The background is a dark blue gradient with a starry texture. On the left side, there are several circular elements: a large scale with numbers from 140 to 260, and several smaller circles with arrows indicating rotation or movement. The main title is centered on the right side.

HOW TO USE LUCIDPRESS.COM

ANNA PETERSON

CAROLINA AGENCY SPRING 2017

GO TO [LUCIDPRESS.COM](https://lucidpress.com)

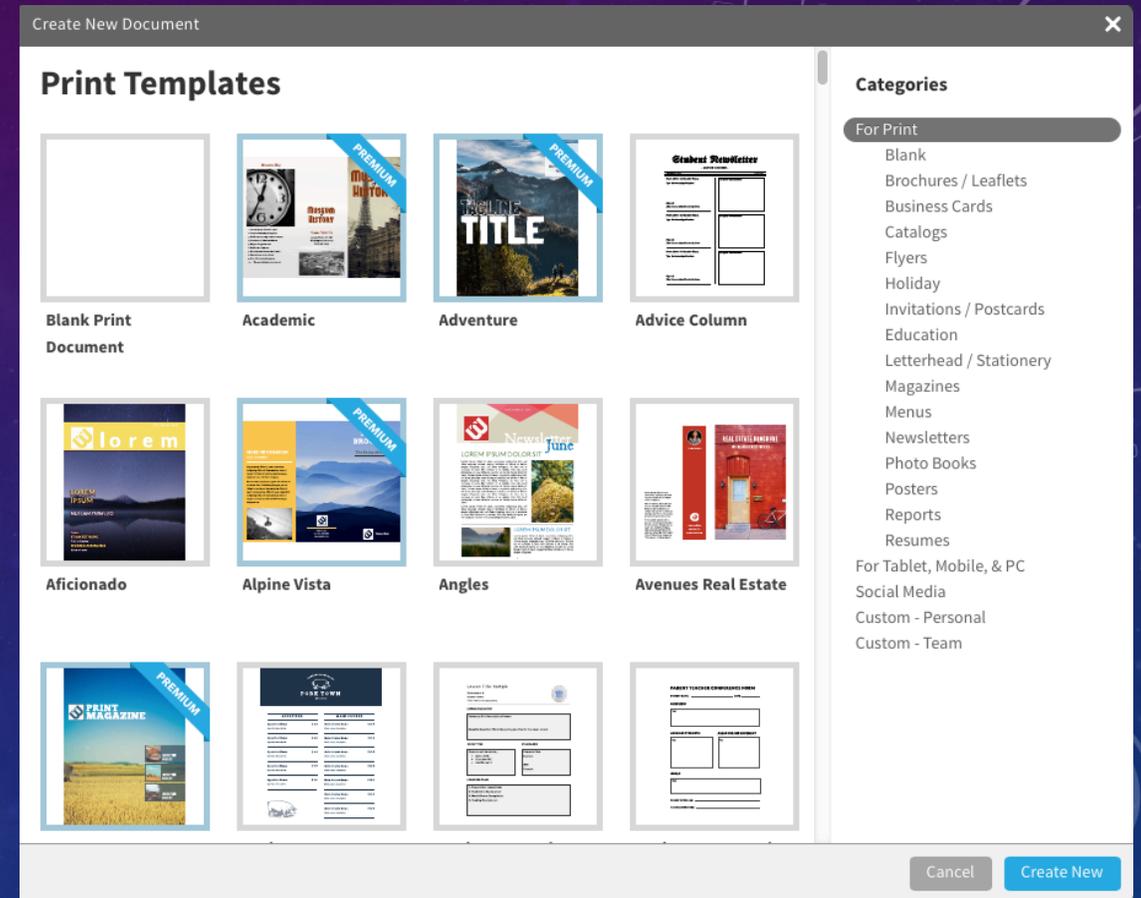
- Sign-In or Sign-Up for an account
- You must use your school email to use it for free

BENEFITS OF USING:

- Free for students
- Many templates
- Easier to design with than Word
- More user-friendly than Photoshop or In-Design

