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CREATING A POSTER OR A BANNER

Introduction.

Poster is a great program for creating signs, posters, banners, murals, etc. It is generally applicable to a broad range of uses - all dealing with printing large posters and signs which are not supported by standard Windows word processors and graphics programs.

Getting Started – the fastest way:

1. Select the poster shape: horizontal, vertical, or banner.
2. Select QUICK START WIZARD and fill out the template.
3. Edit the resulting poster, if desired.
4. Add any graphics.
5. Print the poster or banner.

1. Select the poster shape.

- a. Select **VERTICAL** to make a poster that is taller than it is wide.
- b. Select **HORIZONTAL** to make a poster that is wider than tall.
- c. These posters will be the same shape as the *currently selected paper for the currently selected printer*. For a poster which is not the same shape as your paper, select **CUSTOM SIZE**.
- d. Select **BANNER** to make a long, narrow banner. This will be 1 sheet high, and as long as possible. You will be prompted to enter the banner length in pages. To change the banner size after you create your banner, select Page->Change Banner Size.
- e. To make a **VERTICAL BANNER**, select Custom Size. Then enter the final printed size that you want.

For more info, see [Setting Page Size](#).

2. Use Quick-Start, or Just Start Typing.

- a. Select “Blank Page”, then just begin typing in the information, like a word processor. The default font and character size are set to get you going immediately OR
- b. Select “Quick Start” and fill in 1 - 8 lines of text. Select the relative font size. POSTER will compute the optimum font size to fill up the poster or banner.
- c. Select “2,3,or 4 columns” for a newspaper style poster. Click in each column and start typing. You can resize and move the columns as you wish.
- d. Select “Templates” to use a pre-made design as the basis for your poster or banner. Double click on the text, and then start typing in that area.

3. Fine-tune the appearance.

- a. Use the text->fonts menu to select other fonts, and the 'text' menu to change the size and other characteristics.
 - b. Use text->Special effects for 3D, shadow, subscript, inverse, and other special effects.
- You can edit your poster like any other windows word processor.

3. Make a Border.

- a. Select Page->Border and select a simple border, or import one from a file or the clipboard.
- b. Select Page->Background to select a background color.

4. Add Graphics or Pictures:

You can create graphics in 5 ways:

1. Using OLE and the "Insert Object" command:

Select Insert->OLE Object to start an OLE server like Draw, Paintbrush, etc. After you create the object, exit the program; the picture will be pasted into your poster.

2. Pasting from the Windows Clipboard.

Create graphics with 'Draw', 'Paintbrush' or some other program, and then copy them into the windows clipboard. Then, in the poster program, you can paste them into your poster. You may also use a clipart program, such as Corel Gallery.

3. Import graphics files.

Import bitmap files (*.bmp files), graphics files (*.gif, *.jpg, *.tif), or windows metafiles (*.wmf or *.emf files). Metafiles are recommended, as they will scale smoothly when enlarged and printed. Bitmaps will generally look jagged when enlarged and printed, but they can be smoothed using Edit->Smooth Picture.

Graphics can be used as a picture inserted into the text, or a border or background.

4. Draw your own simple graphics.

Use the graphics tools in the 'draw' menu, or the toolbox, to create simple graphics. Use the shapes such as triangle and star (Draw->Star) to use fancy shapes.

5. Scan directly into POSTER. Select File->Acquire->Select Source, and then File-Acquire->Image.

5. Print the Poster.

When you are done, save the poster, and then print it. You can print it as a single sheet, or up to ten times bigger (which takes 100 sheets of paper). You then have to paste the sheets together to make a single, big poster or sign.

Each poster is 1 page on the display screen - usually 8 ½ x 11 inches (21.6 x 28 cm.) - when you create it; but when you print it, you scale it up to be as big as you want (up to 9 feet - 266 cm. - wide or high)!

Each banner is about 10 inches wide on the screen, but it prints 10 times bigger, making it 109 inches (almost 9 feet - 266 cm.) wide.

Support and Registration.

Problems and Questions:

For questions, help on any problems or suggestions, send a note to the Poster Software web site. Our email address is:

Internet: Support@postersoftware.com

Phone: (206) 848-0467

Updates:

WWW: For the latest information and the very latest version of POSTER, visit our web site:

<http://www.postersw.com>.

The WEB site also contains a poster FAQ (frequently asked questions).

Registration:

POSTER is shareware. PLEASE register this program if you find it useful. Registration is only \$18 (+ \$4 for a CD, \$5 foreign), which is incredibly reasonable for a program as powerful and flexible as POSTER.

When you register, you will be emailed the registration code immediately. (Be sure to indicate your email address). In addition, you will be mailed a disk full of fancy borders and the latest version of poster. Registration allows you to continue printing after you have printed your first 10 posters. Registration also entitles you to full support, and all future upgrades.

To enter the code, select Help->Registration, and click on "enter registration code". Then type the code into the box, and click on OK.

To register:

Credit Card Orders (Visa, MC, Amex, Discover) are handled by Poster Software

WEB: <http://www.postersw.com>.

Phone: Call Poster Software at 1-888-853-4828 (toll free).

If you can't reach us, call PSL at 1-800-2424-PSL, or 713-524-6394,

FAX to Poster Software: 253 848 6087. (include mailing & email address)

Do NOT use these numbers for any support questions.

Instead, call us at (253) 848-0467.

By Mail: Send check, money order, or cash to:

Poster Software

11002 48th St. Ct. E.

Edgewood, WA, 98372

USA

Thanks,

Bob Bedoll

WHAT'S NEW.

See the readme.txt file in your POSTER directory for a list of new features.

QUICK-START.

Quick-Start will help you create a poster or a banner in less than a minute. Quick-start automatically calculates the optimum font size and spacing, based on the text you enter. After you create a poster or banner with quick-start, you can edit it using all the normal POSTER features and special effects.

1. Select the Quick-Start Wizard after selecting File->New.
2. Fill in your text, with as many lines as you want.
Each line becomes 1 line on the poster or banner
(no automatic word wrap).
Empty lines (lines where you entered NO characters or blanks) are ignored.
If you specify at least 1 blank in a line, that line will NOT be ignored.
Use TAB to move to the next line (don't use ENTER or RETURN)
3. Select the relative font size.
'Medium' is 2/3 the size of 'Big'. 'Small' is 1/3 the size of 'Big'.
4. If you don't like the default font (Arial), click on the font box for that line, and select the font you want. Quick-start allows only 1 font per line.
(Once quick-start is done, you can change fonts on a character by character basis.
(Don't bother to select the size in the 'font' dialog box; Poster ignores it.)
5. When done, click on OK.
6. Enter YES if you want a simple rectangular border. For Banners, this will default to an automatic border, which expands as your text expands. To change the border later, select Page->Borders.

POSTER will calculate the biggest font size that will work for your poster or banner, while still ensuring that each line you entered appears as a single line on the poster. The size of the medium and small fonts will be set to 2/3 and 1/3 of the size of the big font.

When Quick-start is done, it presents your poster or banner to you. Now you can edit it in any way you want, changing the text and adding graphics as you wish.

PRINTING – *What do you want to do?*

- **Print a Poster**
- **Print a Banner**
- **Select the size of the printed poster/banner**
- **Select Alignment Marks to help in pasting pages together**
- **Overlap a little of each edge to help in pasting pages together**
- **Select paper type**
- **Select Printing Method A, B, C, D**
- **Print a range of sheets**
- **Change Printers**
- **Print in Color**
- **Set a Custom Size**
- **Change the Margins or Page Size**
- **Preview the printed poster**
- **Change the Print Order**
- **Print Each Page Immediately**
- **Troubleshoot printing problems**
- **Save the printer settings only**
- **Print multiple copies**
- **Print a large poster or banner at Kinko's**
- **Print on a large-format printer or plotter**

Printing Posters: *What do you want to do?*

- **Print a single page exactly as it looks on the screen:**
 1. Select File->Print.
 2. Select "1 X".
- **Print a double size poster, which is actually 4 sheets of paper:**
 1. Select File->Print.

2. Select the “2X” option. Everything on the poster, including all the text and all the graphics, will be automatically printed in double size, using 4 sheets of paper. This is a good size to use if you are going to paste the poster onto standard size ‘poster board’.

- **Print a poster to paste onto standard size ‘poster board’.**

1. Select File->Print.
2. Select the “2X” option. This will make 4 sheets.

- **Print bigger than double size:**

Select the “3x”, “4x”, etc. option. Everything on the poster will automatically be scaled up.

NOTE: If you have specified a Custom Size, the print scale will be automatically set to print your poster at the full size you specified. You can still check “1 sheet” to print a sample sheet.

Maximum Size.

The maximum size of your poster or banner is about 100 feet high by 100 feet wide..

Banners: *What do you want to do?*

1. You select the banner length (also known as the banner width) when you create it.
2. You can always change the length by selecting Page->Change Banner Size.

- **Print the banner full size.**

1. Select File->Print.
2. The scale factor will already be set to give you a full size banner.
3. Select ‘Paper Type: Continuous Forms’ to print on banner paper.
4. Select PRINT.

- **Print a single-sheet sample of the banner.**

1. Select File->Print.
2. Select ‘1x’.
3. Select PRINT.

- **Print the banner as a single, continuous sheet.**

1. You must a printer like the HP680 that can print on banner paper.
2. Set your printer to banner mode and load banner paper.
3. Select File->Print.
4. Select ‘Paper Type: Continuous Forms’.
5. Select PRINT.

- **Eliminate page ejects between pages when Continuous Forms is set:**

1. Select File->Print
2. Select More.
3. If your first page continues ok onto page 2, and then page ejects: Change “Override Paper Size, width” to a value shorter than its normal length (usually 11 inches). For example, 10.8. This will

cause POSTER to page eject sooner. Experiment with this value till you get something you want. Ideally, you want POSTER to go to the very end of a page, and then page eject onto the next page, which results in a completely continuous form.

4.If your first page does a page eject before it gets to the end of page 1, then change “Override paper size, width” to something longer than 11 inches. This will cause POSTER to page eject later. Experiment with this value till you get something that works.

5.This value is reset when you restart POSTER.

- **Make a banner with the paper sheets in Portrait mode, rather than landscape mode.**

When you create the banner:

1. Select Custom Size.
2. Select Portrait mode.
3. Set the number of pages wide. Set 1 page high.

OR, If you have created the banner in landscape mode, you can still print it in portrait mode (but the bottom 1/3 of each sheet will be blank):

1. Select File->Print.
2. Select More.
3. Set ‘Override Orientation’ to VERTICAL.
4. Select Preview to make sure you are getting what you want.

- **Print a banner taller than 8 ½ inches.**

1. Select Page->Custom Size.
2. Enter the final size you want, either in inches (or cm.), OR in pages.
3. Select Portrait or Landscape mode for printing.
3. Readjust your banner font sizes.
4. Select File->Print. The print scale factor will already be set correctly for you.

Preview.

- **To preview the entire printed poster:**

1. Select File->Print.
2. Select the scale factor.
3. Select PREVIEW.

The preview option will show you exactly how the poster will look on the printed page, at the scale you have selected. Each rectangle corresponds to a printed page.

- **To see the page marks on your working copy:**

1. Select View->Page Breaks.
- 2.The page marks will reflect the last print scale factor set in File->Print.

Margins.

What do you want to do?

