



# NCAA DIV II Donation Flyer

Brand consistency is important across the Make-A-Wish® enterprise. To help create this consistency, the Creative Services team has developed this flyer to help you customize your document.

The donation flyer consist of 3 layers:

Top layer - Wish ID circle and school logo

Middle layer - Document frame element and donation form.

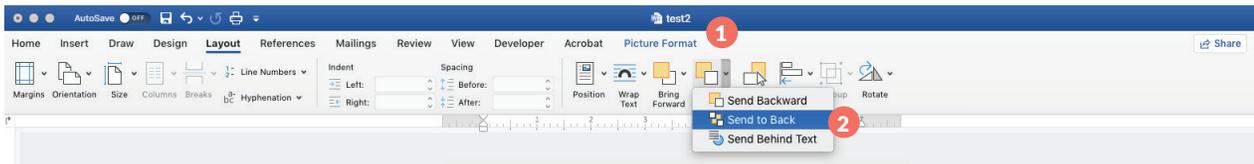
Bottom layer - Image

To create your document, you will be toggling between layers. Keep in mind, your document should be in the above order before you print.

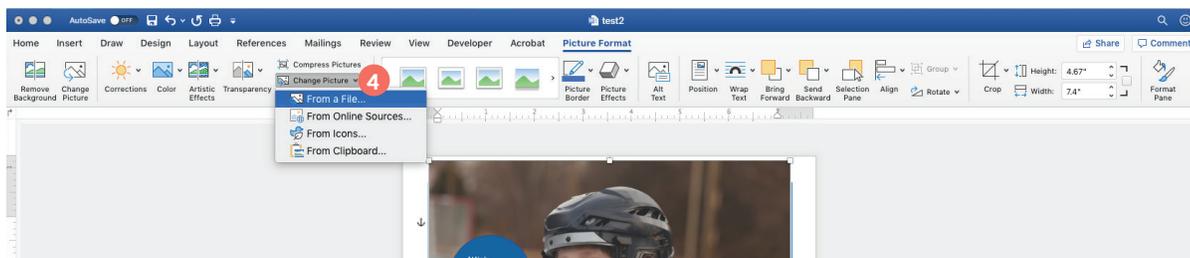
## Inserting an image:

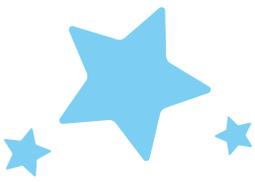
To replace an image:

1. Click frame, click “Picture Format” in the toolbar
2. Click “Send Backward” button



3. Click Image
4. In Toolbar, click “Change Picture” and select “From a File...”
5. Select the image from your computer that you would like to use

