



AIRA

AMERICAN IMMUNIZATION
REGISTRY ASSOCIATION

M&I Validation Badges

Quick User Guide

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Introduction

Congratulations! Your IIS has been recognized for achieving at least Basic Validation in one or more content areas of the Measurement and Improvement (M&I) initiative. Here are some brief instructions to get you started!

Selection

Three badge styles are available for you to choose.

IIS have the option to select a graphics portfolio with language that encourages user interaction. IIS can choose to hyperlink the image to any website of their choice, such as the IIS landing page, program website, or AIRA's M&I Validation web [page](#).

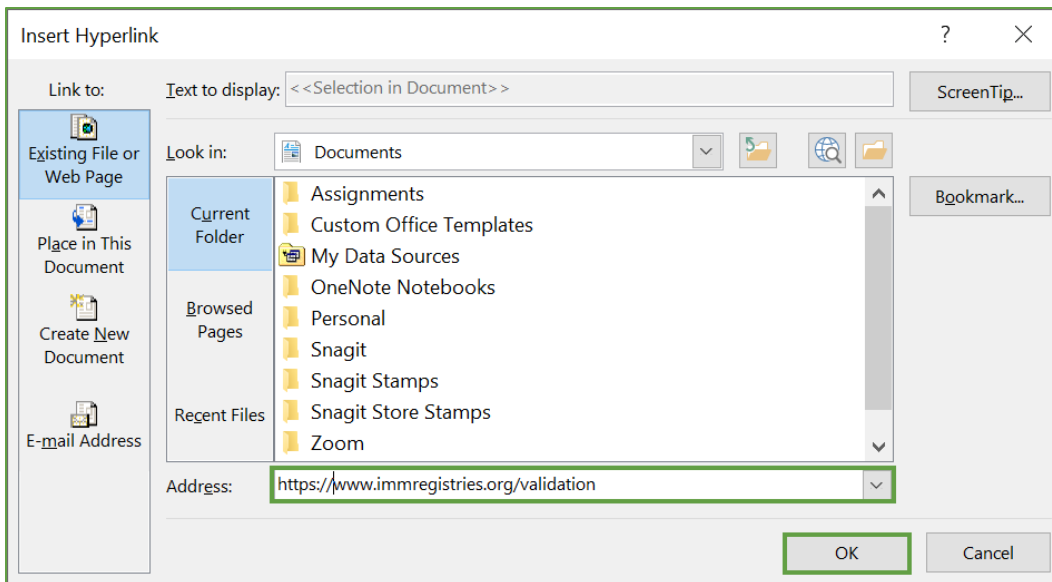


*Please note that these files are available within the [Members Only section](#) of AIRA's repository, which requires users to login. These files are updated each year to reflect the current year of validation. Please contact aart@immregistries.org with any questions.

Adding Hyperlinks to Badges

Here are the general steps to add hyperlinks to images in Microsoft products like Word, PowerPoint, and Excel:

1. Download your preferred images/.zip file from the [repository](#). Save to any local or cloud folder you use.
2. Open the document or presentation where you want to add the hyperlink to the badge image.
3. Insert the image into your document or presentation. Select the "Insert" tab in the menu bar -> choose "Pictures" or "Image" depending on the application.
4. Locate and click on the image to select it.
5. Once the image is added, right-click the image and select "Link" from the context menu. Select the "Insert Link" option.
6. In the "Insert Hyperlink" dialog box that appears, enter the URL (web address) that you want the image to link to in the "Address" field.

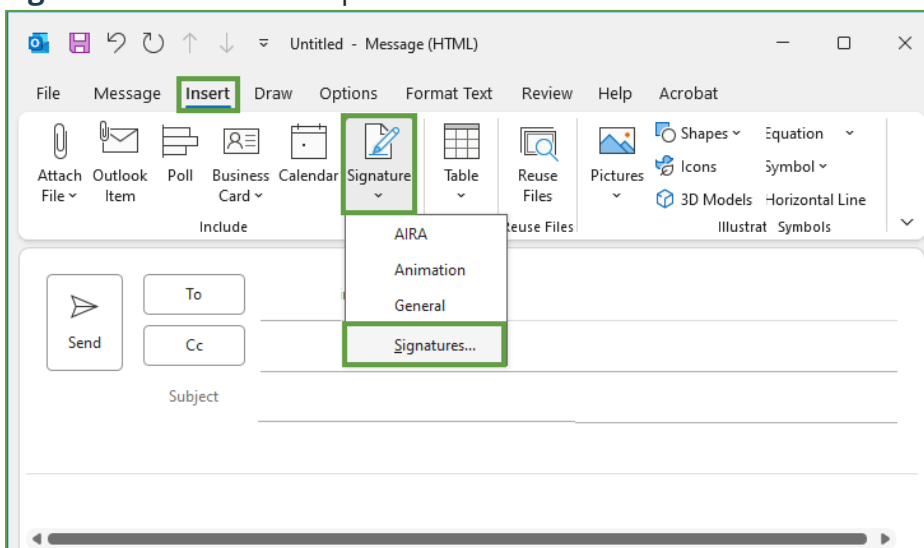


7. Press the “OK” button to confirm/save the hyperlink. This will attach the link to the image.
8. It’s always a good idea to test the hyperlink to make sure it works as expected. You can click on the image and verify that it takes you to the intended web page.
9. Save the document or presentation to preserve the changes.

