

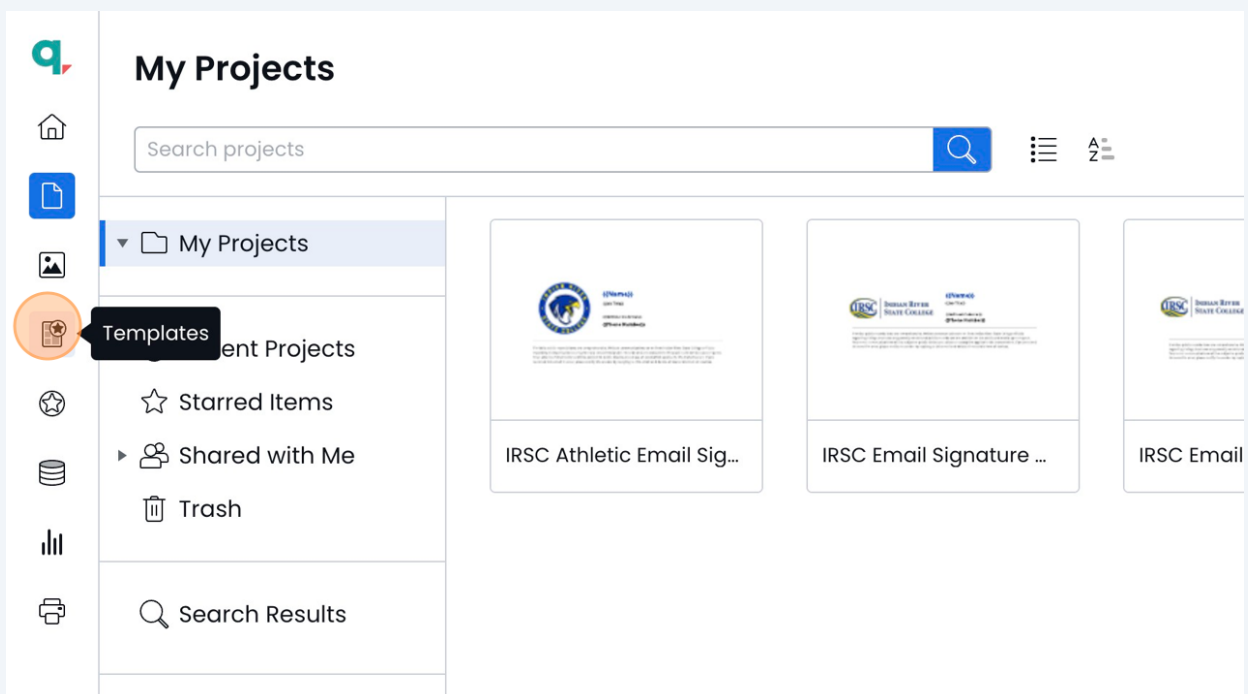
Create a Social Media Post in Marq and Download Guide

1

Log-in to <https://app.marq.com/> and let's build a social media post for a new engineering course.

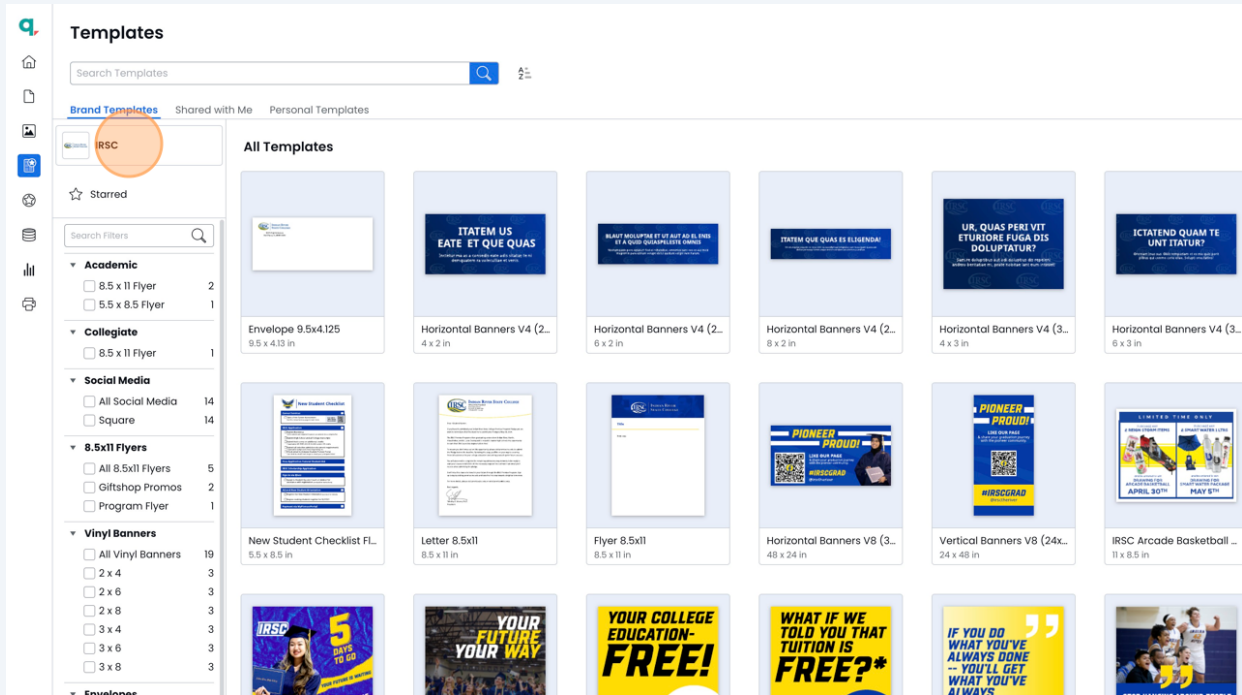
2

Go to the Templates tab by clicking the icon.



