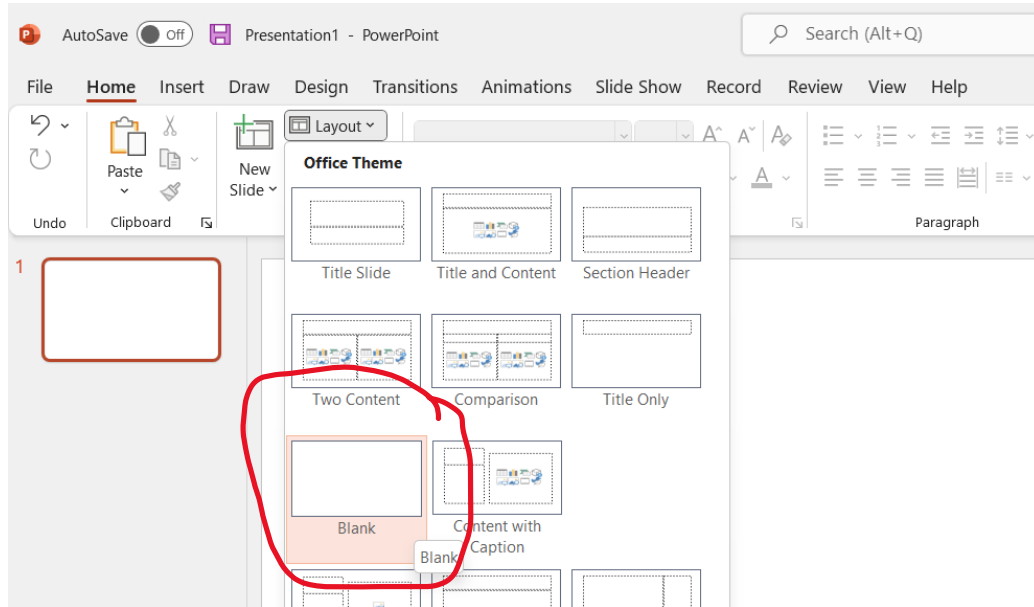


Quick Guide to Creating Digital Image with Placard at the Side

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

1. Open Powerpoint software and choose a blank layout.



2. Insert a photo of you and the placard image of your choosing.
3. Resize the placard image and leave sufficient space below the placard image for the text.
4. Resize the photo of you and move the photo to the space beside the placard. Crop as necessary.
5. Insert a rectangle shape below the placard and your photo.
6. Right click on the rectangle to edit the shape's colour to your liking.
7. 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.
8. Click Save or Save As to save the presentation slide as an image (JPEG).
9. To crop the image (to remove white space if available), open the image using your default Photo software or Paint 3D. Remember to save the cropped image.