Dear Grizzlies,

We are super excited to show you the signing pages for your yearbook.

Attached is a custom word file that you can type or ink on ("inking" is writing on your touchscreen device with your finger or stylus). If you cannot ink or do not have a touchscreen device, you can type on the document.

If you consider yourself tech savvy, please feel free to follow the highlighted instructions. For those of you who need a little extra help, please follow along with the full step by step instructions.

Follow the steps below to complete your autograph pages:

1. Right click on the attached file and click ==download==.
2. Open your Downloads folder on your computer, find and ==rename your file.== You do this by right clicking the file and typing in the following:
      ==FirstName_LastName_SigningPages (ex. Titus_Grizzly_SigningPages)==
3. Double click the file to open it in Word.
4. Click Enable editing at the top if prompted.
5. ==Write or type your name at the top of the page== so people know whose page they are signing. To do this, practice the following steps on your own pages. Feel free to make your name fun.

   How to Ink/Sign: (This only works in the desktop app, not the online app)
   a. In the word application there is a draw tab at the top
   b. Click on this tab and select your pen color of choice.
   c. Sign your name using your hand or stylus on your touch sensitive device.

   How to Type/Sign
   Start by inserting a textbox so you can change the angle and move your message anywhere on the page.
   a. Select "Insert" from the bar at the top of the page.
   b. Select "Text Box" and in the drop down menu that opens, select "draw text box"

   Try one or more of the following ideas to jazz up your message:

   Change the font - Change the color - Try Underlining - Change size - Add 😊

6. ==Save the updated file== that now contains your name.
7. While still in your document ==create a link to share==.

How to create a shareable link:
   a. Click share in the top right corner and select the OneDrive upload option.
   b. Once it has been uploaded it should prompt you with an option to create a link, click copy link. If this option doesn't appear then click share again.
   c. It will then give you the option to choose who can view and edit the document. Make sure that you allow editing by selecting the box and allow access to anyone in Bear Creek.

8. <mark>Your pages are now ready to be shared and signed!</mark> Use this link to share with friends. You can do this by sending the link through Teams, Teams chats, email, etc.
9. Once your pages are fully signed, open the file and check the content. <u>When you are ready<mark>, print on the two printable sticker pages provided with your yearbook</mark>. We suggest your <mark>stick the signed pages on the inside of the front and back cover</mark></u>.

How to sign a friend's signing page:

1. Click the link that was sent to you
2. Open the file in the desktop app by clicking "open in desktop app" at the top of your browser.
3. Write or type your message
4. Save the page **without** changing the file name.
5. Close the page and celebrate with your friends

We are trying to make this as simple and easy to follow as possible, but if you have any questions feel free to email us at yearbook@tbcs.org. The custom Word file for signing is posted on the MyBC/Students page, in Mrs. Stumps weekly announcements, as well as in the BC Upper School General channel in Teams. After reading these instructions, we hope that you are just as excited about this as we are! Have an awesome summer.

Thanks,
The Yearbook Team