Creating Graphics for CJ42511

Printing for Podia from Word Processing Programs

Because this display uses standard 8.5" x 11" letter sized paper most users will want to print images right from their personal computer / printer systems. Many current word processing programs can achieve attractive results as well by following these general steps. Please consult your software's help menu for specific questions.

Setting Margins

In most cases margins for your word processing document will be limited by those of your printer. Set your document margins (usually found in the format menu) to the same as your printer. If the printer has different margins from one side to another apply the larger of the two to both sides of your document. We recommend you set top and bottom margins to the same if possible.

For printers with small margins or full edge-to-edge printing you may prefer to maintain a border of 1/4" or more on all edges depending on your design and personal taste.

Column Setup

In the format menu, locate the columns option. This display graphic requires the two column setting. The space between the two columns is a very important factor in this step. It should be twice the size of your side margins because it represents the right margin of one panel and the left margin of the other.

Column space should be double the margin width

Other Panel Design Options

Many programs allow placement of photos, clip-art, background images, ruled lines and text boxes. Because abilities and commands vary widely from one program to another we recommend you consult your software's help menu for details.

Copying the first panel into the second panel:

When you have the first panel completed:
copy the text
(use the edit menu 'copy' command or press [Ctrl] + C)
insert a column break
(use the insert menu 'break' command or press [Ctrl] + [Shift] + [Enter])
paste the text
(use the edit menu 'paste' command or press [Ctrl] + V)
NOTE: This method may not reproduce text boxes or image boxes.

When you are finished, print out your page, fold it in half and insert it into the display! Make sure to save a blank page with the two columned format that works on your printer. This will make is easy to make different graphics for your display!