

## **IMPORTANT**

- \* This template is only compatible with Microsoft Word 2010 version or above. Once on your computer, you'll be able to open, edit and print them.
- \* To view the template correctly, fonts should be installed before opening the template.
- \* Anything printed is subject to many variables such as color due to different monitor settings.
- \* Font, text positioning, color and size can be edited except the images/design.

## **HOW TO EDIT**

To customize this template you **MUST** have the Microsoft Word 2010 version or above.

1. Extract the ZIP file to your desired location.
2. Open your template in MS Word or double click the template.
3. To edit/personalize the template, simply type over any sample text in the highlighted fields. Adjust the text boxes, font, size or change the color of your text.
4. Save your changes to the file; this allows you to come back to your file and continue editing at any time. (Save to your desktop as a different name).
5. Once you're finished customizing the text, simply save and print the file on your color printer.

Note: If the fonts did not display correctly, copy the fonts from the FONTS folder.

for MAC: go to System > Library > Fonts

for Windows: My Computer > Control Panel > Fonts

