

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 "[Flyer Template 1.pptx](#)" in Powerpoint.
2. Go to [Insert](#) > [Photo](#) > [Picture from File](#). Select the image you would like to use for the flyer and click [Insert](#).
3. Resize the photo so it is roughly the same size as the photo you are replacing.
4. Go to [Format Picture](#) and click [Crop](#).
5. You can then use the small black lines located around the image to crop the picture so it is the EXACT same size as the old photo. Once you are done, click outside of the image somewhere else on the flyer to crop.
6. Move the image so it is in the same place as the old image.
7. Right click the new image, go to [Arrange](#) > [Send to Back](#).
8. Select the old image (that should now be visible) and hit the delete key on your keyboard.
9. Now your image should be right in place! See below for your next step.

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 them to be bigger or smaller.
3. You can change the font, font size, color, etc... in the top bar (we recommend you to stick to the font, font size, and colors that the flyer already has).
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](#). See below if you would like to create a PDF.

To save as a PDF

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