Setting up Affinity for bulletin editing

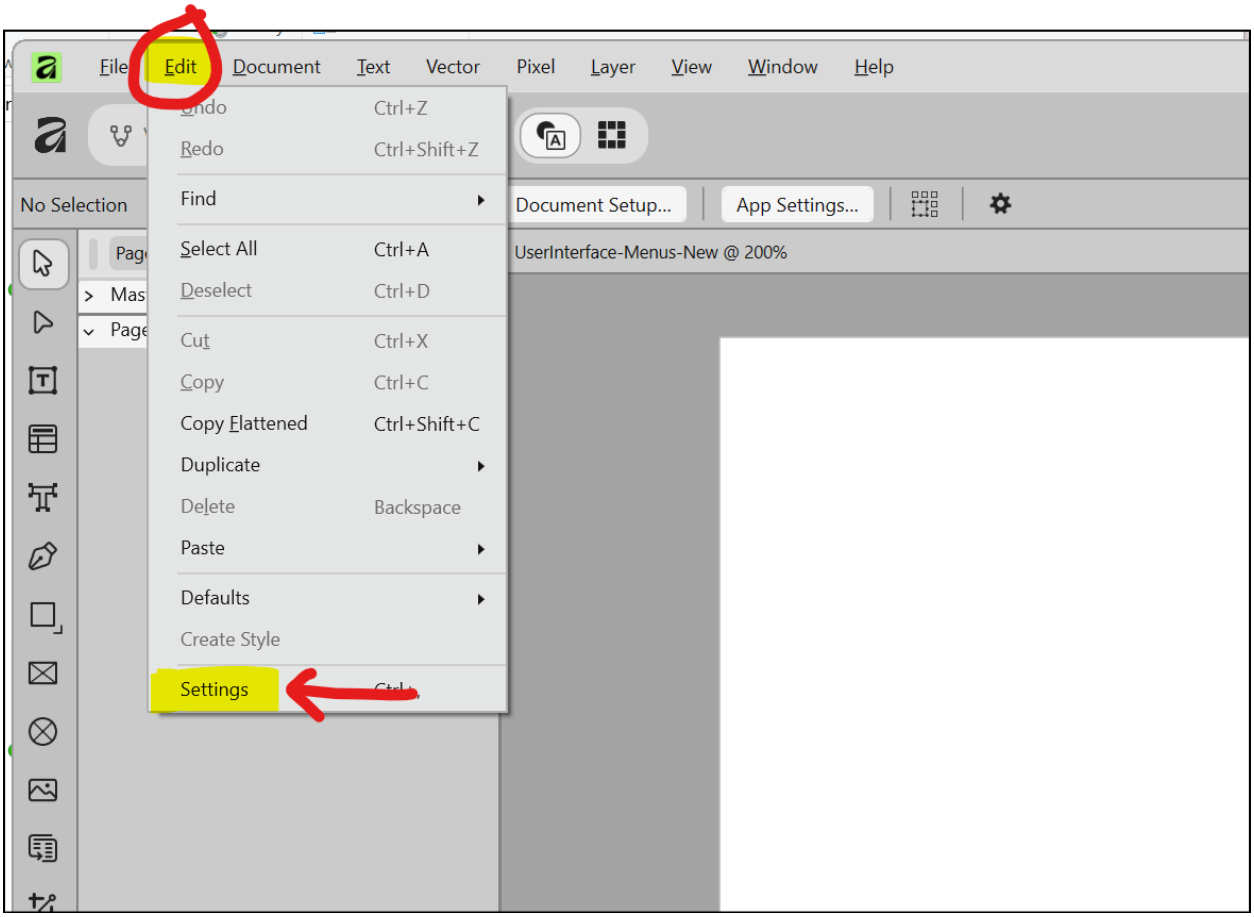
Introduction

These settings will help you prepare Affinity for creating and editing your bulletin. Some settings, such as a light or dark interface, are personal preferences. Others control your document layout and how PDFs are opened or exported.

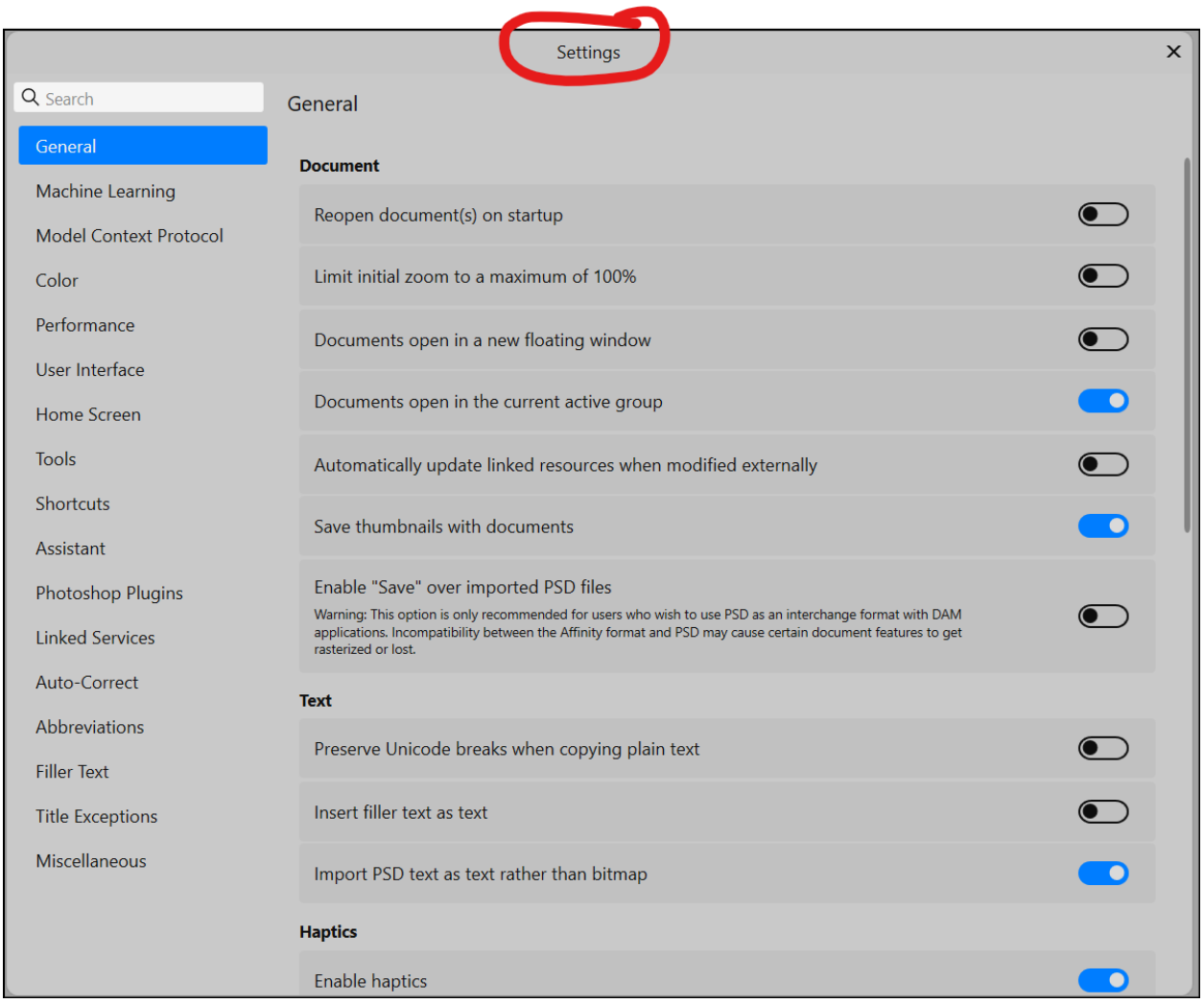
Start by opening Affinity on your computer. Work through the sections below, checking document and PDF options when you use them.

