Digital Health Literacy web banner template

Adding your logo to the template

1. Click on the **Insert** tab, then **Pictures** > **Picture From File…**
2. Locate your logo and click **Insert**.
3. On **slide 3**, delete the placeholder **"Your logo here"** and arrange your logo in the designated space.
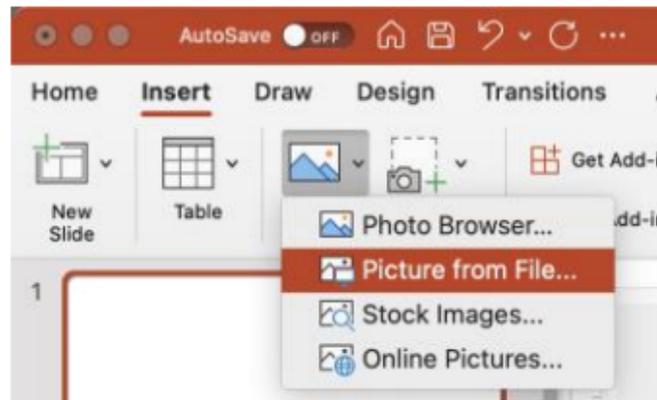
Adding text

1. Click the text **"Date…"** on **slide 3** and enter the relevant information.
2. This text is just a guide. Feel free change the colour, font, or the text itself.
3. When finished, click outside of the box; such as the empty area around the slide.

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Saving your image

1. Select the background image, your text and logo by **clicking and dragging** over the whole of **slide 3**, or press **Ctrl+A** (**Command+A** for Mac).
2. Right click > **Save as Picture...**
3. Select **JPEG** From the file type drop down.

   Save as Type: JPEG
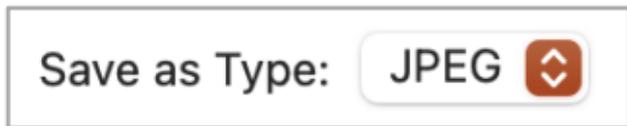
4. Choose a location to save and click **Save**.

Finished

Upload your new banner to your website.

Australian Government
Australian Digital Health Agency

My Health Record

AUSTRALIAN
PUBLIC LIBRARY
ALLIANCE

Australian Library and
Information Association

Your logo here

DIGITAL HEALTH LITERACY

Date: Monday xx Month 2021   Time: 00:00pm