

On-Line Formatting Makes Preparing a Sign Quick and Easy



Try THIS! Click on image to make a sign from an interactive pdf file. Or, directions> Intranet 1 home page > click on [forms online](#) in the Resources section of the right-hand column > scroll down to Communications and click on [Standard Directional Signage Template](#). When meeting_sign.pdf file appears, select from one of six templates, highlight each heading and enter appropriate information. At the printer prompt, select "current page."

(Jan. 31, 2003) Need a sign to announce the location of your upcoming meeting?

Well, now from your desktop computer you can go on-line and use a special template that – within minutes – will help you create an attractive, informative sign directing participants to your meeting.

All you have to do is fill in the required information – and print!

The Communications Department designed the signs for use in elevator lobbies and other posting areas where they will be visible to visitors unfamiliar with MTA Headquarters.

"We need to give our visitors clear directions once they enter the Gateway building," says Brian Soto, General Services director. "We're asking meeting planners to use only the standard on-line design for their signs. These signs will have all the relevant information and a uniform appearance."

To make a directional sign, click on "Forms Online" in the Resources section of the Intranet home page. Then click "Standard Directional Signage" under the Communications heading.

A meeting planner will have six options for signs with arrows pointing in different directions. The planner needs only to type in the meeting's title, location, date, time and any additional information required.

Print, and it's done.

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