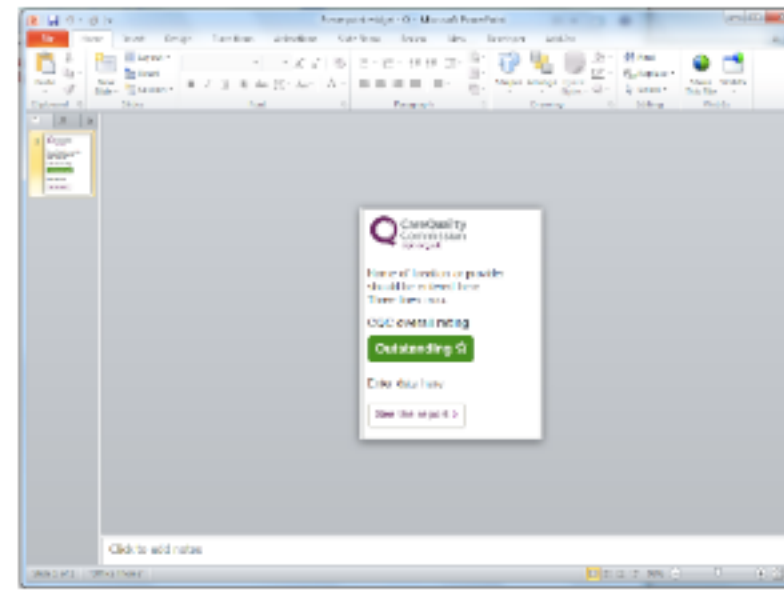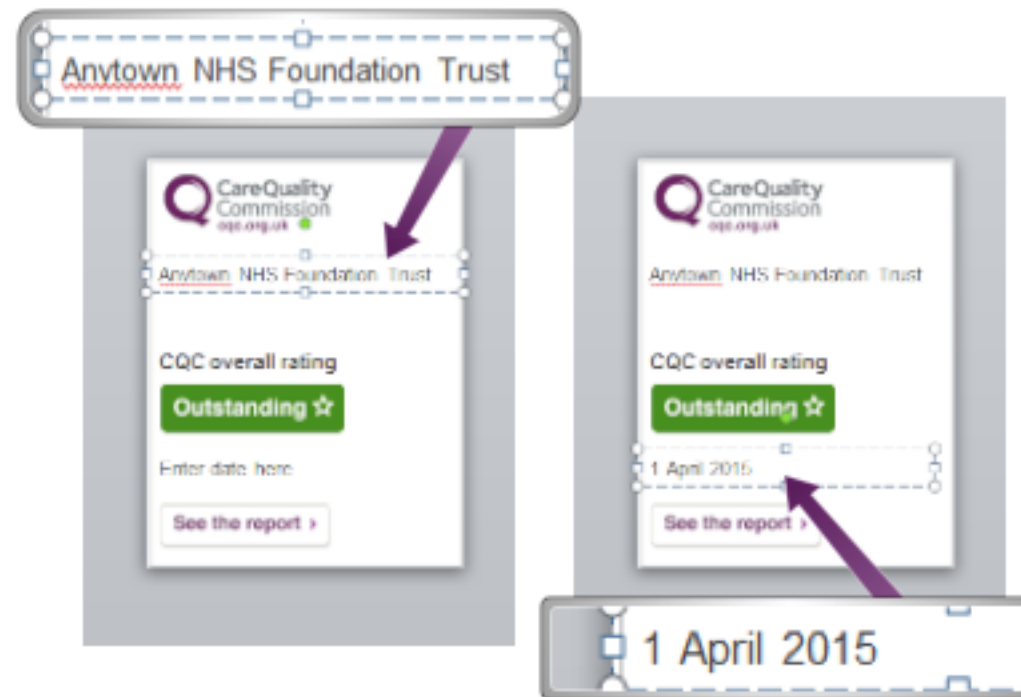# PowerPoint version

Step 1: Download the file that matches your rating

Step 2: Open in PowerPoint (right)

Step 3: Enter the name of the provider or location that was inspected, and the date the report was published.

