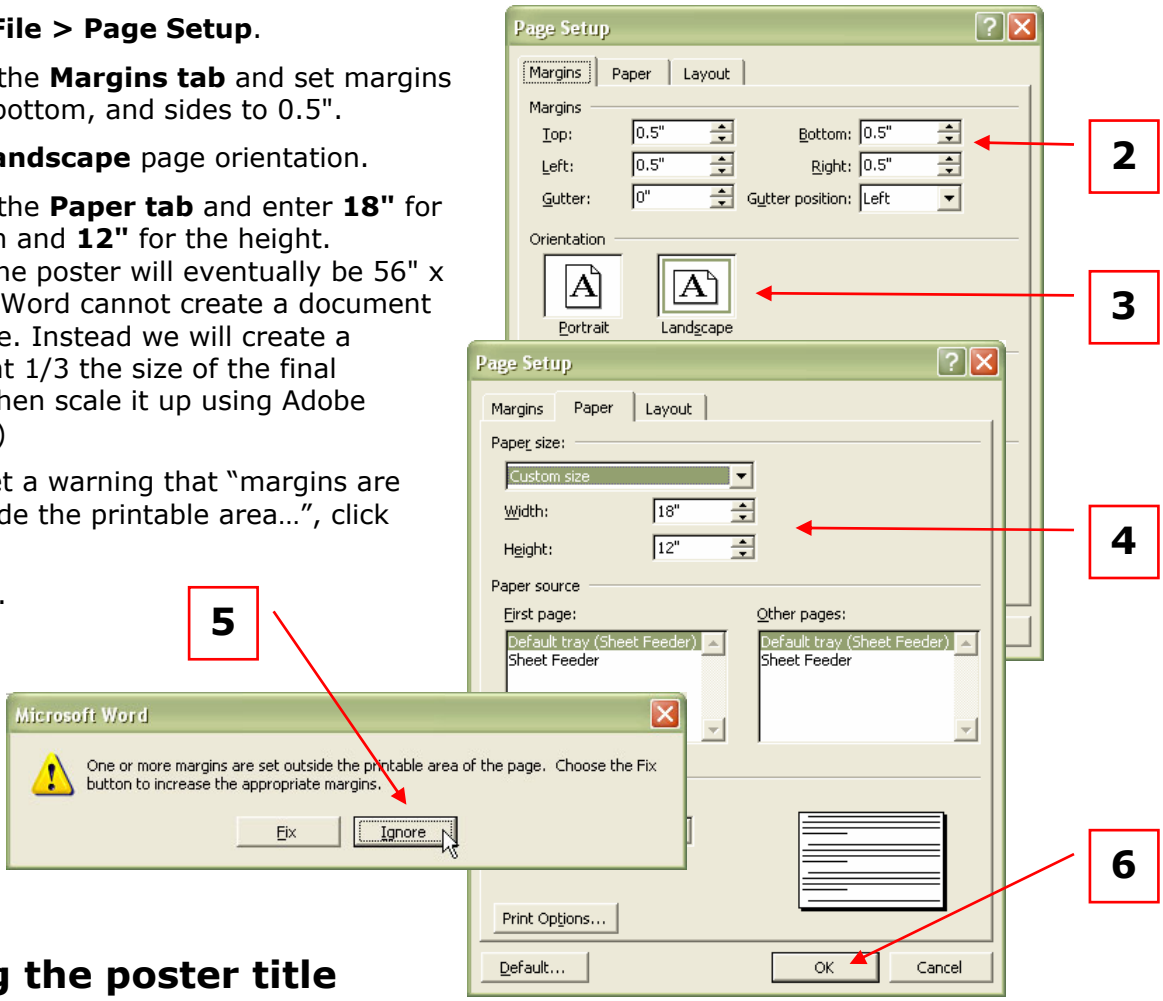
How To Create a Poster in Word 2000 or XP

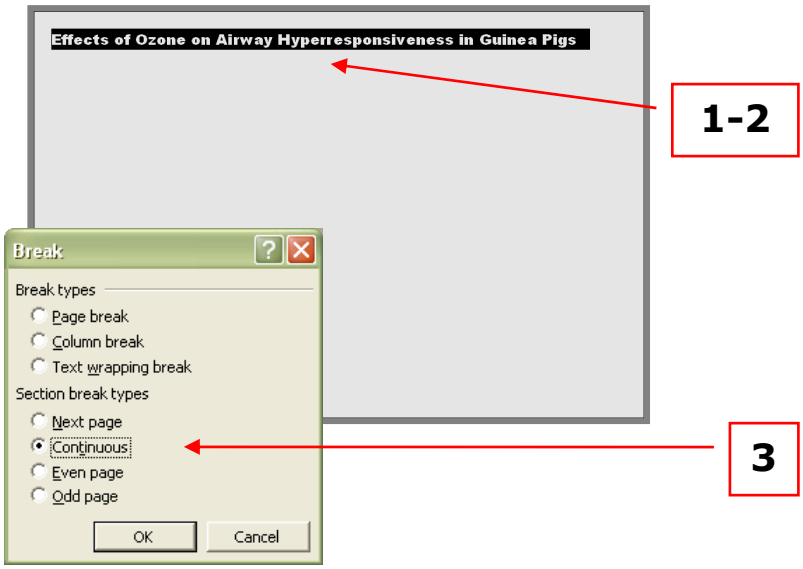
Setting up Microsoft Word for a poster

1. Choose **File > Page Setup**.
2. Click on the **Margins tab** and set margins for top, bottom, and sides to 0.5".
3. Select **Landscape** page orientation.
4. Click on the **Paper tab** and enter **18"** for the width and **12"** for the height. (Note: The poster will eventually be 56" x 36", but Word cannot create a document that large. Instead we will create a document 1/3 the size of the final poster, then scale it up using Adobe Acrobat.)
5. If you get a warning that "margins are set outside the printable area…", click **Ignore**.
6. Click **OK**.



