NATIONAL COUNCIL OF
CATHOLIC WOMEN

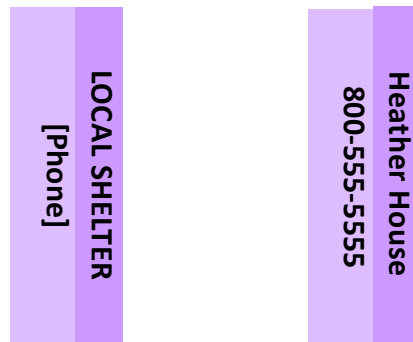**HOW TO CUSTOMIZE AND USE THE NCCW SAFETY FLYER**

The flyer will be available at www.nccw.org and can be customized to contain the information of a local shelter or your CCW. Then the flyer can be placed in the one place that her abuser cannot be with her…the women's restrooms. The tear-off tabs are small enough that the information can easily be hidden. For example: in their shoe.

To customize the flyer with the name and phone number of your local shelter:

1. Download the WORD version from the web site.
2. Click on a tab on the bottom of the NCCW Flyer. This is a tear off section and you can type in

LOCAL SHELTER
[Phone]

Heather House
800-555-5555

the name and number of your local shelter.
3. If you have trouble, go to the **Word** program on your computer, chose
    a. file, then,
    b. new from templates,
    c. flyers,
    d.   tear off flyer.

4. The pictures can be replaced with new photo or image, put in them place then click on previous picture and delete.

5. Place cursor over printed material and change to what you want, go to font color and change color of font, (on colored background you can do white but black usually shows up better.) always print a sample before finalizing your flyer.

6. To create the flyer in black and gray scale:
    a. After designing your flyer go to the upper right corner to
        •   **Themes** which is in the right corner there are 4 small colored squares with a drop down arrow.
        •   Click on the arrow and several color choices will appear.
        •   Go to the one that is grayscale. Then
        •   Return to the document and follow the previous instructions, this color choice will make black and white copies clearer. Be sure to change the font to black.

If you will be printing the flyers in black and white then indicate that in your print options as black or grayscale