

Materials Needed:

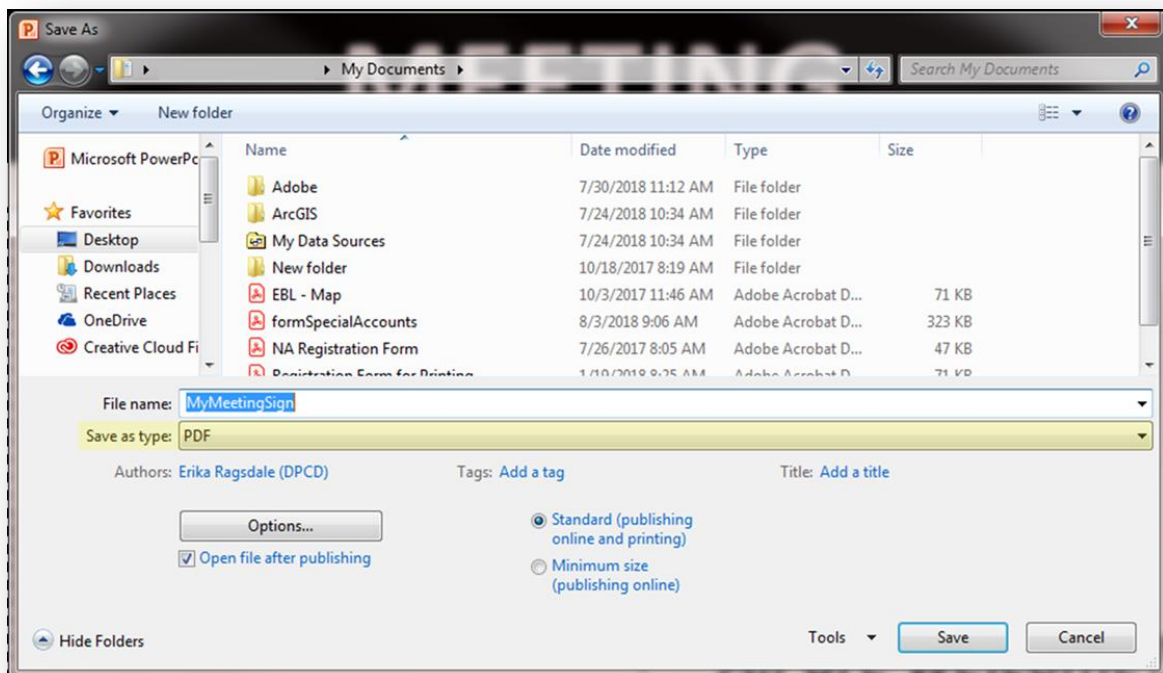
- Recycled corrugated plastic yard sign
- Access to MS PowerPoint
- Access to a printer
- Scissors
- Clear, Heavy Duty Tape (such as packing tape)
- Printing fees, if necessary
 - Fees vary by printing service provider
 - San Antonio Public Library (SAPL) fees: 8.5 X 11 Black & White → \$ 0.20 per page
 - 1-sided yard sign = 6 pages → \$1.20 at SAPL
 - 2-sided yard sign = 12 pages → \$2.40 at SAPL
- Optional: Clear sheet protector

Step 1

Open the template in MS PowerPoint. Edit the text boxes to reflect your neighborhood meeting information. Make sure to keep the font as large as possible, to increase visibility.

