



Instructions – Customizing Fire Commission Fire Department Recruiting Flyer

The Fire Commission has created several recruitment flyers that fire departments can customize with their contact information and logo and use for recruiting efforts.

The user will need Microsoft Word and a digital copy of their logo in a photo format (preferably with a transparent background).

We hope that you find these flyers useful and helpful as you work toward acquiring interest in new members for your department.

Step	Action
1.	<ul style="list-style-type: none"> • Open the Word document with the flyer you wish to customize

Step	Action
2.	<ul style="list-style-type: none"> • Hover your mouse over the text box containing contact information and left click once. This will activate the text box and you will see a dotted outline.

Step	Action
3.	<ul style="list-style-type: none"> • Fill in contact information

Step	Action
4.	<ul style="list-style-type: none"> • Hover your mouse over the Maltese cross and right click once to activate the photo. A solid outline will appear,

Step	Action
5.	<ul style="list-style-type: none">• Scroll up to Change Picture and select This Device

Step	Action
6.	<ul style="list-style-type: none">• Select the logo photo from its Windows Explorer folder and click Insert

Step	Action
7.	<ul style="list-style-type: none">• Drag the outline of the photo to adjust the size of the logo as necessary

Step	Action
8.	<ul style="list-style-type: none">• Click anywhere on the flyer outside of the logo box or text box to set the logo

Step	Action
9.	<ul style="list-style-type: none">• Save and print as needed