

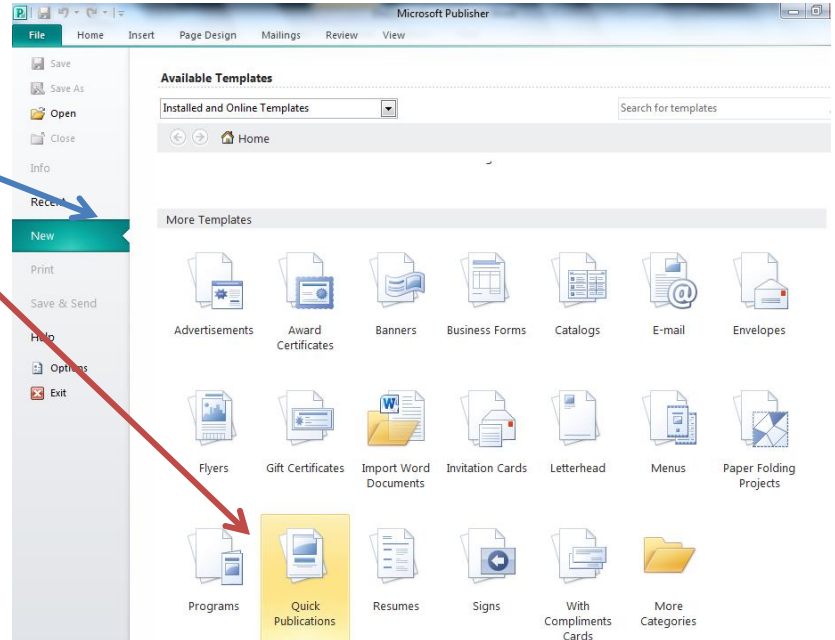
Creating a poster in Publisher

1. Go to start menu
2. All programs
3. Microsoft office
4. Click on Publisher

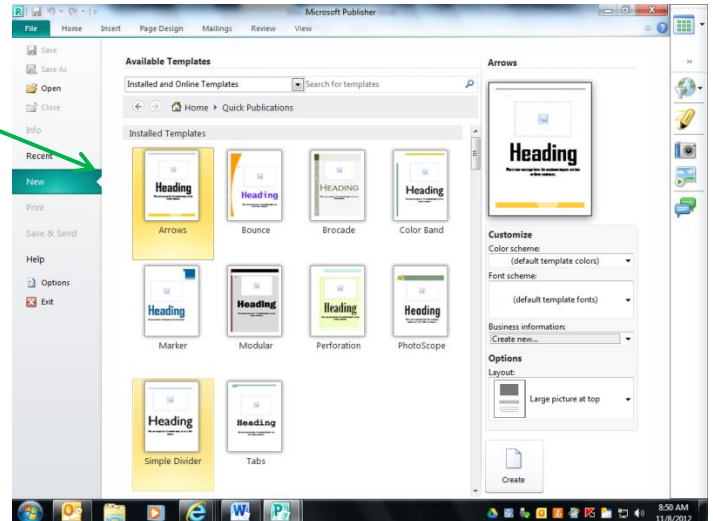


Once in publisher

5. Click on new
6. Click on quick publication



7. Choose a poster style



8. SAVE
 - a. Save to you Google Drive in your IMC folder
9. Insert the different parts (you need to click on the area that you want)
 - a. Pictures
 - b. Title
 - c. Writing- what will Grace or Duck do for you as the president