



## ***Instructions on how to use the Workshop Flyer template for Microsoft Word:***

1. Open Microsoft Word.
2. Click on FILE and choose NEW
3. In Microsoft Word: Select "WorkshopFlyer".
4. Click "OK"
5. At the prompt, type in the name of your event (such as SUPER THURSDAY) and click "OK".
6. At the prompt, type in the city and state where your event will be held and click "OK".
7. At the prompt, type in the date of your event (November 29, 2001) and click "OK".
8. At the prompt, type in the title(s) and name(s) of your guest speaker(s) (i.e.: PLATINUM PRESIDENTIAL ROBERT FASON)
9. At the prompt, type in the full location of your event (Hampton Inn, 502 North 3<sup>rd</sup> Street, Houston, TX) and click "OK".
10. At the prompt, type in the time of your event and click "OK".
11. At the prompt, type in the fee for attendance (if any) and click "OK".
12. At the prompt, type in the details of your event, such as more complete directions and click "OK".
13. At the prompt, type in the contact information for the event host and click "OK".

Once the document has been created, you can save, print or modify information as needed.