

Greetings CWT –

In an ongoing effort to help you promote your CWT designation, AWT has created materials for you to distribute to current and potential customers, highlighting the key points of why hiring a CWT will get them the best possible service.

As a CWT, AWT will send you two complimentary color copies of these pieces. You are welcome to print more on your own. Printing instructions are listed below.

The wording on the pieces is the same, however we created it in two formats – a one-page flyer and a folded brochure. Please use whatever format best suits your needs. Included with the printing instructions below is an outline on how to include your logo on the folded brochure.

We hope you find the flyer and brochure useful to your promote your credentials and in getting new business. We look forward to continuing to serve you.

Sincerely,
Heidi Zimmerman
Executive Director
(240) 404-6478

Printing Options

(Please Note: The AWT Office operates on Macs. These directions may differ slightly on a PC)

There are three ways to print these pieces.

- 1. The simplest way is to print the one-page piece called “CWT Flyer” to a color (or black and white) printer.**

- 2. Printing the folded brochure on an office printer will take some trial and error. Each printer is different, but in our office, the steps we followed were (keep in mind that your printer may be different):**
 - Open the file – “CWT Brochure”
 - Make sure you are on the first page of the PDF
 - Go to “File,” “Print,” select “Current Page”, click “Print”
 - Take the sheet out of printer; make sure it printed correctly
 - Put the sheet back in the printer tray. For our printer, to get the second page to print on the back, we put the sheet into the tray, face-up, with the CWT logo closest to us – close to the front of the tray.
 - From your computer, make sure you are on the second page of the PDF
 - Go to “File,” “Print,” select “Current Page”, click “Print”
 - Fold brochure

3. To print the folded brochure with your logo:

- Scroll to the Word Document below with the blank box
- Click your cursor in the box
- Go to “Insert,” “Picture,” “From File”
- Browse your computer until you find your logo – the logo must be in JPG format
- Once the logo is inserted, send this page to the printer
- Take the sheet out of printer, make sure it printed correctly
- Put the sheet back in the printer tray. For our printer, we put the sheet into the tray facedown, with the logo furthest away from us – toward the back of the tray.
- From your computer, open the file – “CWT Brochure”
- Make sure you are on the **second** page of the PDF
- Go to “File,” “Print,” select “Current Page”, click “Print”
- Take sheet out of printer, make sure it printed correctly
- Put the sheet back in the printer tray. For our printer, to get the other page to print on the back, we put the sheet into the tray, face-up, with the CWT logo closest to us – toward the front of the tray.
- From your computer, make sure you are on the first page of the PDF
- Go to “File,” “Print,” select “Current Page”, click “Print”
- Fold brochure

