* Open a new PPT, and set page size as 1080 x 1080 px.
* Select a flyer template from samples provided.
* Select all, copy, and paste onto your new PPT.
* Click on the sections of the template to edit text for your study. For social media, you’ll want to keep text brief. You can put additional information in the message post.
* Click on the photo and use Insert Photo from File.
* To find an appropriate photo if you don’t have one, look at ECU photos on the Flickr site found at the middle of the ECU home page, “This Week in Photos”.
* If unable to find a suitable photo, you may put in a ticket with Creative Services for assistance.
* Save your file as PPT so you have for future.
* Export the file as a JPG.
* If your graphic includes an ECU logo or trademarked words, it must be approved by [LogoReview@ecu.edu](mailto:LogoReview@ecu.edu). Alternatively, there is a form that can be completed on our website:  
  <https://university-communications.ecu.edu/services/>

Creating a Social Media Post  
in PowerPoint