Part 1 Application settings

From the main menu, choose Edit > Settings.

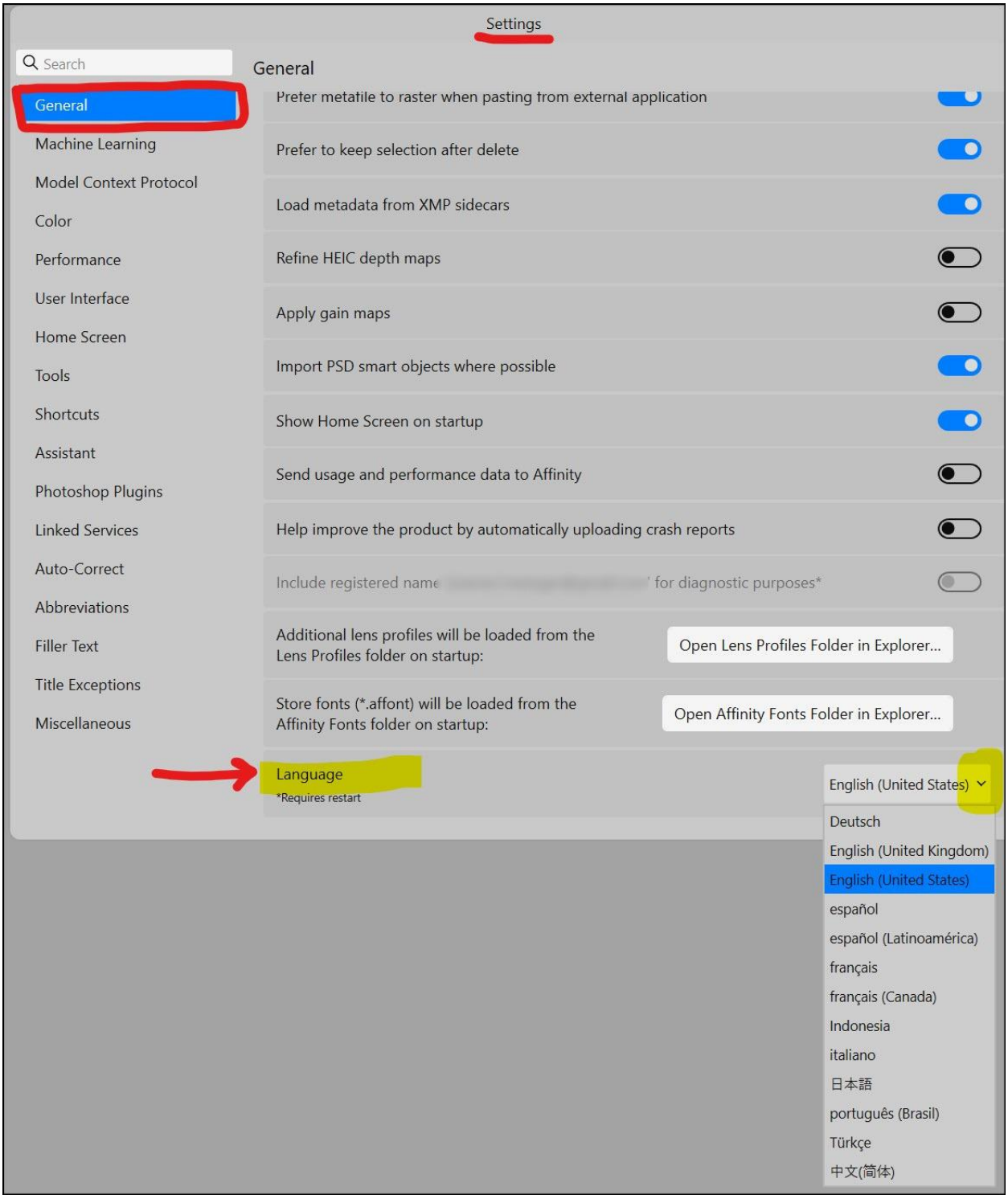


The Settings window opens.



