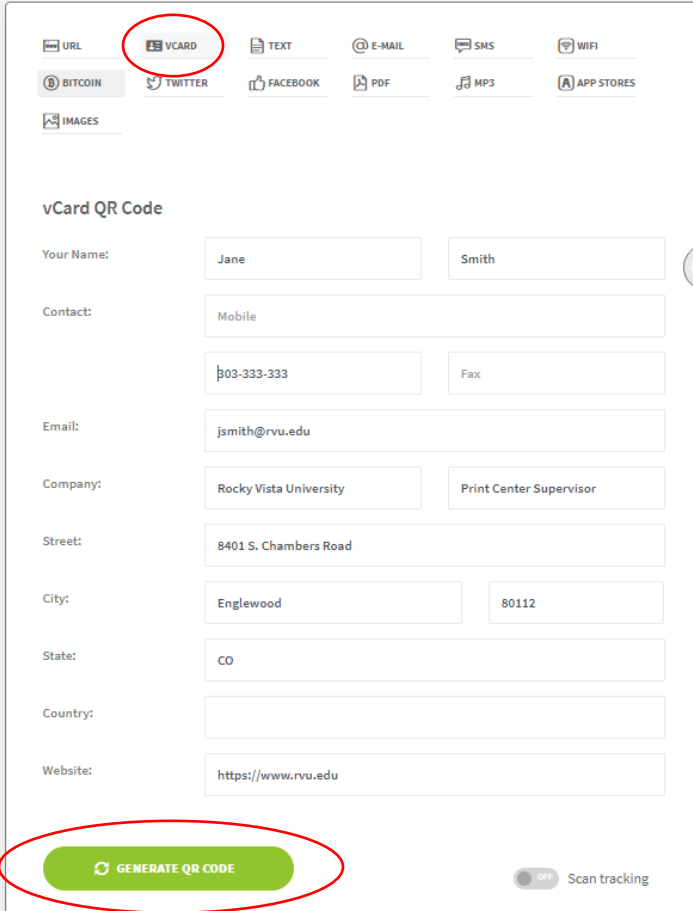


Adding a QR code with your contact information to a PowerPoint presentation can make it easier for attendees to add your contact information to their contact list as they can simply scan the QR code and add the contact information directly to their contact list. This makes the process easier as it eliminates the step of writing down the contact information and then the step of adding the contact information to the contact list. It also limits user error from capturing or entering the wrong information.

How to Add a QR Code with Your Contact Information to a Powerpoint Presentation

1. Click [here](#) to go to the QR code generator website.
2. Click on "VCARD". Enter your contact information and then click the green "Generate QR Code" button.

