

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. Go to [Insert](#) > [Picture](#) > [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. Click on the [Crop](#) tool. 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.
5. Move the image so it's in the same place as the old image, then send the photo to the back ([right click](#) > [send to back](#)).
6. Delete the old image. Your new image should be in place.

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](#).