Creating the poster title

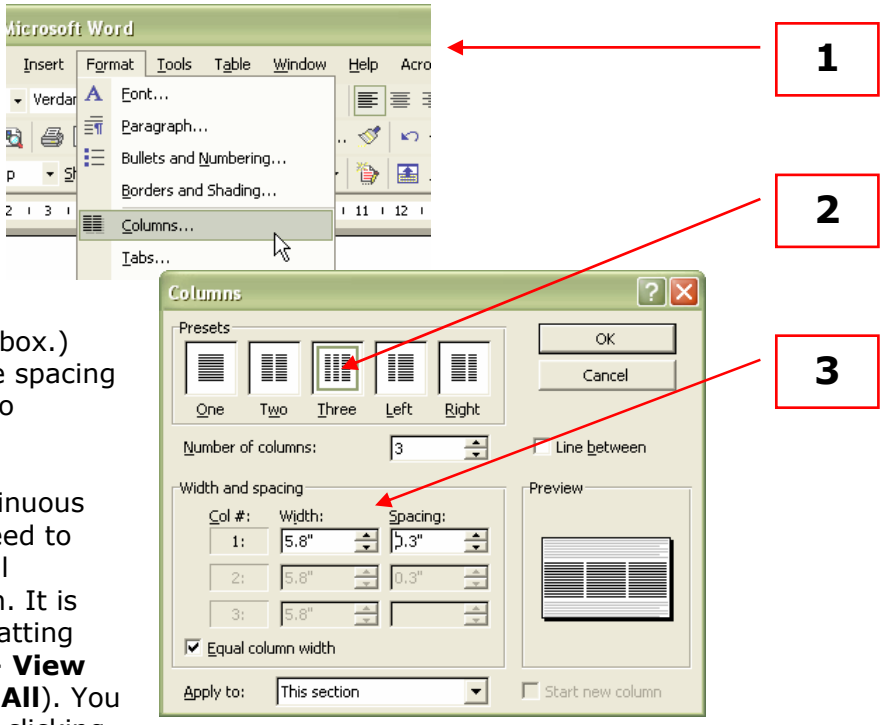
1. Click to insert the cursor at the top of your document and type the title.
2. Select the title and change its size to approximately **32 points**. You may also want to change the font and color of the text while it is selected. We recommend Arial Black as a starting point. Now, press **Enter** twice to move down the page two lines.
3. Insert a "continuous section break" after the heading by choosing **Insert > Break...**, then select **Continuous** under **Section break types**.



Creating multiple columns

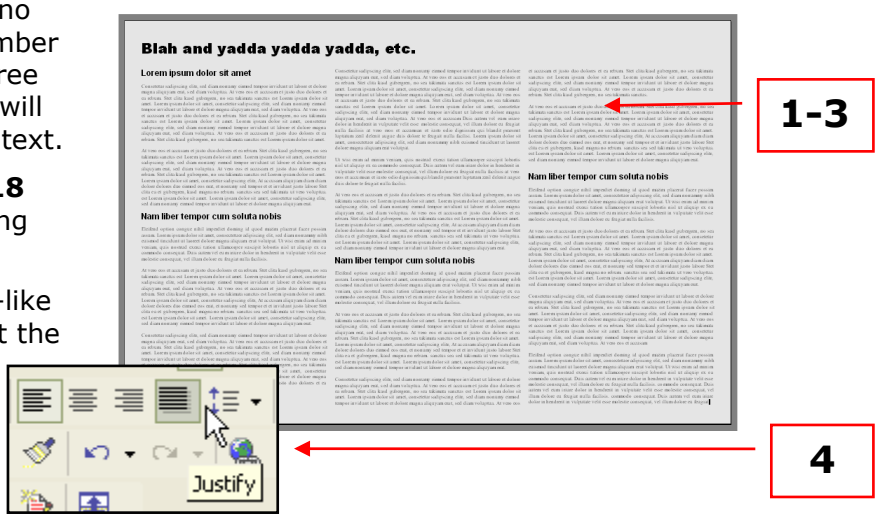
1. Choose **Format > Columns**.
2. Set the number of columns to **three**.
3. Notice that the columns are all the same width and are evenly spaced. (If you prefer an asymmetrical layout, you can uncheck the **Equal column widths** checkbox.) You may wish to decrease the spacing between columns, however, to something like **0.3"** or **0.4"**.

   Note: After inserting the continuous break in step #9, you may need to verify that the title area is still formatted to be single column. It is helpful to show invisible formatting marks (**Tools > Options... > View tab > Formatting marks > All**). You can also verify this setting by clicking in title area and rechecking the Columns setting (**Format > Columns...**).



