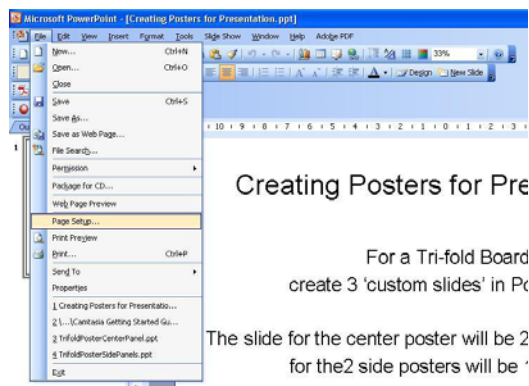


Creating Posters for a Trifold Board (3 Panels)

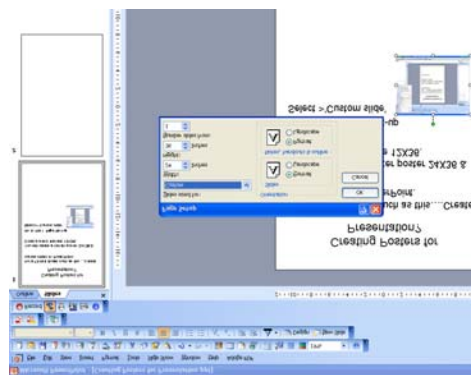
You will create 3 'custom slides' in PowerPoint.

The slide for the center poster will be 24X36, and the slides for the 2 side posters will be 12X36.

1. In Power Point ,go to File > Page Set-up
2. Select '>'Custom slide'



3. In Page set-up, input the dimensions:
12 wide by 36 high for side panels (2)
24 wide by 36 high for the center panel



4. When you submit your print job to CopyWorks!, you will submit 3 jobs attaching one slide to each job.