

Poster- make a nameplate.

Aim: We are going to type our name on here, add a piece of clipart and place a border around the work.

- Loading the program

1. Find the folder in apps called Poster. Open the folder and open the program Poster. Wait for it to appear on the bottom bar.
2. Click on the icon on the bar and a piece of paper will appear on the screen. This is the paper we are going to work on.

- Adding text.

3. Press the control (ctrl) button and 'T' together and a window should appear. This is where we need to type our full name. When you have finished press return.
4. Your writing should have appeared at the bottom of the screen. Drag your writing up onto the paper using the first (left) mouse button. You can put your writing wherever you want it.
5. If you drag the small square (that is part of the box around your writing) you can make the writing become larger. Try that now. If the box around your writing disappears, don't panic, click on your writing with the first button and it should reappear.
6. Now you have got the writing the size you want you can choose the style of writing. Look at the sheet of fonts. Which style do you want? When you have decided, get a menu with the middle button. Slide down to where it says **text**, **and slide across to font**. Choose a font style you want and click on it. If nothing happens make sure you have a box around your words then try it again.
7. We should now have our writing at the size we want, where we want it and in a font we like. The next thing we can do is turn our writing around. We do this by dragging on the circle that is below the box our writing is in. **WARNING-** do not do this too quickly as you may never get your writing the right way up again!!

- Adding a picture.

8. You need to slide your piece of work across the screen until it's about half way across. (Slide by dragging on the top yellow bar of your work) Then click on

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the hard disk once again, and look for a folder called CLIPART. Open this folder when you have found it.

9. Open up a one of the folders you find and you should see the names of the pictures. To look at the pictures double click on the icon and the picture will appear on the screen. Look at it and decide if you want this picture. If you do remember what it was called. If you don't want this picture **cross it out** and double click on another picture.

10. When you have picked your picture, go to the icon (NOT THE PICTURE) and drag the icon over to your piece of paper.

11. You can alter the position and size of the picture by clicking on the box around the picture, just as you did for your writing.

- **Saving your work.**

12. After all this work you will want to save your work. Slide your work across to the right of the screen.

13. Click on the hard disk and double click on the folder called work. Now click somewhere on your piece of work and check the bar at the top is yellow.

14. Find button F3 on the keyboard. Press this and carefully DELETE the name that is there and enter your name. DO NOT CLICK ON OK!

15. Drag the icon ('P' in a square) over to the WORK window and let go. Check your work has been saved.