LibraryCall

Scheduling template guidance for
DUAL SERVICE PHONE NUMBERS

Preparation steps

Step 1: Download and install two typeface families from https://fonts.google.com. These typefaces are free and licensed for use, you may need your IT department to authorize installation. The typeface families are: Overlock and PT Sans.

Step 2: Ensure the computer you are using has Adobe Acrobat Pro installed.

Editing steps

Step 3: In Adobe Acrobat Pro, open the provided pdf template file of your choice: 'Square Dual Service', 'Landscape Dual Service' or 'Portrait Dual Service'.

Step 4: From the 'Edit' Menu, found in the menu bar at the top of the screen, select 'Edit Text and Images'. The editable text will now display a faint outline box around the text. You will be able to click on this text to edit it.

Step 5: Edit the text to describe your library service.
Suggested text content is shown in the examples on this page, you are welcome to use the suggestions and/or customize your own text. The example layouts on this page show red dashed outlines to indicate the maximum size of each text field. It is not recommended to alter the typesize of the text content for legibility reasons

Step 6: You can insert an image file (jpeg, png) of your library logo, if desired, in the top right hand corner of the template. Click on 'Add image' in the secondary menu bar at the top of your document and choose a logo from your files. Place the logo in the top right corner and scale accordingly. Set the logo within the guidelines shown in the example layouts on this page.

Checklist steps

Step 7: Check your layout is using the two prescribed typefaces - Overlock and PT Sans.

Step 8: Check the text is within the layout parameters indicated in the example layouts on this page.

Step 9: For legibility, it is not recommended to reduce the scale of the templates provided.
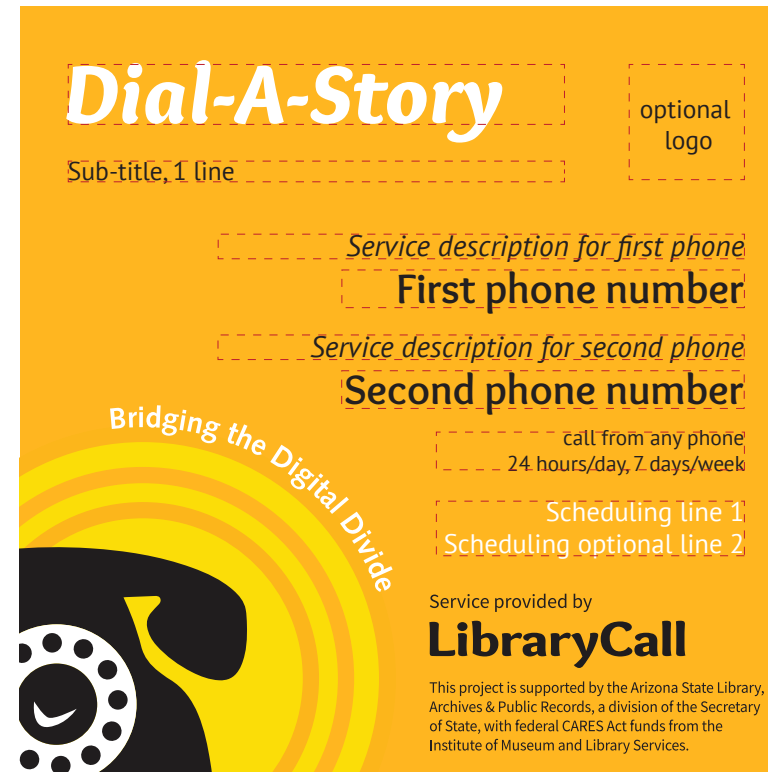
Content suggestions

These are just suggestions, please use wording to best suit the service being provided.

Title: Dial-A-Story or other name that best reflects the service

Sub-title: Library name, library district name or service sub-heading

Service description: 'Listen to recorded children's stories, longer listens, news, poems'

Scheduling: 'New recordings released every Tuesday!' or 'New recordings added daily'
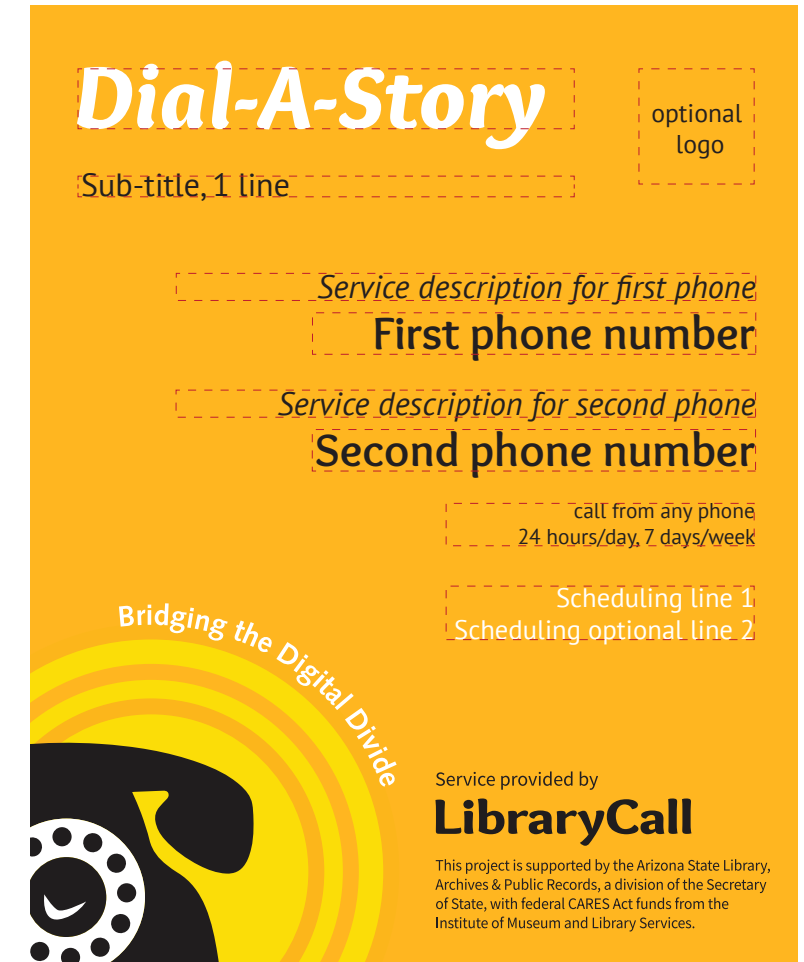
WE'RE HERE TO HELP! IF YOU NEED ADVICE ON USING THE TEMPLATES OR ASSISTANCE WITH CONTENT WORDING, CONTACT US AT support@librarycall.com