- **Change the margin between the edge of the paper and the printed area on the poster or banner?**

This is called the 'Paper Margin'. The default is ½ inch around each edge of **each** page. **Margins stay the same regardless of the print scale factor, because the margin is the same on each printed page. If you enlarge your poster, the margin does not change! Each page has the same margin ALL AROUND it.**

To change this:

1. Select "Page->Margins".
 2. Change the values in the 'Paper Margin' box.
 3. Changing the margin will affect the printed area of the poster.
 4. Changing the MARGIN also affects where on each sheet POSTER prints the image.
 5. Margins are saved with the Poster. They do NOT change when you change printers. If you want to change margins when you change printers, you have to manually reset the margins using Page->Margins.
 6. Margins stay the same regardless of the print scale factor, because the margin is the same on each printed page.
- **Change the margin between the edge of the printed area and the start of the text.**

This is called the text margin. To change it.

 1. Select Page->Text Margin.
 2. Enter the new text margin.
 3. For more information, see [Text Margins](#)
 - **Print over the fold for a dot-matrix or ink-jet printer:**
 1. Check 'Continuous forms'. This sets the margin for the page height to zero.
 2. If you still get a page eject, try Print->More, and change the Override Paper Size, width to a smaller value to get a page eject sooner, or to a larger value to get a page eject later.

More information on Paper margins:

Paper margins are the space around each printed page or sheet. POSTER defaults to a ½ inch (1.3 cm) margin around each printed page. (When the pages are cut and pasted together, the entire poster will have a ½ inch margin around it). To override this, see above. (For continuous forms, the side margins are set to 0). For a 1x poster of standard size, the actual printed size is 7 ½ x 10 inches (19 x 25.4 cm). For a 2x poster, the actual printed size is 15 x 20 inches (38 x 50.8 cm), and so on.

POSTER determines the size of the paper you are using from the paper selection you make in your Printer Setup. If you are using 8 ½ x 14 inch paper (legal size) for example, POSTER will automatically take that into account. POSTER always leaves a ½ inch margin all around each page, unless you override it (see above), or set 'continuous forms'.

Pasting pages together.

Each page will be printed separately, and the pages must be pasted together. To help you do this, you can specify 'alignment marks' and 'overlap edges'. If you specified 'continuous forms' and your printer supports this, then each 'strip' will be printed continuously. If you have multiple strips, they will have to be pasted together.

Alignment Marks and Overlap.

There are two different kinds of alignment marks:

Corner marks: small marks will be printed in each corner of each page. By lining these marks up when pasting the pages together, you can get accurately placed pages.

Cut lines: dotted lines are printed on each edge which must be pasted to another edge.

Overlap: This option is independent of corner marks and cut lines. When selected, a small amount of poster overlap is printed on the edge of each page to make it easier to mate pages together. The overlap is out to the printable edge of each sheet.

Print Sizes.

What do you want to do?

- **Enlarge your current poster or banner to an even multiple of your paper size:**
 1. Select File->Print.
 2. Select the size of the poster you want to print, such as 1x, 2x, 3x, 4x, etc.
- **Enlarge your current poster or banner to a non-even multiple of your paper size.**
 1. Select File->Print.
 2. Select the scale factor you want.
 3. This will not change the shape of your poster, only the size.
- **Enlarge you current poster to a specific width or height:**
 1. Select File->Print.
 2. Select the width or height you want. You can only select width or height; POSTER will compute the other one automatically to preserve the aspect ratio.
- **Enlarge your current poster to a specific width and height which is not the same shape as your current paper size** (in other words, you want to change the aspect ratio of your poster to be different from the aspect ratio of your paper):
 1. Select Page->Custom Size or File->New->Custom Size.
 2. Set the final size of the poster or banner you want.

Possible entries:

One of the following can be set, and it causes the other two to automatically be set:

SCALE FACTOR: A decimal number between 1.0 and the maximum indicated on the menu. This is a multiplier, not a percent. (To make the poster twice as big, use 2.0, not 200).

Example: A scale factor of 5.5 multiplies the page height AND width by 5.5, so the standard size poster (7.5 x 10) becomes 41.25 x 55 inches.

WIDTH: A decimal number between 1.0 and 105.0 specifying the width of the poster, in inches or centimeters. The height will automatically be set, based on the original size of a single page.

HEIGHT: A decimal number between 1.0 and 105.0, specifying the height of the poster, in inches or centimeters. The width will automatically be set, based on the original size of a single page.

Paper Type.

What do you want to do?

- **Print each sheet individually:** Select File->Print, Options, and check 'print each sheet separately'.
- **Print over the paper fold in continuous strips:** Select continuous forms - the normal mode for dot matrix printers.
- **Print on continuous forms (banner paper):** select continuous forms if you are printing in banner mode (be sure to set your printer driver to banner mode). Continuous forms sets the margins to 0 for the edge containing the paper fold.
- **Prevent my printer from page ejecting at the fold:**
 1. Select Continuous Forms in the Print dialog box.
If that does NOT work, do the following:
 1. Select File->Print->More.
 2. Set the Override Page Size, Width to a larger value to get a page eject later, and to a smaller value to get a page eject sooner.
 3. Try printing. Experiment with different values till you find one that works well.

Save Settings Only.

Pushing this button causes POSTER to remember the print size, alignment marks, paper type, and printing method that you just set. This button exits the Print dialog box without actually printing anything. NOTE: Print or Print Preview will also remember the settings.

Printing Method A, B, C, D.

If you are having trouble printing the poster, and especially if you loose characters at page edges, try the alternate printing methods. These will cause all text to be sent to the printer as a bitmap graphic, rather than as characters.

If your printer is dropping characters at the end of pages when you print at 2x or greater, then check one of the alternate printing methods. If you get postscript errors or color errors, try this also.

Method A, B, and C are three different approaches to printing the poster text (graphics are not affected). Each is more successful on different types of printers. Try method A first; if that fails, try B, then C, then D. If they all fail, send me a note.

Method A: This method FAILS on most Postscript printers. Otherwise, it should always work.

Method B: This method work best for black text. Colored text will change color when printed against a non-white background. White text will not print.

Method C: This method should always work, but can be slow.

Method D: This method will work for all colors and backgrounds, but is very slow. Allow 30 seconds/character to generate the print file.

Changing Printers.

To change printers from within POSTER:

1. select File->Printer Setup
2. then select the printer you want.

You can also use the control panel to change the default printer, but within a POSTER session, once you use File->Printer Setup to change printers, changing the default printer in the control panel will no longer have any effect on POSTER.

Color.

POSTER will print in color if your printer and printer driver support it. All graphics, borders, and text will print in the same colors as shown on the screen - within the capabilities of your printer.

Printing a Range of Pages.

What do you want to do?

- **Print a range of sheets of a multi-sheet poster or banner:**

1. Select PRINT->MORE.
2. Enter the page number start and end of the range you want to print. Pages are numbered in the order printed, starting with 1. This value must be reset EVERY time you print OR preview.
3. Horizontal Posters and banners: numbered in rows from left to right, then top to bottom. Page 1 is in the upper left-hand corner.
4. Vertical Posters are numbered in columns from top to bottom.
5. You may use PREVIEW to ensure that you are printing the correct sheet.

- **Print individual sheets from the Print Preview display:**

1. Select PRINT->PREVIEW.
2. Click on the sheet you want to print. This will enlarge it.
3. Click on the PRINT THIS PAGE button.

Print Order.

Horizontal posters and banners normally print their sheets from left to right. Vertical posters print from top to bottom. This is done to make Continuous Forms work properly. You can manually override this for special situations (such as continuous forms along the wide edge).

This value must be reset EVERY time you print OR preview.

NOTE: If you manually override print order, you may have to reselect Continuous Forms to get continuous forms to print correctly.

Print Each Page Immediately.

When this box is checked, each page is sent to the printer as soon as it is generated. Each page becomes a separate print file.

CLEAR this box to put all pages into a single print file (the default and standard Windows treatment).

This is useful when:

1. Sending a FAX. (Otherwise each page is a separate fax).
2. Sending to a network printer that generates a banner page for each print job.

Printing Multiple Copies.

To set the number of copies to print:

1. Select File->Print.
2. Select "More Settings".
3. Set the number of copies desired.

This setting remains set until you change it, or till you load or create a new poster.

NOTE: Multiple copies are produced by your printer driver from a single print file (thus saving disk space). If your printer driver does not support multiple copies, this field will not work.

Printing Problems.

POSTER relies on Windows printer drivers to print your poster or banner. Some of these drivers have bugs that cause printing problems. This section helps you recognize these bugs, and work around them.

The most common printing problems are:

1. Text characters that cross page boundaries are dropped (not printed), rather than being split across the pages.

Workarounds:

- a. Select File->Printer Setup. Check printing method A1. Click OK. Then try printing. If that doesn't work, Select File->Printer Setup, and try method B, or C. One of these should work.
- b. Alternative workaround. If you have an HP Laserjet printer (or compatible), load and use the HP Laserjet II driver. (see instructions below).

2. Bitmap pictures (BMP, JPG, and GIF files) that cross page boundaries are distorted or print incorrectly.

This should *not* happen with Poster 6. Workaround: Select File->Printer Setup. Under Bitmap Printing, check 'Alternate'. Then try printing.

3. Printing using Print Method A prints the wrong characters, resulting in garbled text (for example, an 'A' prints as a '\$').

Workaround: Use the standard print method, or method B or C or D. To change the printing method, select File->Printer Setup.

4. Some special effects text print the wrong characters(the ones marked with an asterisk in the Text->Special Effects dialog box) (for example, an 'A' prints as a '\$').

Workaround: If you are printing only Upper Case characters, and numbers, select File->Printer Setup. Under Text Special Effects, check 'Alternate'. Then try printing. This workaround will not work on lower case characters.

5. Page ejects when printing in continuous form (banner mode).

If you get a page eject between pages, do the following:

1. Select File->Print.
2. Select More.
3. If your first page continues ok onto page 2, and then page ejects: Change "Override Paper Size, Width" to a value smaller than 11 inches. For example, 10.8. This will cause POSTER to page eject sooner. Experiment with this value till you get something you want. Ideally, you want POSTER to go to the very end of a page, and then page eject onto the next page, which results in a completely continuous form.
4. If your first page does a page eject before it gets to the end of page 1, then change "Override paper size, width" to something longer than 11 inches. This will cause POSTER to page eject later. Experiment with this value till you get something that works.

6. Other printing problems.

Try each of the following, one at a time. These have all corrected various printing problems for Poster users.

1. Uncheck the box "Print Each Page Immediately" under File->Print->More.
2. Reprint just the pages that didn't print the first time. See File->Print->More.
3. Print only a range of pages at a time. See File->Print->More.

4. Make sure you have enough disk space. A BIG bitmap at 300dpi could take up a lot of space. (A full-page, full color bitmap could require $8 \times 300 \times 10 \times 300 \times 4 = 28.8\text{MB}$ for each page!).
5. Make sure you have the latest version of your printer driver (check the manufacturer's web site).

If these don't work, send email to support@postersw.com, or call (206)848-0467.

To find out if you have one of these problems:

1. Print the printer test page (File->Printer Test).
2. Examine the output, especially sheets 3 and 4, which will show problems with the text special effects, and the lower half of the bitmap of the flower.

These bugs have been reported with the following printer drivers:

- **HP Laserjet 6 PCL** driver (but NOT the 'Host Based' driver): Problems 2, 3, and 4.
Workaround: Load and use the Laserjet 6 Host Based driver, which is supplied with your printer.
OR
Load and use the Laserjet II driver which is supplied with Windows 95.
Do NOT print using Method A - it is not necessary for this printer.
- **Some HP Postscript** drivers: Problem #3 and 4 only.
Workaround: Do not use the text special effects marked with an asterisk.
Do NOT print using Method A - it is not necessary for this printer.
- **HP 660C and 820C**: Problems 3 and 4.
Workaround: Do not use the text special effects marked with an asterisk.
Do NOT print using Method A - it is not necessary for this printer.

