## HOW TO CUSTOMIZE PDF PARTY PRINTABLES IN MICROSOFT POWERPOINT (PG 1)

1. Open PowerPoint.



2. Go to your top menu bar and choose: FILE, then PAGE SETUP. Another menu box will pop up. Change your slide layout to portrait and your page dimensions to 8.5" x 11". If it gives you an error about the margins just choose "FIX."



3. Open up the location of the file you want to customize (a new "Finder" window on a Mac or "My Computer" on a PC). Drag the file you want to edit into PowerPoint. If the PDF file is more than one page PowerPoint will ask you which page you want to add.



## HOW TO CUSTOMIZE PDF PARTY PRINTABLES IN MICROSOFT POWERPOINT (PG 2)

4. Once the file has been pulled into the PowerPoint slide. Go to your file menu and select: INSERT and then TEXT BOX. You will be able to add text now.



5. To change the style, color and size of your fon, click on the edge of your text box so the box is selected (but you won't see the flashing cursor anymore). Choose FORMAT then FONT from your top menu bar and a new menu will pop up so that you can make changes. You can download new fonts from websites like Fontsquirrel.com to match your theme. You can find suggested fonts in the listing of the party printable that you purchased.



6. Print or save your file to a PDF!