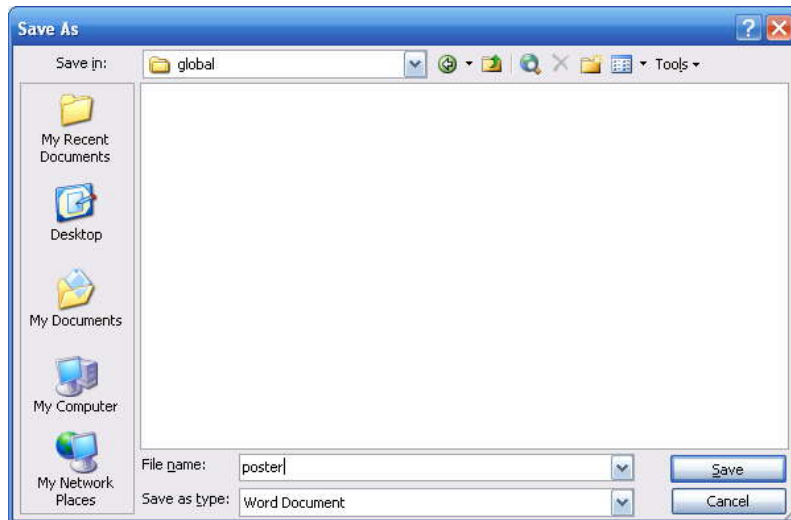


Creating a poster using Microsoft Word

1. Open Microsoft Word by choosing **Start | All Programs | Microsoft Word**
2. Choose **File | Save As** from the main menu.
3. Locate your **global folder** and name this document **poster**.



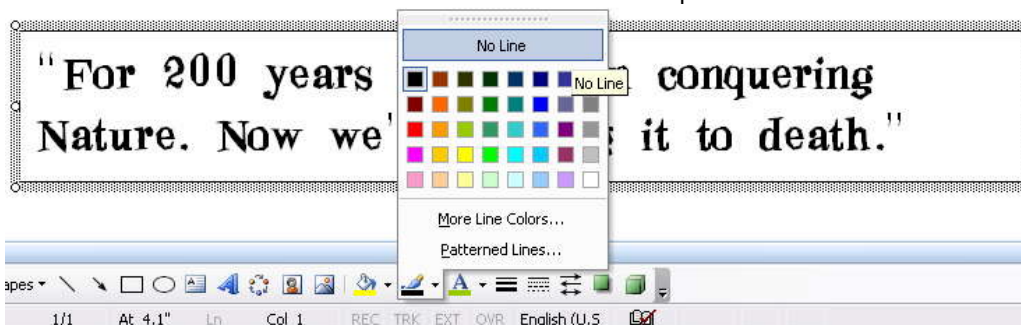
4. Locate an **environmental quote** by visiting the following site: <http://mpcb.mah.nic.in/awareness/envtquotes.php> or by searching for one online.
5. Once you have located an environmental quote, you can type it in a text box on your poster by choosing **Insert | Text Box** from the main menu. Be sure to put quotes around the text.
6. **Move** the **quote** to the top of the page and make sure you have widened the text box so that the entire quote can be read.

"For 200 years we've been conquering Nature. Now we're beating it to death."

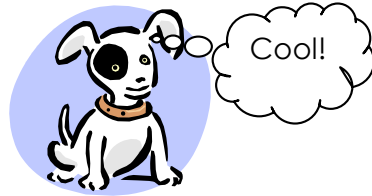
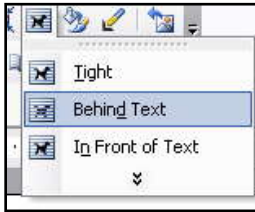
7. To **change** the **text**, **highlight** it and change the font, font size, font color, etc. as you so choose.

"For 200 years we've been conquering Nature. Now we're beating it to death."

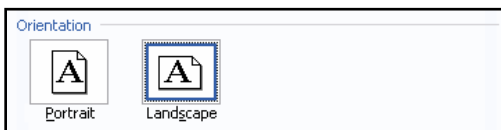
8. To get **rid** of the **line** surrounding the text box, select the text box and choose **No Line** from the **line color** tool. See example below.



9. Locate an **image online** to compliment the quote. Be sure to choose the larger image by clicking on the thumbnail in your image search. (Stretching a smaller image to make it bigger will lose quality)
10. When you locate a large image, **right click** on the image online and choose **Copy**
11. Return to your poster and choose **Edit | Paste**
12. In order to move the image, you must select the image and select **Behind Text** from the **Text Wrapping tool**. I call it the doggie tool because there is a dog on it.



13. Depending on the shape of the image, you may choose **Landscape** vs **Portrait**. To change the layout, make sure nothing is selected and choose **File | Page Setup** from the main menu and choose the layout you want.



Portrait



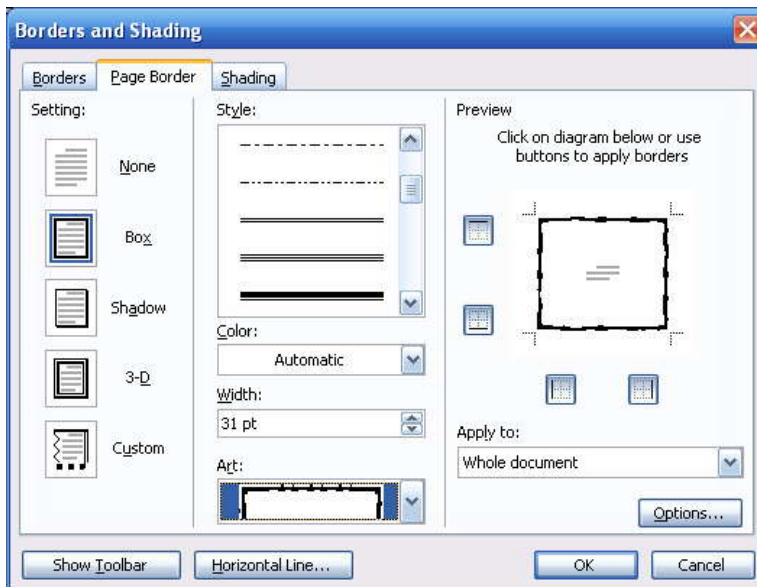
Landscape



14. You may need to **center** the **image** and **quote**.
15. If necessary, you might want to make the image a little larger by dragging from a corner away from the center. Be sure not to stretch it too much, or you will lose quality.
16. Insert another **text box** with **crediting** the **person** who made the **quote**.
17. **Resize** and **change** the **font** so that it compliments the poster.
18. You should also place the **image source** somewhere on the poster. In the example given, the text box for the image source was placed in the **bottom left section of the image**. The text box was selected and the **Fill Color** was set to **No Fill** and the **Line Color** was set to **No Line**. The **text color** was **changed** to a different color so it could be seen on the poster.

Putting a border around the entire poster

1. Choose **Format | Borders and Shading** from the main menu.
2. Click on the **Page Border** tab and experiment with your options. You might want to visit the **Style, Color, Width** and **Art** options. When you are satisfied with your selections, click **OK**.



3. Don't forget to **save** your poster in the global folder.

