**Steps for editing NAHU Marketing Templates**

1. Edit your text.
   1. Open the ad template in Microsoft PowerPoint.
   2. Click into the text box containing the contact details (name, email address, and phone number) and type in your own contact information.
      * *Note: The font used in this template is Futura. If not available, you may also opt to use Arial.*
   3. Increase or decrease the font size to fit in the space as needed.
2. Insert your picture or logo.
   1. The ideal image dimensions for template A is 1200 x 1050 pixels. The ideal image dimensions for template B is 600 x 1200 pixels.
      * *Note: If possible, resize and crop your photo before inserting it into PowerPoint.*
   2. Right-click the stock photo and click “Change picture…”
   3. Navigate to where your photo is saved, select it, and click “Insert.”
      * *Note: If your image covers up the text: right-click the image, hover over “Arrange,” and click “Send to Back.”*
   4. Move and resize your image to fit within the space as needed.
3. Save your template.
   1. Click File > Save As. Save your edited template as a PowerPoint document with a unique name. This way you will be able to edit it your template later if needed.
   2. Click File > Save As again. This time, from the Format dropdown menu, select “JPEG”. This will trim off any pieces of the design that overlap the edge of the slide and create a flattened image file that you can upload.

 

Preview of Template A Preview of Template B