A red and black logo

Description automatically generated

# DSNP and Medicare Custom Flyers

Instructions for flyer customization

**Medicare or DSNP Overview Flyer:**

1. Download Word file
2. Update contact information: name, phone and email
3. Import photo
   1. There isn’t a file size requirement, but make sure the image is a square, ex. 500px500px
   2. How to: Click on the red circle, then go to “Shape Format” tab at the top, then “Shape Fill” and then “Picture”. Select the picture you want to use and click “Insert”.
4. Save file - you can print it as a Word document or export as a PDF to attach to emails

**Medicare or DSNP Event Flyer:**

1. Download Word file
2. Update seminar information
   1. Each line has a character count limit of 65
   2. There are (3) lines total for the event information
3. Update contact information: name, phone and email
4. Import photo
   1. There isn’t a file size requirement, but make sure the image is a square, ex. 500px500px
   2. How to: Click on the red circle, then go to “Shape Format” tab at the top, then “Shape Fill” and then “Picture”. Select the picture you want to use and click “Insert”.
5. Save file - you can print it as a Word document or export as a PDF to attach to emails