

# Fix the bulletin layout: text that doesn't fit, attached PDFs and A5 booklet

When text doesn't fit on a page choose Fill the page, Continue on a new page or Two columns; add a ready-made PDF with Upload a PDF and prepare an A5 booklet in groups of 4 sides.

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## Before you begin

- ✓ You need Manage bulletin in the selected community or pastoral unit.
- ✓ An issue is open in the Bulletin composer.

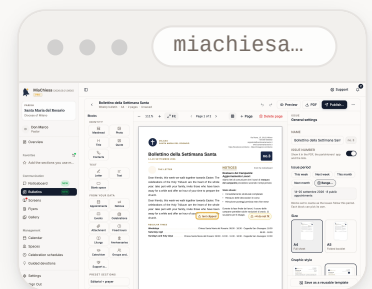
1

STEP 1 OF 4 · 1 MIN

## Spot text that doesn't fit

In the composer, a block that cannot show all its content has a label at the bottom: **text clipped** for letters and texts, **+3 do not fit** (the number varies) for appointments, notices and other lists.

If the whole page is too full, "Page 2 is too full: some rows run off the sheet." appears with **Move the last row to a new page** (or **New page** if the row is alone). The same problems come back in the **Checks** before the PDF, for example "Page 1: some text does not fit in the block.".



**Fig. 1** The text clipped label marks the block that doesn't fit.

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STEP 2 OF 4 · 2 MIN

## Choose how to fix it

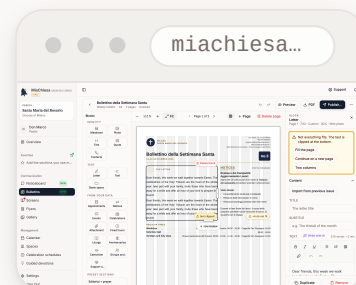
Select the label: on the right the block opens with "Not everything fits. The text is clipped at the bottom." (for lists "Not everything fits. Showing 4 of 7.") and the available remedies:

**Fill the page:** the block's row takes all the space left on the page. It doesn't appear if the row already does.

**Continue on a new page:** adds a page right after and moves the text there from where it is clipped; for a list it creates a copy showing the items that were left out. It works for blocks that can continue (texts, letters, appointments as a list or table, notices as a list and a few others), up to 40 pages per issue.

**Two columns:** lays out the letter or text in two columns, which is often enough to make it fit.

In **Dimensions** you can also reduce the **Text size** or change the row **Height**.



**Fig. 2** The three remedies of the Not everything fits box.

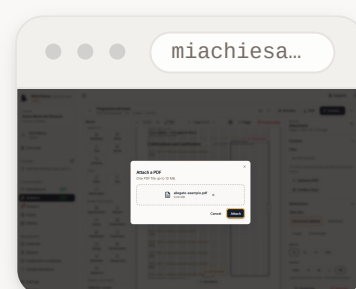
3

STEP 3 OF 4 · 2 MIN

## Add a ready-made PDF with Upload a PDF

To print a ready-made PDF leaflet, a form or a flyer inside the bulletin, go to the page after which you want the PDF and select the **Attachment** block in the **Blocks** palette (group **From your data**). In the block's **Style** section choose **Full page** or **Thumbnail**; then in **Content** select **Upload a PDF**, in the **Attach a PDF** dialog ("One PDF file up to 10 MB.") pick the file with **Choose the file** and confirm with **Attach**.

With **Full page** the PDF pages are printed **right after the page that contains the block**, not at the end of the issue; in place of the block the print shows "Attached page:" followed by the file name. With **Thumbnail** the print shows a card with the file name. You can add up to 20 full-page PDFs per issue. If "Save the issue before attaching a PDF." appears, save the issue first.



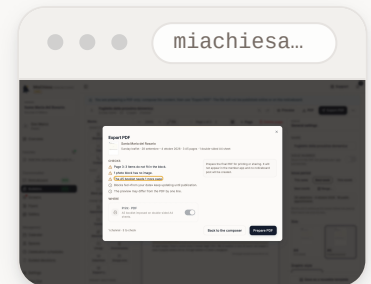
**Fig. 3** The PDF is chosen but not attached yet.

## Prepare an A5 booklet in groups of 4 sides

An A5 issue prints as a booklet: "A5 booklet imposed on double-sided A4 sheets.". Each folded A4 sheet carries 4 A5 sides, so the number of pages must be a multiple of 4 (4, 8, 12...).

In the **Export PDF** or **Prepare the PDF or publish** dialog the header shows A5 pages and A4 sheets; if something is missing the **Checks** say "The A5 booklet needs 1 more page.". Add a page with **Page** or remove one with **Delete page**: until the count is a multiple of 4, preparing the PDF stops with "An A5 booklet prints in groups of 4 sides: add or remove pages."

Pages of attached PDFs are not part of this count: if they add a number of sides that doesn't close the booklet, blank sides appear at the end of the print.



**Fig. 4** Three A5 pages: the booklet needs one more.

## What you have achieved

- ✓ Every block shows all its content, or continues on a new page.
- ✓ Attached PDFs sit in the right place and the A5 booklet has a number of pages that is a multiple of 4.

## Troubleshooting

### Continue on a new page doesn't appear



Not every block can continue on another page. Use Fill the page, Two columns (for letters and texts) or reduce the Text size.

### I see "At most 40 pages per issue"



The issue already has the maximum number of pages: shorten the content or remove a page before continuing.

### **The attached PDF prints somewhere I didn't expect**



With Full page its pages follow the page that contains the Attachment block. Move the block to the page after which you want the PDF.

### **Upload a PDF refuses the file**



You need a PDF file up to 10 MB: "A PDF file is required." means a different format, "The file is larger than 10 MB." a file that is too large.