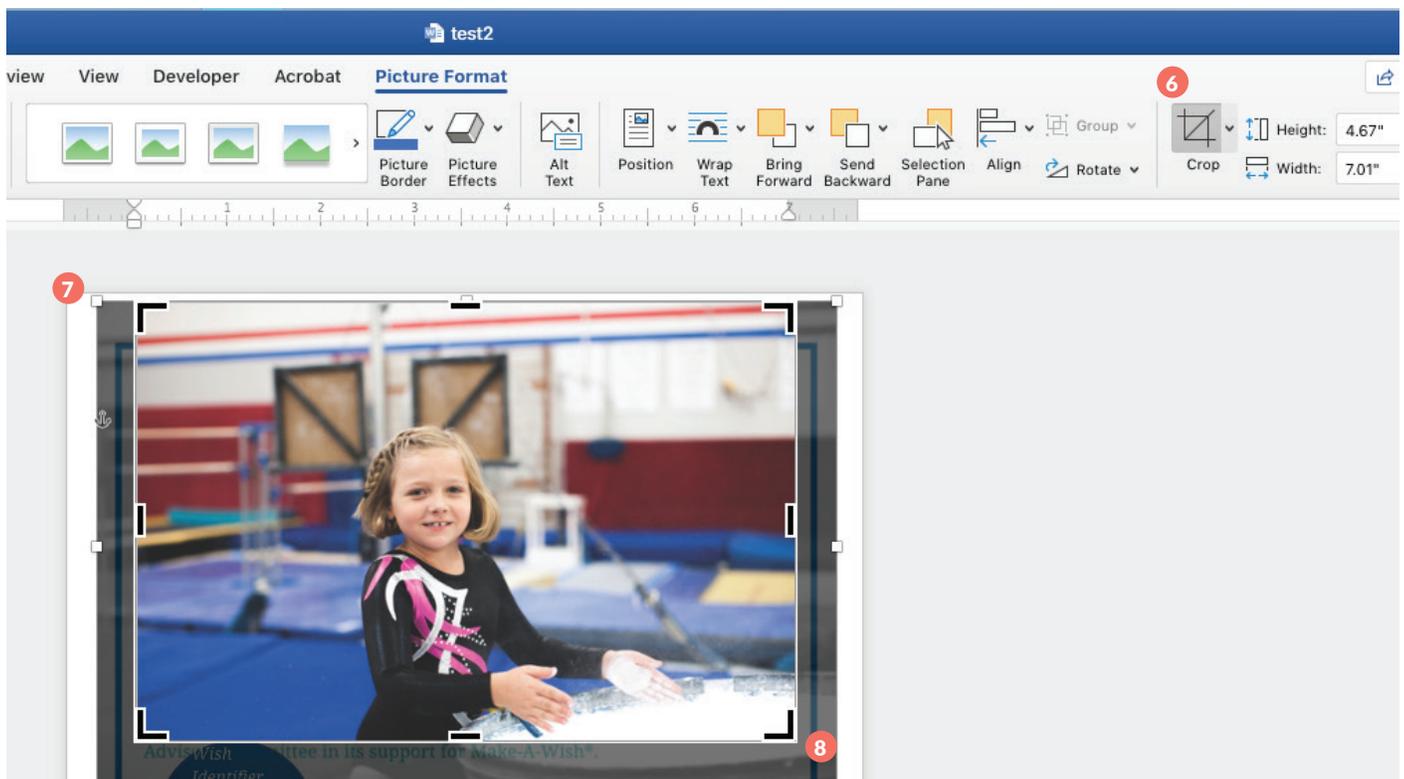




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## Inserting an image (cont'd)

6. Click "Crop"
7. Grab edge of picture (**white squares on corners**) and adjust image to fit
8. Grab crop corners (**black corner arrows**) and adjust to fit within blue frame

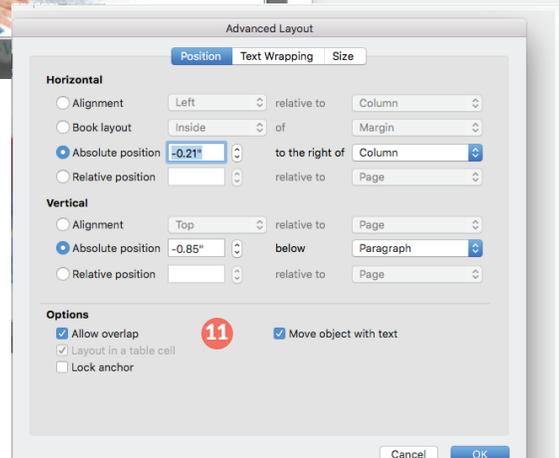




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9. Once adjusted, click "Position"
10. Select "More Layout Options..."
11. Make sure that "Allow overlap" and "Move object with text" are checked press OK button
12. Click "Send to Back" from the drop down menu located on the "Send Backward" button (small black arrow)





## Inserting/Replacing College logo an image:

To replace an image:

1. Click Logo
2. In Toolbar, click “Change Picture” and select “From a File...”
3. Select the image from your computer that you would like to use and adjust to fit

