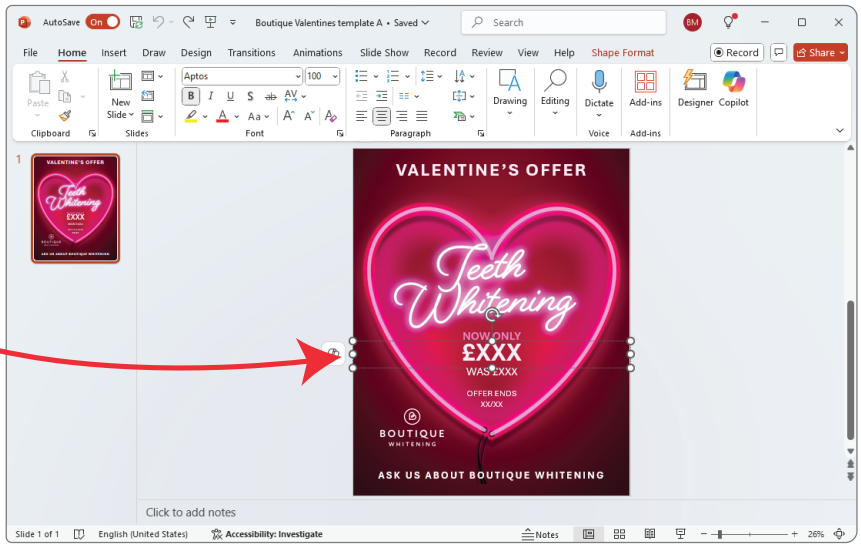
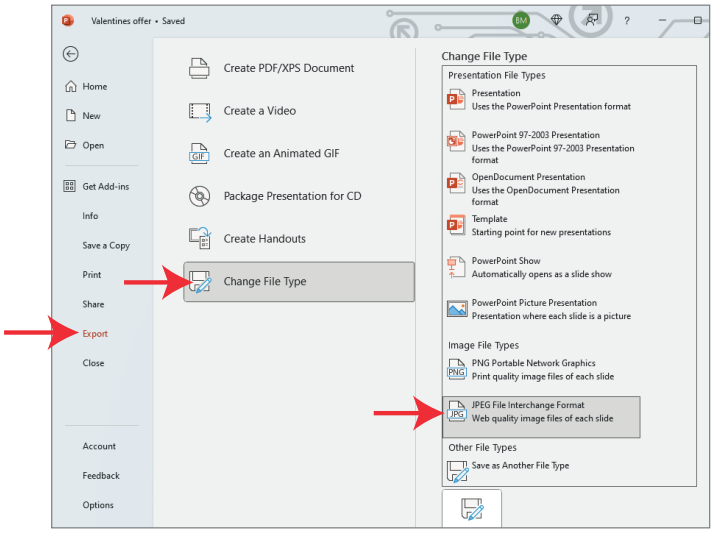
Exporting a Powerpoint template as an image for use on Instagram and Facebook

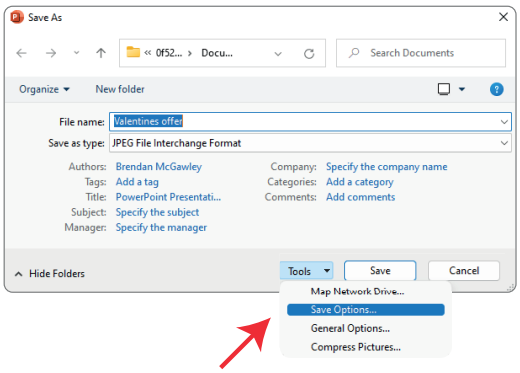
1 Click on the text boxes to change to your own info



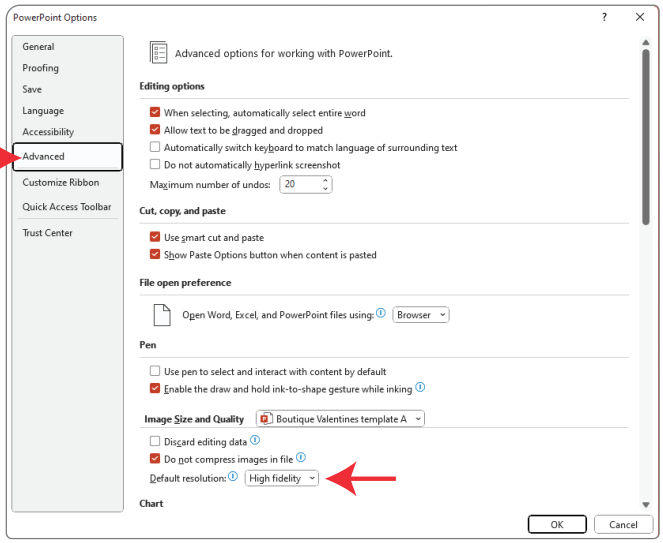
2 Click **File** > **Export** > **Change File Type** and double click **JPEG file**



