

Customisable Legacy Bookmark Guide

Creating a customised legacy bookmark or leaflet is a great way to create a resource that is personalised to your church and has a genuinely local feel.

Legacy materials can be left at the back of church, given out at events or with your parish newsletter, or even stocked in other local places, e.g. your local solicitors office. Wherever your church has a presence, talk about legacy giving.

Hints and Tips

- Use good quality images – photos of people communicate the outreach of your church immediately, but you may also want to include a beautiful photo of your church building as it is part of your local community's identity. Try to avoid sombre photos of graveyards.
- Make sure you have permission from everyone visible in a photo, especially the parents or guardians of any children.
- Be inspiring – try to focus on the impact that gifts in wills could make on your church's ministry and mission in the future. The aim is to help readers see what an amazing difference a gift in their Will could make to your church and everyone living in their community.
- Don't provide legal advice. You should always encourage people to consult a solicitor or specialist financial advisor for advice about their will or estate.

For more information about encouraging gifts in wills visit www.churchofengland.org/legacy-giving

To create your customised legacy bookmark:

1. Add desired number to basket.
Bookmarks can be bought in units of 10, and the price displayed is per pack.
2. Select 'Customise'.

The screenshot shows a product card for a bookmark. On the left, it lists 'Size: 176mm x 50mm' and 'Quantity: 1' with a text input field. On the right, it lists 'Price: £1.80 per Pack of 10'. Below the price is a blue circular button with a shopping basket icon and the text 'ADD TO BASKET'. Below that is a grey circular button with a pencil icon and the text 'CUSTOMISE'. A note at the bottom left of the card reads: 'You can customise this product once you have added it to your basket above.'

3. Sign In or create an account with Church Print Hub, if you don't have one already.
4. Give your bookmark a title and press 'Start'. *Any other customised materials in your account will appear on this page in blue, if you need to order more or edit a previous design.*

The screenshot shows the Church Print Hub website interface. At the top left is the 'CHURCH PRINT HUB' logo with the phone number '0203 0046631'. To its right are navigation links for '£1.80', 'My Account', and 'Contact us'. On the top right is the 'THE CHURCH OF ENGLAND' logo with the tagline 'A CHRISTIAN PRESENCE IN EVERY COMMUNITY'. Below the header is a navigation bar with buttons for 'CORONAVIRUS', 'WEDDINGS', 'CHRISTENINGS', 'FUNERALS', 'ALL LIFE EVENTS', 'OTHER INITIATIVES', and 'DIOCESAN'. The main content area shows a breadcrumb trail: 'Home / Your Basket / Customise Customisable Legacy'. There are two input sections: 'Name your customised creation:' with a text box containing 'St Mary's Legacy Bookmark 2021' and a 'Start' button; and 'I don't need to name it thanks' with a 'Start' button. Below these is a search section: 'Find my previous customised creation:' with a text box containing 'Search previous customisations' and a 'Find' button. A note at the bottom reads: 'If you have previously created some custom text, these are listed below to enable you to copy this text into your new customisation should you wish to do so. Alternatively, click Start to continue.'

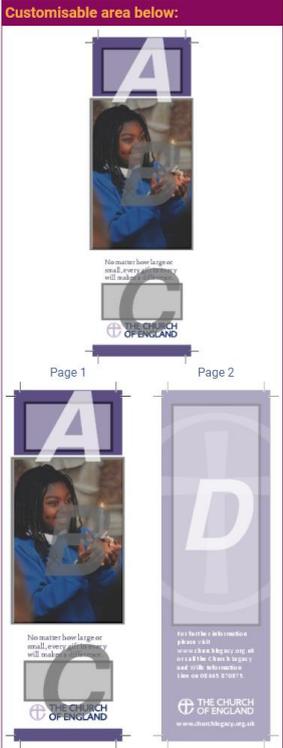
5. Begin customising from the customisation screen.

