Shape

Description automatically generated

INSTRUCTIONS

Double click on the frame

In the right side “Format Picture” menu, click on the Paint Can (the furthest left icon)

Select “Fill”

Select “Picture or Texture Fill”

Under “Picture Source” select “Insert”

Select the picture you want to use from your files

Adjust the “Offset” settings up or down to align your picture within the frame

Take a screen shot of your final product

* For a Mac if you hold down Shift+Command+3 an image will be saved to your desktop
* For a PC hit the PrtScn key on the upper right corner of your keyboard; saves to the Clipboard

Open the screen shot and crop around the frame

Save file

Upload as your new Facebook Frame

**Having trouble? You can email the photo you want in this special Facebook Frame to** [**smhelp2020@gmail.com**](mailto:smhelp2020@gmail.com) **and Kelly will create the file for you and send it back ready for you to upload. Your picture will be immediately deleted once the Frame is created.**