

In Canva:

1. Access the template in [Canva](#).
2. Drag a photo of your school communication professional to the cloud/landscape circle frame. Adjust as needed.
3. Click the "Share" button at the top right hand corner of the screen and select "Download."
4. Once it's saved to your computer, post the image to social media recognizing the school communication professional(s) on your staff using [sample messaging](#) for inspiration.

PowerPoint Instructions

1. Access the template in [PowerPoint](#).
2. Follow the directions in the slide.
3. When you are ready, save the slide as an image: File > Save As > Select .JPG
4. Once it's saved to your computer, post the image to social media recognizing the school communication professional(s) on your staff using [sample messaging](#) for inspiration.

If you need an alternate format, please reach out to editorial@nspra.org.