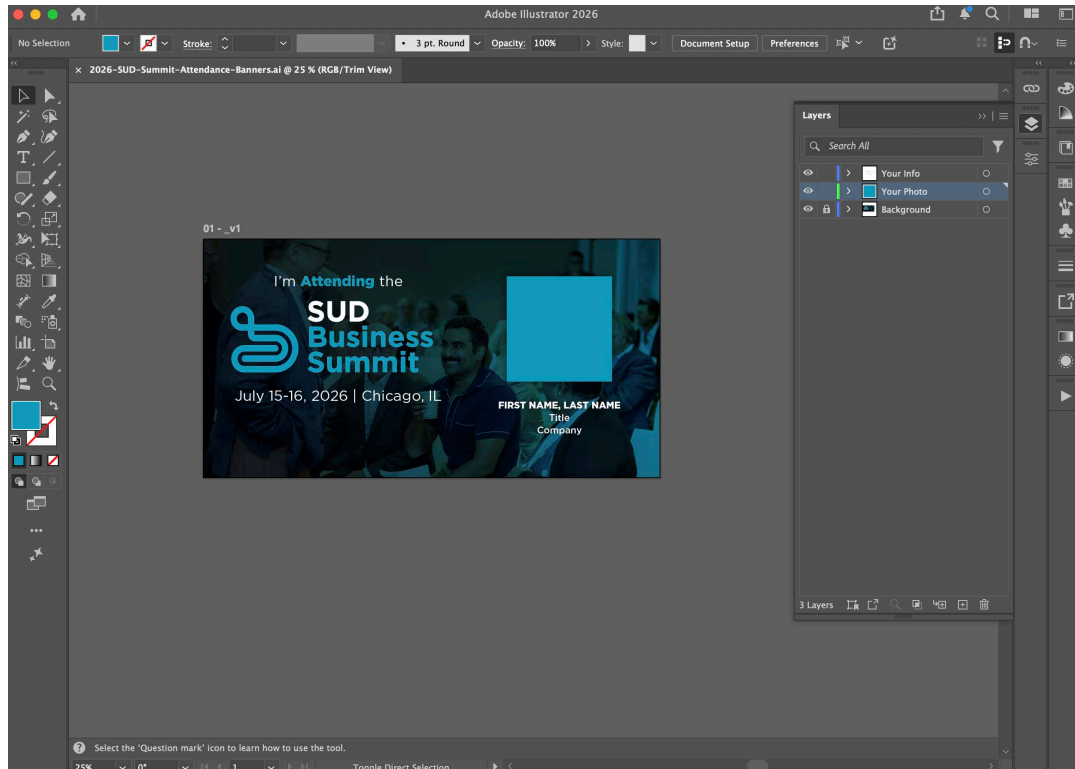
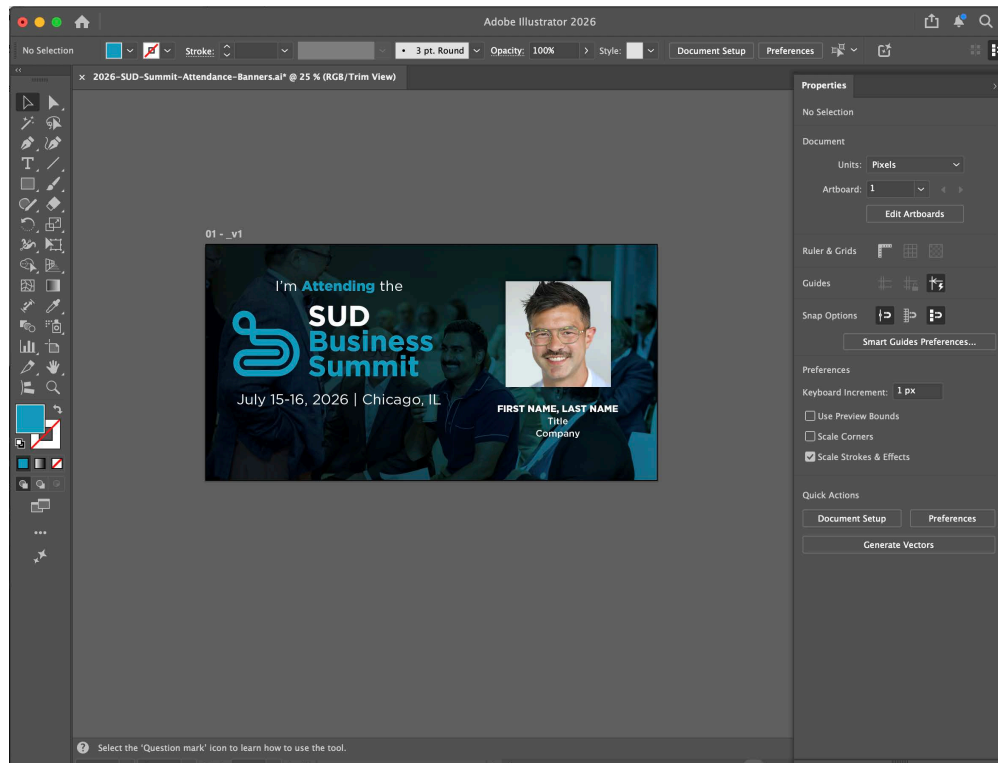
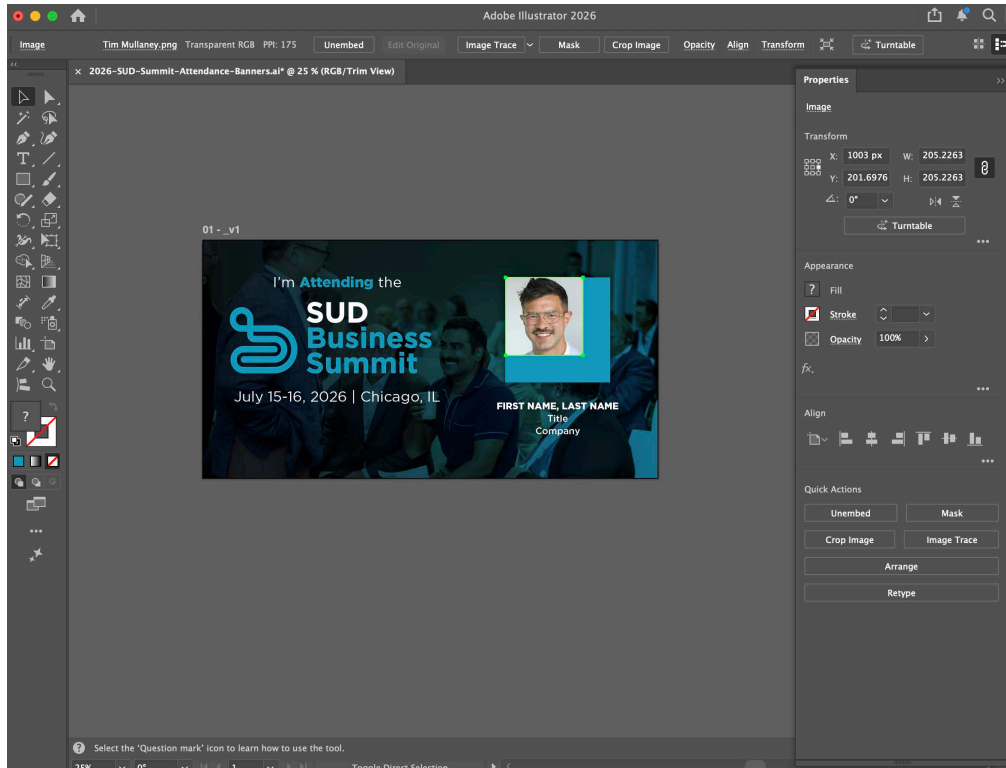