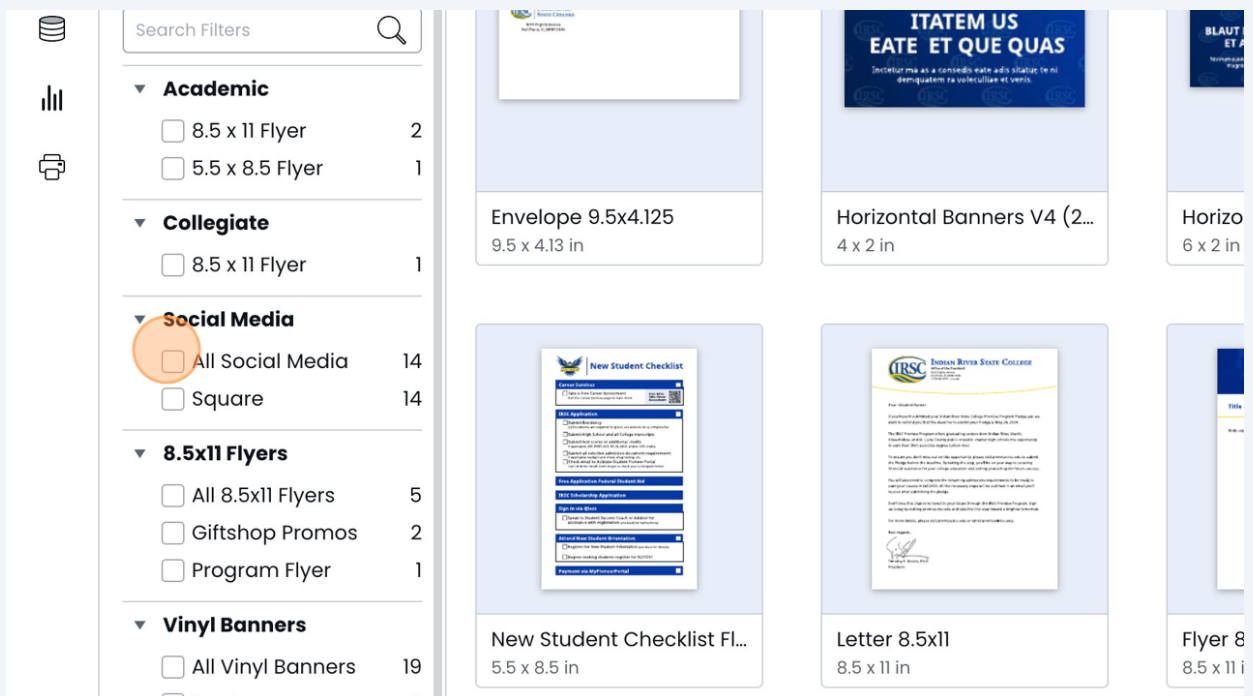
3

Here you will see all of the templates available. Look to the column on the left to browse filters if you are looking for something specific.



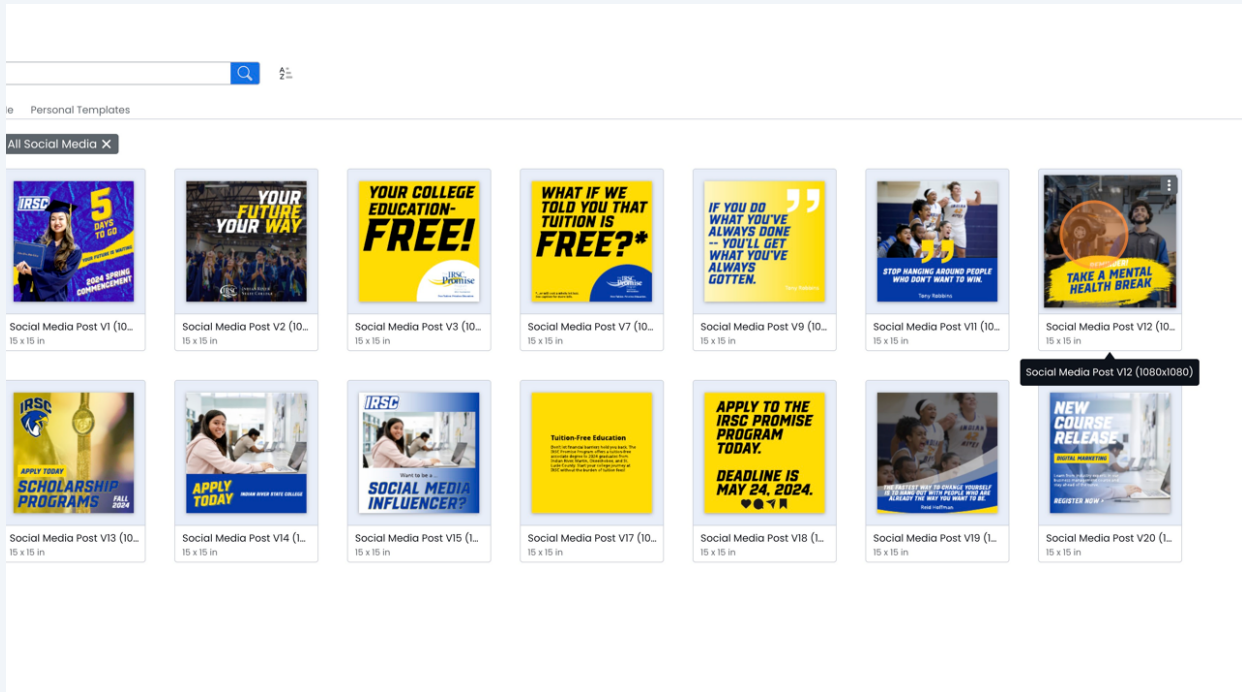
4

Let's narrow our search to social media posts. Click on the category you would like to see templates for.



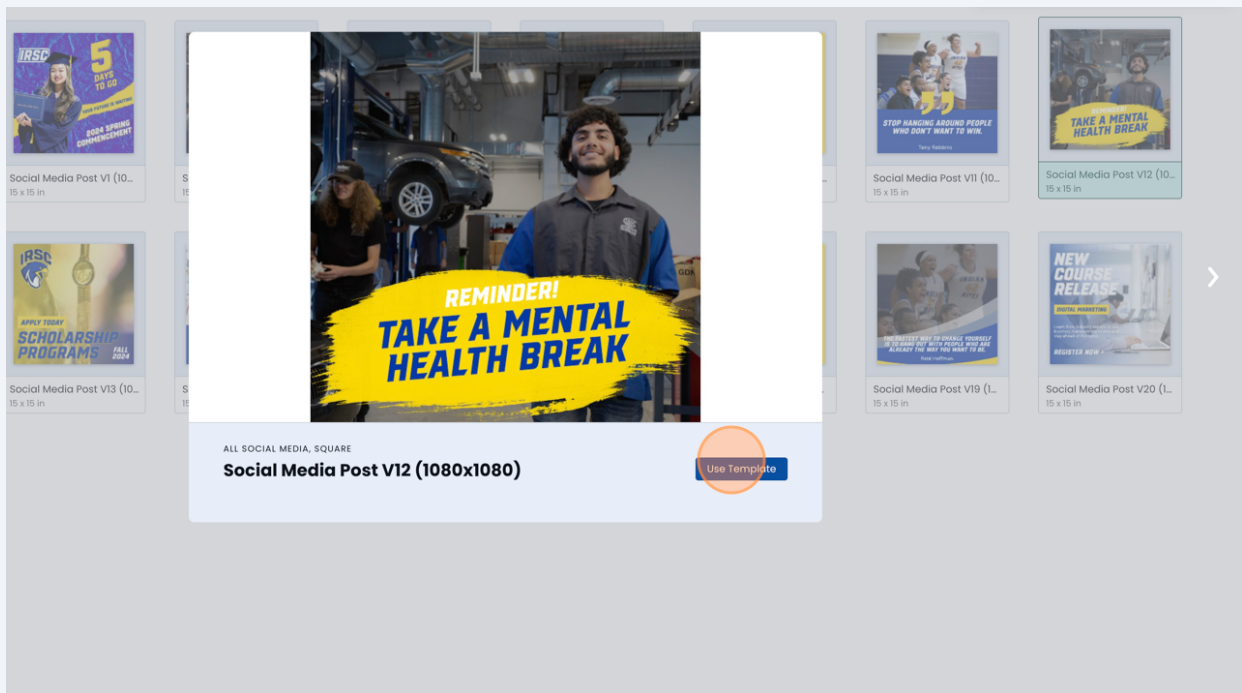
5

There are many designs to choose from. Find one that suits your project and click on it.

