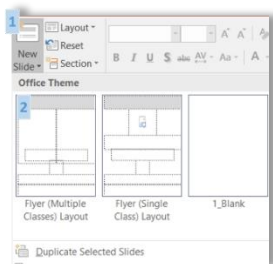# How to Use PowerPoint Flyer Templates

Flyer for Multiple Classes/Program

1) Open the "Flyer Template" PowerPoint
2) Click on the "New Slide" icon at the top of the page and select "Flyer (Multiple Classes) Layout"

3) Enter the type of classes at the top (ex: English Classes, Job Training Classes, Adult Education Classes, etc)
    a. *Recommendation:* specify that the classes are free
4) Add the class names, times/dates, and if they are online or in-person
    a. see "Style Notes" at the bottom of this page for formatting recommendations
    b. If you are advertising more than 4 to 6 classes, consider putting more simplified information
5) Add specifically how people can register
6) Add your program's logo
    a. *If you do not have a program logo, delete this box*
7) Add the name of your program/consortium and contact information
    a. *It is recommended you put a website URL & phone number*
    b. *If your website URLs are long, consider including a QR code. You can create one here: https://www.qr-code-generator.com/*
8) Save the image as a .pdf
    a. Click 'File' → 'Save As'
    b. Change 'Save as type' from 'PowerPoint Presentation' to 'PDF'
    Example:
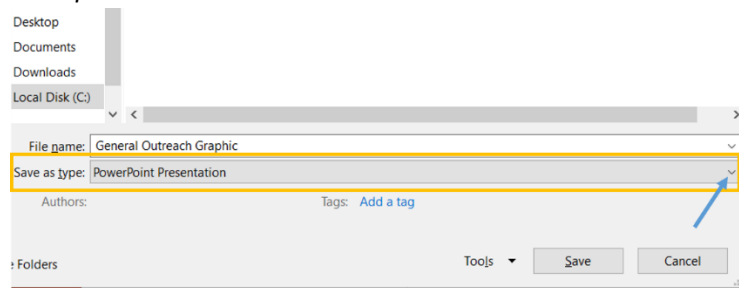
Style Notes:

- Change the fonts and customize the top message
- Change the background color of the top message
- Edit the font sizes and use the bold/italic features to differentiate the class titles from their times

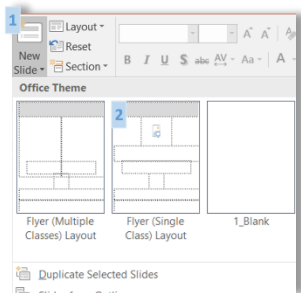**Copy and paste the stock language phrases to make your outreach multi-lingual!**

Flyer for Single Class

1) Open the "Flyer Template" PowerPoint
2) Click on the "New Slide" icon at the top of the page and select "Flyer (Single Class) Layout"

3) Enter the class name at the top (ex: Beginning English, Citizenship, Nursing Assistant Class, etc)
   a. *Recommendation:* specify that the classes are free
4) Insert a picture of the class or a graphic representing the class topic
5) Add the class names, times/dates, and if they are online or in-person
   a. see "Style Notes" at the bottom of this page for formatting recommendations
6) Add specifically how people can register
7) Add your program's logo
   a. *If you do not have a program logo, delete this box*
8) Add the name of your program/consortium and contact information
   a. *It is recommended you put a website URL & phone number*
   b. *If your website URLs are long, consider including a QR code. You can create one here:* https://www.qr-code-generator.com/
9) Save the image as a .pdf
   a. Click 'File' → 'Save As'
   b. Change 'Save as type' from 'PowerPoint Presentation' to 'PDF'
   Example:
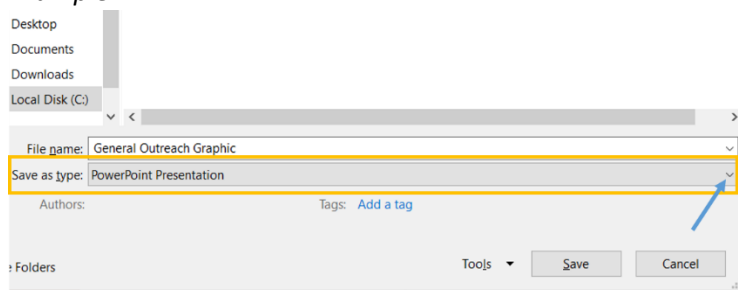
Style Notes:

- Change the fonts and customize the top message
- Change the background color of the top message
- Edit the font sizes and use the bold/italic features to differentiate text
- Add additional graphics for visual interest

Copy and paste the stock language phrases to make your outreach multi-lingual!