

# How to Use the Day of Caring Customizable Company Sign

Do you need to share dates and specifics about your food drive with employees? The Customizable Company Sign is an 8.5 by 11 flier created in Microsoft Word that allows you to add your own information.

Download the word document from [hoiunitedway.org/fooddrive.php](http://hoiunitedway.org/fooddrive.php). When you open the file, the grocery sack image will appear faded - this is because it is placed in the document as a watermark. However, it will print as a solid image.

Each field, Date/Drop Box/Contact, has a text box waiting for you to type in your information. Just click your cursor within each box, select the dummy text and type your text over it. You can change the font, size, color just as you would normally.

When done, save the file and print.

## Questions?

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