



Indiana Volunteer Workforce Solutions Instructions for Customizing Marketing Materials

1. Open the desired document in Word
2. Click Enable Editing
3. Place cursor at the end of Fillable area
4. Use backspace* to remove the current text
5. Type new text
6. Select File
7. Select Save As
8. Save document**
9. Print or Send to printer***

If you encounter any problems or require assistance, please contact us at vws@iafc.org.

*Note: Do not highlight and type or use the delete button. This can cause words to format the new text incorrectly.

**If you are using a printing company, they will most likely want it saved in a PDF format. To save in PDF format, in the Save as a Dialogue box, click where it says Word Document and select PDF from the drop-down menu.

***For the website and social media banners, you will need to save them as a .jpeg, .png, or .gif. There are many ways to do this. Below we have 2 methods.

Method 1

1. After saving your document. Go back to file.
2. Select Print
3. Set your printer to send to One Note
 - This will open One Note, and your item will be an image
4. Right-click on the image
5. Select Save As
6. Set your file type to PNG
7. To crop the image (Remove the white space around it), after saving it, open it in paint or another photo editor
8. Crop accordingly and save

Method 2

1. Save your document as a PDF**
2. Open the PDF
3. Go to edit
4. Select Snapshot
5. Click and drag over the item
6. Open a blank word document
7. Paste the snapshot
8. Right-click on the image
9. Select save as
10. Set the File type to .jpeg, .gif or .png