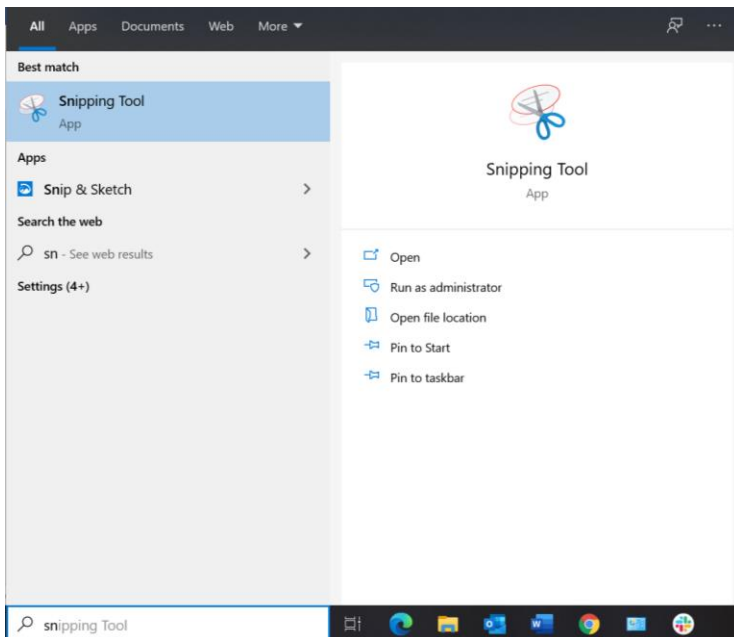
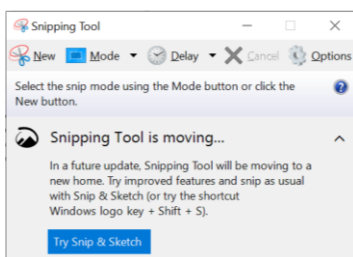


## Instructions for saving social media images as jpegs

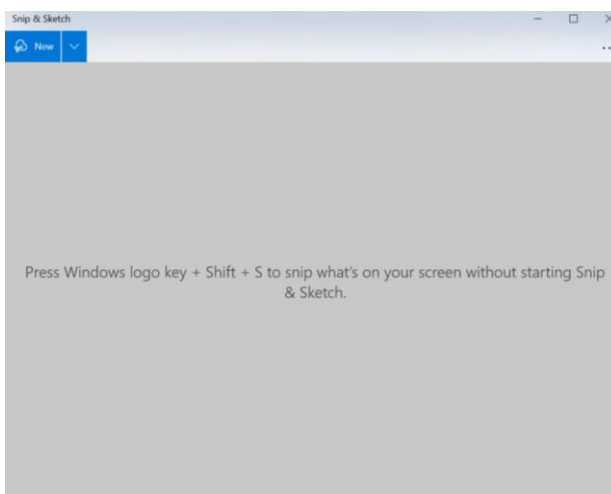
- The best option for saving a social media template from a word doc as a jpeg is to use the “Snipping Tool”. This application should be available on most computers.



- Click into this application. A small box will pop up, click “Try Snip & Sketch”.

