

SENIOR POSTERS

Create a poster to celebrate your senior's high school memories and achievements. We encourage designing a poster with lots of photographs and other memorabilia. One poster per graduate will be displayed at Lakeville North High School from **May 24 - May 31st**.

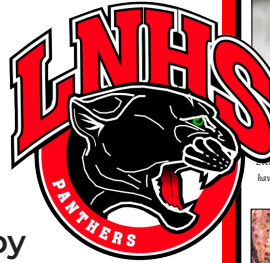
POSTER SIZE

23 x 29 inches
designed vertically
(22 x 28 is okay too)

COMPLETE BY

Wednesday,
May 22nd
2:00 pm

Design a poster online using the **Cornerstone Copy** website or create a **Handmade** poster with printed photos and materials. Instructions and tips for each of these methods can be found below.



29 in.

23 in.

CORNERSTONE COPY

Design a poster online

Cornerstone offers many school-branded template designs. You can also make your own design and add your school logo. **Mobile devices are not recommended for this task** with the exception of uploading pictures (see Step 4 'Tip' below).

1. Go to www.cornerstonecopy.com. In the upper right corner, log in to your account or click **Create Account**.
2. In the top menu, under **Design Templates** > **School & Graduation** click **Graduation Posters** to show a list of available designs.
3. Click **Customize** button below a design to start editing.
4. Upload your pictures from the **Images** tab on the left side. Drag and drop imported pictures into empty picture boxes on your page.
TIP: To upload images to your account directly from a mobile device, open a web browser on the device. Navigate to the Cornerstone website and use the menu button in upper left to Log in. Then, use the same menu button and select **Account** > **My Photos**. Then click the **Add Photos** button.
5. Double-click on the **Graduate Name** text box to edit/change the name that appears on your design. You may want to increase or decrease the font size to fit.
6. Click the **Save** button in the upper right corner to save your design. Your saved design can be found in your account under **Saved Projects**.
7. In your saved projects, click the **Order** button. A product options page will appear. Next to **Mounting and Laminating Options**, LNHS requests ordering the option **Poster Print + Protective Laminate**. Click **Agree to Terms**, then click **Add to Cart & Begin Checkout**.
8. During checkout on step 2, under **Shipping & Store Pickup Options**, select **Store Pickup** to to show available options.

COMMITTEE PICKUP: Select the **Lakeville North** option if you would like the LNHS Senior Party Committee to pick up your poster.

SELF PICKUP: To pick up and deliver the poster yourself, select a store pickup location (**Lakeville** or **Burnsville**). Cornerstone will call you when your order is ready for pickup. (See back for more info.)

Please allow 1-2 business days for poster production.

HANDMADE POSTER

Scrapbook-style hand crafted poster

Handmade posters must be laminated before they are sent to the senior party. Cornerstone Copy provides free poster board to anyone who makes a handmade poster for the senior party. Also, they can laminate your poster for a small fee. **Allow 1 business day for Cornerstone lamination.**

1. **Get a piece of blank poster board sized at 23x29 or 22x28.** FREE poster board is available at Cornerstone Copy stores or purchase poster board at a local craft store.
2. **Collect pictures & memorabilia.** Use copies of original photos and keepsakes since these items cannot be removed.
3. **Use a glue stick** to adhere items to the poster board.
4. **Laminate your poster** so it will be protected while it is displayed.
5. **Drop off poster** at Cornerstone or the school collection bin. (see back).

Important guidelines for Handmade posters

- ✓ **Design your poster vertically** (23 in. width x 29 in. height).
- ✓ **Include student's name in your design.**
- ✓ **Items should not extend beyond the edge of the board.**
- ✓ **Use copies of pictures and memorabilia** since items cannot be removed after lamination.
- ✓ **Use a glue stick to adhere items to your board.** Other types of adhesive may cause a problem during heat lamination.
- ✓ **Limit layering of items to 1-2 layers and avoid using thick scrapbook items.** Too many layers or thick items may cause air bubbles to show and make your poster too thick to run through a laminator.
- ✓ Label the back of your poster with **full student name, high school name and phone number.**

TIPS AND TRICKS (CORNERSTONE ONLINE)

IMAGE TYPES: Before starting your project, be sure your images are saved as any of the following formats: **jpg, jpeg, png, gif, pdf, svg**.

Tip: Typically, photos are saved as JPG. Logos and clip art typically are saved as PNG to preserve transparency around edges.

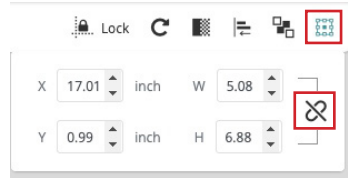
LOCKED OBJECTS: If you are having trouble editing or moving an object on your page, it may be temporarily locked. This helps preserve the design and prevent accidental movement of elements.

Tip: Most elements can be unlocked. First, click on the item to select it. An options tray will appear next to your page. In the options bar above your page, click the **Unlock** button. It appears on the far right side of this bar.



HOW TO CHANGE THE SIZE OF PICTURE BOXES:

1. If needed, first unlock the picture box, (see **Locked Objects** tip).
2. Select the picture box with your mouse. Click and drag any of the handles shown around the edges. Use a **corner handle** to change the size proportionally. Use a **side handle** to change the object aspect ratio (see **Tip** for special note!).
3. If you do not see side handles, in the options bar located above your page, click the **Size** button. Next to the **W** and **H** displayed, click the Aspect Ratio icon to unlock these dimensions.



Tip: Using the side handles will change the aspect ratio and distort your picture! After changing the aspect ratio, drop the picture back into the picture box again so it will not be distorted. Then continue to crop your image as desired by using the **Magnify/Crop** tool, or click the **Crop** button.

POSTER DROP OFF LOCATIONS

If you order your poster through the Cornerstone Copy website, you can select **“Committee Pick Up”** when you check out. The committee will transport your poster to the event and then hang up for display.

All completed posters can be dropped off at one of the following locations for committee pick up.

PLACE NAME	DATE DUE <i>(on or before)</i>
LAKEVILLE NORTH HIGH SCHOOL CAMPUS - Posters can be dropped off inside the main entrance in the poster collection bin. - Posters must be laminated prior to drop off.	WEDNESDAY, MAY 22
CORNERSTONE COPY CENTER, Lakeville 20776 Holyoke Ave, Lakeville (952-232-0550) Monday - Friday, 8:00 am - 4:30 pm Closed weekends.	WEDNESDAY, MAY 22 2:00 PM

CONTACT INFORMATION AND SERVICE PROVIDERS



LAKEVILLE NORTH HIGH SCHOOL

Senior **Poster** Contacts:

- **Kelly Peterson**
kellapete27@gmail.com
- **Jenn Siefken**
jennsiefken@hotmail.com

Senior **Party** Contacts:

- **Senior Party Committee**
Inhssrparty@gmail.com

CORNERSTONE COPY CENTER

www.cornerstonecopy.com

customer-care-team@cornerstonecopy.com

Lakeville Store

952-232-0550

20776 Holyoke Ave., Lakeville
Monday – Friday, 8 am to 4:30 pm,
Closed weekends

Burnsville Store

952-891-8700

13775 Frontier Court, Burnsville
Monday – Friday, 8 am to 4:30 pm
Closed weekends