

How to Customize DUPNA Flyer Templates

PeaceWorks-Dances of Universal Peace North America has made flyer and handbill templates available in several designs as part of the Dance Organizer Toolkit for use in advertising your dance circle. You may also want to use these templates to make any signs for the event i.e. Door signs, donation table sign, etc. Each template is available in several different file types; two types are downloadable (.doc & .jpg) and one type is a “customize and print only” option (.pdf). Please see the suggestions below for working in each of these methods.

Downloadable .Doc files

Download the appropriate flyer template that you would like to work with. The page is already formatted in 8.5 x 11 and includes several design elements that you can choose to keep as is or customize to your taste. A text box has been inserted so that you can immediately go into the file and enter all of the information pertaining to your event. Working in this method allows you to select your font type and size and format your text any way that you'd like. The design elements in the document are not locked into place so that you can move and/or format the size any way you would like. If you do not want to change any of the design elements, just stay inside the text box and be careful not to grab the other elements and move them around.

Downloadable .Jpg Files

This option is included for anyone that does not have a program that is compatible with .doc or .pdf files. The .jpg image can be copied and then pasted into whatever word processing software you are using. The template then becomes a picture in the background of your document. Create a text box with a no color background over the picture and then customize.

Customizable .Pdf Files (Print Only Option)

Adobe Reader is needed in order to open and customize these files. Form fields have been created in this .pdf document so that you can enter all of your information in Adobe Reader. You cannot, however, customize the font style or size. It has been customized for you. When you have the document open, click in the blank spaces and you will be able to type the important details of your event. Once your flyer is created, you will *not* be able to save or download it unless you have Adobe Acrobat Standard. If you are using Adobe Reader, you will only be able to print the file immediately after its creation. You will be able to go to the website and customize and print your flyer every time you have a new event.

Important things to note if you are using DUPNA flyer templates:

* We request that you use the PeaceWorks DUPNA website address (www.peaceworks dancesna.org) on your flyer. It contributes to the sense of our unified mission and helps build consistency in your materials. It also provides good introductory information for newcomers. It's good advertising for us and good advertising for you!

* The DUP logo policy applies to all materials where the circle of hearts logo is in use. For more information, please visit <http://www.dancesofuniversalpeace.org/uses.htm> and look for 'Circle of Hearts logo policy'