame Text** tool and draw a text box on your document. Next, with the text box selected, in the **Menu Bar** go to **File → Place** and select your prepared Word Document. (.docx file)

FRAME ADDED TO DOCUMENT

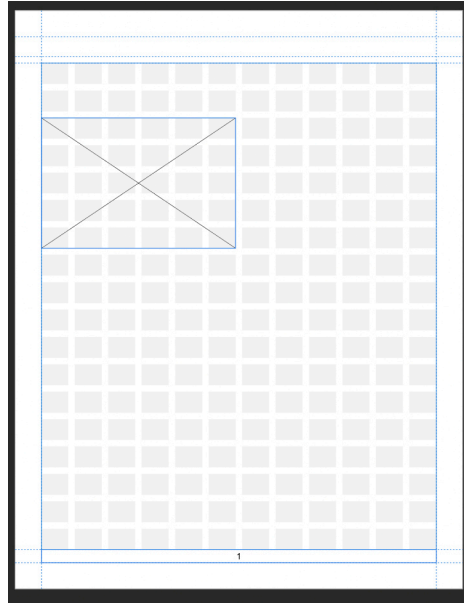
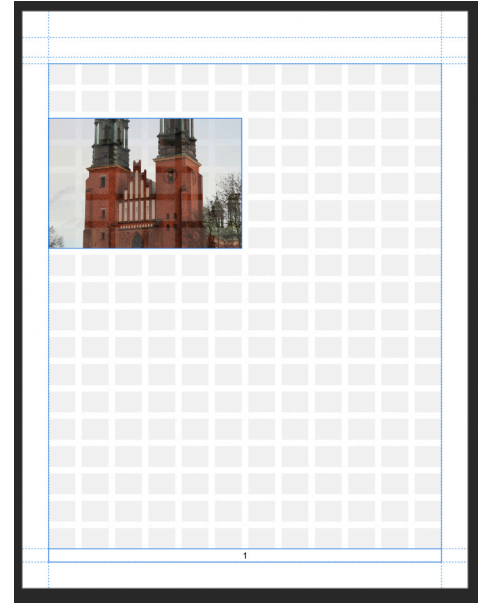


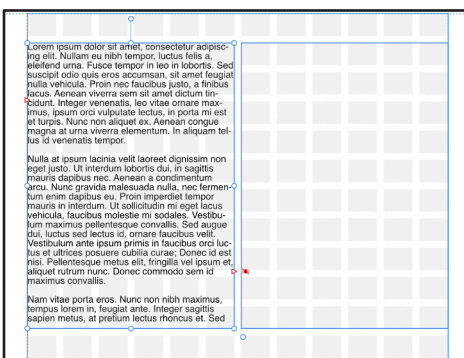
IMAGE PLACED IN FRAME



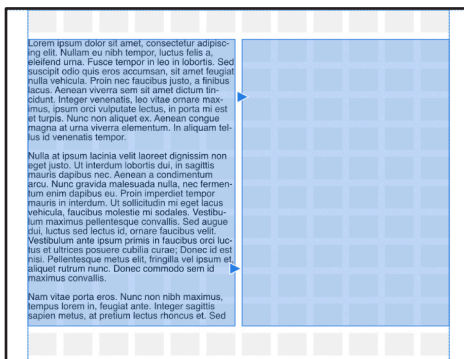
LINKING TEXT FRAMES

When you have overflow text, a red eye icon will appear near the bottom-right corner of the text box. Draw or create a new text box where you want the overflow text to appear. Make sure it's not overlapping with the original text box. Click on the red eye icon in the first text box to grab the overflow text, then click inside the second text box. You'll see a line connecting the two boxes, indicating that the text has been linked.

