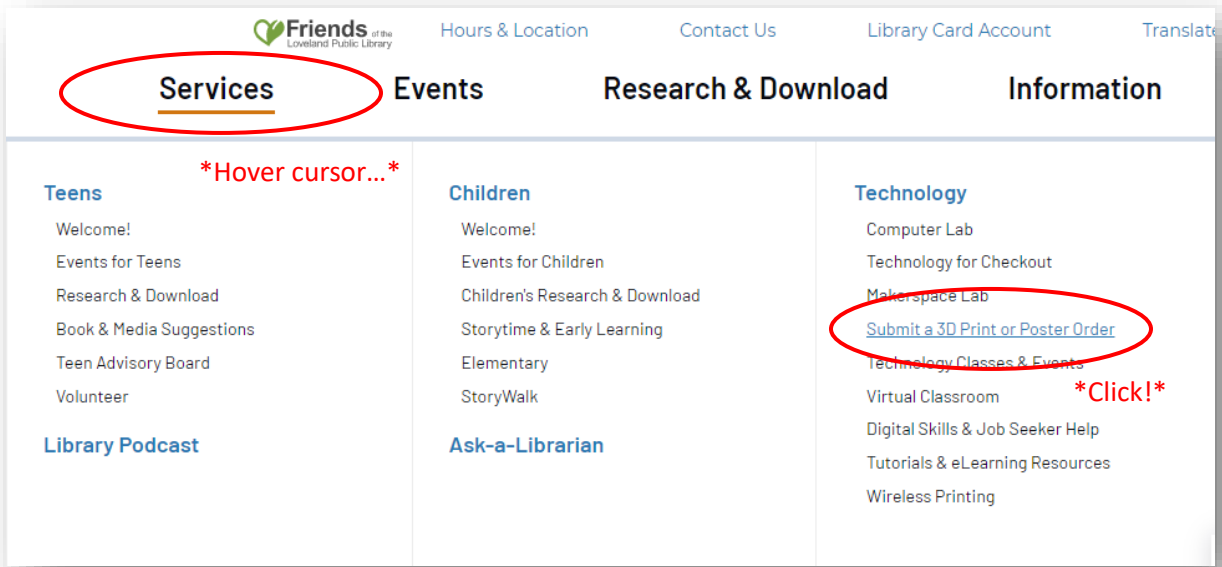So let's get started!

1. **Navigate to our POSTER SUBMISSIONS page.**
   a. Got to **LOVELANDPUBLICLIBRARY.ORG**
   b. At the top of the webpage, hover over **SERVICES**.
   c. Then click where it says **SUBMIT A 3D PRINT OR POSTER ORDER** under the **TECHNOLOGY** section.

2. **Download our PREMADE ILLUSTRATOR TEMPLATE from our website**
   a. Under **POSTER PRINTS**, scroll down until you see the list of programs and their available dimensions.
   b. Click on the dimensions that you believe is closest to the desired dimensions of your media.
      i. For this demonstration, we will be utilizing the **PUBLISHER 24"x44"** template.

   c. Once you click on your desired dimensions, the web browser will open the template in GOOGLE DRIVE. You must sign into a Gmail account to gain access. (You need a Gmail account to fill out our Submissions form down the line as well).
   d. In the upper right corner of your web browser, click the download icon to download the template.

3. **OPEN the template in Publisher**
    a. The downloaded template should immediately appear in the bottom right corner of your web browser. **CLICK** on it.

