The Primary Objective is to make the text easy to read so the bishop can preside confidently and smoothly. Only one copy is printed for the bishop.

- Print on 8.5 X 11 paper, double-sided, and 3-hole punch on the left for the 3-ring binder the bishop will bring with her. *(It is not enough to enlarge a congregational full-service bulletin and highlight the bishop’s texts.)*
- Use regular paper, without plastic covering (lights reflect off the plastic covering).
- Include all the music – hymns, congregational responses. No hymnal should be necessary. The bishop does not plan to chant.
- Identify the bishop’s parts clearly – preferred is the word “Bishop” in red font at the beginning of the text. Another option is to use a bright red or pink highlighter and mark in the left margin the bishop’s texts. DO NOT highlight the texts.
- Identify the rubrics for the bishop clearly – suggest 12 point red bold italicized
- Use a minimum font size of 14 with line spacing generally no less than a multiple of 1.25 for the bishop’s texts; people’s texts can be smaller. “Bookman Old Style” is a good font to use.
- Format the text – especially long paragraphs (collects, blessings, the Eucharistic Prayer) in “sense lines”.
- Avoid awkward page turns.

**Not:**
- In the middle of a collect or prayer, or paragraph in any liturgical text
- In the middle of a paragraph in the Eucharistic Prayer
- In a hymn. If the hymn requires more than one page to print, make sure the two pages are facing.
  
  **Exception:** Long chants (Gloria, for example) with one stanza only can be laid out with a page turn.
  
  PDF’s of hymns can be cropped (Format:Picture) to include only the treble clef.

- Ideal facing pages:
  - The Gradual (Sequence) Hymn and the Gospel – especially if the hymn is used as a “Gospel Sandwich”
  - In Confirmation/Reception:
    - The Presentation through the Renewal of Baptismal Vows
    - The Prayers for the Candidates through the bishop’s prayer after the Laying on of Hands.
  - In the Eucharistic Prayer:
    - The Pro-Anaphora (Sursum Corda and Preface) through the Sanctus
    - All the Post-Sanctus text; if a page turn is necessary, just before or after the Eucharistic Acclamation.