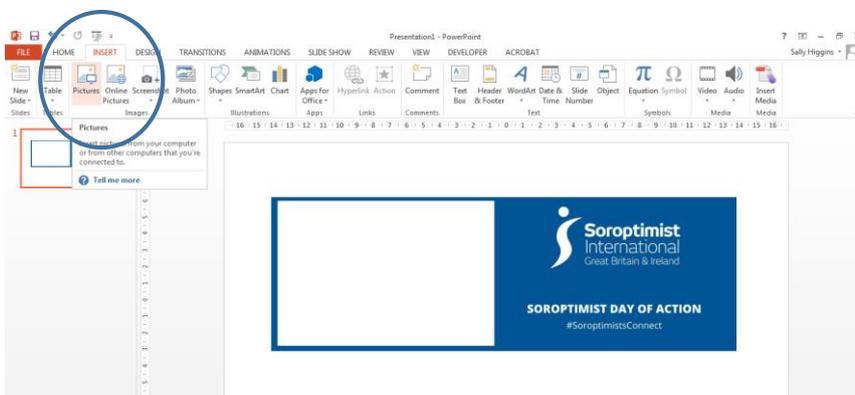


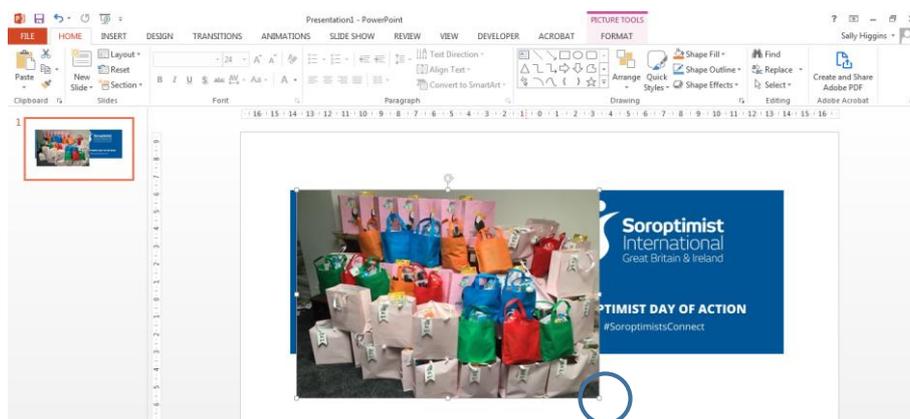
How to add your picture to the SIGBI Day of Action Templates using PowerPoint or Publisher

If you have PowerPoint or Publisher it's easy to add your own picture to the templates provided. Both programmes use the same method.

1. Open PowerPoint or Publisher.
2. Insert Picture (circle below shows where the instruction to do this is)
3. Find the template that you have saved to your computer and open



4. Click outside the picture to unselect it (or you will replace it with your picture).
5. Insert picture again, and find the picture you want to insert in the space.
6. Move to picture over the white box, and resize using the small boxes in the corner of the picture.



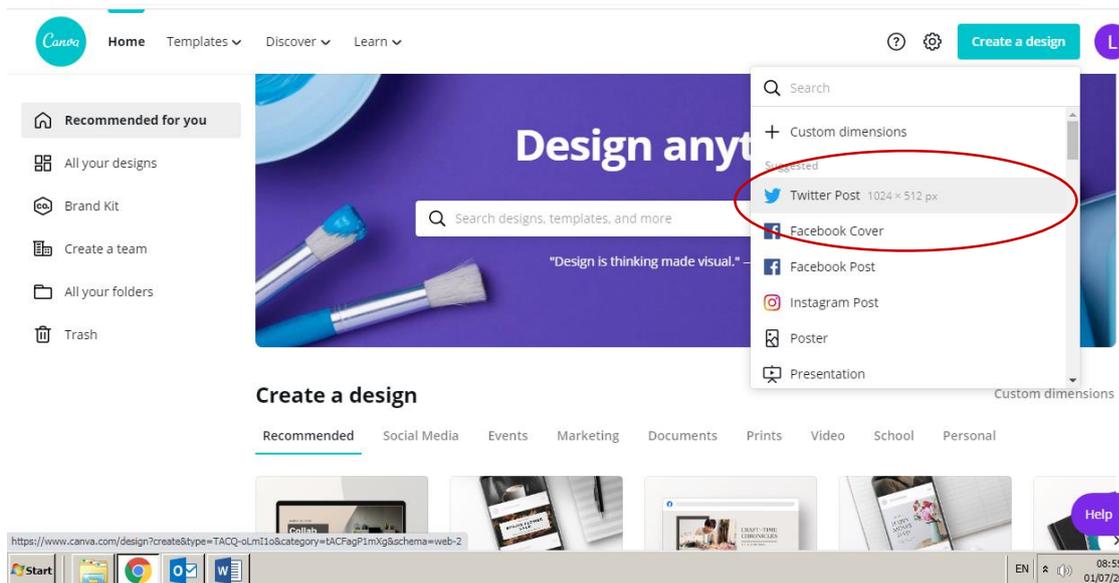
7. You may need to crop a small amount off the bottom or the top to make the picture fit. Click "Format" under "Picture Tools", and then "Crop". Move the black indicators to crop the picture to fit.