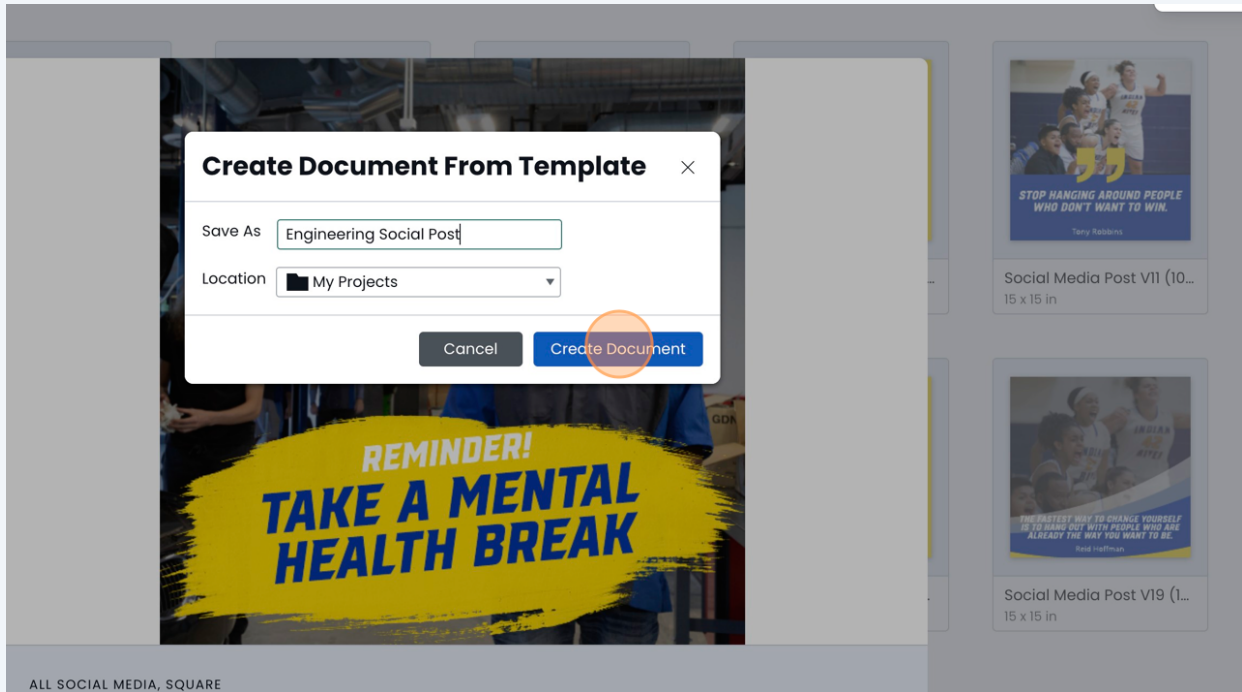


6

Click "Use Template" to get started.



7 Name your project and click "Create Document"



8 Now we can get to work. Double click a text box to update the copy.



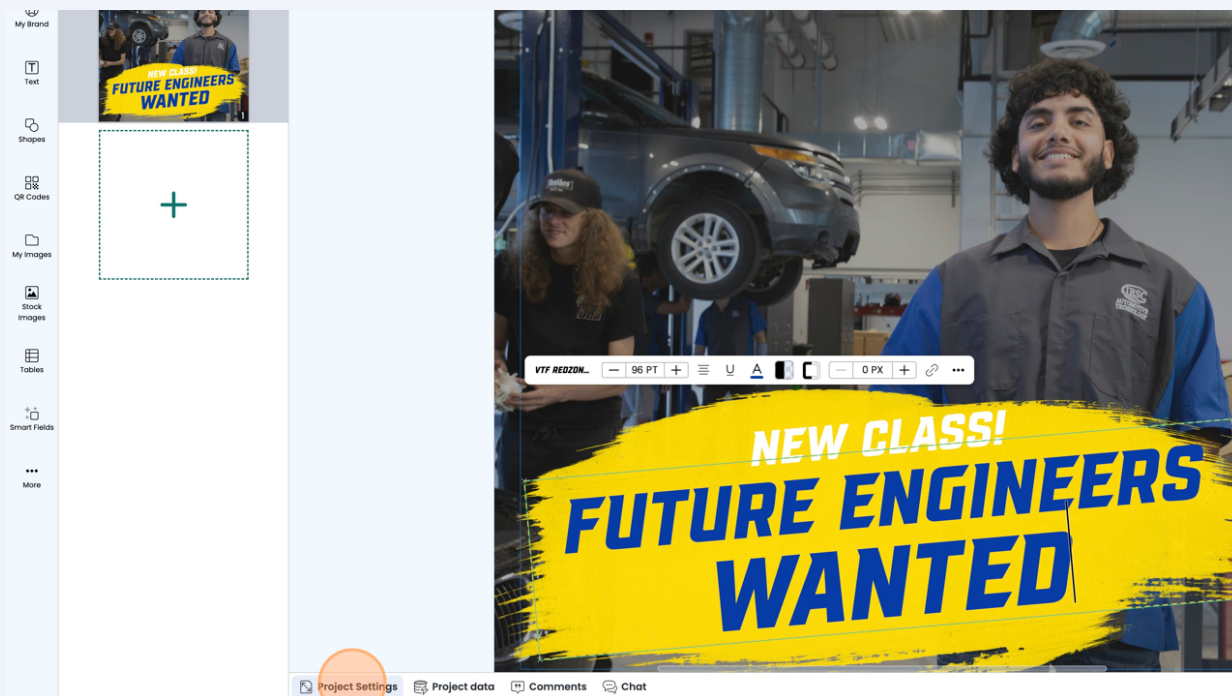
9

For this post, let's make "WANTED" larger. Highlight the word and click the "+" to increase font size.



10

Time to change the background image. Click on "Project Settings" in the bottom lefthand corner of the screen.



