

Did You Know?

Our College's Communications Office offers downloadable templates to help you create professional, branded communications with ease!

From Certificates, meeting agenda, and event and open house flyers, to PowerPoint presentations, scientific posters and virtual backgrounds, our [Communications Resource Page](#) offers ready-to-use templates to help you stay on brand and save time. The logos, FAU colors, and fonts are already built into the template!

How to Use the Templates:

Step 1: Visit the Downloads Page

Go to fau.edu/education/aboutcoe/communications/downloads and choose the template that fits your needs.

Step 2: Download Your Template

Click on the template name, download the file, and save it on your computer.

Step 3: Customize Your Content

Open the file with Adobe Acrobat and replace the placeholder text with your own content. To replace the placeholder QR code, single click on it and click browse, then select the QR code file from your computer and click open, then click ok.

Step 4: Save

Once you finalize your content, rename and save the file as a pdf on your computer.

Need Help or Have Questions?

Email Anne Fennimore at afennimo@fau.edu or [open a ticket](#)