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Social Media Template Guidelines for Agents

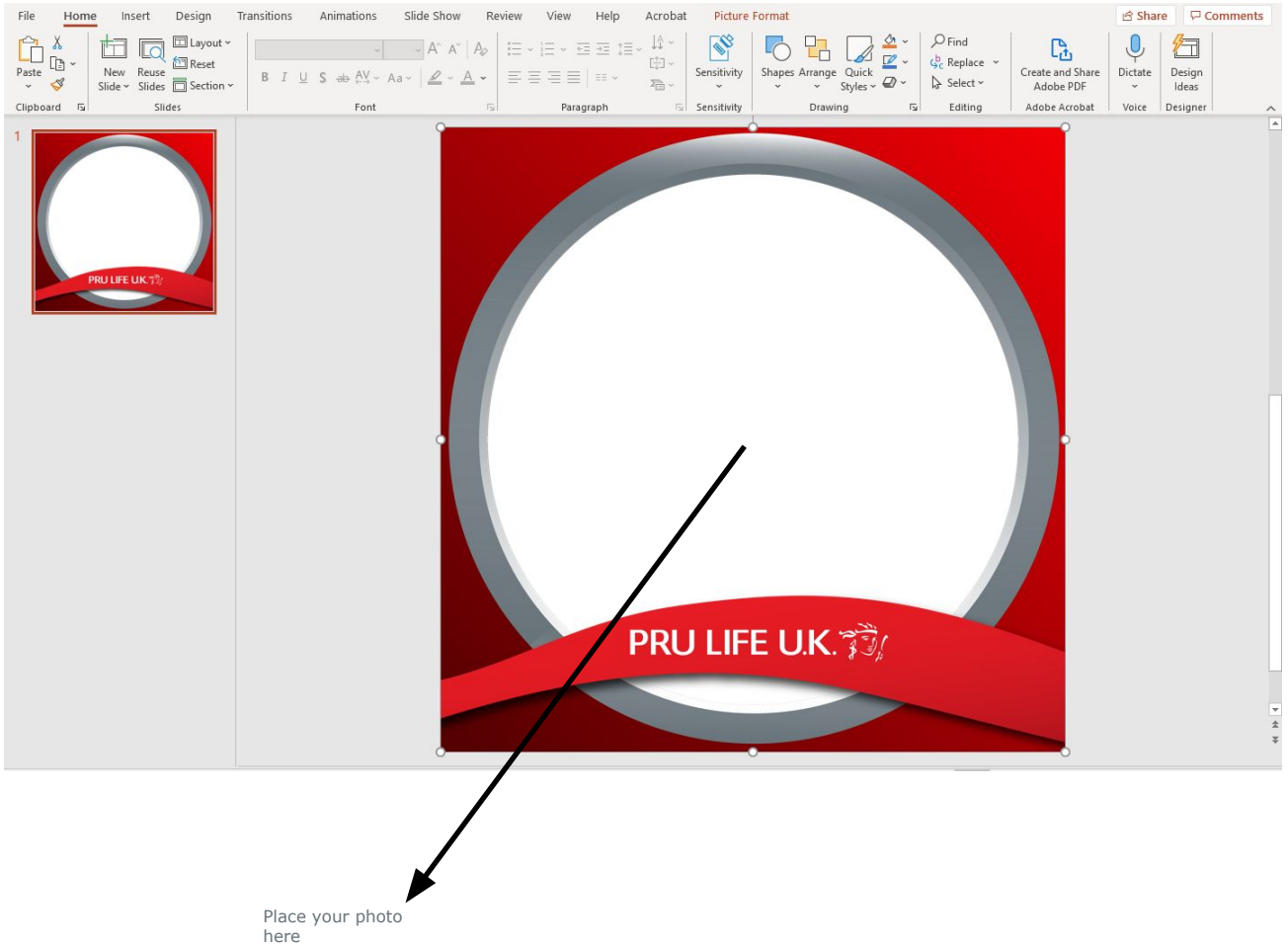
Agency Marketing Committee

October 2022

Agent Profile Frames (with instructions)

