

Customisable Templates

Customisable templates can be found through brandfolder. These templates allow you to edit documents and add in your own information.

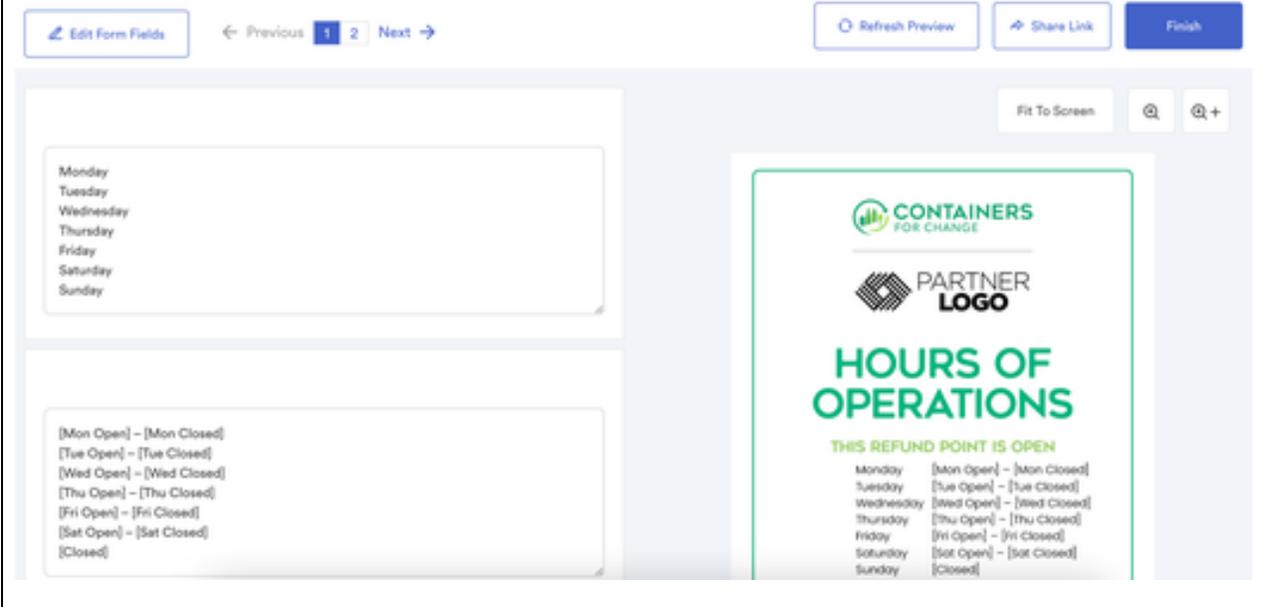
Step 1

You can find the customisable templates in your WA Operator Brandhub under the tab *Customisable templates*.

Step 2

Choose the template you want to edit. In this case we will demonstrate how to edit the *Hours of operation* poster.

The following screen should appear once you have chosen your template to edit. In this case you won't have to edit the first box Monday - Sunday. Move to the opening hours box.



Step 3

In the box on the left hand side enter in your opening hours, please make sure you use this format, **7am - 5.30pm** OR **7.30am - 5.30pm**. If your refund point is closed on a particular day, write **Closed** next to the day.

Please note that the above times are only **examples**, please enter in the times **your refund point opens and closes**.

***NOTE** when you are entering in the times, the poster on the right hand side **will not** automatically update. Click *Refresh Preview* to see your edits appear.

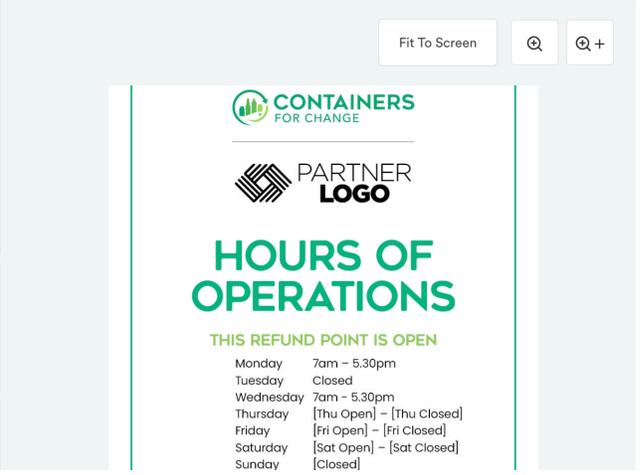
← Previous **1** 2 Next →

[Edit Form Fields](#) [Refresh Preview](#) [Share Link](#) [Finish](#)

