

# How to create and upload a JPMCC-framed profile picture on your LinkedIn account - Creating the image

1. Choose and open one of the attached PPT slides

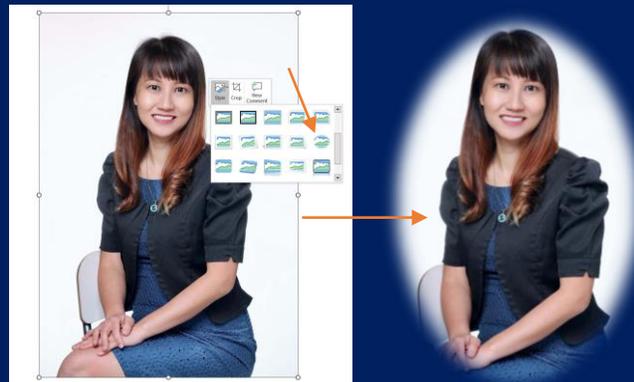


2. Insert a photo of your choice (you can either insert a photo from your desktop or copy and paste one)



3. PPT will then prompt Design Ideas on the right of the screen. Select the design where your photo is cropped into a circle.

If your PPT version does not prompt the above Design Idea, right click on the photo, select the "Style" icon and click on circle with soft edges.



4. Move the cropped photo into center of frame and adjust to fit.



5. Once it is centred, right click on the photo and if need be, select "send to back" to ensure that the photo does not cover designs on the frame.



# How to create and upload a JPMCC-framed profile picture on your LinkedIn account - Uploading the image

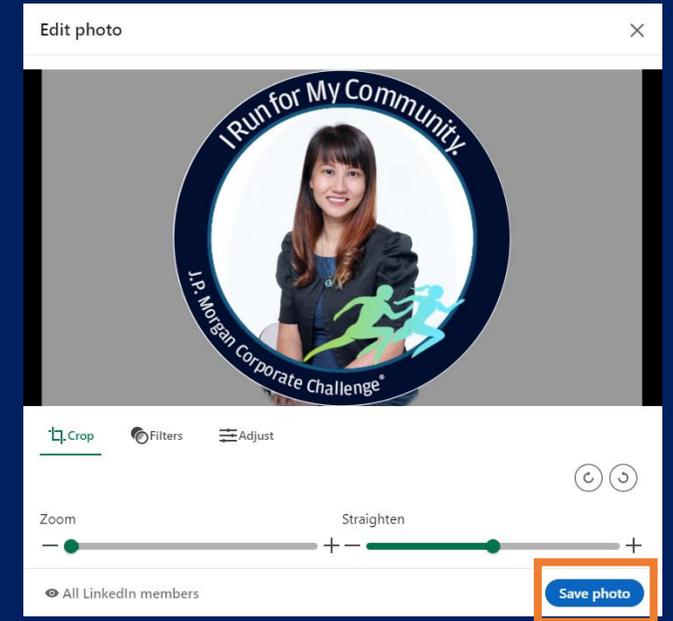
6. This is how the frame and your photo should look together.

Save the PPT slide as a JPEG file on your desktop. Under "save as type" select JPEG. When prompted which slide you want to export, click "just this one."



9. Upload the saved JPEG image from your desktop and adjust to fit into the LinkedIn template.

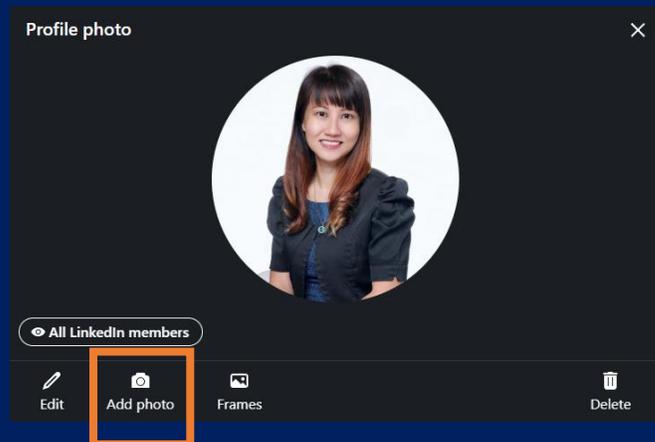
Click "save photo".



7. Log into your LinkedIn account and click on your profile image



8. Click on "add photo", followed by "upload photo".



10. Congratulations! You should have a profile picture that looks like this.

