

Palanca Instructions for Printing

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How to Create Nametags

First:

Copy image of the Weekend Image in a png format and save it to your computer.

Copy list of team members and Pilgrims first and last names and save to an Excel spreadsheet on your computer. NOTE you will need to have a header row called First Name in column one and Last Name in Column two.

Second:

Go to Avery.com to create the name tag layout. I recommend creating an account so you can save a copy of your work to it.

Select the 3x4 template Avery 5392

Follow the instructions to start designing the nametag

Start by selecting Add Image and place it in the upper left corner then size it to allow for text to right of image and below image (see example below)



VDCWW #20
November 7-10, 2024
Black Diamond Camp
Auburn, WA

**Allison
Akahoshi**

May the God of hope fill you with
all joy and peace in believing
[through the experience of your
faith] that by the power of the Holy
Spirit you will abound in hope and
overflow with confidence in His
promises. Romans 15:13

Select Add Text box for VDCWW #, date of weekend, and camp name and location and place it as noted above. Note use Font Arial Size 7 or 8, bold, centered in text box.

Select Add Text box and place in lower right corner for the weekend's Bible verse, copy the weekend verse into text box, Font Arial Size 8, bold, centered in text box.

Select Add Text box and place in the upper right corner, select import names. This will ask you to select the file that you created on your computer. When info is imported make sure the Edit box on the right is set to Edit All and can select the text and change font to bold size 24. Then review all the names on the file to make sure the long names display correctly. Save the file when you feel you have the info correct. I recommend using file name Weekend # Nametags.

Follow directions for Preview and Print. Select Download the PDF to your computer. I do a test print of page 1 of the file to make sure it looks like I expected it to.

How to Create Palanca Bag Small Labels

First

You will use the same Weekend image png file that was created for the nametags.

You will use the same Excel file that was created for the nametags.

Second

Go to Avery.com to create the label layout. I used the Easy Peel Address Labels size 1 1/3" X 4".

Select the 1 1/3" X 4" template Avery 5262

Follow the instructions to start designing the nametag

Start by selecting Add Image and place it in the upper left corner then size it to allow for text to right of image and below image (see example below)

Select Add Text Box to right of image.

Select Import File and follow directions. Select text to resize to 22 or 24 font size.

Save file to projects. I recommend using file name Weekend # Palanca Small

Follow directions for Preview and Print. Select Download the PDF to your computer. I do a test print of page 1 of the file to make sure it looks like I expected it to.



Allison
Akahoshi

How to Create Palanca Bag Large Labels

First

You will use the same Weekend image png file that was created for the nametags.

You will create a new Excel file that only has the Pilgrim names.

Second

Go to Avery.com to create the label layout. I used the Shipping Labels size 3 1/3" X 4".

Select the 3 1/3" X 4" template Avery 8164

Follow the instructions to start designing the bag label.

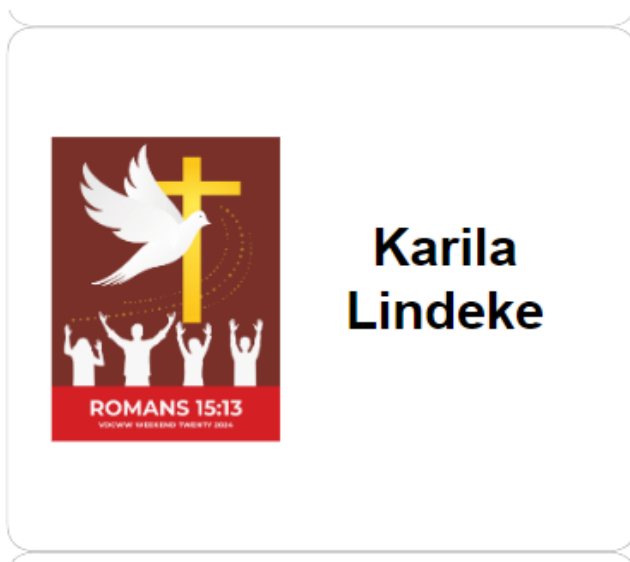
Start by selecting Add Image and place it on the left side then size it to allow for text to right of image.

Select Add Text Box to right of image.

Select Import File and follow directions. Select text to resize to 22 or 24 font size.

Save file to projects. I recommend using file name Weekend # Palanca Large.

Follow directions for Preview and Print. Select Download the PDF to your computer. I do a test print of page 1 of the file to make sure it looks like I expected it to.



Creating Door Signs Using Word

Plan to put two names on each sheet of cardstock.

Orientation: Portrait

Set up for using 2 columns.



Weekend 20 Door
Names.docx

Print on white cardstock and cut the page in half.

NOTE: I did not figure out how to get the names on this document without typing them individually.

Copy Weekend image created for the nametags and place it on the left side of the sheet and place a second image below the first one. Place first name on right side using Arial Bold, 36 Font. Enter enough times to place the second name below the first name to the right of the image.

Continue on second page with 2 images on the left and 2 names on the right.



Allison Akahoshi

Creating Clausura Brochure Using Word

Orientation: Landscape

Set up for using 2 columns. NOTE: because you are working with 2 columns you need to pay attention to spacing so things line up correctly.



Weekend 20
ClausuraProgram.doc

Page 1

Page 1 left side will have Weekend Theme Song. Ask Head Music Cha for the words and the correct copyright license info. Depending on how long the song is you will need to adjust font size to fit on the page. I made the license info in a small font.

Page 1 right side you can have the Via De Cristo of Western Washington logo at the top centered. Below that place the Weekend image that you created for the nametags, etc. Center and size to fit on one side of page. Below the image put the Weekend # and Date. Below that put camp name and location.

Page 2

NOTE: because you are working with 2 columns you need to pay attention to spacing so things line up correctly.

Page 2 on left side, Heading is **Curillistas** (Arial 20) with name of the pilgrims for the weekend (Arial 14). Below that put **Weekend Verse** and copy the weekend verse (Arial 14).

Page 2 right side follow this format. You can adjust spacing as needed.

When final send file to whoever will have computer and printer as this is not printed until the weekend.

Clausura (Arial 20)

Community Welcomes Cursillistas (Arial 14)

‘De Colores’

Prayer to the Holy Spirit

Welcome

<Name>

Rectora VDCWW#

Singing the Weekend Theme Song

<Name>

Sharing by New Cursillistas

Sponsor & Guest Promises

<Name>

Lay Director

Anointing of Rectora VDCWW<Next weekend#>

<Name>

Rector OR Rectora VDCWW <Next weekend#>

Pastor <Name>

Head Spiritual Director, VDCWW # (check this as it changes)

Holy Communion

Benediction

Pastor <Name>

Head Spiritual Director, VDCWW # (check this as it changes)

Closing Song