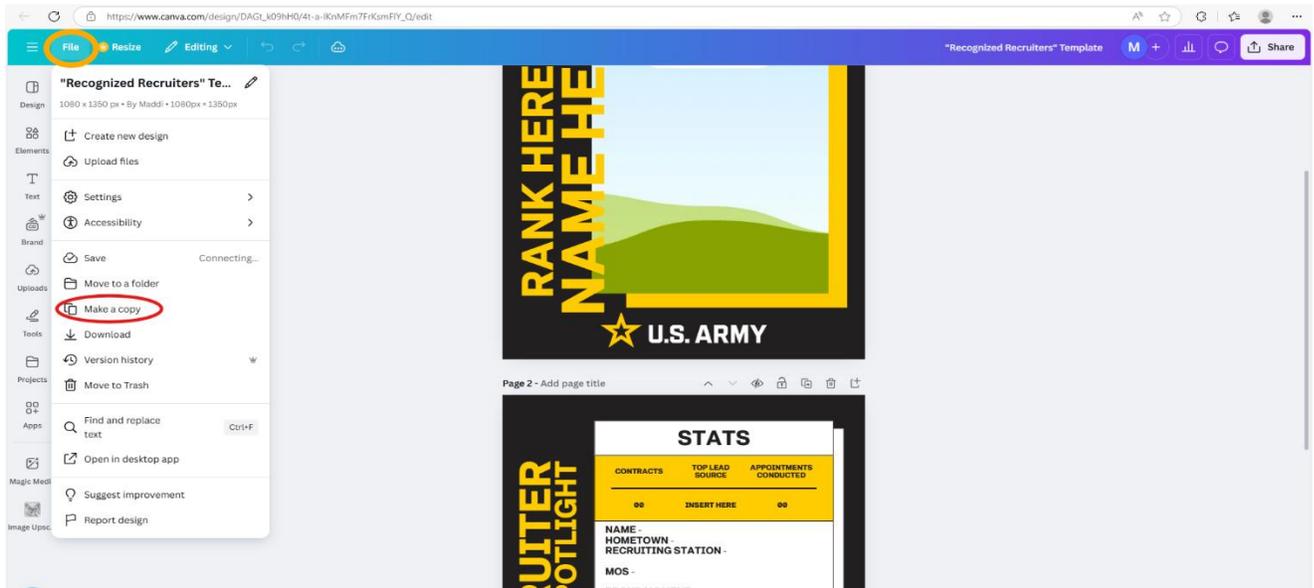1. Open the "Recognized Recruiters" template here.

2. Select "File", circled in yellow in the picture below

   Then click "Make a copy", circled in red below

3. In the copy of the template, insert the recruiter rank by double clicking the text box labeled "RANK HERE" shown below.

    Ensure text is in Caps Lock

4. Repeat step 3 to insert the recruiter's name in the next box labeled "NAME HERE"

   Ensure text is in Caps Lock

5. If the recruiter's name creates more than one line of text, use the button circled in red to decrease the text size until there is only one line of text as shown below.
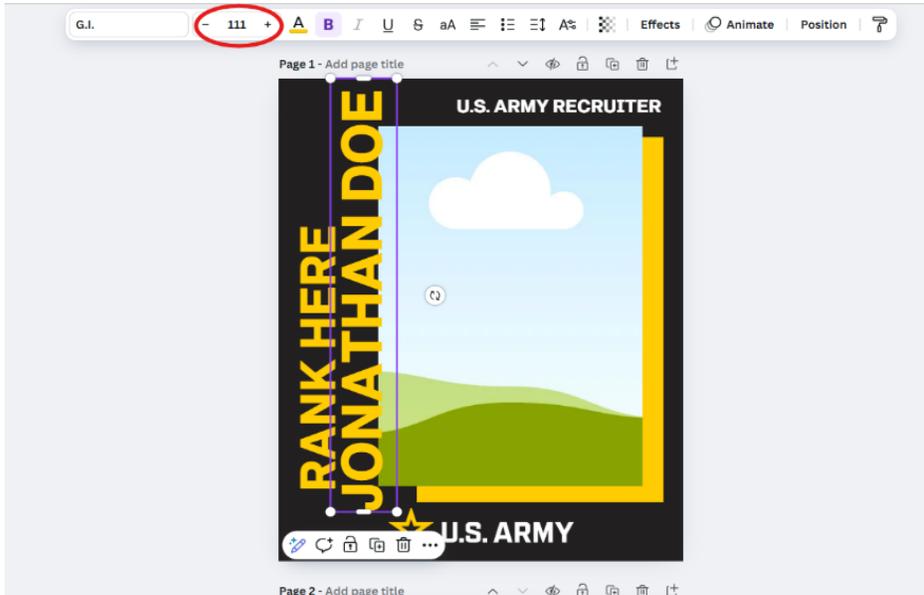

The text size of the "RANK" text box may also need to be lowered so it is not bigger than the "NAME" text box.

