

## Instructions for customizing “Financial Education on Demand” courses

Although the online course is a flash file and cannot be customized, you have the option to customize one area—the player bar that appears in the lower left corner of the course screen—with your credit union name and/or logo.

If you wish to customize the player bar, please follow these instructions:

- 1) Create a .jpg that contains either your credit union name, or your credit union logo, or both.

**IMPORTANT:**

\* The maximum jpg size is 218 x 34 pixels.

\* The image can only display if saved with the file name “logo.jpg.”

- 2) Open the zip file.
- 3) Find the \player\ directory (folder).
- 4) Save your “logo.jpg” file into that folder (the \player\ directory).
- 5) When you play the course, the logo will appear in the player bar in the lower left corner of all screens.

**Questions?** Send email to Jan Garkey at [jgarkey@cuna.com](mailto:jgarkey@cuna.com).

**IMPORTANT NOTE:** All three items (the data folder, the player folder and the player.html) need to be loaded to the same spot on your website. Then link to the “player.html” for the course to open and play on your website.

## Suggestions for phrase that links to course, visible on CU website

You can choose any phrase that links to the course on your website. Here are a few suggestions to get you started:

- \* NEW! Learn how to plan for your retirement and create your own *Retire Ready Checklist*.
- \* NEW! Get budgeting tips in 14 minutes. Bring in a completed *Income and Expense Worksheet* for a coupon for a free box of checks.
- \* Learn how to set up a spending plan in 14 minutes!
- \* Want to take control of your debt? View PowerOverDebt brought to you by \_\_\_\_\_ CU. Learn how to figure your “safe” credit limits.

Or, include the link beside a notice of an upcoming seminar at the credit union to boost interest and attendance.