NOTE: As a general rule, if you have an HP Laserjet or Laserjet compatible printer, and you are having printing problems: Load and use the Laserjet II driver which is supplied with Windows 95. To do this, select Start->Settings->Printers. Click on add printers. Click on HP. Find and Click on Laserjet II. You can have both this driver and your other Laserjet driver loaded at the same time. When you print a Poster, you must select File->Printer Setup from Poster, then select Laserjet II as the printer to use.

Special Printer Instructions.

LASERJET III USERS.

If the posters you print are missing characters at page edges, then do the following:

1. In the PRINT dialog box, check the button marked "Method A".
2. Be sure your printer is set to 300 dpi.

OR - install the laserjet II driver, and select it when printing posters. Use the Standard printing method.

LASERJET 4 USERS.

To successfully print posters, you must configure your printer as follows:

1. From the control panel, select printers, select 'Setup':
2. Set resolution to 300 dpi. (At 600dpi, printing takes a very long time, and may hang the printer.)
3. Select "options".
4. Select "Graphics Mode" = "raster", "Graphics Quality"="high", and check "print true-type as graphics".
5. Close the control panel.
6. Start "POSTER".

If posters still do not print properly, then in the PRINT dialog box, check the button marked "Method A". This should always work.

POSTSCRIPT PRINTER USERS.

Poster may be unable to set the printer to horizontal or vertical page orientation. If "Preview" shows that the paper is not properly oriented for your poster, use the "Print Setup" selection to set the Page Orientation manually.

Some of the special effects characters don't print properly on postscript printers.

If they fail on your printer, go to Text->Special Effects and check the box marked 'check if characters print incorrectly'. This will fix some of the characters, but not all of them.

If you get postscript errors, or you are losing characters at page boundaries:

1. From the control panel, select Printers, then select 'Setup.
2. Select "options", then select "advanced".
3. Select "print true type fonts as" "Bitmap (type 3)".
4. Close the control panel.
5. Start POSTER.

If posters still do not print properly, or print too slow, then in the PRINT dialog box, check the button marked "Method C". Do not use method A as it will usually fail.

If you don't get all the pages, go to Print->More and Unselect "Print each page separately".

HP680 Series Printers.

To print banners:

1. From File->Print Setup, select 'Paper' and check "banner".
2. From File->Print, select 'continuous forms'.

To print posters in continuous strips, do the same thing.

HP 720 Series Printers.

1. During the printer install an HP72X ToolBox icon will be placed on your desktop. Opening this will display several launchable HELP bullets, one of which is **PRINT BANNERS**. Launching this will give you the 7 steps to setup your printer *physically* to print banners.
2. The two key points are sliding the banner selector UP on the front of the printer, and from within

Poster select File->Printer Setup, Select Printer HP72XC and then click **SETUP**, this is a key point.

3. On the Setup menu for your selected printer, be sure that **Banner** is selected and not **CutSheet**. After you OK this HP Setup Panel, you can continue to work and print in the current program instance of **Poster**.

4. When you print, select "Continuous Forms" in the File->Print dialog box.

EPSON Color Stylus Printers.

To create a banner on continuous form paper, you must have set the Epson Printer Driver to use a single 44" page, and then you must create a single page Horizontal Poster (Not a banner):

a. Before you start Poster, set the Epson Printer Driver to use a 44" page:

Select Start->Settings->Printers.

Highlight your printer, then select File->Properties.

On the MAIN or DETAILS tab, change the Paper Size setting to User Defined.

Specify 44" in the height.

Click APPLY, then OK.

b. Now Start POSTER, and select HORIZONTAL or VERTICAL. This will create a single page banner which will fully fill your page. DO NOT SELECT BANNER MODE.

d. When you print, print at 1x, which will give you a single 44" banner.

You can also start Poster, then select File->Printer Setup->Setup, and change the paper size to User Defined and the height to 44". Then you MUST create a new poster by selecting New->Horizontal. When you print, print at 1x, which will give you a single 44" banner.

There is no need to specify Continuous Forms when you print the banner, as you are really only printing one page.

See the separate section on Large Format Printing.

DOT-MATRIX Printers.

To print banners and posters in continuous strips, from File->Print, select 'continuous forms'.

If you get a page eject between pages, do the following:

1. Select File->Print.

2. Select More.

3. If your first page continues onto page 2, and then page ejects: Change "Override Paper Size,Width" to a value less than 11 inches. For example, 10.8. This will cause POSTER to skip to the top of page sooner. Experiment with this value till you get something you want.

4. If your first page does a page eject before it gets to the edge, then change "Override paper size, width" to something longer than 11 inches. Experiment with this value till you get something that works.

PRINTING AT Kinko's.

When you are satisfied with your poster or banner, you can bring it or send it to Kinko's to print on one of their large-format, poster-size printers. In this way you can print a professional-quality poster without having to piece together individual sheets from a standard letter-size printer.

The easiest way to print at Kinko's is to use the Kinko's File Prep Tool, which is available FREE.

1. Download and install the Kinko's File Prep tool from <http://www.kinkos.com/kfp/index.html>.
2. After you install the software on your computer, start POSTER, select File->Printer Setup, and choose Kinko's File Prep Tool -- just as if you were printing to a physical printer.
3. Click on 'Properties'. Then select the page size you want for your poster.
4. Click OK, then OK.
5. POSTER will ask you to confirm the page size you want. Then it will automatically rescale your poster to fit the page size you have selected.
6. When you are satisfied with your poster, just select Print, select 1x, and press Print.
7. The Kinko's File Prep Tool will run and create an onscreen proof or preview to show you exactly what your document will look like when it's printed.
8. After you're finished checking the preview, use the SAVE command in the Kinko's File Prep Tool to save your converted file in Kinko's Document Format (KDF). (*NOTE: POSTER will not save directly in KDF format – you must use the SAVE command from within the Kinkos File Prep Tool*). You can put the file on your hard drive or on any kind of removable media, from floppy disk to Jaz® disk. Now take your KDF file to your nearest participating Kinko's location to place an order. You can also send an order online using Kinko's Web Order system. Visit the Kinko's website at www.kinkos.com for more information.

[For more information on setting your poster up to print on a large-format printer or plotter, click here.](#)

(Poster Software is not affiliated with Kinko's, and receives no royalties or commissions from any work you take to Kinko's or any other commercial printer.)

LARGE-FORMAT PRINTING

POSTER supports printing on large-format printers and plotters. This will let you print a poster or banner on one large sheet of paper, rather than piecing together many small sheets.

You can create your poster and banner and print out a 'proof' on multiple small sheets. Then you can change your printer to a large-format printer, select a big paper size, and POSTER will automatically rescale your poster or banner to fill the new page.

There are 2 ways to print on large format printers:

1. Create a poster or banner for standard 8.5x11 paper, and then enlarge it when you print it, or when you send it to the Kinko's File Prep tool for printing at Kinkos.

OR

2. Create the poster or banner specifically for a large sheet of paper (for example, 36 x 24).

Method 1 (use this method if you have an existing poster created for 8.5x11 inch paper, or if you want to proof your poster on 8.5x11 inch paper before you print it on large paper).

a. Create the poster for a standard 8.5x11 inch page for a standard letter-size printer (usually your default printer).

b. Change your printer to a large format printer, or to the Kinko's File Prep tool, and select the page size you want (such as 36x24):

1. Select File->Printer Setup.

2. Click on the large format printer you want to use, (or the Kinkos File Prep tool if you are going to print at Kinkos) and click Properties.

3. In the Printer Properties, set the paper size you want, including a custom size such as 24x36.

4. Click on OK in the Printer Properties, and Click on OK in the Printer Setup screen.

5. Because you changed the page size, the custom page size will show up. Check the button marked 1 page wide x 1 page high, and click landscape or portrait as you wish. Then click OK.

6. The Rescale dialog box will now come up. Usually, you should select the 'proportional rescale', and click on OK. This will cause POSTER to stretch your poster to fit the new page.

c. Now click on File->Print, and print your poster at 1x.

d. If you are using the Kinko's File Prep Tool, you must then use the SAVE command in the File Prep Tool to save your file, and bring that file to Kinko's for printing.

Method 2: (use this method if you are creating a poster from scratch, and want to always work with the full-size poster).

1. When POSTER starts, select 'Custom Size'.

2. When asked if the paper size is correct, click NO. This will cause the printer setup dialog box to appear.

3. Click on the large format printer you want to use (or the Kinkos File Prep tool if you are going to print at Kinkos) and click Properties.

4. In the Printer Properties, set the paper size you want, including a custom size such as 24x36.

5. Click on OK in the Printer Properties and click on OK in the Printer Setup screen.

6. Because you changed the page size, the custom page size will show up. Check the button marked 1 page wide x 1 page high, and click landscape or portrait as you wish. Then click OK.

7. You can now create your poster normally.

8. To print, select File->Print, and print at 1x.

9. If you are using the Kinko's File Prep Tool, you must then use the SAVE command in the File Prep Tool to save your file, and bring that file to Kinko's for printing.

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CHANGING TEXT.

All the following attributes apply to text in both the main flow of the poster, AND in all text boxes.

What do you want to do to your text?

- Enter or add text.
- Change text alignment on each line (Center it, or left or right justify it).
- Apply Textures or colored Gradients to text
- Arch or warp a line of text
- Change Bold, Italics, or Underline.
- Change Character size.
- Change Color.
- Change Fonts.
- Make Multiple columns (like a newspaper).
- Rotate text
- Change its Size.
- Add Special Effects (3D, etc).
- Change line and character Spacing.
- Set and use Tabs.
- Warp a line of text
- Set or change Word wrap.
- Create a bulleted list.
- Add text to a graphic (like a circle).
- Use Subscripts or Superscripts.

ENTERING TEXT.

To enter text:

1. Into the main text flow:

Just start typing.

2. Fixed-size Text box:

Use the 'fixed-size text box' tool from the toolbox.

This creates a box, with edges and fill, that holds text.

The text is separate from the main text flow.

You adjust the size of the box manually (select with the mouse, then drag the handles).

Text is clipped by the box.

3. Automatic text box:

Use the 'automatic text box tool' from the toolbox..

This creates an invisible box, that holds text

you enter. The box expands automatically.

The text is separate from the main text flow.

The edges and fill of the box never show.

FONTS.

What do you want to do?

- **To change fonts:**
 1. highlight the desired text.
 2. select the "Font" menu and click on the desired text.
 3. If you select a font without first highlighting text, the font applies to subsequent characters you type in.
- **To show more than 68 fonts:**
 1. Select "Font"
 2. Select the "more..." menu item - this will bring up a separate font selection box.
- **To see Type 1 fonts installed and use Adobe Type Manager (ATM)**
 1. Select "Fonts".
 2. Select "more..." (Type 1 fonts are not shown in the pull-down Font menu).

BOLD, ITALICS, UNDERLINE.

These font attributes are selected by highlighting the desired text, and then selecting them.

They can also be selected using Ctrl-B, Ctrl-I, and Ctrl-U.

These attributes apply to all text entered after they are selected, until they are changed or the cursor is moved with the mouse or cursor keys. Then the attribute of the adjacent characters is used.

Normal will clear Bold, Italics, Underline, and any special effects.

SPECIAL EFFECTS.

There are 50 different special effects in the special effects dialog box.

To change a 3-D effect:

1. Highlight the text to change.
2. Select Text->Special Effects.
3. Select the desired special effect.
4. Set the Position field to upper left, upper right, lower left, or lower right. This changes where the 3D character will be printed.

To change the color of special effect characters:

1. Select Text->Special Effects.
2. Select **Front color** to change the color of the character.
3. Select **Back color** to change the color of the 3-D effect (the portion of the character that is visible behind the front color).

SPACING - CHARACTER.

