

first tuesday FARM Letter

Pre-filled Template User Guide

Pre-filled templates are designed templates which already include our FARM letter copy. All you have to do is download the template and personalize it! Below are instructions for personalizing **first tuesday** FARM letters for your use.

For Microsoft Word templates:

Step 1: Download a template. To download a template, click on the orange button that reads “Download the Microsoft Word Template.” Once downloaded, open the document from your browser to launch it as a new document in Microsoft Word. Go to the main menu of Word and click “File,” then “Save As.” Select a location on your computer where you want to save the file and click “Save.”

Step 2: Enter your personal information. Click on the text box where you want to insert your information. You will then be able to replace the sample text with your own. Remember to state whether you are a Broker or Salesperson, e.g., “Jane Doe, Salesperson.”

Note: Don’t delete the sample text all at once or you may lose formatting. Instead, replace the information line by line.

Step 3: Insert pictures. Right-click the image or logo you wish to change. Click “Change Picture.” Select the picture or logo you want to use from your computer and click “Insert.” Your image will appear in the document. To format the image, click “Format” in the main menu, or simply drag the corners to resize.

If you right-click an image and don’t see “Change Picture” as an option, do the following:

- left click on the image
- at the top, click “Drawing Tools Format”
- click on “Shape Fill Drop Down”
- choose your picture

Step 4: Print the FARM letter. Now that you’ve personalized the FARM letter, print it out on your home printer, or send it off to a professional printer to print for you. The FARM letters work best in color, but all of them were pre-designed to showcase fine in black and white.

For PDF templates:

Step 1: Download a template. To download a template, click on the orange button that reads “Download the PDF Template.” Open the PDF from your browser, right-click the template and select “save as...” Select a location on your computer where you want to save the file and click “Save.”

Step 2: Enter your personal information. Each template contains text boxes for the entry of your contact information. To enter your information, open the saved template on your computer using Adobe Acrobat Reader.

Note: your computer may open the PDF file in a different PDF viewer by default. To ensure the file is opened in Adobe Acrobat Reader, right click the PDF file on your computer, select “Open with” and choose “Adobe Acrobat Reader.” If you do not already have Adobe Acrobat Reader on your computer, you may download it for free [here](#).

Once the file is opened in Adobe, place your cursor in the text box you want to enter information in, highlight the existing sample text and type in your own text. Your personalized information will appear in place of the original text. Remember to state whether you are a Broker or Salesperson, e.g., “John Smith, Broker.”

Step 3: Insert pictures. To include pictures, simply click the box designated for images. This will automatically prompt a small window to open in Adobe so you may select an image file from your computer. Highlight the appropriate file and choose “Open.” The image will appear in the preselected box in the template.

Step 4: Print the FARM letter. Now that you’ve personalized the FARM letter, print it out on your home printer, or send it off to a professional printer to print for you. The FARM letters work best in color, but all of them were pre-designed to showcase fine in black and white.

That’s it! Now it’s up to you to mail or deliver your FARM letter to your potential clients!