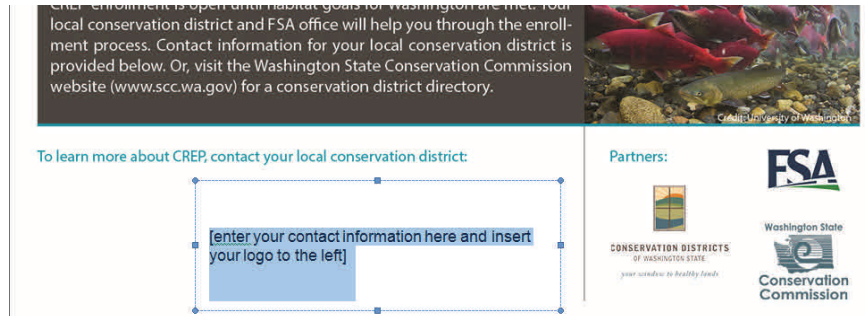


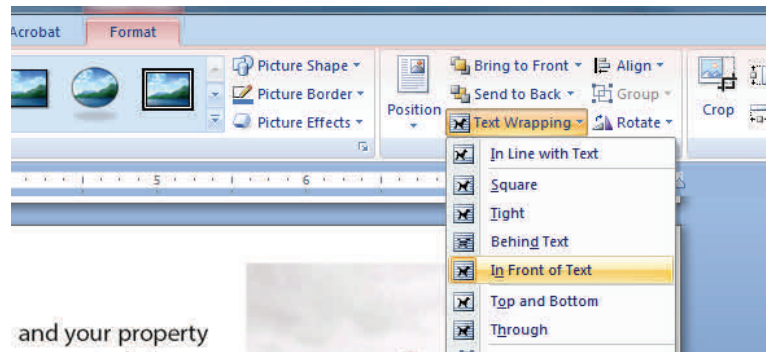
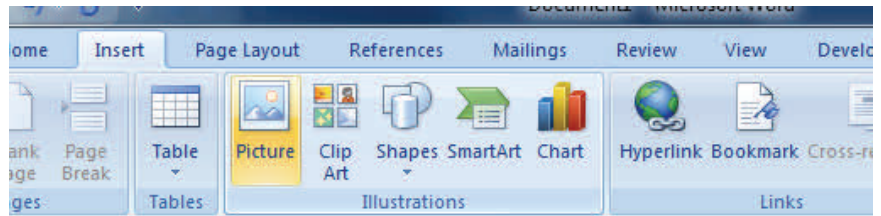
Customizing CD contact information on the CREP handout in Word:

1. Open and save the CREP handout to your computer.
2. On the back page, enter your contact information in the text box provided. Include your CD name, address, website, email, and phone on no more than five lines of text. Please use Myriad Pro or Arial as your font, size 11pt.



Adding your logo (if applicable)

1. To add your logo, click anywhere on the back page and then go to "Insert" and select "Picture."
2. Select your logo from your file, and click "Insert."
3. Your logo should appear somewhere on the page (likely in the upper left corner). Before moving it into position, click on the logo. While it's selected, go to "Format," and click on "Text Wrapping." Select "In Front of Text" from the menu.
4. Now you can move your logo into position in the lower corner to the left of your contact information.



5. Save and print!