If the text size must be lowered below 85-point font, add the first name in the "RANK" text box and only insert the last name into the "NAME" text box as shown below.
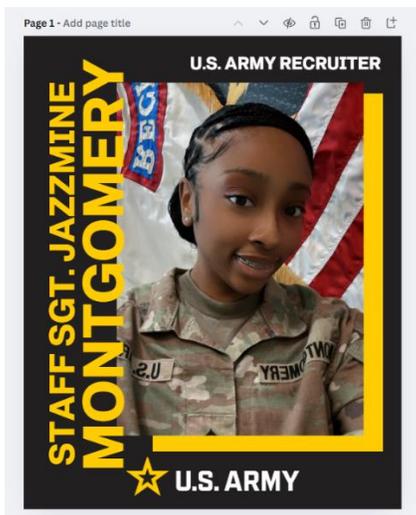
6. Upload the image you would like to use on the front page by opening "uploads", circled in yellow below, and clicking "Upload files", circled in red.

   Or copy photo and paste anywhere onto Page 1.
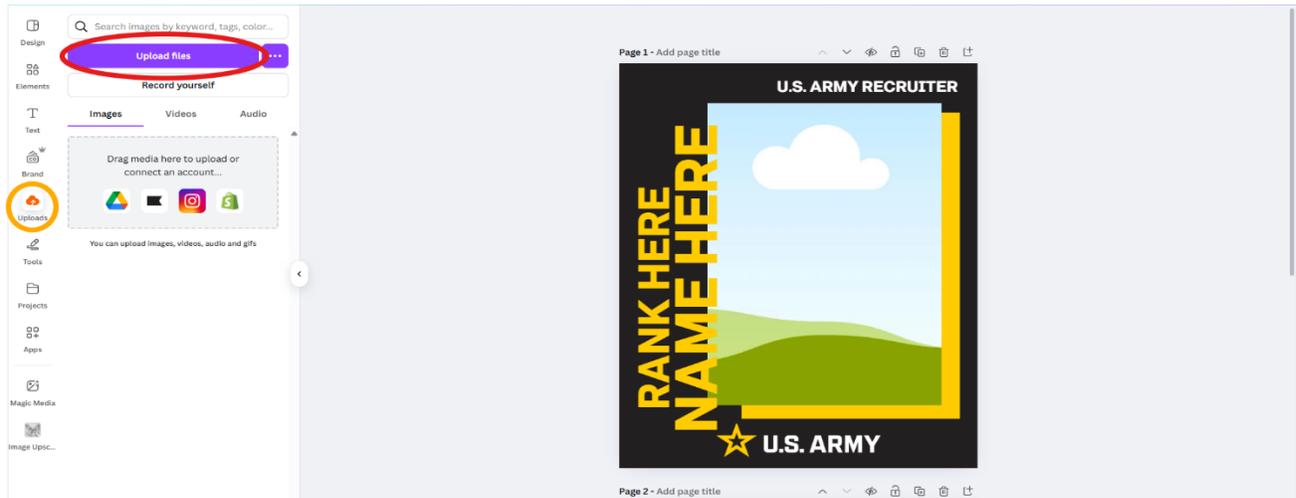
7. Drag photo from the "Uploads" section or from where it was pasted onto the document and place it in the frame circled in red below.