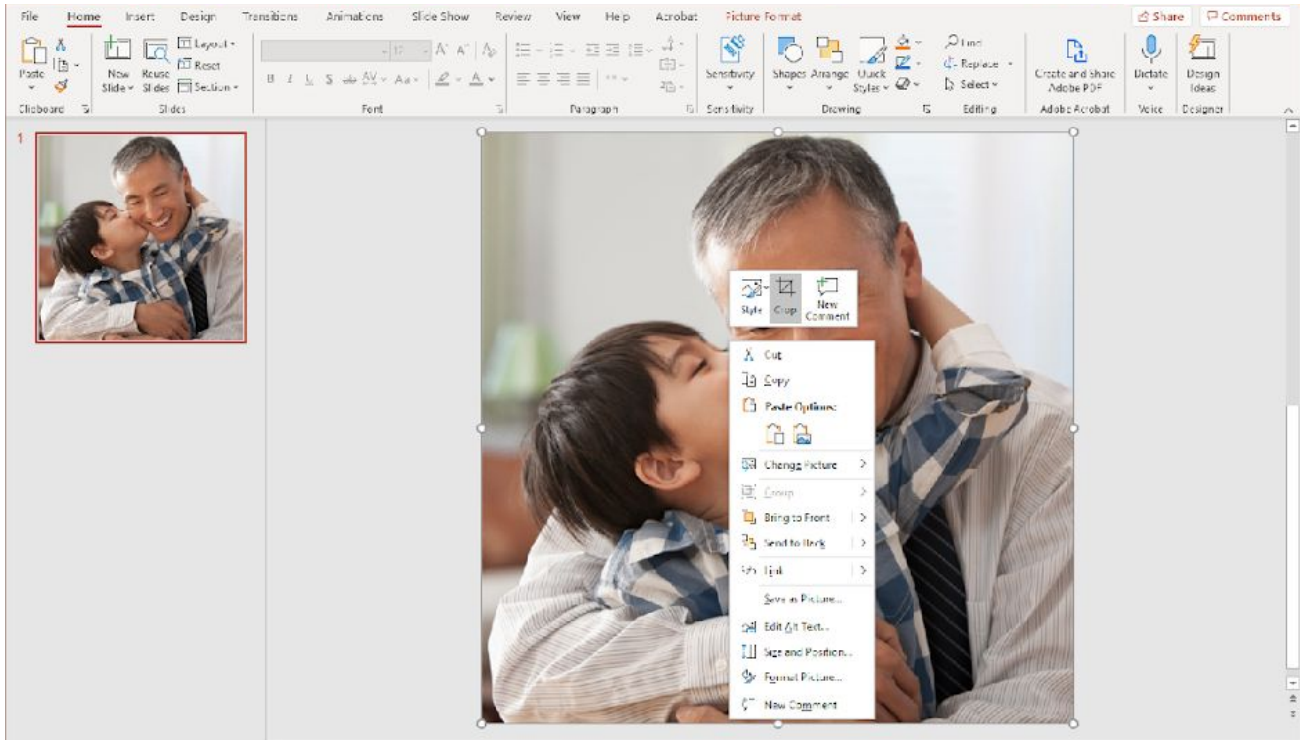
How to Create Your Own framed profile picture!

Step 1: Drag and place your photo on top of the slide.



