

Instructions for customizing an MSWord doc

Minnesota Safe Routes to School

Most MSWord docs in the MnSRTS Tool Kit allow you to customize the text specifically for your school event and to even add your school logo within Microsoft® Word.

Step 1: Open file

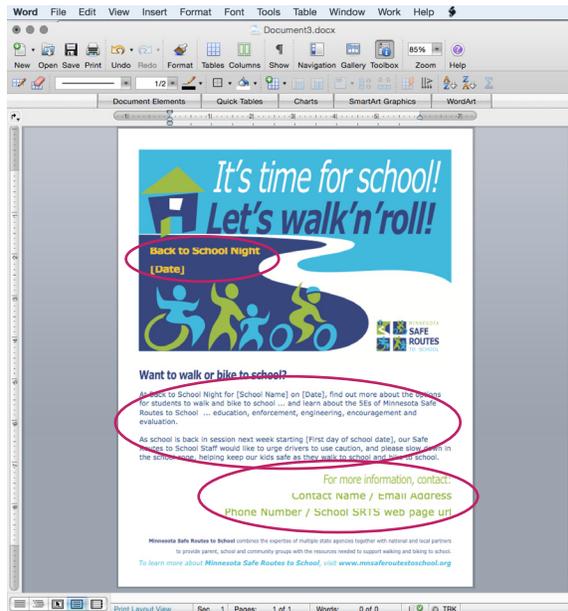
Open the desired Tool Kit doc file in Word.

Step 2: Edit Text

Customize Event/Date
Text Box Content >

Customize Message Text
Box Content >

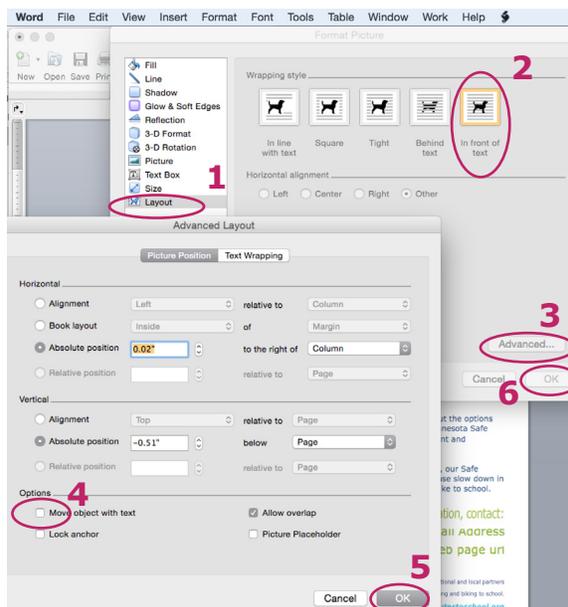
Customize Contact Text
Box Content >



Click on the main message text box and change the text as needed (adding your school name, event dates, etc. ... even change the default message if you wish). Click on Contact text box and enter all information for your SRTS contact person. Click on any other available text box (i.e. Event/date field) and enter more information.

Step 2: Add logo file

Format and position the
downloaded image >



Add your logo image to the doc flyer by going to Insert > Picture > Find File and browse for your logo as a jpeg, pdf, or png file format. Insert it, and the frame of your logo will show at the top of your doc. Double click image frame to open "Format Picture" window. Go to 1) "Layout" and select 2) "In front of text" and click 3) "Advance..." and uncheck 4) "Move image with text" and click 5) OK on this window and 6) the next. Position the logo just above the MnSRTS logo and resize your logo to the same width as the MnSRTS logo by selecting a corner and pulling in or out.

Step 5: Save File

Save your file and you are done!

