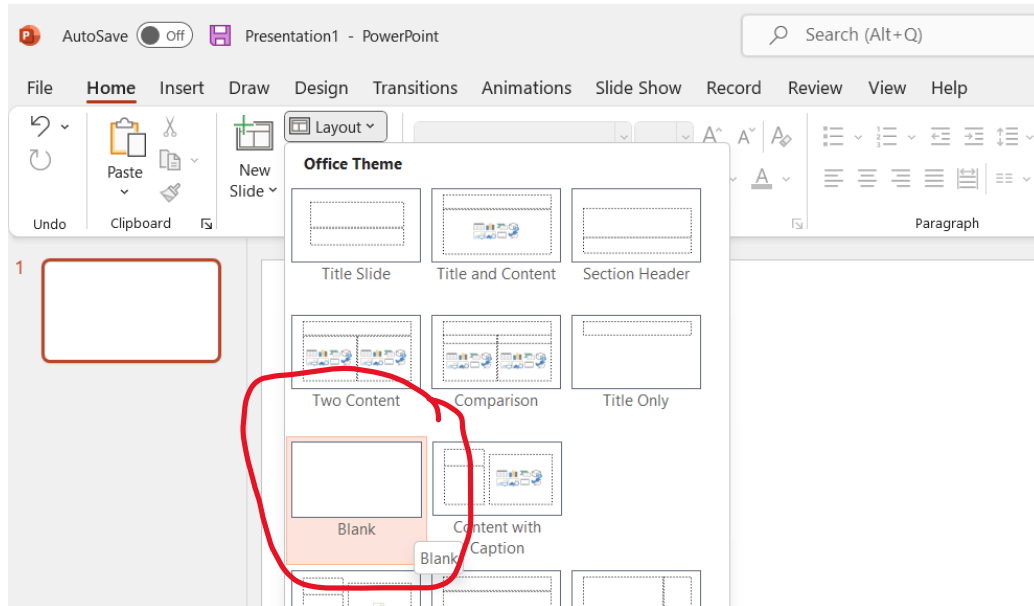


## Quick Guide to Creating Digital Image of Holding Placard

This guide will require you to work on a laptop or personal computer. This guide is based on working with Powerpoint software.

### Image only without text

1. Take a photo of yourself holding a cardboard with a dark colour, preferably A4 size. Try as best as you can to align the cardboard to 90 degrees horizontally and vertically.
2. Open Powerpoint software and choose a blank layout.



3. Insert the photo you took in Step 1.
4. Insert the placard image of your choosing.
5. Resize the placard image to fit into the space where you were holding the cardboard in the photo.
6. Click Save or Save As to save the presentation slide as an image (JPEG).
7. To crop the image (remove white space), open the image using your default Photo software or Paint 3D. Remember to save the cropped image.

### Image with Text Below the Photo

1. Follow step 1-3 above.
2. Resize your photo to allow sufficient space for your text.
3. Follow step 4-5 above.
4. Insert a rectangle shape below your photo, resize to same width as the photo. It is ok if it is slightly bigger, it can be cropped.
5. Right click on the rectangle to edit the shape's colour to your liking.
6. To add text in the rectangle, right click on the shape and click on "Edit text". Proceed to add your text. Resize the font type and size as needed.
7. When you are satisfied, proceed to save the slide as an image and crop the white space, if available. (Steps 6 and 7 above).