## Select "Edit" on the top left. Insert the title with the font size at 20-30. Keep the distance from the logo and title similar to how it is now!

If you would like to keep the FAU Red in the Title box, click on the box that says "Font color"; this is directly next to the font size. Go to "More colors" and type the following: **Red: 204; Green: 0; Blue: 0.** If you would like to save it for future use, click "Add to Custom Colors". Then click "OK".

For general text, keep the font size to 10-12. You may format the text however you like, but please be considerate the text box size and refrain from adjustments. It was set to this size for flexibility and legibility. The approved fonts are Arial, Century Gothic, Helvetica, and Avenir. Any variants of these fonts are approved.
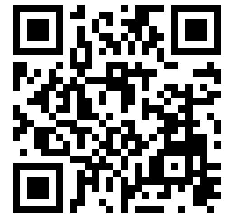
Additional information may be put here. Consider limit.

To add a QR code of your own, left click on the QR code above. Select "Choose Image". A pop-up of your files will appear so you may select the needed image file. Adjust the placement of the new QR code if necessary, but please keep it in the same relative space.

If there is additional content that you do not require, you can right click the content and the option to "Cut" or "Delete" should pop up. Delete may be indicated through the trash can icon. If you delete a text box, ensure you right click on the edge or corner of the text box so that the whole thing is selected. If you select the middle of the text box, these options will not be available to you.