Example layouts

Dashed lines indicate parameters of editable text fields
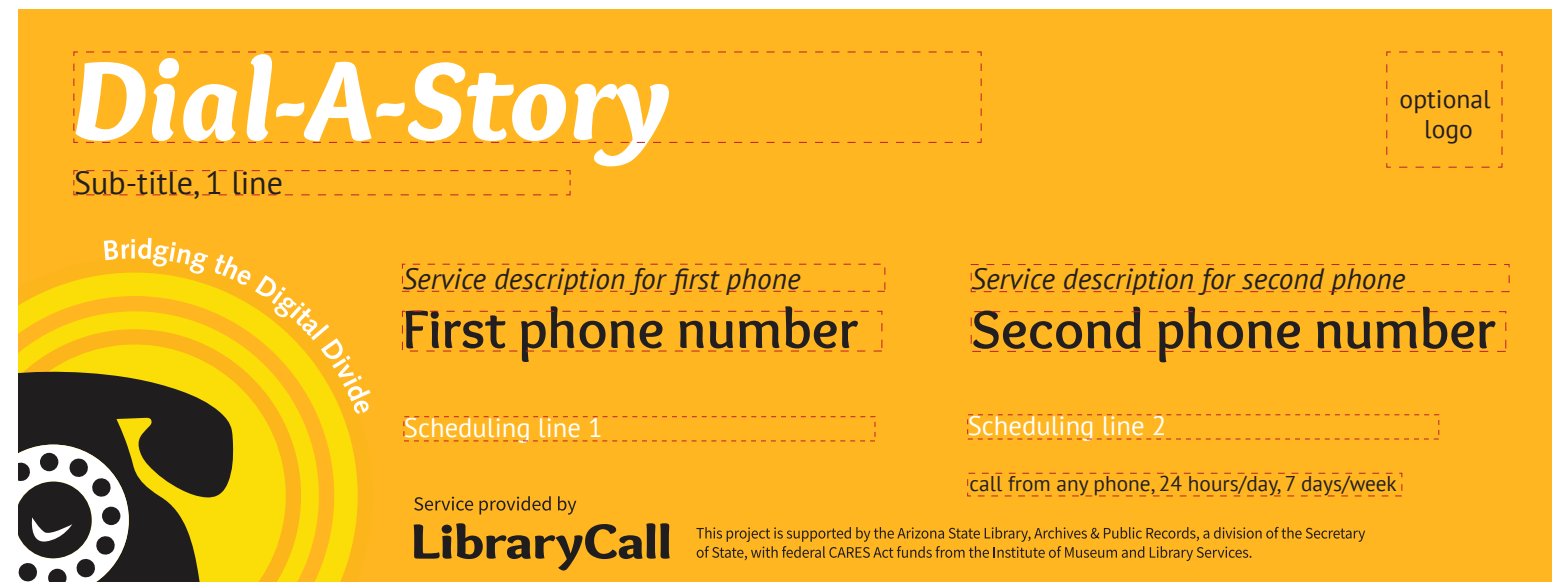

Dial-A-Story

Sub-title, 1 line

optional logo

Service description for first phone
First phone number

Service description for second phone
Second phone number

call from any phone
24 hours/day, 7 days/week

Scheduling line 1
Scheduling optional line 2

Bridging the Digital Divide

Service provided by
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This project is supported by the Arizona State Library, Archives & Public Records, a division of the Secretary of State, with federal CARES Act funds from the Institute of Museum and Library Services.

Example square format with two phone numbers, 4" x 4"

Dial-A-Story

Sub-title, 1 line

optional logo

Service description for first phone
First phone number

Service description for second phone
Second phone number

call from any phone
24 hours/day, 7 days/week

Scheduling line 1
Scheduling optional line 2

Bridging the Digital Divide

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Example portrait format with two phone numbers, 4" x 5"

Dial-A-Story

Sub-title, 1 line

Bridging the Digital Divide

Service description for first phone
First phone number

Service description for second phone
Second phone number

Scheduling line 1

Scheduling line 2

call from any phone, 24 hours/day, 7 days/week

Service provided by
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Example landscape format with two phone numbers, 8" x 3"