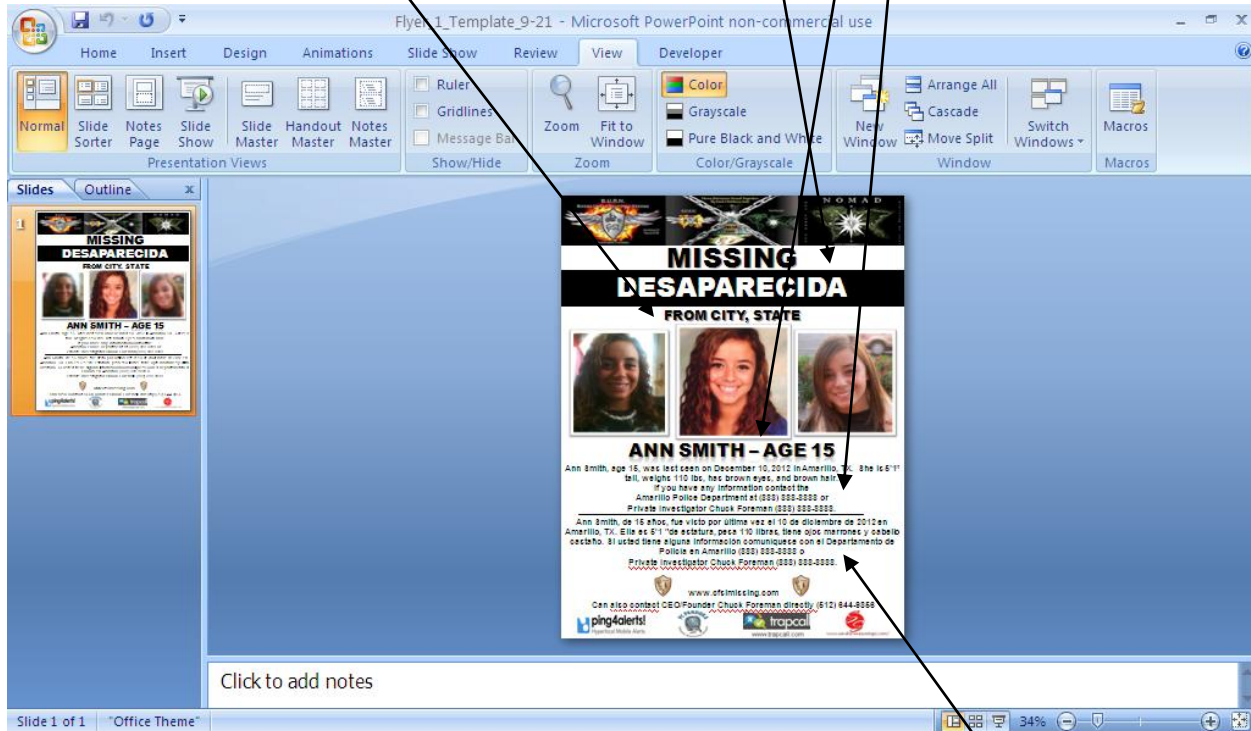
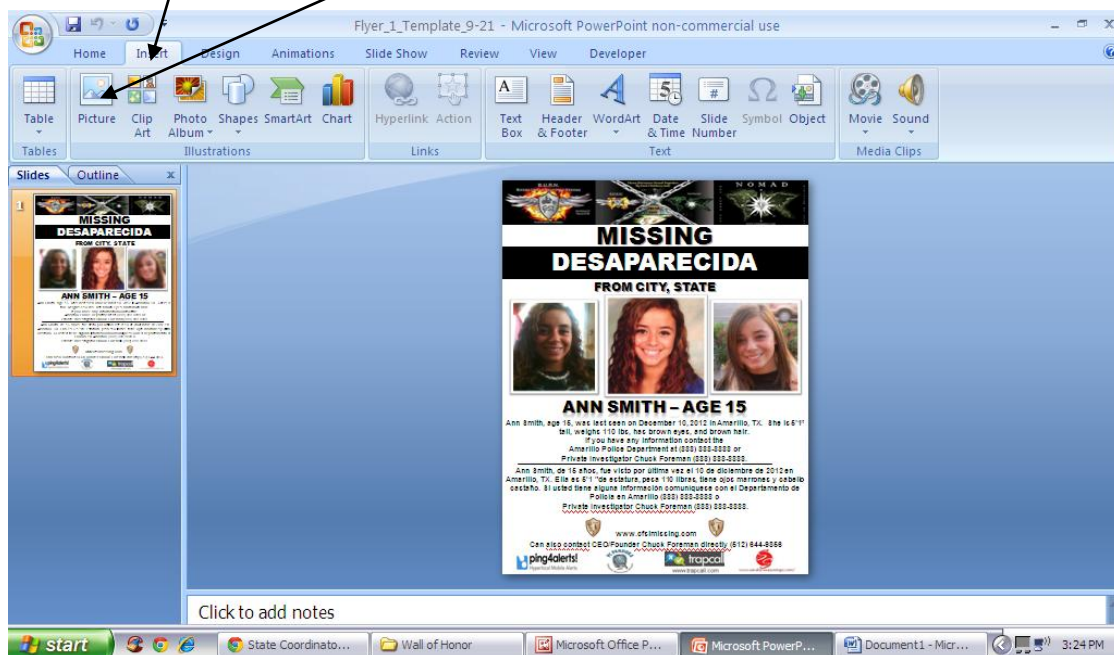