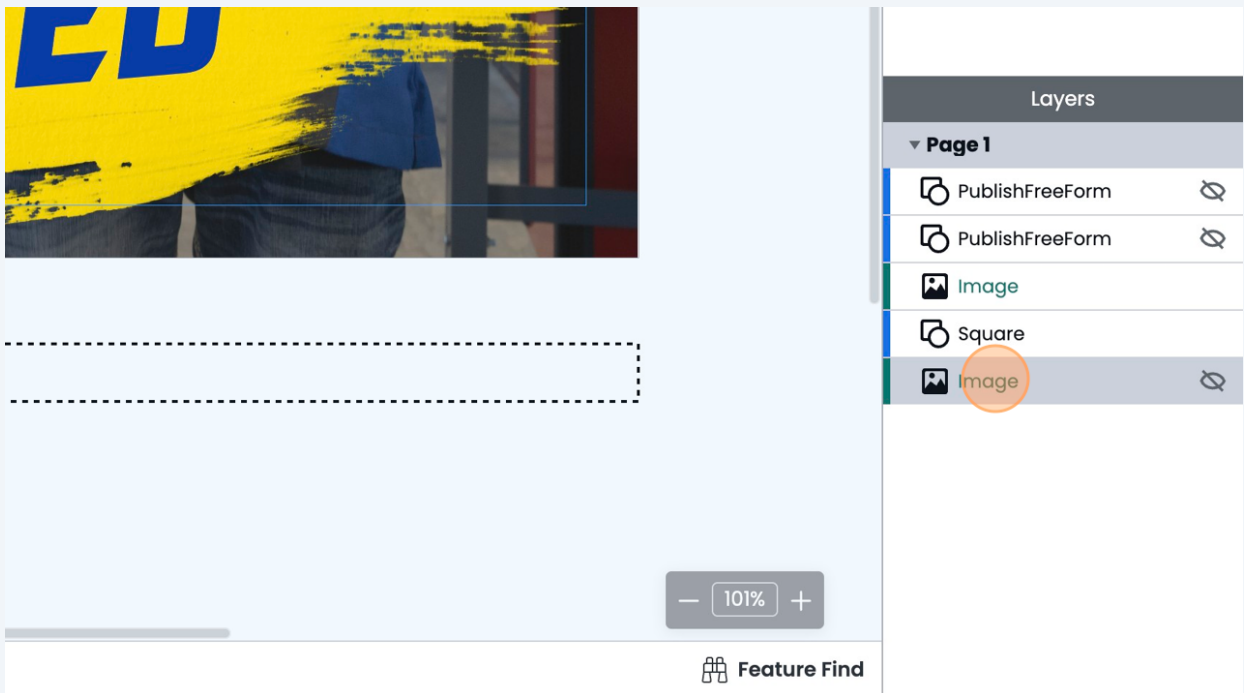
11

A menu will appear on the righthand side of your project. At the very bottom of that menu, click "Layers"

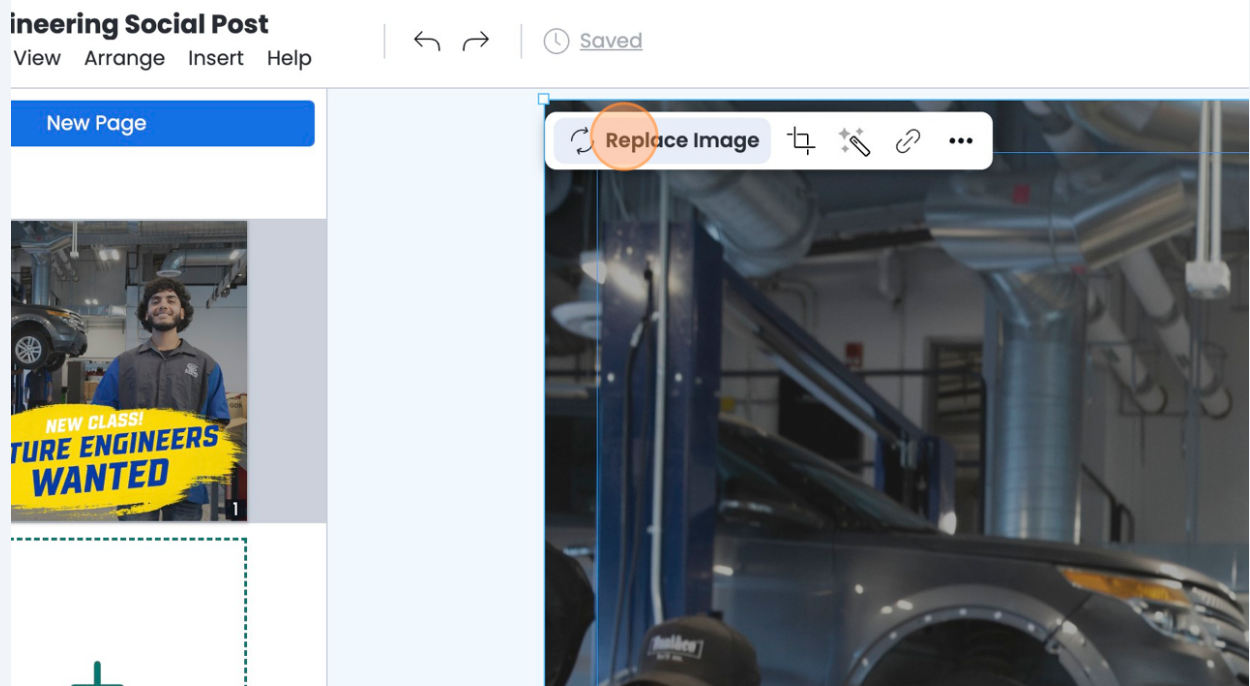


12

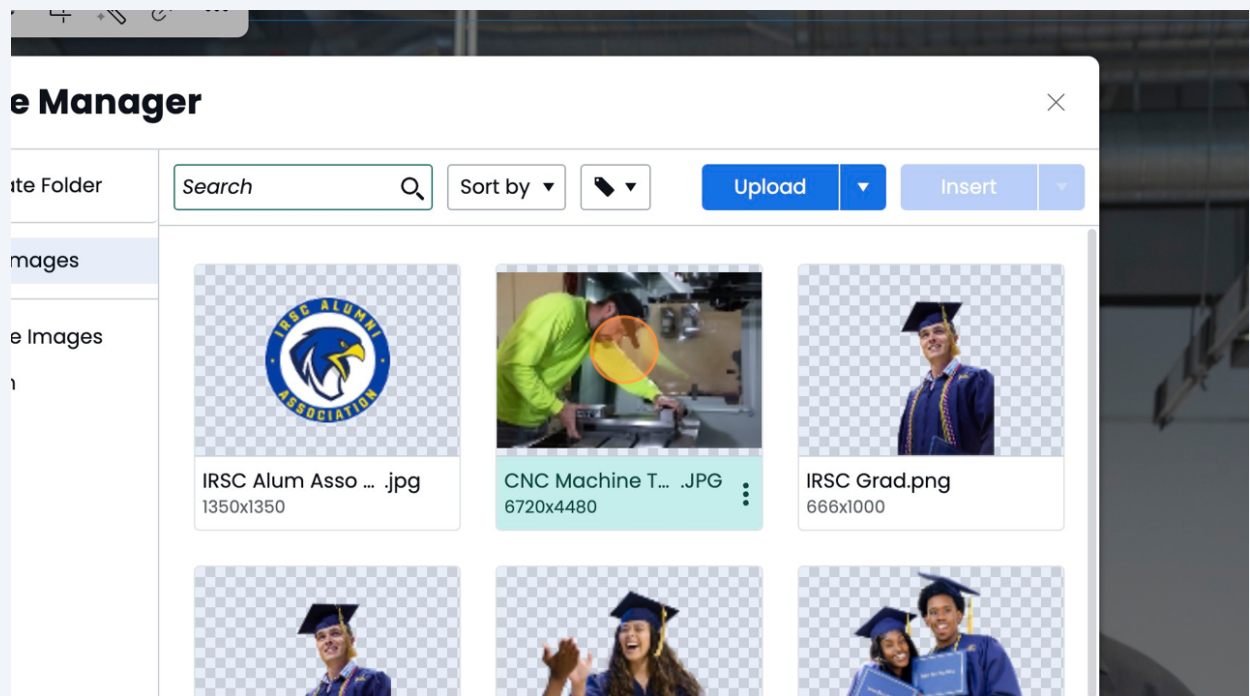
The image in this post is behind everything else, click on the image layer at the bottom of the layers panel.



