***General instructions to customize the IHDA Mortgage Access Programs Marketing Flyers***

**To personalize your flyer:**

* Open the Access Program editable flyer file. The customizable portions at the bottom of the flyer denoted by the “PHOTO”, and “CONTACT” boxes.
* Text can be typed in directly into the “CONTACT” box. Please enter your contact information there.
* Images can be inserted in to the “PHOTO” box. You may insert your professional photo here. If you prefer, you may also insert your company logo instead of your professional photo.
  + If you have problems cutting and pasting images, follow these steps:
    1. Select the logo box by clicking on it with your mouse. Right click on the logo box.
    2. A menu will appear. Please choose “CHANGE PICTURE” (located near the middle of this menu.)
    3. A box labeled “Insert Pictures” will appear. In the box, the top line will have an image of a computer monitor and say “From a file. Browse files on your computer or local network.” Select “Browse.” You will be then prompted to search photos from your computer.
    4. Select the photo or logo you wish to use and the photo will be inserted in the space provided.

**To print your flyer:**

* Save as the file as word document or as a PDF and then select print.