President – Mike Ellsworth

Vice President – Robin Hastings

Secretary/Treas – Had Robinson

Safety Officer – Lee Boone  
  
Steps:  
  
1. Open this document and make changes above, as appropriate.

2. With Paint.net, open “RGSAmainpagetemplate.pdn”

3. Immediately save file as “RGSA Main Page 20XX.pdn” so that changes will not be made to the template.  
  
4. Make changes:

a.) Font & size are posted in the “layers” box. Font color is blue.

b.) Uncheck “background” box for clarity.

c.) Highlight the first “Name” box e.g. “Name President”.

d.) Put cursor in the appropriate place and type name.

e.) Continue with the rest of the boxes.

Re-check “background” box and check for accuracy.  
  
5. Save new file as PDN, then “save as” a JPG.  
  
6. Insert new JPG image on the Index file.