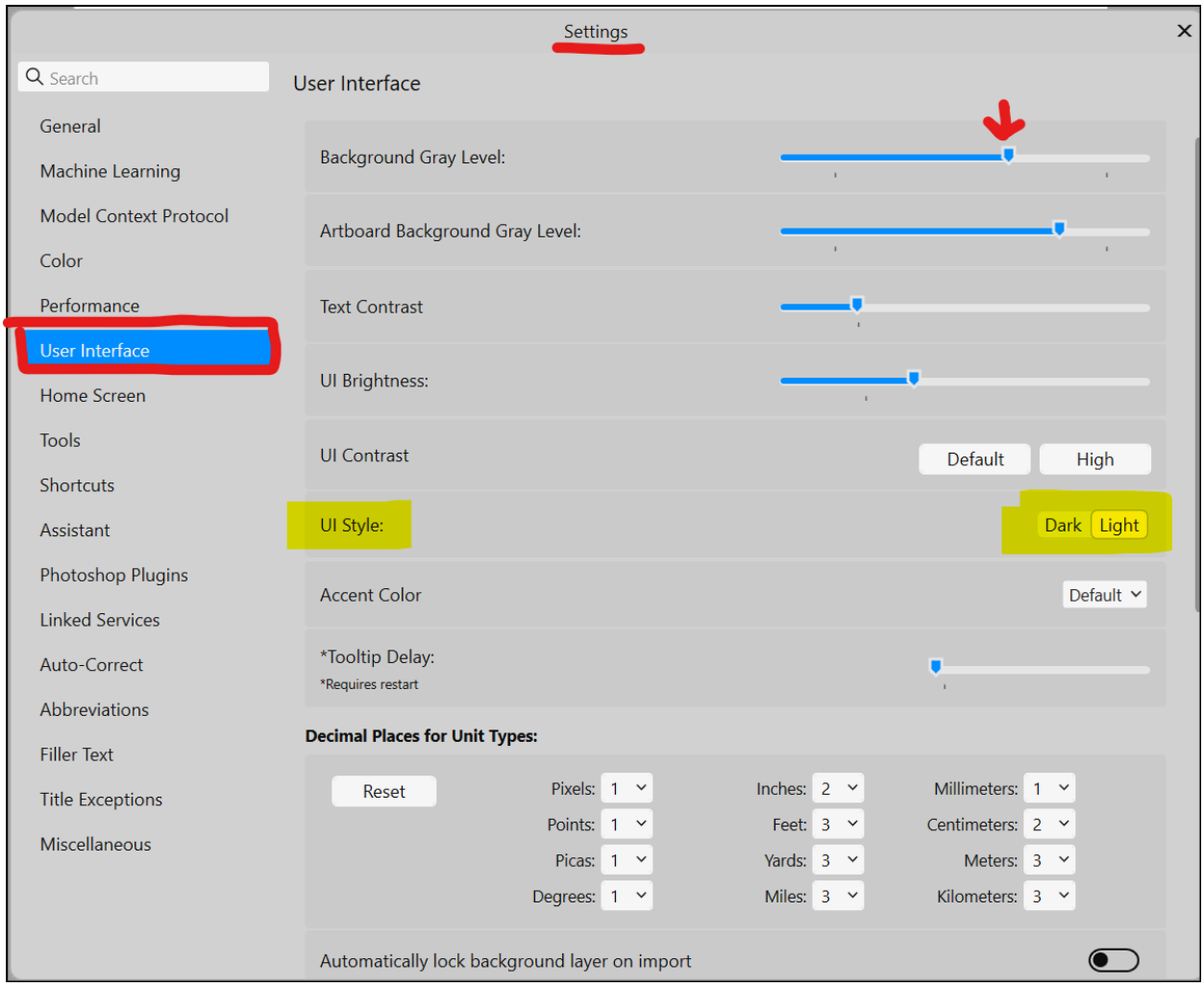
Language

To change the language, select General and scroll to the bottom of the settings. Choose a language from the Language drop-down menu, such as Spanish or Brazilian Portuguese.


Settings
Search
General
Machine Learning
Model Context Protocol
Color
Performance
User Interface
Home Screen
Tools
Shortcuts
Assistant
Photoshop Plugins
Linked Services
Auto-Correct
Abbreviations
Filler Text
Title Exceptions
Miscellaneous
General
Prefer metafile to raster when pasting from external application
Prefer to keep selection after delete
Load metadata from XMP sidecars
Refine HEIC depth maps
Apply gain maps
Import PSD smart objects where possible
Show Home Screen on startup
Send usage and performance data to Affinity
Help improve the product by automatically uploading crash reports
Include registered name for diagnostic purposes*
Additional lens profiles will be loaded from the Lens Profiles folder on startup:
Open Lens Profiles Folder in Explorer...
Store fonts (*.affont) will be loaded from the Affinity Fonts folder on startup:
Open Affinity Fonts Folder in Explorer...
Language
*Requires restart
English (United States)
Deutsch
English (United Kingdom)
English (United States)
español
español (Latinoamérica)
français
français (Canada)
Indonesia
italiano
日本語
português (Brasil)
Türkçe
中文(简体)

