



FLYER & POSTER TEMPLATE INSTRUCTIONS



Step-by-step instructions

1. Go to www.cccc.edu/marketing.
2. Download to your desktop the flyer or poster of your choice and open.
3. Type (*do not copy and paste*) your primary title into the big headline section. Copying and pasting into the big headline section may cause formatting issues.
4. Type (*do not copy and paste*) your secondary title into the small headline section. Copying and pasting into the small headline section may cause formatting issues.
5. Type important text into all other sections. You may copy and paste into the text sections. In many of these sections, the font size will shrink to allow space for more text.
6. Save file and print.

Note: If you experience an issue and your text is changed or is not responding properly, do not proceed with printing the flyer. Close and delete the template, open a new template, and design again.

Tips

1. Make the template appear full of information.

- Add an extra line of space between paragraphs or between lines of bulleted lists.
- If the template appears empty, think of adding more text that could be useful to the audience.

sample
spacing

sample
spacing

•It conem iam hos convehe baties inati publius Ad cata, no
•Sumusqua verei inpro publibus eties fortatiquem, noveheb
•Batquit, que inte manducortem int. Nossign onsupplinat.
•Cutempl. Ego ute fue egilis. Ad potiocast publius, conicae.
•Aribus, sit, cum nos fue terenti liumus forcipios ad sendan
•Ifenterips, egitam intis, que iam ma, estur, contraectum av

Tips (continued)

2. Separate different kinds of information with design elements.

- Use all caps for headings within the text sections.

*Heading
all caps*

ARIBUS SIT COM NUS FUE

It conem iam hos convene baties inati publi
turnihil ut incemquost praet L. Ibus rem opu
comnoctum pra Si pulito te, qua et et rem pu
Catuide rescercer quid pulient? Sumusqua
novehebem publium spie consulici int.

- Use dividing lines “ ___ ” to help separate text.

*Dividing
line*

Us Bitium quundam, cuptatur rem quibus ea
qui ut at volupta.

Tessus net quatin cone nime vera coritate ei

Us Bitium quundam, cuptatur rem quibus ea
qui ut at volupta.

- Use a bullet “ • ” or a space separator “ | ” in the text sections. These elements are included within each template.

3. Proofread before printing.

- Do a spell check on all headlines and text.
- Look for extra spaces between words.
- Look for any consistency issues.
- Make sure there is a date, time, location, and contact.
- Check that the font size is not too small.
- Have another person proof the template, if possible.

**If you have any questions about the flyer or poster templates,
call (919) 718-7203 or email marketing@cccc.edu.**