**Instructions**

**Step 1.** Choose mascot or if you are paying for original design you may upload your file in the picture content tab in the mascot area*. Note: Our mascots only print in black.*

**Step 2.** You can choose a background color for the oval shape. Click on shape and go to the format tab, in the shape styles area choose shape fill to select color. You can choose font type, size and color within the measured shape, go to the home tab and in the font area you may choose from those options. *Note: All areas are pre-measured, the bigger the font, the less room for your words.*

**Step 3.** You cannot change background color here. You can choose font, color of font, font size, and format within the measured text box. Go to home tab in the font area to choose those options.

**Step 4.** You cannot change background color here. You can choose font, color of font, font size, and format within the measured text box. Go to home tab in the font area to choose those options.

**Step 5.** You cannot change background color here. You can choose font, color of font, font size, and format within the measured text box. Go to home tab in the font area to choose those options.

**Step 6.** You can choose a background color for the shape. Click on the shape and go to the format tab, in the shape styles area choose shape fill to select color. You can choose font type, size and color within the measured shape, go to the home tab and in the font area you may choose from those options there.

**Step 7.** Proof by going to the review tab. In the proofing area run the spelling and grammar check.

**Step 8.** Upload this template to an email and send to [artwork@andersons.com](mailto:artwork@andersons.com) with your order number on the subject line.

**Step 1**

**Step 2**

Click here to choose mascot #

*For original design upload your design in the picture content area provided below.*



**Step 3**

*(Format your text by erasing or typing over this text here, choose font color on the ribbon)*

**Step 5**

**Step 4**

*(Format your custom text by erasing or typing over this text here.)*

(School Name 2017 – 2018)

*(Format your text by erasing or typing over this text here, choose font color on the ribbon)*

**Step 6**