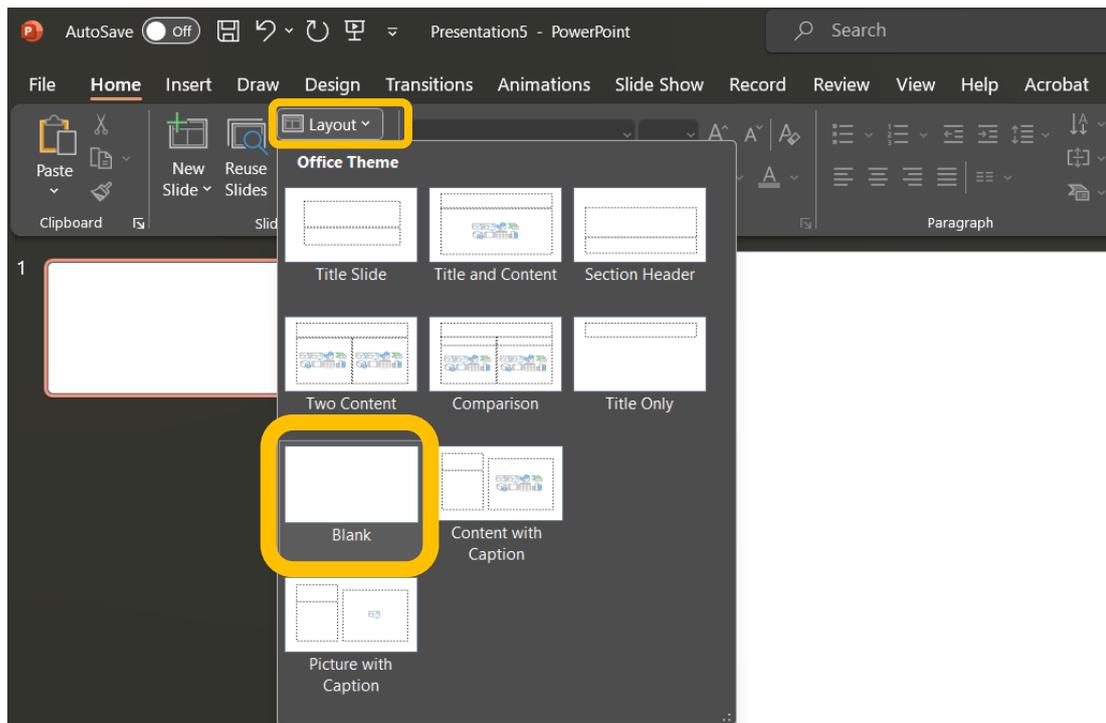
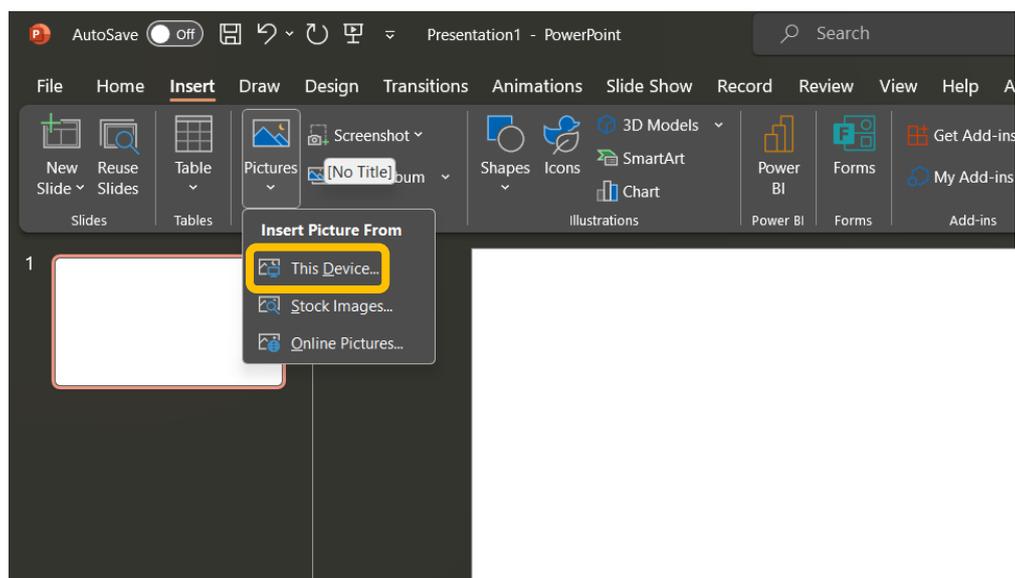


