

Creating a Poster Using Publisher 2007



Before you begin creating a poster it is suggested that you view Best Practices in Poster Design located at www.emich.edu/training/poster.

1. Create a New Poster

- a. Open Publisher 2007 and click **Banners** under *Publication Types* in the Task Pane.
- b. Scroll down to **Blank Sizes** in the *Banners Workspace Area* and double click an image size that closely fits the finished size of your poster.

2. Adjust the Poster Size

- a. If you need to adjust the poster size, click **Change Page Size** in the *Task Pane* and change the **Width** or **Height** under *Page* in the right hand column.

Note: When printing on the Halle Library plotter one dimension cannot be larger than 40 inches due to the size of the plotter paper. The other dimension can be as large as needed. It is not necessary to set the orientation.

- b. Click the **OK** button.

3. Save the Poster Project

- a. Click **File** → **Save As** from the menu bar.
- b. Select a location to save the poster from the *Save in* drop down menu.
- c. Enter a name in the *File name* field.
- d. Select **Publisher Files** in the *Save as type* menu.
- e. Click the **Save** button to save as a .pub file.

Note: It is important to save often.

4. Adjust the Margins

- a. Click **Arrange** → **Layout Guides** from the menu bar.
- b. Set the margin guides in the **Margin Guides** tab.
Note: The default settings 1" in left, right, top, and bottom fields are suggested.
- c. Click the **OK** button.

5. Create or Remove Guides

- a. Click your cursor on the vertical ruler, drag over the poster and release.
- b. Click your cursor on the horizontal ruler, drag over the poster and release.
Note: Repeat step (a) and (b) as needed to create guides to use for aligning content and marking the folds for a tri-fold poster.
- c. To remove, click on the guide and drag it off the poster.

6. Hide Margins and Guides

- a. Click **View** → **Boundaries and Guides** to view and hide margins and guides.
Note: Margins and guides do not print.

7. Add and Format Text

- a. Add and configure text boxes as described under **Text Boxes** on the back of this card.
- a. Format text as described under **Formatting** on the back of this card.

8. Add Graphics and Images

- a. Create Graphics and add images as described under [Drawing and Graphics](#) on the back of this card.

9. Zoom In and Out as You Work

- b. Click on a text box, image or an object.
- c. Select a % from the *Zoom list* drop down menu to zoom in or out to a specific area.
- d. Select **Whole Page** or **Page Width** from the *Zoom list* to zoom all the way out.

10. Preview the Poster

- a. Click **File** → **Save As** from the menu bar.
- b. Select a location to save the poster from the *Save in* drop down menu.
- c. Select **JPEG** in the *Save as type* menu.
- d. Click the **Save** button.
- e. Locate the JPEG file and open it to view.

11. Print the Poster in Halle Library

- a. Go to the multimedia lab attendant to advise them you are ready to print and obtain a print request form.
- b. Go to Client Services to pay \$.50 per inch to print the poster.
- c. The lab attendant will prepare your poster for print on the plotter.