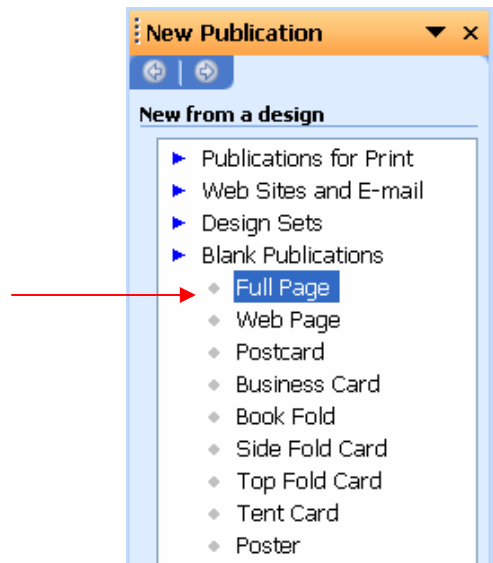
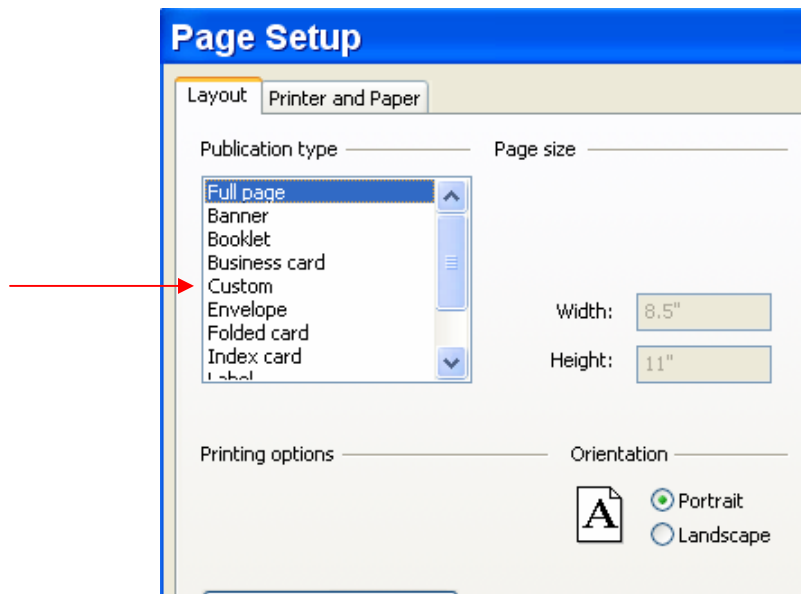


To set up custom size for bulletin board in Publisher 2003.

Choose **Blank Publication/Full Page** when software opens

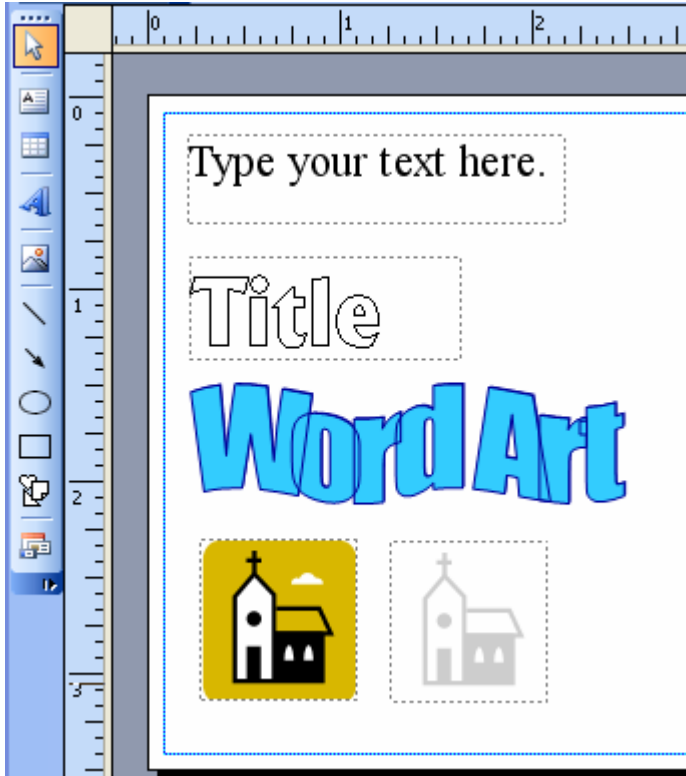


Go to **File/Page Setup** and select **Custom** from Publication type.



In the Width and Height boxes, type in the measurement of the sheet you want (I use my bulletin board size, so I can layout various items and make sure they fit.). You have to type the size in feet, so a 42" height (my BB) is 3.5'. Hit enter, and voila, you have a "sheet" the size of your BB.

Now to put items in place:



Text box – click icon, then click screen and drag to size you want

Type your text here.

You will need to set the size of the font – depending on your BB you can make it up to 400 or more. Just click on font size button, and TYPE the number in and hit enter. Just play with it until you find a size that fits what you want. You can re-shape the box by clicking on it, and pulling it to the size you want. The words will adjust as you do this.

If you are going to use this as a pattern to cut letters from colored paper, when you are ready to print, click **Format/Font** and choose **outline**. That way you don't waste a lot of ink.

Title



Word Art is another tool I use to make fancy titles. Click on the icon, and choose what style you like (color can be changed later). A box will come up for you to type in. Type title and choose font here. Hit enter, and the title will show on screen. Now you can pull it bigger or smaller, change colors, etc.



You can also add clip art, lines and shapes. I use the rectangle shape and make it the size of my BB, then color it to simulate the colors of my board and other areas of color while I'm laying out stuff.

Later, when you are ready to print, save the file, then re-open it and remove the blocks of color, etc. Just click and delete.

I have printed clip art in the large size to use as a pattern, but I change it to **black and white** and **washout** so that I don't waste ink.

To do that, click clip art icon, find clip art you want, and insert it. Then right click on it and choose **Format Picture** and go to **Picture** tab. Under **Image Control/Color**, choose **Black and White**. OK. Then, right click again, and select washout – you will get a grey version of the picture. (less ink).

When you are ready to print, I remove anything that I don't need (color blocks, etc), and move everything to the upper left of the page. That way, those items get printed first, and I don't waste paper. I use scrap paper for anything I'm going to cut from colored paper, and print in Draft mode. The only time I'd use good paper is when I was printing something that was going directly on my board. Then I recommend using a little heavier paper, so that the seams don't show through.

Then I print, tape or glue together and use it as a pattern to cut colored paper for the BB or as a part of my BB!

Let me know if you have other questions.

In Christ,
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