
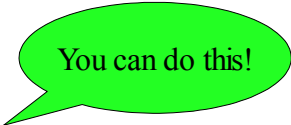


Instructions for making the poster

1. Open up an Open Office document
2. Click “Format” and then “Page.” Make sure the “Page” tab is selected.
3. Change the orientation to “Landscape”
4. Change the size to 14 inches wide and 8.5 inches high.
5. Click View, zoom, fit width.

FONT WORK

1. Select the font you want to use.
2. Find the button that looks like a picture frame with an A in it. 
It may be at the bottom of the screen. If it can't be found, click “View” and “Toolbars”
Select “Drawing”
3. Select the color/style of the fontwork you want.
4. Hit “Enter”
A giant font thing will appear.
NOTE: If the blue corner tabs disappear, hit “control+z” until they reappear
5. Change the size of the font thing using the blue corner tabs. If they aren't there, double click.
6. While the blue tabs are showing, double click on the words.
“Fontwork” should appear in black. Change this to your correct text. In this case, “Star Club”
7. While the blue tabs are showing. Change the anchor to “page”
and, if necessary, the alignment to “wrap”
8. Move the fontwork to the proper spot on the page.



You can do this!

DRAWING SHAPES

1. If it is not already open, open the drawing toolbar.
2. Select one of the shapes from the bar. (Click around to find one you like.)
3. You can change the shape of your object if any little yellow squares are present.
(You can change shape color by right clicking)
4. Add text to the drawing shape by double clicking on it, then typing
Monday, October 26, 2012
Come to the party
213 E 450 S Mapleton
4-6:00 pm
Bring your own telescope

ADD A BACKGROUND

1. Find a picture - Google a picture of “astronomy” Open it, and save it to the desktop (or your folder)
2. Add the picture to your page. Do this by clicking...
Insert, Picture, From File, and selecting the file name.
3. Modify the picture - Right click on the picture. Change the anchor to “page”
4. Change the wrap to “wrap through in background”
5. Double click on the picture and select “crop”
6. Change the image size to 25 inches wide and 15 inches high.
Don't worry if it gets weird looking.

Remember – call if you need help!!!