Fit To Screen 🔍 🔍 +

7am - 5.30pm
Closed
7am - 5.30pm
[Thu Open] - [Thu Closed]
[Fri Open] - [Fri Closed]
[Sat Open] - [Sat Closed]
[Closed]

website/social media information here



Monday	7am - 5.30pm
Tuesday	Closed
Wednesday	7am - 5.30pm
Thursday	[Thu Open] - [Thu Closed]
Friday	[Fri Open] - [Fri Closed]
Saturday	[Sat Open] - [Sat Closed]
Sunday	[Closed]

Step 4

Next enter in your:

- Website url and instagram of Facebook handle
 - Please make sure to use the following format, containersforchange.com.au / @4changewa
- Email address
- Phone Number (make sure you format this as 0000 111 222 or 1234 567)
- Special trading hours
 - Example: *Open 8.30am - 4.30pm Easter Monday, 10 April*

Reminder: Click the *Refresh Preview* button to see your edits appear on the document

<input type="text" value="containersforchange.com.au / @4changewa"/>	
<input type="text" value="example@emailaddress.com.au"/>	
<input type="text" value="1234 567 890"/>	
<input type="text" value="Open 8.30am - 4.30pm Easter Monday, 10 April
Closed Christmas Day, 25 December"/>	
<p>Restricted to 2 rows.</p>	

Step 5

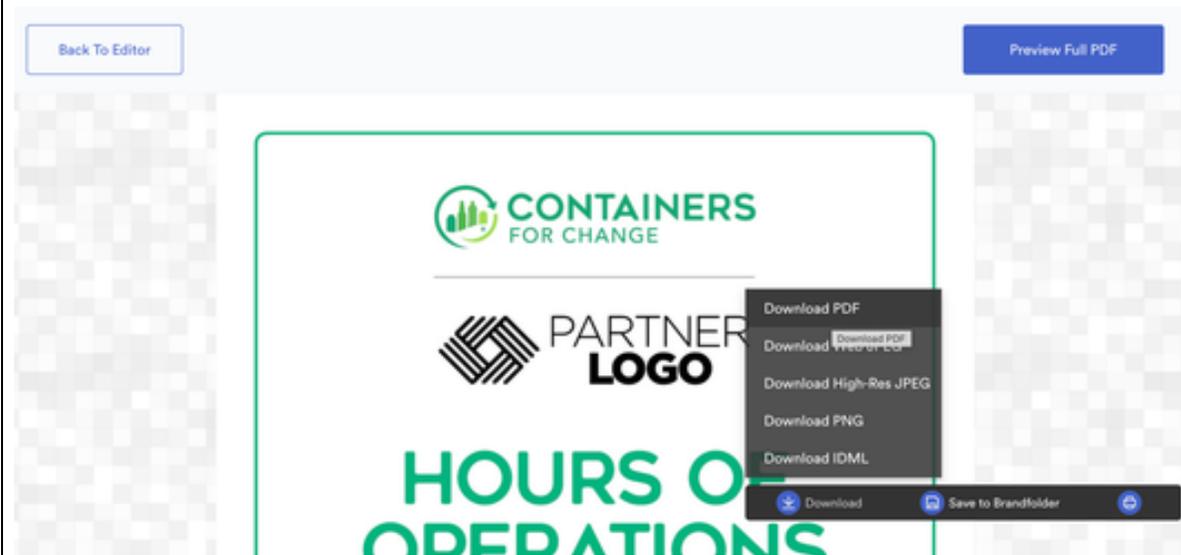
Add in your logo by choosing *Click to browse* and drag and drop in your logo.

	<input type="button" value="Select from Brandfolder"/>
	<input type="button" value="Click to browse"/>

Step 6

Check that you have accurately entered in all necessary information (in the correct format).

Click *Finish*, in the top right hand corner. The following screen will appear, choose *Download* → *Download PDF*



Step 7

Once downloaded your final poster is ready to print