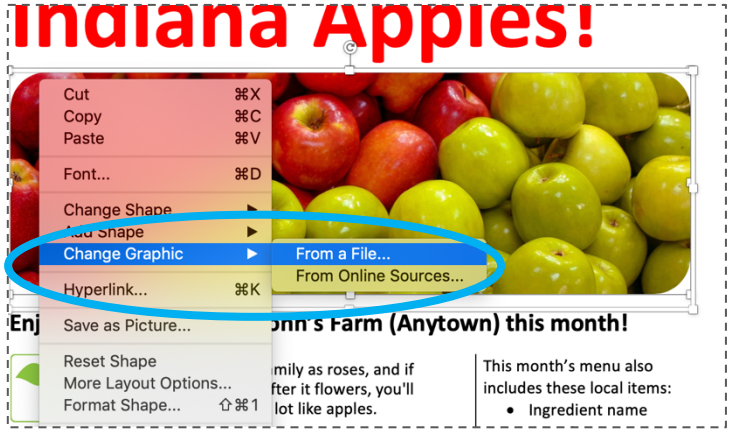
How to use flyer templates from ingrown4schools.com

1. Highlight the heading text and change the color if desired. Edit heading text if needed.

2. Right-click the photo and choose *Change Graphic > From a File*. Using this method will automatically fill the box without distorting the picture. One reliable source for free photos is https://unsplash.com



3. Edit all relevant text.

4. Delete any rows you don't want by clicking the **arrow tab**, selecting a row, and then using the red **minus sign**, circled below: