Create your own Strengths Door Tag
INSTRUCTIONS

1. Go to T:\Faculty & Staff Alphabetical\Z\Zimmermans\Public\Strengths\Create Your Own Strengths Door Tag
2. Open "Door Tag Template (5x7).pdf"
3. Go to File – Save As and save in your preferred location
4. Type your First Name in the top (light blue) box
5. Click on the first dark blue box beneath your name (in the row of 5 dark blue boxes); this dialog box will open:

   a. Click on Browse
   b. Go to T:\Faculty & Staff Alphabetical\Z\Zimmermans\Public\Strengths\Strengths Images
   c. Choose your #1 theme from the list of all 34 themes, Click Open
   d. You'll see your image in the above dialog box (in the Sample space)
   e. Click OK
   f. The image for your #1 theme will now appear in the first box
6. Repeat the above steps for the remaining 4 dark blue boxes, selecting the image for your #2-5 talent themes for each box
7. Save the PDF *in your preferred location*
8. Print the door tag
   a. This document is 5" x 7." If you want to print it this size, then be sure to choose Actual Size in the Print dialog box. If you want to print it 8.5"x11" choose Fit in the Print dialog box.