Lyons Central School District

Technology Tips:

How to make a BIG Poster for your Classroom

- 1. Use Word (2000 or 2003*) only
- 2. Insert your graphic(s) and text in Word
- 3. Save to a floppy, jump drive, or email to yourself. (This step is only for Staff that logs on to the District server)
- 4. Go to Room 108, log on to the teacher's workstation. (Note: If you are connected to the District Office server you will not be able to log on). Someone with a MS/HS server account has to log on for you.
- 5. In word, Command bar select 'Print' command

Print			? 🗙
Printer Name:		_RM130B_LJ4M	Properties
Status:	Idle HP LaserJet 4M Plus	1	Fin <u>d</u> Printer
Type: Where: Comment:	ILVONS_HS/Q_LYONS_HS_RM130B	LJ4M	Print to file
Page range		Copies	
<u>⊙ A</u> ll		Number of <u>c</u> opies:	1
O Current p	page O Selection		
O Pages:			🗹 Colla <u>t</u> e
	umbers and/or page ranges / commas. For example, 1,3,5–12		
Print <u>w</u> hat:	Document	Zoom	
Print:	All pages in range 🗸 🗸	Pages per s <u>h</u> eet:	1 page 💌
		Scale to paper size:	No Scaling 💌
Options)	C	OK Cartel
			<u>۱</u>
			\ \
6 E.e.	Duinton Monse	alast (De	
o. ror	Printer Name s	select De	signin430C

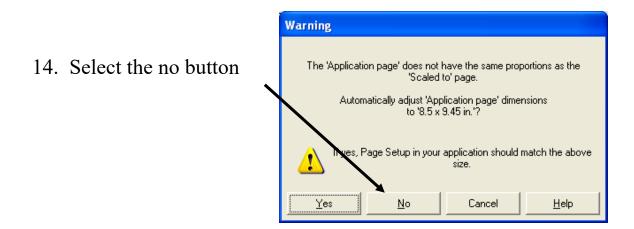
7. Click the Properties button on the dialog box

	🗳 Q_LYONS_HS_RM104_DESIGN450C on LYON ? 🗙
8. Check off 'FIT TO THIS PAGE'9. Select the MORE SIZES button	Paper Size Layout View Options Advanced

Paper Sizes				
Used standards	Custom paper size			
🔲 [SO (A4, A3,)	Name: Custom 1:			
	<u>₩</u> idth: 36 💦 in.			
✓ ANSI (A, B,)	Height: 40 🔚 in.			
□ DI <u>N</u> (C4, C3,)	Select a form:			
🔲 <u>J</u> IS (B4, B3,)	<pre>custom paper size > </pre>			
Architectural				
🔲 E <u>x</u> tra wide	💿 <u>E</u> nglish (in.)			
✓ Ameri <u>c</u> an	C Metric (mm.)			
OK Cancel	<u>H</u> elp <u>D</u> ifaults			
10. In the Width box type in ' 6 '				

1

- In the Height box type in 40'
 Select the 'OK' button
- 13. You may get a warning box



- 14. Click okay on the open dialog box Printing will start
 - For Word 2003 Use MS. Polyn's laptop

10/27/05