Home / Your Basket / Customise Customisable Legacy Bookmark

Follow the steps below to customise your product with your contact details:

STEP 1 Below is your product

Customisable area below:



Page 1 Page 2

STEP 2 Type your text in below

A - Page 1 B - Page 1 C - Page 1

D - Page 2

B I U X₂ X² A- Size

Your parish/church name here

STEP 3 Edit your text and then Preview your design

Font: Ashbury-Light

Align: [Left] [Center] [Right] [Justify]

Vertical: [Top] [Bottom]

Space after paragraph: 0 pt

PREVIEW

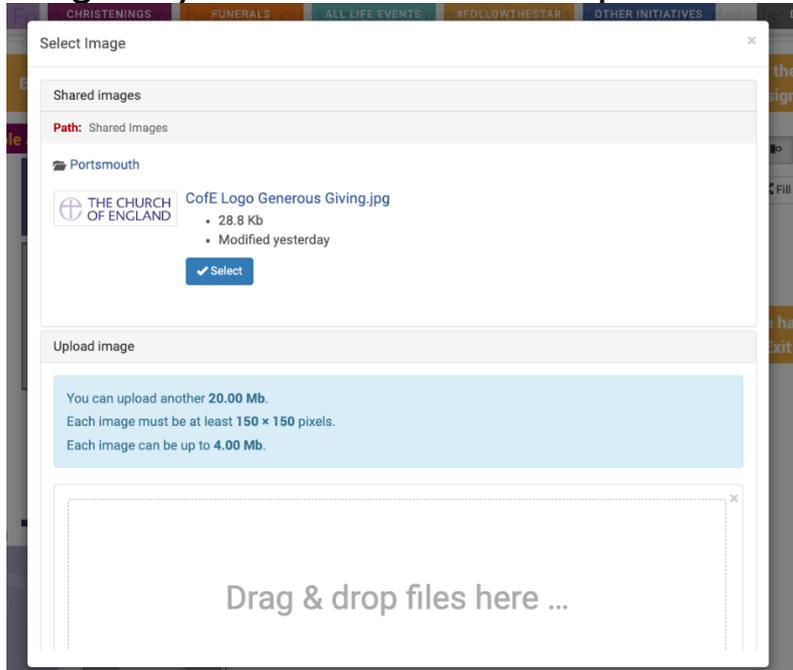
STEP 4 When you're happy, click Save & Exit below

SAVE & EXIT

In Step 2, you will need to provide the following by toggling between buttons A-D in the red box indicated in the picture above.

A	Your church or parish name here in full
B	Your image here – this should be an image of your church. If you don't include an image, the stock image of young girl with candle will be included. Your image should be no more than 4.0mb and must be at least 150x150 pixels wide.

C Include your church's logo here if you have one by selecting 'Select Image' and then uploading your file. If you don't have your own church logo, click 'select image', and select the C of E logo so you don't have a blank space.



D Include your church's contact information here and the names of anyone who is able to talk about legacy giving in your church.

STEP 2 Type your text in below

A - Page 1 B - Page 1 C - Page 1

D - Page 1 E - Page 2

B I U x_2 x^2 **A-** 12pt

For a confidential conversation about leaving a gift in your will, please contact the Churchwardens or Vicar

www.stmarysanytown.org.uk

0198177712345

6. When you have added everything, click 'Preview' to view a draft version of your bookmark. To preview each side of the bookmark, make sure you have clicked in to either A or E in 'Step 2' depending on whether you want to preview the front or back. If you have entered too much text in any of the boxes, or your image is too large, you will not be able to preview your bookmark. If this happens, return to each of the boxes A-E and reduce your text size.

STEP 3 Edit your text and then Preview your design

Font: Ashbury-Light

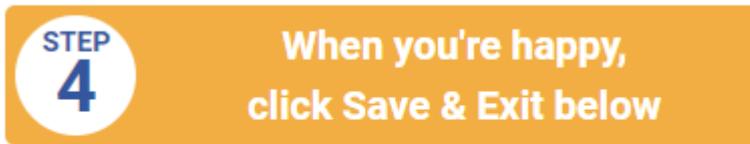
Align: [Left] [Center] [Right] [Justify]

Vertical: [Top] [Middle] [Bottom]

Space after paragraph: 0 pt

PREVIEW

7. Once you are happy with your final design, click 'Save and Exit'



8. You will now be taken back to your shopping basket where you can continue shopping or click checkout to proceed to sale. You can amend the quantity you wish to order at the checkout stage. Remember you can come back and edit and reorder your bookmark in the future if you need to make changes like updating contact details etc.

If you have any issues with the customisation process, please do contact giving@churchofengland.org or call Church Print Hub on 020 3 004 6631.