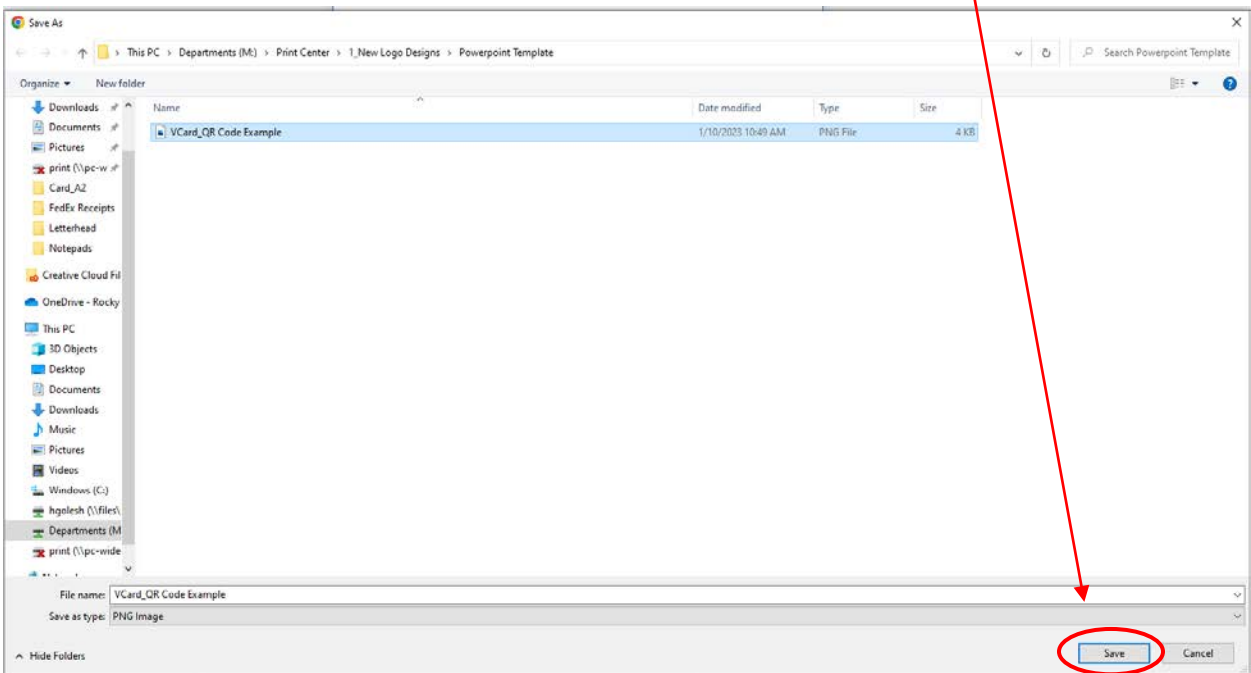
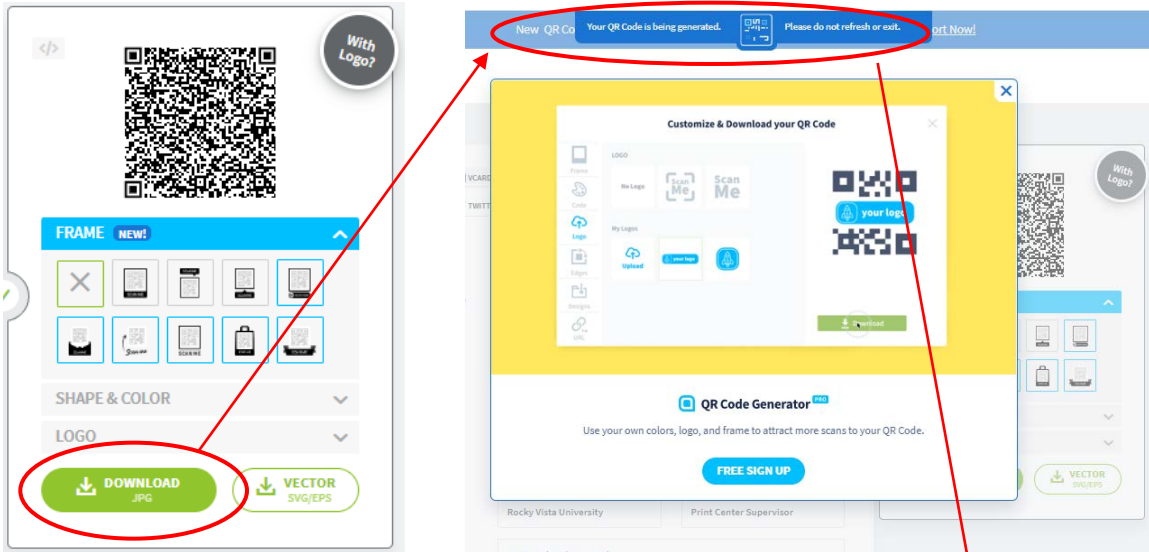


The screenshot shows a QR code generator interface. At the top, there are several icons for different output formats: URL, VCARD (circled in red), TEXT, E-MAIL, SMS, WIFI, BITCOIN, TWITTER, FACEBOOK, PDF, MP3, and APP STORES. Below these is a section titled "vCard QR Code" with a form for entering contact information. The form fields are as follows:

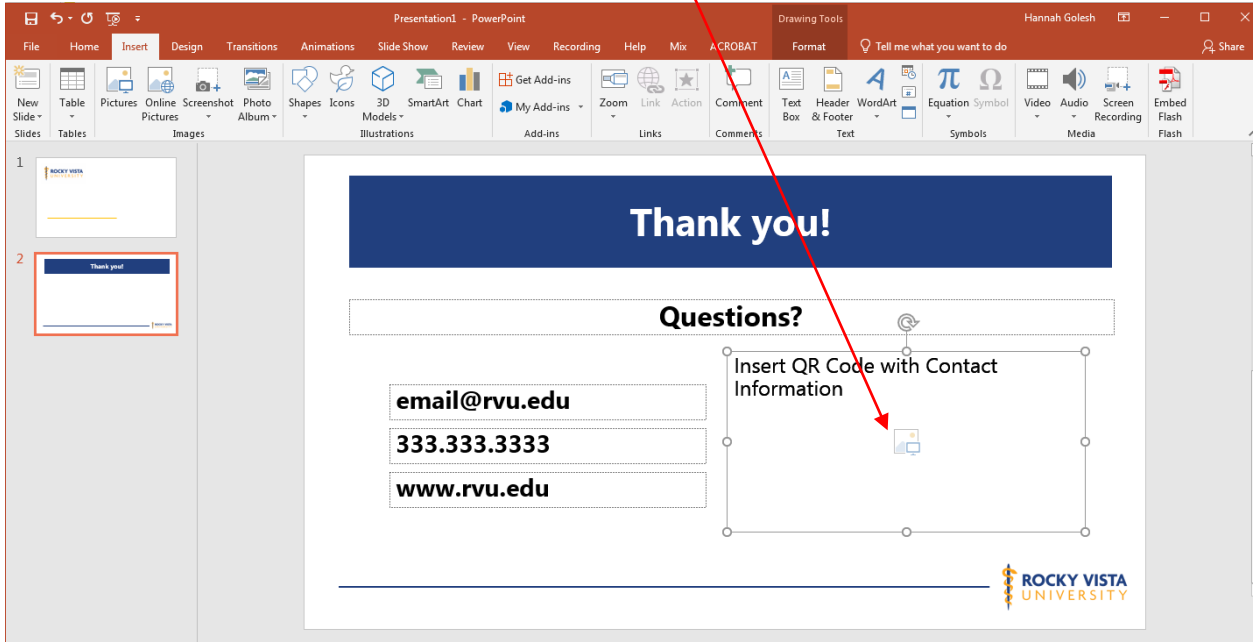
Your Name:	Jane	Smith
Contact:	Mobile	
	803-333-3333	Fax
Email:	jsmith@rvu.edu	
Company:	Rocky Vista University	Print Center Supervisor
Street:	8401 S. Chambers Road	
City:	Englewood	80112
State:	CO	
Country:		
Website:	https://www.rvu.edu	

At the bottom of the form, there is a green button labeled "GENERATE QR CODE" (circled in red) and a toggle switch for "Scan tracking" which is currently turned off.

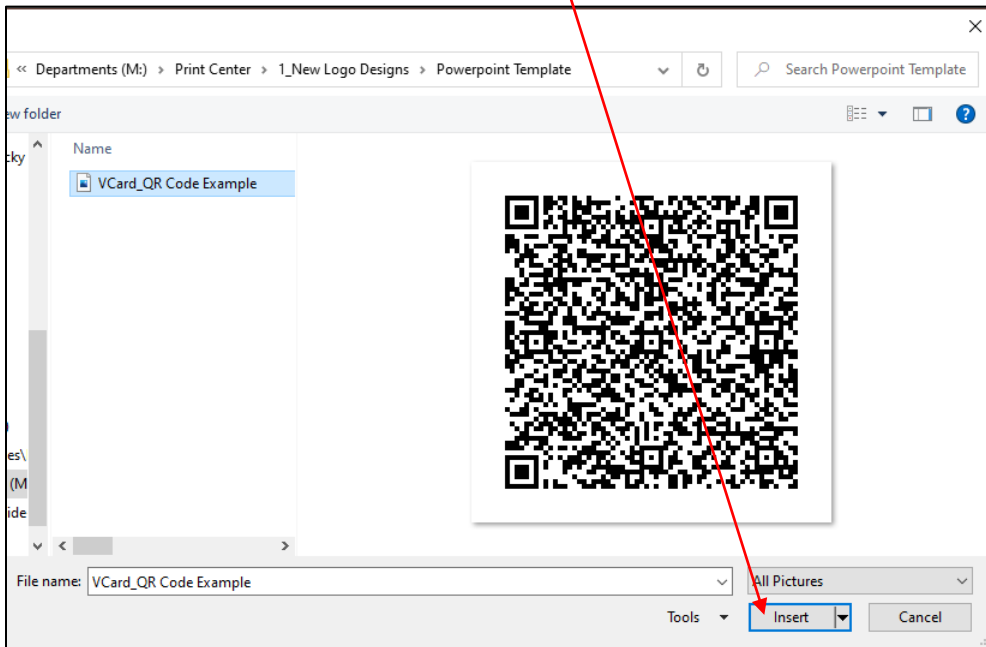
3. On the right of the screen, click "Download JPG". **Ignore the pop-up and wait for the windows explorer to open asking where to save the file. This will take a little time to create the file. Do not click Refresh or close out of the browser.** Once the windows file pops up, name your file and click "Save".



