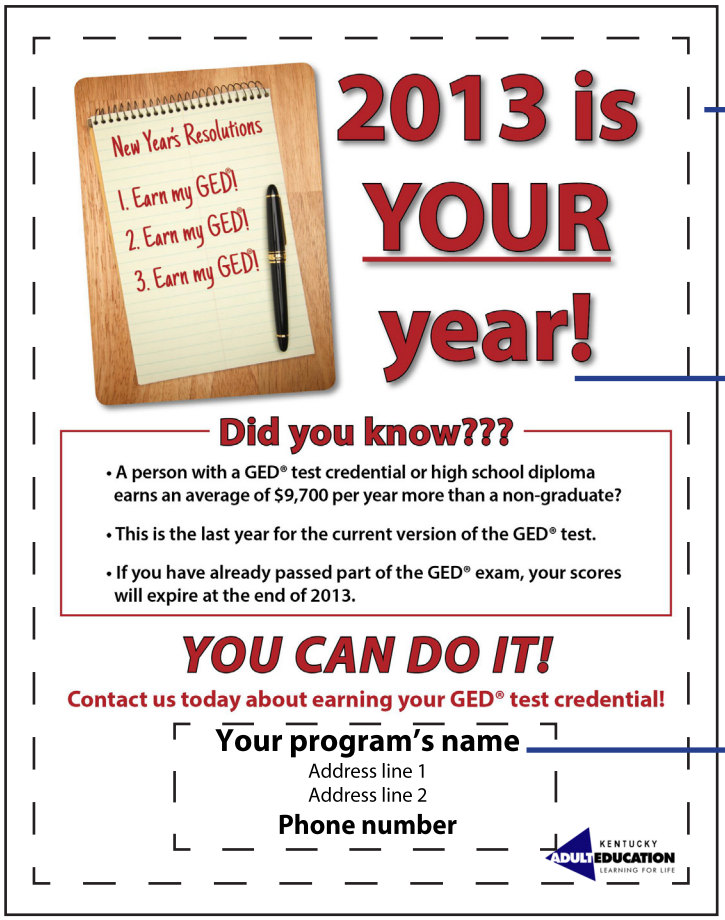
Materials Customization Instructions • GED Close-Out Campaign

The postcards, 8.5 x 11 poster, and half-page fliers are designed so that each program may customize them with its own contact information.

The Word document has three parts: the document itself, the graphic, and the customizable text box. **The only piece that you need to click on and customize is the text box.**



Word document

Graphic

Text box

To customize the text box(es) on each piece:

- Move your mouse over the text box until the arrow turns into a text cursor, which looks like this: I
- To keep the formatting of the text (same font size, etc.) as you see in the text box, you'll need to select each line of text individually. You can do this by left-clicking your mouse before the first letter in each line. Keeping your mouse clicked, drag the mouse over the line of text and release once you get to the end of the line.
- Type in your information for each line. Save each document to your computer as you finish.
- On the postcard template, you will have to customize your program info in four places. You may accomplish this by selecting the text in first box you complete (click in box and type Ctrl+A on the keyboard) and copying it (now type Ctrl+C) then selecting in other boxes (type Ctrl+A then Ctrl+V in other three text boxes).

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