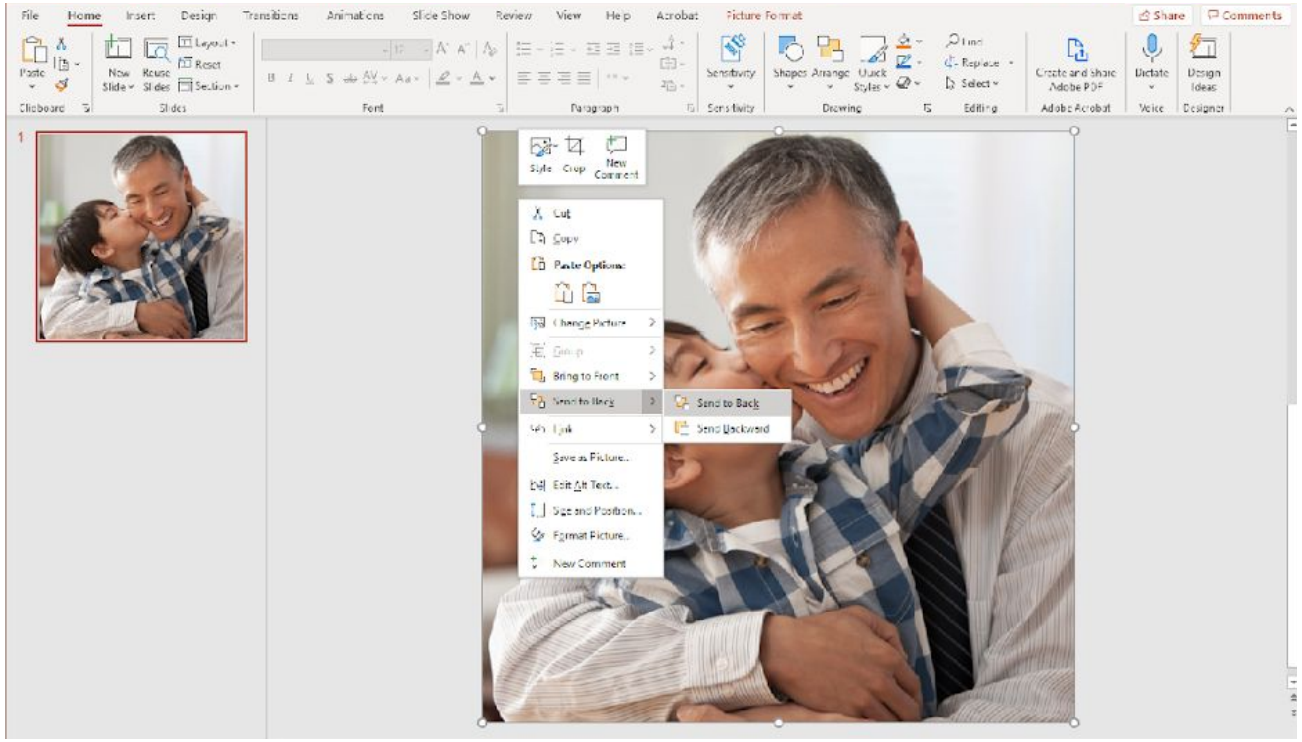
How to Create Your Own framed profile picture!

Step 2: Center and crop your photo as needed to fit the square frame:



How to Create Your Own framed profile picture!

Step 3: Right click the image then select send to back



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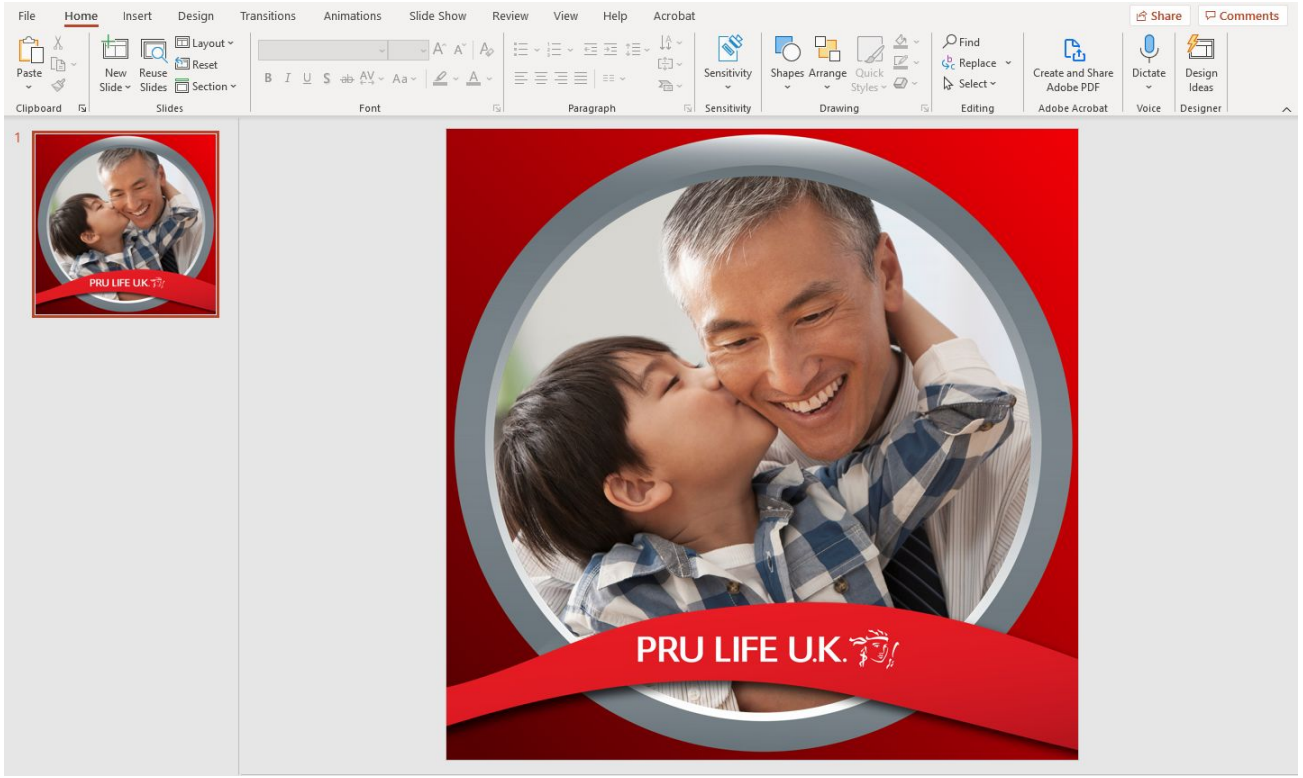
Step 4: Right click the image then select send to back

