**SARE Multi-Purpose Sign Templates: Tips and Instructions**

These templates are intended for use by SARE grantees who are holding field days related to their SARE-funded project. If your field day is unrelated to a SARE grant, please do not use these templates. These multi-purpose signs can be used for all instructional (e.g., field signs) and logistical (e.g., registration, parking, directions) needs. They were made in PowerPoint.

These instructions provide general guidance on how to add content to the template and how to get it printed. Detailed instructions for using PowerPoint are available online through a quick internet search.

**Printing your Poster**

* These multi-purpose sign templates are pre-set at 18” wide by 12” high (aspect ratio of 3:2). To print them at this size or larger, you will likely need to use a professional printer. If you don’t have a favorite local printer, consider options that offer online ordering and delivery, such as FedEx (<http://fedex.com/>), VistaPrint (<http://vistaprint.com/>) and Staples (<http://staples.com/>).
* Options at each printer will vary greatly. You can choose a poster, banner or sign, depending or your needs and mounting requirements. Contact a printer or look on their website to learn about the options.
* The template can be scaled to 11” wide by 8.5” high for printing at home on an office printer. Search the internet for instructions or follow these steps:
	+ Select the Design main menu option (File / Insert / **Design** / Transitions …)
	+ Select Slide Size > Custom Slide Size
	+ In the “Slides sized for” dropdown menu, select 8.5”x11”
	+ Keep the Landscape orientation selected
	+ Hit OK
	+ Choose the “Ensure Fit” option (“Maximize” may move template elements off the page)
* Templates can be resized larger than 18” x 12” and printed professionally using the following steps. Contact your preferred printer with questions.
	+ Select the Design main menu option (File / Insert / **Design** / Transitions …)
	+ Select Slide Size > Custom Slide Size
	+ Change the width and height values as desired. **For best results, ensure the 3:2 aspect ratio (w x h) is maintained.**
	+ Hit OK

**Fonts**

* Maximizing the font size is best for readability from distances. Approximately 60pt to 72pt is a good baseline target, although a much larger size can be used if only a word or two will appear on the sign. *Note that 18pt to 20pt font is the minimum size recommended for readability when standing at a two-foot distance.*
* A sans serif font such as Calibri or Gill Sans is recommended for signs. Serif fonts, such as Times New Roman or Georgia, are more difficult to read, as are unusual scripts.
* Of course, you can always print blank copies and use a permanent marker!

**SARE and USDA Logos**

* If your field day is associated with a SARE-funded project, you **must** include the USDA logo and SARE logo as they appear in the footer of the sign template.
* There is room to add logos of additional field day sponsors.