

Yard Sign Step-by-Step Order Guide

All designs are sized for a horizontal, rectangle,
18" x 24" yard sign.

Uploading Your Design:

- Select the first box titled **"Upload Your Own Design"**.
- Scroll through the yard sign options and select **"Horizontal, Rectangle, 18" x 24"**.
- You will be prompted to **upload an image**. Upload the design you previously chose to download.

Select an image

Please make sure that your image resolution is at least 300 dots per inch and uses an accepted format:

.jpg, .jpeg, .jif, .bmp, .png, .gif, .heic, .svg, .webp, .pdf, .psd, .ai, .eps, .ait, .ppt, .pptx, .tif, .tiff

Upload from this device

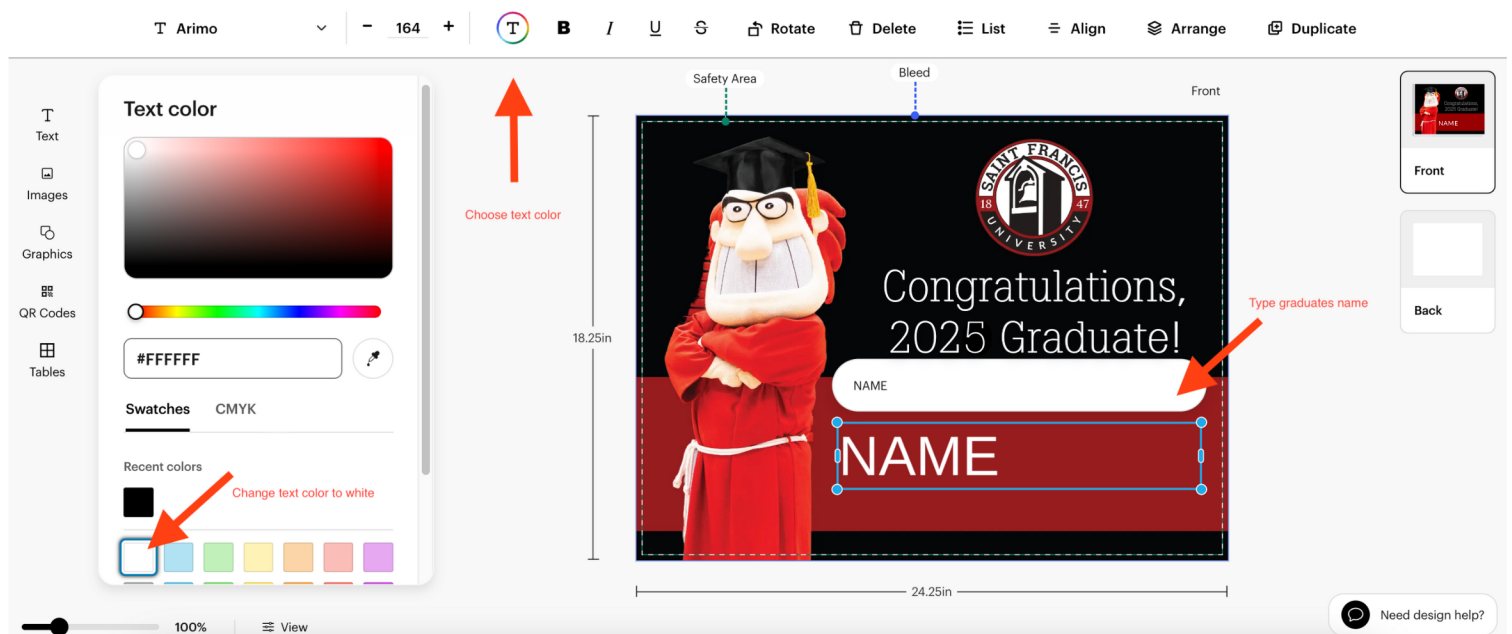
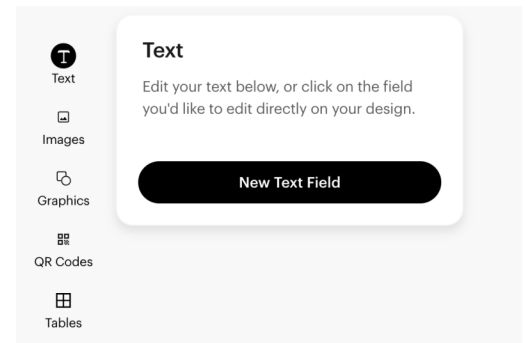
Upload from phone

Recently Uploaded



To Customize:

- After uploading your design, select "New Text Field" from the left column.
- From the options at the top of the page, choose the "T" in a circle of color.
- Change the text color to white (#FFFFFF).
- Type the graduate's name.
- Move the text box/adjust the text size to fit accordingly.




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Place Your Order:

- You may preview your design in the top right of your screen before ordering. When ready to order, select next.

 Change size

 Change template

 Preview

Next

- You will then be given the option to choose if you want to order double-sided or leave the back blank. After deciding, you will be given a chance to review your design.



Design Review

All set? Let's double check:

- ✓ Text: Is it clear and legible?
- ✓ Margin: Is everything within the space?
- ✓ Info: Everything accurate? Spelled correctly?
- ✓ Images: Is everything clear (no blur)?

Edit my design

I've reviewed and approve my design.

Continue

Front

Back

- Check the box titled "I've reviewed and approve my design" before continuing with placing your order.

**Please contact
commencement@francis.edu
with any order questions.**