

**Award Certificate (or) Certificate of Appreciation**

Congratulations to

sam

Insert your school’s

logo here

Instructions:

To include your logo:

1. Select *Insert* at the top left of the navigation bar.
2. Select *Pictures* at the top left of the navigation bar.
3. Select *This Device…* from the dropdown options.
4. Navigate to where your logo is saved, select the file and click open.
5. Position your logo to sit beneath the IDPwD logo.
6. Delete the placeholder text box by selecting it and hitting *Delete* on your keyboard.

To delete this page:

1. When your design is complete, select all of the text on this page by left-clicking and dragging your mouse.
2. Select *Delete* on your keyboard.
3. Select *backspace* on your keyboard until this page is removed.

To save and export your document as a PDF:

1. Select *File* at the top left of the navigation bar.
2. Select *Save.* Save your file to where you would like it located.
3. Again, select *File* at the top left of the navigation bar.
4. Select *Export* from the options that appear.
5. Select *Create PDF/XPS.*
6. Save the PDF where you would like it located.