

# ▶ Customizable **Graphics** Creator

## ▶ **Impact** Monday Graphic Instructions

On **Wednesday, May 7th and 21st**, use our [Impact Wednesday Template](#) to create a graphic promoting your agency's local data and/or success stories.

1. Open the PowerPoint file and click "Enable Editing."
2. Copy/paste your Impact Wednesday story into the text placeholder on the left side of the graphic. Choose which font and size works best for you. 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 Impact Wednesday photo (should be in .JPG or .PNG format). Resize your image and position it on the right side of the slide. Once your photo is positioned, click anywhere on the slide to deselect the photo.
4. Click "Save As" and select .PNG file. PowerPoint will then ask you which slides you would like to export. Select "Just This One."



*If you have any questions, contact Johnny Eudaly at [jeudaly@communityactionpartnership.com](mailto:jeudaly@communityactionpartnership.com).*