

Instructions for the Florida Green Lodging Program poster templates

A variety of templates have been provided as part of the Florida Green Lodging Program toolkit. The toolkit is available online exclusively to designated Florida Green Lodging Program properties. The templates are provided in a variety of sizes and have multiple uses. This document is intended to give you instructions and ideas on how to use these poster templates.

The templates are Microsoft Word documents that are ideal for use in general office operations. They can be easily edited and printed from any desktop printer. The background is a .jpg file placed in the Word document with a text box placed over it. The design allows for easy editing and can be used for a variety of projects.

Directions:

1. Select the text box.
2. Enter text desired.
3. Choose font, font size and color.
4. Be sure the text box is selected when entering information on the template.
5. If the background disappears, simply choose undo (Ctrl +Z).

It is possible to use additional text boxes and any other elements Word offers to make the poster unique.

Template 1

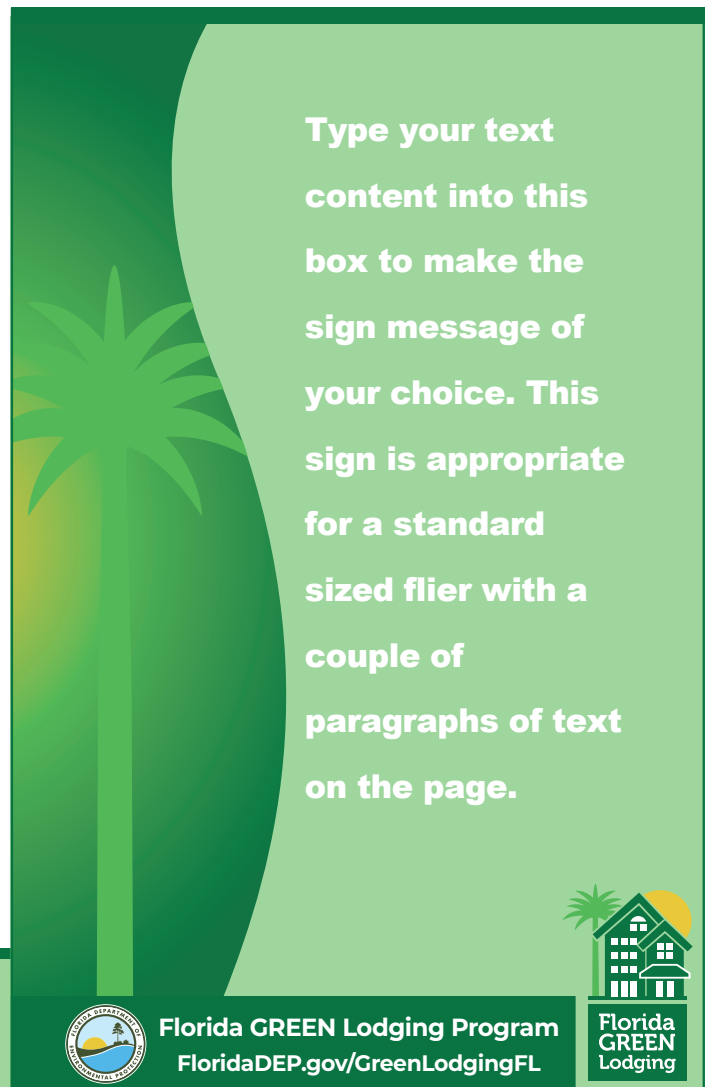
Size: 8.5"x 11"
Layout: Portrait
Margins: .25"

Template 2

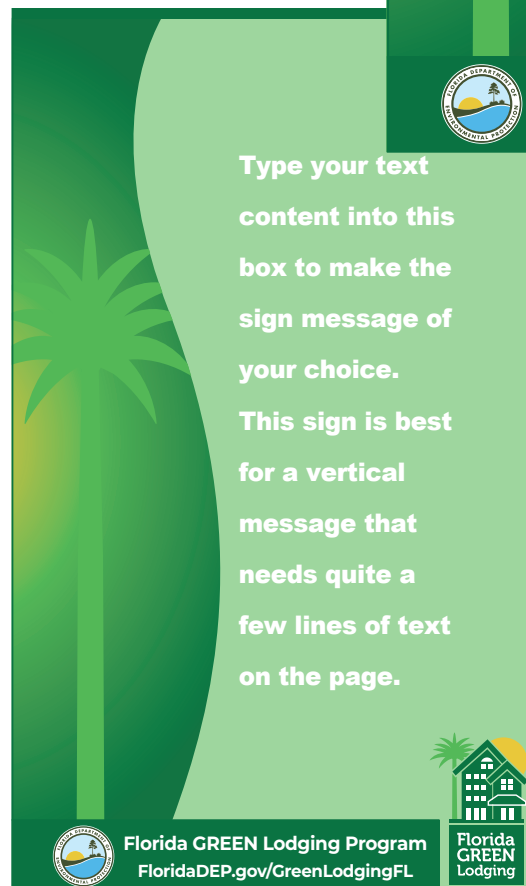
Size: 8.5"x14"
Layout: Portrait
Margins: .25"

Template 3

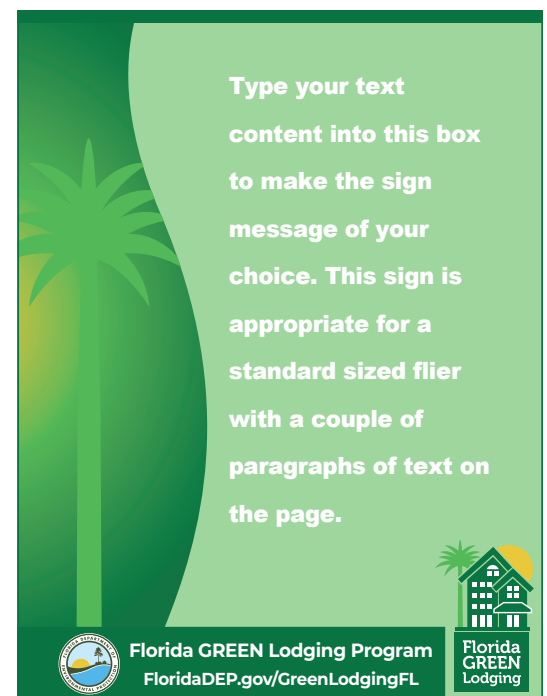
Size: 11"x17"
Layout: Portrait
Margins: .25



Template 3



Template 2



Template 1