

FREE FOLIOFORWARD STARTER

A calm first step beyond Publisher

A three-page transition starter for church staff and volunteers



12 checks · Word vs PowerPoint · first-work-session plan

Microsoft Publisher reaches end of life in October 2026. Microsoft advises converting Publisher files before October 1.

12 checks before you rebuild

Print this page or mark it inside your PDF app. Use a separate copy for each recurring bulletin, newsletter, flyer, or program.

01 · DISCOVER

- ☐ Name the current owner and audience
- ☐ Record size, fold, frequency, and deadline
- ☐ Decide: rebuild, archive, or retire

02 · PRESERVE

- ☐ Keep a read-only copy of the PUB file
- ☐ Export an approved reference PDF
- ☐ Gather original images, text, and brand colors

03 · REBUILD

- ☐ Choose Word or PowerPoint intentionally
- ☐ Replace unsupported or unlicensed fonts
- ☐ Recreate live text, headings, tables, and links

04 · VERIFY

- ☐ Proof dates, names, contacts, and QR links
- ☐ Check contrast, alt text, and reading order
- ☐ Export a PDF and review one physical proof

KEEP THE ARCHIVE TOGETHER

Source PUB · reference PDF · original assets · editable replacement · approved final PDF

CHOOSE THE WORKFLOW, NOT JUST THE APP

Word, PowerPoint, or PDF?

WORD

Best starting point for

newsletters · programs · forms · folded projects · text-heavy recurring pieces

POWERPOINT

Best starting point for

flyers · posters · signs · event graphics · screen announcements · visual reports

PDF

Best used to

preserve approved history · share fixed output · send a reviewed production file

A suggested first work session

15 MIN

Inventory

20 MIN

Preserve

15 MIN

Prioritize

40 MIN

Rebuild one

Ready for the actual layouts?

FolioForward Church Communications Pack · \$39 single-site

folioforward.pages.dev