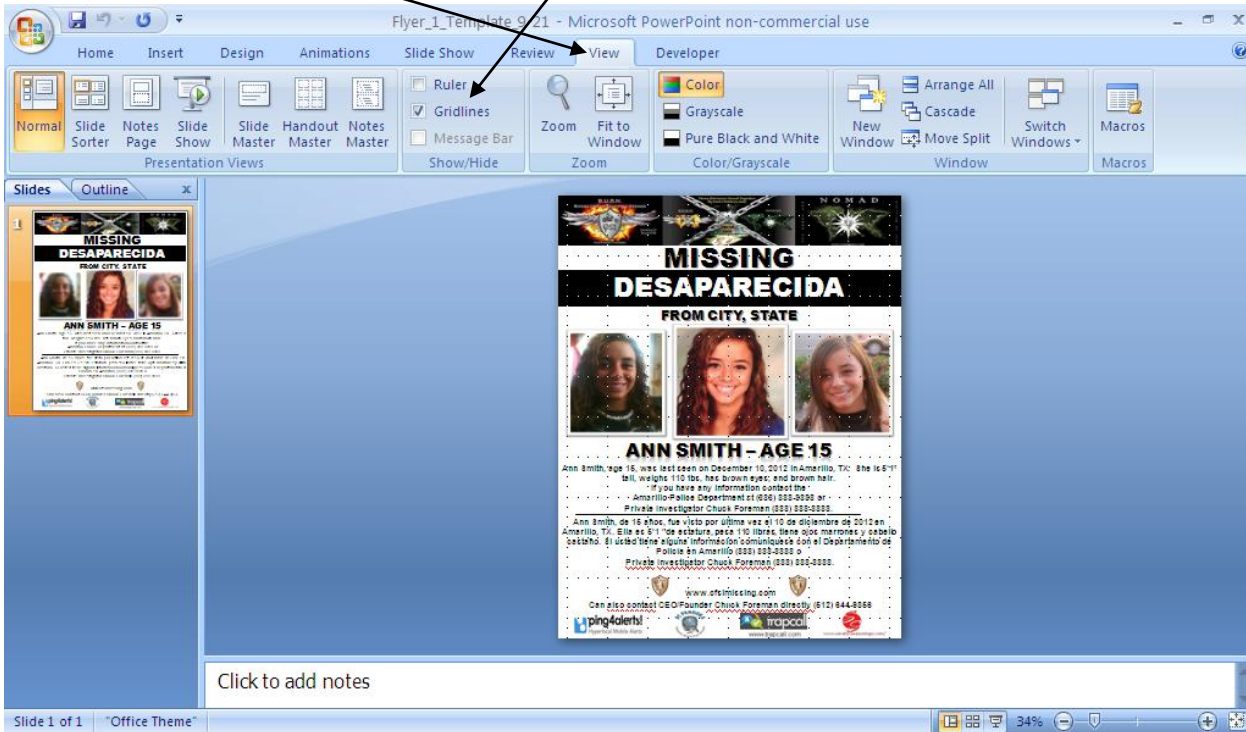
1. Make sure that the Spanish Missing text reflects an 'A' at the end if the child is female and an 'O' if child is male. Click into text box to change if needed.
2. Type in (all caps) City/State child is missing from as well as child's name and age.
3. Type appropriate information in the English portion of the description section.



4. Go to "Google Translate". Copy English text into left box, make sure Spanish is selected above right box. Click 'translate'. Copy translation into Spanish description section.
5. Click 'insert', then 'picture' to get photos into flyer. You will have 1-3 pictures for the first flyer.



6. Click 'view' then check the box for gridlines. This will show rulers to check that you have sized each picture the same and that they are centered. Be sure to delete example pics.



7. Click Microsoft logo, then 'save as', then 'other formats'. Choose Jpeg or PNG, name file and save. Upload to thread for review then share as per instructions on Coordinator page.