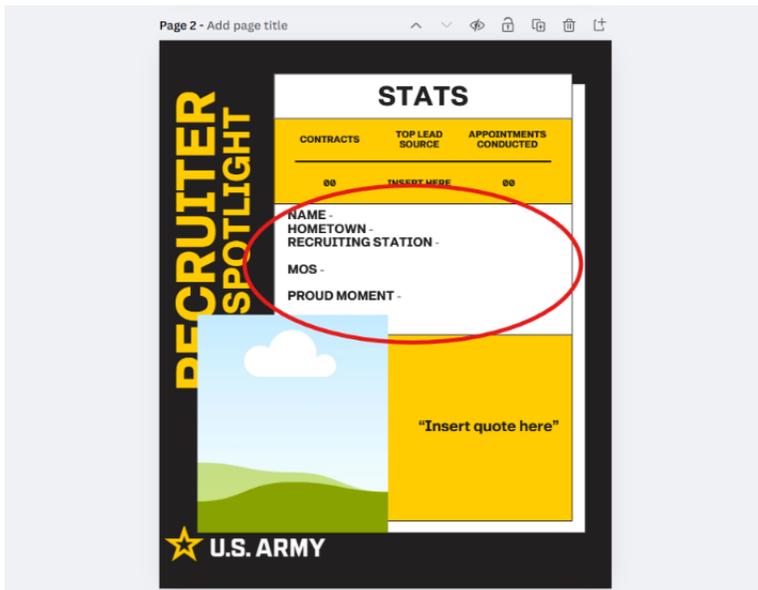
   The photo will automatically size itself to fit the frame
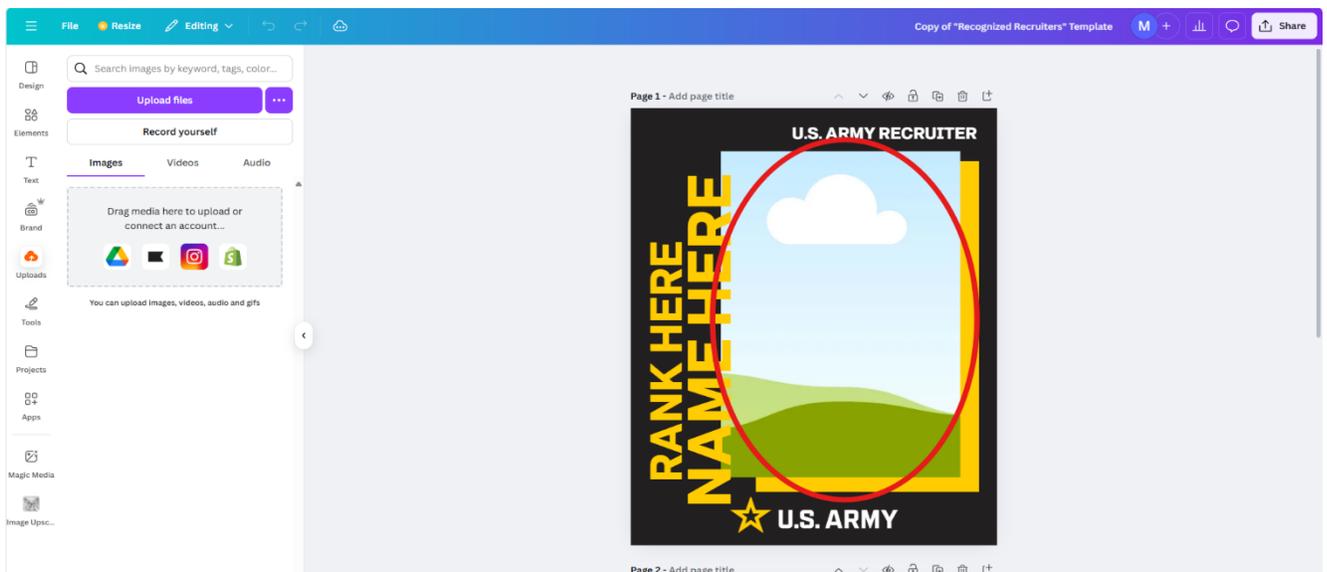
8. On Page 2, Insert the contracts, top lead source, and appointments conducted by double clicking the corresponding text boxes circled in red below.
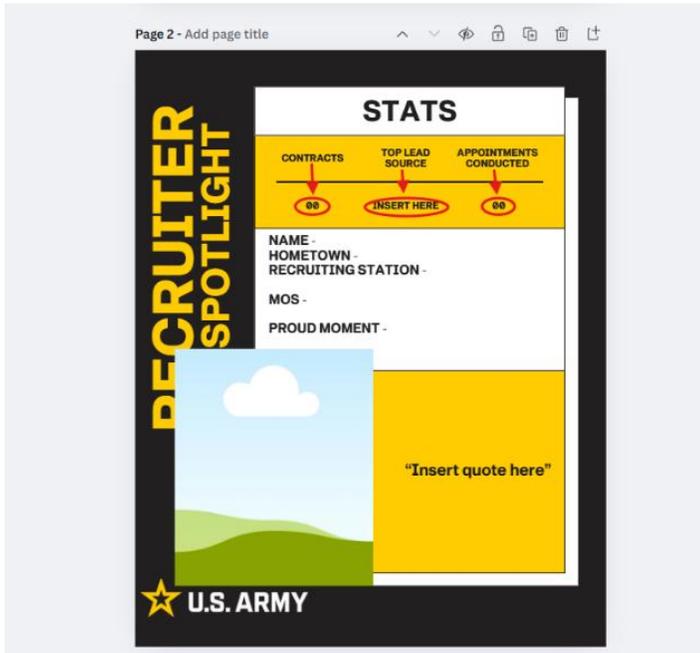
9. Fill in the recruiter's name, hometown, recruiting station, MOS, and proud moment by triple clicking on the text box circled in red below.

