

General instructions to customize the I-Refi Marketing Flyers

To personalize your flyer:

- Open the I-Refi editable flyer file. The customizable portions are at the bottom of the flyer denoted by the “PHOTO”, “LOGO”, and “ENTER CONTACT INFO” boxes.
- Text can be typed in directly into the “ENTER CONTACT INFO” box.
- Images can be cut and pasted in to the “PHOTO” and “LOGO” boxes.
 - If you have problems cutting and pasting images, follow these steps:
 1. Select the box to wish start with by clicking on it with your mouse.
 2. Then choose “INSERT” (located at the top menu-at the top of Microsoft Word)
 3. Then select “PICTURES”.
 4. Select the photo or logo you wish to use and the photo will be inserted in the space provided.

To print your flyer:

- Save as the file as word document or as a PDF and then select print.