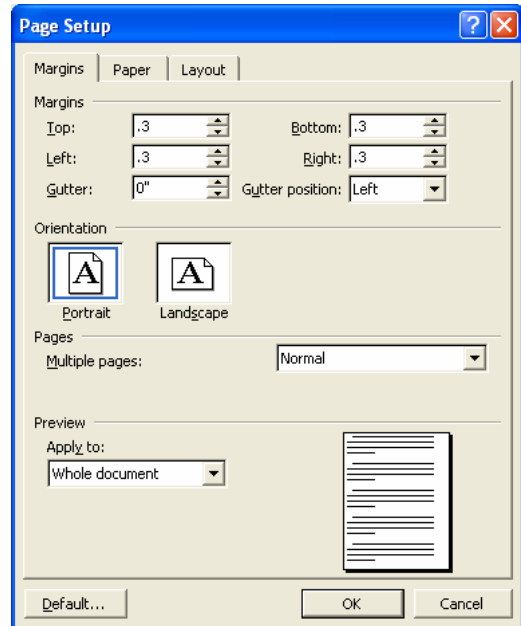


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# Library of Congress Posters: Inserting and Printing in Word

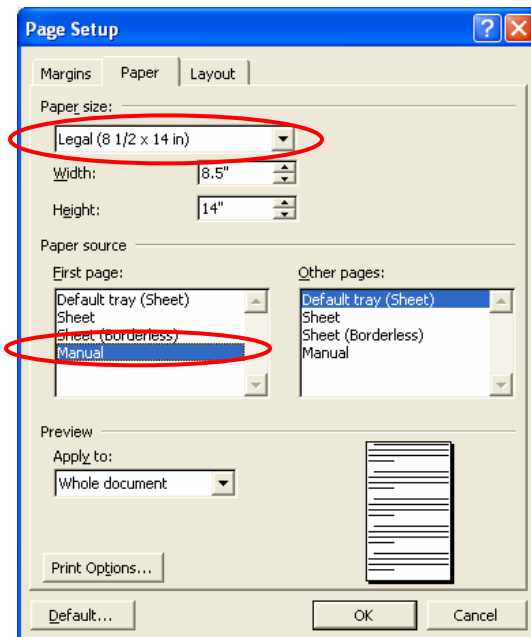
---

- The printer must accommodate 8 ½" X 14 legal paper
- Download a poster
- Open Word
- Click on **File**
- Click on **Page Setup**
- Change the margin settings to .3" for all four margins (top, bottom, left, and right)



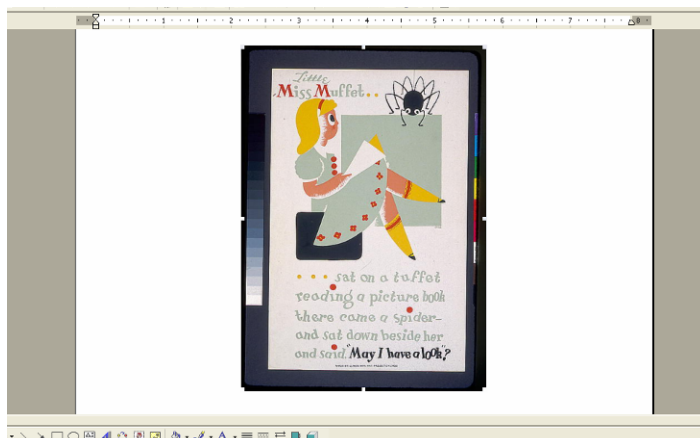
Screen Capture: Microsoft Office

- Click on the **Paper** tab
- Change the paper size to **Legal**
- Select **Manual Feed** as the paper source for both the first page and other pages
- Once you have your margins and paper size completed, click **OK**



Screen Capture: Microsoft Office

- Center your cursor on the page by clicking the **Center Justification** button
- Click **Insert** and select **Picture**
- Select **From File**
- Locate your image and click on it
- Click **OK**



