

Welcome to the Shop2Give editable flyer instructions! Once edited you can use it to promote your Shop2Give week, and hand it out to whomever!

Step 1: Click on the “EDITABLE FULL-PAGE FLYER” button on the Flyers page of our website (this will open a google slide where you can add your information)

Step 2: You will now see you need to insert your logo in the top right corner. Delete the text box with the text including “Insert logo here”

Step 3: Go to insert on the menu bar and click on image and upload from computer

Step 4: Find the logo on your computer that you want to use and click on that file and then click on open in the bottom right hand corner of the screen

Step 5: You will need to move the image to the correct location where the text box was and make the image smaller or bigger until it looks good!

Step 6: NOW we will upload the map

Step 7: Delete the text box with the text including “Insert Map Here”

Step 8: To find the map go back to the flyers page of our website in the other tab and click on the “ADDRESSES, PHONE #, ETC.” button

Step 9: This downloads an excel sheet where you can find the store location and click on the link that corresponds to that store

Step 10: Click on that link and now take a screenshot of the store location  
(For Mac hold down the keys including: command, shift, 4 and then drag the mouse of the location you want to use)

Step 11: Now go back to the editable flyer and click insert on the menu bar and click on image and upload from computer

Step 12: Find the screenshot and click on it and click open (most likely on desktop folder)

Step 13: Move the screenshotted picture to the right location make it bigger or smaller until it looks good!

Step 15: Use the downloaded addresses and phone # to insert the correct text in the three locations at the bottom right of the editable flyer

Step 16: LASTLY, click into the Shop2Give dates text box delete the text and put the correct dates there!

YOU'RE DONE!