zA picture containing background pattern

Description automatically generated

Headline to go here  
Headline to go here

**Date:** [dd] [month]

**Time:** 12:34 [am/pm]

**Location:** [location]

Blurb to go here if you need. Blurb to go here if you need. Blurb to go here if you need.

**Please replace photo above**

**Step 1:** Click on photo circle.

**Step 2:** Click the ‘Picture Format’ drop-down tab in the ribbon at the top.

**Step 3:** On the left side, click ‘Change Picture’ and then ‘From a File’.

**Step 4:** Find your new image and select it. The image will replace the example picture in the photo circle. To make sure it’s aligned properly, select the ‘Picture Format’ tab, click the ‘crop’ drop-down arrow on the right-hand side, then click ‘fill’.

**Step 5:** You can now drag your photo to centre it within the circle shape.

**Step 6: DELETE this instruction box before printing.**