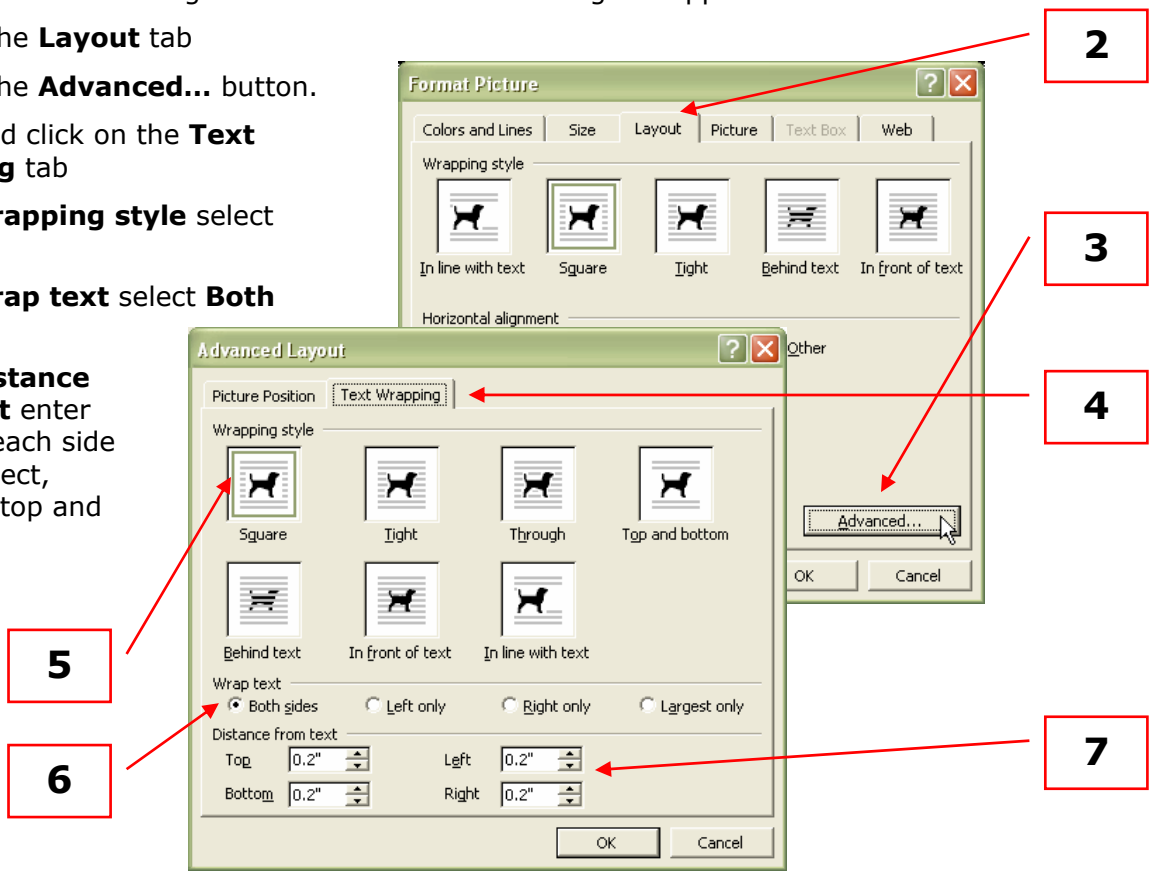
Entering and formatting body text

1. There are three ways to get text into your document. The most obvious method is to type it directly into the poster document. You can also copy the text from another document and paste it into the poster. Finally, you can "insert" text from another file. To insert text, choose **Insert > File...** and select another Word document. All of the text from that document will flow into the poster.
2. Set **body text** to a font that is readable, like **Arial** or **Times New Roman**. Set the size of the text to **10 or 11 points** (but no smaller than 9 points). Remember that the final poster will be three times larger, so 10 point text will ultimately appear as 30 point text.
3. Set the size of **subheads** to **18 points**, preferably in something like **Arial Bold**.
4. If you wish to have magazine-like columns of text, drag to select the body text of your poster and choose the **Justify** alignment option from the main Word toolbar.

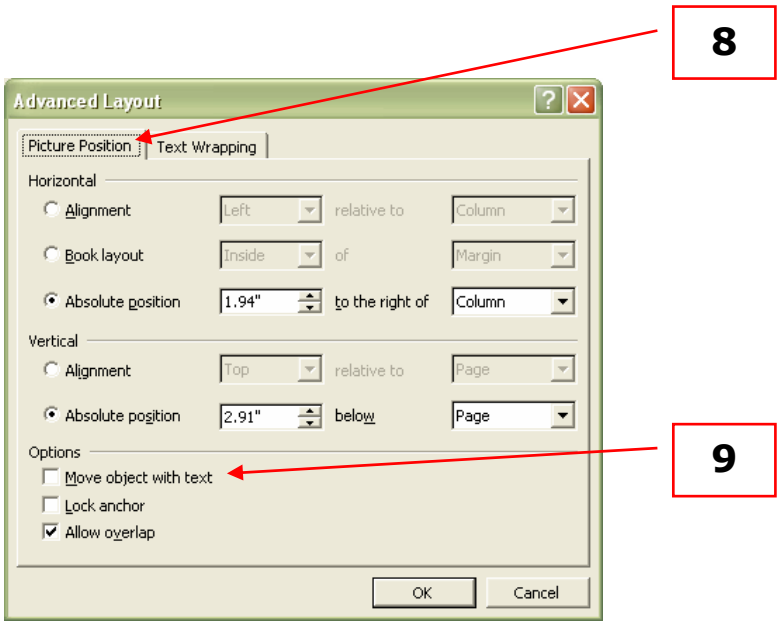


Adding graphics

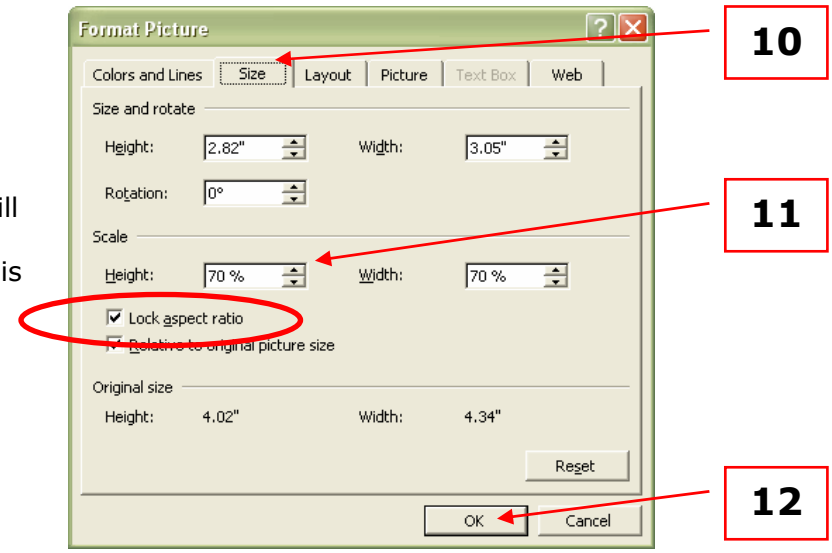
1. To add graphics, choose **Insert > Picture > From File...** and select an image file. The image will appear on the page, but will be linked to the text at the insertion point (i.e., where the cursor was last clicked). To make the image float above the text for easier positioning, double-click on the image. The **Format Picture** dialog will appear.
2. Click on the **Layout** tab
3. Click on the **Advanced...** button.
4. Locate and click on the **Text Wrapping** tab
5. Under **Wrapping style** select **Square**.
6. Under **Wrap text** select **Both sides**.
7. Under **Distance from text** enter **0.2"** for each side of the object, including top and bottom.

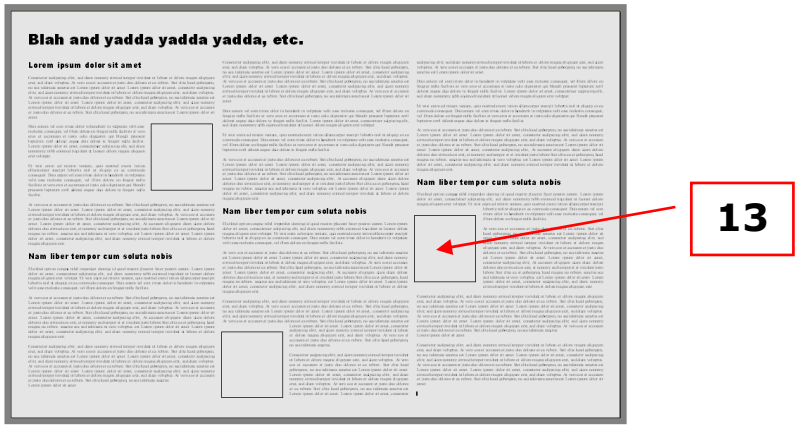


8. Finally, locate and click on the **Picture Position** tab.
9. Uncheck the **Move object with text** option. If you keep this option checked, graphics will move every time lines move up and down the page. This can be useful or very annoying, depending on what you're trying to do!