Name should be formatted "Rank First name Last name"

Hometown should be formatted "City, ST"

Recruiting Station should be formatted "Recruiting Station, City, ST"

If the station name takes up more than one line of text, enter the information so that the category name stands alone. For example:
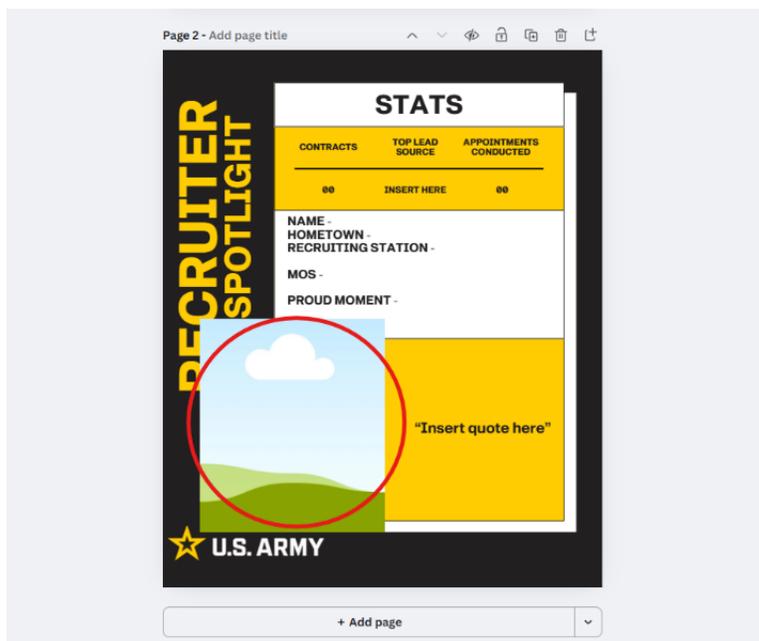
Recruiting Station:

Tampa Central Recruiting Station, Tampa, FL

MOS should be formatted "Title (MOS)" (e.g. Recruiter (79R))

Proud Moment should be formatted so the category name stands alone.

10. Upload or copy/paste second picture and drag into the frame circled in red below.

If anything is cut off from the picture, double click on the frame and drag the picture to move it.


11. Click on the frame and click the "BG Remover" button circled in red below. (*This is a Canva Pro feature)*
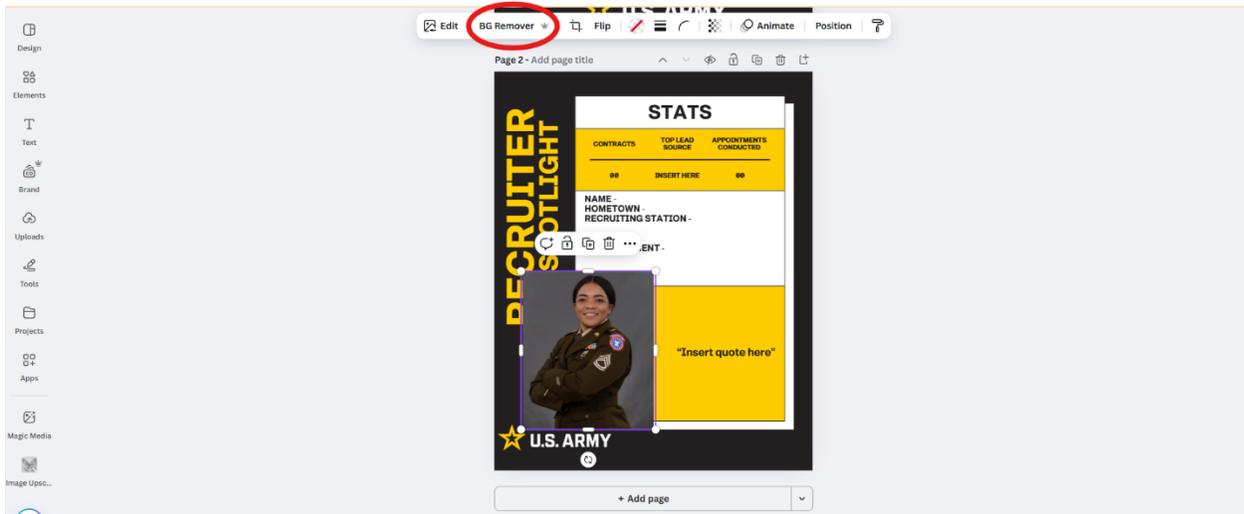
12. If unable to use the background remover tool, use the corner sizing handles to resize the picture so it is not covering any text.

