**AJCC FLYER TEMPLATE TIPS**

Before sharing, always save the document as a PDF. This locks in the formatting when sending from computer to computer.

To edit logos:

- Flyer D and E offer the ability to add a company logo
- Delete the upper left photo in Flyer D or any photo in Flyer E to make room
- Drag the logo image file into the open space of the Word document
- Right click → wrap text → behind text
- Move and resize as necessary

How to save as a PDF with bleeds:
*This makes sure the images reach edge to edge, making for a better-looking flyer when shared online.*

1. Select File > Page Setup
2. In the Paper Size dropdown menu, chose Manage Custom Sizes
3. Click on the "+" sign and type "with bleeds"
4. Under Non-Printable Area, choose User Defined
5. Enter zero for all margin values, click OK
6. Select Format for: Any Printer and Paper size: with bleeds in Page Setup menu
7. Save as a PDF

NOTE: **Steps 2-5 only need to be done once**. After the custom size has been added on your computer, use step 1 and 6-7 to save with bleeds moving forward.

Tips:

- Shit+enter creates one line break
- Font: News Gothic MT
- Font color: black
- Websites do not need https:// or www. in front of them. Please use workforce.org instead of https://www.workforce.org.

If you run into issues or have any questions, please contact Desiree Roughton at Desiree@workforce.org or 619-228-2959.