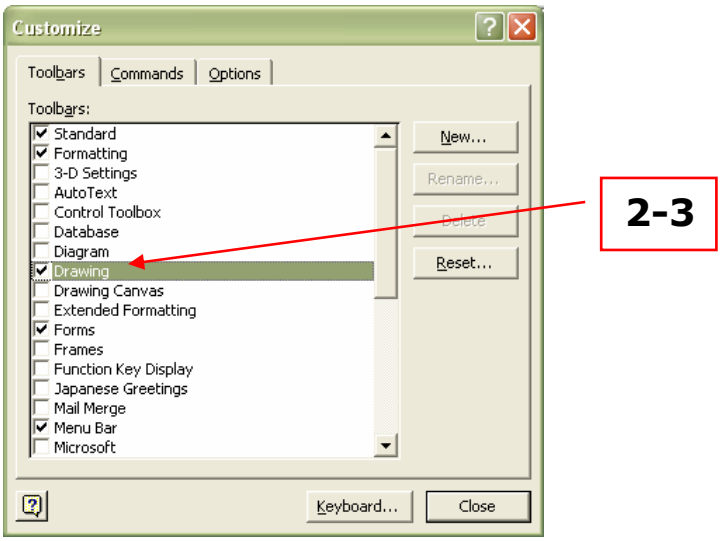
10. If you wish to resize the image, click on the **Size** tab.
11. Under **Scale**, enter a new percentage of the original size in the **Height** box. When you press the Tab key, the same number will appear in the **Width** box, as long as the **Lock aspect ratio** option is checked below. (This option is required to keep images from getting stretched disproportionately.)
12. Click **OK** again to accept changes in the **Format Picture** dialog.
13. Now, drag the graphic to its new location in the document. If the settings were correct, the image should repel the surrounding text. You may need to fine-tune the position of the graphic using the arrow keys to achieve the optimum text wrap effect. If the text is repelled away from the graphic too far, you can reduce the distance on the Advanced Layout options dialog (see step 7 above).



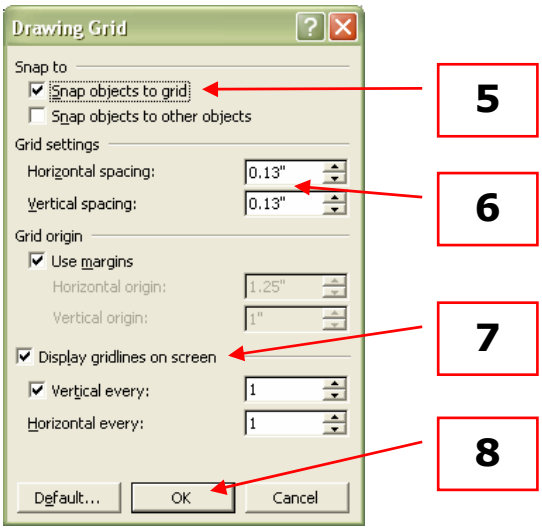


Snap-to grids and the precise positioning of graphics

1. Like PowerPoint, Word allows you to use a snap-to grid when laying out a page. When activated, the grid forces dragged objects to "snap" to intersection points that can be spaced according to your needs. But before using this feature, you'll first need to make the **Drawing toolbar** visible.
2. If the Drawing toolbar isn't visible, choose **Tools > Customize...** and click on the **Toolbars** tab.
3. Select the **Drawing** checkbox, then click **Close**.

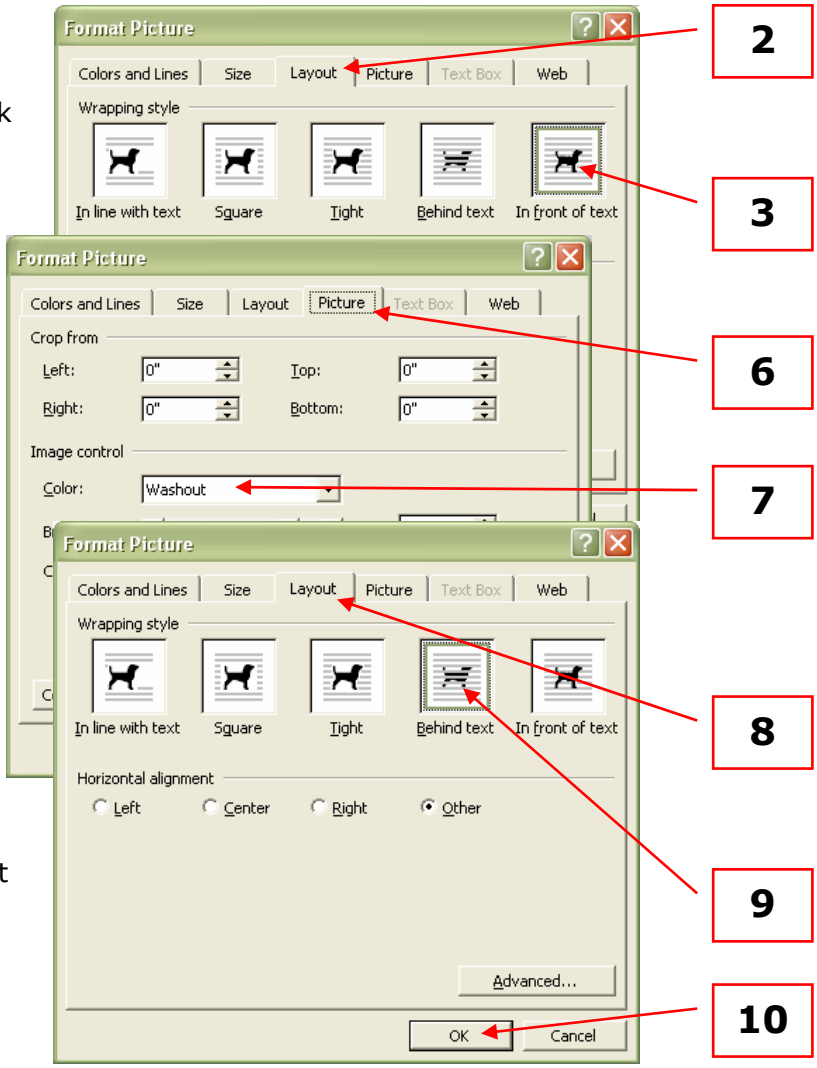


4. To activate the snap-to grid, choose **Grid...** from the **Draw** menu in the lower-left corner of your screen. The **Drawing Grid** dialog appears.
5. Make sure the **Snap objects to grid** option is selected.
6. Adjust the grid size by entering values for horizontal and vertical spacing.
7. Finally, select the **Display gridlines on screen** option if you wish to view the grid to which objects will snap as you position them.
8. Click **OK**. Now, when you press the arrow keys to nudge objects on the page, they will move exactly the distance you specified under horizontal and vertical spacing. If you wish to turn this feature off, simply uncheck the **Snap objects to grid** option, at which point objects will move only one pixel when nudged with the arrow keys.



Adding a background image

1. Choose **Insert > Picture > From file...**
2. Double-click on the image and click on the **Layout** tab.
3. Select the **In front of text** option under **Wrapping style**.
4. Stretch the image to cover the poster from edge to edge.
5. Double-click on the image. The **Format Picture** dialog will appear.
6. Click on the **Picture** tab.
7. Under **Image control** select **Washout** from the **Color** menu.
8. To make the image appear behind the text and other objects on the poster, click on the **Layout** tab
9. Select the **Behind text** option for **Wrapping style**. This will effectively turn the image into a background, lying beneath the text of the poster.
10. Finally, click **OK**.

