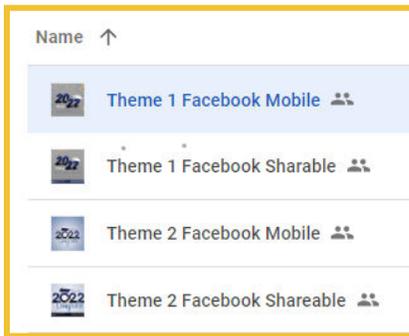


Media Kit Download & Upload Instructions

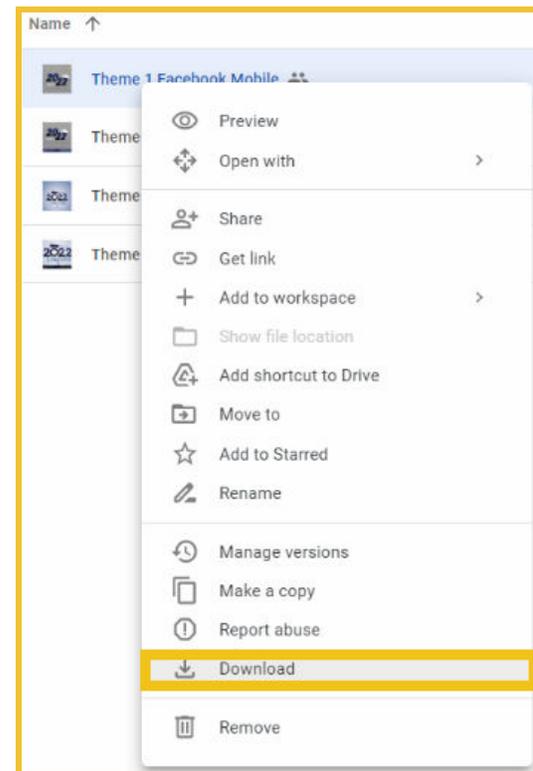
Download Media Kit Images: PC/Windows/Mac Instructions

Step #1: Access the media tool kit via <https://bryanuniversity.edu/graduation/> or by clicking, [here](#)



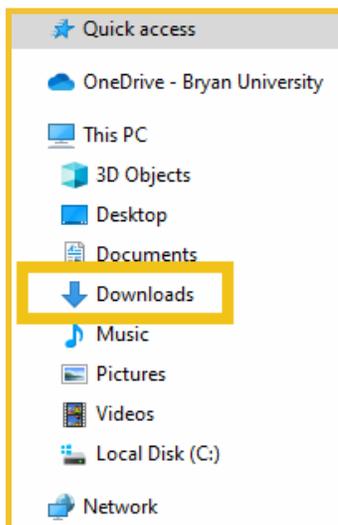
Step #2: Click on the folder of the type of post you'd like to download. Three options will appear - Facebook, Instagram & Zoom. From there, determine which platform you would like to download your image from.

Step #3: Right Click on the image of the type of post you'd like to download. Select download. **See Facebook example below**



Make sure that you pay attention to where the image has been saved!

- The **Downloads** folder is usually the default folder a download will automatically save to for most people
- You can manually search for the file on your hard drive, if the file is not in the downloads folder. Locate your file folder, click on Search, and type in "file name."



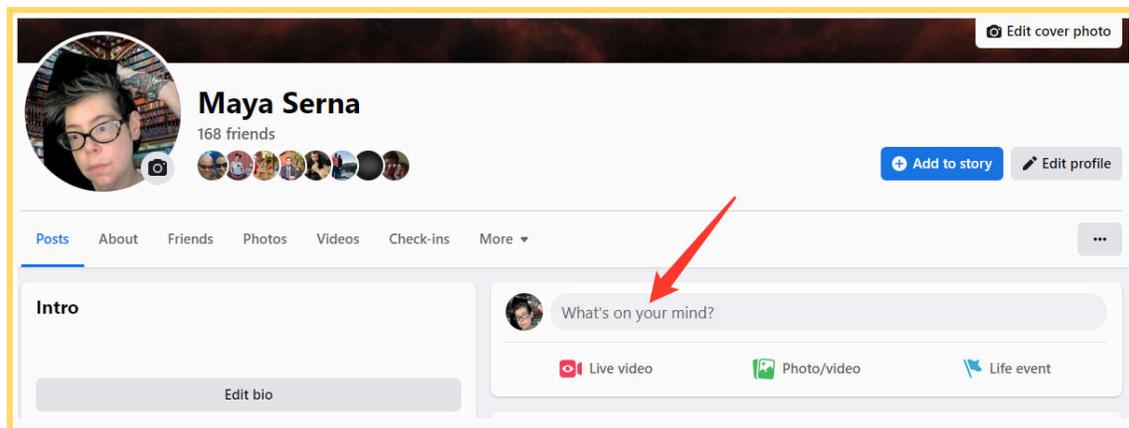
Step #4: Download all the files you would like to utilize on your computer and either email them to yourself so you can access them on your phone or go to Facebook &/or Instagram from your computer desktop and upload directly to either of those social media platforms.

