**Signature or Initial on Every Page Instructions:**

On a Word document, Sertifi suggests placing the signature code into the Footer. The Footer will automatically appear on every page as displayed in this document. This works especially well for Banquet Event Orders (BEOs).

**Accessing the Footer**:

You may either double-click the Footer (margin) at the bottom of the page or click *Insert > Footer > Blank* as shown in the image below.

Graphical user interface, application, Word

Description automatically generated

**1st Participant Data Tags**

[[SertifiSignature\_1]]

Signature:

[[SertifiInitial\_1]]

Initial:

**2nd Participant Data Tags**

[[SertifiSignature\_2]]

Signature:

[[SertifiInitial\_2]]

Initial:

Page 2

As you can see, the 1st participant signature field automatically appears in the footer of this page.