

## Printable Cards for Ministry “HOW TO” Guide

*Thanks for downloading this resource! I hope these printable cards help you connect better with students, leaders, parents, or anyone else you’re ministering to. I’ve lost count how many people have said thank you or complemented my “old school” style of writing letters to show people I’m thinking of them. May God use this simple tool to help you point others to Christ.*

*In Christ,*

*Kraig*

Here’s a few basic tips on how to best print these cards.

- These are “blank inside” cards, so the idea is to print and cut them so that you may write whatever message you would like to whoever you would like on the inside.
- The graphic is for the front of the card.
- Both word/pdf file are set to print. If you are printing on standard letter sized paper (8.5x11in.) just click and print. More “how to” below.
- All graphics should be “landscape” orientation when printed. They are not designed for “portrait”.
- I personally prefer to use a thicker cardstock when I print cards.

**WORD DOC** (Saved in set of 2, each card design will have 2 to a sheet)

1. Open the Word Doc and be sure you have the standard letter size paper ready and selected. The measurements for letter are 8.5 by 11 inches.
2. Narrow margins work best (Top-0.5, Bottom-0.5, Left-0.5, Right-0.5)
3. Choose your desired quantity. (Be certain it is not set to print double sided.)
4. After cards are printed, with scissors or paper cutter, cut along the center line.
5. Fold both cards in half and you’re done!
6. Finished product should stand up like a “tent”.

**PDF** (Saved in set of 2, each card design will have 2 to a sheet)

1. Open the PDF File and be sure you have the standard letter size paper ready and selected. The measurements for letter are 8.5 by 11 inches.
2. Choose your desired quantity. (Be certain it is not set to print double sided.)
3. After cards are printed, with scissors or paper cutter, cut along the center line.
4. Fold both cards in half and you’re done!
5. Finished product should stand up like a “tent”.

**Additional options:**

- Send the files to a local print shop and have them print them on any paper, any size, or any quantity you desire.
- Rework the Word document to your desired sizes or quantities. It is currently set with 2 cards per sheet.