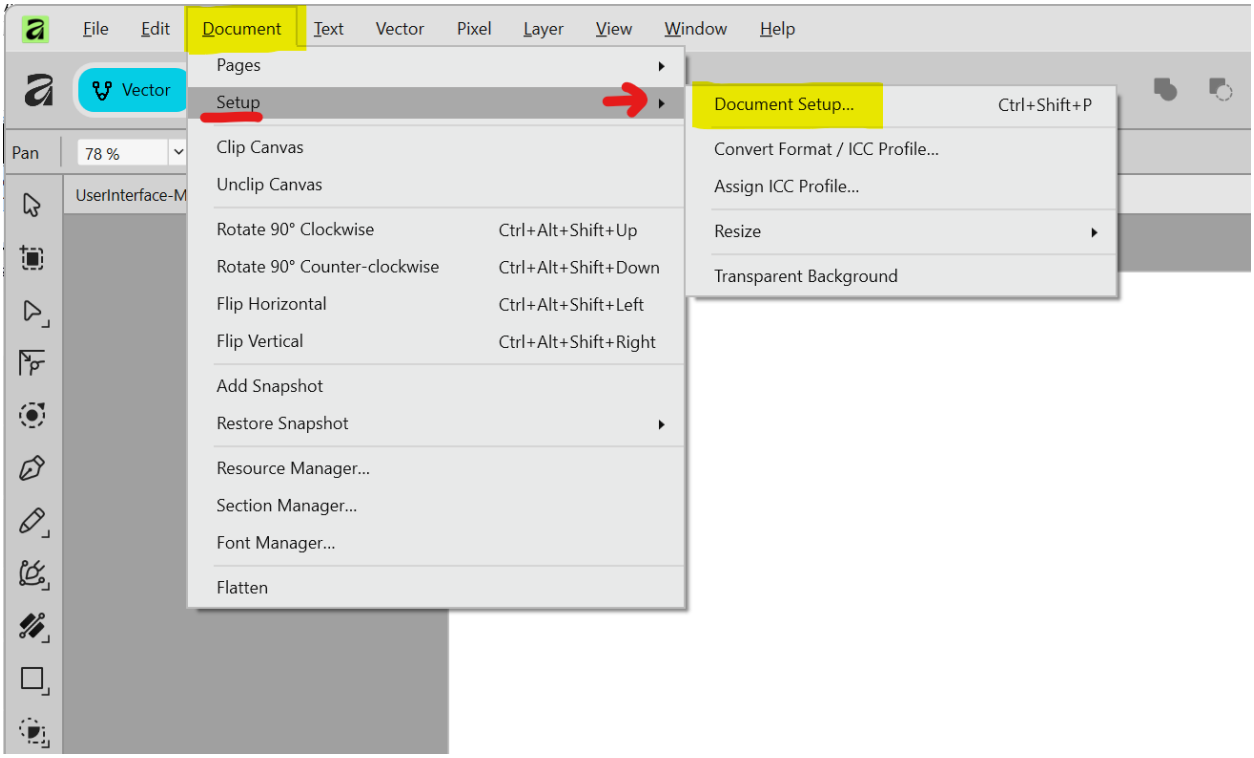
Light or dark interface

Select User Interface, then set UI Style to Light. To increase the contrast between the pasteboard and surrounding controls, move the Background Gray Level slider slightly to the left. Adjust Text Contrast and UI Brightness to suit your preference. You can ignore Artboard Background Gray Level for this bulletin setup.



Part 2 Document setup

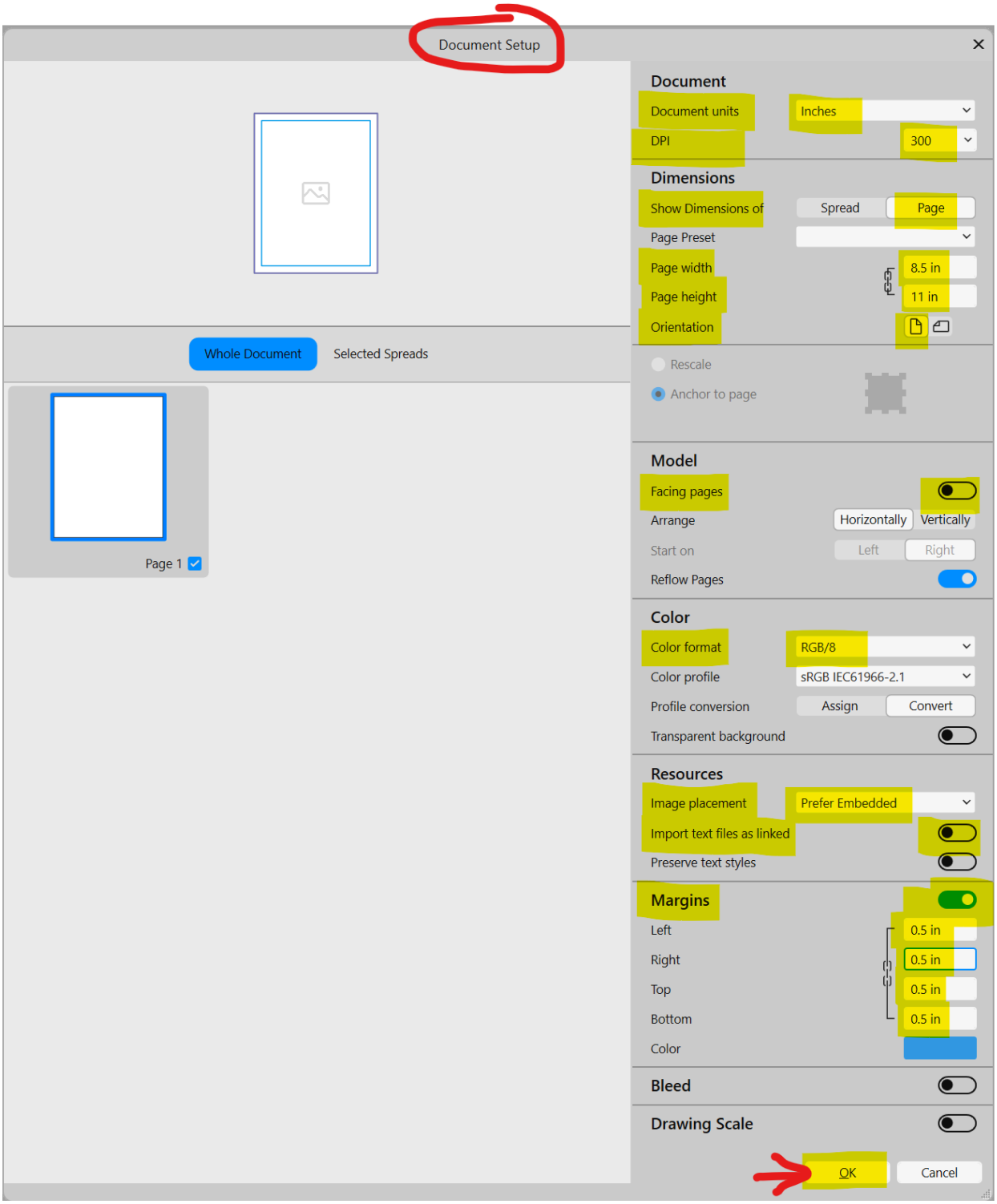
Choose Document > Setup > Document Setup.



