Instructions for using PowerPoint templates:

These templates are provided in PowerPoint so that they can be sized appropriately for printing.

Changing text:

Tip: The text on the templates provides advice on creating the content for each section. Be sure to read them prior to deleting!

1. Click on the area you want to change then highlight current text. Hit “Delete.”
2. Now you can type your text in the space provided.
3. When you are done adding text, click the area again to remove the text box. Go to next section and repeat.

Adding photos, charts, graphs or tables:

1. Click on the area where you want to add the content.
2. Choose the appropriate icon based on what you want to add.
3. Follow instructions on screen.
4. Once you done, click to the next area.

Notes:

1. You may increase or decrease the size of text boxes and images by clicking on the area and dragging the box to the desired size.
2. You can also delete boxes or sections by clicking on the area and hitting delete.
3. Do not change or alter the MU Extension logo.
4. Please contact Laura Lindsey at lindseylau@missouri.edu or 573.884.2394 with questions or additional marketing requests.