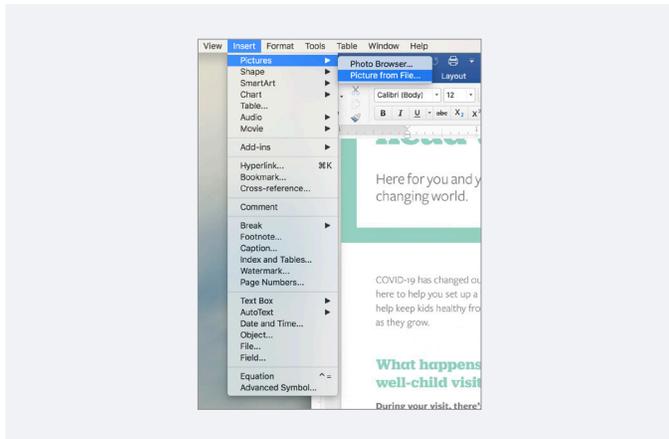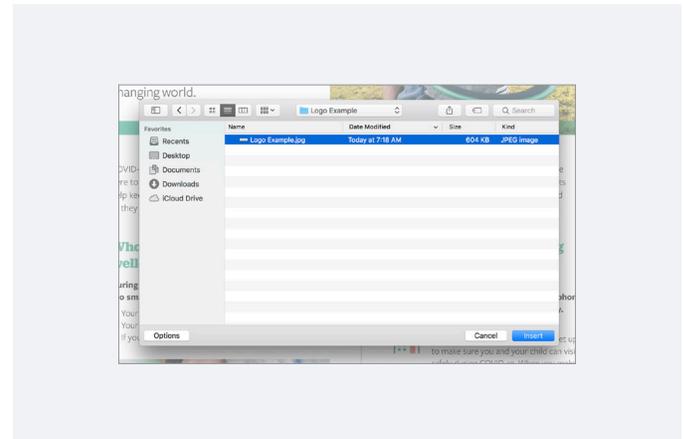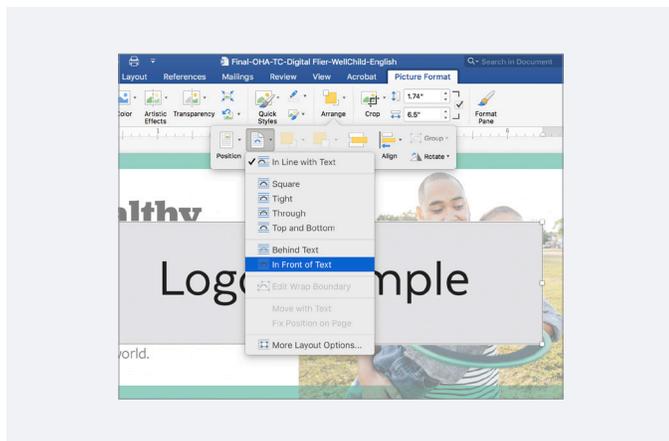# Customizing your Digital Flier in Microsoft Word

1. To place your logo on the flier navigate to the main menu and select Insert > Pictures > Picture from file.


2. Select your logo file and click insert.

3. Your logo will appear on the digital flier, and you will then select Picture Format in the word menu. From there select Arrange > Wrap Text > In Front of Text.


4. You will then be able to move your logo to the bottom right of the page and scale it to fit on top of the yellow box. Please delete the yellow box after you have placed your logo file.
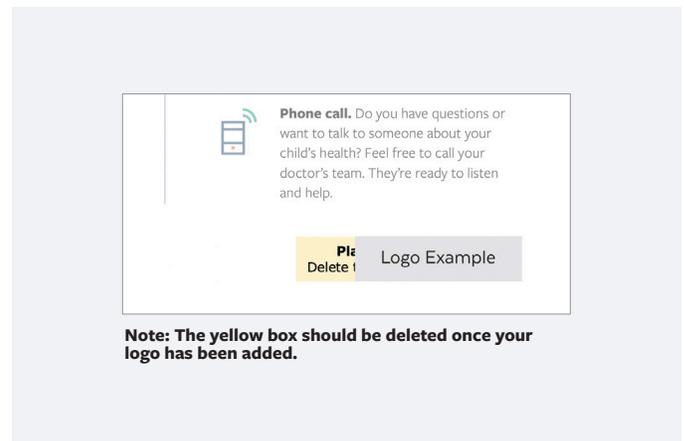
Note: The yellow box should be deleted once your logo has been added.

5. To insert your own contact information double click on the text in the text box on the bottom left. Please remove the yellow box once the text has been updated.
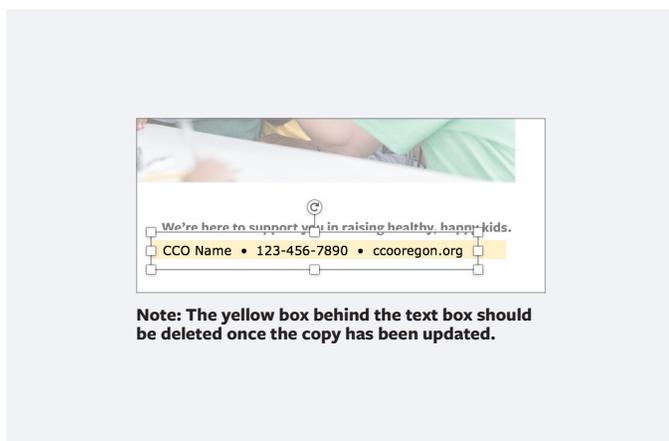
Note: The yellow box behind the text box should be deleted once the copy has been updated.

6. Once all of your content updates have been made you can export your file as a PDF by navigating to the main menu and clicking File and Save As. You will then want to change your file format to a PDF and click Save.