Follow these steps:

• Start with either the School **Activities** signature template, or the School **Divisions/Departments** signature template
• Save a copy and change the name on the second line
• Don't change the relative sizes or positions of elements as shown here

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School Activities

• Be sure to retain the Myriad Roman font for the activity name
• Use upper and lower case
• The correct tracking setting is zero... Please don't change it!

Equal
100%
Equal
100%
Equal

Menlo School Athletics

Myriad Roman - Upper and Lower Case - Tracking 0

School Divisions and Departments

• Use the Minion Regular font for the division or department name
• Use all capitals
• Stick with the correct tracking setting of 100

Equal
100%
30%
40%
Equal

Menlo School
MIDDLE SCHOOL

Minion Regular - All Capitals - Tracking 100