Instructions for Awareness Day FaceBook Cover template:

1) Download and save to your computer the word document template from the Apraxia-Kids website Awareness Day Facebook page.

2) Make sure the image is fully open on your screen and Double Click on the image box.

3) In the File toolbar click on **Change Picture**.

4) A box will pop up that will allow you to navigate to where you store pictures on your computer. Choose that picture you would like to insert into your Facebook cover , click on the picture and it will automatically insert into the Facebook cover.

5) Under the file tab, click **Save As Adobe** PDF.

6) Once you have your file in a PDF format click on the **File** toolbar. In the drop down menu choose **Save As** and then choose **Image** and then choose **JPEG** and save to your computer**.**

7) From this point you can upload the image as your Facebook Cover as you would any other image.