

Designing a Banner in Publisher

Create a publication

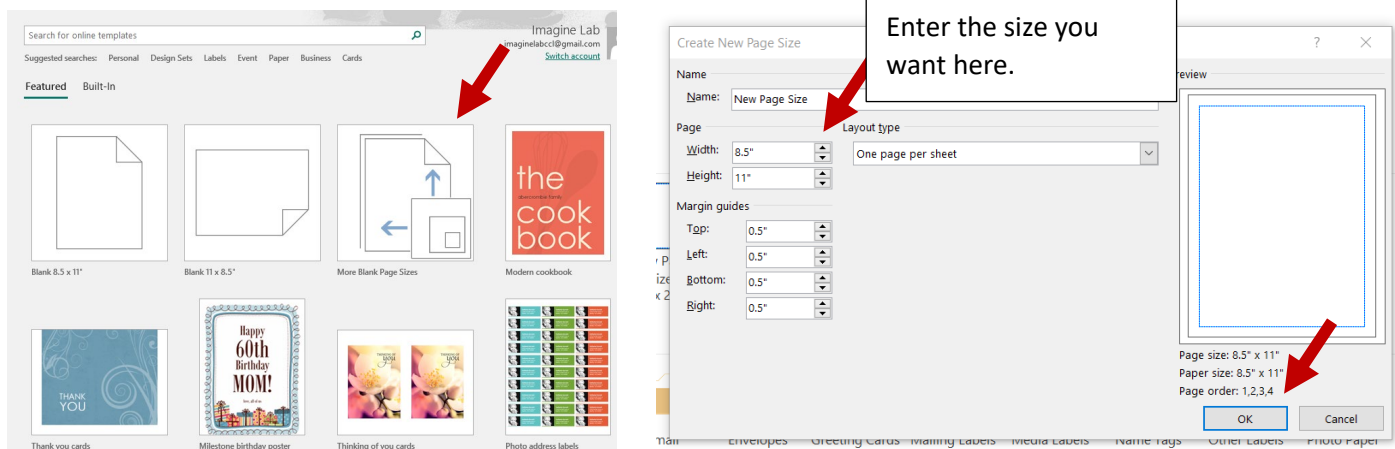
Open Microsoft Publisher.

Click on **MORE BLANK PAGE SIZES**

Click on **Create New Page Size**

Enter the width and height of your banner and click **OK**.

This will take you to the page with all the available paper sizes. Double Click on the size you wish to use.



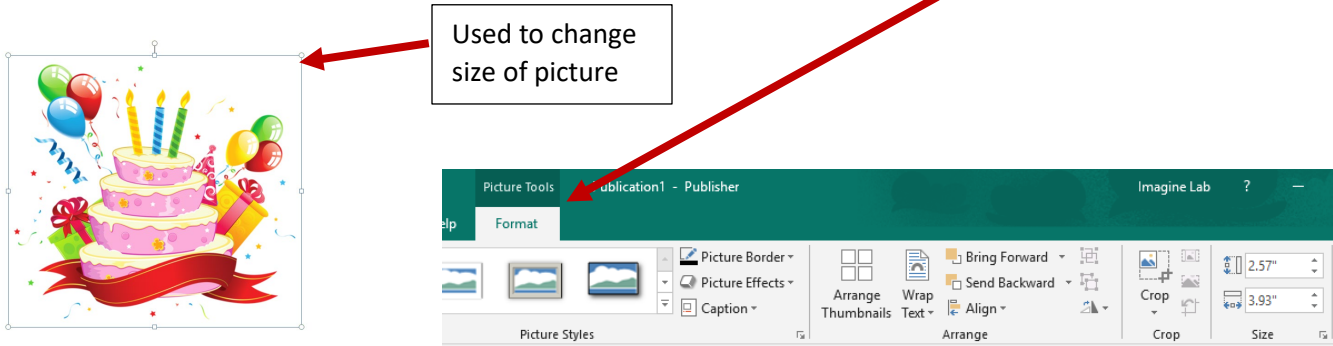
In this example the width is 48” (4 feet) and height 24” (2 feet).

- The printer will not print edge to edge.
- There will be small white border around the entire banner.
- The printable area is:
 - 54” rolls – approximately 52” printable area across
 - 30” rolls – approximately 28” printable area across
 - The length can be any size you want. In basic terms, you pay for the amount of media that comes off the roll.
- The prices for materials are available on our website.
- For the example we are using 4’ x 2’, the cost would be \$8.00 using the 30” banner.

You can use text or photos/graphics in your design. Please keep in mind that any graphics need to be at least 300 dpi for a quality print. Files smaller than 300 dpi may become pixelated (fuzzy) when enlarging them to use on a banner. We cannot tell before printing how any particular design will look once printed. If it looks fuzzy on your screen it is probably going to be fuzzy when printed. Remember: bigger is better when choosing graphics to use on a banner.

Add pictures to your publication

1. Click **INSERT > Pictures** or **Insert > Online Pictures**
2. Find the picture you want to use, click on it and click on **INSERT**.
3. Adjust the size as needed. Always change the size by dragging the box by the corner. Place the cursor on a corner, hold the left mouse button down and drag the mouse towards or away from the center of the picture. Release the mouse button when you have the desired size. This will keep the photo in proportion.
4. You may move the picture as needed by placing your mouse over the picture, hold the left mouse button down and drag the picture where you want it.
5. You may edit the picture by clicking on the **Picture Tools / Format** tab.