Then right click on the "Recruiter" text box and select "Layer", circled in yellow below, then "Bring to Front", circled in red.

Repeat for the "Spotlight" text box.
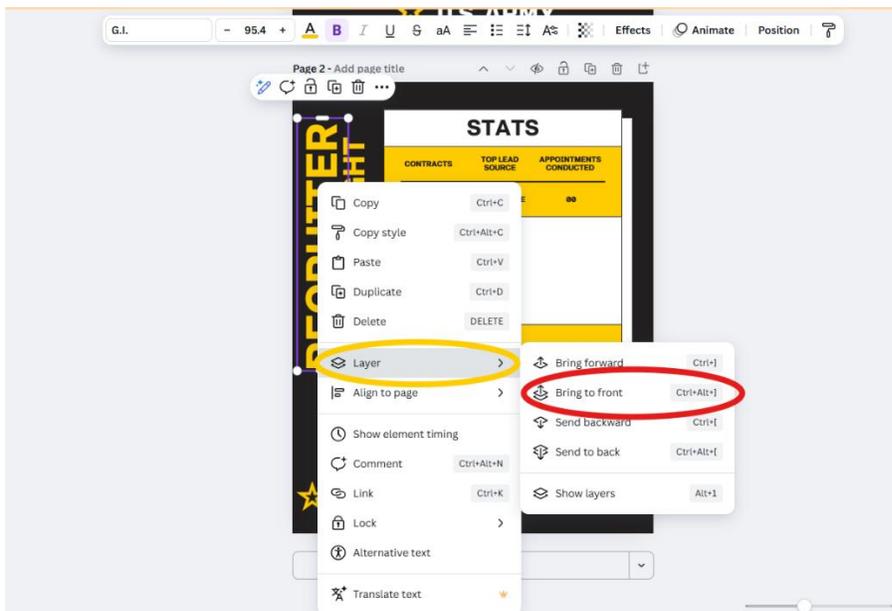
13. The top of the photo should begin right below the bottom of the "proud moment" text as shown below.
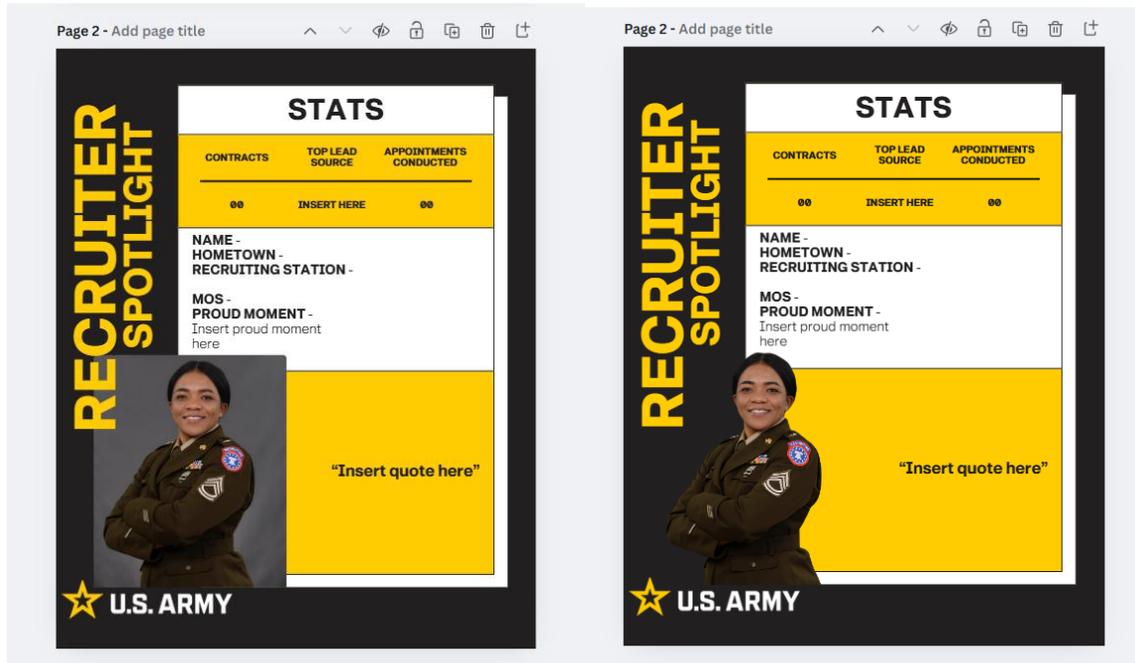
If the photo needs to be sized, double click on the frame and drag any of the sizing handles, circled in red below, until the photo is correctly sized.
If using the background remover tool, the photo will most likely cover some of the "Recruiter Spotlight" text, it does not need to be resized or layered if that is the case.

