

# HOW TO CUSTOMIZE NAR'S GOOD NEIGHBOR AWARDS LOGO WITH YOUR ASSOCIATION NAME

- 1 Open the PPT Template File in PowerPoint.
- 2 Choose the appropriate layout option:
  - Select 1 Line if your Association Name is relatively short or if you prefer to use its acronym.
  - Select 2 Lines if your Association Name is long.If the name is too long for two lines, use the acronym and switch back to the 1 Line option.
- 3 Type or paste your Association Name into the appropriate option in the template.

Ensure the following formatting:

  - Use the Montserrat Bold font.
  - Maintain even spacing around your text.
  - Check spelling for accuracy.
- 4 Once everything looks correct, export your file:
  - Go to File → Export.
  - Choose where you want to save the file on your computer.
  - Under File Format, select JPEG.
  - Click the Export button.
- 5 Your slides will be saved as separate image files.

You can now insert your customized Good Neighbor Awards logo wherever needed.

## EXAMPLES

### 1 LINE OPTION for short association names and acronyms



### 2 LINES OPTION for long association names

