

Instructions to customize marketing items in PowerPoint

1. Open desired PowerPoint template.
2. Add your own picture by clicking on the icon in the picture area. Click on the desired photo and select "insert." Photo will automatically size to area.

Note: Be sure to use horizontal photos for a horizontal area and a vertical photo for a vertical area.

3. Click on the desired field to enter information.
4. Highlight sample text and hit "delete."
5. Type your desired information.
 - a. Follow MU style guidelines when entering dates and times.

Sample: Wednesday, Sept. 30 | 11:30 a.m. to 12:30 p.m.
Tuesday, May 1 | 11 a.m. to 1 p.m.

Style guidelines can be found at <http://extension.missouri.edu/staff/communications/style.aspx>.

- b. PowerPoint templates allow you to change size and color of text. Highlight text and make desired changes.
6. Delete any fields you do not need.
 7. Repeat steps three through six as needed.
 8. PowerPoint templates allow you to change background colors. Right click on the desired field and choose color from the "fill" option. *Note: Avoid colors that make the text hard to read.*
 9. Do not alter the MU Extension logo in any way.
 10. Save and rename the updated file.
 11. To print yourself:
 - a. Use at least a 70 lb. paper weight for best results.
 - b. Select "**Actual size**" under Page Sizing and Handling
 - c. Indicate correct printer and number of copies desired.
 12. For professional printing
 - a. Find local copy center or online printing company
 - b. Other options include: Printing Services, FedEx office, Staples, UPS store

Contact Laura Lindsey at lindseylau@missouri.edu or 573-884-2394 or Andy Emerson at andy@missouri.edu or (573) 882-2792 with questions.