Customizable PI Posters

I really love the public information posters on the OA website. I took them one step farther by making them fillable PDFs. Now you can open the poster in the free Adobe Reader and enter your local OA contact information at the bottom of the posters. You can save your changes and print out customized posters for your area.

Tear-Off Tab Sets for PI Posters

When using the customized OA pubic information posters, I like to tape a set of 12 tear-off tabs with local OA contact information to the bottom of the poster. This allows people to easily take the contact information with them. When most of the tear-off tabs are gone, I remove the old set and attach a new set of 12 tear-off tabs to the poster. While PI posters without tab are valuable, I find it gratifying to watch the tabs disappear and know that each one went to another person who was interested in OA. I also suspect people are more likely to tear off a tab than to stand there writing down the contact information.

I developed an Excel spreadsheet and a Word document that you can use to easily make sets of tear-off tabs with your local OA contact information. While the Excel spreadsheet is the fastest, the Word document is pretty easy to use, too. Use whichever you prefer. See below the instructions for customizing the tear-off tabs for your area.

Instructions for Customizing the Excel spreadsheet tear-off tabs

1. Open the Tear Off Tabs.xls Excel spreadsheet.
2. Change the values in the top left tab to reflect your local contact information. The changes will automatically happen to the rest of the tabs. The rest of the tabs have been locked so they can't be accidently modified.
3. Save the spreadsheet and print out your customized set of tear-off tabs.
4. Cut on the line along the bottom of the three sets of tear-off tabs.
5. Cut on the printed lines separating the tabs.
6. Tape the top, blank part of your tab set to the back of your public information poster so that all the tabs and a little of the blank space are visible.
7. Post where desired. When most of the tabs have been removed, remove what is left of the tab set and tape a new tab set to the back of the poster.

Instructions for Customizing the Word document tear-off tabs

1. Open the Tear Off Tabs.doc Word document.
2. Use the Find and Replace function to replace all the occurrences of YourCity with the name of your city or area.
3. Replace all the occurrences of the sample phone number with your local contact phone number.
4. Replace all the occurrences of the sample email address with your local contact email address.
5. Replace all the occurrences of oa.org with your local website address if you have one.
6. Save the document and print out your customized set of tear-off tabs.
7. Cut on the line along the bottom of each of the three sets of tear-off tabs.

8. Cut on the printed lines separating the tabs.
9. Tape the top, blank part of your tab set to the back of your public information poster so that all the tabs and a little of the blank space are visible.
10. Post where desired. When most of the tabs have been removed, remove what is left of the tab set and tape a new tab set to the back of the poster.