    b. If in the case the downloaded file does not appear in the bottom right hand corner or you downloaded it earlier – You can find this file in your **File Explorer** (**FINDER** for Mac Computers) under **DOWNLOADS**
    c. After opening the template, you should have a digital canvas on your screen to add photos to.
4. **Add photos/media to your template.**
    a. From the upper tool bar, click **INSERT**
    b. Click **PICTURES**.
    c. Navigate to the photo you would like to add, then **DOUBLE CLICK** on it to open.
   d. Your image should then appear in the center of your canvas.
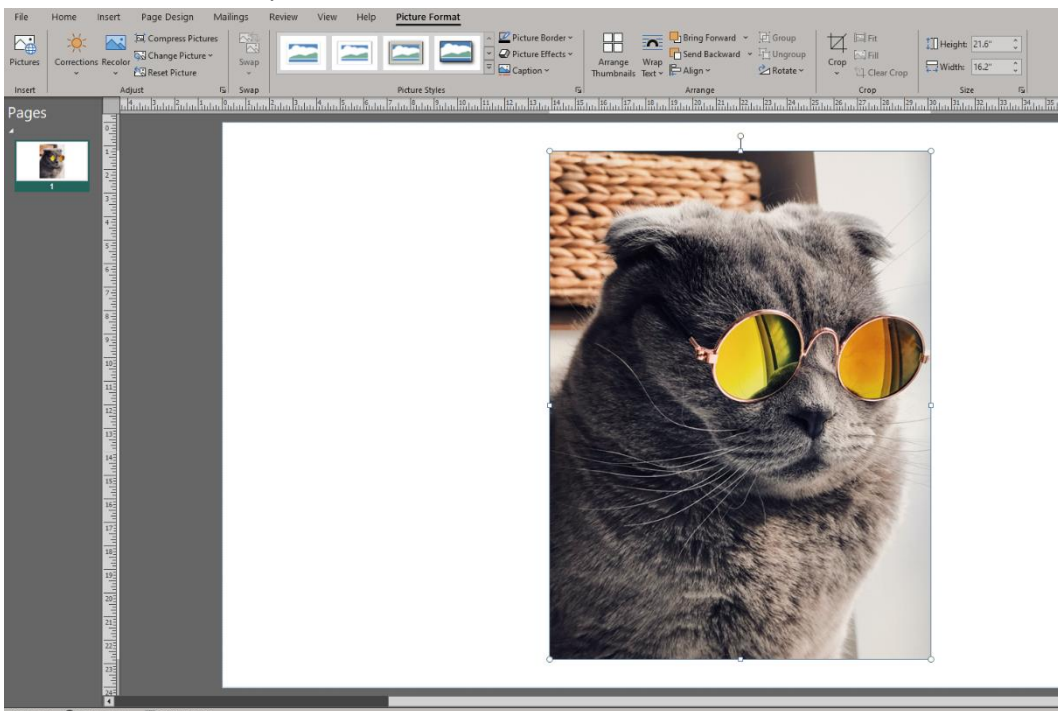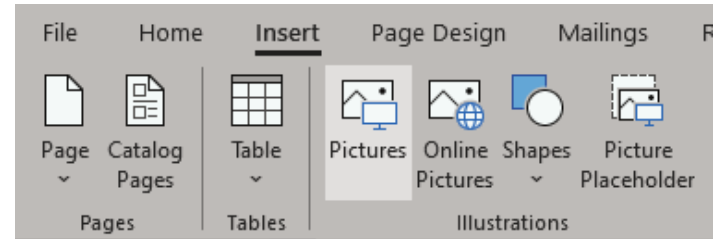
5. **RESIZE your photo**. *Exact Dimensions are **SUPER IMPORTANT.***
    a. *Publisher should give you **PICTURE FORMAT** options immediately after you insert a photo.* In the case that it doesn't, **click on the photo you want to size, then select PICTURE FORMAT** from the upper tool bar.
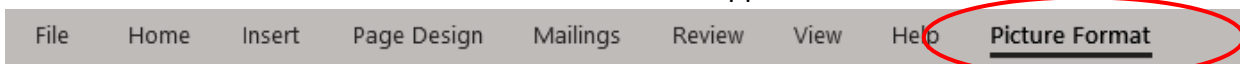

    b. From the Picture Format options, we are going to focus on the **SIZE category**, found all the way on the right.
   i. The dimensions listed there are the current **HEIGHT** and **WIDTH** of your selected photo.
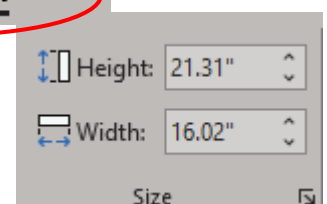
c. Let's say you know you want this photo to be 18" x 24"...

d. **Replace** the current **LONGEST** dimension (ie. Height: 21.6") with your desired **LONGEST** dimension (ie. 24").

   i. Press **ENTER** on your keyboard. Publisher will automatically change the short side's dimension, in this case the width, in proportion to the dimension you entered.

