

## **Microsoft PowerPoint | Flyer Template**

*Follow all of these steps in order to create your own flyer with a personalized image and personalized text.*

### **To change the image(s) in the flyer**

1. Open the template in Powerpoint.
2. Either drag your picture into the placeholder or click on the image icon within the placeholder to choose your picture.
3. If you want to adjust the way your picture looks within the placeholder, click on the crop tool.
4. You can then move your image around within the placeholder (make sure you don't crop the image from it's current dimensions).

### **To edit the flyer**

1. To edit any text, click within the text box to type in whatever you want your flyer to say.
2. You can move text boxes around and delete them. You can also resize the text if needed.
3. We recommend keeping the fonts and colors the same.
4. Once you are done editing the flyer, go to [File](#) > [Save As](#) and save the file wherever you would like on your computer. You can also print the file by going to [File](#) > [Print](#).

### **To save as a PDF or JPEG**

1. Go to [File](#) > [Export](#). A box will open up.
2. Change the file format (at the bottom) to [PDF](#) or [JPEG](#). Determine where you want to save your file on your computer and what you want to name it.
3. Click [Save](#).