




Thirty Second Guide to Making 11x17 Posters

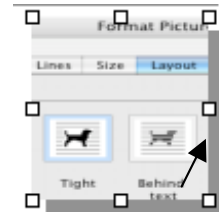
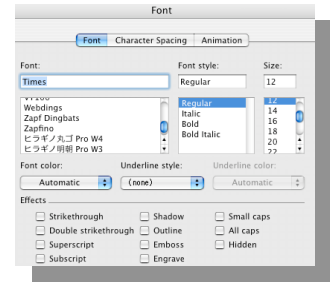
- Before starting to create the poster, set the paper size to 11x17
 - Under FILE choose PAGE SETUP
 - Beside FORMAT FOR choose ANY PRINTER
 - Beside PAGE SIZE choose TABLOID
 - Click OK
 - Note: to print color posters, print to the *Computer Lab 170 Color* printer

AppleWorks

- To create a word processing documents, under FILE drag to NEW / WORD PROCESSING
- Open the Tools Menu by clicking on the Toolbox icon  at the bottom of the document.
- To format fonts, click on the TEXT TOOL icon
 - Click TEXT in the menu bar to choose: Font, Size, Style, Text Color.
- To insert pictures:
 - Under FILE choose INSERT
 - Under FILE FORMAT choose ALL AVAILABLE
 - Navigate to the image and click INSERT.
 - To Choose clip art go to Applications / AppleWorks6 / Clippings
 - To insert other images, navigate to the image itself.
 - In order to better place and size images:
 - Before inserting the image, choose the TEXT TOOL and OPTION / DRAG to create a frame.
 - Insert the image as above
 - To set Text Wrap
 - click the ARROW POINTER 
 - Single click the image
 - Under OPTIONS on the menu bar, choose TEXT WRAP
 - To resize the image
 - Click the TEXT TOOL,
 - Single click the image
 - Drag from the bottom right corner
 - To resize the frame
 - Click the ARROW POINTER
 - Single click the image
 - Drag the sizing box  to resize.

Microsoft Word

- To format fonts: under **FORMAT** drag to **FONT**
 - Choose from the options offered in the **FONT** menu
- To insert Pictures:
 - Under **INSERT**, drag to **PICTURE**
 - Choose **CLIP ART** to select from Microsoft Word's clip art library
 - Choose **FROM FILE** for other images
 - In order to better place and size images, set **TEXT WRAPPING** by:
 - Double click on the image
 - In the **Format Image** menu, choose **LAYOUT**
 - Click on **TIGHT**. Click **OK**
 - To place the image, simply drag it.
 - To resize the image, single click the image, drage the resize boxes
 - To add interesting effects, under **VIEW** drag to **TOOLBARS** and choose **DRAWING**.



How to use posters to enhance learning (and avoid the “fluff but no content” syndrome)

- Have your students think like a professional. Ask: “Would someone pay to see this poster?”
- Communicate clear content / quality standards.
- Publish grading rubric before students start on the assignment.
- Presentation ideas:
 - Have poster be a stand-alone project that contains all content and concept information necessary to show mastery of subject. (Think of a display at a museum where observers gain knowledge without the aid of a presenter.)
 - Have poster serve as a graphic assistant to an oral presentation where students use the poster to explain key content and concepts.