

# *The 3 Easy Steps You Need To* **\*DISRUPT\* THE TIMELINE**

## **STEP ONE**

### **Download & Open**

*- or powerpoint or pages if you prefer*

- Click the download link under the templates you want to use
- Open A Blank Google Slides Presentation
- Click *File - Open - Upload* and upload your template file

## **STEP TWO**

### **Edit to fit Your Brand Style**

- Using the editing tools change fonts and colours to your brand styles
- Using the upload tool to add your images
- Use the text edit tool to edit the copy

## **STEP THREE**

### **Save & Share**

- Click *File - Download As* and save as either a JPEG or PNG file
- Then upload your files to your social media platforms

