

# #FOREeveryone

## GUIDANCE FOR EDITABLE FILES



A selection of PowerPoint designed graphics are at your disposal and easily downloaded via the Resource Portal. These are ready to use and include posters and social graphics.

These editable files can be personalised with your Club logo, text, and imagery to help promote future events. The following pages will show you how to not only use these assets, but how to get the best from them. For further guidance please refer to the brand guidelines, also available from the portal.

### PRINT ASSETS

The PowerPoint posters, sized at A4 and A3, have been designed to enable you to add your own headline text, images, web address and Club logo.

Placeholder text and graphics have been inserted to guide you where to place and size your headlines, logos and images.

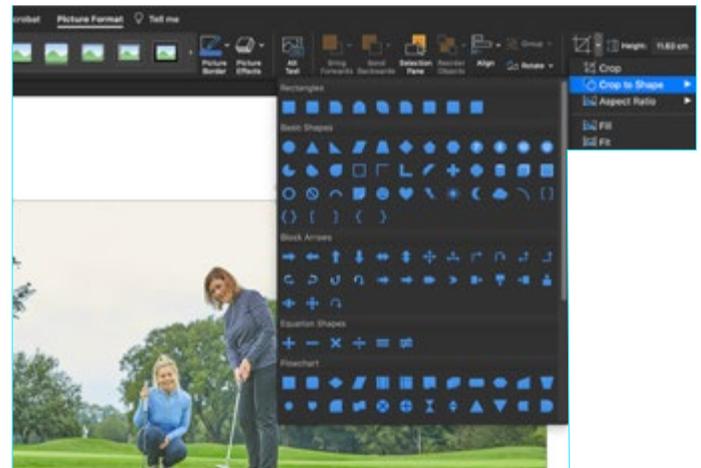


We would encourage you to add dynamism to your images by clipping them inside a circle. To crop an image to a circle, you'll need to crop the image to an oval, change the oval to a circle by changing the aspect ratio and then resize or move the image as required.

#### Step 1: Crop an image to an oval

Insert the image into PowerPoint using the 'Insert - Picture - Picture from File' command from the toolbar insert menu.

- Select the image
- Click the 'Picture Tools Format' tab in the Ribbon
- In the 'Size' group, click the arrow below 'Crop'
- From the drop-down menu, choose 'Crop to Shape' and then click the 'Oval'



To find out more about the #FOREeveryone campaign or the Women in Golf Charter, visit:

[RandA.org/FOREeveryone](http://RandA.org/FOREeveryone)

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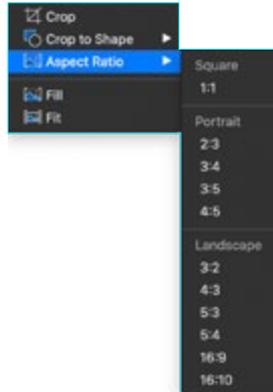


### PRINT ASSETS (CONTINUED)

#### Step 2: Change the oval to a circle

To change the oval to a circle:

- Ensure the image is selected
- Click the arrow below 'Crop' again and then from the drop-down menu, choose 'Aspect Ratio' and then '1:1' to resize the crop shape to a circle



#### Step 3: Change the size, shape or position of the cropped image

To change the size, shape or position of the cropped image:

- Ensure the image is selected and then click 'Crop' again
- Resize the cropped area by dragging the black crop handles. To ensure that the shape remains a circle, hold down Shift and drag a corner crop handle
- Resize the image by dragging the white circle handles. To ensure that the shape resizes proportionally, hold down Shift and drag a corner circle handle
- Move the image within the cropped area by dragging the image
- Click outside of the image or click the 'Crop' button again to exit crop mode



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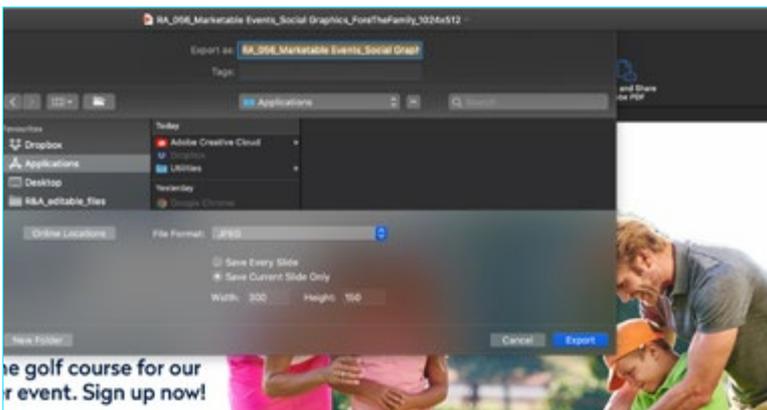
### DIGITAL ASSETS

The PowerPoint digital assets are saved with different pixel dimensions. The files have been designed to enable you to add your own web address and Club logo.



Once you have inputted your content in PowerPoint, using the same steps as mentioned above, you simply need to export the PowerPoint file as a JPEG.

From the top menu bar, select File - Export - Select the 'JPEG' option. Select 'Save Current Slide Only' and accept the default width and height settings.



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