14. Insert recruiter quote by triple clicking on the text box labeled "'Insert quote here'", circled below
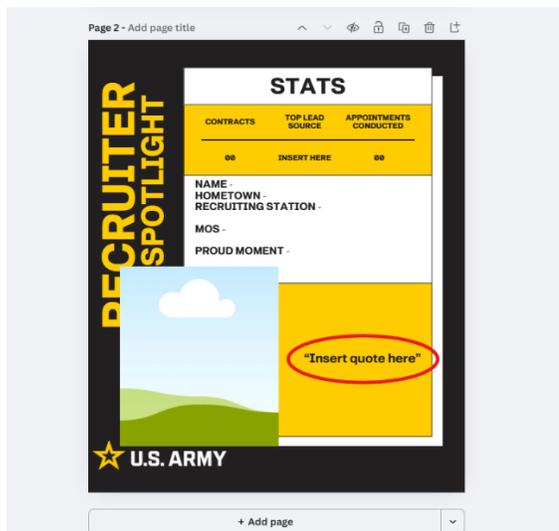
If needed, use the sizing handle, circled in red below, and drag it to the right to resize the text box so the quote is not covered by the picture.
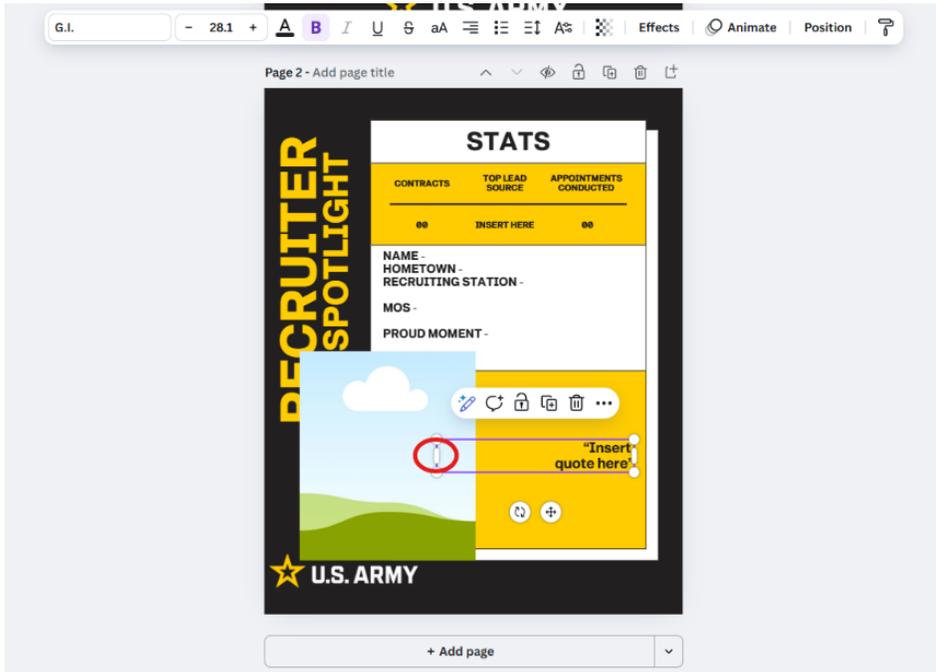
15. Rename the design at the top of the page in the title box, circled in red below.