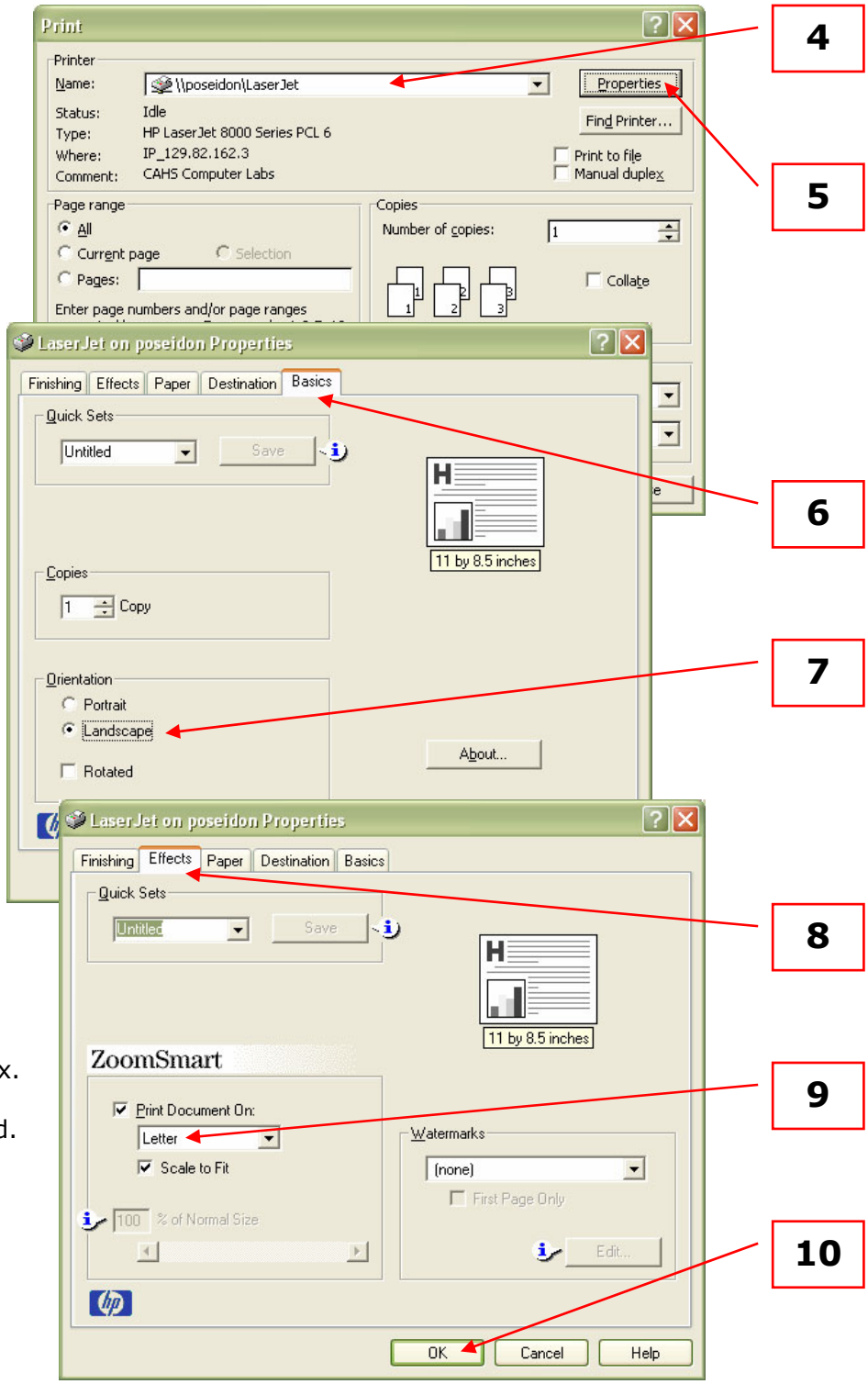


Proofing your poster from Word (a mini printout)

The following steps must take place from one of the CAHS computer labs. The example is take from the Industrial Sciences lab.

1. First, be sure you have saved your poster on the M: drive. Go to one of the CAHS computer labs

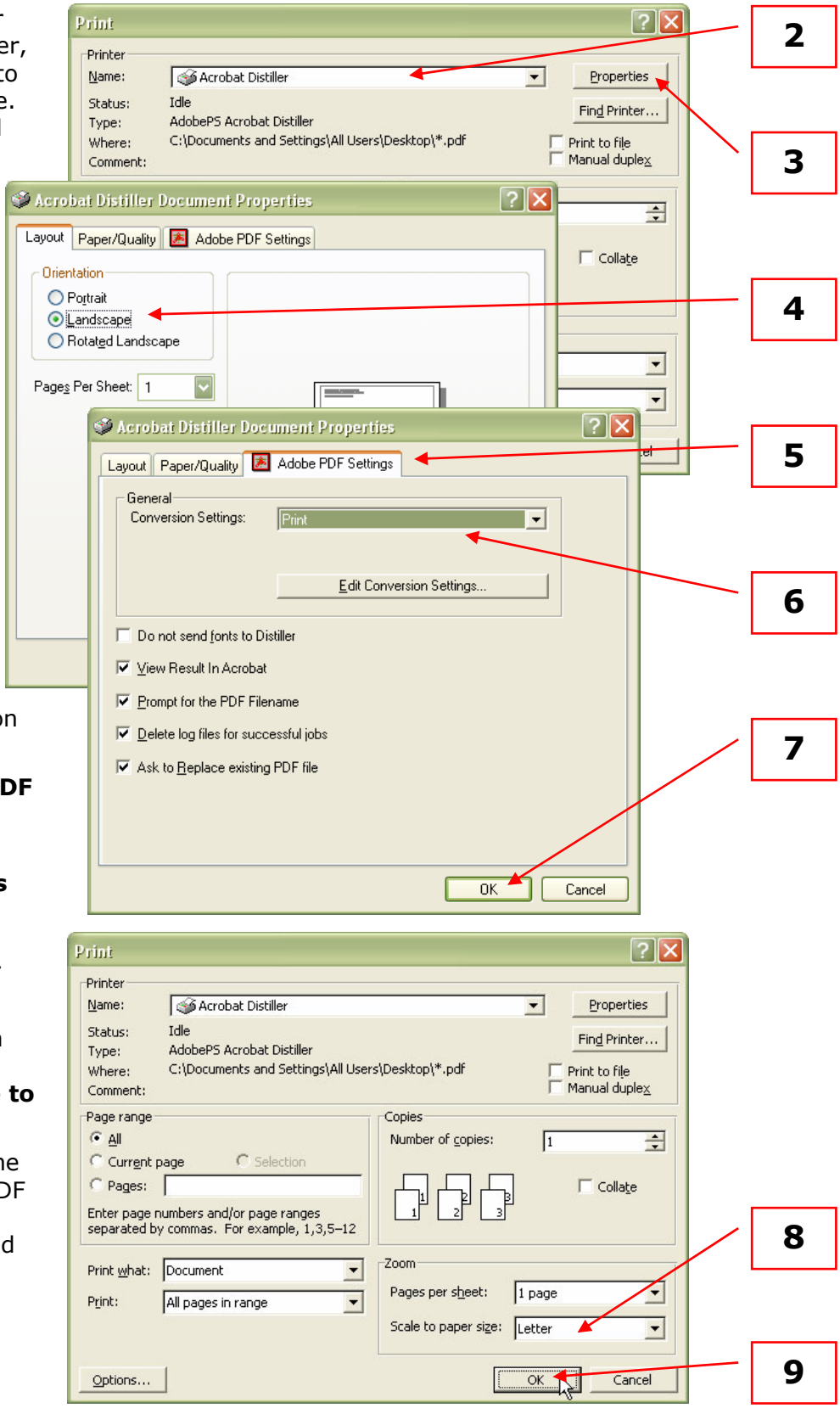
   (The Industrial Sciences lab is closest to the OT Department, and it had a brand new plotter at the time of this writing.)
2. Open your poster document on one of the lab computers.
3. Choose **File > Print**. The Print dialog will appear.
4. Select the **LaserJet** printer from the printer name menu.
5. Click on the **Properties** button. The LaserJet properties dialog will appear.
6. Click on the **Basics** tab.
7. Select the **Landscape orientation** option.
8. Click on the **Effects** tab.
9. Click on the **Print Document On:** checkbox. Make sure the **Scale to Fit** option is also selected.
10. Click **OK**.
11. Back on the main Print dialog, click **OK** to begin printing.



