1. Find and open Microsoft Publisher.

2. Click on “More Blank Page Sizes” - it is the third choice on the top row.
3. Look for and click “Create new page size” - it is in the row labeled “Custom”. Click it once and the “Create New Page Size” window will appear.

4. Change the width to 22 inches and the height to 28 inches -this is the standard poster size. To add a **bleed**, add one eighth of an inch to your width and height (0.125). You need to add bleed to any design where you want color, an image or a design to be printed all the way to the edge of the paper.

6. Create ruler guides. Go to the Page Design tab and select guides, add horizontal or vertical ruler guide, then drag the guide to the position where it is needed.
7. Change the background color. Click on the “Page Design” tab. Look for the “Page Background” section and click the “Background” icon. Choose from one of the solid or gradient background colors.
8. Next, we want to create a header. Click on shapes and a drop-down menu will appear.

![Shapes menu]

9. Choose the rectangle shape by clicking it.

![Rectangle shapes]

10. Focus the crosshair icon onto the upper left-hand side of the page. We want to create a rectangle that covers the first 4 inches of the canvass.

![Rectangle selection]
11. Click and drag down and to the bottom right corner to draw your rectangle. By default, the infill will be blue.

The rectangle will have a black outline by default. If you want to remove the outline select Shape/Outline/No Outline.
12. To change the infill color, double click on “Shape Fill” located in the “Shape Styles” section on your toolbar. Choose the color you would like from the palate or create your own by choosing “More Fill Colors”.

![Image of Shape Styles and Fill Colors]

13. To add text to our poster, we click the “Home” tab and click on “Draw Text Box” in the “Objects” section on the toolbar.

![Image of Home tab and Draw Text Box]

14. Just like drawing the rectangle to change the background color, we click and draw a box to add text to the poster.

![Image of Text Box and Text Content]
15. As soon as the box is drawn, the toolbar automatically changes to “Text Box Tools” and gives you choices to make your text look any way you like.

![Toolbar with Text Box Tools](image1)

16. Next, we will add images to our poster. First, click on the insert tab. Then, double click on “Pictures” in the “Illustrations” section on the toolbar.

![Insert tab with Pictures option](image2)

17. A window will open and you can navigate to the image you want.

![Insert Picture window](image3)
18. To change the picture size, use the sizing handles to change the image size; however, you need to be careful about enlarging small images as they may become pixelated/blurry.

19. When you are finished making your poster in publisher you will then need to export the file for printing. Go to File/Export/ "Save for a Commercial Printer". In the first drop-down box select "Commercial Press" and then select "Both PDF and Publisher .pub files" in the second drop-down box. Then select "Pack and Go Wizard". This will create a zipped folder with a copy of the file in both PDF and Microsoft Publisher formats.
20. Preparing your poster for a professional presentation/exhibit look. When you get your poster back from the printer you need to complete the final step, mounting it on a piece of foamboard. For this you will need a piece of foamboard, box cutter or X-acto knife and a school glue stick. Plastic spreaders and or a rolling pin may also be helpful; however, they are not absolutely necessary.

Foamboard is available in various sizes from Michaels crafts, Office Depot, etc.

Cut your foam board to size, apply the glue and then place your poster in the board. Some people prefer to glue the poster to the board then trim the foam board.

You can also score the foam board with your cutting tool in order to get a bent shape for placing on a table. Pre-scored foam boards are also available for purchase here locally

Good luck on your project! If you need assistance, come by the libraries 5th floor Skylab.