Customizing the Promotional Posters for Your Program

**Follow these detailed step by step instructions to print an 8 ½ X 11 poster:**

1. In Word, open the poster you want to customize.
2. Change the program name, phone number, and website address for your program in the box at the bottom of the page.
3. Save the document as a PDF, not a Word doc.
4. Open the PDF file you just saved.

    > Select “File” tab

    > Click on "Print" and make sure that your printer is selected

5) Select "Fit" which tells Adobe to fit it onto an 8.5x11.

    > click "Print"

This will print the poster on 8 ½ X 11 paper. If you have a color printer, you can print the poster in color.