Directions for Completing and Displaying the
Acute Care Commitment Poster

**How to “sign” the document**

Once the document is open in Microsoft Word, click on the bottom right side of the document (the blank space) and you will find a text box (with no fill color or outline).

Use this text box to include the photographs and signatures of the individuals you believe are important to indicate your institution’s commitment to prescribing antibiotics responsibly. If the poster is being displayed in a general area of the hospital, consider having executive leadership and other influential leaders (e.g., medical, pharmacy, and nursing administrators) sign it. If it is being displayed in a specific unit, consider having the unit executive and the medical, pharmacy, and nursing director of the unit sign it.

**How to add a logo**

If you choose to add a logo to this document, there are two placement options: in the signature textbox or on the footer (next to the AHRQ logo).

*Add logo to signature box*

1. Click in the text box (which has no fill color or outline) located at the bottom right space of the poster. Make sure your cursor is in the box.
2. Go to the “Insert” tab.
3. Click on “Pictures” from the “Insert” tab.
4. A window will pop up so you can search your computer for the logo. Select your logo (.jpg or .png format) and click the insert button.
5. Your logo will appear in the text box.

*Add logo to footer (next to AHRQ logo)*

1. Open the footer section (either double click in the footer section of the document or go to the “Insert” tab-> select the drop down menu for “Footer”-> and click on “Edit Footer”).
2. Follow steps 2-4 from “Add logo to signature box.”
3. Your logo will appear in your footer. If you want to move the logo image around, click on the logo-> go to the “Format” tab -> click on the “Wrap Text” dropdown menu -> and select “In front of text.” This formatting will allow you to move the logo freely around the screen.
4. When you are satisfied with the placement of the logo, exit the footer section (either double click outside of the footer area or go to the “Design” tab-> and click the “Close header and footer” button).