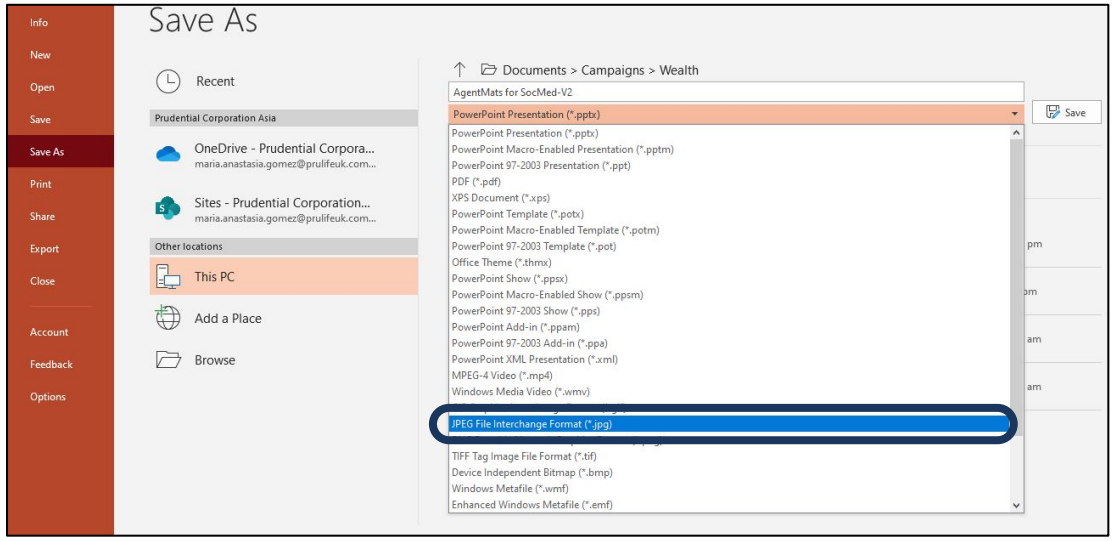


How to Create Your Own framed profile picture!

Step 5: Once you're happy with the alignment of your photo, start by clicking 'File' (upper left).

Step 6: From the drop down, select 'Save As' and choose where you'd like to save your images.

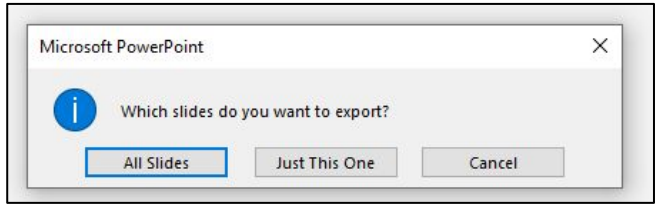
Step 7: Before saving your file, click the dropdown menu indicating the file type:



Be sure to select any of the following image formats: **PNG and JPEG**

How to Create Your Own framed profile picture!

Step 8: Once you click on 'Save' this notification will appear:



Click on 'Just This One' option, make sure you are on the correct slide (Slide 1) before starting with 'Step 2'.

Step 9: Now that you have your image saved, all you need is a caption for your post! For easier sharing, click the Notes portion of each slide for caption that you can use on social media:

Step 7: Share it on social media!
Now that you're good to go, you can now upload your new profile photo on Facebook, Viber and more!

