

## **Instructions for Customizing FREE Downloadables**

- **Click on one of the customizable tools, such as the postcard.**
- **Locate the customizable section and click on the field where you would like to begin typing.**
- **A 'pop-up' box may appear explaining that you may not save a completed form on your computer. You may close this box if it appears.**
- **Proceed to type in the information for your event. To move from one line to the next, use the enter key. To move from one field to the next, use the tab key.**
- **Please note, that as one form is filled out, the other copies on the same page are automatically updated.**
- **Review and print.**