

INSTRUCTIONS FOR MONTHLY POSTERS

Things to remember before you begin!



Be sure all photos are taken in front of a light coloured wall to avoid colour inconsistency when posters are printed.

Ensure all your photos are prepared in a folder to make them easier to find when browsing your computer.



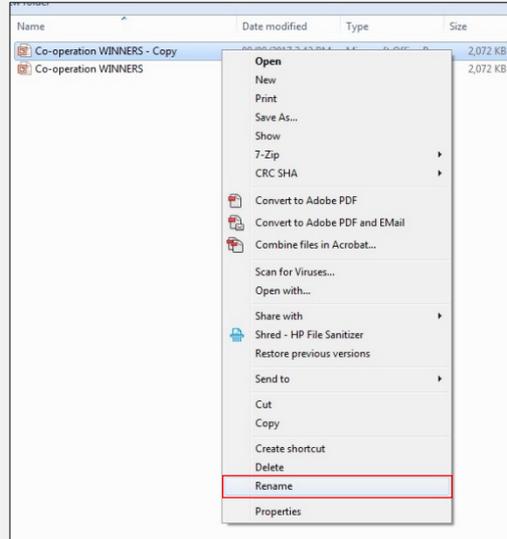
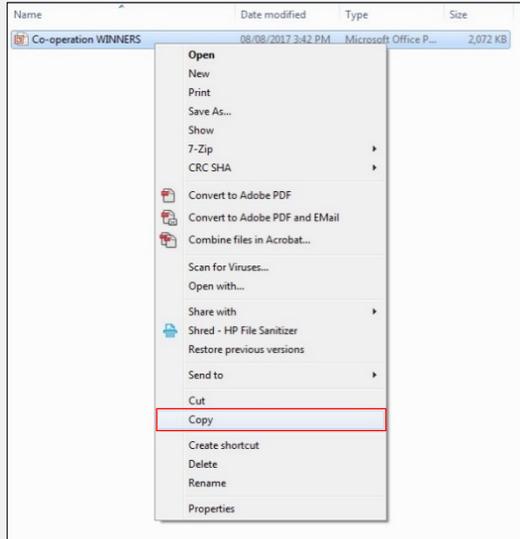
**BUILD CHARACTER.
BUILD SUCCESS.**

Visit www.buildcharacterbuildsuccess.com and download the PowerPoint Template(s).

STEP ONE: ESTABLISH A NEW POWERPOINT FILE

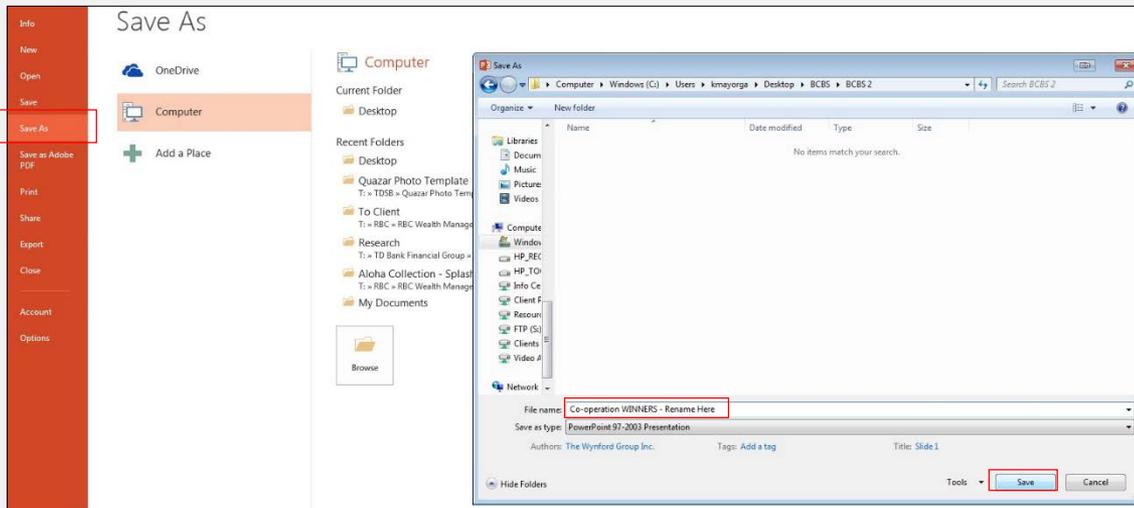
After downloading the PowerPoint Template from the website, save a new copy.

There are two ways to do this.