Upload Facebook Media Kit Images: Desktop Instructions

Step #1: Complete the “Download Media Kit Images: PC/Windows/Mac Instructions” steps

Step #2: Go to your personal profile on Facebook and locate the “*What’s on your mind?*” area of your profile

→ **Locate this on the top right-hand side of your profile, click on the gray field**



next to your picture

Step #3: Click on “**Add Photos/Videos**”

→ Locate the media kit image desired for your post. This can typically be located from your “downloaded” folder on your computer.

Step #4: Write the message you want to include with your post

→ Don’t forget to include hashtags **#BryanUniversityGrad** and **#LiberateGreatness**

Step #5: Hit “Post” at the bottom of the window

Facebook: Phone/Mobile Instructions

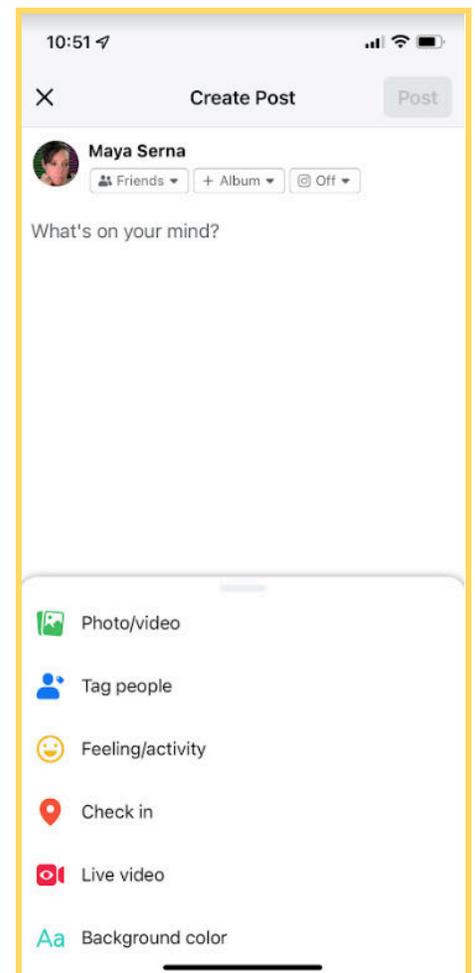
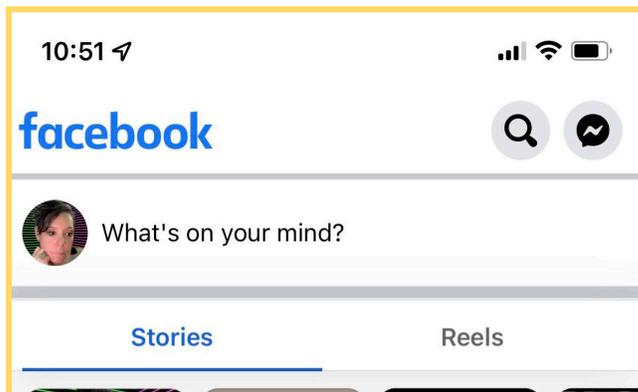
Please note that Android and iPhone apps for the same platform appear different

Step #1: Access the media tool kit via <https://bryanuniversity.edu/graduation/> or by clicking, [here](#)

Step #2: Click on the 📁 folder of the type of post you'd like to download. Three options will appear - Facebook, Instagram & Zoom. From there, determine which image you'd like to download.

Step #3: Go to Facebook and complete the following actions:

- At the very top of the screen, tap “what’s on your mind?”
- This will take you to your profile page
 - ◆ Scroll down until you see “what’s on your mind?” - *typically you can locate this under your Friends list*
- Tap “what’s on your mind?” again
- Tap Add Photos/Videos
 - ◆ Choose the image you downloaded from your camera roll or gallery
 - ◆ Tap Post/Done
- Once your picture shows up, and you've added your text with the hashtags **#BryanUniversityGrad** and **#LiberateGreatness**, hit “Post” at the bottom of the window.



