

Block Party Flyer Printing Instructions



For questions, please contact the
BEST Neighborhoods Planning Technician

Blockparty@plano.gov

972-208-8150

Purpose

- These flyers are intended to help invite your neighbors to your neighborhood block party.
- Each flyer is designed after the four seasons: winter, spring, summer, and fall.



Date:	Describe your event...
Time:	
Location:	
<hr/>	
For more information	
Contact:	
Phone:	
Email:	

Fillable Directions

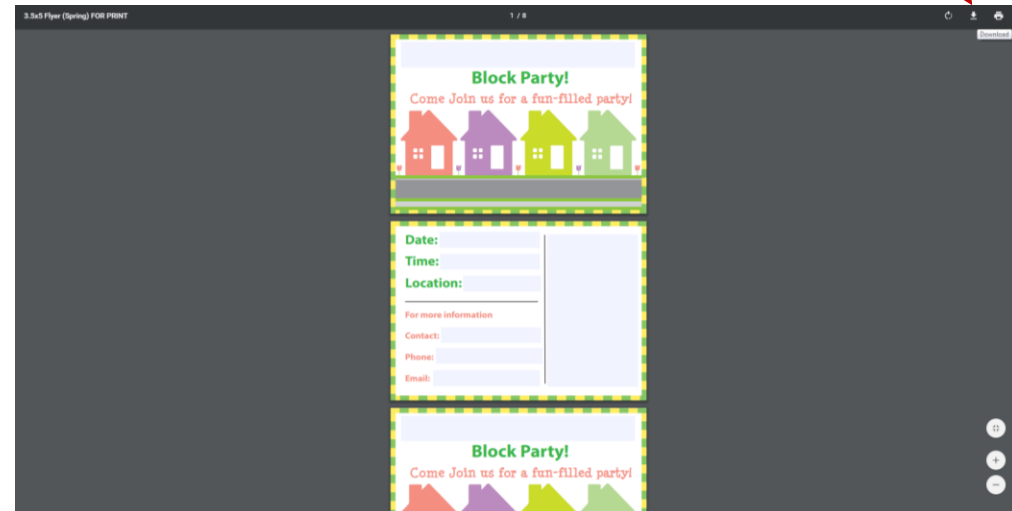
1). Open the desired flyer.

2). Download the flyer to your computer and save the file to the desired location.

Fillable Block Party Flyers

- [3.5x5 Flyer \(Spring\) Fillable](#)
- [3.5x5 Flyer \(Summer\) Fillable](#)
- [3.5x5 Flyer \(Fall\) Fillable](#)
- [3.5x5 Flyer \(Winter\) Fillable](#)

Select download



Fillable Directions Continued

3). Locate the saved file on your computer and open the PDF document in Adobe Acrobat or Reader.

Name	Size	Item type	Date modified
3.5x5 Flyer (Spring) ...	1,369 KB	Adobe Acrobat D...	1/3/2019 3:42 PM

Double click to open PDF

4). Fill in the flyer with your neighborhood block party information.

Fill in information within the light blue box.