Option A

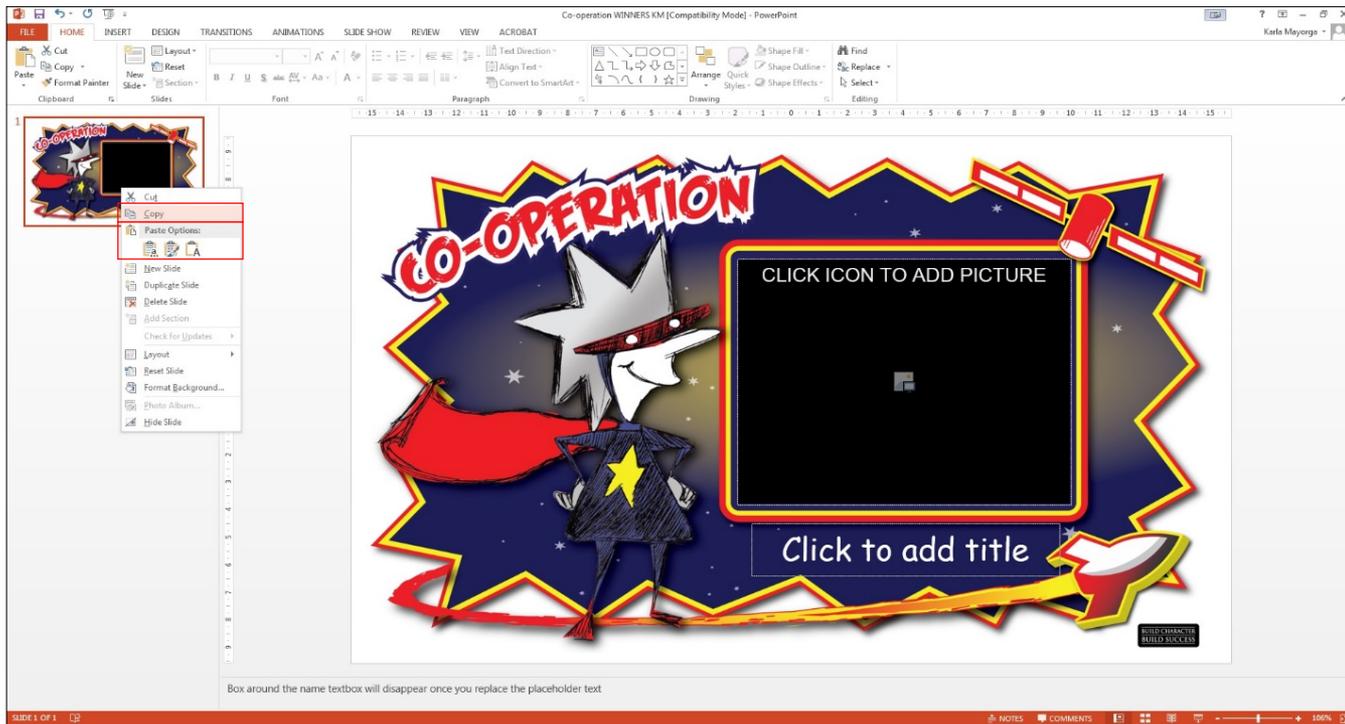
1. Right click on the PowerPoint Template file.
2. Select COPY.
3. Select PASTE to duplicate the file.
4. Rename the new file.
5. Keep the original template as-is for future use, only edit the new renamed file.



Option B

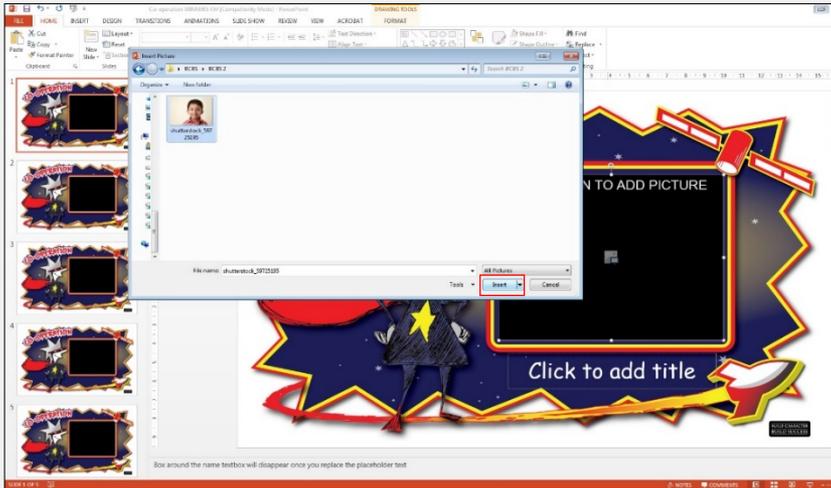
1. Open the PowerPoint Template.
2. Go to: FILE > SAVE AS > BROWSE > FILE NAME (rename the file) > SAVE

STEP TWO: COPY & PASTE THE SLIDES



1. Decide how many posters you will need. Each slide represents one poster (ie. 20 students = 20 slides).
2. RIGHT-CLICK on the first slide and select COPY.
3. Move the cursor below the first slide and then RIGHT-CLICK. Select PASTE. An exact copy of the first slide should appear.
4. Repeat steps until you have enough slides.