Converting the poster from Word to PDF

Before you can print your poster on the CAHS plotter, you must first convert it to an Adobe Acrobat PDF file. This step requires the full Adobe Acrobat software (not the free Acrobat Reader software). The CCHE laptops in the OT Department are all equipped with this software.

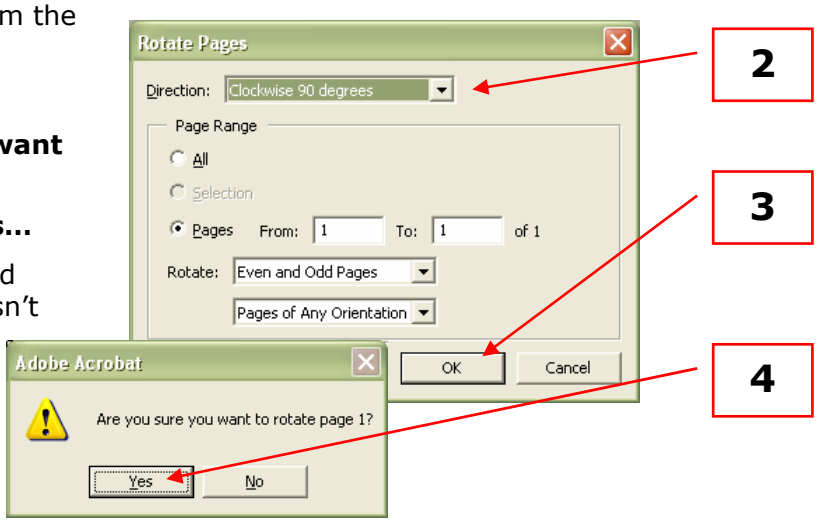
1. Choose **File > Print**.
2. Select **Acrobat Distiller** from the menu of printer names.
3. Click the **Properties** button.
4. Select the **Landscape** orientation option.
5. Click on the **Adobe PDF Settings** tab
6. Select **Print** from the **Conversion Settings** menu
7. Click **OK** to save your changes.
8. Returning to the main **Print dialog**, select Letter from the **Scale to paper size** menu.
9. Click **OK** to convert the poster in Word to a PDF file. You will be prompted to name and save the file on your computer or network drive.

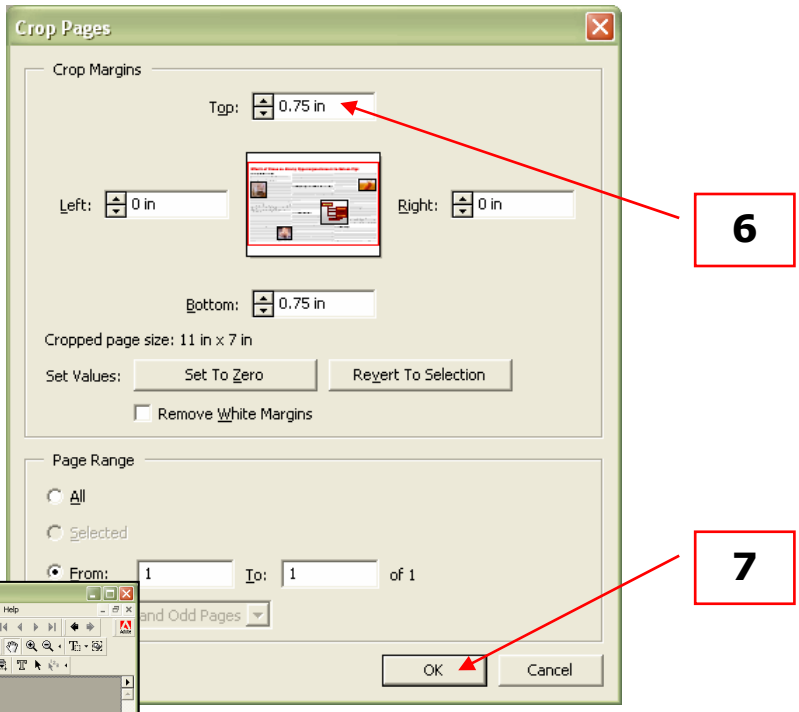


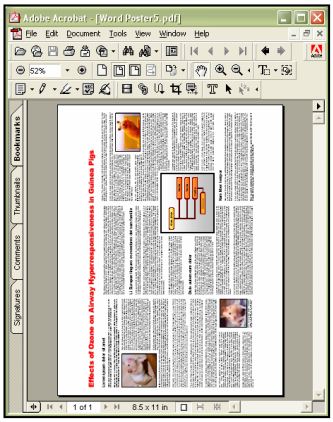
Editing the poster in Adobe Acrobat

Your poster should have opened in Adobe Acrobat after the conversion from Word. If not, launch Adobe Acrobat and open the PDF file.

