



# Customizable **Graphics** Creator

*On Monday, May 19th, use our [Mission Monday Template](#) to create a graphic promoting your agency's mission. On Thursday, May 29th, use our [Thank-You Template](#) to design a graphic expressing gratitude to those who make a difference and inspire you – board members, staff, customers, and the Community Action Network at large.*

## ▶ **Mission Monday** Graphic Instructions

1. Open the PowerPoint file and click "Enable Editing."
2. Copy/paste your agency's mission into the text placeholder in the middle of the graphic. Choose which font and size works best for you. Then center the text box. Once the text is positioned, click anywhere on the slide to deselect the text box.
3. Click the "Insert" tab and select "Pictures" then select "This Device." Find and select your agency's logo (should be in .JPG or .PNG format). Resize your logo and position it in the bottom left corner of the slide. Once your logo is positioned, click anywhere on the slide to deselect the logo image.
4. Click "Save As" and select .PNG file. PowerPoint will then ask you which slides you would like to export. Select "Just This One."

## ▶ **Thank-You** Graphic Instructions

1. Open the PowerPoint file and click "Enable Editing."
2. Click the "Insert" tab and select "Pictures" then select "This Device." Find and select your staff photo (should be in .JPG or .PNG format). Resize your image and position it in the middle of the slide. Once your photo is positioned, click anywhere on the slide to deselect the photo.
3. Click the "Insert" tab and select "Pictures" then select "This Device." Find and select your agency's logo (should be in .JPG or .PNG format). Resize your logo and position it in the bottom left corner of the slide. Once your logo is positioned, click anywhere on the slide to deselect the logo image.
4. Click "Save As" and select .PNG file. PowerPoint will then ask you which slides you would like to export. Select "Just This One."