   ii. **TIP**: It's better for dimensions to be slightly bigger than smaller because you can cut ie. 0.05 inches off a photo.
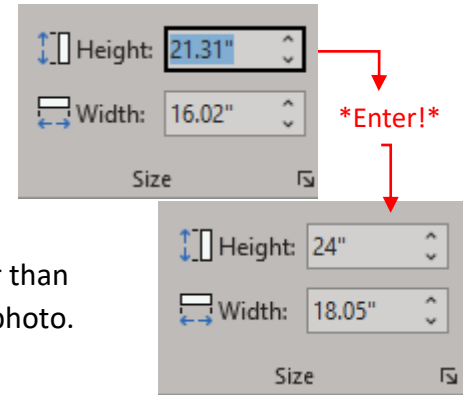
6. **MOVE/ROTATE your photo.**

a. **To MOVE**: **CLICK NEAR THE CENTER** of your photo (or when your cursor looks like this ⬌), and drag to move it as far as you can to one side of the template to make room for more.

b. **To ROTATE**: Click on your photo to select it, select **PICTURE FORMAT** from the upper tool bar.

   i. From the Picture Format options, find the **ARRANGE** category.

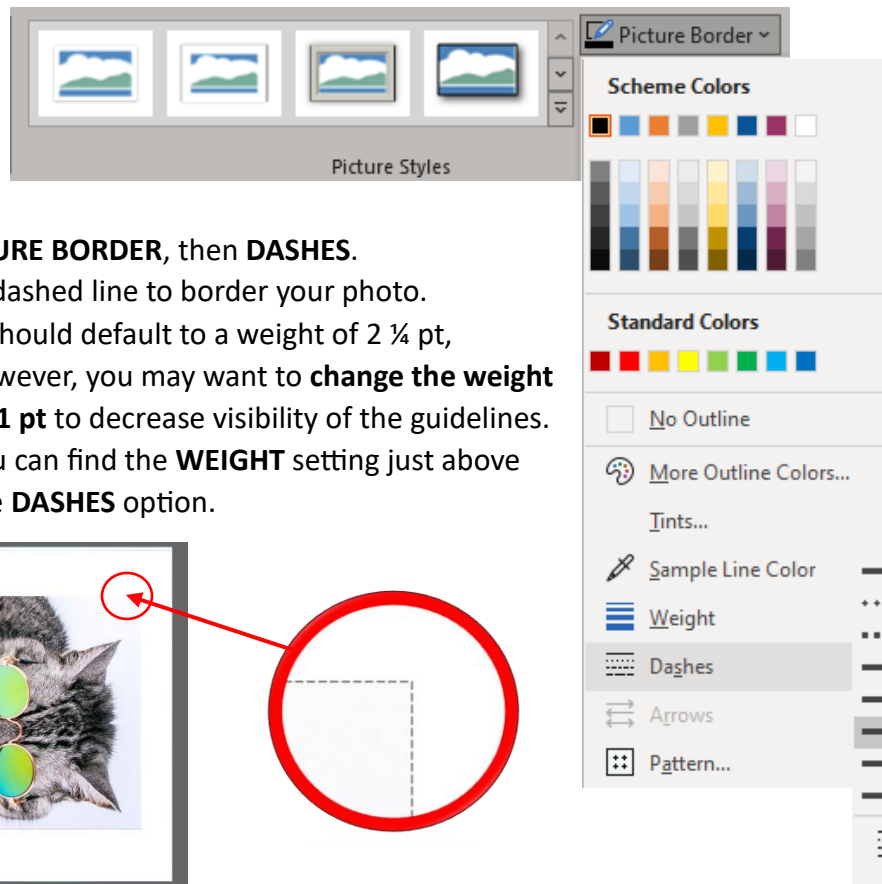   ii. Click **ROTATE**, then select **ROTATE RIGHT 90** from the drop-down menu.
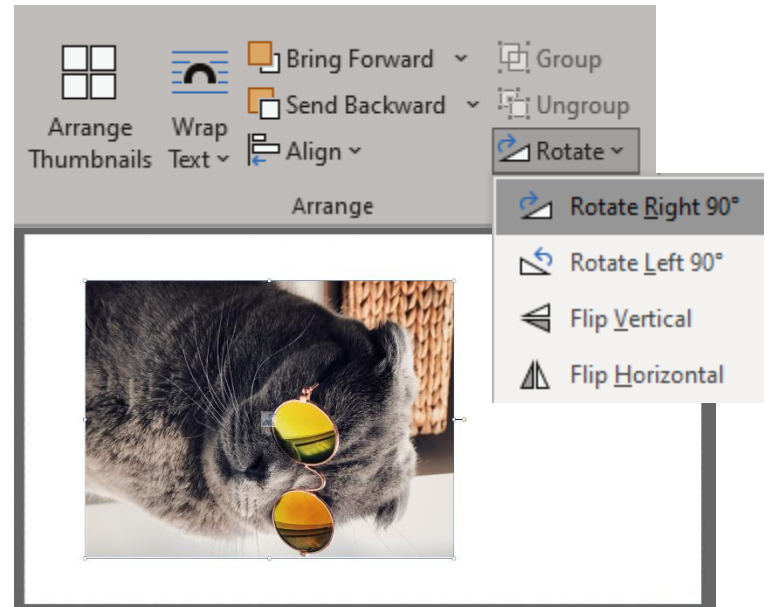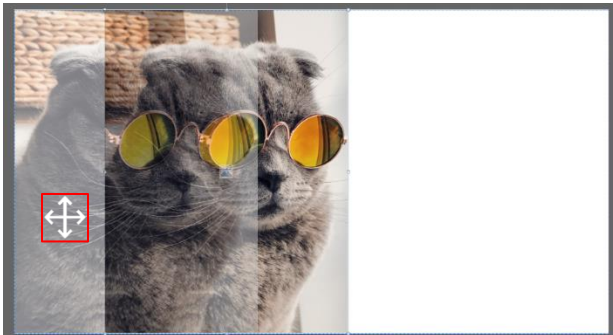
7. **ADD MORE Photos!**
   a. **DUPLICATE** – You have one perfectly sized photo, maybe you want more of the same…
      i. Make sure the photo you want to duplicate is highlighted in a blue rectangle (click on it to highlight it).
      ii. **Hold CTRL and C (COMMAND and C on Mac)** on your keyboard to **COPY** it. Then let go.
      iii. **Hold CTRL and V (COMMAND and V on Mac)** on your keyboard to **PASTE** it. Then let go.
      iv. **MOVE** the duplicate to where you want it. *TIP: it may paste directly on top of the photo you originally copied, so if you don't see the duplicate, try moving the original photo to reveal the second photo.*
   b. **Add a NEW Photo** – Return to **STEP 4** to repeat the earlier process.

