

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.

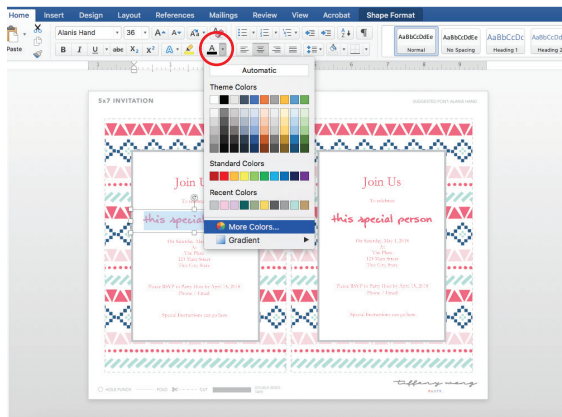
All fonts are free for download and personal use if you choose to download and use.

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