13 Looking back at the post a bar will appear with a few options. Click "Replace Image"

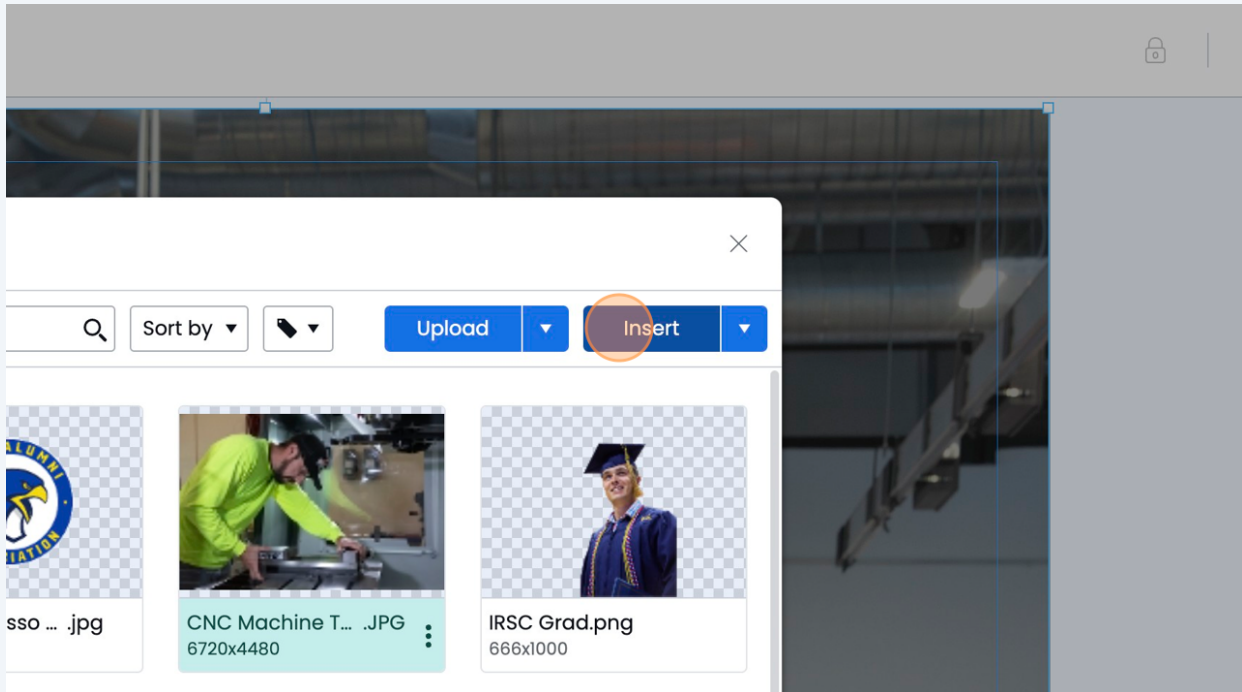


14 This will take you to the Image Manager where you can upload and manage your own images. Once you upload the image you want for your post click on it.



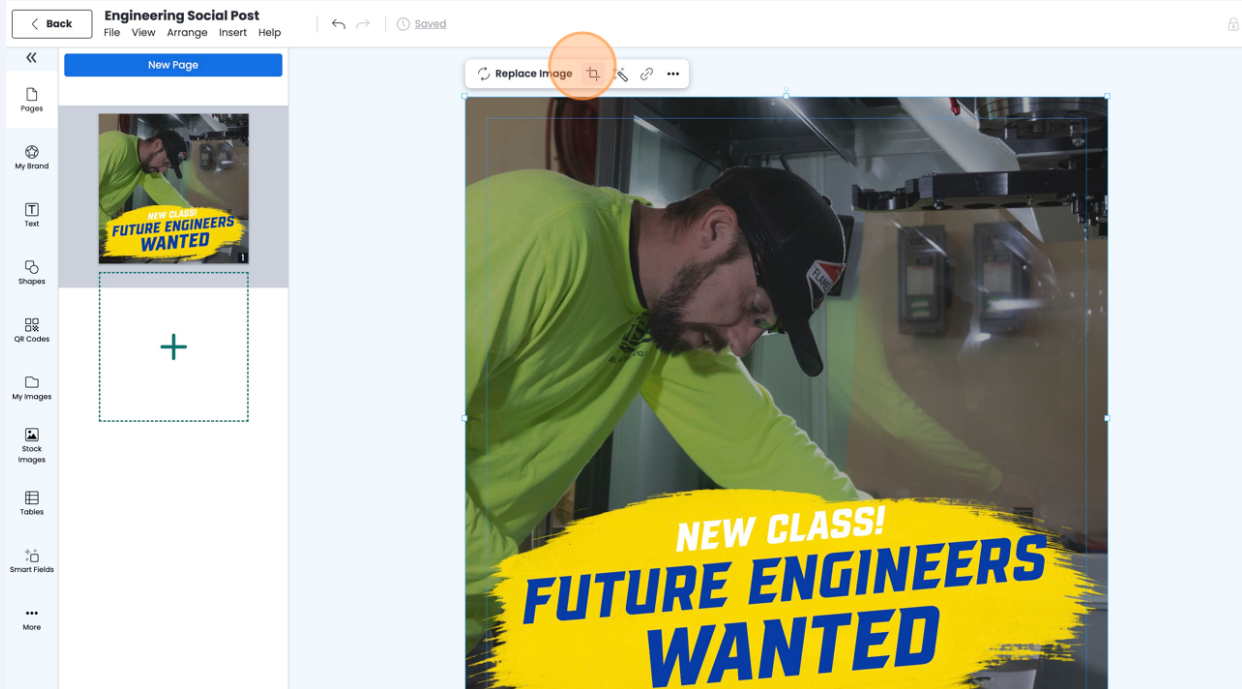
15

The image will highlight in green to show you have selected it. Click "Insert" to place the image.



