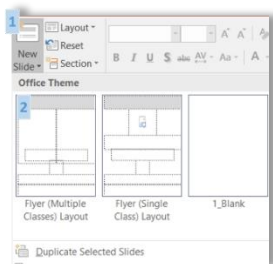


# How to Use PowerPoint Flyer Templates

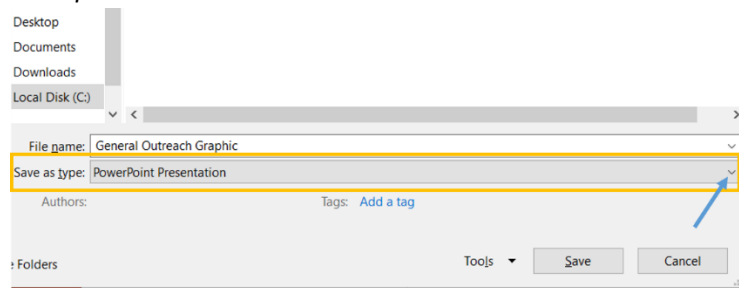
## Flyer for Multiple Classes/Program

- 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!**

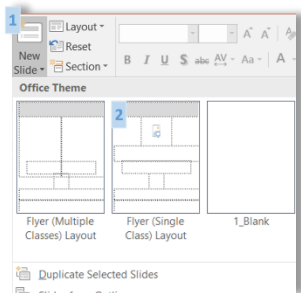
Free [type of classes]	
Classes, times, & online/in-person	Classes, times, & online/in-person
How to register (ex: call, register online, etc)	
• Insert logo (delete if you don't have one)	
Name of Program	
Contact information	

Free English Classes!	
<b>In-Person</b> <b>Beginning English</b> Monday & Wednesday 2:00 pm – 3:00 pm	<b>Online (Zoom)</b> <b>English Conversation</b> Mondays 1:00 pm – 2:00 pm
<b>In-Person</b> <b>Intermediate English</b> Tuesday & Thursday 4:00 pm – 5:00 pm	<b>Online (Zoom)</b> <b>Writing Class</b> Mondays 2:00 pm – 3:00 pm
Call to register or register online!	
	
<b>English School</b> <a href="http://www.englishschool.com">www.englishschool.com</a> 612-222-2222	

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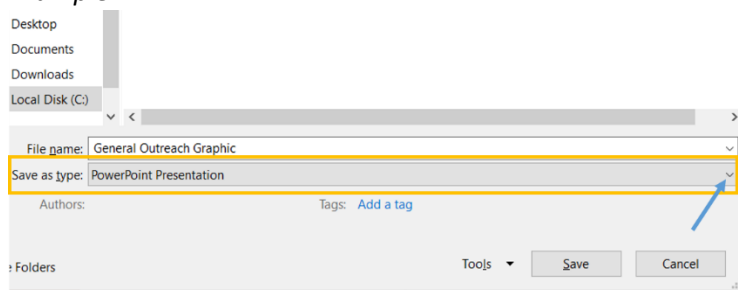
## Flyer for Single Class

- 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!**

<b>Free [type of class]</b>
• Insert graphic of class or icon 
Class times, online/in-person, & specific skills taught
<b>How to register (ex: call, register online, etc)</b>
• Insert logo (delete if you don't have one) 
<b>Name of Program</b>
Contact information

<b>Free Citizenship Class!</b>
9:00 am - 10:30 am Mondays and Wednesdays Online
Study for the citizenship interview!
<b>Register online or call Jane at 612-222-1111</b>
<b>English School</b>
<a href="http://www.englishschool.com">www.englishschool.com</a>
612-222-2222

<b>Free Citizenship Class!</b>
9:00 am - 10:30 am Mondays and Wednesdays Online
Study for the citizenship interview!
★ ★ ★
<b>Register online or call Jane at 612-222-1111</b>
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612-222-2222