

To create fliers from your poster (using any version of MS Word up to 2007), follow this recipe:

- Open the Poster document.
- Select all the elements in the poster (Pictures, Text Boxes and any text you may have added) so each element of the poster is selected.
- Click the Right mouse button, and chose **Group**. (This collects each part of the poster into a single object).
- Now copy this object (Ctr + C or **Edit – Copy**).
- In a new document, follow the menu path **Edit - Paste Special**. This opens a Paste Special box, which will list the Picture formats which are supported by your version of Office.
- Chose the version of the picture file which creates the best copy. (This will require some experimentation, so try the first format, and if you are not happy with the resulting picture, undo and try the next format. The format we used was TIFF file).
- Adjust the margins on the page, so that the margin indicators fit to the very edge of the page. This will allow the picture to fit snugly to the edge of the page.
- Now click on the picture, and a box will appear at each corner of the file.
- Hold the mouse button on the black box at one corner of the picture file, and you will be able to adjust the size of the picture file.
- Adjust the size of the file so that it fits one quarter of the page.
- Now Copy (Ctr + C or **Edit - Copy**) the new picture file, and paste (Ctr + V or **Edit - Paste**) the file 3 times into the same page.

This will create a page of four fliers.