

How to Fill Our Job Templates

Thank you for using the **American Floral Endowment**'s job templates! These templates were developed as a resource for each segment of the industry to save time. Below are step-by-step instructions for you to fill the template with your company's information and brand.

Recommended font family is 10 pt to 12 pt Times New Roman.

Document headings are 30pt Times New Roman.

Template Instructions:

1. Open template by double-clicking the file
2. Double-click within header boundary
 - a. Select temporary logo image
 - b. With image selected, right-click
 - c. Select *Change Picture*
 - d. Select *From a File*
 - e. Locate your logo file and upload
 - f. Size accordingly
3. Everywhere you see **Underlined & Bolded Text** replace with your relevant information
 - a. Be sure to format text afterward
4. Double-click within footer boundary
 - a. Select text box
 - b. Click within text box
 - c. Replace text with preferred contact information, phone, website, links, etc.
5. Save, print, use, and share!

***Be sure to upload all job opportunities and listings to
AFECareerCenter.com***

