

***\*Please note that there is a default date graphic from Livestream that goes on the top left of the page once the banner is uploaded, which is why the TEDxYouth weekend graphic is off-center.***

**For Mac users (using Keynote):**

*If you are inserting an event logo:*

- 1.) Download the file named "TEDxYouth weekend banner template\_mac"
- 2.) Open the file in Keynote
- 3.) To insert your own event logo (it should be no larger than 620x145 pixels), click Insert>Choose...
- 4.) Place your logo within the yellow guidelines below the TEDxYouth weekend graphic
- 5.) Click File>Export to>Images
- 6.) Make sure under Format that JPEG (High Quality) is selected, and click Next...

Your image is ready to be uploaded to your event on the TEDx Livestream page!

*If you are typing in your event name:*

- 1.) Download the file named "TEDxYouth weekend banner template\_mac\_text"
- 2.) Open the file in Keynote
- 3.) Replace "TEDxYouth@SampleEvent" with your event name
- 4.) Click File>Export to>Images
- 5.) Make sure under Format, that JPEG (High Quality) is selected, and click Next...

Your image is ready to be uploaded to your event on the TEDx Livestream page!

**For Windows users (using Powerpoint):**

*If you are inserting an event logo:*

- 1.) Download the file named "TEDxYouth weekend banner template\_pc"
- 2.) Open the file in Microsoft Powerpoint
- To insert your own event logo (it should be no larger than 620x145 pixels),Click Insert>Pictures>Photo from File...
- 4.) Place your logo within the guidelines below the TEDxYouth weekend graphic
- 5.) Click File>Export...
- 6.) Make sure under Format that JPEG is selected, and that the width is 640 and length is 360, then click Save

Your image is ready to be uploaded to your event on the TEDx Livestream page!

*If you are typing in your event name:*

- 1.) Download the file named "TEDxYouth weekend banner template\_pc\_text"
- 2.) Open the file in Microsoft Powerpoint
- 3.) Replace "TEDxYouth@SampleEvent" with your event name
- 4.) Click File>Export...
- 5.) Make sure under Format, that JPEG is selected, and that the width is 640 and length is 360, then click Save