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General template guidelines

Photo

- Ensure a clean, well-groomed and professional looking solo studio photo
- Wear business attire with a touch of red for a more ‘Pru’ look.
- Use white background for the photo so it can easily be edited/taken out
- Photo should be half body
- Photo should be hi-res (crisp and not blurred), at least 300 DPI and at least 1MB in size
- DO NOT use scanned photos
- DO NOT use photo cropped from a group photo

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Remove the background of a picture in Powerpoint

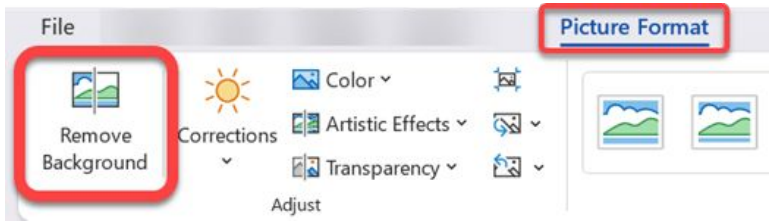
Source:
https://support.microsoft.com/en-us/office/remove-the-background-of-a-picture-in-office-c0819a62-6844-4190-8d67-6fb1713a12bf#:~:text=Select%20the%20picture%20that%20you,you%20have%20selected%20a%20picture.

Step 1

Select the picture that you want to remove the background from.

Step 2

On the toolbar, select **Picture Format** > **Remove Background**, or **Format** > **Remove Background**.



If you don't see **Remove Background**, make sure you have selected a picture. You might have to double-click the picture to select it and open the **Picture Format** tab.

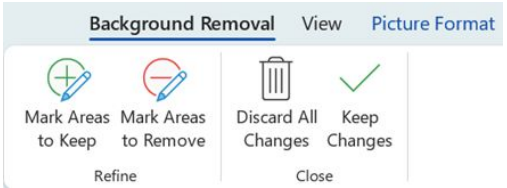
Step 3

The default background area will be colored magenta to mark it for removal, while the foreground will retain its natural coloring.

Step 4

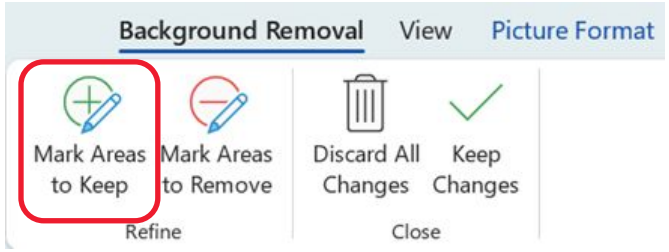
If the default area isn't correct, go to Background Removal > Picture Tools and do one or both of the following:

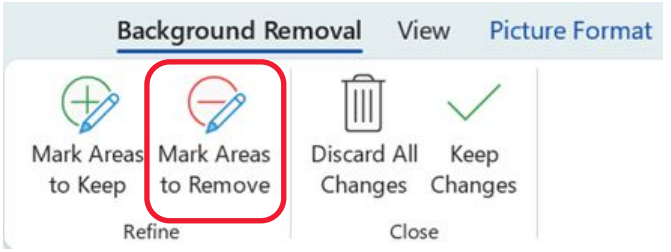
- If parts of the picture that you want to keep are magenta (marked for removal), select Mark Areas to Keep and use the free-form drawing pencil to mark the areas on the picture that you want to keep.
- To remove more parts of the picture, select Mark Areas to Remove and use the drawing pencil to mark those areas.

