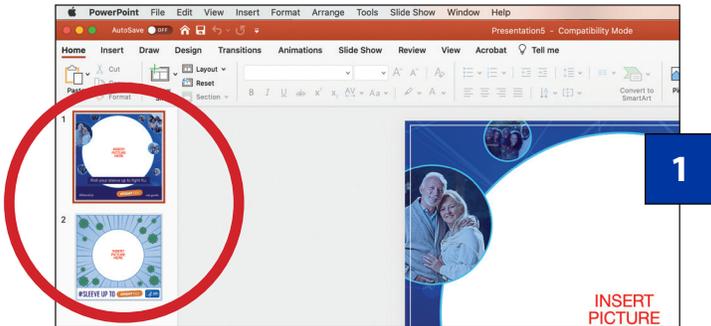
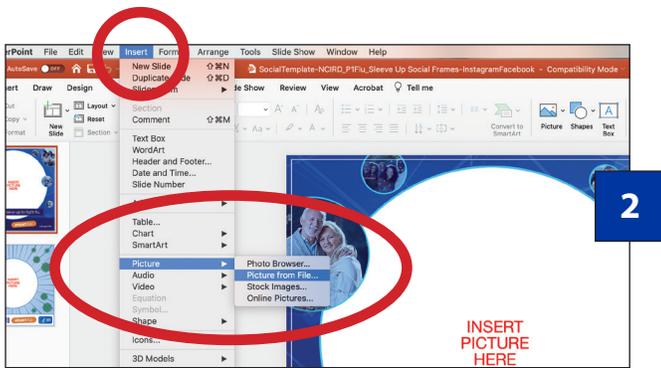


# How to Use the #SleeveUp Social Media Graphic PowerPoint Template



## STEP 1: SELECT A SLIDE

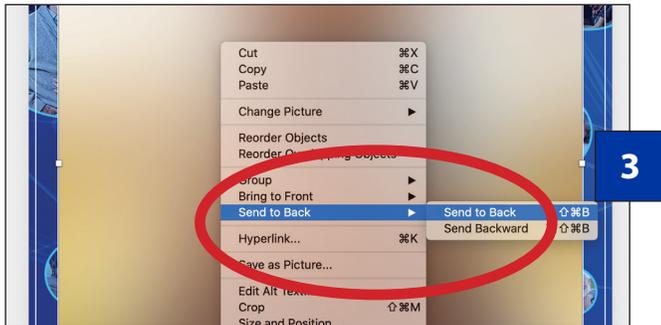
Determine which frame style and message you would like to use.



## STEP 2: SELECT A PHOTO

To upload the photo into the template, click **Insert > Picture > Picture from File** from the toolbar. Navigate to the image you wish to use.

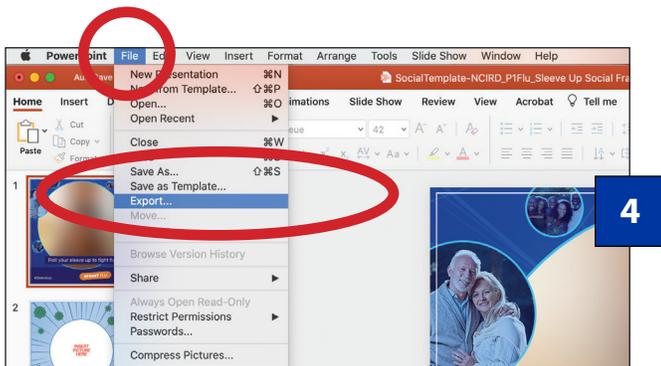
If the photo you selected is not cropped correctly, select **Format Picture or the landscape icon**, then click **Crop** and correct your image on the slide. Click outside the image area when you are satisfied.



## STEP 3: SEND PHOTO TO BACK

To send the photo to back, right click on photo and select **'Send to back'**

**Delete** the "Insert Picture Here" text box.



## STEP 4: SAVE IMAGE

Export your new image by saving your file as a JPEG. Click **File > Export** and select **JPEG** from the file format drop down menu. Choose the option for either 'current slide only' or 'every slide' for multiple photos and click **export**.

