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**How To Make A Name Plaque Template**

1) Open Microsoft Word

2) Right click on the **Font** ribbon

3) Change the font to **COOPER STD BLACK** size **200**

4) Click **CTRL D** to open the Font dialogue box

5) Click on **Character Spacing** tab

6) Change the spacing to **condensed** and by **35 pts**

7) Exit the dialogue box

8) Click on the **Page Layout** tab

9) Change the orientation to **Lanscape**

10) Type the name or word you wish to cut

11) Copy the name

12) Click on the **Start** Menu, then **Programs**, then **Adobe Suite,** then **Adobe Photoshop CS6** (doesn't matter which one)

13) In Photoshop, click **File** then **New**

14) For **Width** change to **11 inches** and Height to **5 inches** and click OK

15) **Paste** the name you made into Photoshop

16) Press **Ctrl T**

17) Now extend the sides to fit the whole area in the window

18) If happy, Press **Enter**

19) Click **File** then **Page Setup** and change it from portrait to **Landscape** and click ok.

20) Click **File** Then **Print**

21) Click the box to **Scale To Fit Media** THEN click **Print**

22) Make sure you **Save** your work when finished!