

How to Use the Day of Caring Customizable Payroll Stuffer

Do you need to share dates and specifics about your food drive with employees? The Customizable Payroll Stuffer 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. When you open the file, the 3-up image will appear faded - this is because it is placed in the document as a watermark. However, it will print as a solid image.

There is a text box waiting for you to type in your information on each panel. 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, print and cut.

Questions?

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