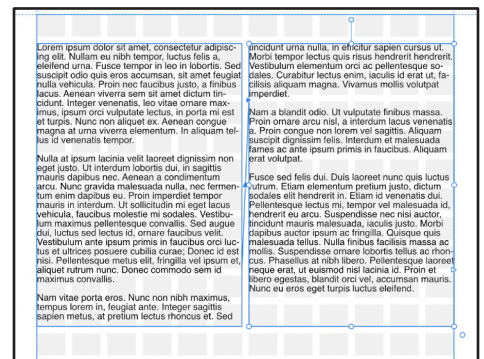
OVERFLOW TEXT NEEDS TO BE LINKED



HOVERING OVER TEXTBOX TO BE LINKED



TEXTBOXES LINKED



CREATING PARAGRAPH STYLES

Paragraph styles are presents for your text which save you time instead of manually adjusting all your text. To create a paragraph style you first want to map out what styles you will need and prepare samples of the styles.

BASIC STYLE STRUCTURE EXAMPLE

TITLE

(Bebas Neue, 24pt)

HEADLINE

(Bebas Neue, 14pt)

Body Text

(Bitter Regular, 12pt)

Once you have your styles planned you'll want to open the Text Styles Panel

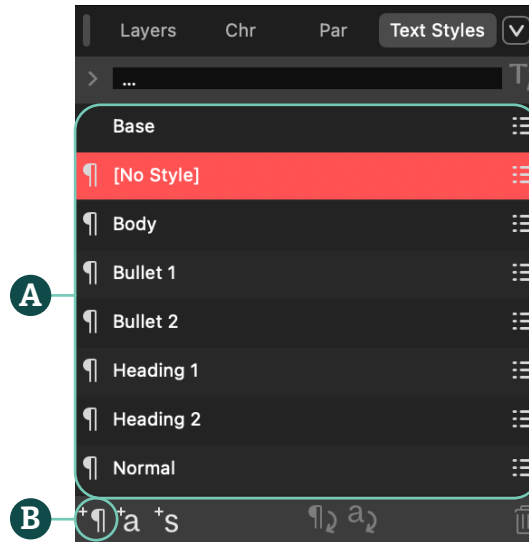
In **Right Panel Group** look for the **Text Styles** panel grouped with Layers panel. If Text Styles is not visible go to the **Menu Bar** and select **Window → Text → Text Styles**.

With the text selected click the **Create Paragraph Style** button in the **Text Styles** panel. Because you created the style from text you already designed you should only need to name the style.

To double check, go to font and review the correct font, style, and size are applied and click ok. You new style will now appear in the saved styles list.

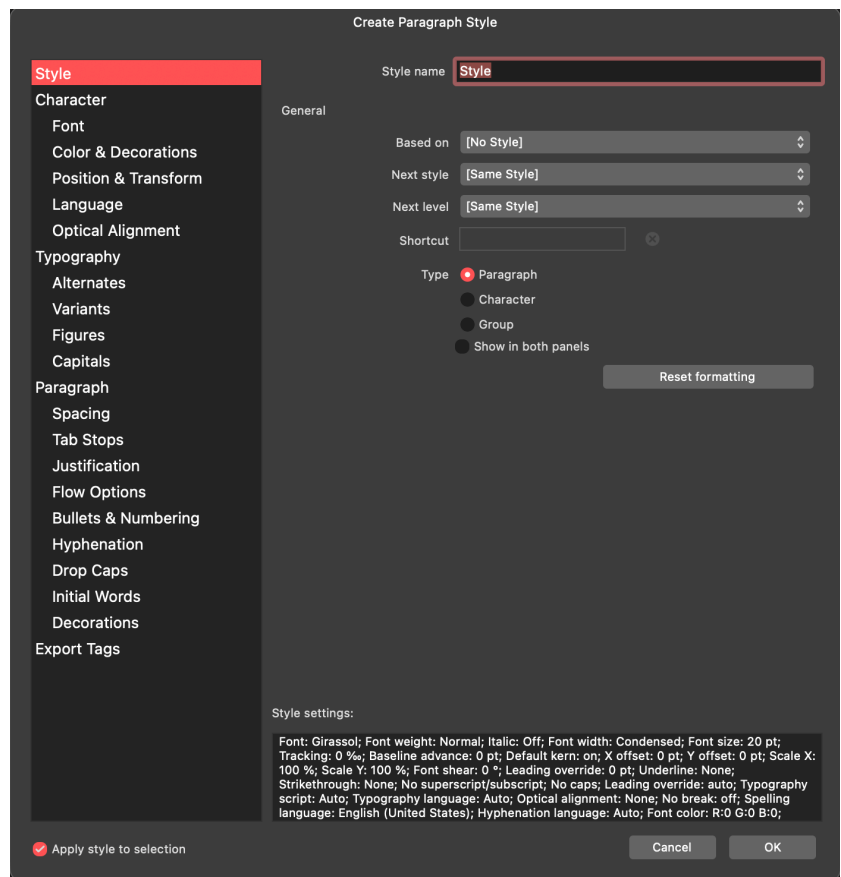
To apply select the text and click the saved style.