For an 8½ × 11-inch portrait bulletin, use the following settings.

- **Document units**: Inches
- **DPI**: 300
- **Show Dimensions of**: Page
- **Page width**: 8.5 in
- **Page height**: 11 in
- **Orientation:** Portrait
- **Facing pages:** Off
- **Color format**: RGB/8
- **Image placement**: Prefer Embedded
- **Import text files as linked:** Off
- **Margins:** On
- Set the top, bottom, left, and right margins to 0.5 in or 0.375 in (⅜ inch). Keep all margins at least 0.25 in.

Click OK to save the document settings.

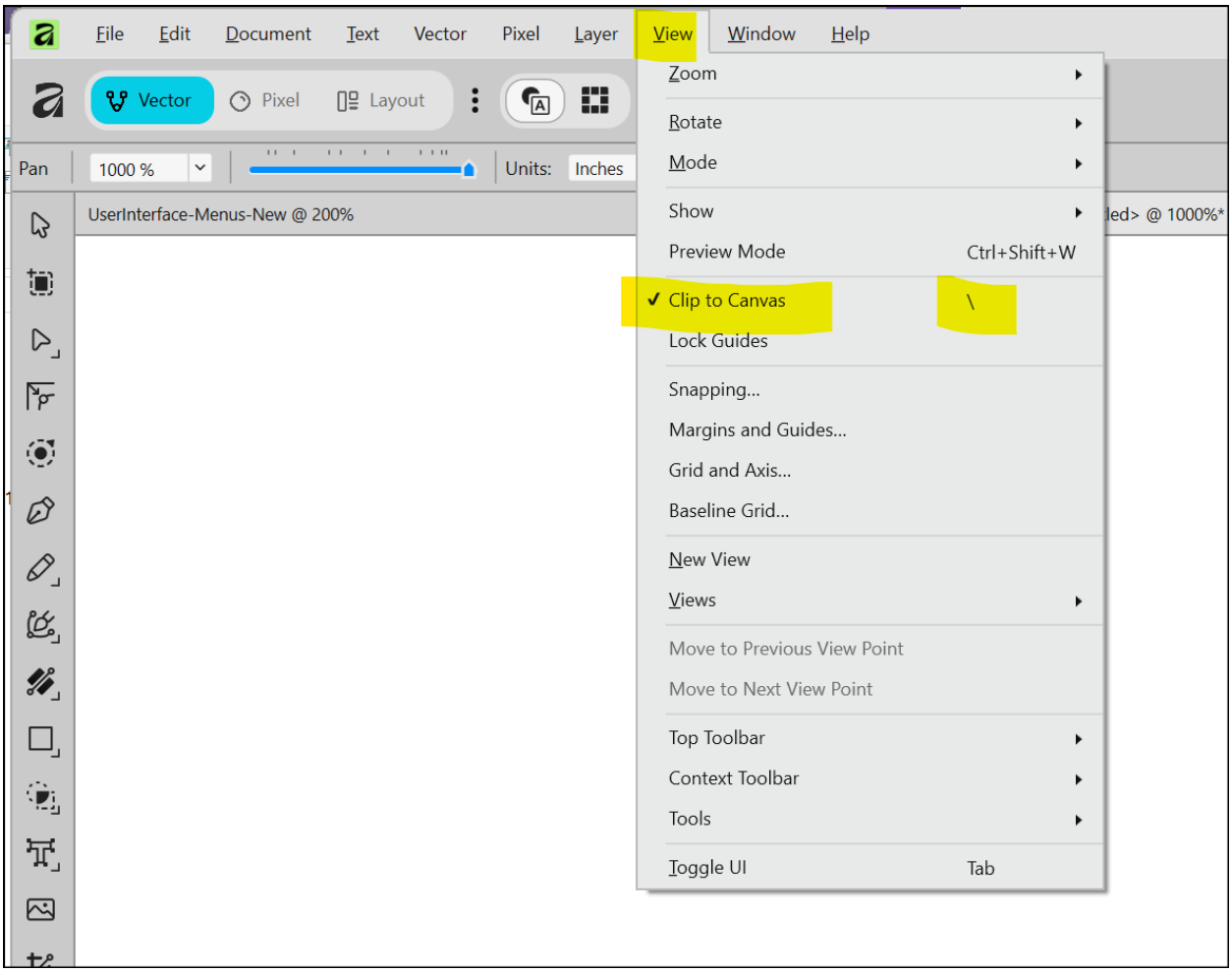


Part 3 View settings

Show items on the pasteboard

Choose View > Clip to Canvas. If the option is checked, click it to remove the checkmark and show items outside the page. This is similar to viewing the scratch area in Microsoft Publisher.

