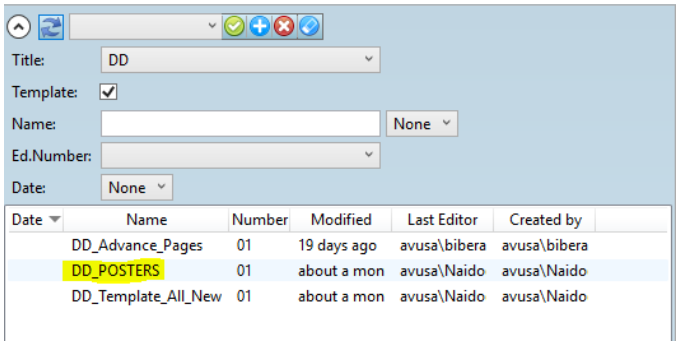
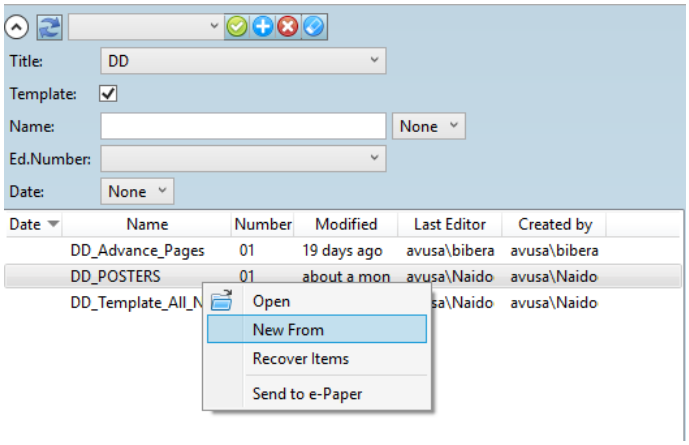
When creating a poster edition –

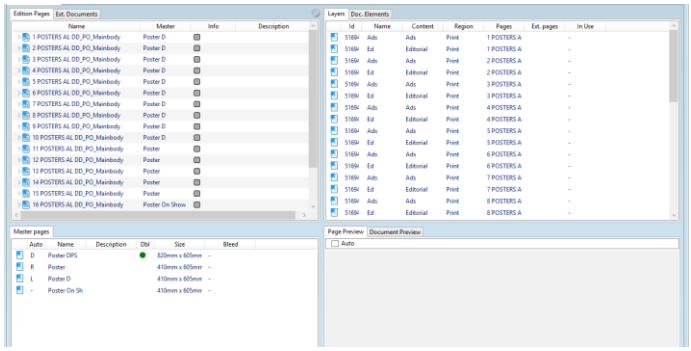
1. Highlight the DD_Posters template:



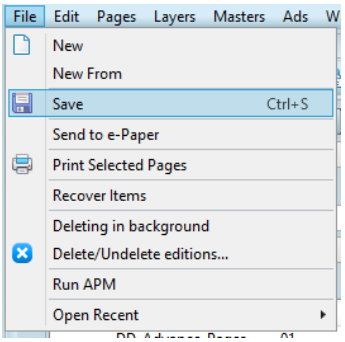

2. Click on the right-mouse button and choose New From:



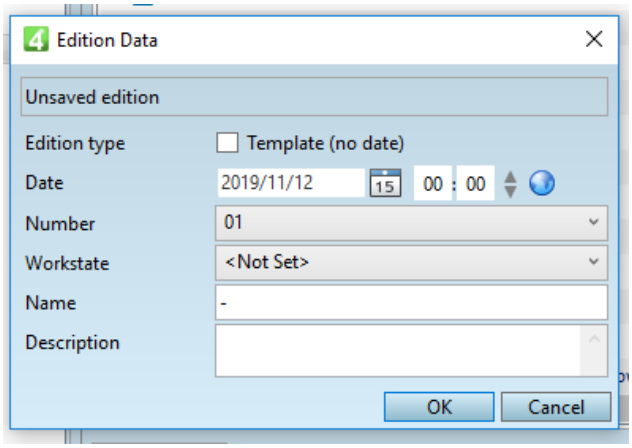

3. On the right-hand side of your screen, the following will appear:



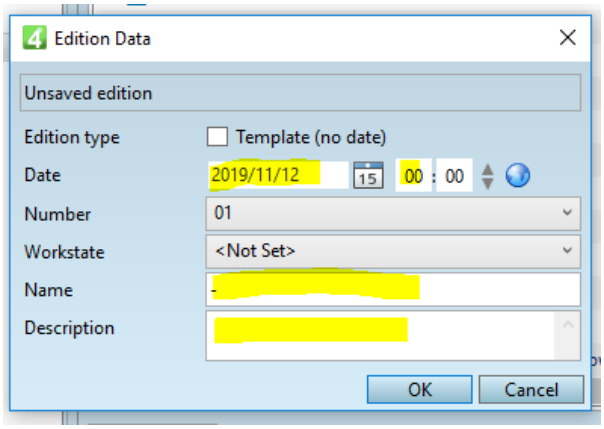
4. The next step is save your Poster edition:




5. The following pop up will appear:




6. The highlighted sections need to be filled in correctly:



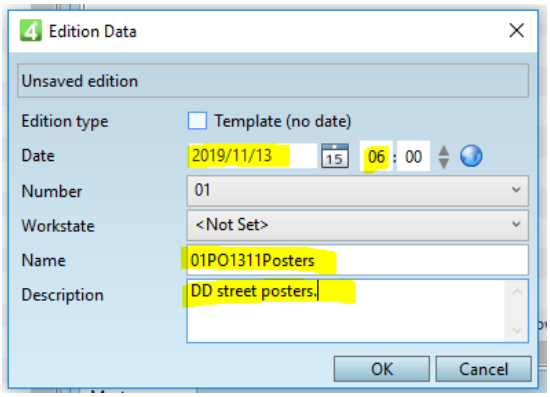

Check the changes made –

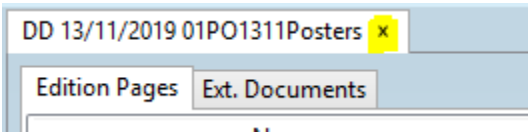
Date

Time **MUST BE 06:00**

Correct naming of posters **01PO – the next day's date in DDMM format – Posters eg 01PO1411Posters**

Description eg special Bok posters




Click OK.

7. Close the edition by clicking on the X.