



Digital Promotional Material Instructions

1. Download the editable image and open in Microsoft PowerPoint. Replace the editable text with your library name and website URL.
2. You need to change your library's logo by **right clicking on the image and selecting change picture > from a file.**

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

- In PowerPoint, to save for print 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 who will be happy to walk you through the process.