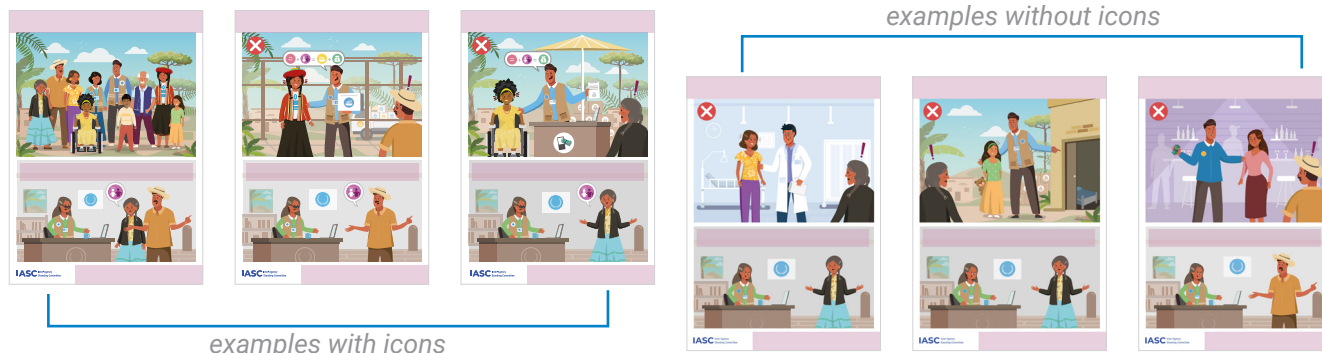


HOW TO EDIT THE POSTERS - MS PowerPoint

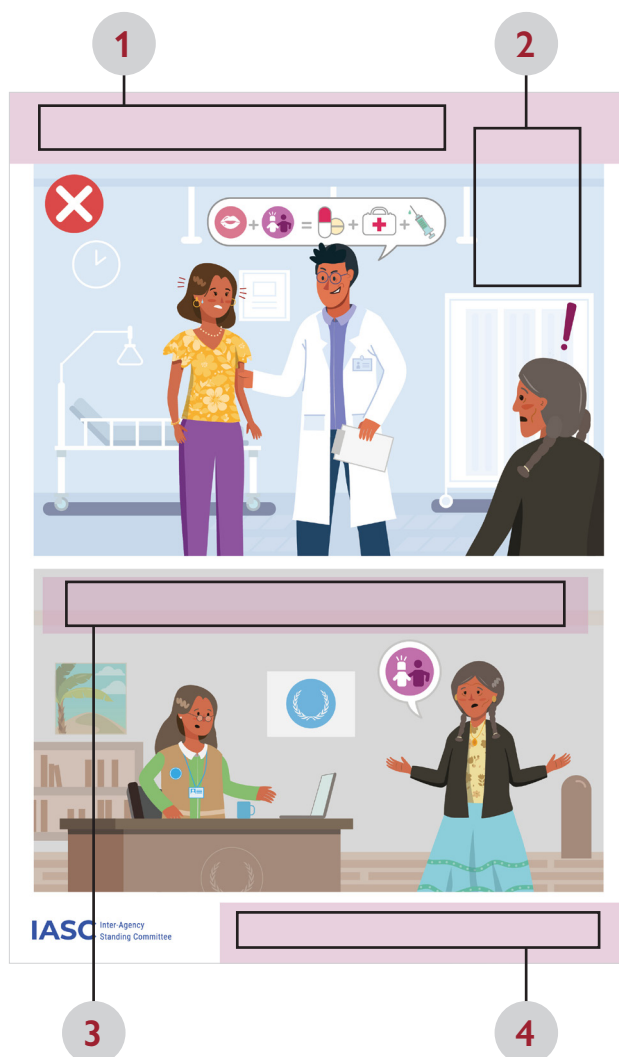
INTRODUCTION

This guidance sheet details how to add the logos and text in the different languages to the templates that are provided in Microsoft PowerPoint format. Each poster set is available with and without icons. The files can be downloaded from the IASC website. Every PPT file contains six different posters as shown in the samples below:



HOW TO EDIT THE FILE:

The following steps can be carried out in no particular order. Font should be **Arial bold, Montserrat or Aptos (Mac)** in **size 16-18pt. Adjust as necessary.** The color should be custom and set to **#9e2432**. It is recommended that you download your preferred logo to your computer before editing the PowerPoint file. Please have the contact information for #4 ready to insert as this is an important part of the poster.



STEP 1 - INSERT TEXT

*"All assistance is free for everyone!
You deserve to be treated with dignity and respect."*

Go to **INSERT > TEXT BOX** and copy paste your text from the translations file, using the settings in bold above.

STEP 2 - INSERT LOGO

Go to **INSERT > PICTURE > PICTURE FROM FILE** and select your preferred logo. Resize it as necessary to fit into the space indicated in this guide. The logo files can be downloaded from the IASC website.

STEP 3 - INSERT TEXT

"If you suspect an aid worker asked for payment or sexual favours. Please report."

Go to **INSERT > TEXT BOX** and copy paste your text from the translations file, using the settings in bold above.

STEP 4 - INSERT TEXT

"Call the free helpline ####-##-##"

Go to **INSERT > TEXT BOX** and copy paste your text from the translations file, using the settings in bold above.