**Saving files in PowerPoint for social media:**

**To export slide for LinkedIn and Facebook posts:**

1. Click ‘File’
2. Click ‘Export’
3. Select file format, ‘.JPG’
4. Select ‘Save Current Slide Only’
5. Enter LinkedIn dimensions ‘1200’ width by ‘628’ height (pixels)
6. Click on ‘Export’

**To export slide for Twitter posts:**

1. Click ‘File’
2. Click ‘Export’
3. Select file format, ‘.JPG’
4. Select ‘Save Current Slide Only’
5. Enter LinkedIn dimensions ‘1024’ width by ‘512’ height (pixels)
6. Click on ‘Export’

**To export slide for Instagram posts:**

1. Click ‘File’
2. Click ‘Export’
3. Select file format, ‘.JPG’
4. Select ‘Save Current Slide Only’
5. Enter LinkedIn dimensions ‘1080’ width by ‘1080’ height (pixels)
6. Click on ‘Export’