



Scheduling template guidance for SINGLE SERVICE PHONE NUMBER

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 Single Service', 'Landscape Single Service' or 'Portrait Single 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

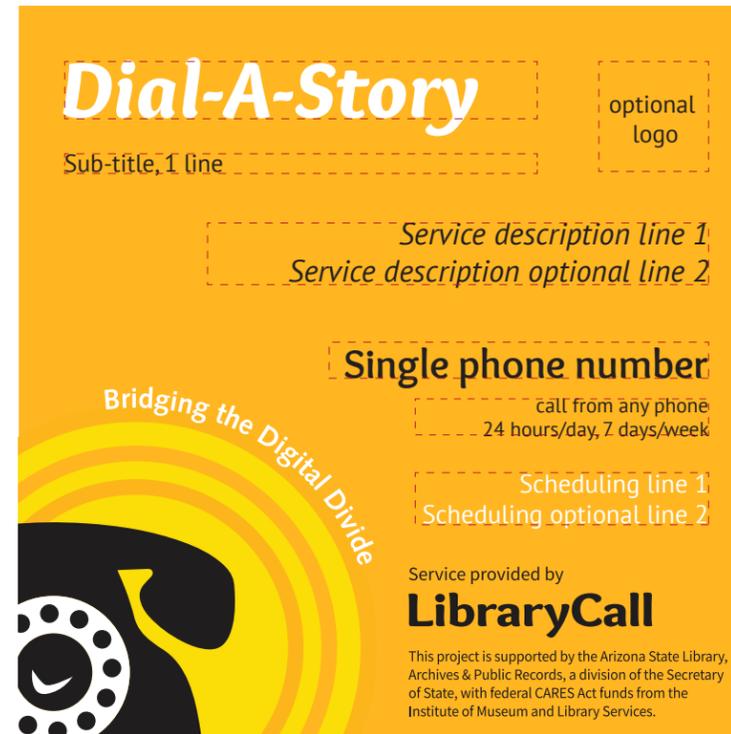
These are just suggestions, please use wording to best suit the service being provided.

- 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'

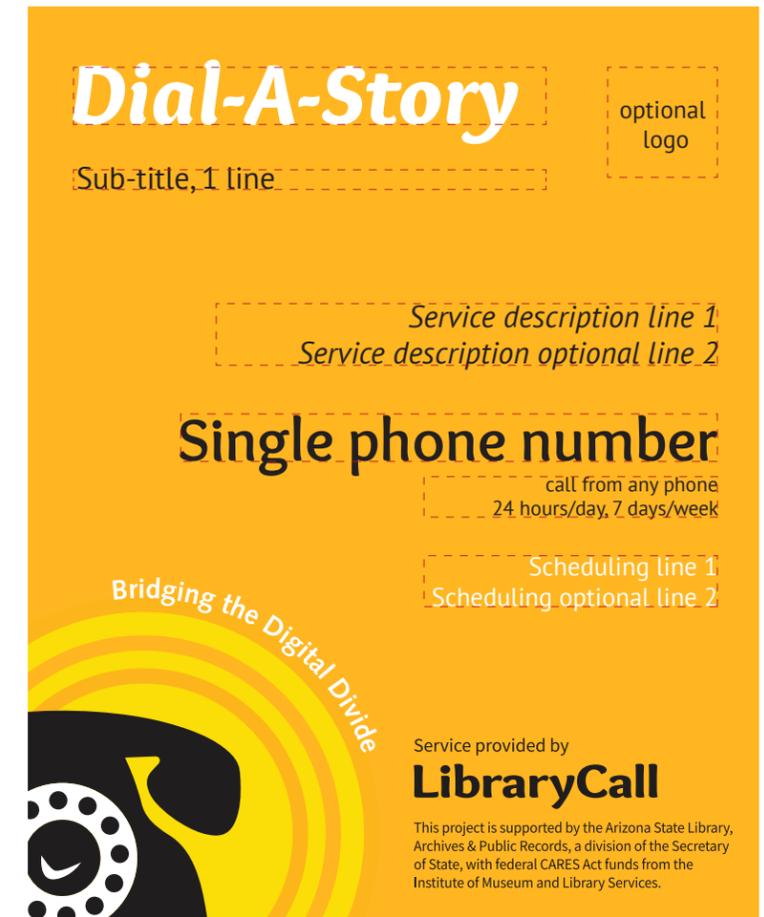
WE'RE HERE TO HELP! IF YOU NEED ADVICE ON USING THE TEMPLATES OR ASSISTANCE WITH CONTENT WORDING, CONTACT US AT support@librarycall.com

Example layouts

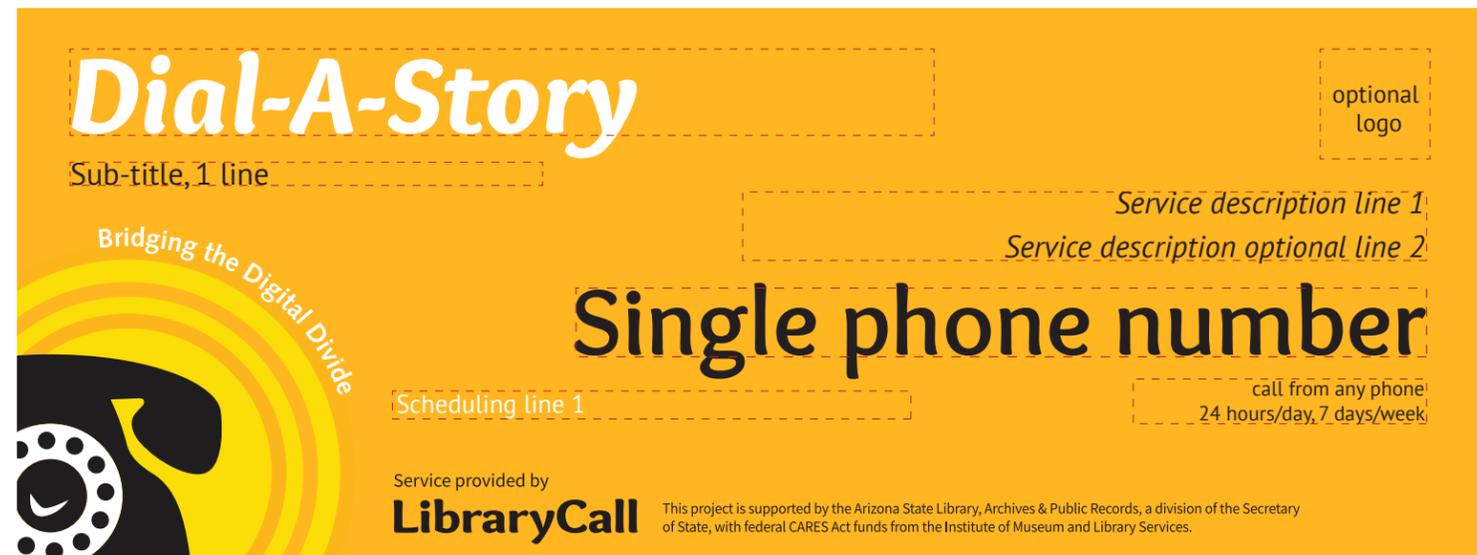
Dashed lines indicate parameters of editable text fields



Example square format with single phone number, 4" x 4"



Example portrait format with single phone number, 4" x 5"



Example landscape format with single phone number, 8" x 3"