INSTRUCTIONS FOR DOWNLOADING & EDITING

1. To download this template, visit www.michigan.gov/MIREADY and click on the "Plan Ahead" tab at the top of the page. The file will be located in the "Campus Community Emergency Preparedness Guide" section of the page.

2. Click the link for the "Campus Community Emergency Preparedness Guide Fillable Template". This is a PDF file that you will need to download once it opens in your browser.

3. You will need Adobe Acrobat Reader or Adobe Acrobat Pro in order to edit the form. Adobe Acrobate Reader is free to download.

4. Click on each form field to edit the text. Form fields are highlighted in blue, but the blue highlight will not print.

5. In order to change the font, size of text, etc., press ctrl + E (Windows) or command + E (Mac) to bring up the text properties tool bar.

6. To insert your logo, click the icon to the right of the "College/University Name" field.

7. The form is set up to be printed at 5"w x 7"h.