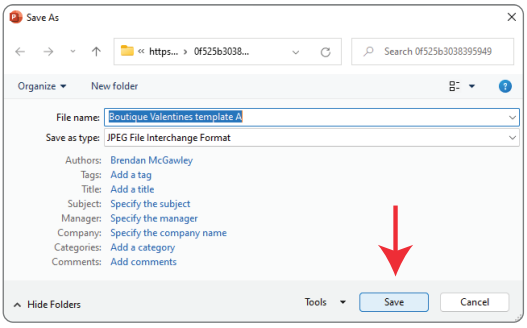
3 Click **Tools** and select **Save Options**



4 Click **Advanced** make sure **High fidelity** is selected > Click **OK**



5 Click **SAVE**



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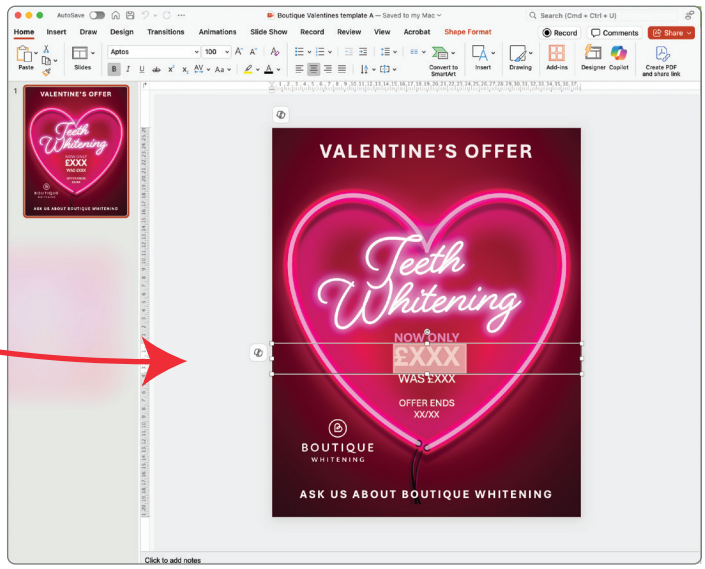
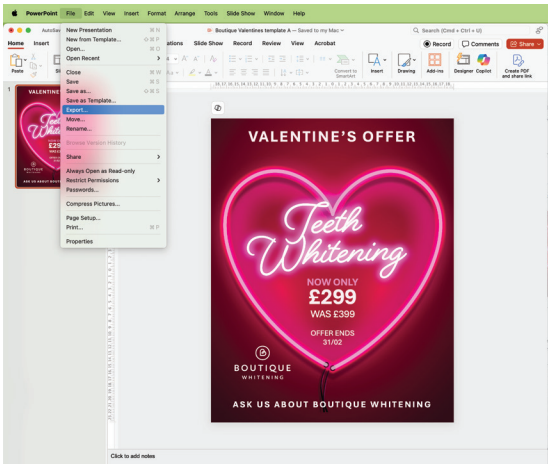
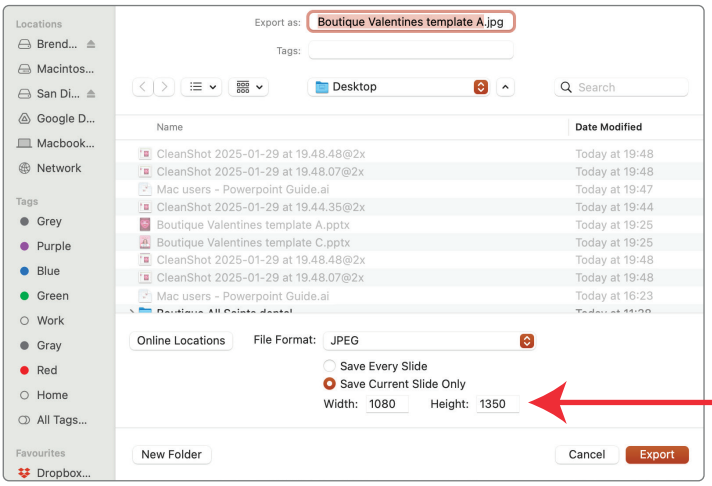


2. Click **File** > **Export**



3. Choose **JPEG** then make sure the size is 1080 x 1350 then press **EXPORT**