

## GOOD NEWS! THIS ITEM IS EDITABLE!

**ALL EDITABLE ITEMS CAN BE CUSTOMIZED WITH YOUR OWN WORDING, FONTS & COLOURS!  
BLANK FILES ARE ALSO INCLUDED IF YOU CHOOSE TO USE YOUR OWN DESIGN SOFTWARE.**

**Software Needed:** Microsoft Word 2007 or higher (must support .docx files)

**Fonts:** Suggested font(s) are indicated on the top right hand corner of the file.

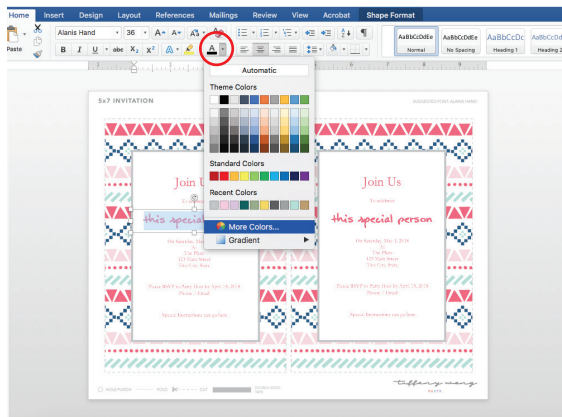
All fonts are free for download and personal use if you choose to download and use.

**Please Note: All wording, fonts and placement of text is suggested and can be edited to your liking.**

- 1) Open Word Document
- 2) Start with 1 section first. Double click section of text to edit and replace with your own wording/information
- 3) Double click to change font style or size
- 4) You can also change the colour of the fonts to your own colour choice.

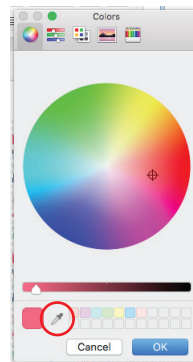
### To use a colour from the design, follow these steps:

- 1) Double-click to edit the text you want to change
- 2) Click on the down-pointing arrow next to the **Font Color** button



- 3) Select **More Colors**

- 4) Click on the Eyedropper tool



- 5) Using the magnifying tool, select a colour on the page that you want to use.
- 6) Click OK.
- 7) If you go back to your **Font Color** section, your custom colour should be added to your Recent Colors palette.

- 5) Once desired font, colour and wording is complete, **COPY & PASTE** to the rest of the items
- 6) **SAVE** file.
- 7) Print as many as you may need.
- 2) Cut out shape following dotted lines and use.

**Suggested Paper Stock:** Heavy-weight card stock. Glossy stock typically gives the best print outcome.

**Supplies Needed:** scissors or knife and ruler