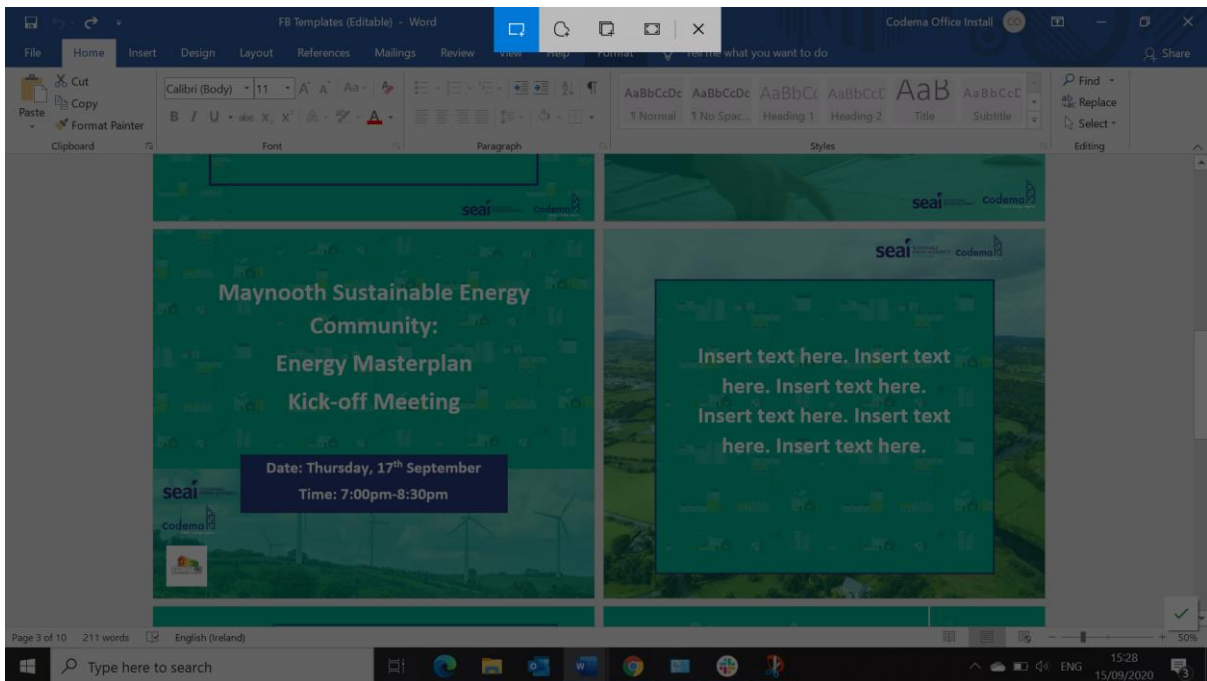


- A larger grey box will appear. See below.

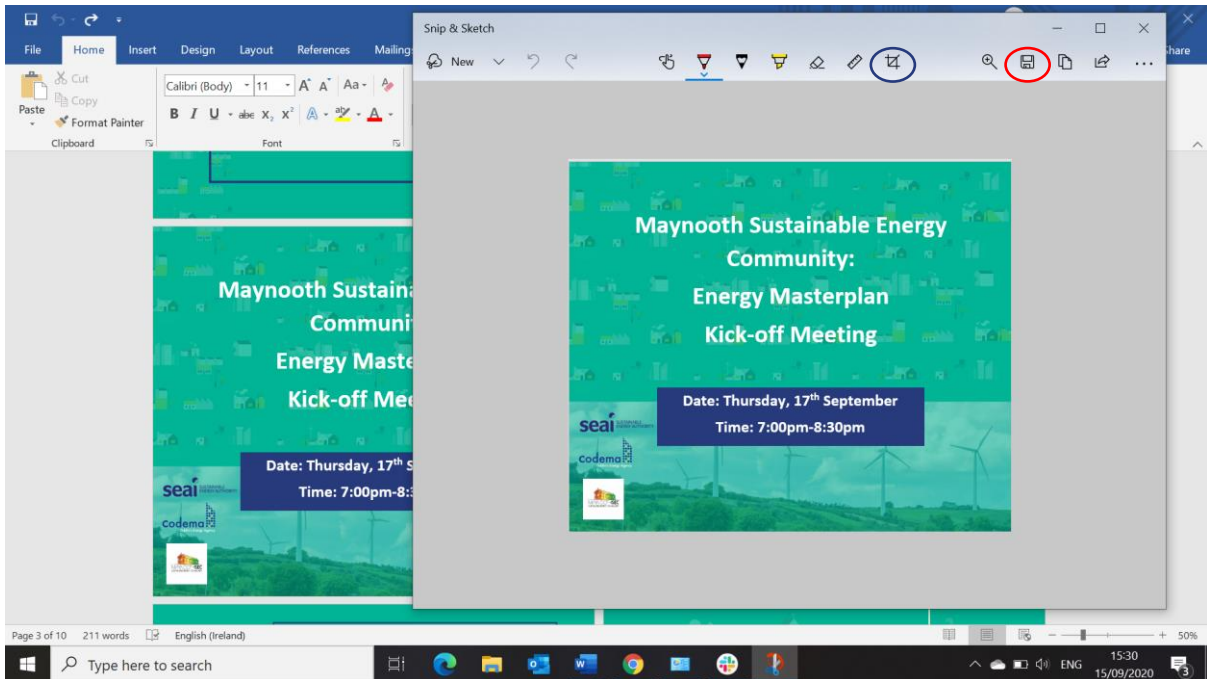


- To begin click the down arrow beside “New” to choose “Snip now”, “3 Seconds” or “10 Seconds”. If you have your image ready to snip, click 3 seconds.

- A toolbar will appear giving the option of a rectangle crop or curved crop. Select the rectangle crop (first option).
- Use the cursor and select the entire image that you want to capture.



- The selected image will then appear in the Snip & Sketch box.
- It is possible to crop the image by clicking the icon circled in blue below.
- To save the image, click the icon circled in red below. This image will then be saved as a jpeg on your computer to use on your social platforms.



**[For any queries please contact katie.harrington@codema.ie](mailto:katie.harrington@codema.ie)**