To increase or decrease the space between characters: (The actual characters themselves do NOT change)

1. Select the characters.
2. Select Text->Spacing.
3. Select Character Expand or Compress. Each time the width between characters is changed by about 0.1 inches (25 mm).
4. Use the command over again to expand or compress some more.
5. CAUTION: If you change the characters, the expanded or compressed setting will be lost, and you must reset it.

SPACING - LINE.

To increase or decrease the space between lines: (The actual characters themselves do NOT change)

1. Select all the characters in a line.
2. Select Text->Spacing
3. Select Line Taller or Shorter. The line becomes shorter or taller, increasing or decreasing the space between the line and the line ABOVE it.
4. Use the command over again to expand or compress some more.

NOTE: to change line spacing for the entire poster, select Page->Spacing.

CAUTION: If you change the characters, the expanded or compressed setting will be lost, and you must reset it.

LARGER/SMALLER.

These enlarge or reduce the font size by 0.05 inches each time. Use Ctrl-L or Ctrl-S to do this easily. For METRIC, these enlarge or reduce the font size by 0.1 cm.

SIZE.

Important: font sizes are always entered relative to a single size, 8 ½ x 11 page. For example, a 1 inch font would be 1 inch high when printed at 1x, but if you print at 2x (for a 17 x 22 inch poster), your 1 inch fonts will actually be 2 inches high.

What do you want to do?

- **Change font size quickly:** highlight the text and use Ctrl-L or Ctrl-S, OR click on the bigger or smaller buttons. If you are using an 'automatic' text box, Select the box (Ctrl+left click) and pull on one of the handles.
- **Make a font of any size:** use the 'Text-> Custom Size' entry in the font menu up to the maximum printable size of a single page (usually 7 ½ x 10 inches). If you scale the poster up when you print it, your font will scale up in the same manner.
- **Stretch a font horizontally or vertically:** 1. Create an automatic text box (text tool in lower left hand corner of tool box). 2. Type in your text. 3. Select the box (ctrl+mouse click). 4. Pull on a side handle to stretch horizontally. 5. Pull on the middle top or bottom handle to stretch the text vertically. 6. Note: Stretching deforms the fonts. Stretched characters print very slowly, and the print file takes up a lot of disk space.
To stretch a font equally in the horizontal and vertical directions (to stretch it proportionately), pull on a corner handle of the text box.
- **Set the font size in points:** Select Text->Custom Size, check 'Points', and enter the size in points. (There are 72 points in an inch).
- **Select Type-1 fonts, the kind supported by Adobe Type Manager:**
Select: "more" from the "Font" menu, and select them from the dialog box.
- **Select Bitmap fonts and vector fonts (like 'Modern'):** Sorry, they are not supported.
- **Specify the font size by specifying the final printed size of the font:** Select Text->Custom Size, check 'Printed Size', and enter the size in inches or cm. Note: This size is based on the size you set from the last print command, or the size you set using New->Custom Size, or the size you set when you set the banner width.

If you want to use fancy fonts, there are many sources for them. Most bulletin boards contain many decorative true-type fonts, which can be down-loaded at no cost. Collections such as "Key Fonts Pro" feature over 1000 fonts for about \$20.

COLOR.

- **To change text color for normal text:**
 1. Select Text->Color, or click on the colored text button.
 2. The text will be printed in the same color as it is displayed - within the capabilities of your printer. POSTER retains the color as a full-color (24 bit) value; the display driver and printer driver then interpret this value and come as close to it as they can.
 3. To set a gradient (2 colors that blend) select Text->Special Effects and find the gradient sample. Change the 'Shadow Location' to change the gradient effect (left-right, up-down);
- **To change text color for special effects (3D) text:**
 1. Select Text->Special Effects.
 2. Use the Front and Back Color buttons to set the colors.
 3. To set a gradient (2 colors that blend) find the gradient sample. Change the 'Shadow Location' to change the gradient effect (left-right, up-down);

TABS.

Tab stops are automatically set every ½ inch (12 cm.).

- **To use tab stops:**
Simply hit the TAB key. LEFT alignment is recommended when using TAB stops. (Select all characters in a line, then select Text->Left).
- **To set or change tab stops:** Sorry, you can't. They are fixed at ½ inch.

MULTIPLE COLUMNS.

- **To create multiple columns:**
 1. Use the 'fixed-size text-box' tool to create two (or more) boxes of text.
 2. Shape the boxes as you wish.
 3. Note - each box is independent - text will not flow from one box to the other.

OR

 1. Select File->New, and click the Multiple Columns wizard.
 2. Adjust the size and placement of the columns.

ALIGNMENT.

Text may be aligned with the left edge of the page (or text box), centered in the page (or box), or aligned with the right edge of the page (or box), or justified between the margins.

- **To align text:**
 1. Highlight the desired text, and
 2. select Text->Align->Left, Center, or Right, or Justified.
 3. NOTE: The alignment is specified by the FIRST character in the line.

WORD WRAP.

Word wrap->Word is automatically selected for all text. If the current line overflows the page width or text box width, the line is wrapped at the last word boundary.

Word wrap->Character wraps the line at the last character that will fit on the line.

Word wrap->None does not automatically wrap the line. The part of the line that does not fit on the page is just not displayed (though it is still present).

ROTATING CHARACTERS AND LINES.

- **To rotate individual characters:**
 1. Select Text->Rotate->Characters.
 2. The line will remain horizontal.
- **To rotate entire lines:**
 1. Create a disconnected text box, using the Text tool from the lower left hand corner of the graphics floating tool box.
 2. Type in your text.
 3. Set any colors, special effects, fonts, etc.
 4. Select the text box, using Ctrl+left mouse button.
 5. Grab the left-most handle (a rotation cursor should appear) and move the mouse to rotate the text. OR
 5. Select Text->Rotate->Lines.
 6. Enter the rotation value.
 - Values from 0 to 360 degrees rotate the text clockwise around the first character.
 - Values from 0 to -360 degrees rotate the text counterclockwise around the first character.
 7. You may have to reposition the text box when you are done.

NOTE: You CANNOT rotate Arched text.

ARCHING TEXT.

- **To arch entire lines:**
 1. Create a disconnected automatic text box, using the Text tool from the lower left hand corner of the graphics floating tool box.
 2. Type in your text.
 3. Set any colors, special effects, fonts, etc.
 4. Select the text box, using Ctrl+left mouse button.
 5. Select Text->Arch->type of arch or wave.
 6. To change the effect, select a different arch or wave type.

You cannot rotate arched text.

- **To edit arched text**, or change colors, special effects, fonts, etc., the easiest way is:
 1. Select the text box, using ctrl+left mouse button.
 2. Select Text->Arch->None.
 3. Edit the text.
 4. Reselect the text box.
 5. Select Text->Arch->type of arch or wave.Arched text can NOT be rotated.

WARPING TEXT.

There are two ways to warp text: pre-defined, and free-form.

Pre-defined warps will warp text to a preset pattern, as indicated in the dialog box.

Free-form warps will warp text to fit between two guide lines that you draw. So you can warp to any shape.

- **To warp text:**
 1. Create a disconnected automatic text box, using the Text tool from the lower left hand corner of the graphics floating tool box.
 2. Type in your text.
 3. Set any colors, special effects, fonts, etc.
 4. Select the text box, using Ctrl+left mouse button.. (Do NOT select the text itself).
 5. Select Text->Warp->Pre-defined or Free-form.

For pre-defined warps, select the type of warp you want from the dialog box display.

For free-form warps, draw the two guide lines as follows:

1. Depress the left mouse button, hold it down, and move the mouse to draw the BOTTOM line. Then release the button.
2. Repeat the same process to draw the TOP line.
3. The text will automatically be warped to fit between the two lines.
4. The lines can be ANY length and shape.

To change the effect, select a different warp type.

Warped text CANNOT be rotated or stretched.

- **To edit the warped text**, and change colors, special effects, fonts, etc., the easiest way is:
 1. Select the text box, using ctrl+left mouse button.
 2. Select Text->Warp->None.
 3. Edit the text.
 4. Reselect the text box.

5. Select Text->Warp->type of warp.

APPLYING TEXTURES.

- **To make characters take on the appearance of a texture, like wood or marble:**
 1. Select Text->Special Effects, or push the Special Effects button.
 2. Scroll down to the bottom of the list of effects; there are 4 different effects with textures.
 3. Click on the COLOR1 button and select the texture you want.
 4. Click on the COLOR2 button to set the color of the 3D and outline.
 4. Click OK, OK. Then type in the text you want.

APPLYING GRADIENTS.

- **To give characters a 2 color gradient color (2 colors that blend from one to the other):**
 1. Select Text->Special Effects.
 2. Find the Gradient samples.
 3. Use the color buttons to set the color.
 4. Change the “Shadow Location” buttons to change the gradient effect (left-right or top-bottom).

CREATING a BULLETED LIST.

To create a bulleted list:

1. Push the ‘bulleted list’ button in the toolbar.
2. Start typing. When you hit ‘enter’, a new paragraph with a leading bullet will be created.

To create a bulleted list from existing text:

1. Highlight the entire list.
2. Push the ‘bulleted list’ button in the toolbar.

To remove bullets from a bulleted list:

1. Highlight the entire list.
2. Push the ‘bulleted list’ button in the toolbar. (You may have to push it twice).

SUBSCRIPTS and SUPERSCRIPTS.

To create a subscript or superscript:

1. Type in your text.
2. Select it.
3. Select Text->Special Effects (or push the special effects button).
4. Find the subscript/superscript section.

5. Select subscript or superscript.

TABLES.

You can create a table, and fill it with appropriate text and values.

WHAT DO YOU WANT TO DO?

Create a table:

1. Select Table->Insert table.
2. Specify the number of rows and columns you want. Each cell will be the same size.
3. Specify the width of the table as a percent of the total page width. The cells are evenly divided up into columns.
4. Specify the height of a single row. All rows will be the same height. The font size is automatically set to the row height.

Change the Size of an Entire Table.

1. Select the Table (Control + mouse click over any cell in the table).
2. Grab a handle and resize the table. All cells will be resized proportionately.

Change the Width of a Column or the Height of a Row:

1. Select Table->Set Column Width or Set Row Height.
2. Specify the new width or height.
3. Do NOT use the mouse to change the width or height of a single row or column.

Change Font for a Table, Column, or Row.

1. Select Table->Select Table, or Table->Select Row, or Table->Select Column.
2. Change the font, or special effect. The change will apply to all selected cells.

Delete a Row or Column.

1. Select Table->Delete Row or Table->Delete Column.

ADDING A PICTURE.

Where do you want to add your picture from?

- **Paste the picture in from the Windows clipboard.**
- **Start an OLE server like WORDART.**
- **Insert a Chart or an Excel Spreadsheet.**
- **Import a picture from a *.bmp, *.gif, *.jpg, *.tif or *.wmf file.**
- **Draw with the Poster drawing tools.**
- **Scan directly into POSTER.**

How do you want to modify your picture?

- **Specify picture Location on the page**
- **Change picture Size or Location**
- **Change the poster Background**
- **Edit the Picture**
- **Smooth the picture so it prints nicer**
- **Crop the picture (discard all but a piece of the picture)**
- **Make parts of the picture transparent**

More Information on:

- **JPEG files.**
- **Picture Color**
- **Picture Display**

POSTER supports two types of graphics: Metafile (vector graphics) and Bitmap.

A metafile is generated by drawing programs (Draw, Corel Draw, Designer) and some clipart packages (Corel Gallery). It is also referred to as 'vector' graphics. A metafile is actually a set of instructions to Windows to create a graphic using lines and curves. When a metafile is enlarged for printing, it will usually enlarge very smoothly, and generate a high-quality image.