Instructions for customizing In2Care's social media posts with your logo and advertising text (PowerPoint Microsoft Office)

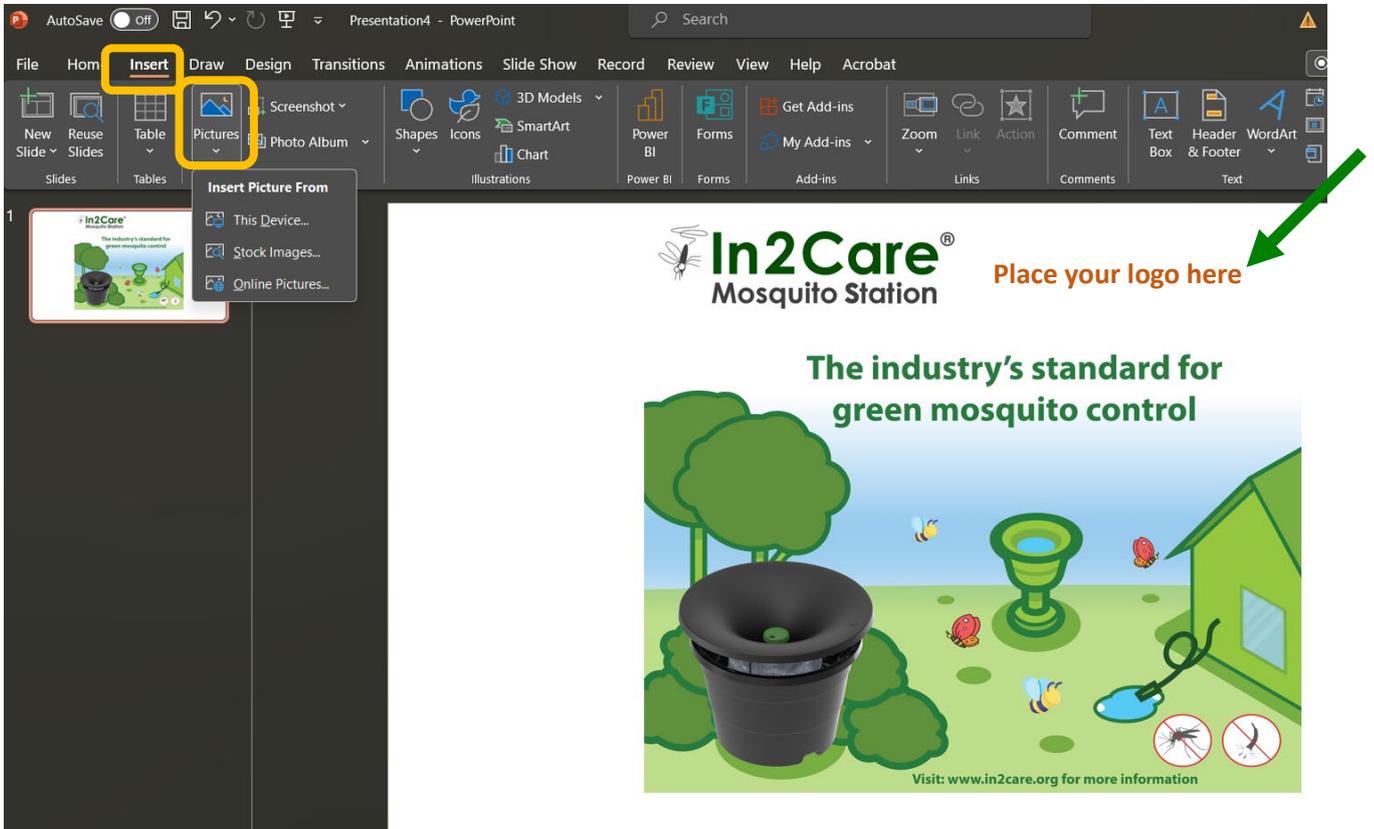
- Open a new file in PowerPoint. Make sure you select a blank layout. Go to: Home > Layout > Blank