Instagram: Desktop Instructions

Please note that Android and iPhone apps for the same platform appear different

Step #1: Log in to Instagram and complete the following actions:

→ Click on the **+** icon in the top right-hand corner.



→ This will bring up a new window:

Step #2: Click on “Select from computer”

→ This will bring up a folder. It may or may not be where you saved your file.

→ **If the correct folder appears** and you can see your file, click once to highlight it, and then hit “Open.”

→ **If the incorrect folder appears**, simply navigate back to where you saved your file (you may need to search again if you forgot where it went).

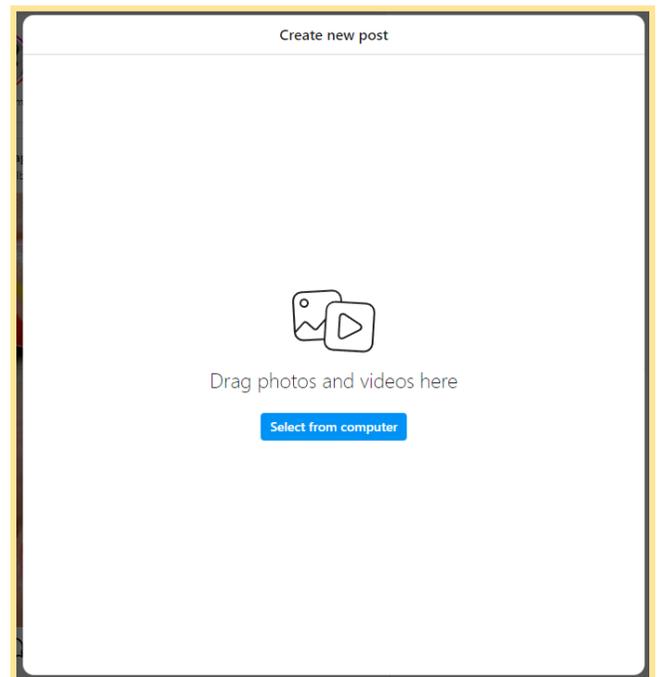
→ Once your picture appears, click Next in the top right-hand corner.

→ You will be able to add text as a final step and can add the hashtags

#BryanUniversityGrad and
#LiberateGreatness

→ You can tag your location and change accessibility permissions if you would like.

◆ Hit “Share” at the top right-hand corner of the window.

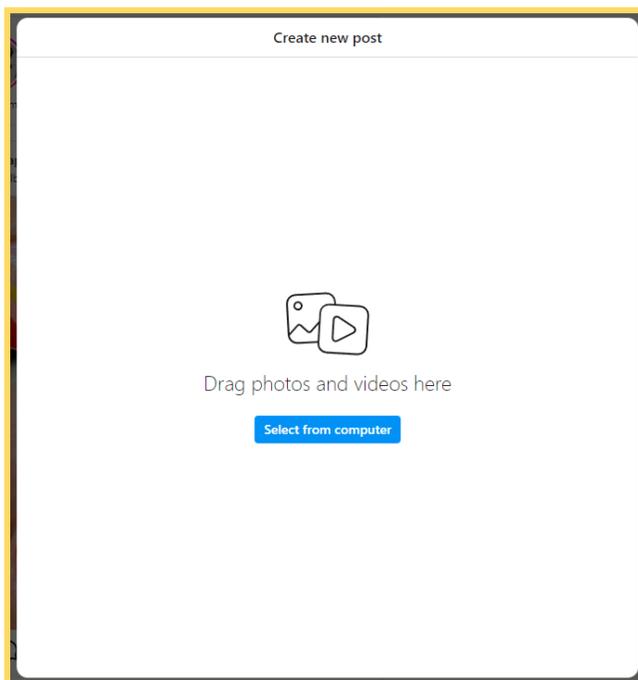


Instagram: Phone/Mobile Instructions

Please note that Android and iPhone apps for the same platform appear different

Step #1: Log in to Instagram and complete the following actions:

- Open the Instagram app
- Click on the **+** icon in the top right-hand corner, then “Post.”
- This will bring up a new window:



Step #2: Click on “Select from computer”

- This will bring up your photo gallery or camera roll, and you can see your saved file. Click once to highlight it, and then hit “Open.”
- Once your picture appears, click Next in the top right-hand corner.
- You will be able to add text as a final step and can add the hashtags **#BryanUniversityGrad** and **#LiberateGreatness**
- You can tag your location and change accessibility permissions if you would like.
- Hit “Share” at the top right-hand corner of the window.