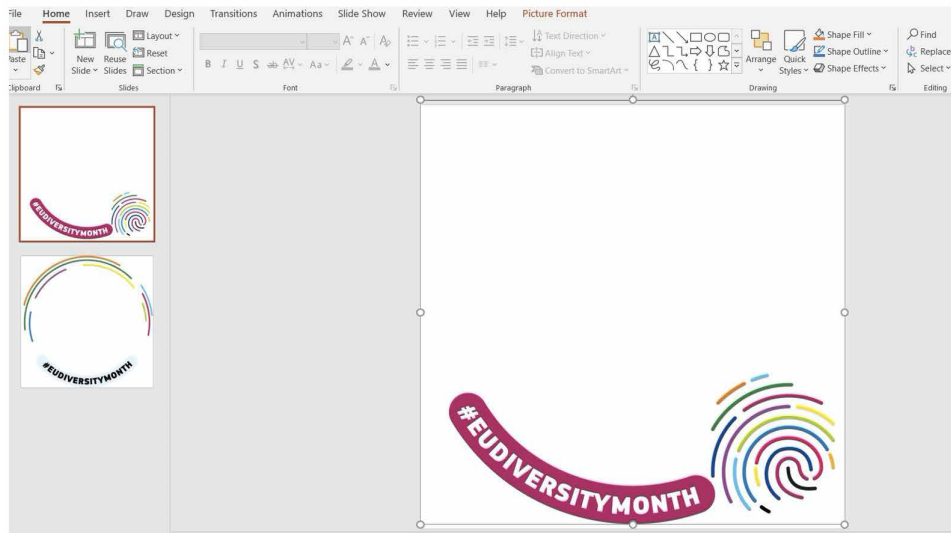


GUIDE FOR PPT SOCIAL MEDIA FRAMES

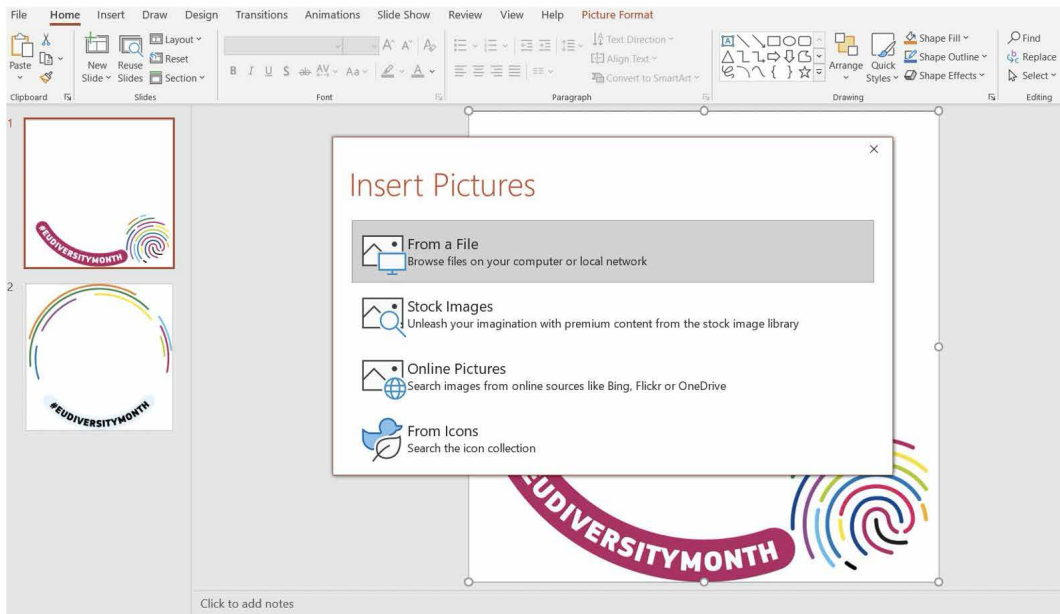
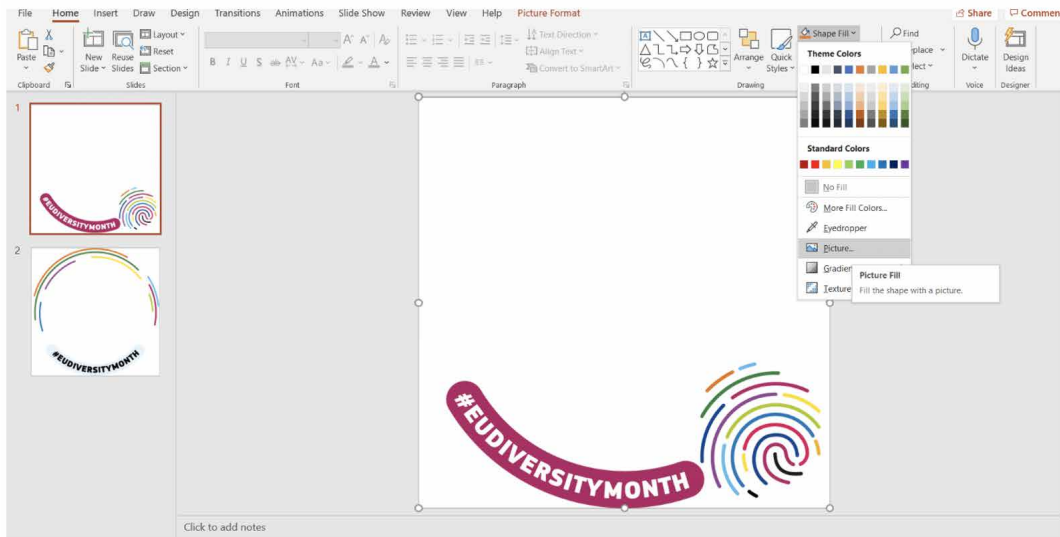
This guide shows you how to upload a photo or your company logo in the PPT template and convert it into a .PNG format picture which can be uploaded later on your Facebook and/or LinkedIn personal profile or company page.

