Microsoft PowerPoint | Brochure Template

Follow all of these steps in order to create your own
personalized flyer with an image and text.

To change the image(s) in the flyer

1. Open the template in PowerPoint.
2. Either drag your picture into the placeholder or click on the image icon within the placeholder to choose your picture.
3. If you want to adjust the way your picture looks within the placeholder, click on the crop tool.
4. Now you can move your image around within the placeholder (note: don't crop the image from its current dimensions).

To edit the flyer

1. To edit any text, click within the text box. This template is meant to be a guideline for how headers and body text should look. Feel free to move images and text boxes around or to delete them.
2. We recommend keeping the fonts and colors the same.
3. Once you are done editing the flyer, go to File > Save As and save the file. You can also print the file by going to File > Print.

To save as a PDF

1. Go to File > Export. A box will open up.
2. Change the file format (at the bottom) to PDF. Determine where you want to save your file.
3. Click Save.