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| --- | --- |
| A silhouette of a person  Description automatically generated | A silhouette of a person  Description automatically generated |
| Name  Title  School  Class of 0000 | Name  Title  School  Class of 0000 |
| A silhouette of a person in a suit and tie  Description automatically generated | A silhouette of a person  Description automatically generated |
| Name  Title  School  Class of 0000 | Name  Title  School  Class of 0000 |
| A silhouette of a person with pigtails  Description automatically generated |  |
| Name  Title  School  Class of 0000 | Name  Title  School  Class of 0000 |

Template Instructions:

1. Type in your information in the table where indicated.
   1. If you lose the text formatting, you can restore it by re-applying the styles from the styles pane. The styles used are called:

NAME

Job or title

School

Job or Title

1. Replace the images.
   1. Right-click the picture. Choose “Change Picture”> “From a file…”
   2. Select your photo from your computer.
   3. You may need to use the crop tool to get the best effect.
   4. Photos should be sized to approx. 2.25” x 2” to fit.
2. Delete these instructions when complete.
3. Save your poster as a PDF.
   1. File > Save As.. > choose PDF from the dropdown menu