-How To Make A Poster on Pages-
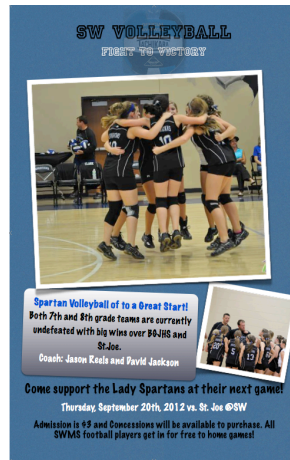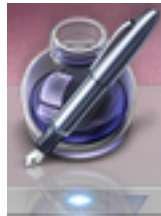
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1)   To begin your poster, select Pages 09' on your Desktop and select a template. For my poster above, I used "Sports Event Poster Large."

2) There will already be text and pictures inside your template, so you can delete them and start fresh to make your poster interesting and unique. To do this, click on the picture and press delete located on your keyboard.

3) To first start off your poster, you will want to change the pictures. You can get them from your desktop or on Google Images and save to you desktop. <u>Tech Tip:</u> To make your pictures better quality, open them in preview, click file; save as, and slide the bar to best quality. (see illustration below)

4) Once you have your pictures chosen, simply drag and drop them onto your template. When you get your pictures in the right position, look in the top left corner of Pages 09' and you will find Inspector. (see FIGURE 1) Once in Inspector, you can use different effects such as rotating and changing opacity, to make your poster look even better! I used Inspector for the picture shown in FIGURE 2. The effects I used were shadow, picture frame, and rotation. Another effect I used on a picture is opacity. (see FIGURE 3)To do this, simply go to Inspector and slide the opacity icon to the suitable level. (see FIGURE 4)
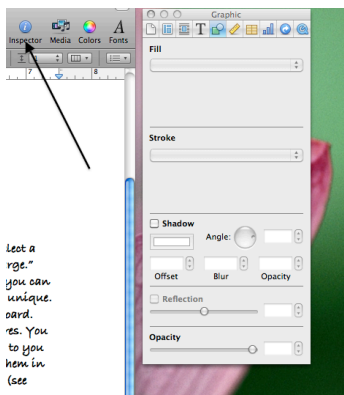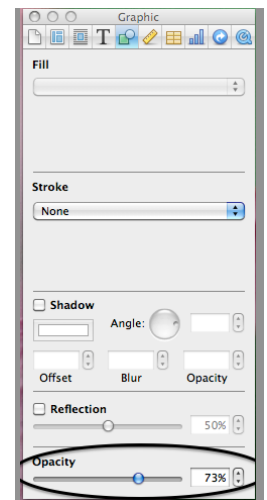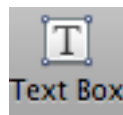
FIGURE 1

FIGURE 2

FIGURE 3

FIGURE 4

5) To add text to you poster, simply go to the toolbar at the top of Pages 09' and you will see the icon that is labeled "Text Box." Click there.

When you click on that icon, your text box will appear (see FIGURE 5) and you can change the font, size, position, and color of the text. (see FIGURE 6)
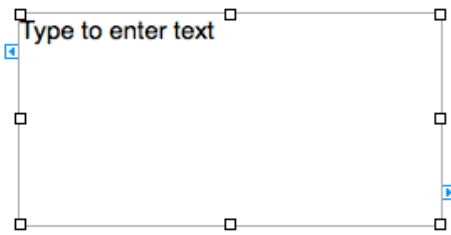
Type to enter text

FIGURE 5

6) To change the type of text box you are using, go again to Inspector. You can use many similar effects that you can use on your pictures, but now it is in a text box! (see FIGURE 7) On my poster for Volleyball I use the Gradient Fill effect and adjusted the colors to make it just the way I wanted it. (see FIGURE 8)
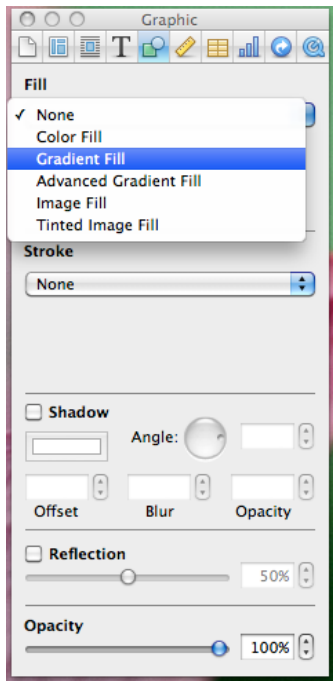
Graphic

