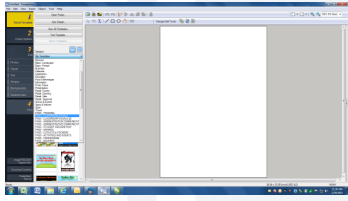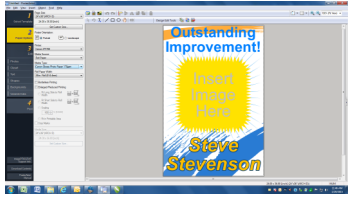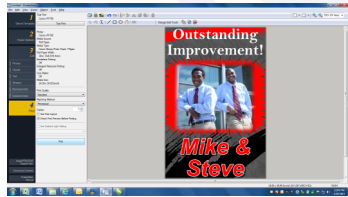# PosterArtist Tutorial

1. Open PosterArtist. In **Step 1** go to the menu bar and click the **Category** drop down menu. Select the desired PASS template library from list.

2. After selecting a template go to **Step 2**. On the menu bar you will choose your **Page Size** (24"x 36" ARCH D) and **Media Type**.
(Use the Media Selection Guide to select the correct Media Type)

3. **Step 3** is where you customize the template. Edit Photos, Clipart, Text, Shapes, and the Background.

4. Once poster is finished go to **Step 4**. Confirm the print settings displayed on the menu bar. Click **Print** located at the bottom of menu bar.

5. A **Print Preview** window will appear. Your poster will be displayed to the left and the print settings will be on the right. Double check and confirm settings. Click **Print**.

To learn more about PosterArtist
and some additional features,
head to our website and log-on to the
EDUCATOR Plus Training Video.

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