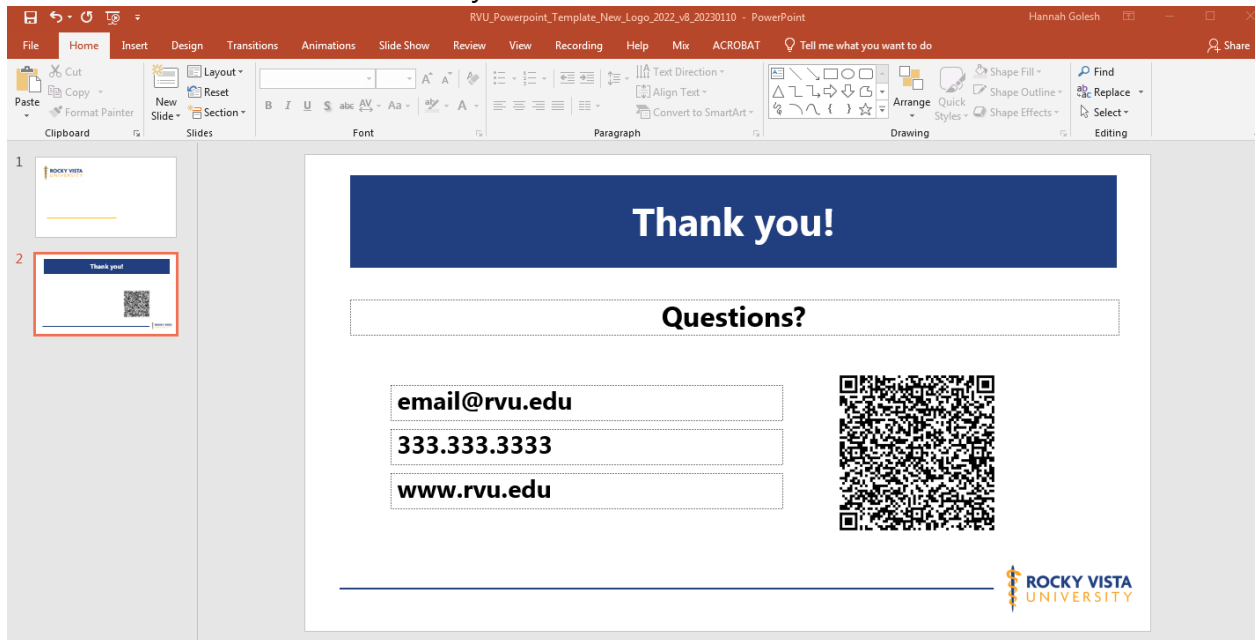
4. Go to your PowerPoint file.
5. Click on the picture in the box labeled "Insert QR Code". Alternatively, you can also click "Insert > Picture".



6. Choose the file you just saved. Click "Insert".



7. You can now see the QR code in your PowerPoint file.



8. Scan the QR code to make sure the information is populating correctly. If the information is not correct, go back to Step One. If the information is correct, you are finished!