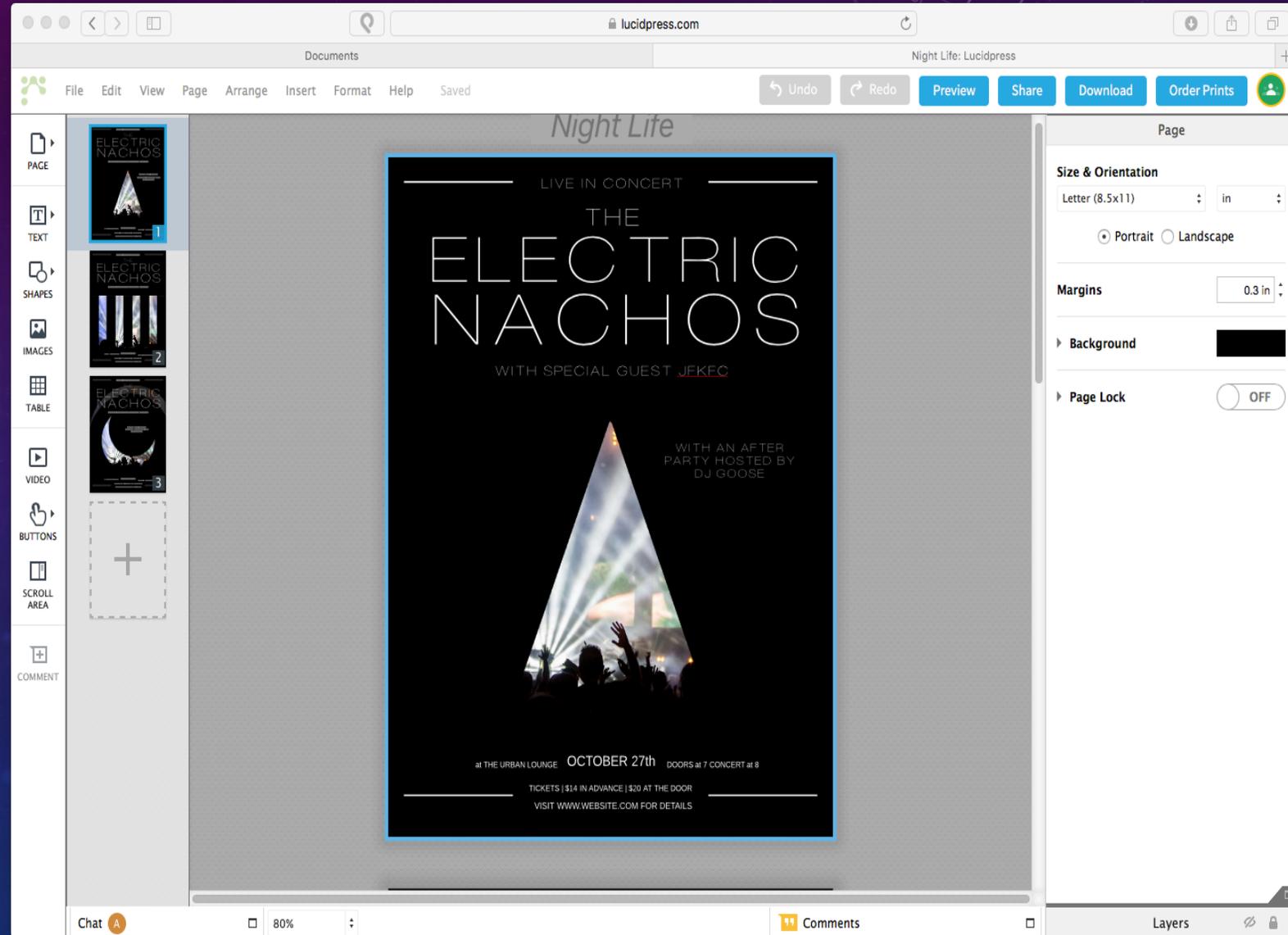
START A NEW DOCUMENT

- Choose from one of the templates
 - Even if you do not want to use the entire template
- By choosing the proper platform template, you are ensuring that printing or posting will keep the correct dimensions

