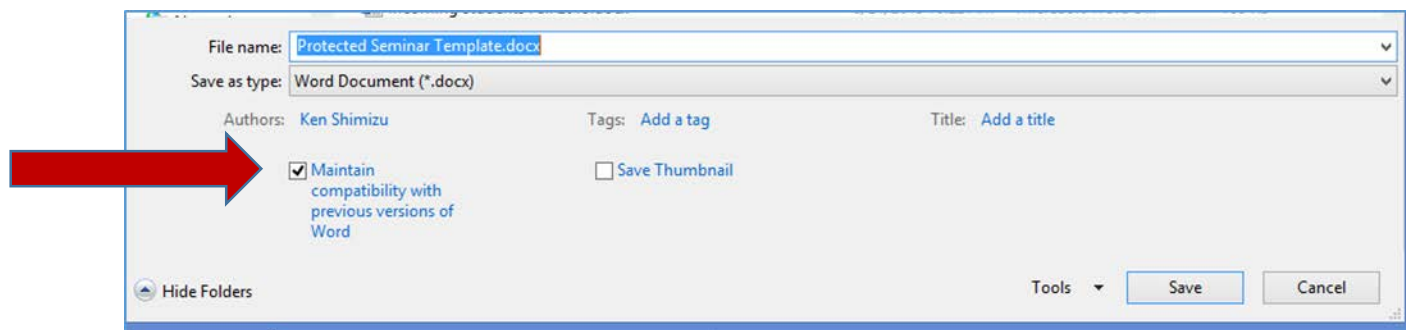


After downloading the appropriate template, click on the “Enable Editing” button located at the top of the page. This will allow you to edit the document and enter your seminar information.

After you have entered all the information, someone should proofread your flyer. You should check the day, date, time title, etc., before it’s sent to the seminar coordinator.

To save your flyer, select the “Save As” option and rename your flyer, be sure to select the option of, “Maintain compatibility with previous versions of word”.



Once you have saved the flyer, email it to our seminar coordinator, chemsemi@mailbox.sc.edu. You will need to send your flyer at least **one week** in advance of your seminar date.