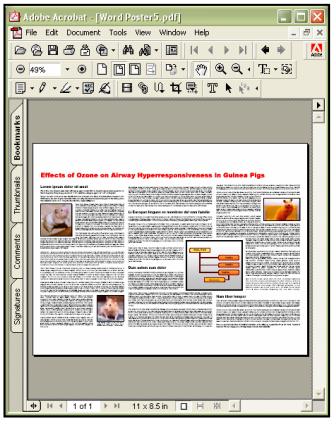
1. Once the PDF file has been opened in Acrobat, choose **Document > Rotate Pages...**
2. Select **Clockwise 90 degrees** from the **Direction** menu
3. Click **OK**.
4. When asked **"Are you sure you want to rotate page 1?"** click **Yes**.
5. Choose **Document > Crop Pages...**
6. Enter **0.75 inches** for both top and bottom. If the Crop Pages dialog isn't covering the main window behind it, you will see the crop marks move on the poster to indicate how the page will be trimmed.
7. Click **OK**.
8. Finally, choose **File > Save** to save the changes to your poster.



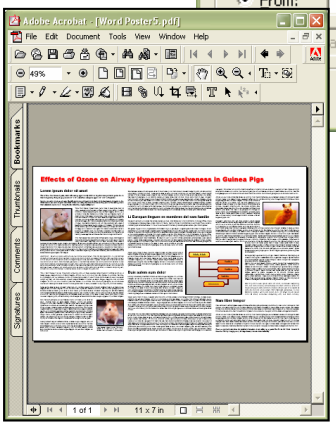




Original



After rotation



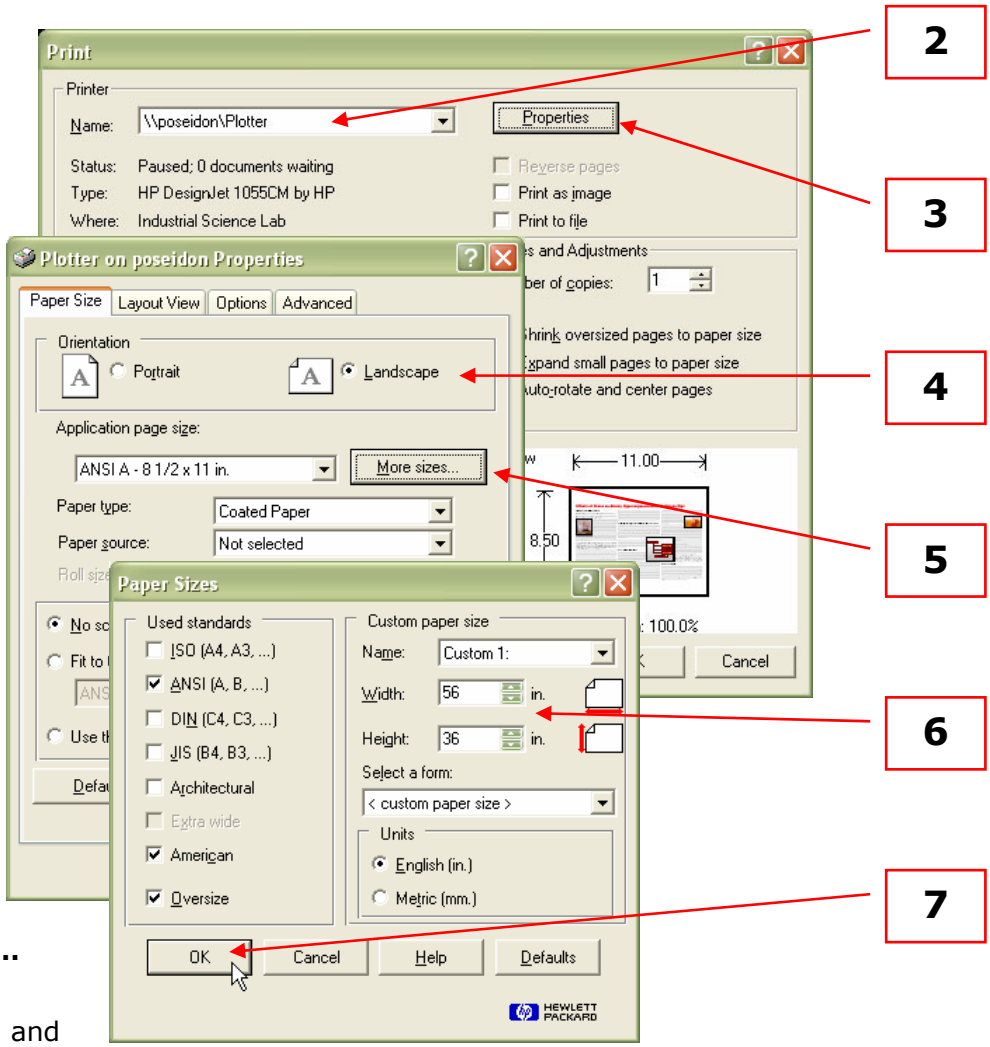
After cropping

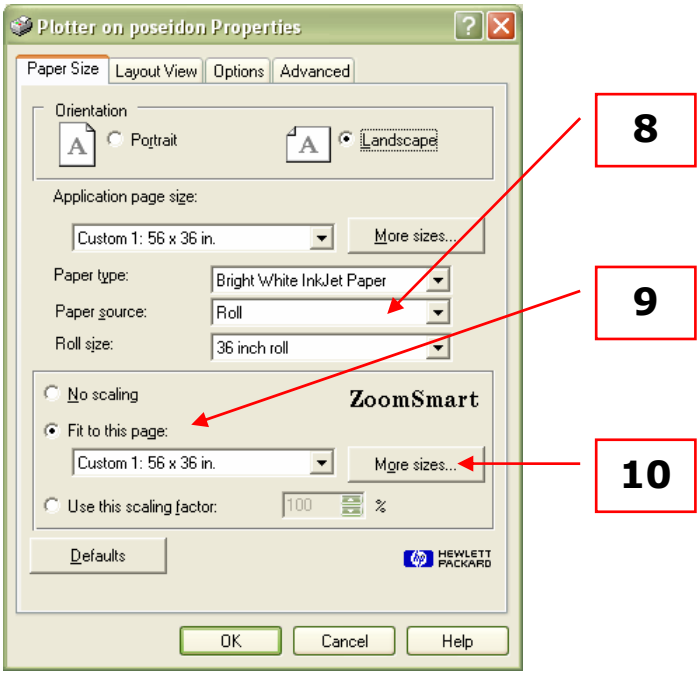
Note: This step requires the full Adobe Acrobat software.