TEXT STYLES WINDOW



- A** Saved Styles
- B** Create New Style

BASIC STYLE STRUCTURE EXAMPLE



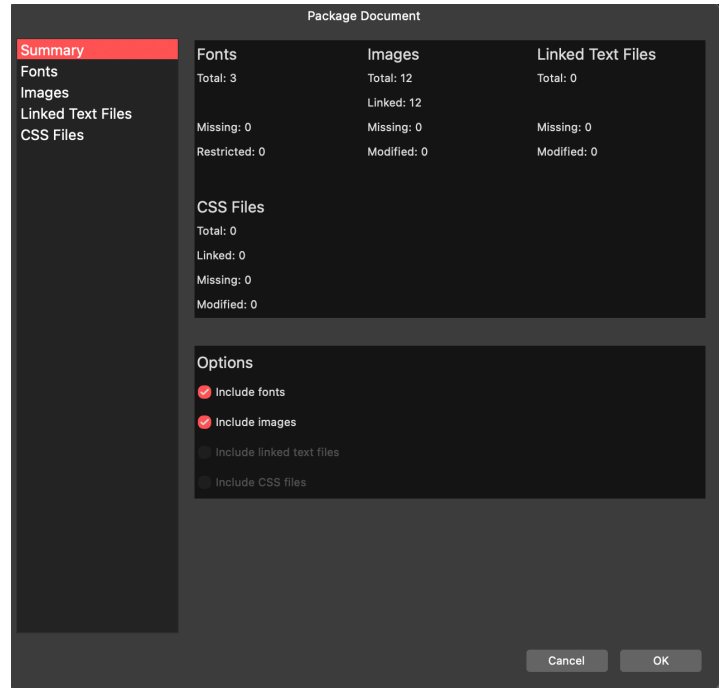
SAVING AS A PACKAGE

When you've completed your document, it's essential to save the final version and package it to ensure that all the essential materials are together in one place.

Go to the menu bar at the top of the screen and click on **File** → **Save As Package**. This will open the Package Document window allowing you to review and confirm that all files are included. Once satisfied, click **Ok** to proceed.

Next, you'll be prompted to save your packaged file. Create a new folder in the location you want to save and name it. Enter the folder and save.

