



# 2024 Graduation Announcement Instructions for Use

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***Congratulations on your graduation from  
Montgomery County Community College!***



Graduation announcements can be used to share the exciting news about your graduation with your family and friends. You can even write a personal note on each one. These announcements should not serve as an invitation to the ceremony, as seating is limited.

This graduation announcement can be shared digitally via email or printed & mailed to your friends and family. Instructions for either use are below.

***Instructions for digital use (send via email):***

- Download PDF file
- Open in Adobe Acrobat Reader
- Go to the Tools menu and select the Edit PDF tab
- Type in Name & Degree in the appropriate fields
- Save changes
- Attach to email and send to family & friends

***Instructions for printed use (send via post office):***

- Download PDF file
- Open in Adobe Acrobat Reader
- Type in Name & Degree in the appropriate fields
- Save changes
- Print (the best print quality will be on a thicker paper or card stock)
- Trim announcement to 7x5 inch size (following edges of color)
- The best fitting envelope will be sized at 7.25x5.25 inches (also called an A7 envelope)
- Remember to address & seal the envelope and add a postage stamp!

