LAWN SIGN INSTRUCTIONS

* The lawn sign template is in PowerPoint, so it’s easy to personalize on any PC without special programs.
* Why PowerPoint and not Microsoft Word? The Lawn sign’s printed size is 18 x 24”, and Word only allows documents to be up to 22” wide. It’s best to make printable files the same size as the final artwork, so we used PowerPoint, which is the best widely-available program to create larger files like this one.

**HOW TO CUSTOMIZE TEXT:**

* **Text at the bottom** is in a text box, so it can be edited. Just click to replace it with your own NC’s website address. Text box fonts are Arial Black and Arial bold, which are available on any computer. Make sure to keep the font sizes about what they are now (70 pt on top; 54 pt on bottom) so they’re easy to read from the sidewalk or street. Don’t get too close to the edge or else your text will be cut off when your sign goes to print!
* **The text in the blue triangles** on either side is a special font that costs money, so that text is actually an image that’s pasted in place. Because of that, if you want to replace those blocks of text with the contact info or social media info for your own NC, you should click on the text to select the photo; delete it; then use the Text Box tool on the Insert menu to create a space to type your next text into. Make sure to use a bold, easy to read font, like Arial Black, and use white lettering to contrast with the background. Again, make sure to use a large font (50-60 pt is probably good.) And don’t get too close to the edge, or else your new text will be cut off when the item is printed.

**HOW TO CHANGE THE COLOR OF THE TRIANGLES OR BOTTOM BOX:**

* Select the shape by clicking on it, then from the Drawing Tools menu up top, select Shape Fill and choose your color from the drop-down menu.

**HOW TO SAVE + PRINT YOUR FILE:**

* **First, save your work** as a PowerPoint file by choosing Save from the FILE menu. That way, you have a file you can edit later to make other lawn signs.
* **Next, save a printable file:** On the FILE menu, choose the Save As option; then select PDF from the drop down menu. Make sure Standard is selected, vs Mininum Size, before you say OK. This saves your PowerPoint artwork as a PDF, which any printer will accept. (Printers cannot print from PowerPoint.)
* **Finally, make sure that frames come with your lawn sign order – and that you select the right sort of sign.** Lawn signs need a frame to hold them, so make sure that is included in the price of your order. Beware of ordering the “poly bag” style yard signs, which are like plastic grocery bags. Not only do they look cheap – which affects your NC’s brand and reputation – but they are very flimsy, and will not last very long, which is never a good investment. Corrugated plastic is a better choice, as it’s lightweight and weatherproof, but strong.