## Template Edit Instructions: Head shots

1. Open the file and select the layer called “Your Photo”.

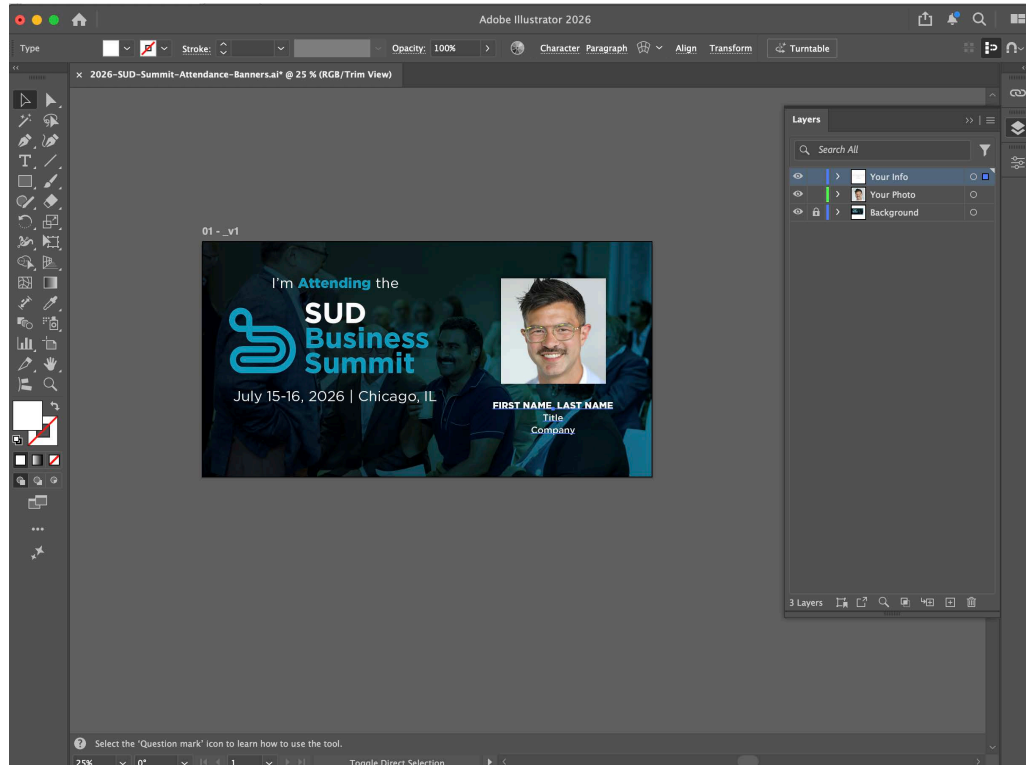


2. Drag your square head shot onto this layer. Resize it to match the existing square. (If you hold the shift key while resizing, it will resize proportionally). Either delete the existing square or make sure your head shot covers it completely.



## Template Edit Instructions: Name & Title

1. Once your image is correctly placed, select the “Your Info” layer.



2. Select the text box containing  
“FIRST NAME, LAST NAME  
Title  
Company”
3. Update with your information and then save the file.
4. **You can now export as a png. Be sure to select “Use Artboards” in the dialogue box that appears.**