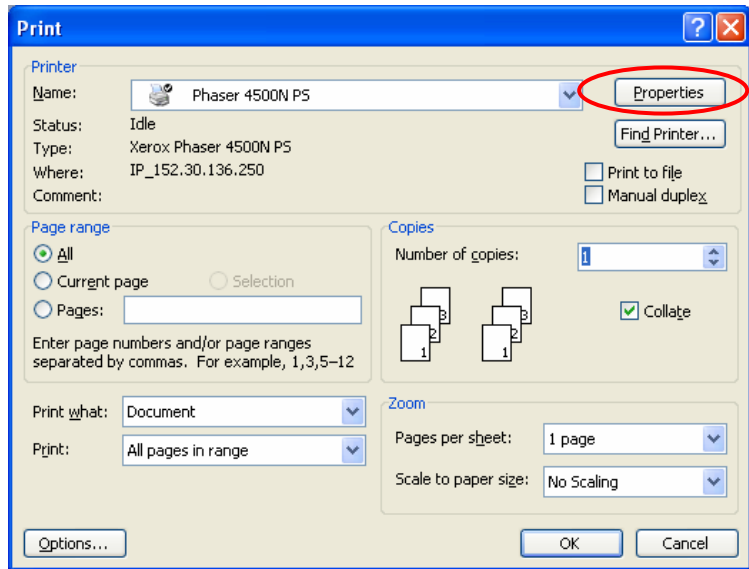
Screen Capture: Microsoft Office and Library of Congress

- Grab the lower right-hand corner handle (square) and drag towards the right bottom corner of the page.
- Release the mouse button once the image size reaches the bottom margin. You may have to tweak the resizing of your poster to get it to fit, but use only the corner handles to enlarge or shrink the poster.



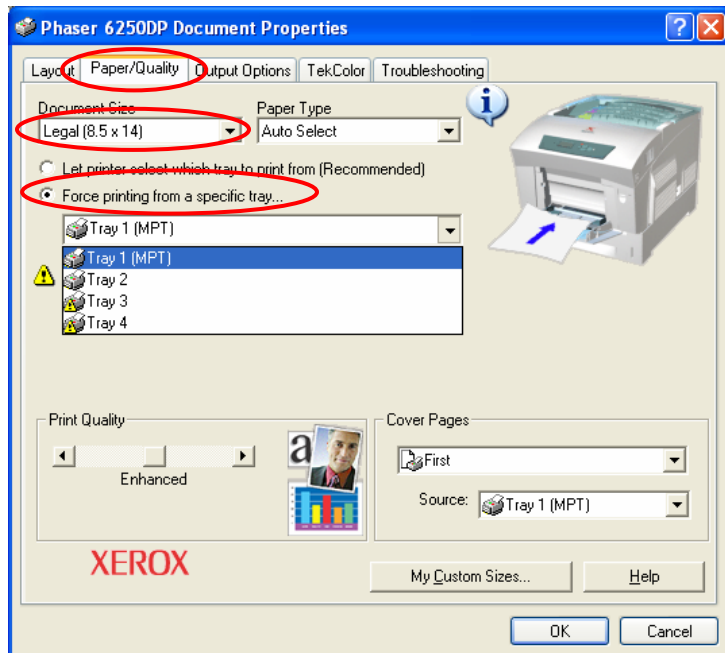
Screen Capture: Microsoft Office and Library of Congress

- To **Print**
- Click **File**
- Click **Print**
- Locate and open the **Properties** box (or its equalivant – depending upon your printer software)



Screen Captures: Microsoft Office

- Select the **Paper** option (or its equalivant)
- Change the paper size to **Legal**
- Change the paper source to **Manual Feed**
- Click OK and then click OK again to print
- Insert your 8 ½”x14” paper into the manual feed tray of your printer



Screen Captures: Microsoft Office