Printing the final poster from Adobe Acrobat

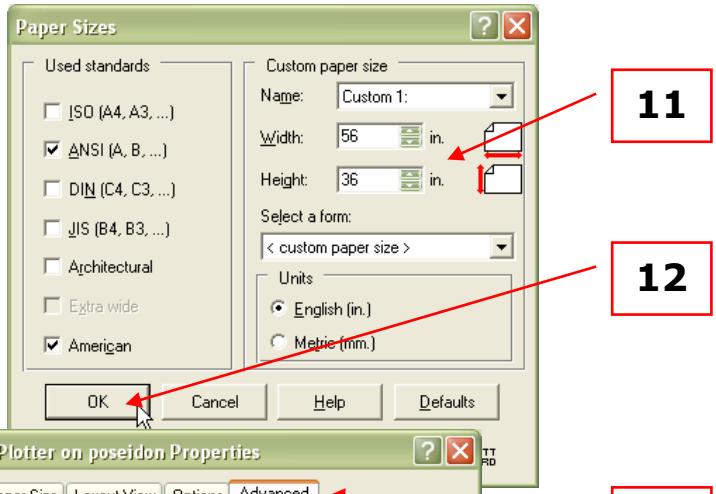
Be sure you have saved your poster in PDF format on the M: drive. Then, go to one of the CAHS computer labs and do the following:

1. Open the PDF file in Adobe Acrobat Reader and choose **File > Print**. The Print dialog will appear.
2. Select the **plotter** from the printer name menu.
3. Click the **Properties** button.
4. If it isn't already selected, click on the **Paper Size** tab and select **Landscape** page orientation.
5. Click the **More sizes...** button
6. Enter a **width of 56"** and a **height of 36"**.
7. Click **OK**.
8. Back on the Paper Size tab, set the **Paper type** to Bright White InkJet Paper, the **Paper source** to Roll, and the **Roll size** to 36 inch roll.
9. Select the **Fit to this page** option in the **ZoomSmart** area.
10. Click the **More sizes...** button in the **ZoomSmart** area.



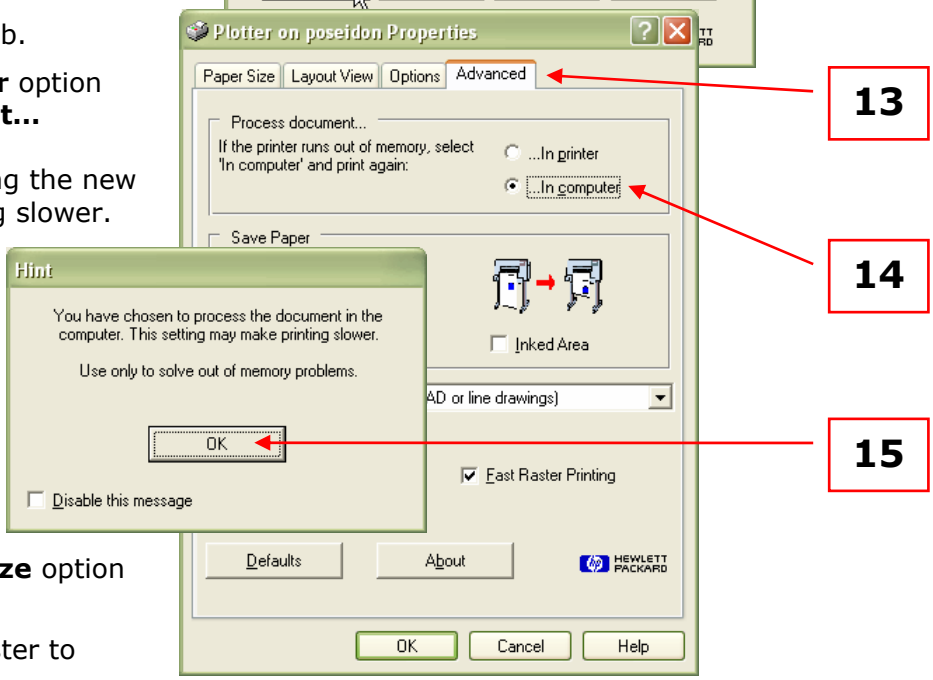


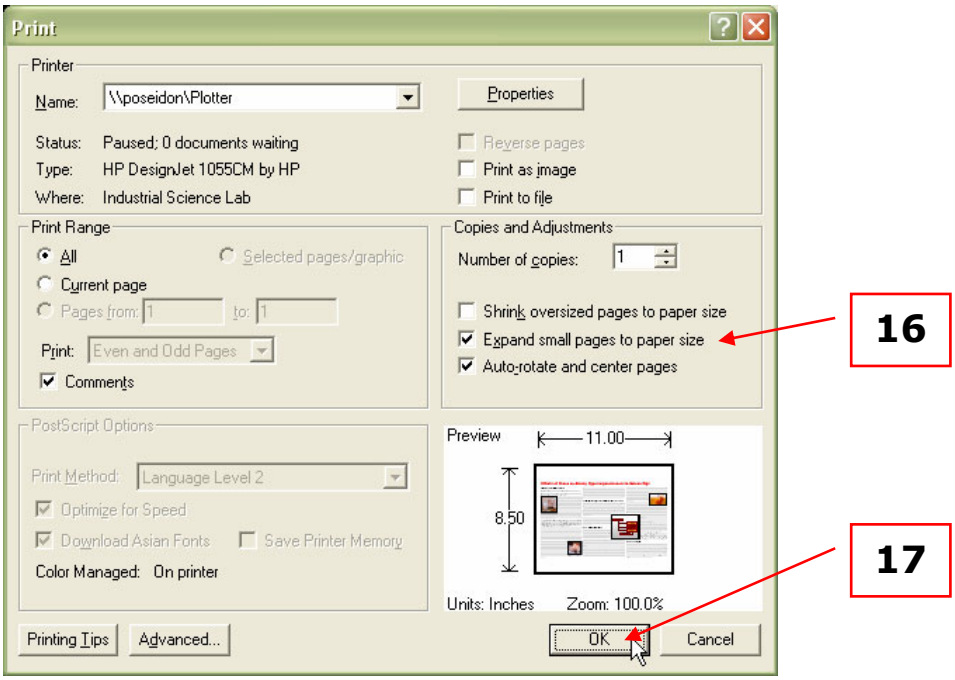
11. Enter again a **width of 56"** and a **height of 36"**.
12. Click **OK**.



13. Click on the **Advanced** tab.
14. Select the **...In computer** option under **Process document...**

    A dialog will appear, saying the new setting may make printing slower. However, extensive testing has shown that this option helps large poster files print successfully.
15. Click **OK**.
16. Finally, returning to the main Print dialog, make sure the **Expand small pages to paper size** option is checked.
17. Click **OK** to send your poster to the printer.



Note: You have now sent your poster to the print queue. Tell the lab operator you are waiting for a poster to print on the plotter. S/he will pass it through the system to begin printing. If you notice a problem with the poster as it begins to emerge from the plotter, tell the Lab Op so that s/he can halt printing to avoid wasting paper and ink.

Congratulations, and good luck with your research project!