Instructions are below! If you are handy using Microsoft word, then feel free to change as needed ☺

Instructions for template above:

1. Click on “your business name here” and highlight it. Retype your business name in its place.
2. Click on and highlight “Saying here”. Retype your business saying in its place.
3. Click on “website” and highlight it. Retype your business website in its place.
4. Click on “logo here” and delete it. The box should remain.
5. Insert Logo Into Box: click on the box and choose “Format Shape.” Choose “Fill”, then “picture or texture”, then choose file. Navigate to your logo and choose it. It should be inserted into the box.
6. If you want to delete the box, click on it and choose delete.
7. Screen shot the picture:

**For Macs:** hit “shift, command, 4” and screen shot the picture which can then be inserted into the downloaded calendar template.

**For Windows PC:** hit print screen, open paint program, and paste it in. You can then choose the picture and save it to a location of your choice. Then you can go to the picture and insert it into the downloaded calendar template.

**LOGO**

**Here**

*Website Here*

**Your Business Name Here**

*Saying Here*

**NOTES:**

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**Creating A Simpler Life…**