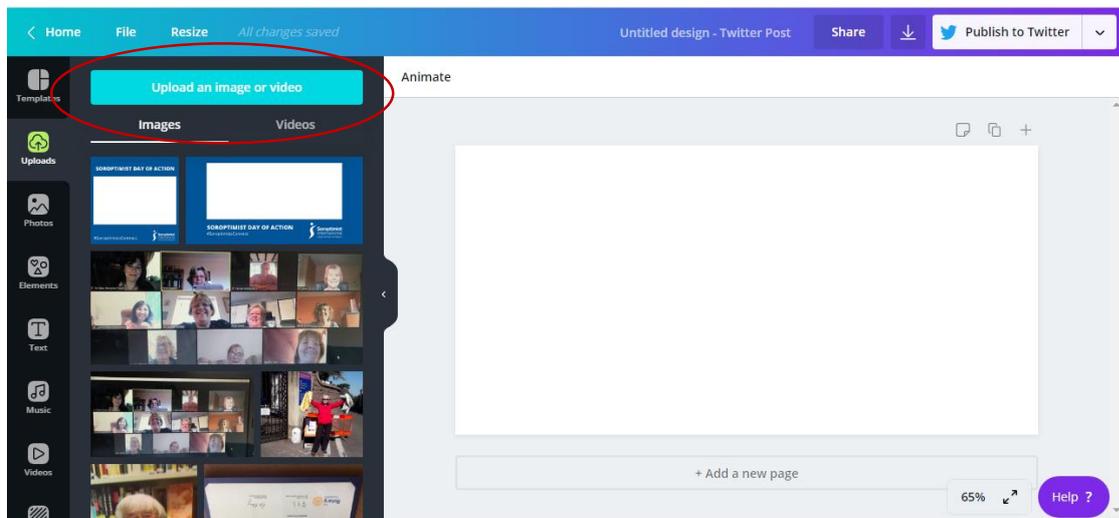
8. Select both items and "Group" them. Then right click on the image to save it to your computer as a JPEG for use on Social Media.

How to add your picture to the SIGBI Day of Action Templates using Canva

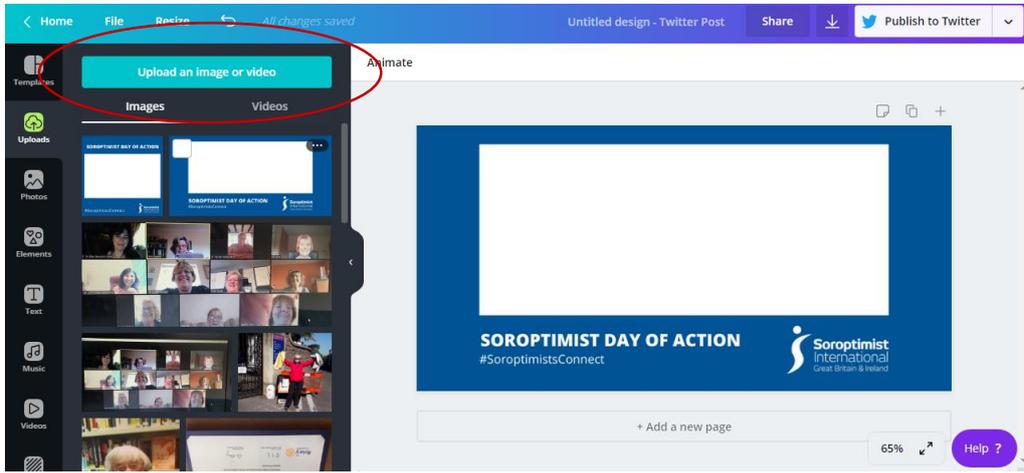
1. Login to Canva
2. Click 'Create a design' top right
3. From the drop down click the one you after, click Twitter post for both your Twitter and Facebook sized frames. Instagram is a separate size.



4. Make sure you have saved the SIGBI frames to your computer
5. Click 'uploads' then 'upload an image or video'

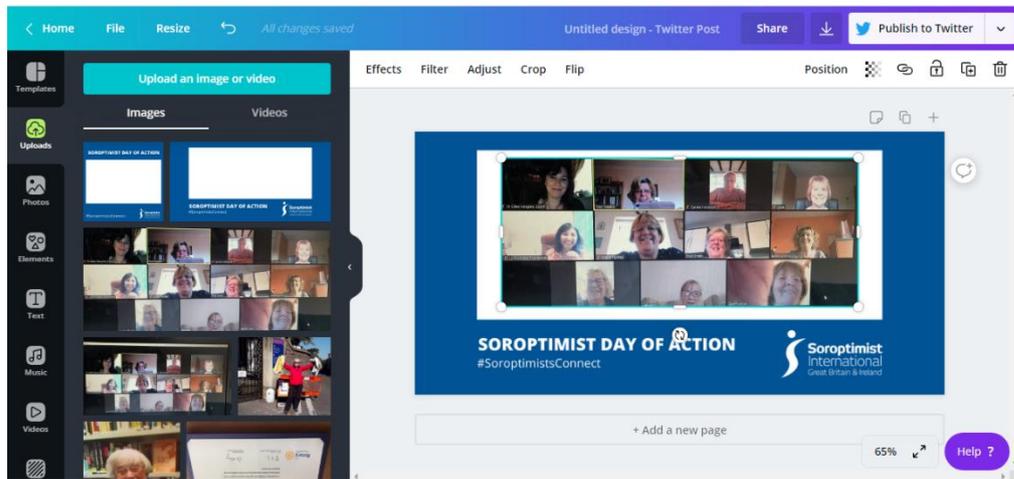


6. Select the corresponding frame to the image you are creating
7. This will then appear in the left-hand side images once uploaded
8. Drag the frame image and hover over the white blank box you are working on
9. If you hover your mouse in the left corner of the white image box you are working on the frame should fall exactly into place. If it doesn't just resize the frame in the box



10. Now it's time to add your own image. Go back to 'upload an image or video' and add the image you want to add to the frame

11. Drag and hover over the white space on the frame and position, you might want to pull the corners to make the image larger to fit the white space



12. Now you are ready to save your image, click download and save as a PNG and JPEG and save to your computer. You can then add this to social media