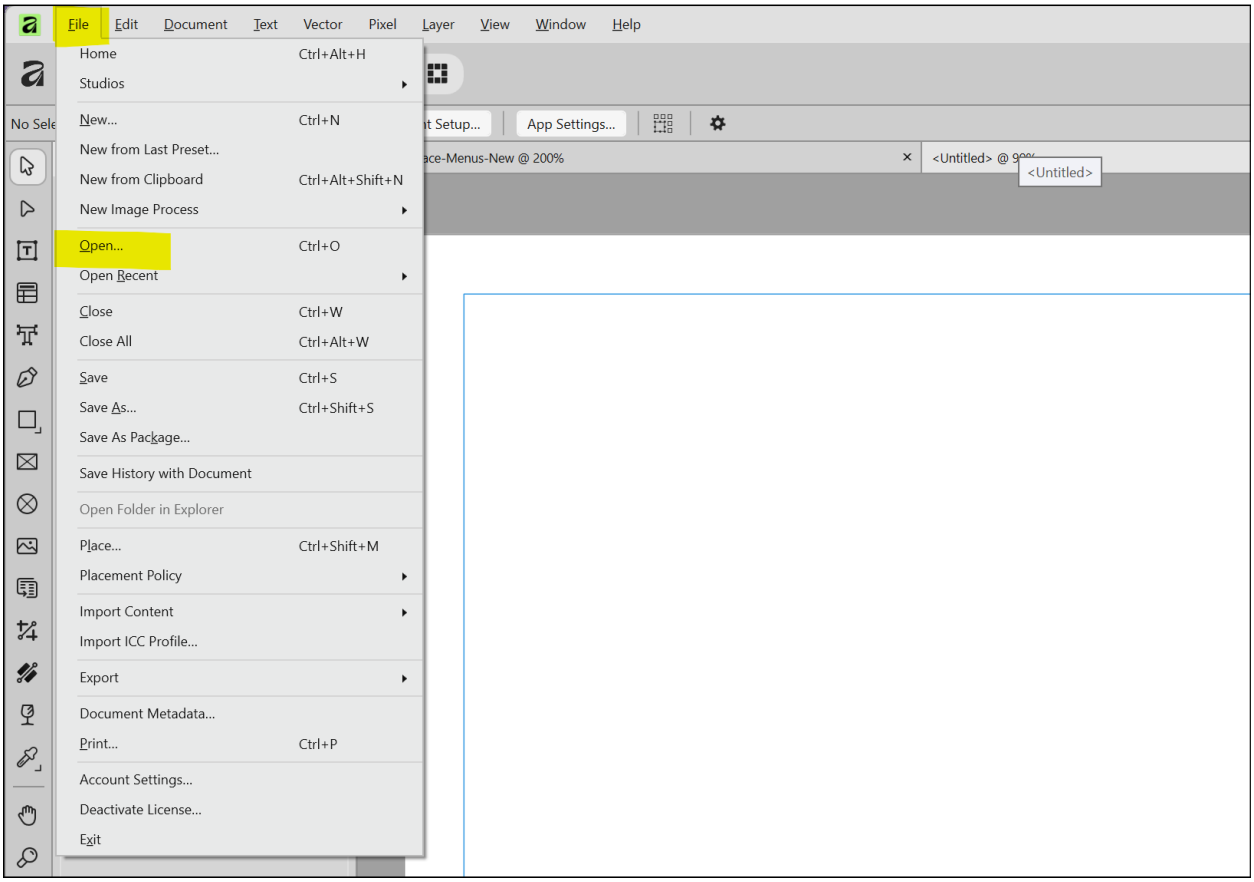
You can also press the backslash key (\) to switch this setting on or off.



Part 4 Opening a PDF

When opening a bulletin saved as a PDF from Microsoft Publisher, review the PDF import settings below.

Choose File > Open.



Select the PDF file you want to open, then click Open.

The PDF Options window opens.

