

Flyer Instruction Sheet

To create a flyer, the materials you need are located in the Flyer and Logo folders.

1. Pre-Made Flyer folder

- In this folder, there are pre-made flyers with pictures that may pertain to your specific event and the Health Department logo and address.
- None of these items can be removed.

2. Flyer Template

- If you would like to create your own flyer you must use this template.
 - If saving this document as a PDF, go to **File->Save As**. **Do Not** use the "Save as PDF Option" as it distorts the template's edges.
- Do not remove Health Department Logo, additional logos can be added.
- Pictures from pre-made flyers are available for optional use in the picture folder (Health Department has rights to these pictures).
- More logos available in Logo folder (WIC & Shots 4 Tots, etc.)
- The "Alternate Template" may also be used to relay information to the target audience.

3. Images

- Please refer to images folder for proper usage.

***Prior to using external images or distributing flyers externally, send to Shannon Lands at landss@co.lucas.oh.us for approval.**