16

Let's adjust the image by using the crop tool in the bar next to "Replace Image"

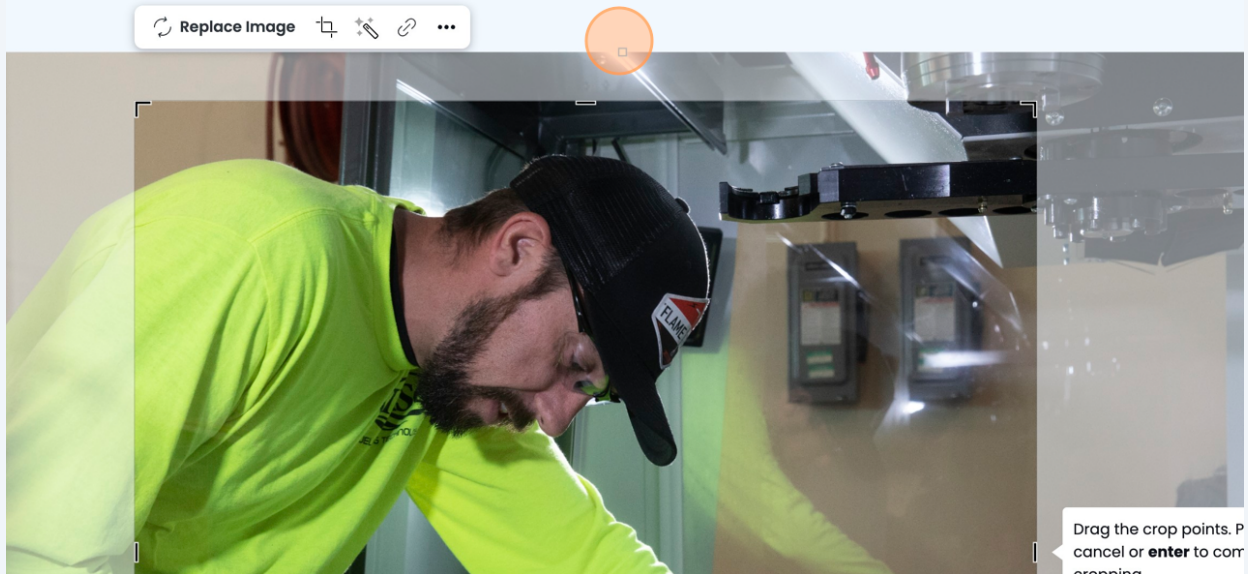


17

Click and drag the white squares on the image to make it larger or smaller. Click and drag the image itself to adjust it within the box to move it where you would like to be placed.

Once you are satisfied, hit the "enter" key on your keyboard.

Saved



18

Let's change the color of the heading. Click the heading you want to change the color of.



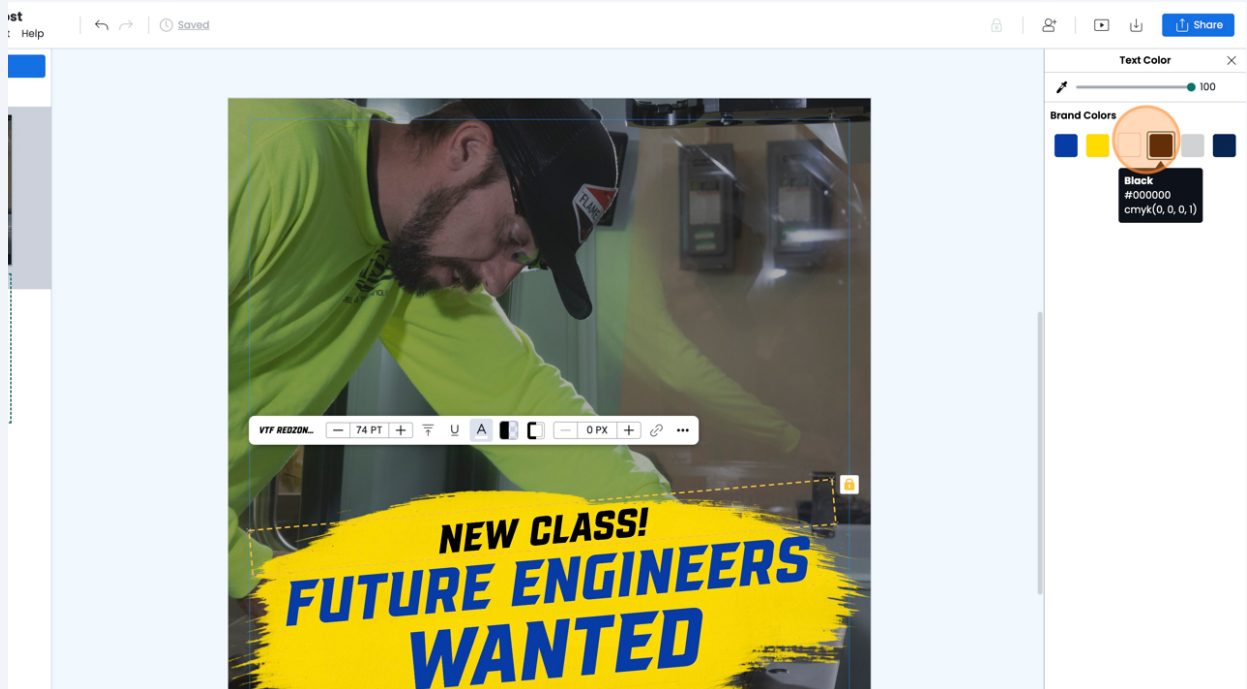
19

A bar will appear, click the icon with a capital A and colored underline beneath it. This is the icon for changing text color.