A BITMAP is generated by painting packages (Paintbrush) and many clipart packages, as well as most scanners. A BITMAP is simply a collection of bits (or pixels). When you print a BITMAP, each bit

is enlarged to become multiple bits. Hence, a BITMAP will usually look quite jagged when it is enlarged for printing.

Using the Clipboard.

To add a picture from the clipboard:

1. Create it using Draw, Paintbrush or any other windows drawing or painting package.
2. Copy the picture to the Clipboard. (If you have a choice of the format for the clipboard, choose 'Picture').
3. In Poster, select Edit->"Paste from Clipboard". The picture will be pasted in place.
4. Move the picture to where you want it.

Metafiles are usually preferred to bitmaps because they enlarge better.

Importing a bitmap (BMP), GIF, JPEG, TIFF, or metafile (WMF).

To import a graphic from these files: bitmap (*.bmp), GIF (*.gif), JPEG (*.jpg), TIFF (*.tif), metafile (*.wmf):

1. Select Insert->Picture.
2. Specify the file containing the graphic.
3. Select the picture placement – see "Picture Location" below.
4. Position and resize the picture as desired.

OR

1. Locate the file using Explorer.
2. Use the mouse to Drag the file from Explorer, or your desktop, into POSTER.

[Click for More information on JPEG files..](#)

Scanning into POSTER (Using any TWAIN-compliant device).

To use any twain-compliant device (like a scanner or a digital camera) to enter pictures directly into POSTER:

1. Select File->Acquire->Select Source. Select the source of your input.
2. Select File->Acquire->Image. Then scan the image in the way you normally would. The image will be transferred directly into Poster. Then you can place it, resize it, and edit it as explained below.

If you want to scan an image outside of Poster and then import it, use your normal scanning software to capture the image. Then save it to a file (bmp or tif) and import the file to Poster using File->Import Graphics File. Or COPY it to the clipboard, and PASTE it into POSTER using Edit->Paste

Picture Location.

What do you want to do?

- **Place the picture anywhere on the page** (using the mouse), independently of any text: select “Float” or “Wrap Text”. Then move it with the mouse.
- **Place the picture anywhere on the page, and have multiple text lines automatically flow around it:** Select “Wrap Text” and place the picture where you want it. Text automatically moves out of the way.
- **Embed the picture into the text**, so that it automatically moves when the text moves: select “Embedded”. The text will wrap around the picture, but only one line will wrap. The picture will be treated like a single large character.
- **Use the picture as a background**, select “Background”. The picture will be stretched to fill the page, but its aspect ratio will not be changed.
- **Use the picture as a border**, select “Border”. The picture will be stretched independently in each direction to fill the page.
- **Use the picture as a texture for the background**, select “Tile”.
- **Repeat the picture over the entire background:** select “Tile”.

More information on Picture Location:

"Float or Stand-alone". The picture float over the page, and over or under any text or other object. The picture will be completely free standing, and can be moved (or resized) anywhere on the page by selecting it and dragging it with the mouse. The picture can be moved independently of any text. NOTE: Text will overlay any picture - text does NOT move automatically to accommodate the picture.

"Wrap Text". Text is automatically wrapped around the picture – it automatically moves out of the way of the picture. The picture will be completely free standing, and can be moved (or resized) anywhere on the page by selecting it and dragging it with the mouse. The picture can be moved independently of any text. To turn off wrapping, select the picture, then select Draw->Wrap Text->Off.

"Embedded". The picture will be embedded into the text, and treated like a single large character. The picture will move when the text moves. You can change the size of the picture using the mouse - but you can only move the picture by inserting and deleting text.

"Border". The picture is stretched and reshaped to cover the entire background of the poster. This is also used for backgrounds. You cannot move or stretch the picture, since it is automatically sized to cover the entire poster..

All text and other graphics will appear on top of this picture.

To erase a border, select Page->Borders->Delete Border.

"Background". Identical to "Border", BUT the picture is NOT reshaped - the original aspect ratio is preserved. However, the picture will be resized to cover the entire poster. This usually means that part of the picture will be off the screen. The upper left-hand corner of the picture is aligned with the upper left-hand corner of the poster.

To erase a background, select Page->Borders->Delete Border.

"Tile". The picture is repeated as often as necessary to cover the entire background. This is identical to tiling a picture for a Window's display screen background. You will be asked how many times you want to tile the picture ACROSS the page – POSTER always tiles in an even number. The picture will be resize appropriately, preserving its aspect ratio.

To erase a tile, select Page->Borders->Delete Border.

Preview.

The "Automatic Preview" box instructs POSTER is automatically display a preview of the graphic in a file when you click on that filename.

If you turn "Automatic Preview" off, you can still preview a file by clicking on the PREVIEW button. This will display the last file selected, or the file name you have typed in.

JPEG.

*.JPG files are automatically converted to a bitmap format as they are imported. The JPEG conversion uses tempvirtual memory to hold the converted data.

If you get the message "Out of memory", or "insufficient memory", or "Can't write to temporary file - out of disk space", then you must increase the size of your swap file. Usually you will have to delete files to make more room for your swap file.

If you get the message "insufficient memory", then you are out of virtual memory. Create a bigger virtual memory swap space.

1. To find out how much you need, check the size of the JPG file you are trying to import.
2. Take that size and multiply by 4.
3. That gives you the minimum number of bytes of virtual memory you need.
4. Usually your swap file is on your C disk. Delete files to make room on your C disk.

Conversion to 256 colors:

1. If you convert your JPEG file to 256 colors, that is the most that will print.
2. If you DON'T convert to 256 colors, your picture will print in all the colors captured in the JPEG.
3. NOTE: If you are running in 256 color mode (or in 16 color mode), your picture will only display in 16 colors - but it will still print in all colors.

Inserting an OLE Object.

You may use the OLE capabilities of programs like Draw, Paintbrush, WordArt, etc., to easily insert a picture, chart, graphic, or wordart into Poster.

- **To insert a graphic using OLE:** select Insert->OLE Object. This starts the OLE server program. When your picture is created, exit the OLE server, and presto, the picture appears in Poster.

- **To Edit the OLE graphic:** Double click on it - this will restart the OLE server with your picture.
- **To resize the OLE graphic:** Click on it, then use the mouse to move or resize it. Do NOT double click on the object, as this will restart the OLE server.

Resizing a Picture.

There are 3 ways to resize a picture:

- A. Use the mouse to pull the picture handles to the size you want.
- B. Select Edit->Set Picture Size, and directly specify the size you want in inches or centimeters.
- C. Select Edit->Set Picture Size, and specify the DPI (dots per inch, also known as pixels per inch) at which you want the picture to print. POSTER then calculates the final size for you.

- **A. To resize the picture using the mouse:**
 1. single click with the mouse to select it (depress Ctrl and click if you are in Text mode).
 2. Position the mouse over one of the 8 resize handles
 3. Depress the mouse button, and pull it.
 4. The Status line will show the size of the picture. The size will be relative to the rulers displayed on the page. To show the final printed size, first select View->Show Printed Size.
 5. To keep the same aspect ratio (shape), pull on one of the corners.
 6. To change the aspect ratio (shape), pull on the middle of one of the edges.
- **B. To directly specify the size you want:**
 1. single click with the mouse to select the picture (depress Ctrl and click if you are in Text mode).
 2. Select Edit->Set Picture Size.
 3. Type in the width OR the height that you want. POSTER will compute the other measurement, while preserving the aspect ratio (shape).
 4. The size and resulting DPI are displayed at the bottom of the dialog box.
 5. The 'Displayed size' shows the size relative to the rulers displayed on the page.
 6. The 'Printed size' shows the size the picture will print at, based on your last 'Print' or 'Custom Size' or 'Change Poster Size' command (which sets the enlargement factor for printing, also known as the 'print scale factor').
 7. If you want the picture to be bigger than the currently set printed size of the Poster or banner, click on "Change Printed Poster Size", and set the size of the entire printed poster to be bigger than the final printed size you want for your picture. Then go back to step 1 above.
- **C. To directly specify the DPI at which you want to print the picture:**
 1. single click with the mouse to select the picture (depress Ctrl and click if you are in Text mode).
 2. Select Edit->Set Picture Size.
 3. Type in the DPI (dots per inch) that you want. POSTER will compute the proper width and height while preserving the original aspect ratio (shape) of the picture. (This DPI is independent of the DPI

of the printer. If you tell POSTER to print the picture at 150 DPI, and you have a 300 DPI laser printer, each pixel in the picture will become 2 pixels on the printed page).

4. The size and resulting DPI are displayed at the bottom of the dialog box.
5. The 'Displayed size' shows the size relative to the rulers displayed on the page.
6. The 'Printed size' shows the size the picture will print at, based on your last 'Print' or 'Custom Size' or 'Change Poster Size' command (which sets the enlargement factor for printing, also known as the 'print scale factor').
7. If you want the picture to be bigger than the currently set printed size of the Poster or banner, click on "Change Printed Poster Size", and set the size of the entire printed poster to be bigger than the final printed size you want for your picture. Then go back to step 1 above.

Example: Suppose your picture is actually 2000 pixels wide. (To find out, click on Edit->Properties), and you want the picture to be printed at 200 pixels per inch (or 200 DPI).

If you set 200 DPI, then the resultant printed picture will be 10 inches wide, based on the current printer scale factor that you set.

Moving and Rotating a Picture or Graphic.

- **To move the picture:**

1. Position the mouse inside the picture or graphic.
2. Single click with the left mouse button. This should select the picture by displaying a bounding box. If this does not work, hold down the CTRL key and click with the left mouse button. If you can't get the picture you want, press the TAB key until the picture you want is selected.
3. Hold down the mouse button and move it. (Embedded pictures can only be moved by inserting or deleting text).

- **To rotate the picture:**

1. single click with the mouse to select it.
2. Position the mouse over one of the rightmost handle. A rotation cursor should appear.
3. Depress the mouse button, and pull it up or down.
4. The Status line will show the rotation of the picture. The size will be relative to a single page (1x). To show the final printed size, first select View->Show Printed Size.

To delete a picture, use the DEL or Backspace key, just like deleting text.

Displaying.

By default, a dashed rectangle shows the outline of the picture - this box is never printed. To turn off the box, see the options menu.

Displaying a metafile can take a long time. You may wish to turn off the display of these graphics - but still print them. To do so, see the Options menu.

Creating graphics

Any program which will allow a metafile (picture) or bitmap to be copied into the Windows Clipboard can be used to create a graphic. If you want to import clipart files in formats such as *.TIF, you must first import them into a program like PaintShop PRO, Paintbrush, Corel Draw, or Write, and then copy them to the Clipboard.

You can also draw graphics using Poster drawing tools.

Saving

When a poster is saved, the pictures are saved along with it.

When a poster is reloaded, the pictures are reloaded with it.

CAUTION: This can make for some very big 'save' files.

Transparent Pictures (transparency)

POSTER lets you make your bitmap picture (from a bmp, jpeg, gif, or tiff file) partially transparent. Any single color (such as white or black) can be made transparent, meaning the background on the poster will show through those portions of the bitmap that have that color.

To select transparency:

1. Select the picture.
2. Click on Edit->Transparent Picture.
3. Select Make White Transparent to make all white areas in the picture transparent.
4. The same works for Make Black Transparent.
5. To make an arbitrary color transparent, click on 'Select Transparent color'. Then move the mouse crosshairs over the color you want to be transparent, and click on the left mouse button. The selected color will become transparent.

NOTE: This only works if your display is in 24 bit or 36 bit color mode (true color).

NOTE: You can only make one color at a time transparent for a bitmap (but each bitmap can have a different transparent color).

NOTE: If you import a 'transparent gif', you must still manually set the transparent color (step 5).

Backgrounds.