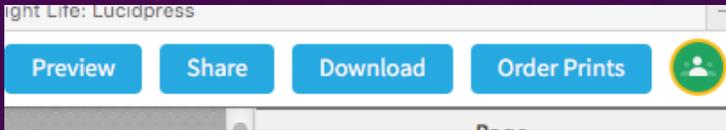


DESIGNING YOUR ITEM

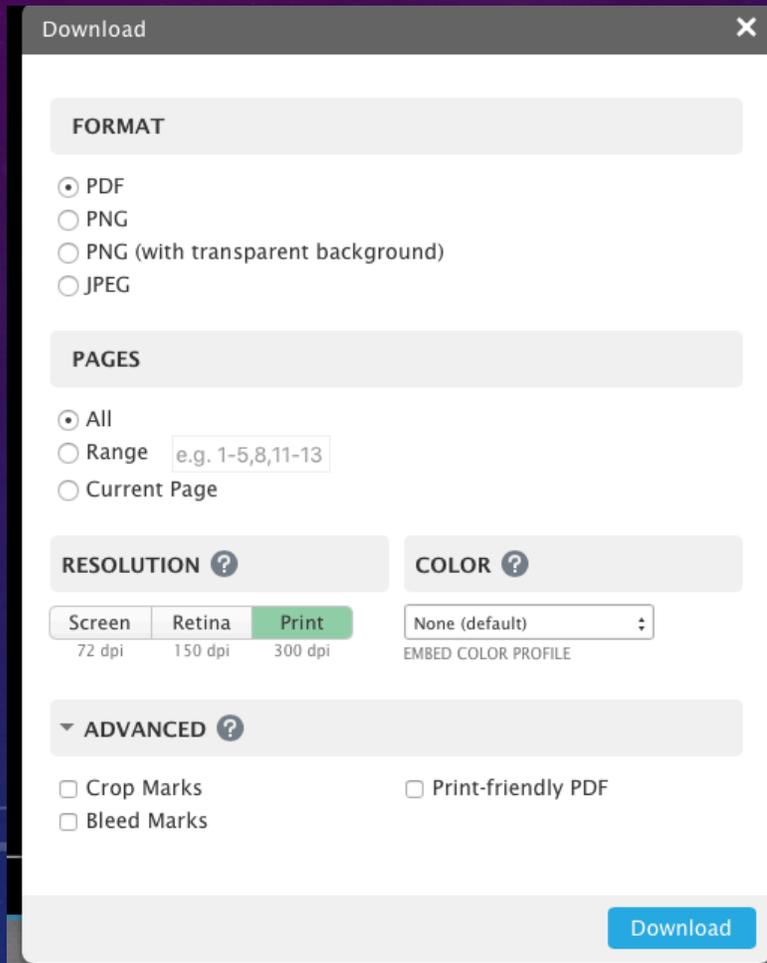
- Use the buttons on the left hand side to insert text, shapes and photos
- Everything you place can be moved easily by clicking and dragging