8. **Add a TRIM BORDER** to a photo with a light background so that you know where to cut.
   a. Make sure the photo with a light background is highlighted (click on it).
   b. Select **PICTURE FORMAT** from the upper tool bar.
   c. From the Picture Format options, find the **PICTURE STYLES** category.
   d. Click **PICTURE BORDER**, then **DASHES**.
   e. Choose a dashed line to border your photo.
      i. It should default to a weight of 2 ¼ pt, however, you may want to **change the weight to 1 pt** to decrease visibility of the guidelines. You can find the **WEIGHT** setting just above the **DASHES** option.
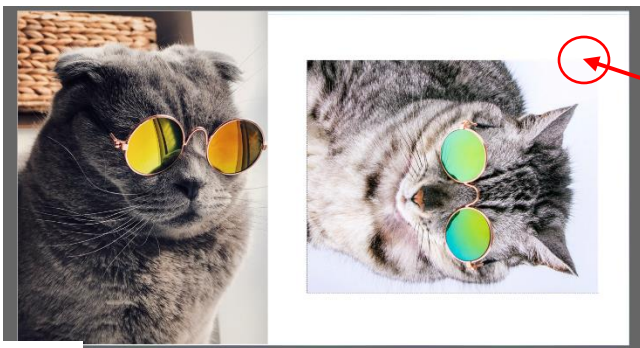
9. **SAVE** as a **PDF**
    a. From the upper tool bar, click **FILE,** then **EXPORT** from the left-hand side.
        i. Click the **CREATE PDF/XPS** button.
    b. When the save window appears, click **OPTIONS**, under the **OPTIMIZE FOR** box.
        i. Change to **COMMERCIAL PRESS**, then press **OK**.
    c. In the **FILE NAME** box, change your file to something you will recognize (ie. 18x24catswithsunglasses)
    d. From the categories on the left of this window **navigate and select a folder (or your flashdrive)** to save this file in. REMEMBER this location.
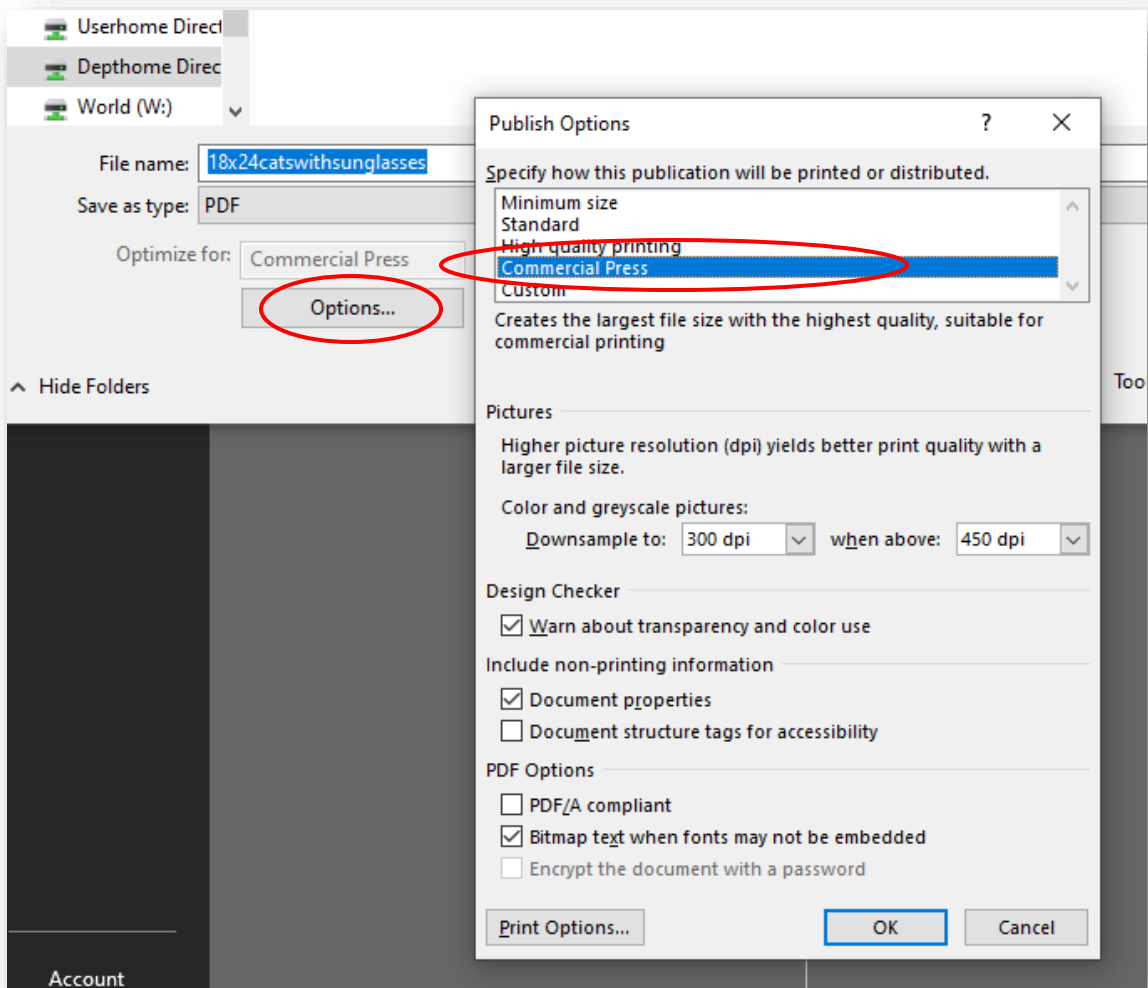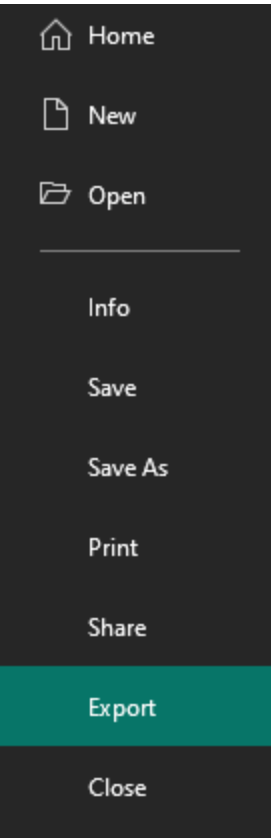
    e. Click **PUBLISH**.
    f. If you would like to save an editable copy of the Publisher file, remember to go back and do so… FILE > SAVE AS…
10. **SUBMIT** your PDF through our Google form. This form is found on the SUBMIT A 3D PRINT OR POSTER ORDER page of our website (the green button above where the