How-To Guide for using The Medicare 101 Template:

1. Click on the Selected Template you would like to use and open the file.
2. Once you have opened the file, start entering your information within the fillable fields. You have **(5)** fields that you can customize with your information.
   - In order, these fields are categorized as "**Company Name**", "**Time & Date of Event**", "**Location of Event**- Webinar or In-Person with location address", "**Company Logo**", "**Email**", and "**Phone #**". To add your logo, simply click and browse to find your preferred logo/photo.
3. Once you have filled out all of the fields, go ahead and click "Save as" and rename the file to your desktop.
4. Once you have saved the file, all fields will populate, and the shaded background of each fillable field will become transparent, and the font will fully integrate once you have re-opened the file after you have saved it.

Please Note: Once you have filled out the form and "saved as", you can't re-use the template. To make a new one, just simply re-download the file and re-fill the fields once again and repeat the steps.

Please Scroll to the Next Page for Contact Card Instructions

How-To Guide for Using the Contact Card Template:

1. Click on the link to open the selected file and it will open it on the Adobe platform.
2. Once the file is opened, start entering in your information within the fillable fields provided to you. You have (4) fields you can customize to your liking. Please refer to the picture below – The areas where you see a check mark is where you can enter your own information and photos.
3. To start filling out each field, you will click on the box and enter your information.
4. There are (4) pages total – Each page will populate with the information you have entered in on the first page. So, no need to worry about filling out the other pages with the same information.
5. For the two fields where you have the option to add a photo, keep in mind that the logo or photo you upload will show as is. It is recommended to use one with a transparent background for a more seamless look.
6. You may use the top right photo field as a place to add In a QR code or smaller company logo.
7. Once you have filled out all the fields, go ahead and click "Save as" and rename the file to your desktop.
8. Once you have saved the file, all fields will populate, and the shaded background of each fillable field will become transparent, and the font will fully integrate once you have re-opened the file after you have saved it.

Printing Options for Multiple Cards:

- If you would like to just print one page, go to the navigation bar, and select "File - Print". On the print page, you can select one contact card to be printed.
- If you would like multiple contact cards printed on one page, under "Page Size & Handling" - Select the option for "Multiple". You can print as many as (4) Contact Cards to an 8.5 x 11 page.
- To print (2) cards horizontally – Please refer to the screenshot below to match your printing selections. You will select "Multiple" - Under custom- Make it for "2" Pages, Page Order listed as "Vertical", and "Auto-rotate pages within sheet".

To review guided screenshots, please scroll to the third page below.

Please Note: Once you have filled out the form and "saved as", you can't re-use the template. To make a new one, just simply re-download the file and re-fill the fields once again and repeat the steps.

Screenshots to reference to for Printing & Fillable Fields:

Need help understanding Medicare options?

If you are enrolling in Medicare, understanding the many choices available to you may be challenging.

We're here to help!

At no-cost or obligation to you, a licensed and certified Insurance Producer specializing in Medicare Health Plans can help you understand your options and make decisions based on your unique needs.

Call Today!

Enter Name Here

Enter Phone # or Email Address Here

Pages to Print

○ All   ○ Current   ○ Pages   `1 - 4`

▸ More Options

Page Sizing & Handling ⓘ

| Size | Poster | Multiple | Booklet |

Pages per sheet: `2`   by

Page order: `Vertical`

☐ Print page border

☑ Print on both sides of paper
  ◉ Flip on long edge   ○ Flip on short edge

Orientation:
○ Portrait   ◉ Landscape

☑ Auto-rotate pages within each sheet

Comments & Forms

`Document and Markups`   Summarize Comments

Page Setup...   Print   Cancel

8.5 x 11 Inches

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