

# To Make a Poster

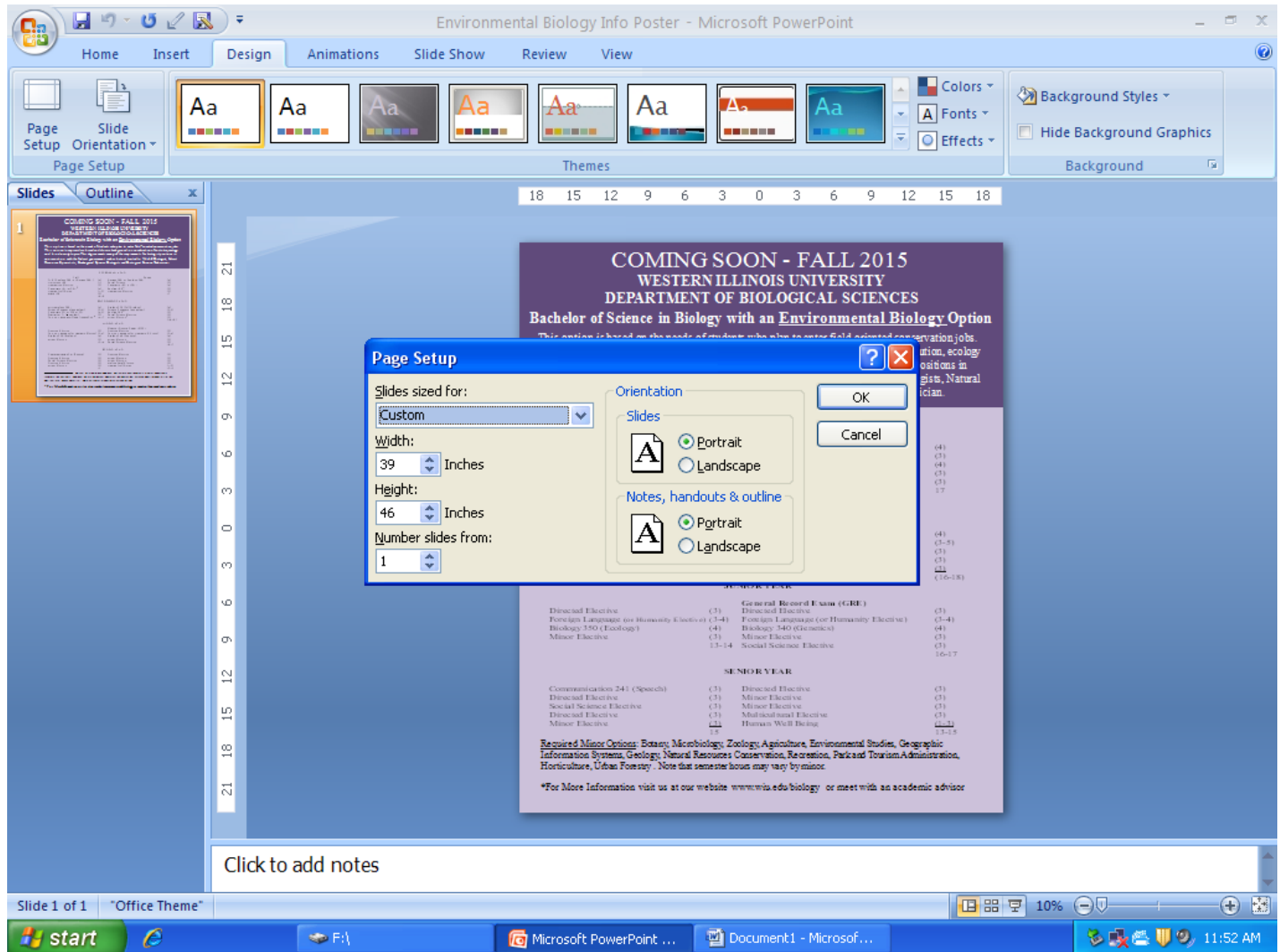
Open Microsoft power point

Go to the design tab and select it.

Then select page setup

Change height and width to the size that you want your poster to be printed as

**The maximum width that you can print in is 42 inches. This is the width of the printer paper and cannot be exceeded.**



Design your poster however you would like

Keep in mind that you do not want to fill the full area with color... keep some white space

Once your poster is done being created, print it out on a regular sized piece of paper (just hit print on your computer and it will scale it to size to print on an 8 x 11 page of paper.

**PROOF READ YOUR POSTER. CHECK ALL SPELLING AND INFORMATION FOR ACCURACY.**

Save your poster to a flash drive and plug it in to the computer for the plotter printer.