1. Save the photo you will be using to your computer.

2. Save the social media PowerPoint template to your computer. Open the file.

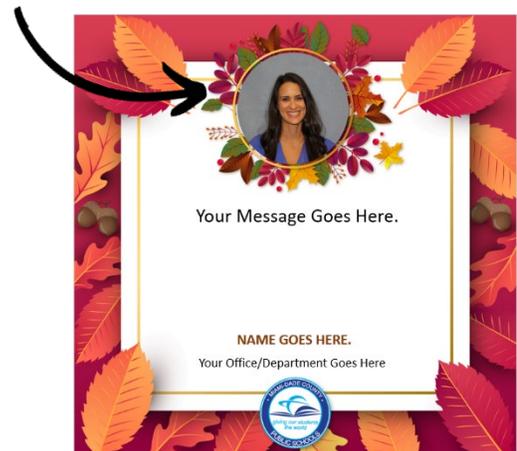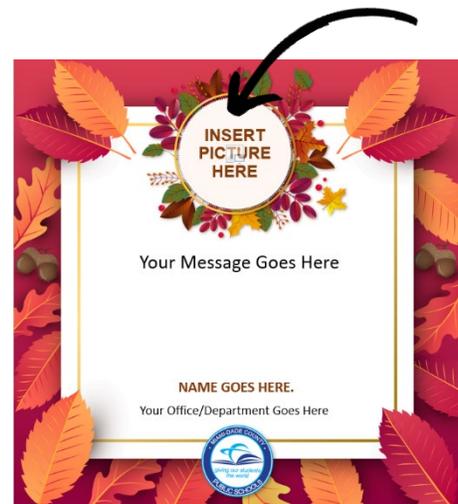3. Click the "Pictures" icon in the middle of the circular picture frame at the top of the template.

4. The "Insert Picture" dialogue box will open.

5. Select the photo you would like to include from your files and click "Insert."

6. The photo you selected will be placed inside the template (example shown to the right).

7. Fill in the following spaces with the appropriate text, as specified below:

Your Message Goes Here	Use this space to type in the "I am Thankful…" quote of the person being featured.
Name Goes Here	Use this space to type in the name of the person being featured.
Your Office/Department Goes Here	Use this space to share the name of your work/school site.

8. Save the file as an image to use it on social media.
   - Click "File" and then "Save As."
   - In the "Save As" Dialogue box, use the drop-down menu next to "Save as type:" to select either JPEG or PNG to save it as a picture.
   - Click "Save."

9. Use your newly created JPEG or PNG file to post on social media. Please use the hashtag **#MDCPSGivesThanks** and tag **@MDCPS (on Twitter)** and **@MiamiSchools (on Facebook and Instagram)**.

OFFICE OF COMMUNICATIONS
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1. Save the social media template to your device.

2. Open your Instagram or Facebook profile.

3. Click on your profile picture.

   - On Instagram, click on the plus sign on the upper left-hand corner to create a story.

   - On Facebook, click on "Create Story."

5. Select the Instagram/Facebook Social Media Story Template image from your Camera Roll.

6. Use the text feature to fill in the template with three things you are thankful for.

7. Use the text feature to tag **@miamischools** and include the hashtag **#MDCPSGivesThanks**.

8. Click the "Send To >" box on the bottom right.

9. Click "Share" next to "Your Story".

10. Spread the word by sharing the blank template to your story.