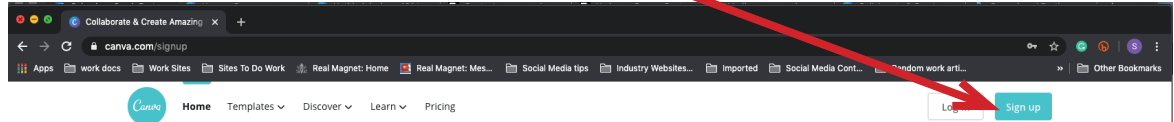


Applying A Badge Or Frame To An Image

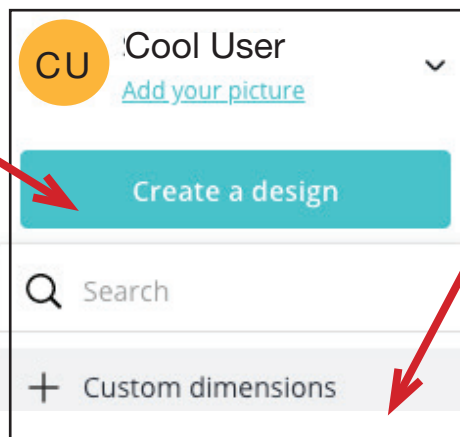
This how to document is written for individuals with no graphics software and or experience. There are a number of other methods to add images on top of photos, use what works best for you.

1. Sign up for free online software.

Go to canva.com and sign up for the FREE account.

