**Logo

Description automatically generated with medium confidence**

**Promotional Material Instructions for Self Service**

1. Download the editable poster and open in Microsoft PowerPoint.
2. You need to change your library’s logo and app QR code by **right clicking on the image and selecting change picture > from a file.**

Once you have replaced the images, follow the instructions below.

1. In PowerPoint, to save for print go to **File > Export**. Save as **PDF**
2. Or to save for sharing online go to **File > Export.** Save as **JPEG**

If you have any difficulties our team are happy to help, just contact our marketing manager: [tina@sol.us](mailto:tina@sol.us) who will be happy to walk you through the process.