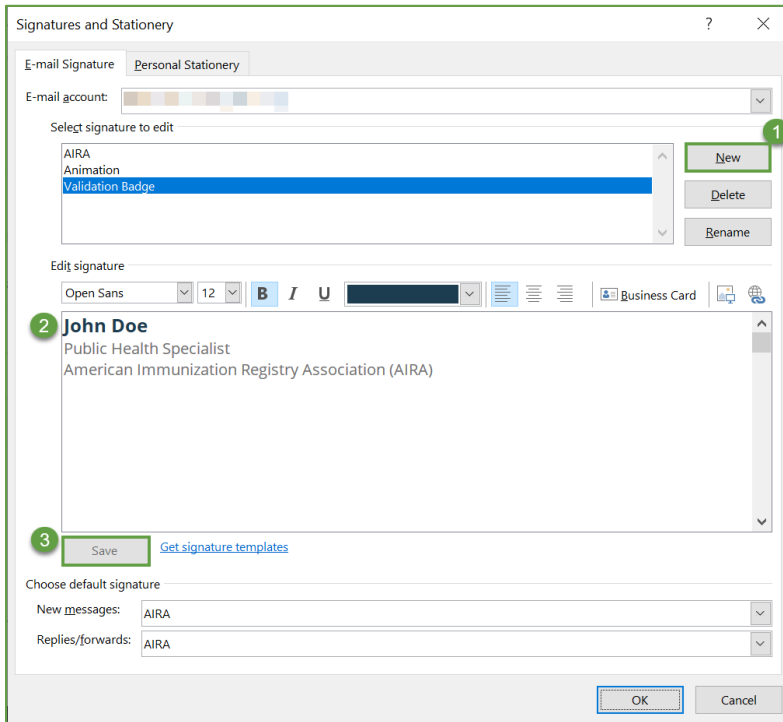
Adding Badges to Email Signatures in Microsoft Outlook

Here’s how to update your signature:

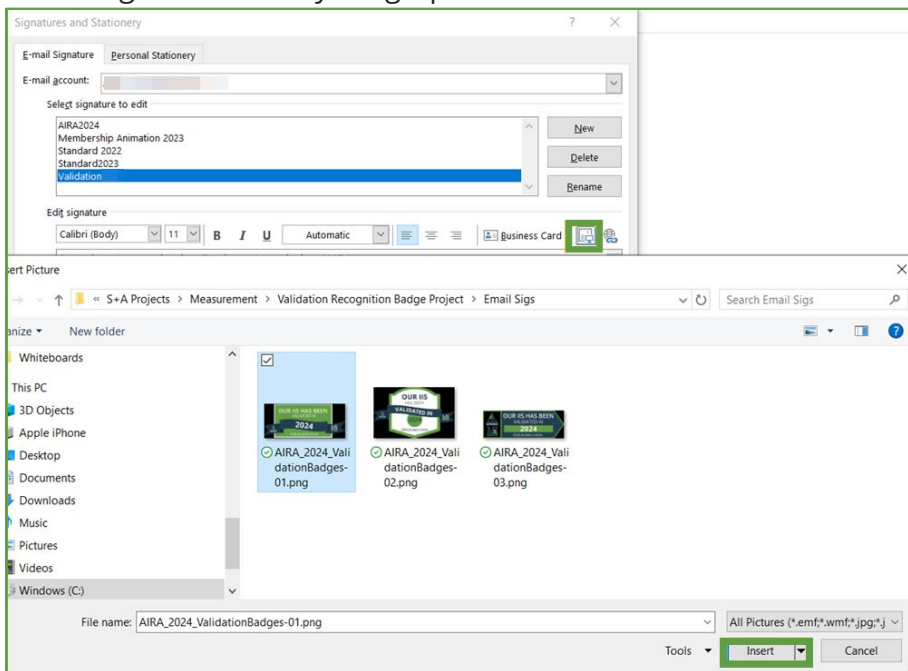
1. Before getting started, copy your signature block information (you’ll use it soon). You will need to use the badge image sized for “email signatures”
2. Open a new email in Outlook. Select **Signature** from the Insert tab and then **Signatures** from the dropdown menu.



