

REPAIR CAFE

Working on your own Repair Café poster/flyer

Below is a step-by-step explanation on how you can fill in the Repair Café announcement poster and flyer yourself.

Before you begin

The editable poster and flyer templates are PDF documents. You can edit them using Adobe Reader, or another PDF reader (like the Foxit Secure PDF Reader). On some computers it does not work to save the edited files, so that you can send them via email or put them on a usb stick to print them elsewhere. It is always possible to print an edited file while you are in the document itself.

The same instructions apply when filling in the poster or flyer. The flyer document consists of two flyers so that you can print it on *one* A4 piece of paper. When changing something in the left flyer, it will automatically be changed in the right flyer too (and vice versa).

Filling it in

When you open a file in the PDF reader, you will see immediately which fields are editable and whether you can add text or an image. Hover with your mouse over a field. If the arrow of the mouse changes into a hand with an outstretched index finger, you can add a photo. If the arrow changes into a vertical line, you can add text. If the arrow changes into a flat hand, the field is not editable.

1. Adding a photo

Click with your mouse in the entry field. A screen will open that allows you to browse your computer to select a photo. Click on the correct photo. This now appears in the entry field. A square photo will look best in a square entry box. With a portrait or landscape photo, white bars will remain visible on the sides, or at the top and bottom of the box. To solve this, you can crop the photo. You can also take a screenshot of a part of the photo (for example a square part) and add this to the entry box.

2. Adding text

Click with the mouse in the entry field and type what you want to type.

Good luck!