

## POST RACK CARD HOW-TO

Change information in left most column to suit your needs. Information in middle and right columns will automatically update.

Once complete, click File>Save As> and name document.

To print:

Page Sizing and Handling- Select Actual Size

Select Print on both sides of paper Select Flip on short edge

Select Landscape Orientation

## EVENT FLYER/ BLOOD DRIVE/ MEMORIAL DAY HOW-TO

Change information to suit your needs/event.

Once complete, click File>Save As> and name document.

To print:

Page Sizing and Handling- Select Fit

Select Portrait Orientation