

How to create a poster using ClarisWorks or AppleWorks

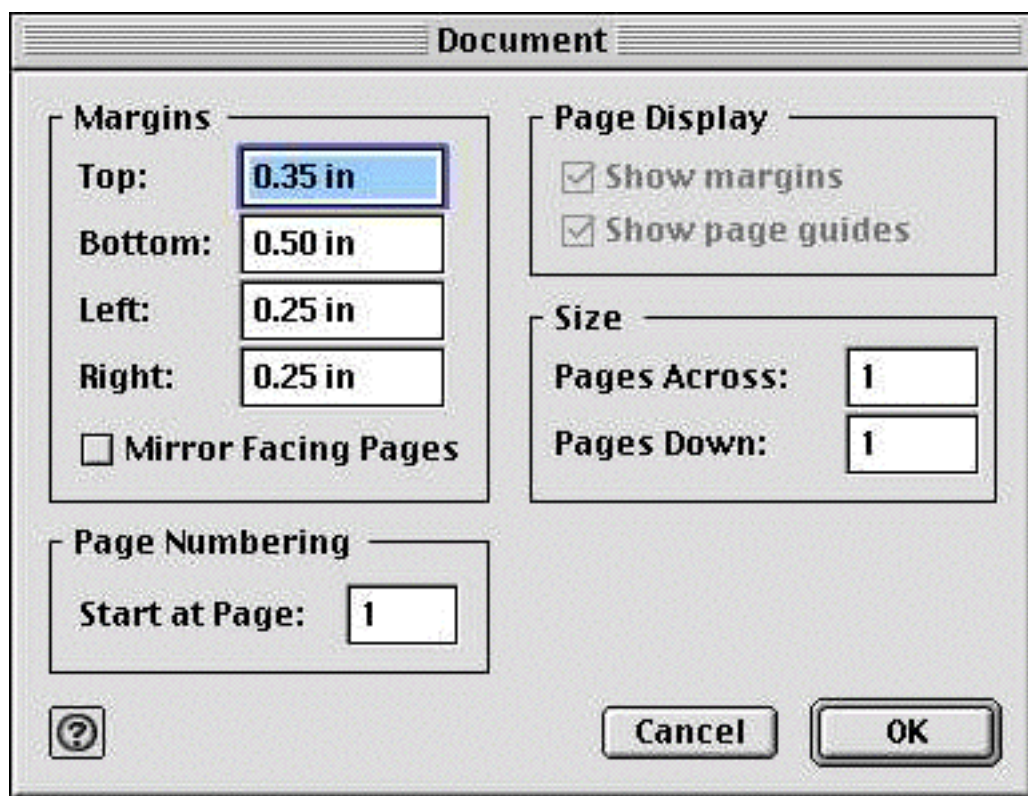


"I need a poster. Oh Cindy, I need a Poster. I need a Po..ster.
Oh Cindy, I need a Poster."

by Cindy "Guan-tan-a-mera!" O'Hora

Making a poster in ClarisWorks & AppleWorks is easy.