STEP THREE: INSERT PHOTO INTO PICTURE PLACEHOLDER



The PowerPoint slide will have a **Picture Placeholder** (pictured above) built into it, this is where the student's photo will appear. The Picture Placeholder is a black box outlined by a white dotted line. It also has a small **Picture Icon** in the centre and the words, "CLICK TO ADD PICTURE".

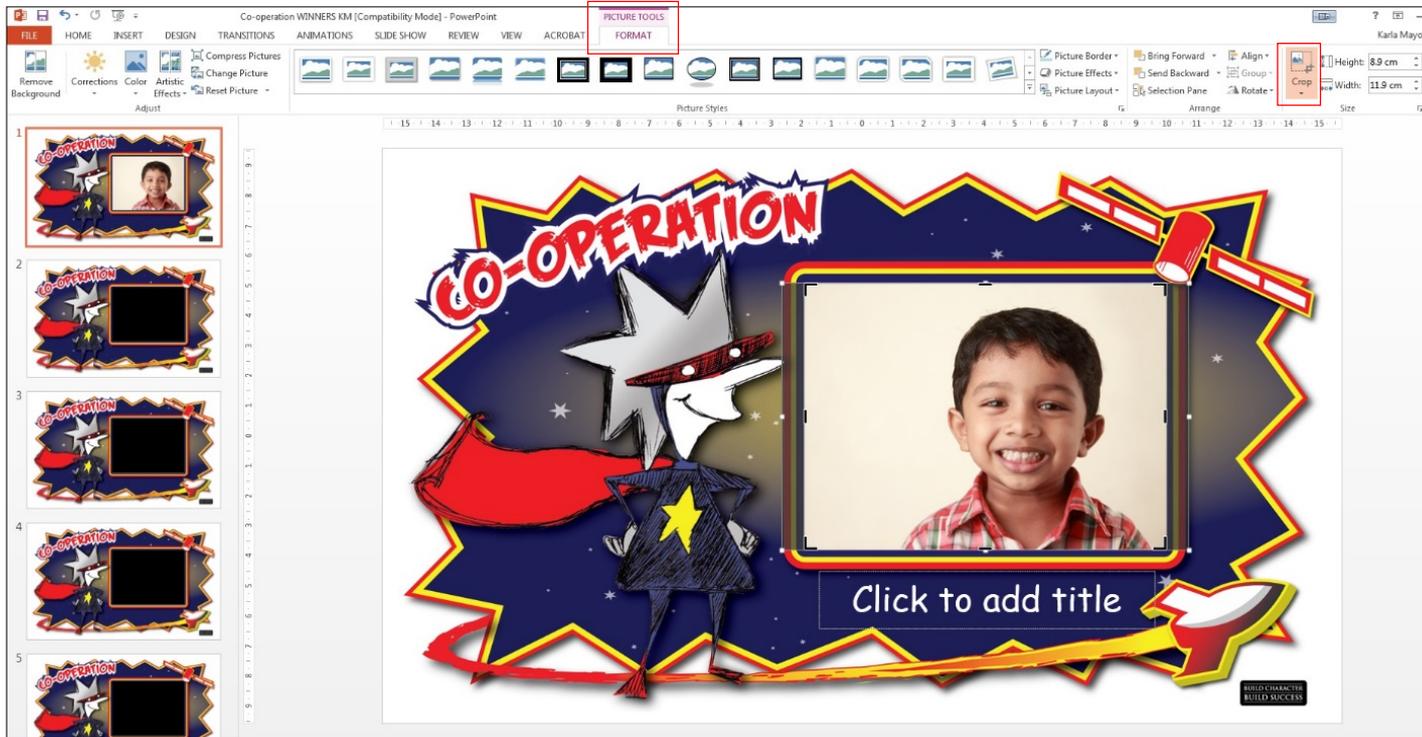
1. DOUBLE-CLICK on the PICTURE ICON.
2. A pop-up window will appear allowing you to browse your computer.
3. Browse your computer and add a student's picture by clicking on the photo and then selecting INSERT.



