**PLACING STAFF SIGNATURES IN HOLIDAY CARD**

November 7, 2013

* Open previous year’s document (H:\Admin\Logos\Holiday\Signatures 2013) and save as using the current year name.
* Click and drag names to coincide with placement of staff in the current photo.
* To resize a box containing a name, click on it once and then hold down simultaneously the “shift, ctrl, alt” keys and click on a corner of the box and drag corner to make larger or smaller.
* When a new name is needed (note, only first names used) the person should sign a blank paper and you should scan it and save as a PhotoShop or PDF file in the Signature directory of the above path so it can be pulled into the document when needed.