GENSTONE
REALTY

Personalizing the GenStone Marketing Presentation

You will want to personalize three of the beginning pages. With the PowerPoint open, go to the pages needing your associate personalization:

Page 1

- Replace the associate photo there with your image from your files.
- Add your name in the [Associate name] field. Then, in all text replacements, enter over the existing text to preserve the current type font style, and delete the previous text.
- Go to "Save."
- Before each listing appointment, change the [ADDRESS] and [Owner names] of the potential listing, plus change the property's exterior photo.

Page 3

- Replace [ASSOCIATE NAME] with your name.
- Change the picture to your photo.
- Enter a brief description of your abilities here, entering it over the letters to keep the same type font [Monserrat]. Then, adjust the size of the type font as needed.
- You may use the "About Me" section from your kvCORE website or use other material. Delete all instructions when completed.

Page 5

- Right-click on the property photo. "Change picture" to replace with the exterior property photo of the potential listing.
- Go to "Save" the entire modified presentation.

To print or email a PowerPoint document, "save as" a PDF document first:

1. Open the PowerPoint, select "File" > "Save As."
2. Click the down arrow to the right to reveal the dropdown menu and select "PDF (*pdf)" and "Save."
3. This action creates continuous "photos" of the slides to save to email, or print to give a paper copy.