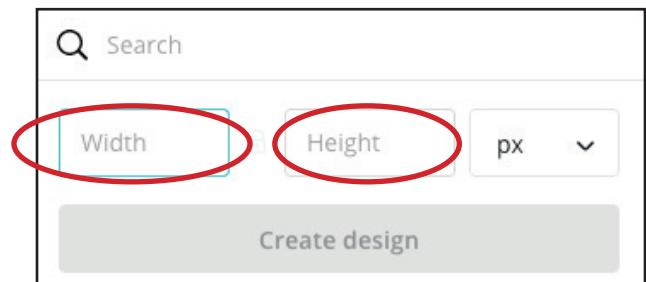


2. Log in and click Create A Design on the left side of the webpage.

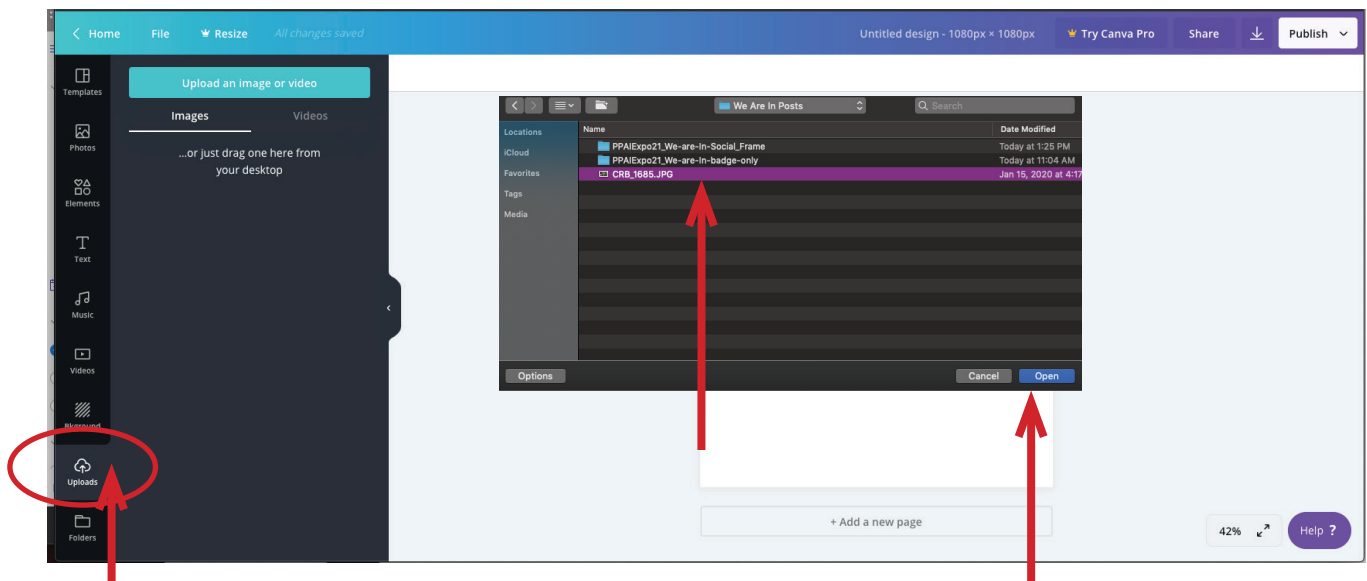


3. Select Custom Dimensions from the dropdown field.

4. Enter one of the following dimensions for your social post or profile image. Then click Create design.

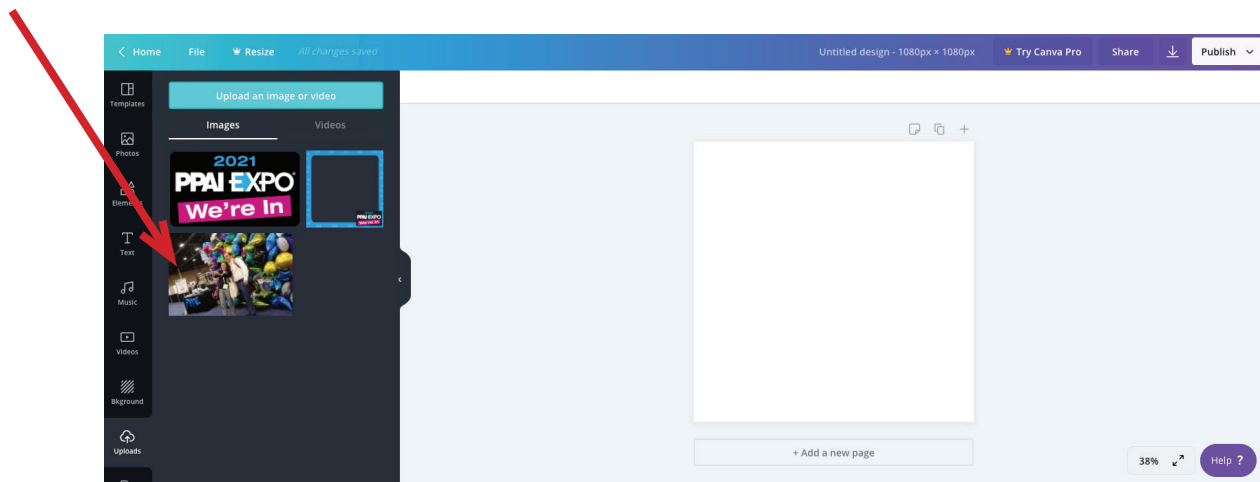


Facebook post = 1200 width x 630 height px
Twitter post = 1200 width x 675 height px
Instagram post = 1080 width x 1080 height px
Square profile image = 400 width x 400 height px

