From the Correspondence Committee
For the preparation of Synod 2025

<u>Pointers for Formatting of Documents to be sent to GS2025:</u>

Regarding Line Numbering:
If using the '<u>Word</u>' application: go to Layout, in the box Page Setup: Line Numbers is
likely sitting at 'None', please set to 'Continuous'.
If using the '<u>Open Office Writer</u>' application: Tools; Line Numbering; set to: V for show
numbering, please set interval to 1 (default is sitting at 5)
If using '<u>Google Docs</u>': Tools, Line Numbers, V for 'show line numbers' (verify that the
default is still: 'continuous' and for 'the entire document'

Regarding Searchable Document:
In general, when preparing to make a PDF to be sent to us: choose (usually also available in
the 'Print' option) Save as PDF, that will enable the PDF to be searchable.

General:
One topic per letter (or attached separate appendices) helps us with the indexing of the
agenda. Please follow the various sub-items from the sections in the SCBP or CER reports
and perhaps other sizable reports with multiple aspects.
It is the easiest way for the committee(s) at GS to deal with them and helps to verify that no
submissions are overlooked.

Thank you kindly,
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