

# CREATING AN HONOR PLAQUE:

## To design your sign:

- Start by downloading our Word document template (either 8.5"x11" or 11"x17")
- To place your own photo, do one of the following:
  - Click the photo on the template, hit 'delete,' then copy and paste your loved one's photo into that space
  - OR-
  - Right click on the photo select "Change picture" and then "From a file..." before navigating to and selecting your saved photo as a replacement
- Click on "Type Name Here" to replace with your loved one's name
- Click on the message to type in your own message



## To print your sign:

- Print from your home printer
- OR-
- Save the file as a PDF and then take or email the file to a place like FedEx to have it printed on tabloid-sized paper