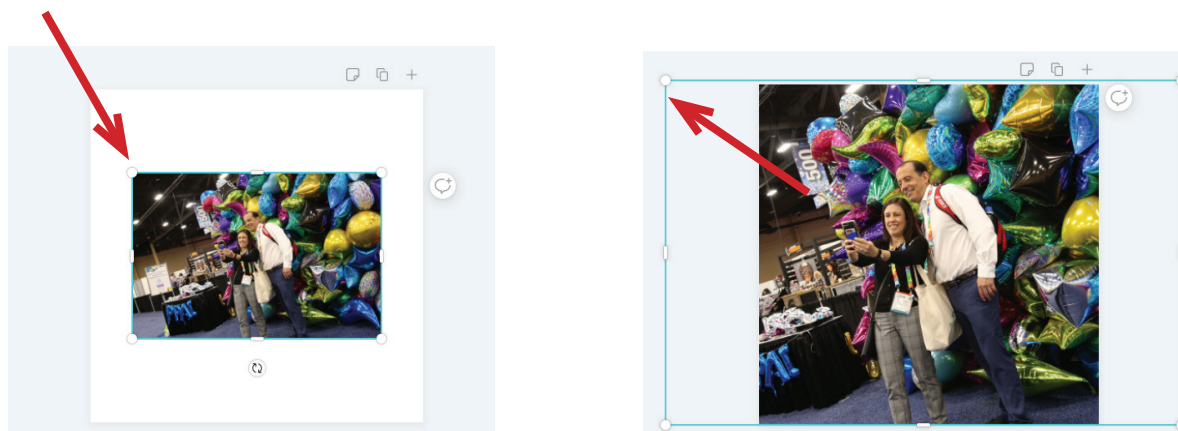


5. On the left side, click Uploads. Select from your computer the photos you want to add frames and badges to. As well and the png files downloaded from the Expo site.

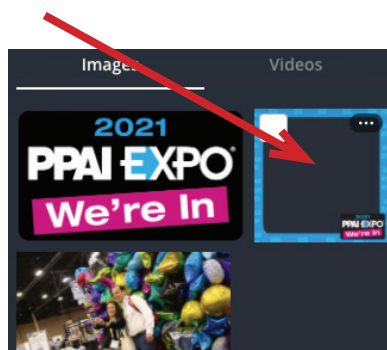
6. You will see your files in the image area on the left side of the screen.
7. Click on the photo to modify and it will be placed on your canvas area.



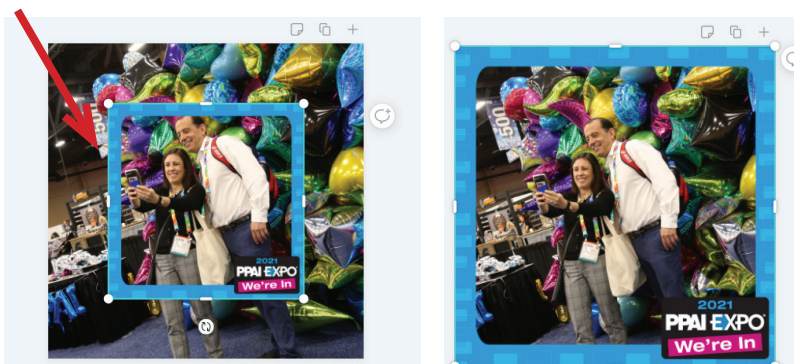
8. Drag the corners of the photo until it fills the canvas area. You can tilt and rotate too.



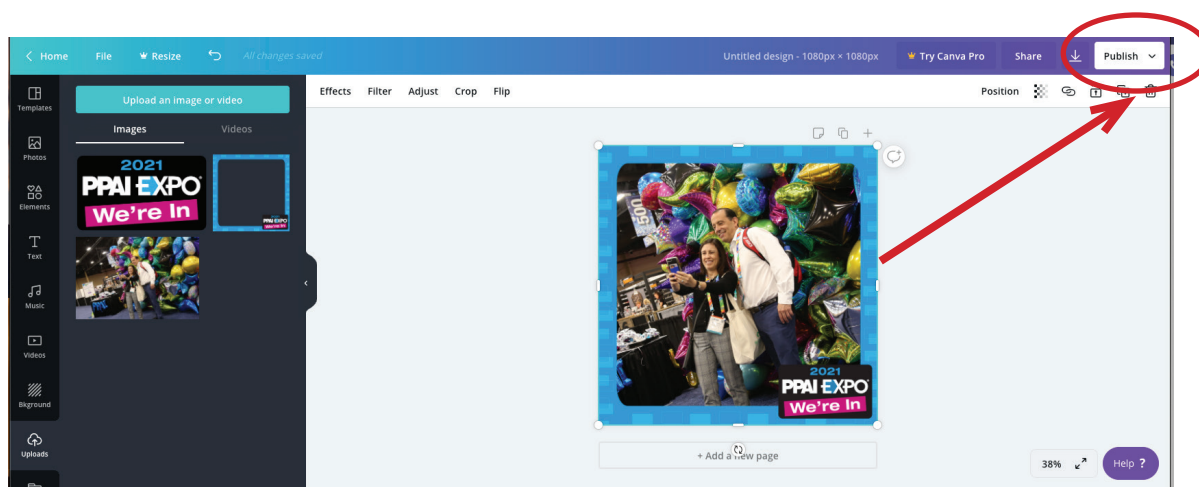
9. Go back to your file uploads and select the frame or badge to apply to your image.