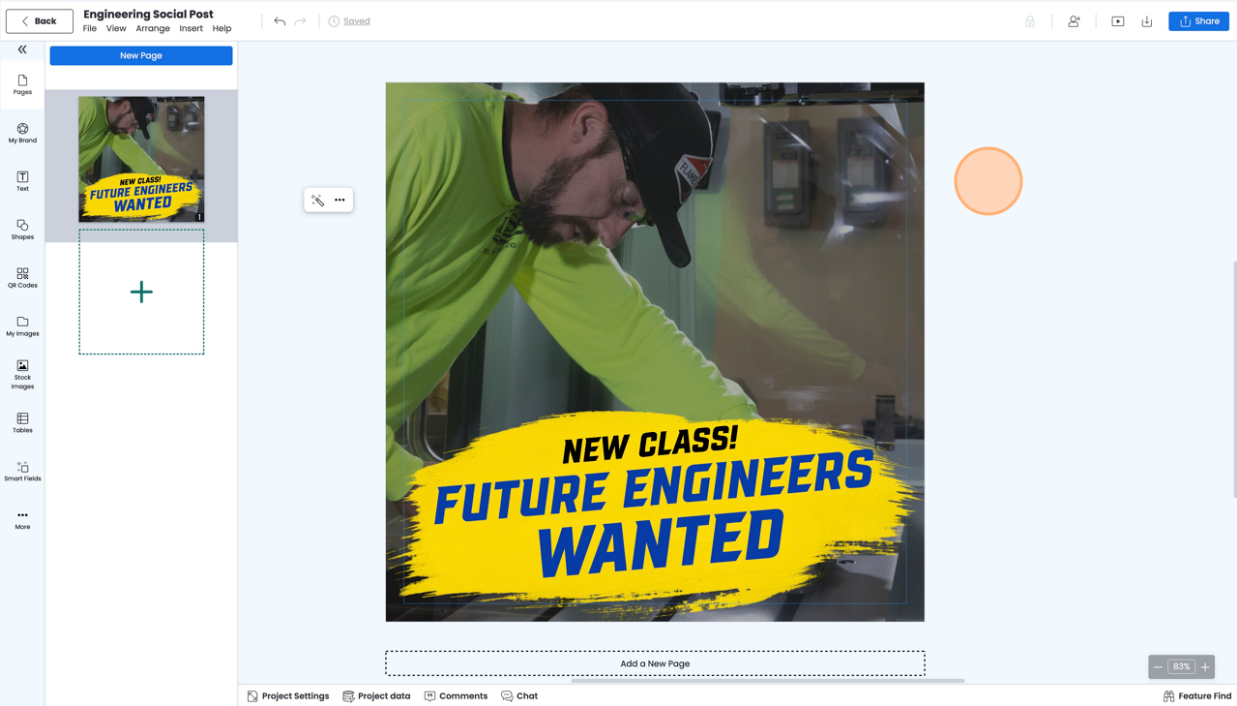


20

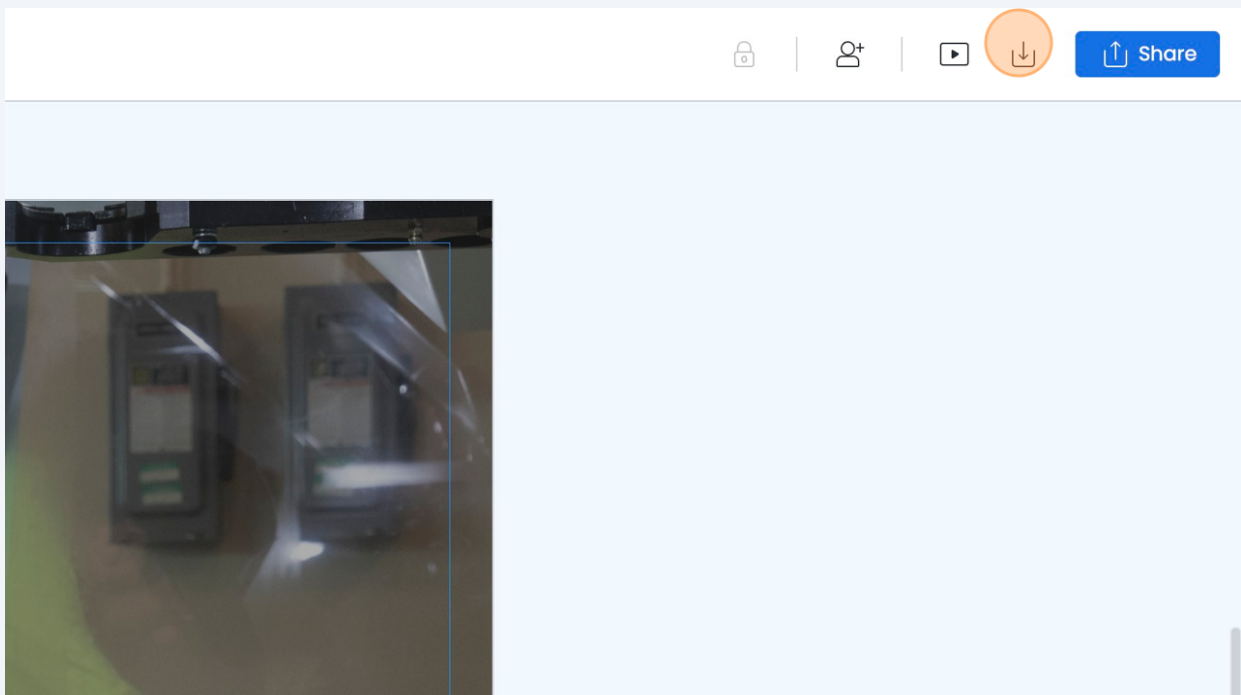
The menu to the right will open up with a selection of brand colors to choose from. Click around and try them out to see what color best fits your project.



21 Click here.

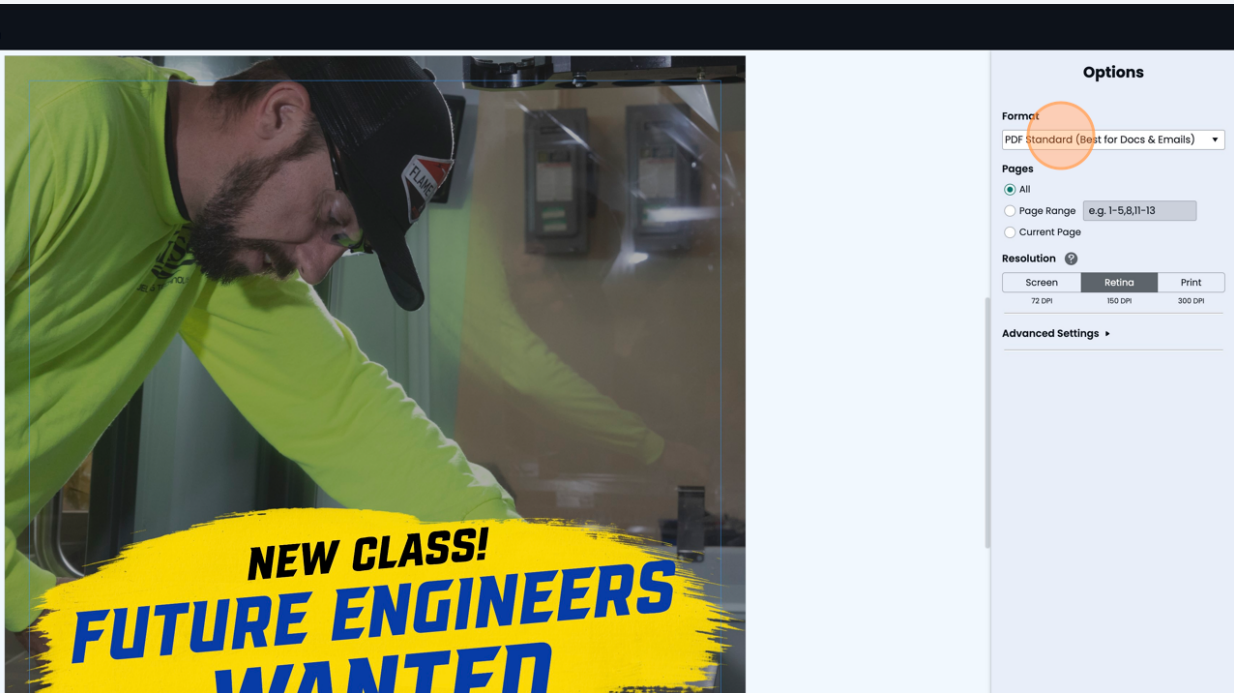


22 Click this icon to download your project when you are done.



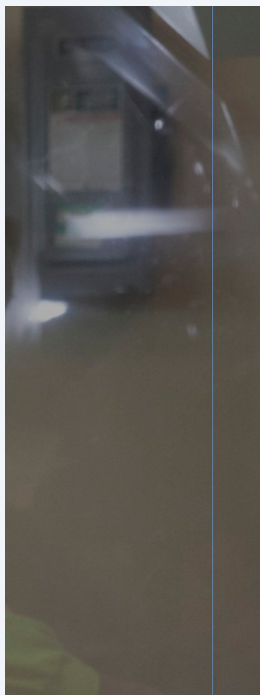
23

Click the format dropdown menu to choose the file type you want to save your project as.



24

Since this is a social media post we want to save it as a JPEG.