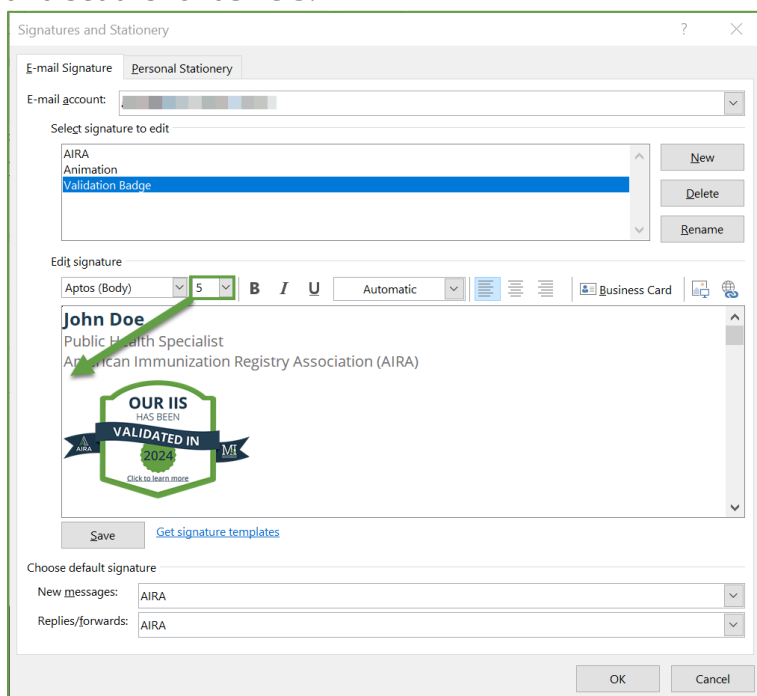
3. Select **New** to create a new signature containing the Validation Badge. You'll be prompted to name your new signature (ex: ValidationBadge) and then select **OK**. You can now paste your signature block (the one you copied in step 1) and click **Save**.



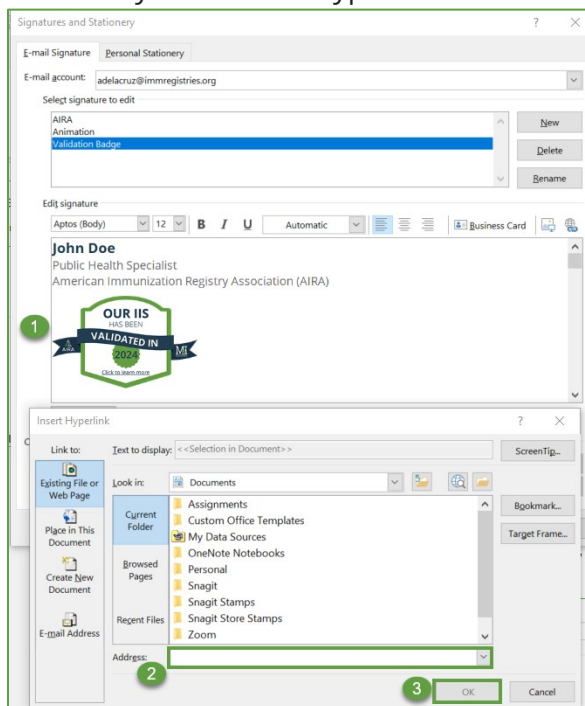
4. Place your cursor where you'd like to insert the image. Select the insert image icon and navigate to where your graphics file is saved.



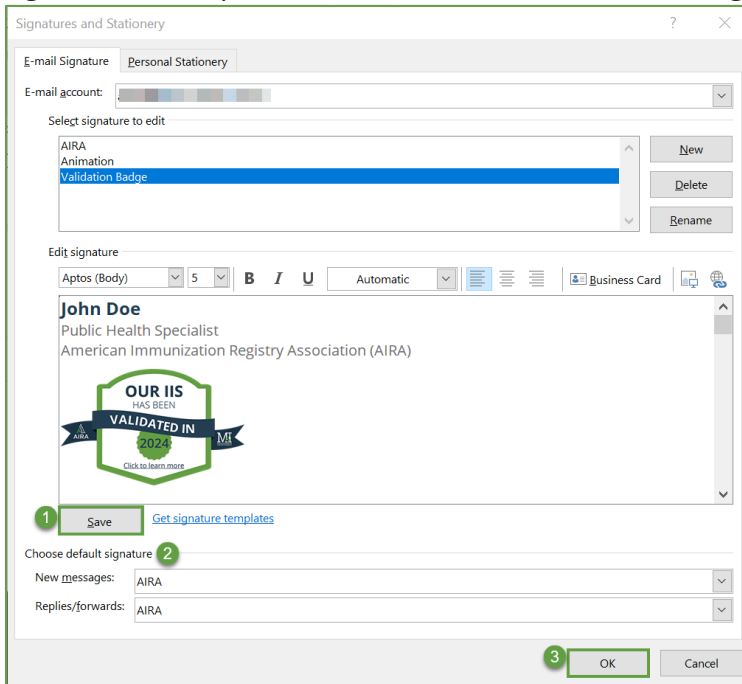
5. We recommend adding space between the end of your signature and the beginning of the footer image. To ensure uniformity of spacing, please click in the empty line and set the font **size 5**.



6. Once the footer image has been inserted, right-click the image and select "Link", then add your desired hyperlink to the address field. Press the **OK** button.



7. Press the **Save** button under the signature area, update (if applicable) the default signatures, and press the **OK** button to save the changes.



8. You can begin using your new signature to showcase your IIS' success!