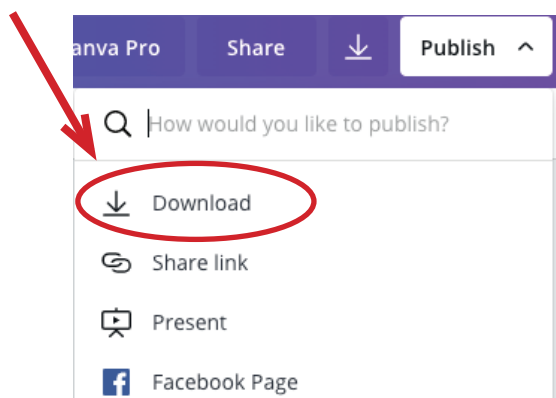
10. Repeat the same process and fit the frame to the edges.



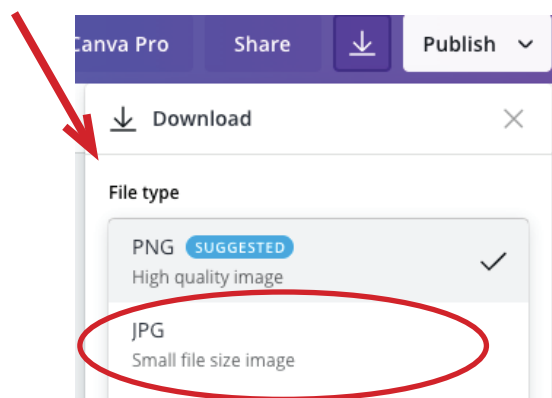
11. In the top right corner, click **Publish** when you are happy with your image.



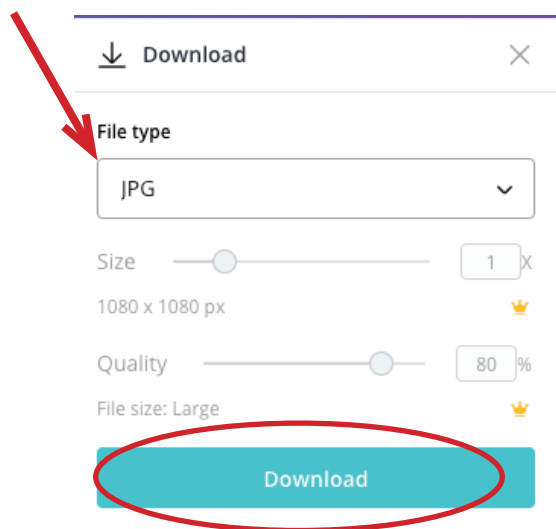
12. From the dropdown, click **Download**



13. Then select your file type. **JPEG**



13. Then click **Download**.



Your image will now be saved on your computer. Use this system for as many images as you need.

Applying the badge to a profile image is the same. Use the badge icon and you can place the rectangle “We’re In” anywhere in your image. We recommend using the

PPAIExpo21_We-are-In400px.png file in the badge zip folder also located on the Expo website.

