

How to Open Brochures for Editing

1. Open the Word document of the brochure you want.
2. Your state address is on the lower left (with placeholder text). This is the only part of the document that you can change – and **you MUST change it.**
3. You will need to go to “Restrict Editing” in order to make your changes. That is under Review > Restrict Editing. The address area will be highlighted. Uncheck the “Highlight the regions I can edit” box and then make your changes.
4. Save the document.
5. (If your document opens in View Mode, click View > Edit Document and it will turn into a regular Word document you can edit)