4. The photo will now appear on the PowerPoint slide. The photo should automatically fit within the Picture Placeholder.

STEP FOUR – PART (A): CROP & RESIZE THE PHOTO IF NECESSARY

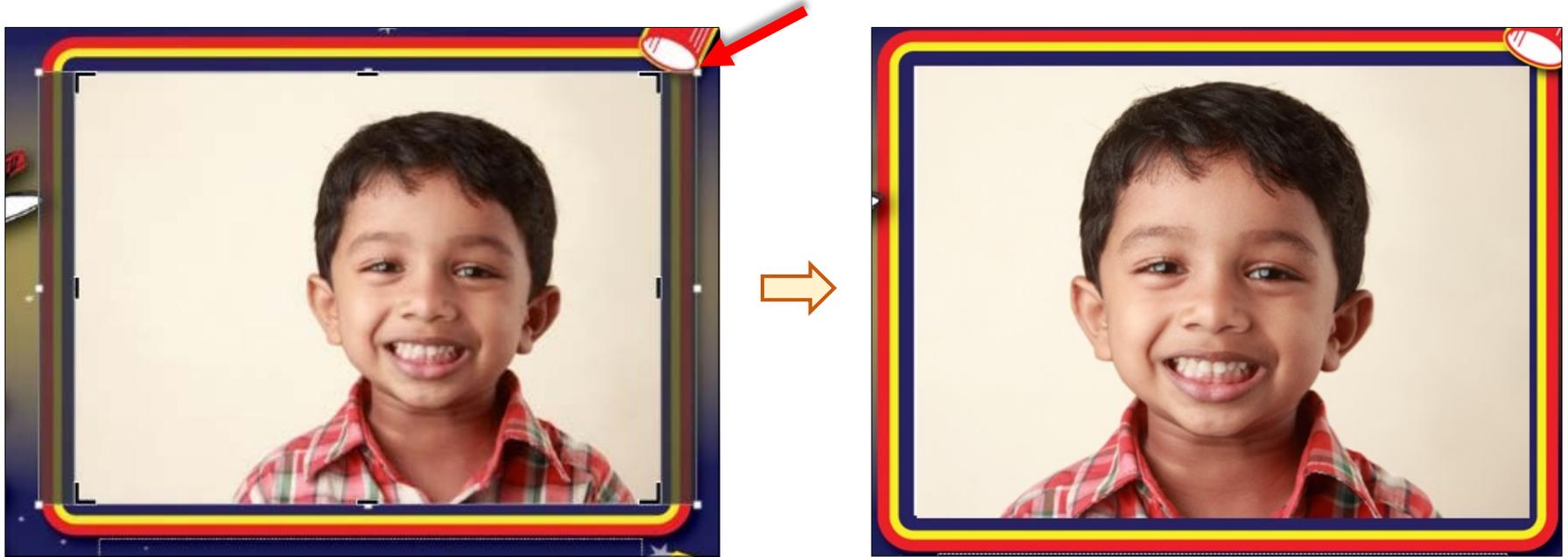
If the photo needs to be resized you can make adjustments without moving the Picture Placeholder.



1. To make adjustments, SELECT the photo and DOUBLE-CLICK.
2. After you DOUBLE-CLICK, the FORMAT tab at the top of the screen will automatically highlight.
3. CLICK on the CROP tool (located on the right side).
4. After you click on the CROP tool, the entire photo will become highlighted. The transparent areas are the parts of the photo not visible within the Picture Placeholder.

STEP FOUR – PART (B): CROP & RESIZE THE PHOTO IF NECESSARY

If the photo needs to be resized you can make adjustments without moving the Picture Placeholder.



5. To **MOVE** the picture up, down, left, or right: A four-sided arrow will appear when you hover your mouse over the photo. **CLICK** and **DRAG** photo to the desired position. **CLICK** off the photo to secure changes.



6. To **RESIZE** the photo: **CLICK** on the photo once > hold down the **SHIFT** key > hover over any one of the white dots in the corner until a double-sided arrow cursor appears > **DRAG** the corner dot to shrink or enlarge the photo. **CLICK** off the photo to secure changes.



Remember: You must hold the **SHIFT** key down before you begin dragging or the image will distort when you drag the corner.

Tip for Mac Users: If you click on the photo once, a small crop icon will appear below the photo. You can follow the same steps by clicking on this pop-up crop icon.