Load all pages: On

Import as: Pages

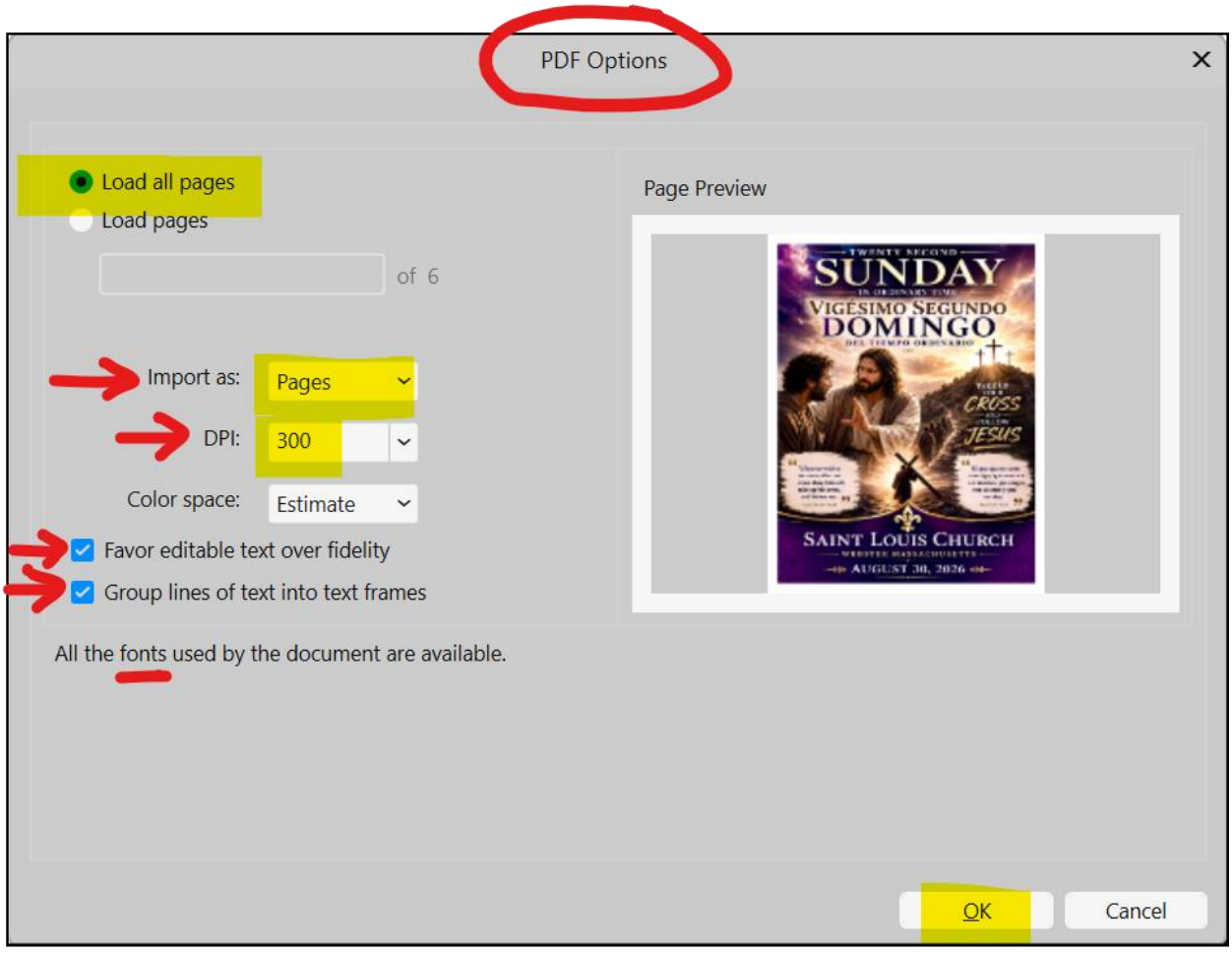
DPI: 300

Favor editable text over fidelity: Checked

Group lines of text into text frames: Checked

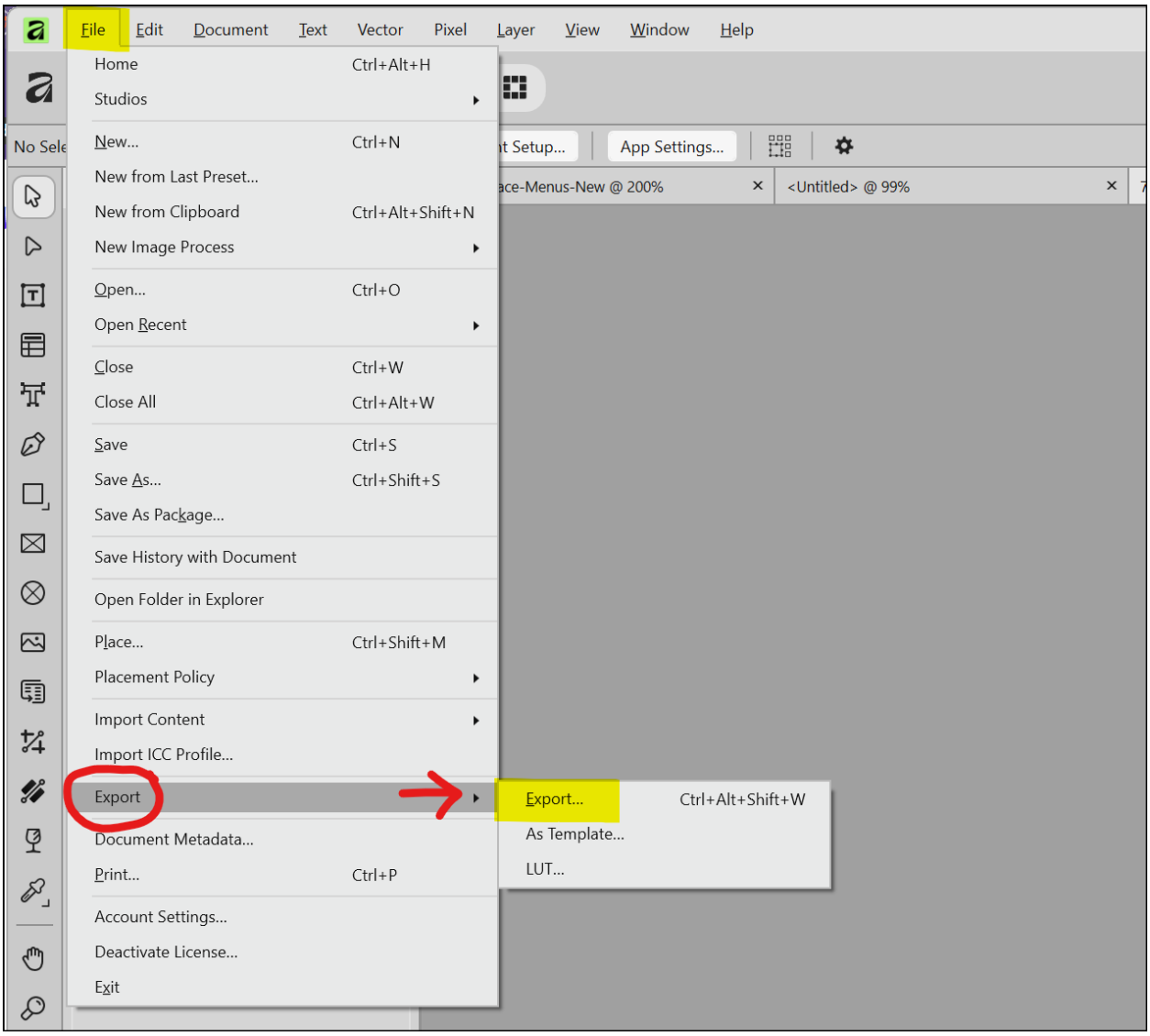
Substitute Fonts: If fonts used in the PDF are unavailable, they appear at the bottom of the PDF Options window. Review the proposed substitutions. After opening the PDF, check the affected text for changes in appearance or layout.

Click OK to open the PDF in Affinity. Review the imported pages, then save an editable Affinity copy.



Part 5 Exporting a PDF

When your bulletin is ready for review or printing, choose File > Export > Export. Use the PDF settings below.



The Export window opens.

On the left, choose the PDF export option.

Export file type: PDF (for print)

Review the settings on the right.

