

Instructions for creating YOUR Shed Flyer

Download the generic Shed Flyer from the SMSA Resource Library using your Individual Member login at <https://scottishmsa.org.uk/membership-login/>

- **Save** the document to your pc/laptop/tablet.

- In the **first** column, insert your cursor into the first grey 'box' containing the words *Your Shed's name here* and type in the name of the Shed. Please note that the space available for your info is limited by the width of the column and so you may need to reduce the size of the text to fit.

- Next, place your cursor in the next grey 'box' in the section '**Where:**' and continue this process until you've included all the info you want specific to your Shed/Event. **Note:** the grey 'box' for 'Date of Event' is a date picker and so just select the date you want (*You do not need to complete ALL the grey 'boxes'*).

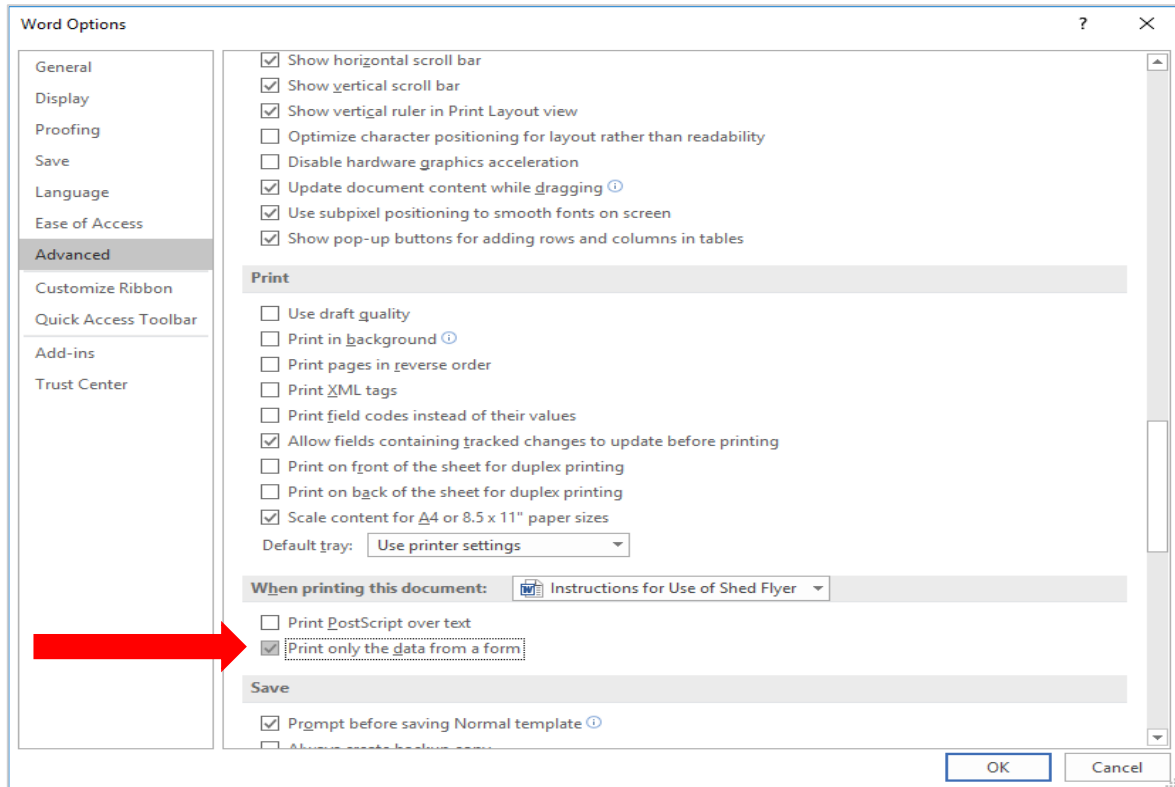
- With the first column completed, you have two options; *either* **COPY** and **PASTE** all the info into the relevant areas in columns 2 and 3, *or* enter the info again into columns 2 and 3.

- If you have your own Shed logo, replace the generic Scottish Men's Shed logo with your Shed's logo.

- Once you have completed all of the fill-in-the-blank boxes that you want to use and saved the document, you can **Print** out a paper copy of the completed Shed Flyer to check that it says exactly what you want.

- You can change the font, colour and size of the text in any of the grey 'boxes' but remember that the space is limited by the width of the columns.

- Before you print the Flyer, check the print settings for Word documents on your pc/laptop/tablet. Click on the **File** tab and select **Options**. Select **Advanced** and scroll down the page to the section entitled '**When printing this document**' and check the box against 'Print only the data from a form'. See the picture below:



- **Print** the completed document as many times as you need and cut it into 3 identical pieces along the dotted lines. See the example below:

		
<h2>Campfield Shed</h2>	<h2>Campfield Shed</h2>	<h2>Campfield Shed</h2>
Where: Nowhere Street Nowhere In Back of Beyond WX1 2YZ	Where: Nowhere Street Nowhere In Back of Beyond WX1 2YZ	Where: Nowhere Street Nowhere In Back of Beyond WX1 2YZ
Contact: Jason Schroeder	Contact: Jason Schroeder	Contact: Jason Schroeder
Date of Event: Monday, 01 April 2019	Date of Event: Monday, 01 April 2019	Date of Event: Monday, 01 April 2019
Time of Event: 14:00 to 17:00	Time of Event: 14:00 to 17:00	Time of Event: 14:00 to 17:00
Notes: Please come along and join in. Plenty of tea and biscuits will be served	Notes: Please come along and join in. Plenty of tea and biscuits will be served	Notes: Please come along and join in. Plenty of tea and biscuits will be served
		

- Insert the Flyer into the Scottish Men's Shed Association leaflet 'Opening the Doors to Men's Sheds' as shown below:



Done!