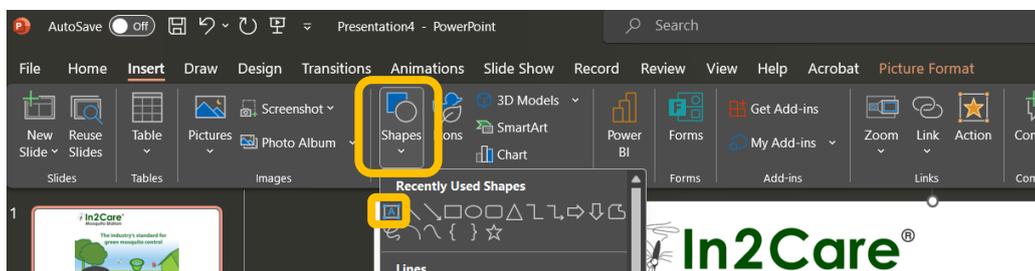
- Insert the In2Care Social media template of your choice as a picture.



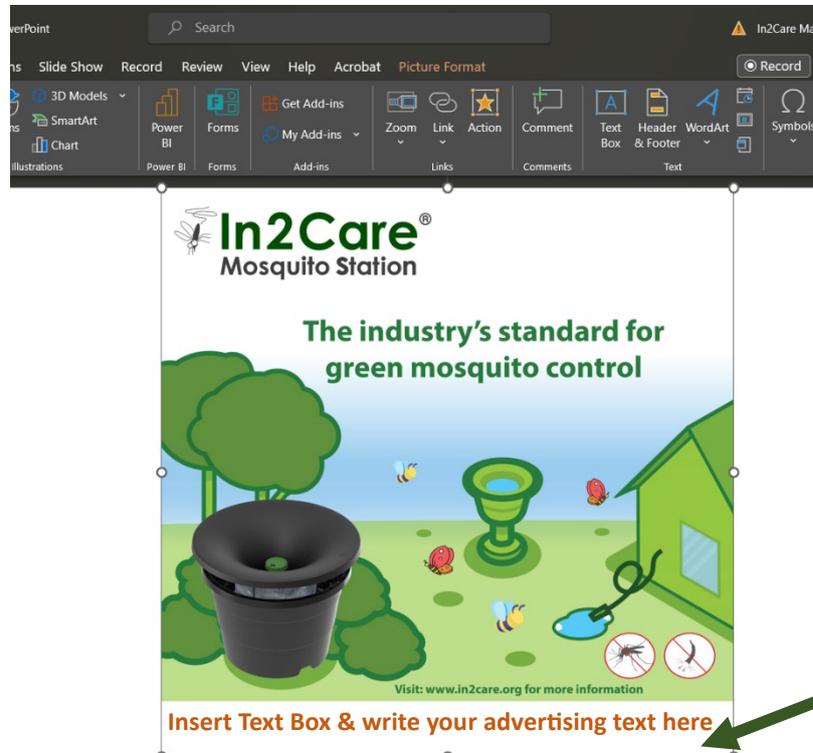
- Insert your logo (.PNG or .JPG) without a background (also called transparent background) on top of the social media template (in the white space).



- Add a text box on top of the white rectangle at the bottom of the social media template. Go to Insert > Shapes > Text Box.