PACKAGE DOCUMENT WINDOW



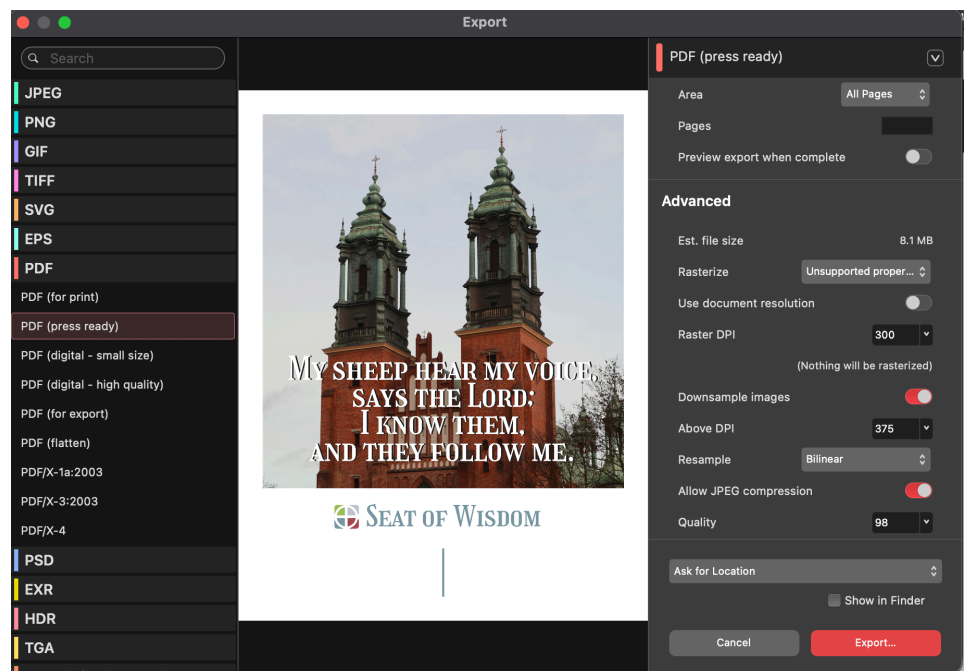
EXPORTING DOCUMENTS

Once your document is complete, you'll need to export it in a format suitable for printing or digital viewing. To do this, go to the **menu bar** and select **File** → **Export** → **Export**. In the Export window, choose the desired file format:

For printed bulletins, select **PDF (for print)** or **PDF (press ready)**. Follow any specific guidelines provided by your external printer.

For digital copies, export a separate file optimized for online viewing.

EXPORT WINDOW (PDF Press-Ready View)



PRINTED DOCUMENTS

For printed documents make sure the **Export Area** is set to All Pages, **DPI** (dots per inch) to 300 or higher, and the **Color Mode** to CMYK

DIGITAL DOCUMENTS

For digital documents, you'll want to export a separate file optimized for online viewing. First, make sure the **Export Area** is set to All Pages, **PPI** (pixels per inch) to 144 or higher, ensuring a high-quality display on retina devices and set the **Color Mode** to RGB

PRINTING

To access the Print Dialogue Box go to the **Menu Bar** and select **File > Print**. The options available in the **Print Dialogue Box** will vary depending upon your printer, so you will want to familiarize yourself with your printer. It's always recommended to run a test copy before printing a large stack to verify its set correctly.

General things to look for:

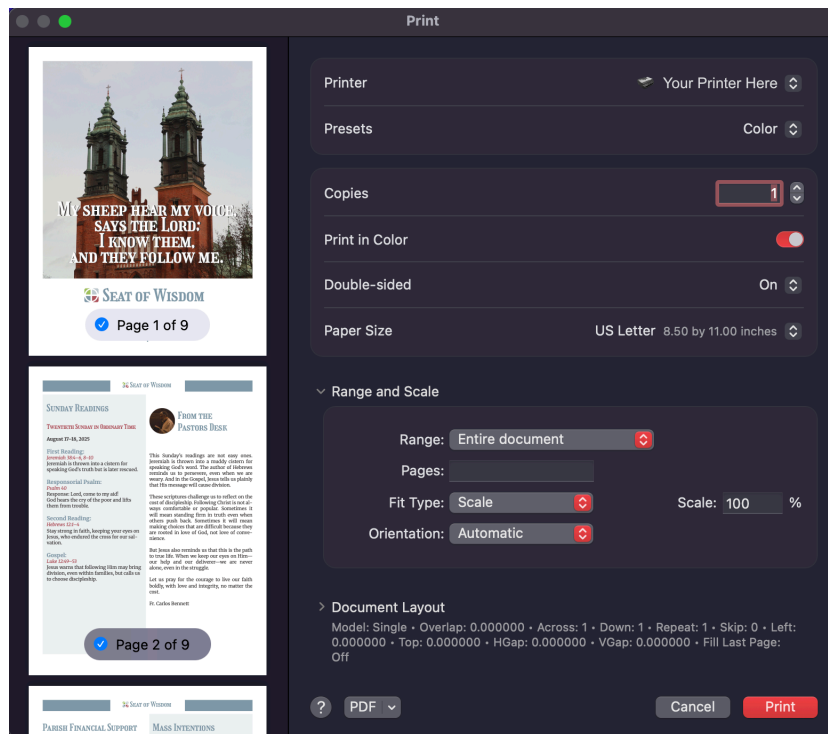
Paper Size: Make sure it matches the paper size for your document.