When a picture (bitmap or metafile) is imported as a background, it is stretched to fill the entire page. There are 3 flavors of stretching:

1. Border - width and height are stretched independently - aspect ratio is not preserved, but no part of the picture is lost.
2. Background - width and height are stretch simultaneously and aspect ratio is preserved - however part of the picture may not be displayed if it is a different shape than the poster. The display always begins at the upper left hand corner of the background - not at the center.
3. Tile - the picture is repeated across and down the page, based on its original size.

Backgrounds are independent of simple borders. You can have both.

To delete a background: Select Page->Background->Delete.

Color.

POSTER will keep each picture in the maximum color 'depth' that it is available. 256 color pictures

are always kept internally in 256-color mode; True-color pictures are always kept internally in true-color mode. The following rules apply:

1. Pictures are always displayed in the maximum color depth that you have selected for your display (usually 16 color or 256 color, but poster will support true-color as well).
2. Pictures are always printed in the maximum color depth that your printer will support, regardless of how they are displayed. Example: You import a 256-color bitmap, but your display is only setup for 16 colors. POSTER will display it in 16 colors, but will print it in 256 colors.
3. If you have multiple 256-color pictures displayed simultaneously and your display is setup for 256-color mode, the colors may not all be displayed correctly, because windows can only display 256 DIFFERENT colors at once. However, the pictures WILL print correctly, because most color printers are not limited to 256 colors.
4. Full-color (24-bit color, or 16million colors) are kept and printed in full color. However, they are displayed in only 16 colors. Don't let the display fool you. They will still print beautifully.

Editing a Picture.

Picture editing works on all color pictures (regardless of their color depth).

- **To edit a picture:**

1. Select the picture by positioning the mouse over the picture, holding down the CTRL key, and clicking on the picture.
2. Select Edit->Edit Picture.

- **To Crop a picture:**

Method A - Using the MOUSE:

1. Select the picture using the mouse.
2. Click on Edit->Crop Picture.
3. Position the mouse pointer at the upper left hand corner of the crop.
4. Depress the left button and draw a box around the area you want to keep.
5. Release the mouse button. The picture will be cropped.

Method B - using the absolute pixel numbers (more precise, but harder to do).

1. Type in the number of rows or columns of pixels to delete from the TOP or LEFT of the picture.
2. Type in the total width and height of the picture, in pixels. This effectively crops the picture from the right and from the bottom.
3. Click on 'CLICK TO CROP'
4. The result will be displayed.

- **To Lighten or darken the picture:**

1. Click on lighten or darken.
2. Each click changes the picture by 4 units (on a scale of 0 to 255).

- **To change contrast:**

1. Click on More or Less.
2. Each click makes dark colors darker by 2 units (on a scale of 0 to 255) and light colors lighter by 2 units.

To alter color balance:

1. Click on More or Less for the desired color.
2. Each click makes the color lighter or darker by 4 units (on a scale of 0 to 255).

Smoothing a bitmap picture.

When a bitmap picture (from a bmp, jpeg, tif, or gif file, or a scanner) is expanded for printing, individual pixels are greatly enlarged, resulting in a blocky, 'pixilated' picture. To smooth the picture:

1. Select the picture (ctrl+mouse click)
2. Select Edit->Smooth Picture.
3. Preview the result with File->Print->Preview, and click on a page to zoom in.
4. If the picture is not smooth enough, repeat steps 2 and 3 until you get the desired result.

NOTE: Each time you smooth a picture, poster increases the number of pixels in the picture by 4x as it smoothes it. (This helps it enlarge more smoothly). This is why each smoothing cycle takes longer. Once the picture is bigger than 3000 pixels in width or height, Poster will no longer increase the number of pixels, but Poster will still continue to smooth it.

Continued smoothing results in a picture containing over 9,000,000 pixels, which takes 27MB of storage. That is why it can take a long time to smooth a picture, especially on machines that contain less than 64MB of memory.

To determine how big your picture is:

1. Select the picture (ctrl + mouse click).
2. Select Edit->Properties.

Setting Page Size and Margin.

Key Poster Concept: Poster always works with a single page of information. This page will always fit on a single sheet of paper. When you print the poster or banner, you tell Poster how much to enlarge it.

What do you want to do?

- **Enlarge my poster when I print it.**
 1. You specify the size of your printed poster WHEN YOU PRINT IT. See [Printing a Poster](#)
 2. You can change the printed size whenever you print it.
- **Change the shape of my poster so it is not the same shape as my paper.**
 1. POSTER always works with a single page, which is normally a standard size of 7 1/2 x 10 inches, plus a 1/2 inch margin on each edge, giving a total size of 8 1/2 x 11 inches. This is automatically set based on the currently selected paper size of the currently selected printer
 2. To change the shape of an existing Poster, select Page->Change Poster Size.
 3. To change the shape of a new Poster,select File->New->Custom Size. see [Custom Size](#).
- **Change the length of my banner.**

Select Page->Change Banner Size. If you want a size that is not a multiple of a page size, click the Custom Size button from the “Change Banner Size” dialog box.
- **Change the height of my banner.**

Select Page->Change Banner Size, then click the Custom Size button from the “Change Banner Size” dialog box.
- **Change margins.**

See [Margins](#).

Changing Paper Size - What do you want to do?

POSTER picks up the paper size from your printer driver setting.

- **To change paper size:**
 1. select File->'Printer Setup'->Setup.
 2. select the size of paper that you want to use.
 3. reselect 'Page->Horizontal' or 'Page->Vertical'.
 4. This size is remembered until you restart Poster, or change the printer.
- **To make a poster that is not an even multiple of your paper size:** see [Custom Size](#).

Text Margin_

The "Text Margin" is the space between the edge of the printed area, and the start of the text.

It is NOT the space between the edge of the paper and the start of the printed area - that is the "Paper Margin", and is controlled by the Override Paper Margins setting on the Page->Margins dialog box.

To change Text margin:

1. Select Page->Text Margin.
2. Set the new value.

The following rules apply:

1. The margin is the same on all sides.
2. The margin defaults to 0.1 inches (3 mm).
3. If you are using SIMPLE BORDERS, the margin is relative to the innermost border, NOT the end of the printed page.
4. If you are using a BORDER or BACKGROUND from a file or from the clipboard, the margin is relative the end of the printed page.
5. If you IMPORT a BORDER from a METAFILE, the text margin is automatically set to 0.5 inches for you.

Custom Page Size.

To make a poster that is NOT the same shape as your printer paper:

1. Select 'File->New->Custom Size' or 'Page->Change Poster Size'. Enter the *final* size of the poster you want.
2. Poster will calculate the proper size for a 1 page poster, and also set the Print Scale Factor to print your full size poster.

Example: If you wanted a printed poster size of 40 x 40, you would set a page size of 40x40 inches. Poster then sets a page size of 7.7x7.7 (a square poster that will fit on 1 page) and a Print Scale Factor of 5.2x. When you print the poster, you can print a single test page, or use the scale factor to print a full-size poster.

IMPORTANT: POSTER leaves a 1/2 inch margin along each edge of every sheet, so an 8 1/2 inch sheet has a printed area of 7 1/2 x 10 inches. A poster 2 sheets wide is actually 15 inches wide, plus the 1/2 inch margin on each side, or 16 inches total. If you ask for a poster 17 inches wide, it will take 3 sheets of paper!. To override the 1/2 inch paper margin, select Page->Margins and change the Paper Margins.

BANNERS_

The "Page->Banner" command automatically sets the SCREEN page size to .75 inches by 10.5 inches. It also sets the print scale to 5x or 10x. It then allows you to alter the length of the banner. When the poster is printed, it will print at 7.5 inches x 105 inches (19 cm. x 266 cm.)

What do you want to do?

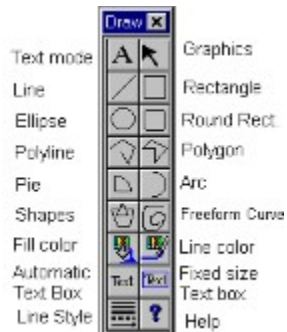
- **Make the banner narrower:** Select Page->Change Banner Size. If you want a size that is not a multiple of a page size, click the Custom Size button from the "Change Banner Size" dialog box.
- **Make the banner wider:** Select Page->Change Banner Size.
- **Make a banner taller:**
 1. Select File->New->Custom Size or Page->Change Banner Size, then push the Custom Size button.
 2. Specify the height. If you want it 2 pages tall, specify 17 inches.
 3. Specify the length, such as 105 inches.
- **Make multiple lines in your banner:** No problem. Just make your font smaller
- **Make the border automatically grow and shrink with your text:**
 1. In the Borders->Simple borders box, check 'automatic'. The size of the border will grow and contract with the text.
 2. If the border does not appear to be redrawn properly, hit F5 to force a full redraw.

DRAWING.

Use the POSTER drawing tools to add simple graphics to your poster.

[Click for help on working with graphics](#)

Tools.



The toolbox and the 'Draw' menu access the same drawing tools:

- **Line** - creates a single line.
 - Hold SHIFT key for a horizontal or vertical line.
- **Box** - creates a single rectangle.
 - Hold down SHIFT key for a square.
- **Rounded Box** - creates a single rectangle with rounded corners.
 - Hold down SHIFT key for a square.
- **Circle** - creates a circle, ellipse, or oval.
 - Hold down SHIFT key for a circle.
- **Polyline** - creates multiple connected line segments. Note: this is NOT a closed figure.
 - Even if you close the figure manually, you cannot fill it. Use Polygon for fill.
 - Each mouse button up and down creates a new side. DOUBLE-CLICK to end the figure.
- **Polygon** - creates a closed multi-sided figure.
 - Each mouse button up and down creates a new side.
 - DOUBLE-CLICK to end the figure.
 - The FILL options will fill the figure.
- **Arc/Chord** - creates a section of an ellipse. To close the arc and create a chord, first draw the arc, then select 'Draw->Close Figure'.

- **Pie** - creates a closed section of an ellipse, like a pie.
 - The fill options will fill this.
- **Freeform Curve** – creates a multi-sided figure consisting of smooth curves OR a totally free-form curve.
 - **Smooth curve:**
 - Each mouse button up and down creates a new side.
 - DOUBLE-CLICK to end the figure.
 - Use Draw->Close Figure to create a closed figure. Then the FILL options will fill the figure.
 - To reshape the curves, select the figure, then double click on it. Move any of the vertices to reshape the curve. Some of the vertices act as ‘magnets’ to attract the curve to them.
 - **Free-form:**
 - Depress the mouse and move it to draw your curve.
 - DOUBLE-CLICK to end the figure.
 - Use Draw->Close Figure to create a closed figure. Then the FILL options will fill the figure.
 - To reshape the curves, select the figure, then double click on it. Move any of the vertices.
- **Fixed-size Text Box** - creates a text box that holds multiple lines of text
 - Does NOT resize automatically.
 - This text is disconnected from the rest of the poster text.
 - You can move this box with the mouse - the text moves with it.
 - Use Line and Fill styles like you would any other box.
 - To change text, select text mode ('A'), position the cursor, and click.
 - You can use the same text styles as normal text.
 - You can use this tool to make multiple text columns.
 - This box does NOT automatically grow with the text -You must manually set (and alter) the size of the box. Text that does not fit inside the box is not displayed.
 - The box will be outlined with hatch marks while it has ‘input focus’ (that is, when you can type text into it). To turn this off, select View->Text Focus.
 - You can NOT rotate, arch, or warp a fixed-size text box - you must create an Auto Text Box.
- **Auto Text Box** - this is similar to Text Box
 - DOES resize automatically, and the box is always invisible
 - The box will be outlined with hatch marks while it has ‘input focus’ (that is, when you can type text into it). To turn this off, select View->Text Focus.
 - If you select the box with the pointer, the box will be shown while you move it.
 - This box automatically grows with the text.
 - The text is never clipped by the box.
 - You can ROTATE, ARCH, and WARP the text in this text box. Select Text->Rotate->Line, or Text->Arch, or Text->Warp.
 - You can NOT use Line or Fill styles. The box is always invisible.

