Fill-In Social Media Templates

**Size**

940W\*788H pixels or 9.792W \*8.208H inches

**Use**

To promote company specific Stand Up events. Share in document form for ads, print materials, and attachments. Use as an image for social media posts and email inserts. ***(See Directions).***

Customize with your event information, company logo, pictures, etc.

**3 Templates**



Horizontal Split 1

Horizontal Split 2

Vertical Split 1

**Document colors:**

#294095

#097300

#0071ba

#d5992a

#ffb464

#777777

#f1f0f0

**Document fonts:**

**Headers & body text** -*Monserrat* and *Open Sans* font families

**Emphasis text** – *Bangers*. This is a free font that can be downloaded from the internet.

Body font size is 18 points.

**DIRECTIONS for Word templates**

**NOTE:** Each template has 3 sections that are grouped separately and then together to form one image. ***Background shape*** with image, insert photo or graphic, Stand Up logo, header banner and divider; ***Body shape*** (white rectangle with text); ***Footer shape*** (social media hashtag and icons, Stand Up website).

**To Add a link**

1. Insert hyperlinks in the text or use the green icon to hyperlink to information.
2. Insert hyperlinks on the social media icons to your company platforms and/or change the website to the company website.
3. To Hyperlink – select text or image. Open “Insert Tab” – Open “Link” (click on arrow). Choose “Insert link” (at bottom). A new box appears. Choose type of link (icons on left). Paste the URL or email in address box.

**Note:** Hyperlinks do not work when template is saved as an image. Write a message in an email or social media post and provide link needed.

Stand Up 4 Grain Safety Website Link – [StandUp4GrainSafety.org](https://standup4grainsafety.org/)

**Add Text and/or change font or font size**

1. To Add Text - Click where the text appears or highlight it and overwrite it
2. Objects do not need to be “ungrouped” to change text.
3. Body Font size is 18 points. Highlight text and change font, font size, or color.

**Change shape backgrounds**

1. Ungroup the entire template. Then ungroup the section.
2. Right click on the ‘shape’. Select “Format Shape” (a side menu should appear).
3. Under Shape Options – choose the bucket or “Fill” option.
4. Select solid fill (color), picture or texture fill, etc. and insert.
   1. Color – set the color and transparency.
   2. Picture – insert the picture and adjust the position and transparency.

**Change insert pictures or Stand Up Logos**

1. Select picture. On “Format Picture” menu choose the “bucket” or “Fill option.
2. Select picture or texture fill. Insert new picture. Make desired adjustments.
3. Add, delete, or change picture border colors use the Picture Format Tab.
4. Logo or graphic – Select and delete. Insert new logo, picture or graphic.

**“Save As a Picture”**

1. Add your text. Make any changes to images.
2. Select and group all elements on the page.
3. Right click on group. Choose “Save As Picture”. Choose PNG or JPEG format.