

Museums for All Visitor Study
Instructions for customizing the Museums for All Flyers

- Open PowerPoint or other slide presentation software of your choosing (e.g. Keynote, Google Slides).
- Change the slide size to 11”W x 8.5”H
 - PowerPoint: File > Page Setup > Custom
 - Keynote: Document sidebar > Slide Size > Custom **If your units are set to points, use 3300 pts for width and 2550 pts for height
 - Google Slides: File > Page Setup > Custom
- Change background image to the flyer background
 - PowerPoint: Design > Format Background > Picture or Texture Fill > Picture Source > Insert > locate where you saved the background image
 - Format sidebar > Background > Select Image Fill from the drop down menu > locate saved flyer background image
 - Google Slides: Background > Choose Image > Upload > locate saved flyer background image
- Add your logo to the grey colored box
 - PowerPoint: Insert > Picture > Picture from file > locate your logo
 - Keynote: Drag your logo into the presentation
 - Google Slides: Insert > Image > Upload from computer > locate your logo