GENSTONE
REALTY

Personalizing the GenStone Buyer Presentation

With the PowerPoint open, go to the two pages needing your personalization.

Page 2

- 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 font style [Monserrat] and delete the previous text.
- Go to "Save."

Page 4

[You may have already made the associate personalization on page 3 of the Marketing Presentation. If so, copy the text and photo below the black heading in that PowerPoint and paste below the black heading in this one. If not, proceed with personalizing this one, and then copy and paste the photo and text into the Marketing Presentation page 3 below the black heading.]

- Replace [ASSOCIATE NAME] with your name.
- Right-click on the photo. "Change picture" to replace with your photo.
- Enter a brief description of your abilities, entering it over the text 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.
- Go to "Save."

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.