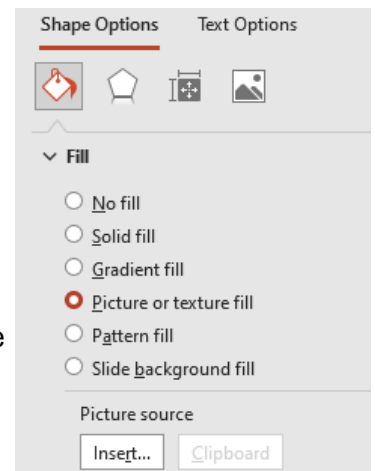**Creating your poster:**

Step 1: Choose a title

- Go for something short and punchy that gets the vital information across:
    "Isaac's Great North Run!"
    "Sponsor Lucy's London Marathon"
- Replace the text in the yellow semi-circle with your title.
- If it doesn't fit on two lines, reduce the text size a bit – don't go below size 20!

Step 2: Write a quick call to action in the orange box on the left

- Go for something short that gets the information across:
    - Include your name, a request for sponsorship, and why you've chosen to support Leonard Cheshire.
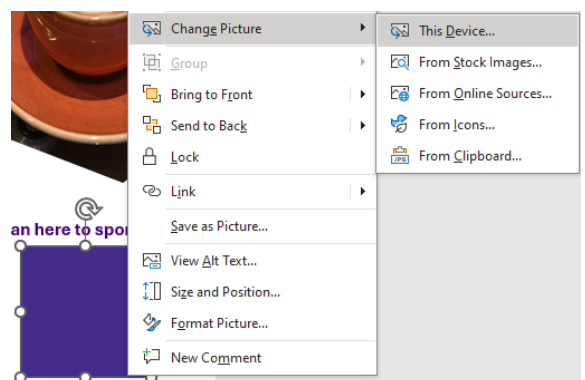
Step 3: Insert a photo

- Replace the coffee photo with a photo that works for you!
- Right-click on the photo of the coffee, choose "Format", then on the right-hand side select the paint bucket icon ("Fill & Line"), select "Picture or texture fill", then "Insert".

- A window will pop up – select "From a file", choose your image and click OK!

Step 4: Insert a QR code

- Head to QR code monkey (https://www.qrcode-monkey.com/), pop your chosen URL in the "Your URL" space, click "Create QR Code", then "Download PNG". It might take a few moments to generate.

- Once you have the QR code, insert it by right clicking the purple box, selecting "Change Picture", then "This Device" and select your QR code. Feel free to edit the text too, but make sure it doesn't go over the edge of the page! If you don't want to include a QR code, just delete the purple box and the text above.

Step 5: Share your poster!

- Print your poster! With the poster slide open, click "File", select "Print", and make sure to select "Selected Slide Only" – you can then print your poster.

- If you'd like to send it to friends and family as a PDF, with the poster slide open, click "File", then "Save as Adobe PDF". A window will pop up asking you to save the file – save it, then click "Options" and "Current Slide only", then save your PDF!

Pop Your Title Here

There's space here for about 60 words/300 characters – try to fill up this space with a call to action – "Sponsor me!" or "I need your support". Include details of why you've chosen to support Leonard Cheshire, and what you're doing – whether that's running a marathon, a sponsored walk or anything else!

Scan here to sponsor me!

Leonard Cheshire