1. Start by opening a new Drawing document.
2. Go to Format ...Document..



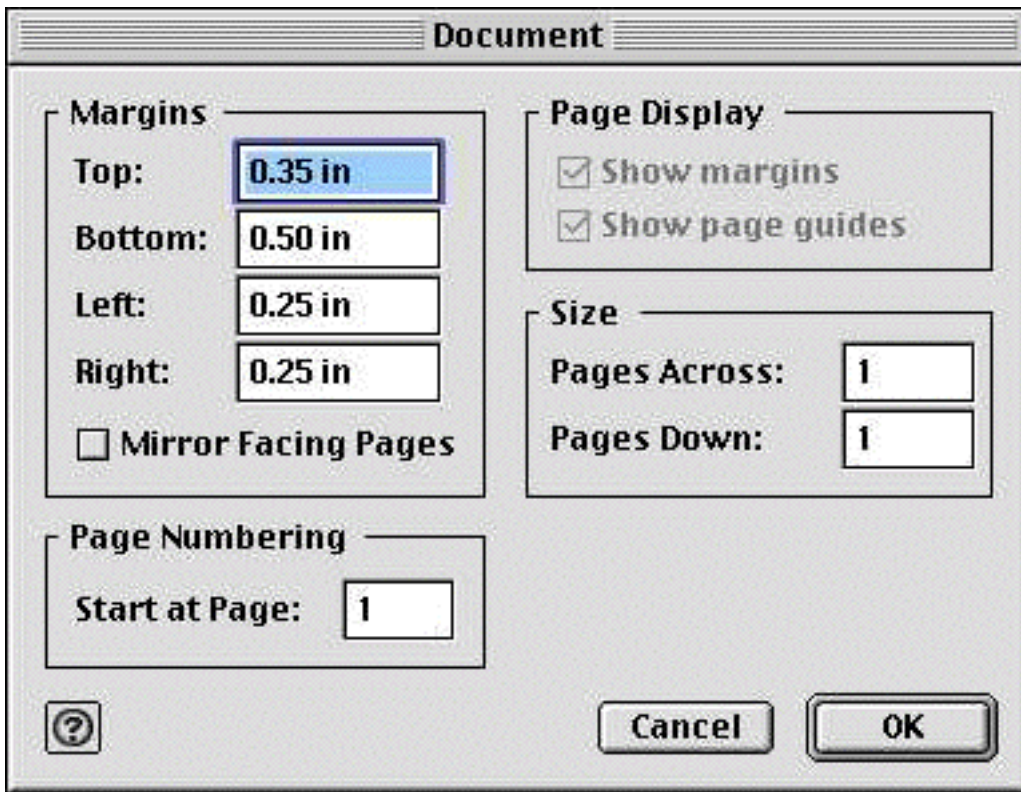
3. In the Size boxes, set the Pages Across and Pages Down to meet your needs.

If you want a poster that is 2 pages tall and 2 pages across then enter 2's. It can help to actually lay sheets of paper out on a table to get a feel for the end size.

You can achieve a very tall and thin "Eastwood look" with legal paper.


Banners: leave the Pages Down alone and just increase the Pages Across.

For a short & wide poster -




use File ... Page Setup to turn the document.

When you click OK, the document will resize to reflect your settings.

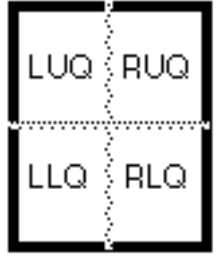
4. Turn on rulers by going View... Show Rulers. I use the "mountains"  at the lower left hand corner of the window to shrink my view. (Click on the smaller ones.) This makes it easier to work out spacing by allowing me to see the whole poster at once. **Note:** This does not actually reduce the poster's size nor does it reduce any pictures or text on it. It only reduces your VIEW. Click on the larger mountains to increase the view.

5. Use the arrow tool to place graphics. In CW & AW5  in AW6 .

6. Use the  [text tool](#) to create blocks of large text. Use the Arrow tool to reposition the text as indicated.

7. When my poster is finished, I print it.

In the 2 page by 2 page example, my ink jet printer will print four pages. Each page will have one quadrant of the poster. There is a small bare margin around all the edges. I trim off the bottom margin of the left upper quadrant. I use stick glue to glue it over the white margin of the left lower quadrant. I take care to match the letters and borders.



I repeat this process for the right side. Then I trim the left hand margin off the right upper and lower quadrants. Again I use glue stick to bring together the left and right hand sides.

I usually also tape the back of the joints for extra strength.

Finally, I mount many of my posters on poster board or a large sheet of construction paper for a finished, matted look.

I made posters with step by step directions on starting the computer and opening a new WP page and shutting down the Mac. I have also made fun ones to promote PTO events and fund raisers.

Printing Problems?

Sometimes you can have trouble printing because of the size of your document. I don't mean the physical size, I mean the memory size. If you have created a colorful, graphic extravaganza, you may find there is not enough memory available in the computer to print it.

1. Save your document.
2. Quit all your programs including ClarisWorks/AppleWorks. Now open only the poster.

3. Try again to print.
4. If that does not work, use the Get Info box under File to increase the allotted memory size of ClarisWorks/AppleWorks. (See the directions in HELP of the AppleWorks program.)
5. Now print it.

Caution: If you elect to take your document to another computer/printer for printing, beware the font change challenge!

[Return to computer techniques](#)

"Daring ideas are like chessmen moved forward; they may be beaten, but they start a winning game.." Rolien Nunn

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