

Instructions to customize marketing items in PowerPoint

1. Download the desired template from Box. Open file.
2. If you want to add a different picture, click on existing photo and hit "delete." Click on icon to select picture from your files, select "insert." Photo will automatically size to area. You may need to click on "send to back" if photo covers text.

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

3. Click on the desired text field to enter information. Highlight sample text and hit "delete."
4. Type your desired information.
 - a. Follow MU style guidelines when entering dates and times. Style guidelines can be found at <http://extension.missouri.edu/staff/communications/style.aspx>.

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

5. PowerPoint templates allow you to change the size and color of the text. Highlight the text you want to change and make the desired changes in the "Format" options.
6. Delete any field you don't need.
7. Repeat steps three through six as needed.
8. If desired, change the background colors. Right click on the desired field and choose the color from the "fill" option.
9. Save and rename the updated file.
10. 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. For brochure printing:
 - i. select "Print on both sides of paper" and choose "Flip on short edge"
 - ii. Select "Auto portrait/landscape" for orientation.
 - d. Indicate correct printer and number of copies desired.
11. For professional printing
 - a. Use the Office Depot "Upload and Print" option to order copies.
12. <https://extension2.missouri.edu/tecra/account/uploadPrint/>