Fill
✓ None
Color Fill
Gradient Fill
Advanced Gradient Fill
Image Fill
Tinted Image Fill

Stroke
None

☐ Shadow
Angle:

Offset   Blur   Opacity

☐ Reflection
50%

Opacity
100%

FIGURE 7

Spartan Volleyball of to a Great Start!
Both 7th and 8th grade teams are currently undefeated with big wins over BGJHS and St.Joe.
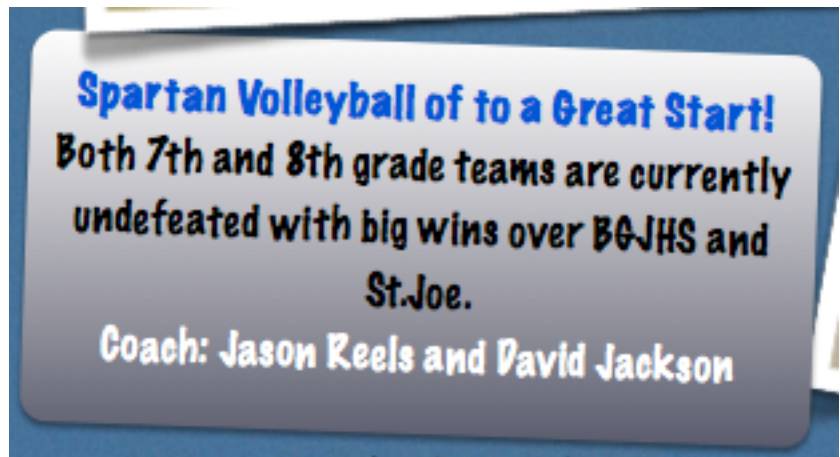Coach: Jason Reels and David Jackson

FIGURE 8

7) Once you have all the main parts on your poster, you may want to revise it. Look for mistakes in grammar, spelling, and just see if something looks out of place. After you think your poster is completely finished, have   someone   read over it again for you.

Come support the Lady Spartans at their next game!

Come support the Lady Spartans at their next game!

8) When you have revised your poster several times, you now want to save it. To do this, go to the top of your screen and locate the toolbar. Click File; Save As. (see FIGURE 9) Once you click "Save As" you will see what is shown in FIGURE 10. You can save your poster anywhere such as your desktop, documents, or applications.
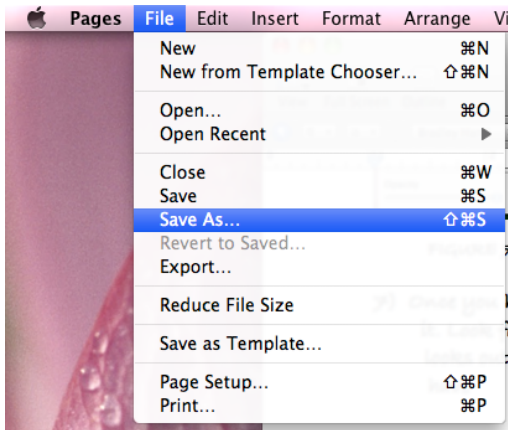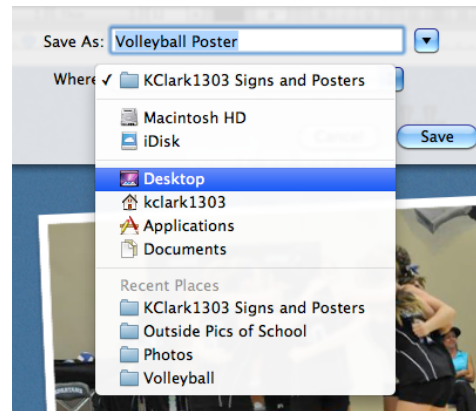

FIGURE 9

FIGURE 10

Wherever you save to, your poster will appear and you may click on it and have access to it at any time!