Instructions to customize event flier

1. Click “Download full-size fillable PDF” underneath the flier you choose.
2. Right click on flier. Click “Save As” to save on your computer.
3. Open file from where you saved it.
4. Scroll down to the “Event name” field.
5. Click your mouse to the left of the word “Event.”
6. Once the cursor appears, hit the delete button to remove the words “Event name.”
7. Type your event name.
8. Click your mouse below the event name in the blank space.
9. Type your event description.
10. Repeat steps two through seven for the “Where,” “When” and “For more info” fields.
11. Save your changes.
12. To print yourself
   a. Right click on flier
   b. Click Print
   c. Indicate correct printer and number of copies desired.
      *It is recommended you use at least a 32 lb. paper weight for best results.
13. For professional printing
   a. Save file
   b. Find copy center (FedEx office, Staples, UPS store)
   c. Sign into website
   d. Follow website directions

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