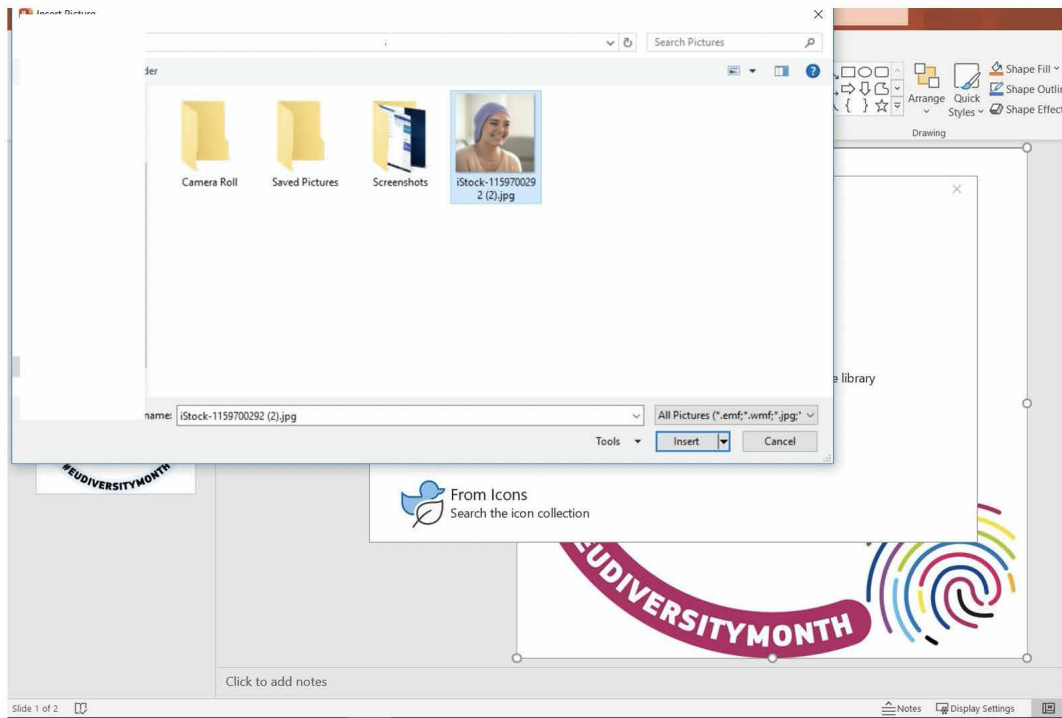
Uploading your photo or company logo in the social media frame and converting it into .PNG format

1. Prepare your picture or company logo (in .JPG and square format) on your computer.
2. Open the PPT presentation in one of the social media frames proposed for EU Diversity Month by clicking on it.
3. Click on 'Shape fill' icon in the upper task bar under 'Home'.

