



Family Academic Scholarship Toolkit

Tools that Help Arizona Families Raise Support for the Children's Private Education

Getting Started

Download the latest version of Acrobat Reader

1. Browse to the Adobe [Acrobat Reader website](#).
2. On the upper right-hand corner, click "Download Now".
3. Follow the instructions to download the software.

Please note: Adobe Photoshop Album Starter Edition will download as well if you don't uncheck the box.

Download a FASTemplate to Your Computer

1. [Choose a FASTemplate](#).
2. Right-click "Download Template" and select "Save Target As..."
3. Browse to the location you want the template to save to (desktop is recommended).
4. Double-click the template on your hard drive to launch Adobe Reader.

Your Family Page

Insert Text into FASTemplates

1. Double-click the template you downloaded previously to launch Adobe Reader.
2. Highlight the placeholder text.
3. Begin typing a paragraph, letter, etc.
4. To Change the Text Style: Highlight the text. Right-click and choose "Text Style". Make your selection.
5. To Change the Font: Open Microsoft Word. Type the paragraph or letter. Choose a font and size. Select and copy the text. Paste the text into your template.

Please note: You may only use the space originally allotted for the text. Text cannot be resized.

Please note: This is a work-around method. This template was not originally designed to be able to alter the text font and size.

Insert Pictures into FASTemplates

1. Click the placeholder picture to launch the Image File Dialog box.
2. Browse your computer to select a picture.

For best results, use a picture that corresponds to the orientation of the picture in the template. For example, a picture with a vertical orientation should be inserted into a picture placeholder that is vertical. You can crop and resize pictures using any photo editor such as Microsoft Office Picture Manager or Photoshop.

3. Insert your Picture into your FASTemplate.

Saving Your FASTemplate

1. Once you have inserted all text and pictures, click “File” and “Save As”.
2. Browse to the location you want to save the file to (desktop is recommended).
3. Click Save.

Printing Your Family Page

Let APESF Print Your Family Page!

- Submit your file to familypage@apesf.org and include in the following information in the email:
 - Name
 - Address
 - Phone Number
 - How many copies would you like?
 - Should we ship them to you or will you pick them up at our office?
- Cost = \$.40 cents per sheet + Shipping Charges (if applicable)
- Paper = 24lb. Bright White Color Laser
- APESF will send you an invoice for the total amount

Print at Home

- Recommended Paper = 24lb. Bright White
- Print a test page to make sure the colors are accurate to what’s on your screen

Print at Kinkos

- [Find a location near you.](#)
- Cost = \$.89 cents per sheet
- Kinko’s offers [online](#) and in-store printing.

Emailing Your Family Page

Sending Your Family Page and Donation Form by Email

1. Save your Family Page by following the instructions listed above.
2. Create an email to your selected contacts
3. Attach the PDF to the email along with the electronic [Donor Brochure](#).
4. Send it off!