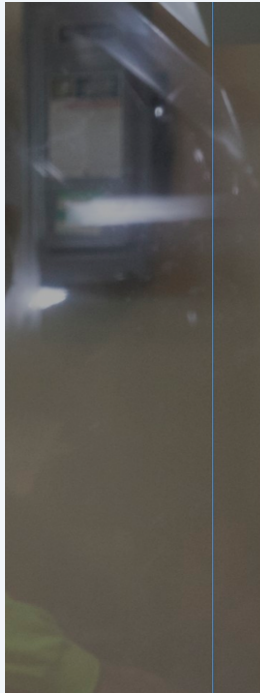


Format

- PDF Standard (Best for Docs & Emails)
- PDF Standard (Best for Docs & Emails)
- PDF Print
- PDF (ADA Accessible)
- PNG
- PNG (with transparent background)
- JPEG
- GIF
- MP4

25

For the resolution you can leave it as the default setting, unless you are creating a printed piece then you will want to choose "Print"



Format

JPEG

Pages

- All
- Page Range
- Current Page

Resolution ?

Screen 72 DPI **Retina** 150 DPI Print 300 DPI

Color ?

None (default)

Embed Color Profile

26

Click "Download" and the file will save to your desktop downloads folder.



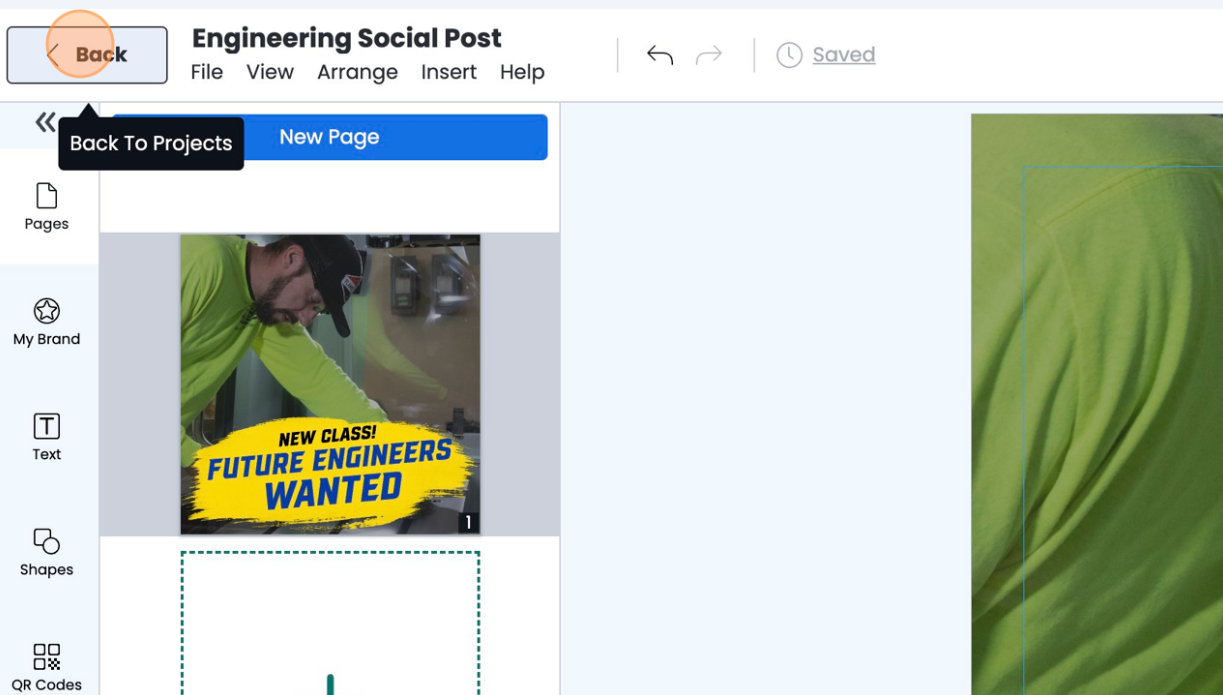
— + 95%

Cancel

Download

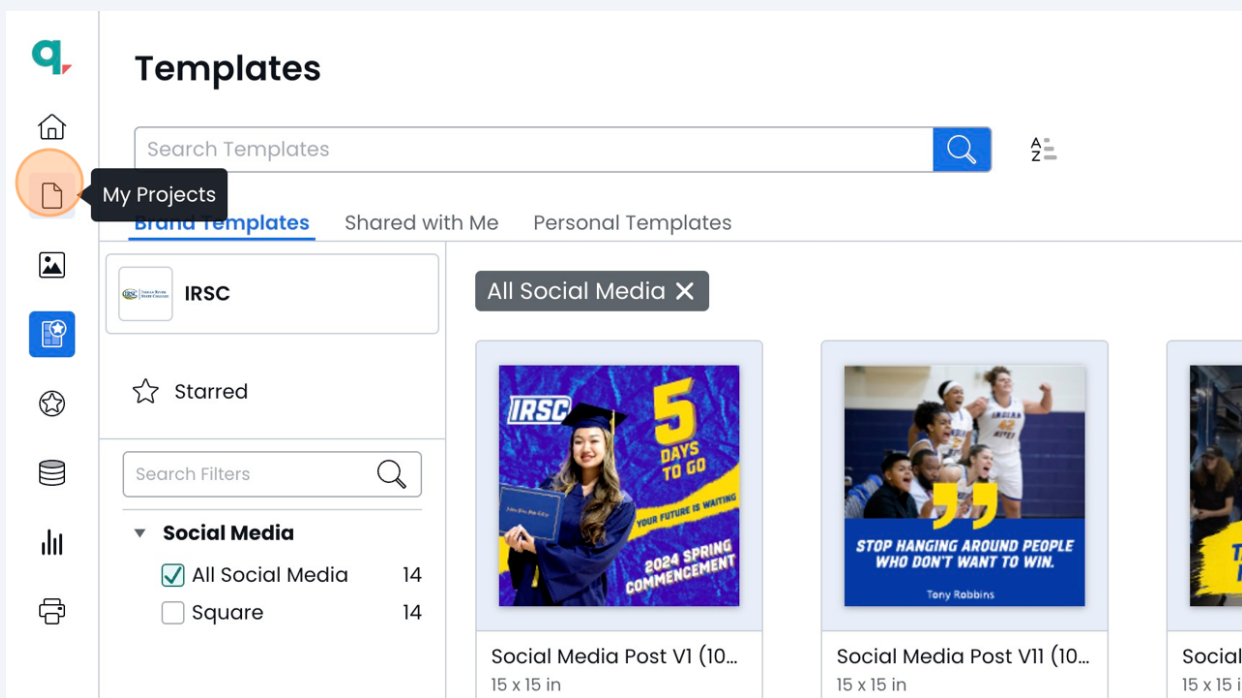
27

Your work saves automatically. So if at anytime you want to pause on your project and come back to it later click "Back" button in the upper lefthand corner.



28

To see all of your current and past projects go to the bar on the leftside of the browser and click the "My Projects" icon.



29

Here you can see and organize all of your projects. If you ever want to go back into the editor for a project find it in "My Projects" and click the "Open" button to take you back to the editor.

