

# CUSTOMIZING A JENNY BIRD POSTER FOR YOUR EVENT USING MS WORD

Open MS Word

1. Adjust document margins to 0" and 8.5" (you should have a full page to work with)

2. Choose: Insert Picture From File

3. Select the Jenny\_\_Bird\_\_poster.PDF file you want to insert.

The "Poster" should now appear in your document.

4. Choose Format Picture (make sure your image is selected)

Under the color and lines TAB, choose NO FILL, NO LINE.

Under the Size TAB, type 8.5 x 11

Under the Layout TAB, choose BEHIND TEXT,

Under horizontal alignment choose CENTER

Your poster should now fill the page and be centered.

6. Choose Insert textbox

7. Draw a text box over "the empty space at the bottom" of the poster.

8. Type your concert information. Choose format from the menu

Select Alignment choose CENTER--this will center your text.

9. Choose format text box, under colors and lines section, choose NO FILL, under line choose NO LINE, click OK.

Your poster should now be complete with your concert info centered at the bottom of the Jenny Bird poster.

Finally, print as many copies as you want.

Or print out copies of just the PDF file and hand write your concert information in the open space at the bottom of the poster.