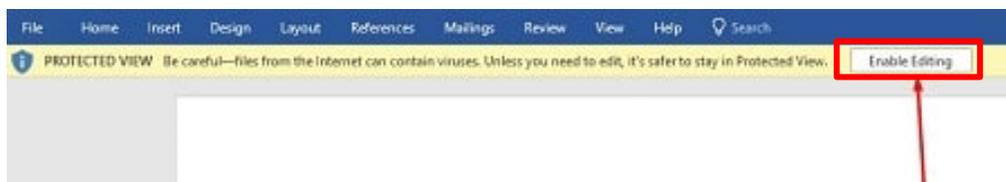


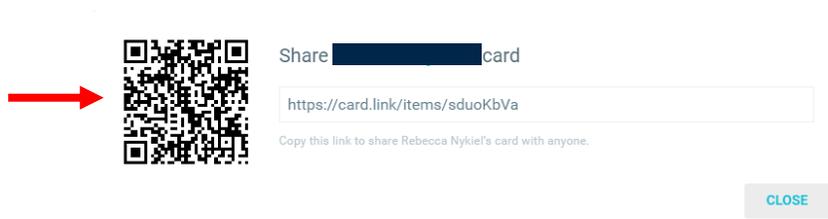
QR CODE INSERTION

Follow the steps to below to insert your personalized QR Code (generated by the Haystack app) into the document.

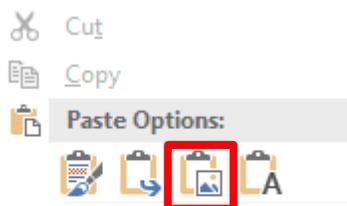
1. On your MRI device, download the document from the Recruiter E-Toolbox
2. Select the “Download” option in the upper right-hand corner
3. Once downloaded, click on the file at the bottom left of the screen
4. Open the document and click on “Enable Editing” at the top



5. Save the document to your desktop and keep the document open
6. On your MRI, log onto your Haystack account device/desktop [here](#)
7. Click on your business card and select the share icon 
8. Right click on the QR code that populates



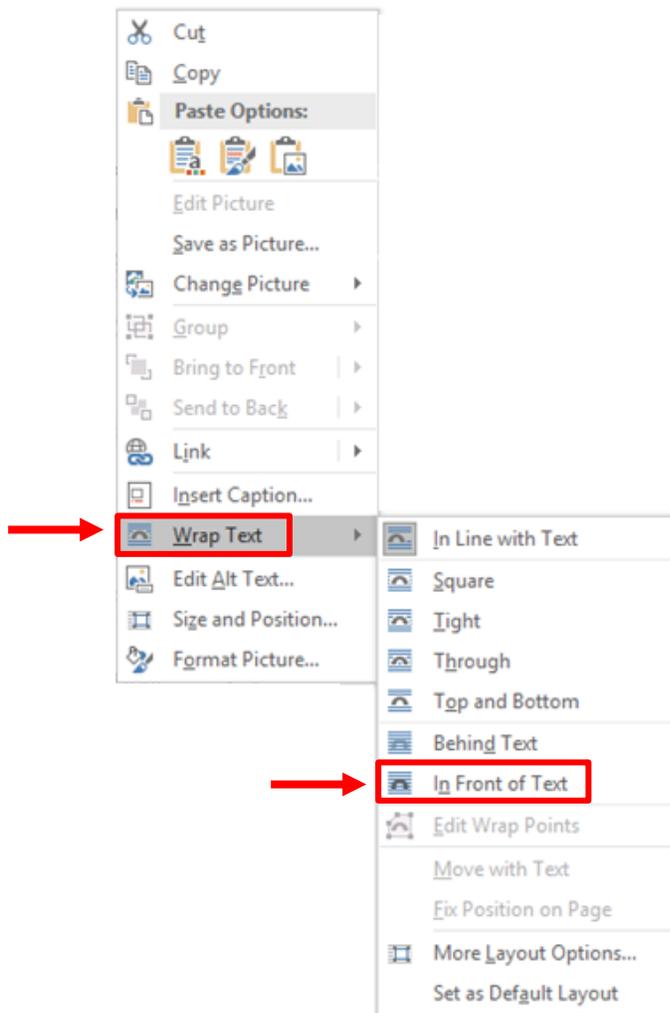
9. Select “Copy Image”
10. Click back onto the open poster/flyer document
11. Scroll to the bottom and locate the “Insert QR Code” box at the bottom left
12. Right click and select “Paste Option → Picture”



13. Once inserted into the document, click onto the QR code

QR CODE INSERTION

14. From the main toolbar, select the “Format” tab
15. At the far right, enter “1” into the “Height” box
16. With the QR code now inserted and sized appropriately, right click on the QR code
17. From the dropdown menu, select “Wrap Text”
18. Within the “Wrap Text” options, select “In Front of Text”



19. Click onto the QR code and drag to the bottom left and place over the “Insert QR Code” box
20. Save the document and once saved, print the number of copies needed
21. Select “Yes” from the pop-up box stating the print area is outside the margins