These tools behave like other windows drawing packages.

Working with Graphics: *What do you want to do?*

- **Change line style (solid, dashes, dots)**
- **Change line width.**
- **Add arrows.**
- **Fill a shape with a solid color or hatch.**
- **Fill a shape with a 2 color gradient or texture.**
- **Create automatic shadows for shapes.**
- **Select an object or multiple objects.**
- **Move or resize objects.**
- **Reshape polygons or polylines.**
- **Move objects in front or in back of eachother.**
- **Move objects in front or back of text.**
- **Group (or ungroup) objects.**
- **Lock or unlock objects**
- **Enable Snap to a Grid.**
- **Add text to a graphic (like a circle).**

Line Style, width, and arrows.

This controls stand-alone lines, and the Outline (frame) of all shapes, including shapes created with the fancy shapes command.

- To eliminate an outline: Select Draw->Line Style->None.
- To change style, select Draw->Line Style->....
Styles other than a solid line can be used at all widths on single lines only.
- To add arrows: Draw->Line Style->....
- To change line width: Select Draw->Line Width.

Fill Style: color, transparent, and hatch.

This controls the fill of all closed shapes (rectangles, circles, polygons, pies, and fixed-size text boxes). The default color, until you change it, is gray.

- For Transparent fill (i.e., no fill), select Draw->Fill Style->Transparent.
- For a solid color fill, select Draw->Fill Style->(all black). Then select Draw->Fill Style->Color.
- For a hatched fill, select Draw->Fill Style->(desired style). Then select Draw->Fill Style->Color.

NOTE: Crosshatches may not scale up when printed - some printer drivers scale these, others don't..

Fill Gradient.

To create a gradient color fill:

1. Select the objects to fill.
2. select Draw->Fill-> Gradient->
3. Choose the 1st color from the 1st color dialog box to appear.
4. Choose the 2nd color from the 2nd dialog box.
5. Select Draw->Fill Gradient->Top-to-bottom or Left-to-Right to set the fill pattern.

Gradient fills work on fixed-size text boxes, rectangles, rounded rectangles, circles/ellipses, and polygons. They do NOT work on pies or chords..

NOTE: Gradients are displayed in 100 incremental steps. Although the Windows display may dither the colors (if you are running in 256-color mode), your printer will make smooth colors, within the limits of its color capability.

Fill Texture.

To create a texture color fill:

1. Select the objects to fill.
2. select Draw->Fill->Texture.
3. Choose the texture from the list of texture files.

Texture fills work on fixed-size text boxes, rectangles, rounded rectangles, circles/ellipses, and polygons. They do NOT work on pies or chords..

NOTE: When you enlarge a poster for printing (such as 2x or 4x), textures do not enlarge. This ensures they keep their realistic look.

Shadow.

When selected, a black shadow of the figure will be drawn slightly below and to the right of the figure.

Selecting Objects.

To select an object:

- Left-Click on it with the mouse. OR
- Hold down the CTRL key and click on the object with the mouse. OR
- If you can't get the correct object, press the tab key repeatedly until the object you want is selected. The tab key will cycle through ALL objects. OR
- Use a bounding box: Select Edit->Selecting Box. Then position the mouse outside the object and push down the left button and drag the mouse to draw a bounding box around the ENTIRE object (or all the objects you want to select). OR
- Use a bounding box: position the mouse outside the object and push down the left button and drag the mouse to draw a bounding box around the ENTIRE object (or all the objects you want to select).

Moving and Stretching (Resizing) Objects.

To move an object (a graphics object or a picture):

1. select it, then
2. use the mouse OR the cursor keys to move it.

To stretch (resize) an object.:

1. select it, then
2. position the mouse over a handle, depress the mouse, and drag the handle.
3. Hold down the SHIFT key to keep a line horizontal or vertical, or to preserve the aspect ratio (the shape) or the original object.

Reshape Polygons and Free-form Curves.

Reshaping a polygon or a free-form curve allows you to move the current vertices of the figure.

To reshape:

1. Double-click on the polygon.
2. Position the mouse over a vertex. The cursor will change to 2 arrows.
3. Depress the left mouse button and move the vertex to where you want it.

To delete vertices:

1. Double-click on the polygon.
2. Position the mouse over a vertex. The cursor will change to 2 arrows.
3. Press the DEL key.

To add vertices between 2 points:

1. Double-click on the polygon.
2. Position the mouse over the edge of the polygon, on the line.
3. Press CTRL and left click the mouse. A vertex will be created on the line.

To add vertices between 2 points:

1. Double-click on the polygon.
2. Position the mouse outside of the polygon.
3. Press CTRL and left click the mouse. A vertex will be created at the start or end of the polygon.

Move to Front/Back.

Move to front means the selected object will appear on top of other objects.

Move to back means other objects will appear on top of the selected object.

All objects are automatically behind all text in the main flow, unless On Top of Text is selected.

On top of text/Underneath text.

Underneath text means the text in the main flow will be drawn on top of the object. (default)

On top of text means the object will be drawn on top of (over) the text the text in the main flow.

Note: This has no effect on text in text boxes. Text in text boxes is drawn when the box is drawn, and is controlled by the 'Move to Front' or 'Move to Back' command.

SNAP and GRID.

Grid will draw a grid with the indicated spacing. The inch spacing is used unless metric is selected, in which case the metric spacing is used.

The grid does NOT print.

Snap will move each end point of a graphics object to the nearest grid point.

Group/Ungroup.

To group objects:

1. Select multiple objects by holding down the Ctrl key and clicking on each object in succession, OR hold down the left mouse button and draw a bounding box.
2. Select Draw->Group.

All objects in a group can be moved together, stretched together, and altered together.

To ungroup objects:

1. Select the group.
2. Select Draw->Ungroup.

Lock/Unlock.

Locked objects cannot be selected, and hence cannot be altered, moved, or deleted. Locked objects still display and print.

To Lock objects:

1. Select multiple objects by holding down the Ctrl key and clicking on each object in succession, OR hold down the left mouse button and draw a bounding box.
2. Select Draw->Lock.

To Unlock objects:

1. Select the object by holding down the Shift AND Ctrl keys, and clicking with the mouse.
2. Select Draw->Unlock

Adding text to a graphic.

To add text to any graphic, like a circle or polygon.

1. Create the graphic, or select an existing graphic.
2. Enter the text that you want.
3. Poster automatically creates an 'automatic' text box for your text, and groups it with the graphic you just created..

To add text to a rectangle or square:

1. The easiest way to do this is simply create a fixed-size text box.
2. Enter the text that you want.
3. Use Line Style and Fill Style to make the box look like you want.

BORDERS and BACKGROUNDS.

You can have POSTER add a simple border or a fancy border to the entire poster. The border is printed at the end of the standard poster size, which is 7.5 x 10 inches.

What do you want to do?

- **Set a single background color:**
 1. Select Page->Background->(grey or colored value).
 2. They are always displayed underneath all borders and backgrounds imported by files or clipboard.

- **Set a gradient (2 color) background:**
 1. Select Page->Background->Gradient.
 2. Select the flow - left to right or top to bottom.
 3. Select color 1 (the left or top color).
 4. Select color 2 (the bottom or right color).
 5. They are always displayed underneath all borders and backgrounds imported by files or clipboard.
 6. To delete a gradient: Select Page->Background->Gradient->None.
 7. NOTE: Gradients are displayed in 100 incremental steps. Although the Windows display dithers the colors, your printer will make smooth colors, within the limits of its color capability.

- **Set a texture background:**
 1. Select Page->Background->Texture.
 2. Select the texture.
 3. The texture is tiled over the background. It is always displayed underneath all simple borders.
 4. To delete a texture: Select Page->Background->Delete Background.

- **Make a simple border:**
 1. Select Page->Border->Simple borders.
 2. Select the border style.
 3. Select the number of border lines and the line width.
 4. Select the border color.
 5. If you want the border to be on Top of everything, check 'on top'. If you don't check this, text and graphics can print on top of the border.
 6. If you want the border to automatically be just bigger than the text – recommended for banners – check 'automatic'.

- **Import a fancy border from a file:**
 1. Select Page->Border->From file...
 2. You can import any WMF (windows metafile), BMP (bitmap file), GIF, or JPG (JPEG) as a border.

3. The graphic in the file is automatically stretched to fill the entire page.
4. The TEXT MARGIN is automatically set to 0.1 inches to accommodate a fancy border. You can reset it with Page->Text Margin.
5. To change the background, import a new one, or select Page->Border->Delete Border.
6. POSTER includes a few WMF files with samples of fancy borders. If you register poster, you will receive a disk full of fancy borders.

- **Import a fancy border from the clipboard:**

1. Select Page->Border->From clipboard...
2. You can import any WMF (windows metafile) or BMP (bitmap file) as a border.
3. The graphic in the file is automatically stretched to fill the entire page.
4. The TEXT MARGIN is automatically set to 0.5 inches to accommodate a fancy border. You can reset it with Page->Text Margin.
5. To change the background, import a new one, or select Page->Border->Delete Border.

- **Delete a border:**

1. Import a new border or background. OR
2. Select Page->Border->Delete Border.

Simple borders.

Simple borders are generated by POSTER. Try experimenting with the set of borders. Try 1, 2, or 3 lines, and different line widths.

Simple borders can coexist with borders and backgrounds imported from *.wmf and *.bmp files, and the clipboard or with background colors or gradients.

Color.

Border color is treated similarly to text color. Your printer will print the border in color if it can. The Color only applies to SIMPLE borders.

Automatic Resize.

If you check this, POSTER computes the size of the border and prints it just bigger than your text. The border is printed last, on top of everything else. This works best for banners.

Automatic resize is selected automatically for Banners in Quick-Start mode.

Always on Top.

If you check this, the border is printed AFTER all text and graphics are printed, placing it on top of everything. If you don't check this, the border is printed first, underneath everything else.

VIEW OPTIONS.

The options are global, and effect any document edited by POSTER.
Options are saved by SAVE, and are reloaded by OPEN.

ZOOM.

The entire poster is enlarged to the specified magnification.

"Printed Size" sets the ZOOM value to the value closest to the print scale factor selected by the last PRINT or Print Preview command.

To zoom to a specific size:

- Select View->Zoom->Zoom box. Then use the mouse to draw a box around the area you want to zoom. When you release the left mouse button, POSTER will zoom. OR
- Select View->Zoom->magnification.

GRID.

Generates a grid to help in graphics alignment. Set the grid size as desired. "Show Printed Size" means the grid is relative to the size the poster will be when printed; otherwise the grid is relative to 1 page (1x).

RULER.

Generates a ruler to help in graphics alignment. "Show Printed Size" means the ruler scale is relative to the size the poster will be when printed; otherwise the scale is relative to 1 page (1x).

SHOW DISPLAY/PRINTED SIZE.

Show Display Size will show the ruler, grid, and status line sizes relative to a single page (1x).

Show Printed Size will show the ruler, grid, and status line sizes relative to the printed size. The printed size is set by the last File->Print. Command.

To set a printed size (such as 4X) without printing something:

1. Select File->Print.
2. Set the Printed Size or Print Scale Factor.
3. Push Preview.
4. Now select View->Show Printed Size.

PAGE BREAKS.

Shows where page breaks will occur, based on the printed size selected by the last Print or Print-Preview command. See above to set the printed size.

OPTIONS:

Display Non-Printable characters.