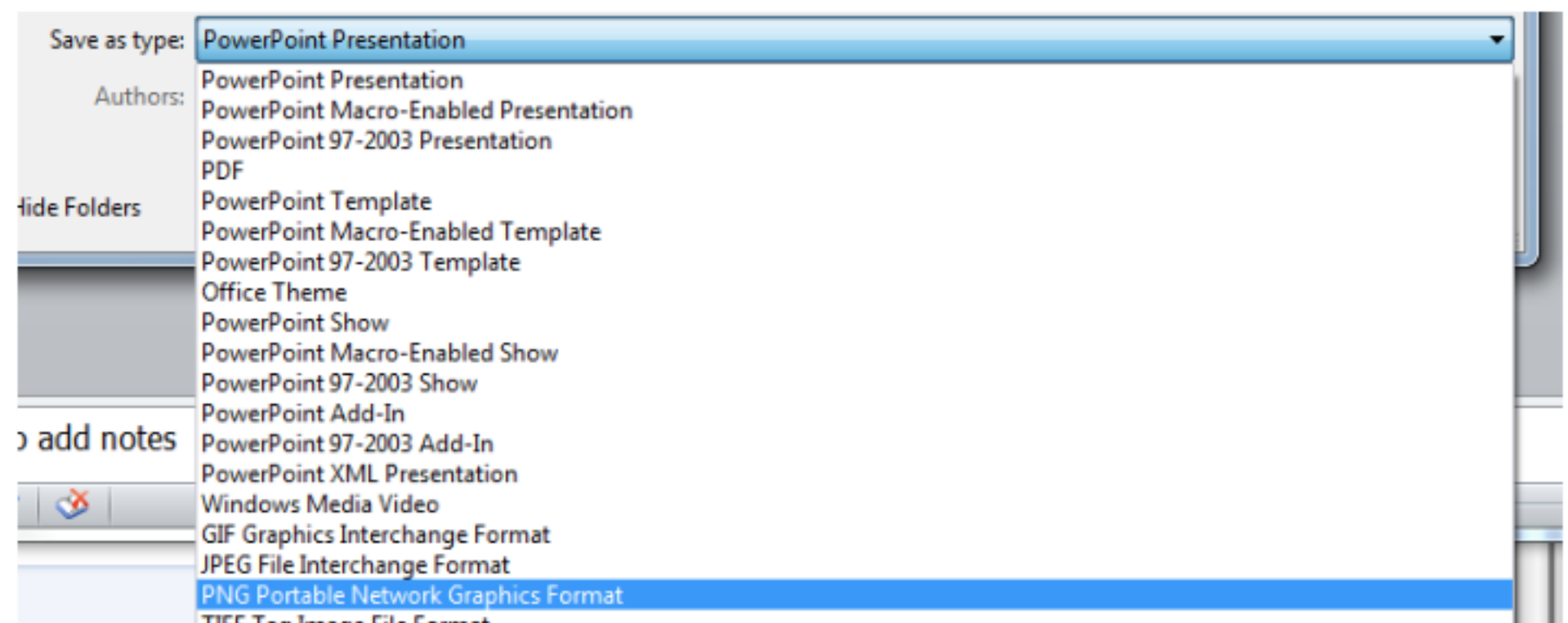**Please use Arial or Helvetica as a font and use title case (not all capital letters).**

If your location name is only taking up one line, you can use part of your address to fill some of the blank space.

Please use this format for the date

Step 4: In the File menu, choose 'Save As'

Step 5: Save as PNG (higher quality) or JPEG

Step 6:   Upload the saved image to your website and make it link to the appropriate report page on the CQC website.

You can find the web address for your report by searching the CQC website.

You might want to set the link so it opens in a new window.