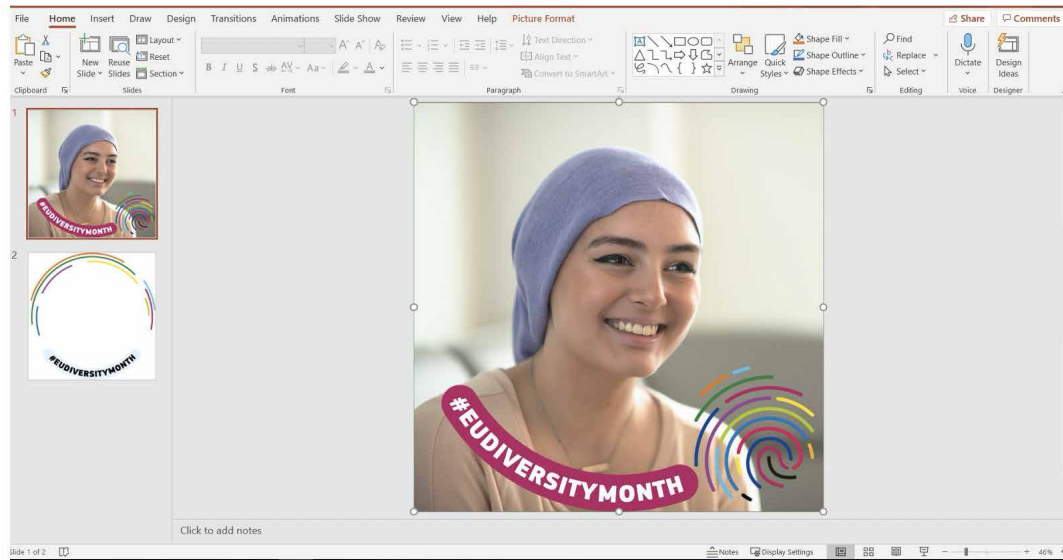


4. Follow this sequence to upload your picture as a background: Shape fill -> Picture -> From a file -> Go to the file where you saved your picture or company logo in .JPG and square format -> Insert.

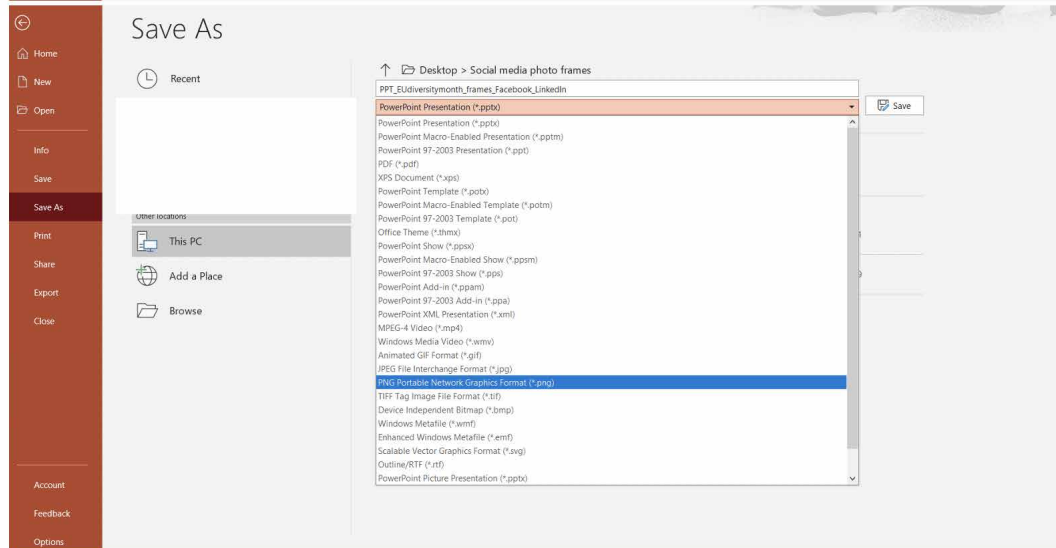
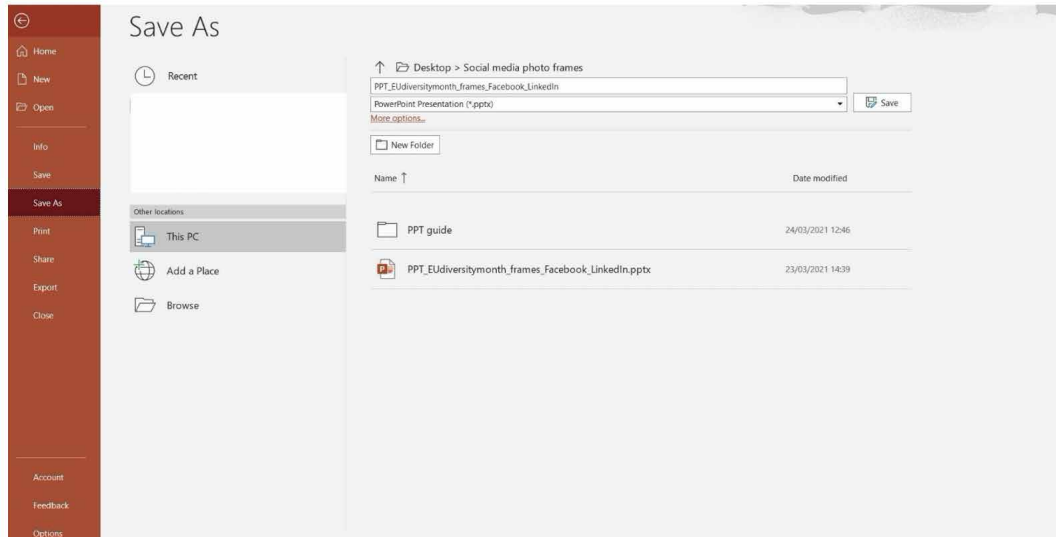