ONCE YOU ARE DONE DESIGNING

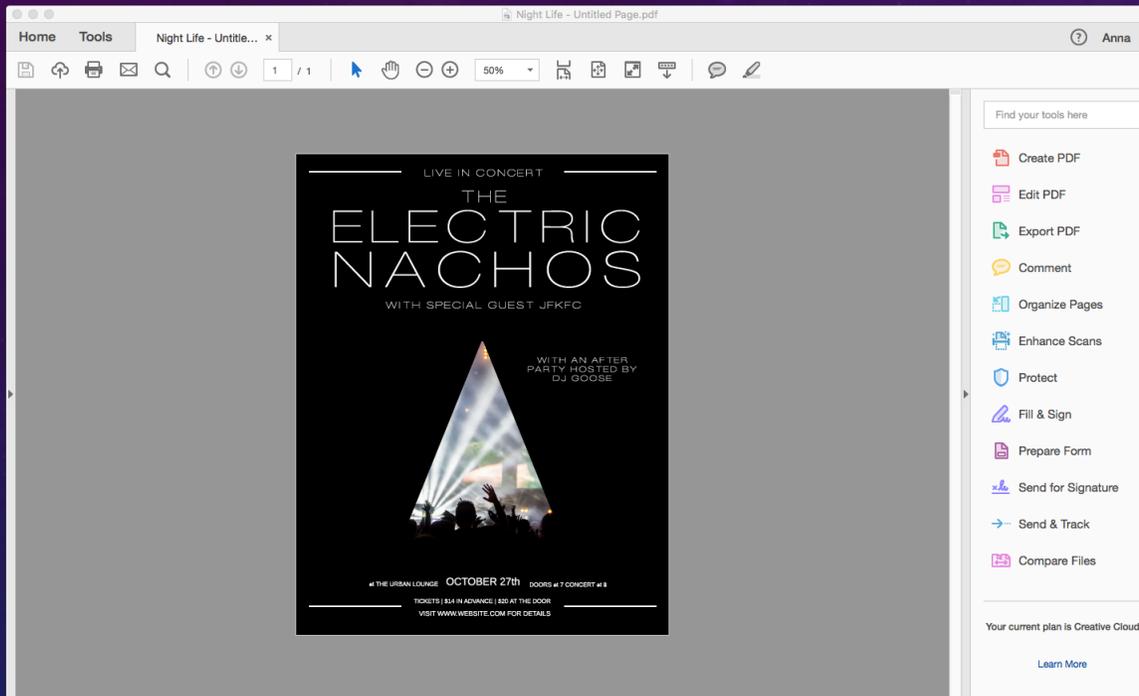


- Use these buttons to share your item with people or download to print yourself



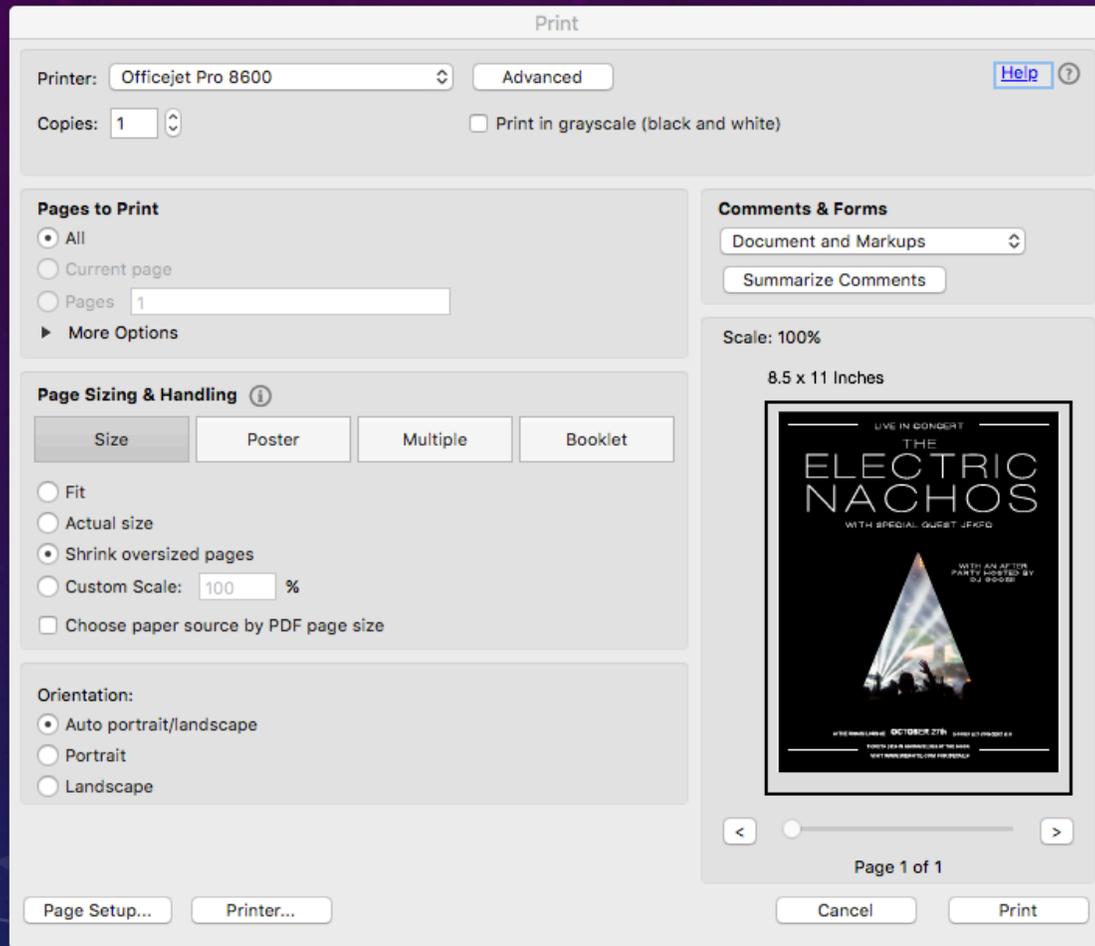
- When you click Download, you will see these options
- For the best printing, choose PDF
- Choosing PNG (with transparent background) will make any white background turn transparent if placed on top of something else
- JPEG or PNG can be used for online picture posts
- Make sure you choose the proper resolution depending on how you are going to use it.
 - Make sure you include which resolution you choose in the item's name, this will help with anyone else using the proper item on the proper platform
- Be careful changing the color
- Under Advanced, you can add marks for cutting and select print-friendly PDF for items that need to be printed

AFTER YOU HIT DOWNLOAD



- This is your downloaded PDF
- You can now do anything to your item like you would to any PDF file

PRINTING



- Click File -> Print
- This is your printing screen
- Select Size if you want to print the item as one item
- Select Poster if your item is larger than a regular sheet size
- If you created a multi-page file or a book, choose Booklet and make sure you set your printer to double-sided
- If you would like to do multiple pages of your item on one piece of paper, choose Multiple
 - You may have to save two copies of your item and then merge into one file, then print Multiple to print two of the same item on one piece of paper