



Women's Opportunity Awards and Violet Richardson Award Poster Instructions

Women's Opportunity and Violet Richardson Award Information Posters

SIA has designed these posters to help clubs attract applicants for the Women's Opportunity and Violet Richardson Awards programs. Both posters are available as writeable PDF documents, which are easy for clubs to personalize and print at a local copy store or printer. Below are some easy instructions for customizing, printing and displaying.

STEP 1: Add local contact information

- Open the PDF file.
- Select the Hand Tool, which appears as a small white hand.
- Move the Hand Tool to where it says "Click Here to Type..."
- A cursor will appear.
- Delete the text that says "Click Here to Type..." and type in the correct information.
- Once all parts of the form are personalized, select Save As from the File menu to save.

STEP 2: Print the files

- Once you have added your club's contact information, save the file to a disk (most printers and copy stores have email addresses, so you can email the file if preferred).
- Decide what size you would like your poster to be when printed. They are currently 8.5" x 11," but can be blown up to any size that is proportionate (for example, 17" x 22"; 25.5" x 33," etc.).
- Bring the disk containing your customized poster file to a local printer or copy store such as Staples or FedEx Kinko's. Tell your customer service representative to blow the poster up to the size you've chosen, and print the document in color.

STEP 3: Display the posters

Please review the club instructions for the Women's Opportunity Awards and Violet Richardson Awards for ideas and suggestions on promoting the projects.