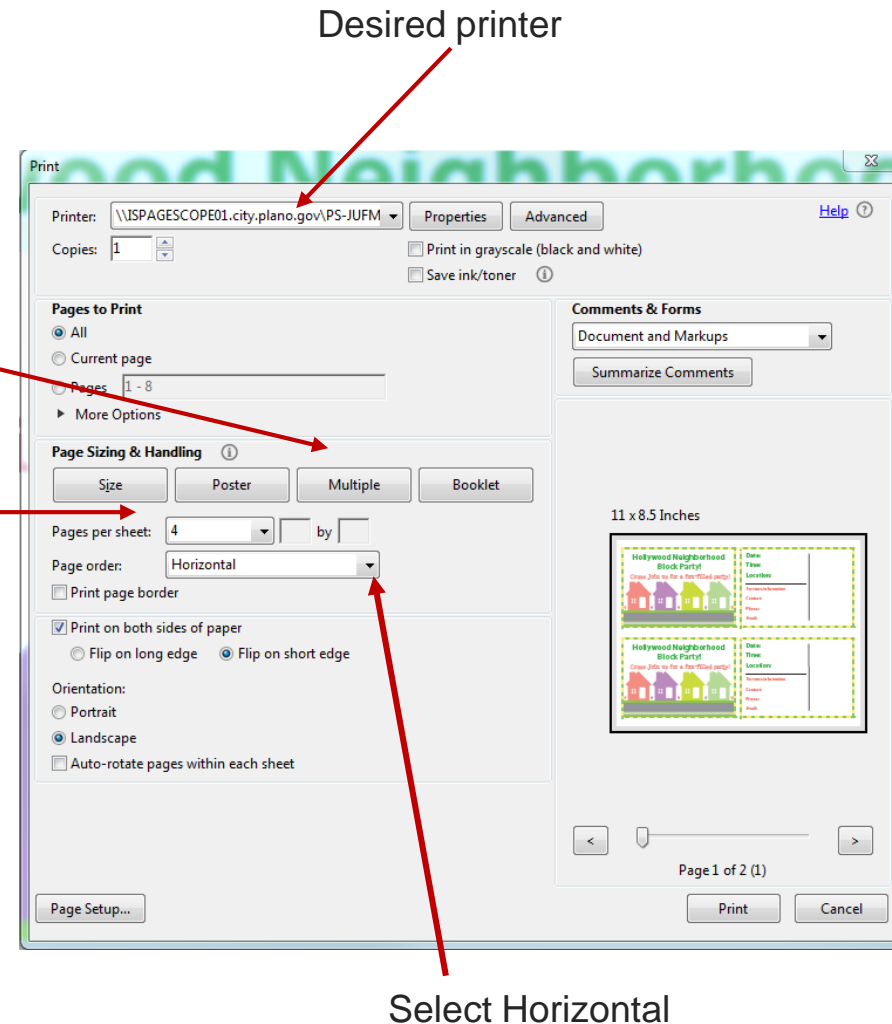


Printing Directions

1). Ensure that all information on the flyer is completely filled in.

2). Once the flyer has been filled in, it's time to print!

- Select the desired printer.
- Under “Page Sizing & Handling,” go to “multiple” and select “4 pages per sheet” in horizontal order.



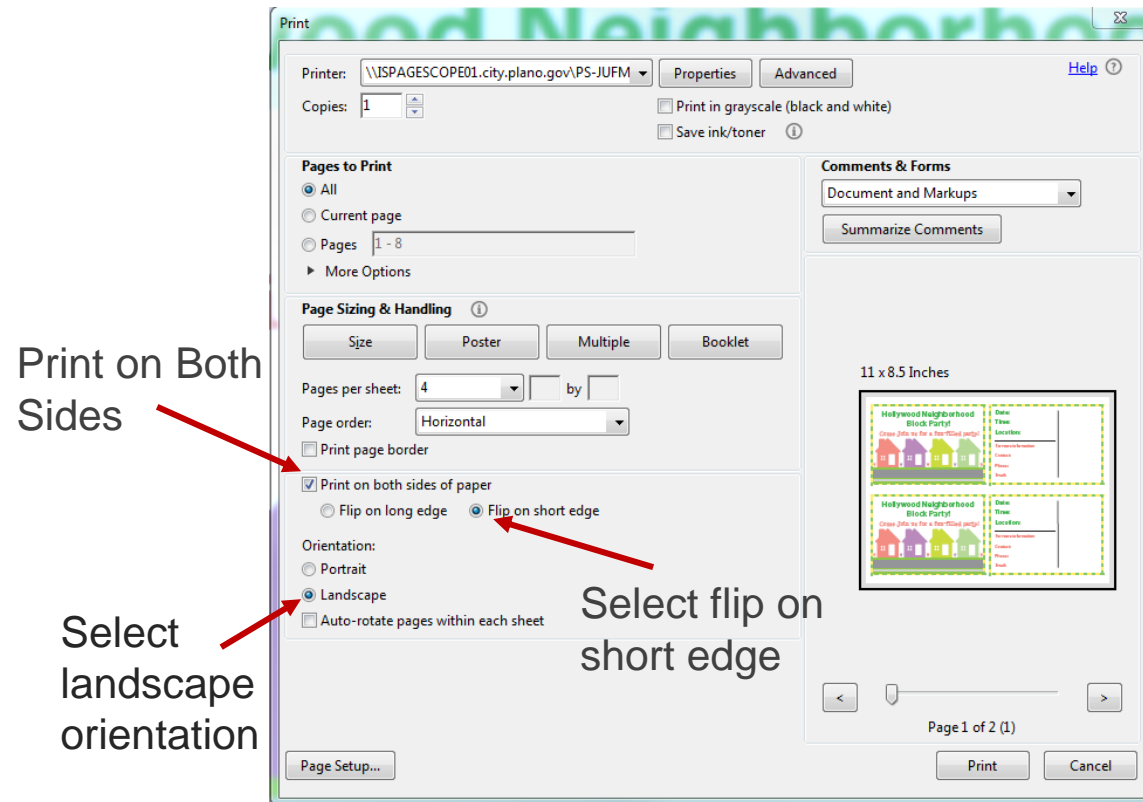
Printing Directions Continued

3). Under page sizing, select “print on both sides of paper” as well as “Flip on short edge.”

4). Select landscape orientation.

5). Document is ready to print.

It's recommended to print a test copy prior to printing multiple copies!



Questions or Concerns?

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