

HOW TO DESIGN YOUR OWN POSTER

Using Microsoft Word (Based on MS 2008)

Use the Microsoft Word template provided to design a pleasing and effective poster.

1. Insert a photo. Right click on the photo. A menu will appear. Choose **CHANGE PICTURE**. Upload your photo.

2. Align, size and crop photo correctly. Size your photo, so the **width** is the same width as the dark grey and black boxes below. If the photo is too long then **CROP** the top and/or bottom (Crop icon is located in the **TOOLBOX**. Click on the Toolbox icon and a formatting palette will appear.)

Click on the photo first, and then click on the **CROP** icon near the top of the palette. Crop the photo so that a white margin remains at the top of the page.

3. Fill in the proper information.

- Organization name
- Type of Challenge: i.e. Climb, Hike, Run, Bike Ride etc.
- What is your challenge, fundraising goal (\$)
- Why are you doing this challenge

When cropping photo, leave white margin space.

Width of photo same as grey box

4. Fill in your blog page url and your email.

Peaks DIY poster_word.docx

New Save Print Insert Remove Tools Previous Next Link Break Arrange Group Show Navigation Gallery Toolbox Zoom Help

Publication Templates Quick Tables Charts SmartArt Graphics WordArt

Organization
Support my challenge

THE CHALLENGE
TO CLIMB MT. WASHINGTON
AND RAISE \$1000

HOW CAN YOU SUPPORT ME

WHY
TO RAISE MONEY FOR [ORGANIZATION]
TO SUPPORT CAUSE/ PROGRAM
/EFFORT

- JOIN ME IN TAKING THE CHALLENGE
- MAKE A DONATION ON MY BLOG
- HELP ME SPREAD THE WORD (I.E., SHARE MY BLOG ON YOUR FB PAGE)

VISIT MY CHALLENGE BLOG OR EMAIL ME
www.CHALLENGEBLOG.com name@domain.com