**Using the Files**

The files *picture inside.png* and *picture outside.png* are designed for professional printing, at A4 size with a fold at ¼ and ¾ of the page width (thus creating an opening booklet, with the helmet photo as the front cover and the partial roundel on the back).

The file *Test Template.dotx* is to be used with MS Word to create your own content. The pictures are included as backgrounds in order to give you an idea of how the layout will work with your content - **ensure that you delete the pictures before printing**. To delete the pictures, go to *insert*, *header* and select *edit header* from the drop-down menu. You will then be able to click on the pictures and delete them.

There is a text-box on the left in which you can add an additional tag-line; if you don’t want to use it just click on the border and press the delete key to remove it.