Orientation: choose portrait or landscape depending upon your document.

Color Settings: If printing in color confirm it is set to color mode not black and white.

Double-Side Printing: if your printer supports it make sure its set up so that pages flip correctly.

PRINT DIALOGUE BOX EXAMPLE



DESIGN BASICS

Display Text and Body Text: Knowing When to Use Each

When designing your church bulletins, it's essential to understand the difference between display text and body text.

Display Text:

Use display text for headings, titles, and emphasis. This font is larger, bold, and attention-grabbing. Display text helps draw attention to important information, such as announcements, dates, or events.

Body Text:

Use body text for the main content of your bulletins. This font is smaller, easier to read, and provides the necessary details about upcoming events, sermons, or other church activities.

Why 12pt Minimum Font Size?

When choosing a font size, it's crucial to ensure that your text is legible, especially for readers who may be farther away from the bulletin. A minimum font size of 12pt (points) is recommended because it provides enough contrast and clarity without overwhelming the reader.

Two Fonts: Harmony and Consistency

Using two fonts can make your design more visually appealing and easy to read. When selecting fonts, remember:

Choose one font for display text (headings, titles)

Use a different font for body text (main content)

The key is to pair these fonts in a way that creates harmony. What does this mean? Harmony means that the two fonts work together seamlessly, without clashing or competing for attention. In practice:

Choose fonts with similar weights (boldness) and styles (serif or sans-serif)

Select fonts that have a good contrast between display and body text

Avoid pairing fonts that are too similar or identical

Define Your Rules: Consistency is Key

To ensure consistency throughout your design, define the following rules:

Font sizes:

Determine which font sizes you'll use for headings and main content.

Fonts:

Choose two fonts to work together harmoniously.

Line spacing:

Decide on a consistent line spacing (leading) to make your text easy to read.

By following these guidelines and establishing a set of design rules, you'll create a visually appealing and cohesive church bulletin that effectively communicates with your audience.

GLOSSARY:

These terms are commonly used in graphic design, publishing, and printing industries.

Bleed

In printing, bleed refers to the area at the edge of a page where the background color or image extends beyond the trim line (the edge of the paper). This ensures that when the paper is trimmed, the background color or image doesn't get cut off.

DPI (*Dots Per Inch*)

DPI measures the resolution of an image or text on a printed document, with higher numbers indicating greater detail and sharpness. For example, a 300 DPI image is considered high-quality.

Grids

Similar to guides, grids are pre-defined sets of lines that help you create consistent layouts and alignments in your designs. Grids can be used to organize text, images, and other elements, making it easier to achieve a professional-looking layout.

Guides

In publishing software, guides are virtual lines or rules that help you align text, images, and other elements on a page. Guides can be set to different sizes, shapes, and orientations depending on the design requirements.

Gutter

The gutter refers the space between sections within a publication, such as a brochure,

magazine, or book. Gutters are used to create visual separation and hierarchy among content elements, making it easier for readers to navigate through the material. The width of the gutter can vary depending on the design requirements and the overall aesthetic desired.

Margin

The space around the edge of a page or document that is not occupied by content. Margins can be adjusted in publishing software to affect the overall layout and design of the document.

Master Page

A template that helps you create similar-looking pages. It has common elements like headings, footers, and logos. When you make a new page from a master page, it takes on the same design. You can think of it like a "cookie cutter" for your document. Some softwares prefer to call master pages parent pages instead.

PPI (*Pixels Per Inch*)

PPI measures the resolution of an image or text on a digital screen, such as a computer monitor or phone. It's used to determine how much information can be displayed within a specific area.

ADDITIONAL RESOURCES:

Affinity Help Center

<https://www.affinity.studio/help/>