

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, make sure your photo is selected 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 if it extends beyond the frame - 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 Ctrl+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**.