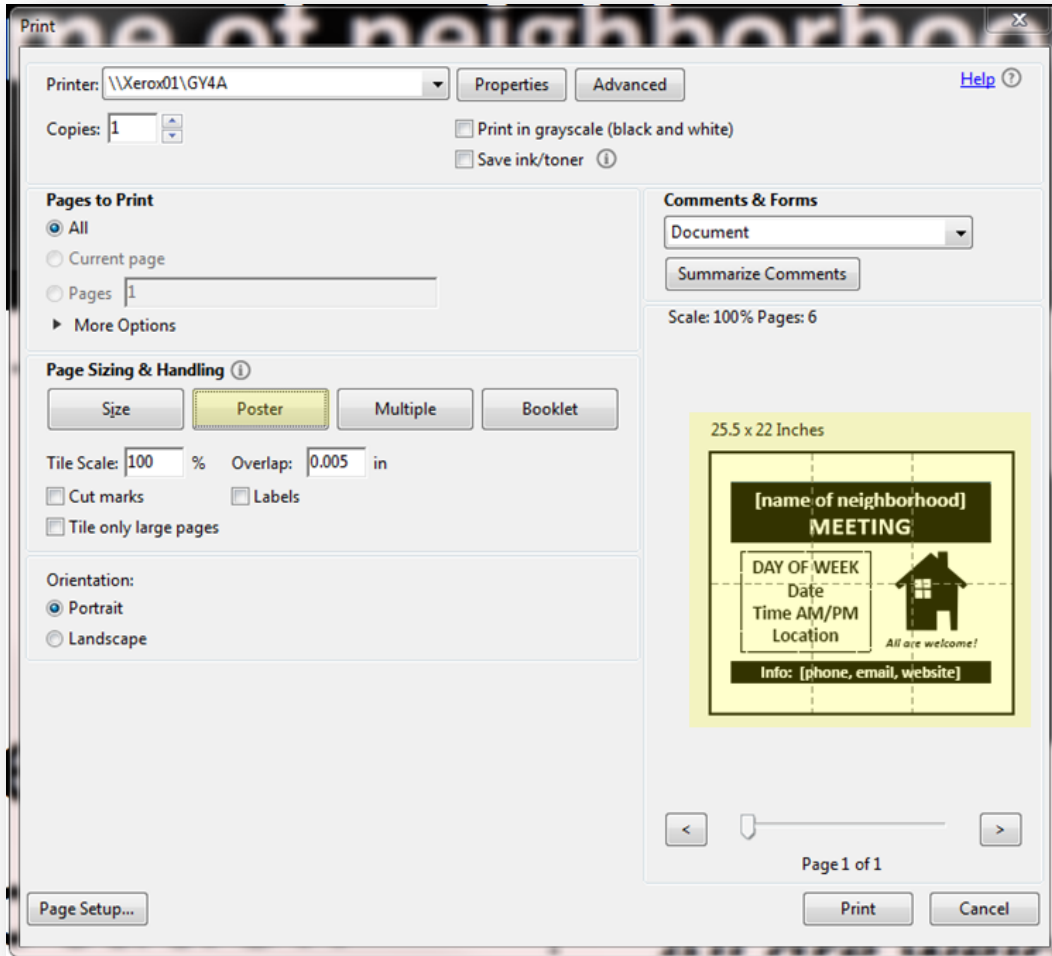
Step 2

When all information is correct, click File → Save As. Use the dropdown menu to change “Save as type” to PDF. Click the Save button.



Step 3

Open the newly-created PDF file. Click File → Print. Use the print dialogue box to select poster printing. The print preview should show an approximately 25.5 x 22 inch document with dashed lines showing the 6 pages that will be printed. Ensure the proper printer has been selected, and click Print.



Step 4

Assemble the pages over the recycled yard sign. Trim pages as needed to create seamless fit. Secure with tape. Consider covering the entire sign with clear tape to provide weatherproofing.

Step 5

The text box to the left of the house icon can hold interchangeable meeting information. Print new meeting information as-needed, and tape it to the sign. As an option, you may tape a clear plastic sheet protector to the sign, and insert a new 8.5 x 11" sheet for each new meeting. Make sure to type as large as possible, use a bold font, and use contrasting font and background colors.



Step 6

Place the signs in authorized locations to spread the word about your meeting. Home Owner Associations (HOA), Property Owner Associations (POA) and neighborhood associations may display event signs in the right of way within their area to announce meetings. Signs may be no more than 6 square feet in size and must be removed 48 hours after the event. Make sure signs are visible, legible, and not impeding visibility for drivers.

Repeat as needed