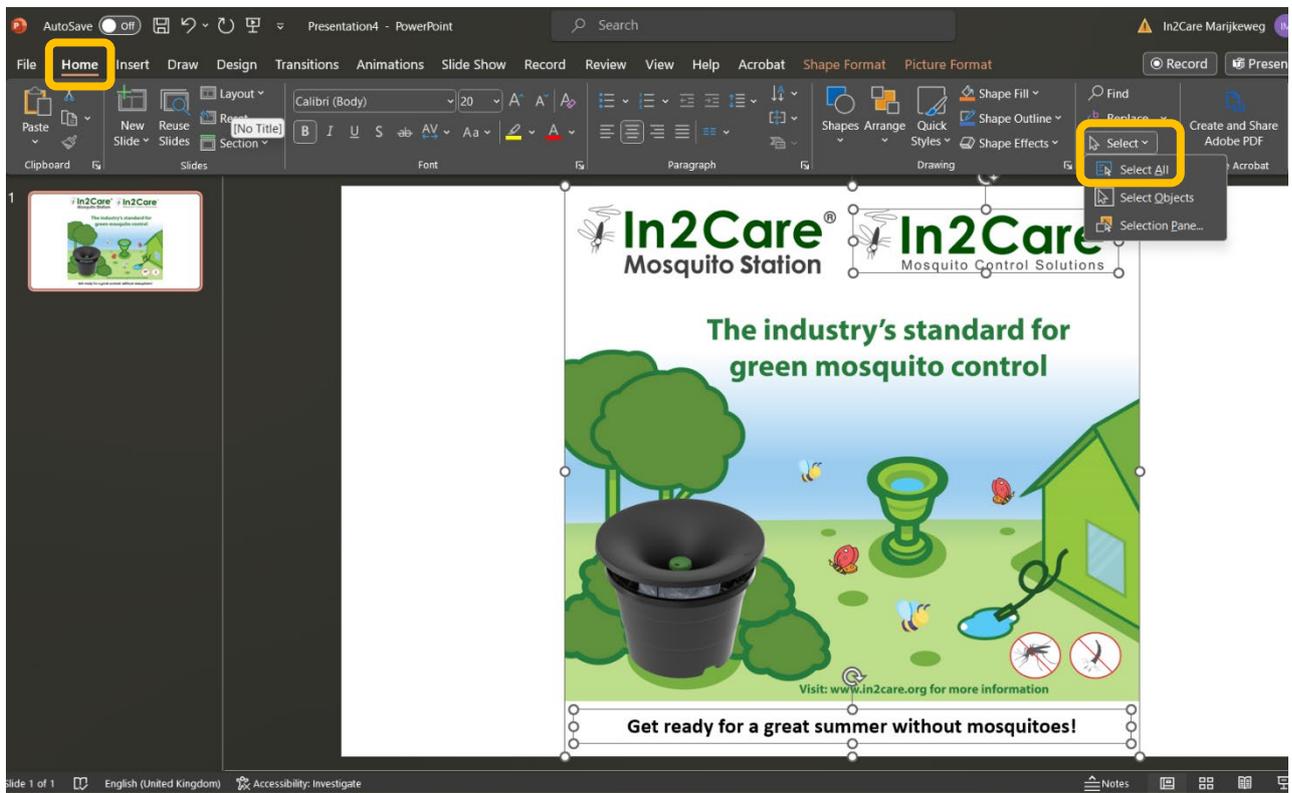
- Write your own advertisement text inside the Text Box. Give format to your text (do not use a font size larger than 20)



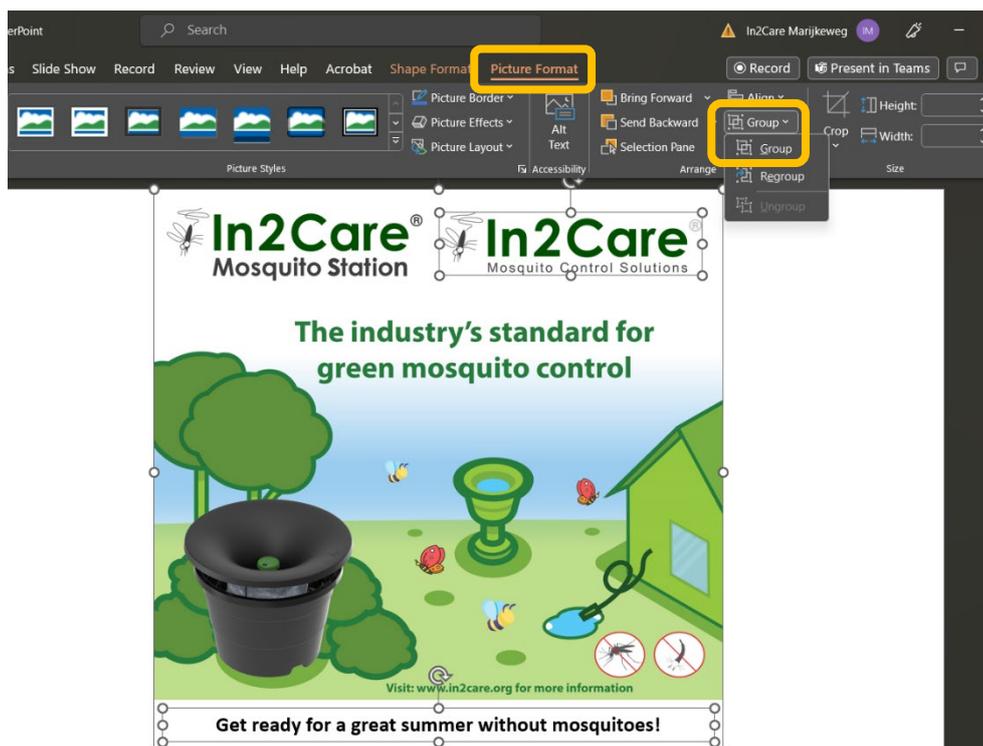
- Make sure that the text box has no filling. Go to Shape Format > Shape Fill > No Fill.