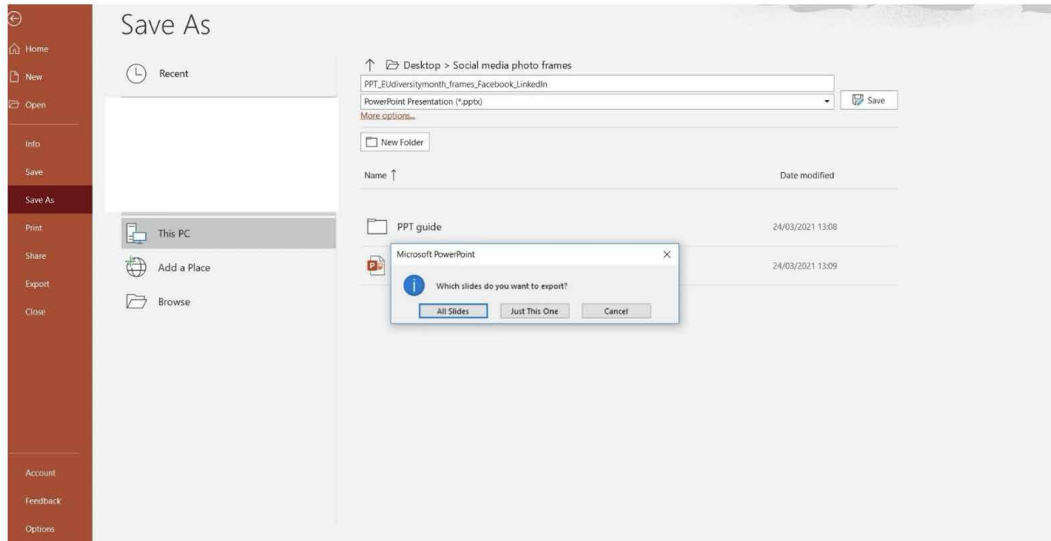
5. Well done! Your picture is in the frame. Now you need to convert it from PPT to .PNG format.



- Follow this sequence: File -> Save As -> Rename your file -> Click on the drop-down menu with all types of files -> Select PNG Portable Network Graphics Format .png



7. In the pop-up notification which appears, as shown in the screenshot below, choose '**Just This One**'.



8. Congratulations! You have saved your customised profile picture or company logo in the EU Diversity Month social media frame!



9. Finally, upload your customised profile picture or company logo on your LinkedIn and/or Facebook profile.