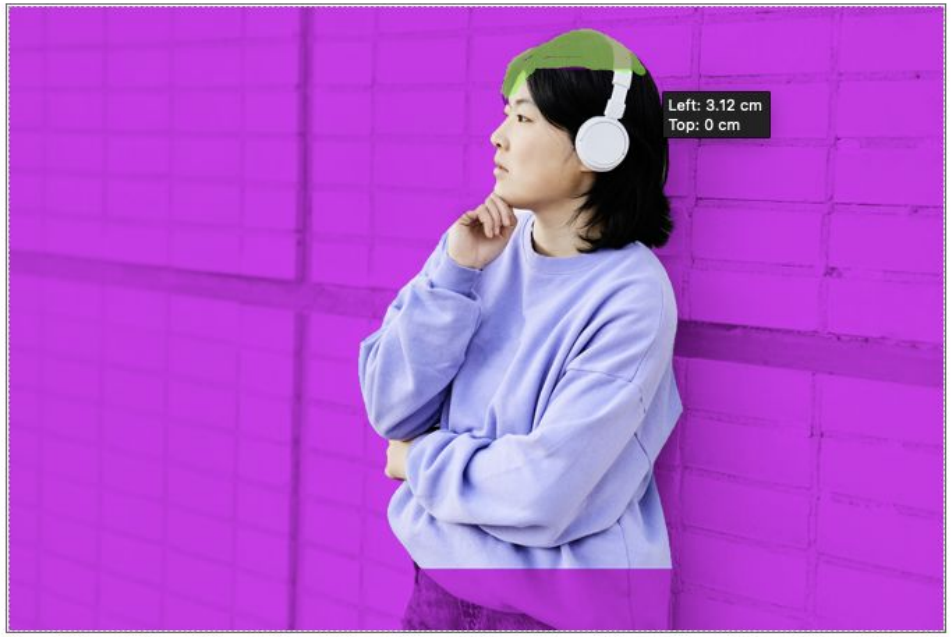


Source:
https://support.microsoft.com/en-us/office/remove-the-background-of-a-picture-in-office-c0819a62-6844-4190-8d67-6fb1713a12bf#:~:text=Select%20the%20picture%20that%20you,you%20have%20selected%20a%20picture.

Sample







Step 5

When you're done, select Keep Changes or Discard All Changes. To save the image in a separate file for later use, right-click the image and select Save as Picture.

Source:
https://support.microsoft.com/en-us/office/remove-the-background-of-a-picture-in-office-c0819a62-6844-4190-8d67-6fb1713a12bf#:~:text=Select%20the%20picture%20that%20you,you%20have%20selected%20a%20picture.

Results

Step 6

Once you're done with the image, copy the image by **Selecting the final image > Right-click the image then select Copy** or **CTRL + C > Open the official Agency Marketing Social Media Template for Agents > Right-click on any space and select Paste** or **CTRL + V.**

Visit Microsoft official website for more information.

Source:
https://support.microsoft.com/en-us/office/remove-the-background-of-a-picture-in-office-c0819a62-6844-4190-8d67-6fb1713a12bf#:~:text=Select%20the%20picture%20that%20you,you%20have%20selected%20a%20picture.

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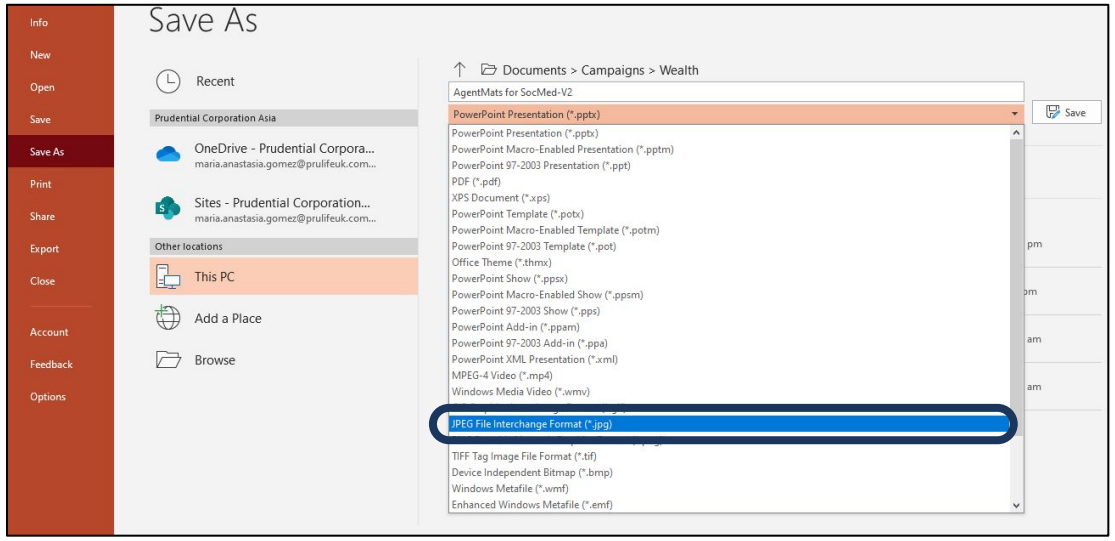

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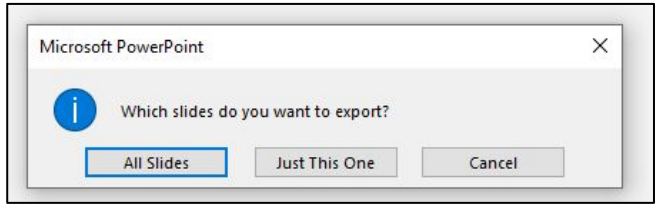

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