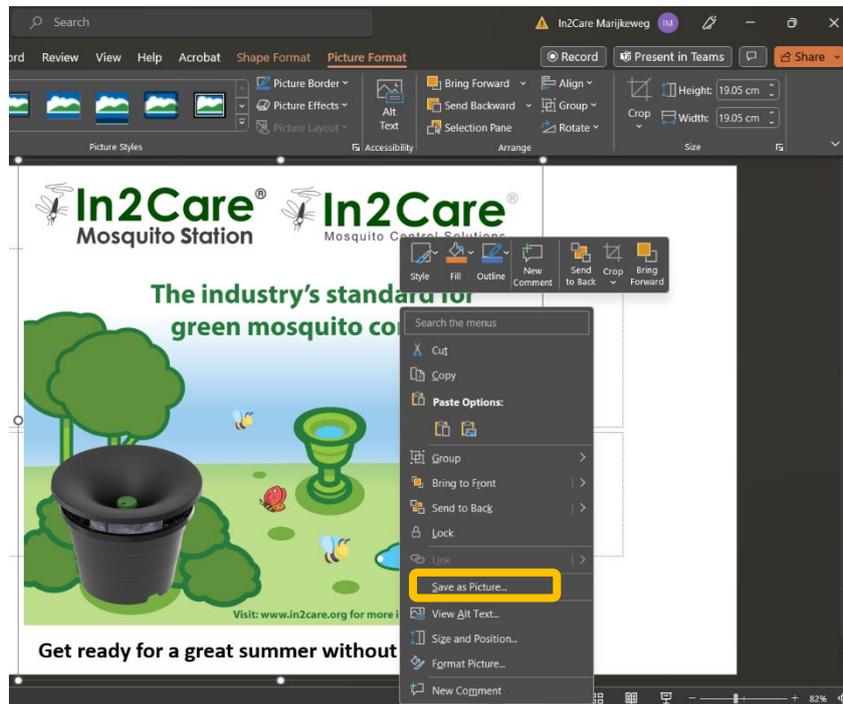
- Once you are pleased with the placement of your logo and the format of the text, select the three objects (Social media template + your logo + your text). Go to Home > Select > Select All



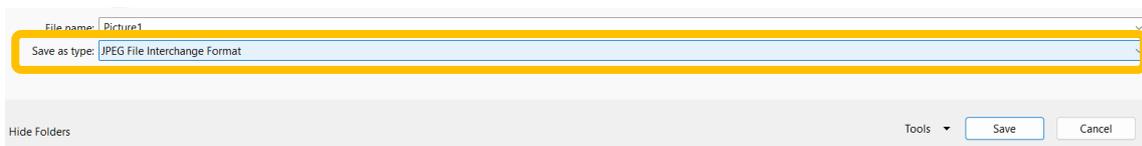
- Then group all the three elements. Go to Picture Format > Group > Group



- Save the Social media post by clicking the right button of your mouse on top of the picture. Select Save as Picture...



- Save as a .JPG or .PNG file.



- Now your social media post is ready to be used!