



# SIGNAGE TEMPLATE



BUTLER UNIVERSITY

## BELOW ARE INSTRUCTIONS FOR USING THE UNIVERSITY SIGNAGE TEMPLATE.

1. Open the appropriately sized Signage Template PowerPoint file.
  - Tabloid Vertical: 11" x 17"
  - Tabloid Horizontal: 17" x 11"
  - Sandwich Board: 24" x 36"
  - Letter Vertical: 8.5" x 11"
  - Letter Horizontal: 11" x 8.5"
  - Small Stake Sign: 18" x 12"
  - Large Stake Sign: 24" x 18"
  - Small Easel Board Vertical: 18" x 24"
  - Small Easel Board Horizontal: 24" x 18"
  - Large Easel Board Vertical: 24" x 32"
  - Large Easel Board Horizontal: 32" x 24"
2. Click **FILE**, then **SAVE AS**. Name the new file as a name unique to your signage project.
3. Now you can begin creating your signs. Click on the text and start typing your signage text.
4. To add another slide, **RIGHT CLICK** on the thumbnail of the slide and click **DUPLICATE SLIDE**. Type the next text into the duplicated slide.
5. Repeat until you finish all of your signs needs.
6. Before you close the document, click **FILE**, then **SAVE**.
7. Once you are ready to send the signs to Campus Impressions, click **FILE**, then click **SAVE AS**. Change the **FORMAT** to **PDF**.
8. To order your signs, visit [copynet.butler.edu](http://copynet.butler.edu). Upload the PDF you created. Include the following detailed instructions:
  - Sign Size (*see list in step 1, above*)
  - Sign Quantities (*per page, if each page has different quantities*)
  - Sign Quality: Corrugated Plastic, Laminated, Mounted Foam Board, Card Stock  
*Note: Corrugated Plastic signage will take an additional 3–5 business days.*
  - Service Code for Payment
  - Completion Date
  - Delivery Information

***If you have any questions on CopyNet contact Campus Impressions at 317-940-6495.***