

**Insert text here**



**Insert text here. Insert text here. Insert text here. Insert text here. Insert text here.**

**Insert text here.**



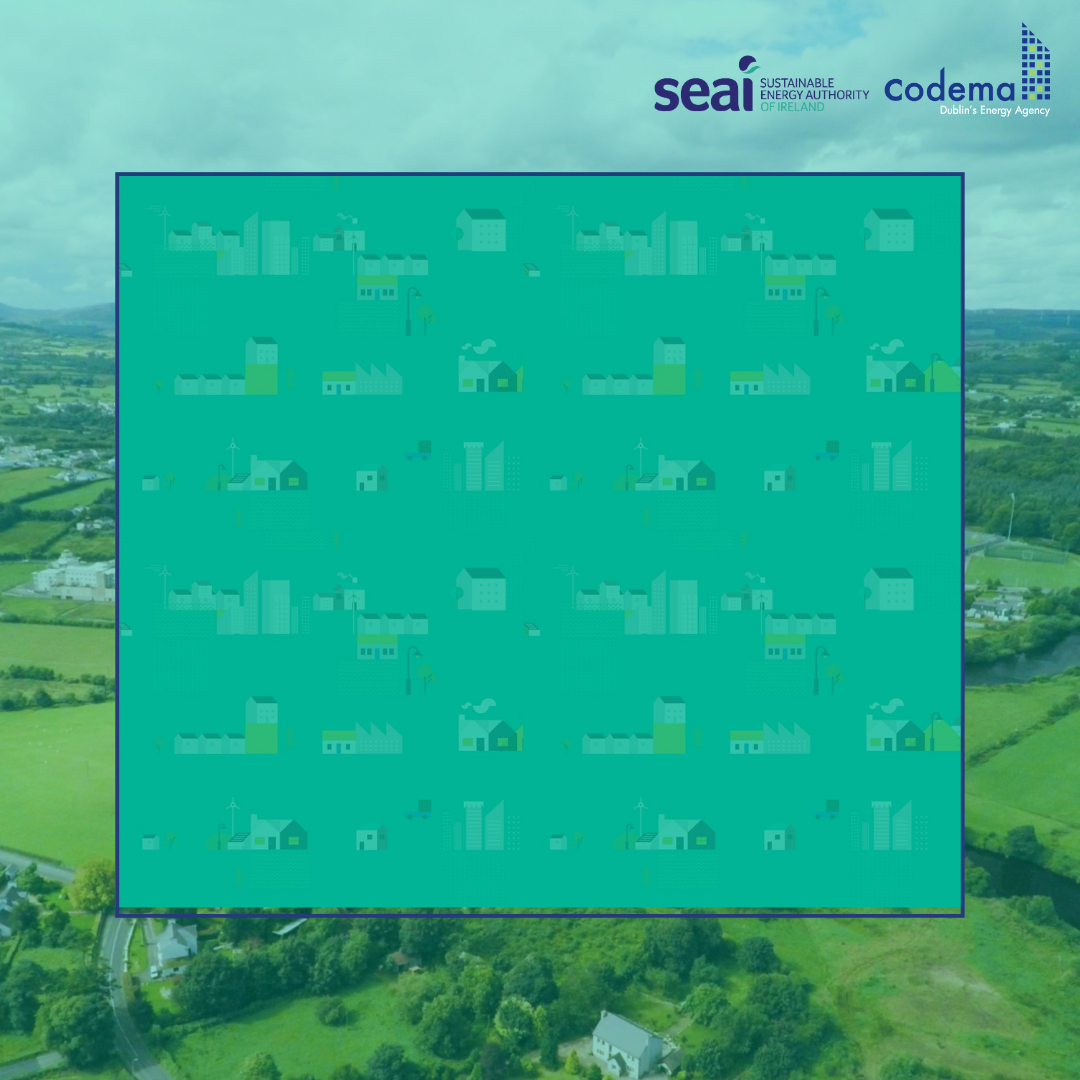
**Insert text here**



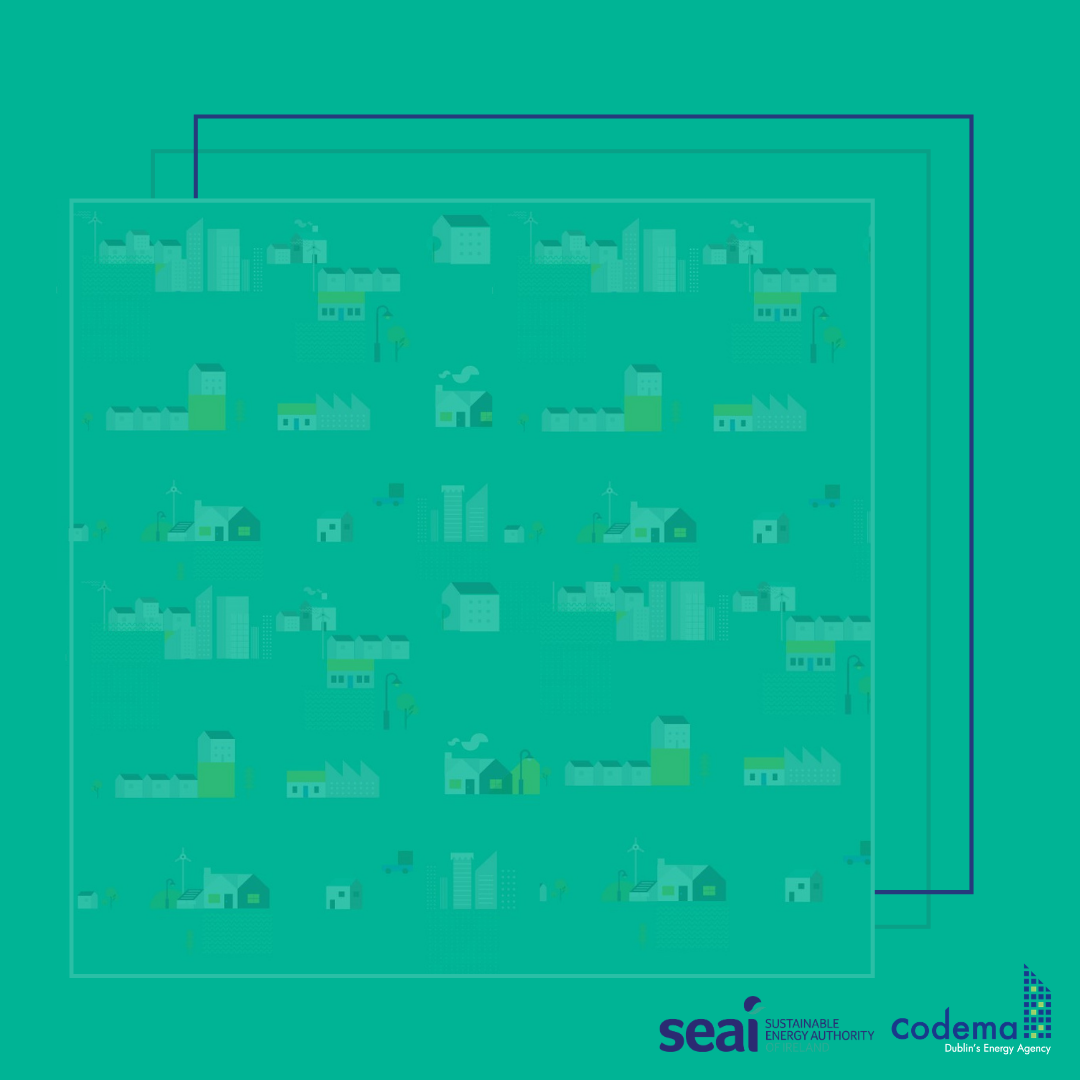
**Insert text here**



**Insert text here**



**Insert text here. Insert text here. Insert text here. Insert text here.**



**Insert text here. Insert text here.**



**Insert text here**



**Insert text here**

**Instructions for formatting text:**

Change font:

* Click “Home” tab in the top navigation bar
* Highlight the text you want to change
* Calibri Body is the font chosen for all templates so you may want to keep this consistent throughout. However, if you would like to change just click the down arrow on the right of the box and you will have a dropdown menu of fonts to choose from. There is an option to Bold (**B**), Italic (*I*) or Underline the text (U) beneath the font options.

Format:

* To change the positioning of the text there are a couple of ways to do this:
  + Click the placeholder text in the image and a box will appear around it. By holding down your mouse you can move the box.
  + Alternatively use the alignment options on the navigation bar above. Screenshot here -> 