Area: All Pages

Preview export when complete: On

Raster DPI: 300

Downsample images: On

Above DPI: 400

Color space: RGB

Include hyperlinks: On

Include bookmarks: Off

Include layers: Off

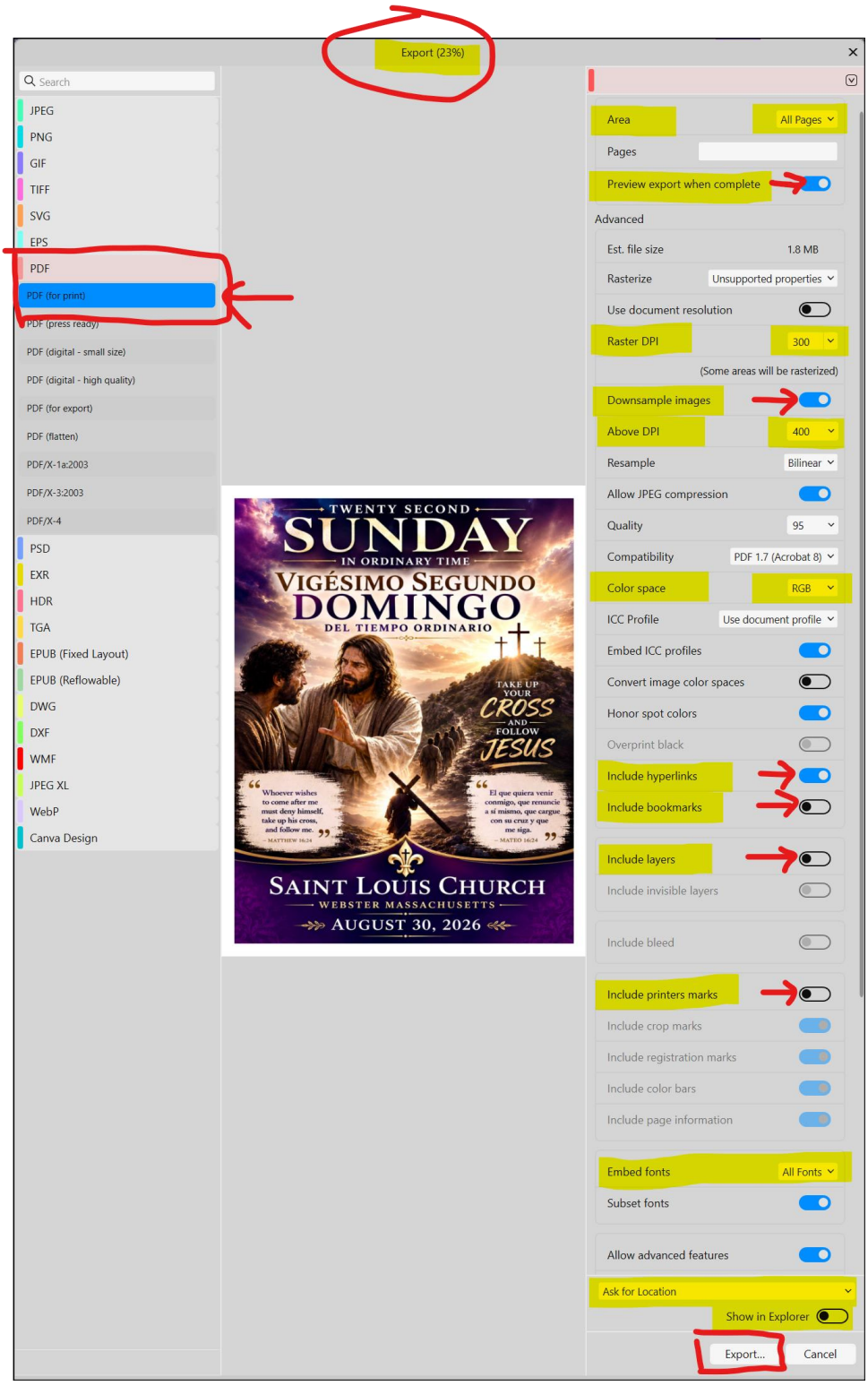
Include printers marks: Off

Embed fonts: All Fonts

Ask for Location: Turn this on to choose where to save the PDF, or save it in the same folder as your bulletin source file.

Show in Explorer: Turn this on if you want to see the exported PDF in its destination folder.

Click Export and choose a filename and location if prompted. Open the exported PDF and check every page before sending it for printing. Check the export options each time you export.


Export (23%)
Search
JPEG
PNG
GIF
TIFF
SVG
EPS
PDF
PDF (for print)
PDF (press ready)
PDF (digital - small size)
PDF (digital - high quality)
PDF (for export)
PDF (flatten)
PDF/X-1a:2003
PDF/X-3:2003
PDF/X-4
PSD
EXR
HDR
TGA
EPUB (Fixed Layout)
EPUB (Reflowable)
DWG
DXF
WMF
JPEG XL
WebP
Canva Design
TWENTY SECOND
SUNDAY
IN ORDINARY TIME
VIGÉSIMO SEGUNDO
DOMINGO
DEL TIEMPO ORDINARIO
TAKE UP YOUR CROSS AND FOLLOW JESUS
SAINT LOUIS CHURCH
WEBSTER MASSACHUSETTS
AUGUST 30, 2026
Area
All Pages
Pages
Preview export when complete
Advanced
Est. file size
1.8 MB
Rasterize
Unsupported properties
Use document resolution
Raster DPI
300
(Some areas will be rasterized)
Downsample images
Above DPI
400
Resample
Bilinear
Allow JPEG compression
Quality
95
Compatibility
PDF 1.7 (Acrobat 8)
Color space
RGB
ICC Profile
Use document profile
Embed ICC profiles
Convert image color spaces
Honor spot colors
Overprint black
Include hyperlinks
Include bookmarks
Include layers
Include invisible layers
Include bleed
Include printers marks
Include crop marks
Include registration marks
Include color bars
Include page information
Embed fonts
All Fonts
Subset fonts
Allow advanced features
Ask for Location
Show in Explorer
Export...
Cancel