



INSTRUCTIONS

Customizing Agent & Team Pages in PowerPoint

- Scroll to pages 4 & 5 – the customizable agent and team pages.
- Please follow the example layout as closely as possible.
- For the title font (used for the agent name) use Times font. Keep font size and color as is.
- Once the agent name has been added, drag the light blue slash to the end of the name (if moving it is necessary).
- For the body font (used for job title, contact information, and bio) use Arial. Keep font size and color as is.
- We prefer black and white photos on these pages. For instructions on how to convert a color photo to black and white, see below.
- Once agent and/or team pages have been customized, click “File” then “Export”
- Choose PDF as the File Format, then click “Export”
- Your custom look book is complete!

Converting Color Photos to Black & White

Mac

- First, save a copy of the photo to work with.
- Open the photo in Preview.
- Click “Tools” then “Adjust Color.”
- Find the “Saturation” toggle and drag it all the way to the left.
- Save new black and white photo.

PC

- First, save a copy of the photo to work with.
- Open the photo in Photos.
- Click “Edit & Create” then click “Edit”
- Click “Adjustments”
- Find the “Color” toggle and drag this all the way to the left.
- Save new black and white photo.