How to download a Publisher frame and save as a JPG for social media

1. Download the desired template from the Sunday Story Social Media web page.

2. Launch Publisher on your computer and open the template.

3. Next, you will need a parish or school photo of your own to place into the template frame. Take a picture with a phone or camera and download it to your computer.

4. Now go back to the template in Publisher, click **Insert**, then **Pictures** and select your photo.

5. You'll notice your photo is now in front of the frame. To place your photo behind the frame, <u>make sure your photo is selected</u> and select **Format**, then **Send Backward**.

6. Now drag your photo into position. To resize the photo, click on a corner, hold down shift and drag larger or smaller. You don't need to crop the photo <u>if it extends beyond the frame</u> - saving it later as a jpg in the next step will do that for you. Do not move the frame from its original position. If you do, either "undo" by pressing Crt+Z or close the template and begin again.

7. To save as a jpg, go to **File - Save as - Browse**. At lower left, click on **Save as type:** and select **JPEG**.

| Windows (E:) |) Pinnacle Studio (Y (F:) V < | 0 | 5/10/2017 3:20 PM 1/16/2020 1:26 PM | File folder Shortcut | v) ou |
|----------------------------------|---|---|--|-------------------------|--------|
| File name: | ROSS_socialtemplate2_horizontal.pub | | | | |
| Save as type: | Publisher Files (*.pub) | | | | |
| Authors: | Publisher Files (*.pub) Publisher Template (*.pub) | | | | ces |
| | Publisher 98 Files (*.pub) Publisher 2000 Files (*.pub) | | | | |
| Hide Folders | Unicode Text Files (*.txt) | | | | |
| | PostScript (*.ps) PDF (*.pdf) | | | |] |
| | XPS Document (*.xps) | | | | |
| | Plain Text (*.txt) | | | | |
| | Single File Web Page (^.mnt;^.mntml) Web Page, Filtered (*.htm:*.html) | | | | |
| | Rich Text Format (*.rtf) | | | | |
| | Word Macro-enabled Document (*.docm) | | | | |
| | Word Document (*.docx) Word 97-2003 Document (*.doc) | | | | |
| | GIF Graphics Interchange Format (*.gif) | | | | |
| | JPEG File Interchange Format (*.jpg) | | | | |
| | Tag Image File Format (*.tif) DNG Destable Network Graphics Format (*.nng) | | | | |
| | Device le devee dest Diteres (* Leve) | | | | |