This option displays a paragraph mark where ever a carriage return has been entered. (Sometimes this

mark may not be visible if it is off the side of the page). This is to help you remember where you have hard line breaks. These marks are NOT printed with the poster is printed.

This option defaults to OFF.

Display Bounding-box around graphics.

This option displays a dashed line around a bitmap or metafile which has been pasted into the document. The graphic can be resized with the RESIZE option.

The dashed line is NOT displayed when the poster is printed.

This option defaults to OFF.

Mark Active Text Box.

This option displays a hatch mark around any text box that is active (has input focus). A text box is active if you can currently type into it (in other words, the cursor is the text box).

This option defaults to ON.

Don't display metafiles.

When set, this option bypasses the display of metafiles on the screen - however, the bounding box is always displayed. This option is used if the redraw of a metafile takes a lot of time.

The metafile is ALWAYS printed when the poster is printed.

This option defaults to OFF.

Metric.

When this is set, all measurements are expressed in centimeters, rather than inches. The default font menu shows fonts in increments of 0.5 cm, and the Text->Bigger/Smaller entries increment the text by 0.5 cm.

NOTE: If you have setup your machine to use METRIC measurements, POSTER automatically comes up in METRIC mode. To do this, use the "International" settings in the "Control Panel".

You may switch between Metric and English measurements at any time.

Allow Text in Text Boxes Only.

When set, the main flow of text down the page (the word-processor-like flow) is disabled. All text can only be entered in disconnected text boxes.

Allow è as Hotlinks.

When set, clicking on a text box where the text begins with "è" (equal, equal, greater-than) will cause POSTER to automatically load the file whose name follows the è. The suffix of the name is assumed to be "POE", and the subdirectory is assumed to be "examples".

Fast Bitmap Stretch.

When set, bitmap stretching is performed when the bitmap is displayed, rather than when it is stretched. This makes the stretching faster, but general redraw is slower. This is best used if you

have a big bitmap that takes a long time to process every time it is resized (stretched).

Disable Automatic text for graphics.

Normally, if a graphic is selected and you type a printable character, POSTER puts you into text mode, and creates text for that graphic. Selecting this option disables this feature.

Disable Hints.

Normally, POSTER generates a hint the first time a feature is used (such as creating a graphic). If set, POSTER will not generate any hints.

menu

Keyboard help.

The only special keys recognized by Poster are:

F1 - call for Help

F3 - SAVE

F5 - Redraw. Use this when the display doesn't look quite right.

Sometimes POSTER does not properly update the screen after a delete or insert - this will generally fix the problem.

ESC - If text is selected, deselect it.

Ctrl+B - Bold

Ctrl+U - Toggle underline

Ctrl+I - Toggle Italics

Ctrl+N - Reset text to Normal (No bold, italics, underline, or special effects)

Ctrl+C - Copy to clipboard

Ctrl+X - Cut and copy to clipboard

Ctrl+V - Paste from clipboard

Ctrl+Z - Undo

Ctrl+S - Smaller - makes fonts smaller.

Ctrl+L - Larger - makes fonts larger.

The cursor keys will move the cursor.

Home - move to start of current line.

End - move to end of current line.

PageUp - move to the start of the poster.

PageDown - move to the end of the poster.

Del - delete the next character, or the current selection.

SAVE and OPEN (Load): *What do you want to do?*

- **Save a Poster or Banner for later use by the POSTER program.**
 1. Select File->Save.
 2. Enter the file name. The file will be saved as a *.POS file.
 3. ONLY POSTER can read these files.
- **Save a Poster or Banner as a BMP or WMF file for use by other Window's programs.**
 1. Select File->Save As.
 2. Change 'Save as type' to BMP (bitmap) or WMF (Windows metafile).
 3. Enter the file name. The file will be saved as *filename.bmp* or *filename.wmf*.
 4. These files can be read by any program that accepts bmp or wmf files.
 5. The file contains an exact representation of the poster or banner.
 6. A bmp file is a BITMAP. It is saved in the resolution and color mode of your display, NOT of your printer.
 7. A WMF file is a vector graphics file. It is independent of the resolution and color mode of your display.
- **Save a Poster or Banner as a GIF or JPG file for use on the WEB.**
 1. Follow the instructions above to save as a BMP file.
 2. Convert the BMP to a GIF or JPG file, using a conversion program like Print Shop Pro (a shareware package available from the internet).
- **Open (load) a previously saved Poster or Banner.**
 1. Select File->Open.
 2. Select the file to open. Only files of type POS can be opened by POSTER.
- **Open or load a BMP, WMF, GIF or JPG file.**
 1. These files can only be 'imported' into an existing poster.
 2. Create a poster or banner with File->New.
 3. Select Insert->Picture. Select the file you want and import it.
- **Open a Poster previously saved as a BMP or WMF file.**
 1. Follow the directions above for importing a BMP or WMF file.
 2. To preserve all the information and attributes of a poster or banner, you must save it as a POS file.

FAQ - FREQUENTLY ASKED QUESTIONS.

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EXCEL:

Q: How do I print an excel spreadsheet using Poster.

SAVING

Q: How do I save a poster so other programs can read it?

A: Select File->Save As, and set "Save as Type" to a BMP file (a bitmap) or a WMF file (a metafile). This will save your poster or banner as a xxxxx.bmp or xxxxx.wmf. Then import the .BMP or .WMF into another program, like WORD, Corel Draw, etc. Use the BMP file for a simple graphic. Use the WMF file if you want to smoothly scale the poster to any size.

NOTE: The BMP and WMF files do NOT preserve all the information that Poster saves in a .POS file. If you are going to work on your poster or banner at a later time, be sure to also save it (and reload it) as a .POS file.

Q: How do I create a Poster GIF?

A: To create a GIF, select File->Save As a BMP file, then import the BMP file into a program like Paint Shop Pro (shareware), Corel PhotoPaint, MS Image Composer, etc, and save it as a GIF file.

Q: I save as a WMF file, but I cannot get other programs like Corel Draw to read it.

A: Earlier versions of Poster created WMF files that some programs would read. This is fixed in the current version.

PRINTING:

Q: How do I print using continuous forms.

A: Click on continuous forms in the printer dialog box. You must have a printer that supports continuous forms, such as one of the newer HP inkjet printers that has a 'banner' mode. (Not an HP 8xx printer! - they don't do banners). See the instructions below. You **MUST MANUALLY** set your printer into continuous forms mode.

Q: How do I print a banner on my HP inkjet.

A: If you have a 6xx or a 7xx printer, follow the instructions on your printer to set it into banner mode

1. You must set the printer into banner mode using the printer properties dialog box (or File->Printer Setup->Properties).

2. Then start POSTER and select BANNER.

3. When you print the poster, check 'Continuous Forms' in the print dialog box.

HP 8xx printers can NOT print a banner on continuous form (banner) paper.

Q: How do I print a banner on my Epson inkjet.

A: You must have set the Epson Printer Driver to use a single 44" page, and then you must create a single page Horizontal Poster (Not a banner):

a. Before you start Poster, set the Epson Printer Driver to use a 44" page:

Select Start->Settings->Printers.

Highlight your printer, then select File->Properties.

On the MAIN or DETAILS tab, change the Paper Size setting to User Defined.

Specify 44" in the height.

Click APPLY, then OK.

b. Now Start POSTER, and select HORIZONTAL or VERTICAL. This will create a single page banner which will fully fill your page. **DO NOT SELECT BANNER MODE.**

d. When you print, print at 1x, which will give you a single 44" banner.

You can also start Poster, then select File->Printer Setup->Setup, and change the paper size to User Defined and the height to 44". Then you **MUST** create a new poster by selecting New->Horizontal. When you print, print at 1x, which will give you a single 44" banner.

There is no need to specify Continuous Forms when you print the banner, as you are really only printing one page.

Q: My text comes out garbled (i.e., an A prints as a \$).

A: All reported instances of this involve either printing using Method A, or using some of the special-effects for text (such as shadow). Print the test page (File->Printer Test). If the special-effects characters at the bottom of the page print as '\$' instead of 'A', it is a printer driver problem. There are several available workarounds:

1. Do NOT use Print Method A.

2. Do not use the special effects marked with an asterisk in the Text->Special Effects dialog box. Also, in the same dialog box, check the box marked 'Check if outlines don't print correctly'.

3. If you are using the HP Laserjet 6 printer, this problem only seems to occur using the Laserjet 6 PCL driver at 300 dpi. Either install and use the Laserjet 6 'Host Mode' driver (included with your Laserjet 6 printer), OR switch to 600 dpi OR load and use the HP Laserjet II driver (this driver is included with Windows 95).

4. Workaround for CAPITAL (UPPER CASE) Letters only: Select File->Printer Setup, and check the box marked 'alternate' under Special Effects Printing. Note that this will fix upper case letters, lower case letters will all print out in upper case.

5. If you are using a Postscript printer, the only other solution at this time is to NOT use the special effects marked with an asterisk.

Q: My bitmap (bitmap, or jpeg, or gif picture) does not print correctly. Either I get the upper left corner of the bitmap on every page, or it is not scaled properly.

A: This is a problem with various Laserjet drivers. If you are using an HP Laserjet printer, the general workaround is to load and use the HP Laserjet II driver (this driver is included with Windows 95). This driver will drive all HP Laserjet printers.

If you have the HP Laserjet 6, this is a problem only with the Laserjet 6 PCL driver. Install and use the Laserjet 6 'Host Mode' driver (included with your Laserjet 6 printer).

NOTE: This should NOT happen in Poster 6. If it does, sent email immediately to Support@postersw.com.

Q: I get page ejects when printing in continuous form mode.

A: If you get a page eject between pages, do the following:

1. Select File->Print.
2. Select More.
3. If your first page continues OK onto page 2, and then page ejects: Change "Override Paper Size" to a value smaller than 11. For example, 10.8. This will cause POSTER to page eject sooner. Experiment with this value till you get something you want. Ideally, you want POSTER to go to the very end of a page, and then page eject onto the next page, which results in a completely continuous form.
4. If your first page does a page eject before it gets to the end of page 1, then change "Override paper size, width" to something longer than 11 inches. This will cause POSTER to page eject later. Experiment with this value till you get something that works.
5. You must do this every time you print.

Q: I am having printing problems.

A: 1. Make sure you have the latest version of the printer driver. Check the printer vendor web site for this version (www.hp.com, www.microsoft.com,...).

2. Try printing method A, or B or C. (Usually this doesn't help a deskjet).

3. Look in the Printer Setup dialog box for something that says "Print TrueType Fonts as Graphics", and select it. Also there might be a box that says something like "Print Raster Graphics".

4. If you have Adobe Type Manager (ATM) installed, try using Type 1 fonts instead of true-type fonts.

5. If you are printing complicated graphics or a big bitmap to a Laserjet, make sure you have at least 1.5MB of printer memory.

6. If you have a Laserjet 3, 4, or 5, load and use the Laserjet II driver.

Q: My Laserjet 5 prints multiple copies of page 1 of a picture or bitmap, but won't print page 2.

A: This is a Laserjet 5 driver problem. Try the latest version of the driver. If that doesn't work, load and

use the Laserjet II driver.

Q: When I print on my Epson Color Stylus, it is not centered on the page.

A: This is fixed in Poster 6.0. If you still have problems, select Page->Margins, and adjust the top and left margins to properly center the printing.

EXCEL:

Q: How do I print an excel spreadsheet using Poster.

A: Create your spreadsheet in Excel. Highlight the cells you want to print, and do a COPY. Switch to POSTER and do a PASTE.

OR From Poster, select Insert->OLE Object. Select EXCEL Spreadsheet. EXCEL will start. Edit your spreadsheet. Then terminate EXCEL. The spreadsheet will appear in POSTER.

