

General Instructions – All Templates (MS Word)

Customise the template in three simple steps!

1. REPLACE THE LOGO

- Double click over the logo on the top right hand side of page
- Click on the logo and delete
- On the top bar of word, click on the insert tab
- Click “picture” and add your own logo from your files
- Resize as necessary
- Either close the header & footer from the top bar or double click on the main body of the page

2. PERSONALISE THE TEXT TO SUIT YOUR BUSINESS

- All words/phrases to be customised to your business, are in [pink]
- [yourcompanyname]: Highlight the pink text, including the brackets
- On the top bar of the page, click replace
- In the pop up box, paste the text you have copied into the “find what” box
- In the “replace with” box, add your Company Name
- Click “replace all”
- Repeat for all customised text in brackets, or simply delete one at a time and replace with your Company Name

3. REMOVE PINK FONT

- Either click Select, select all, on the top bar or highlight the whole document with your mouse
- From the top bar, keeping all text selected, change the colour of the text to black (or your chosen font colour)