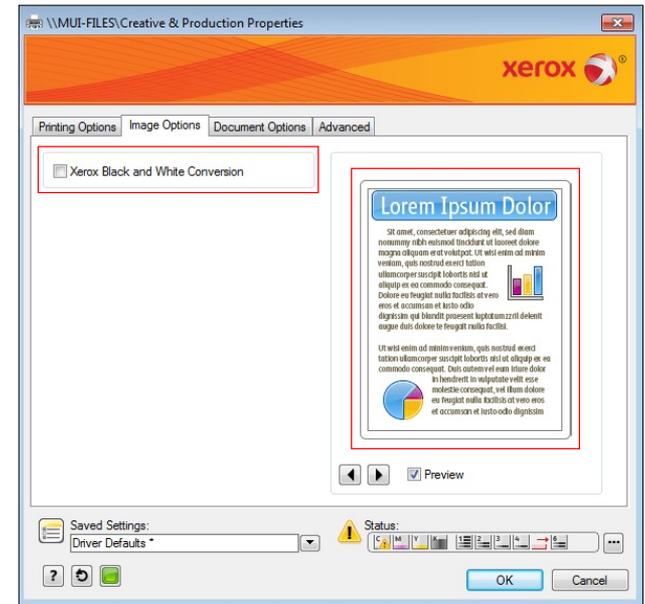
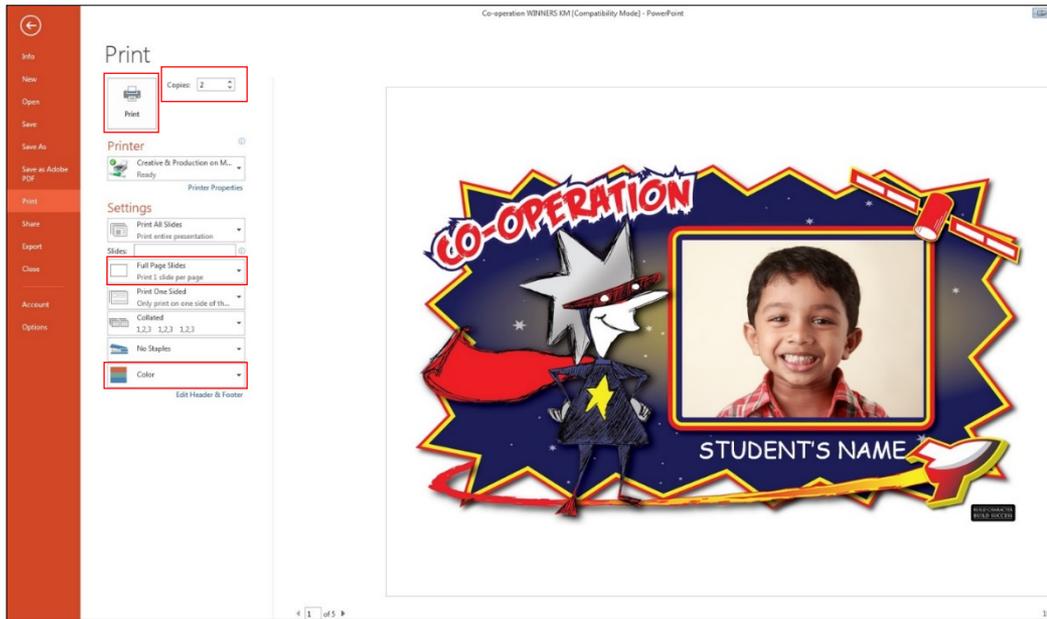
STEP FIVE: ADD STUDENT'S NAME USING THE TEXT PLACEHOLDER



1. Below the student's photo you will see a **Text Placeholder**. It appears as white text that reads, "Click to add title". It is also outlined with a white dotted line.
2. To add the student's name below their picture: **CLICK** inside the Text Placeholder > **TYPE** the student's name in **CAPITAL** letters > **CLICK** away from the Text Placeholder to complete the process (you can click anywhere on the PowerPoint slide that isn't the Text Placeholder)

CLICK ON THE NEXT SLIDE AND REPEAT STEPS 1 THROUGH 5 UNTIL ALL POSTERS ARE COMPLETE

STEP SIX: PRINT THE POSTERS



1. Go to FILE > PRINT.
2. Ensure the **print settings** are correct under PRINT & PRINTER PROPERTIES.
 - ✓ Print on 8.5" x 11" **letter** sized paper
 - ✓ Print in **colour**
 - ✓ Print **full page slides** & check 'Scale to Fit' if that is an available option
 - ✓ Set the number of copies to **2** (one for school display and one for the student to take home)
3. Click PRINT.