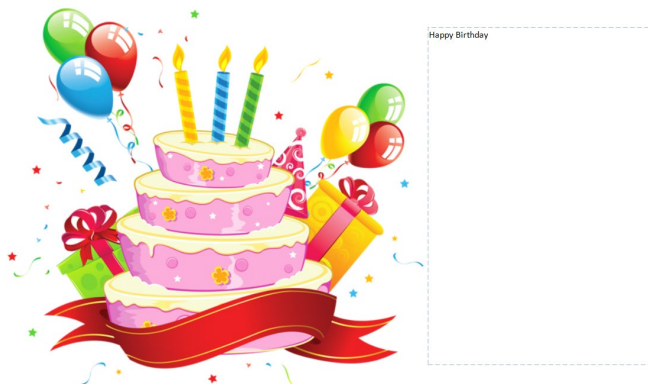


Add text to your publication

1. Click **Home > Draw Text Box**, and drag the cross shaped cursor to draw a box where you want text.

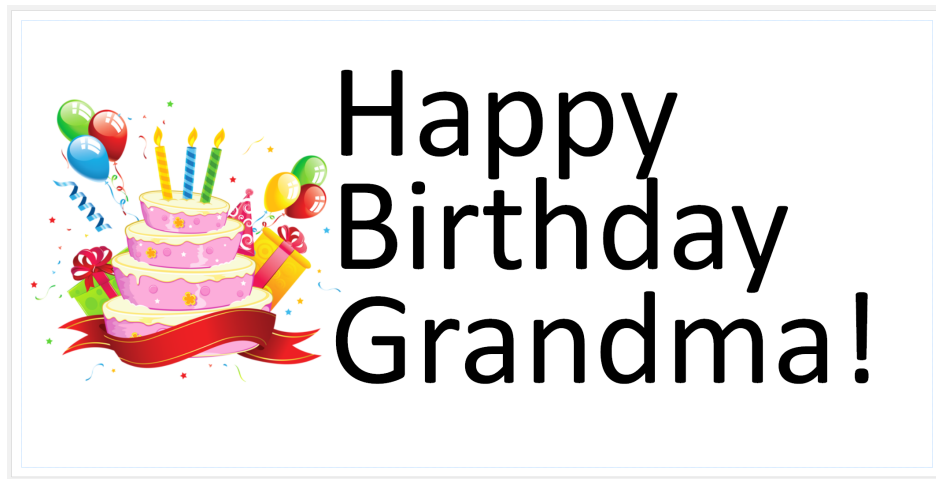


2. Type text in the text box.



You will need to change the size of your font. Highlight what you want to change in the text box and then make the changes. You may need to adjust the size or location of the text box once you have made changes.

You can adjust the size of the text box the same as a picture by dragging the corners. You can also move the text box around the document. Place the cursor over the border of the text box. When you see a four sided arrow, hold the left mouse button down and move the text box.

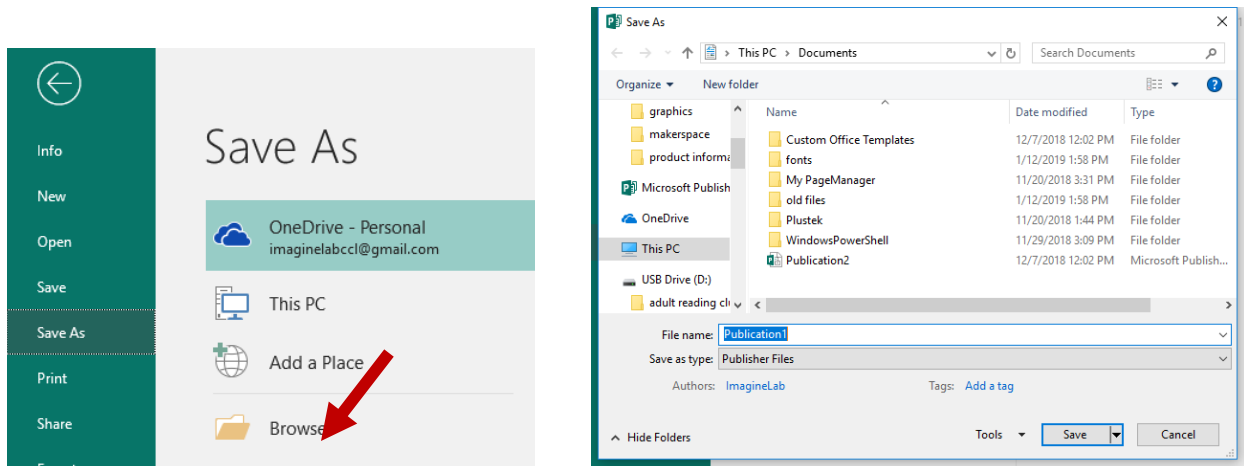


Once you have completed inserting pictures and text, you may adjust the document as needed. Be sure to save the final project. *It will automatically save as a publisher file.*

The preferred format for the large format printer is PDF.

Save your publication

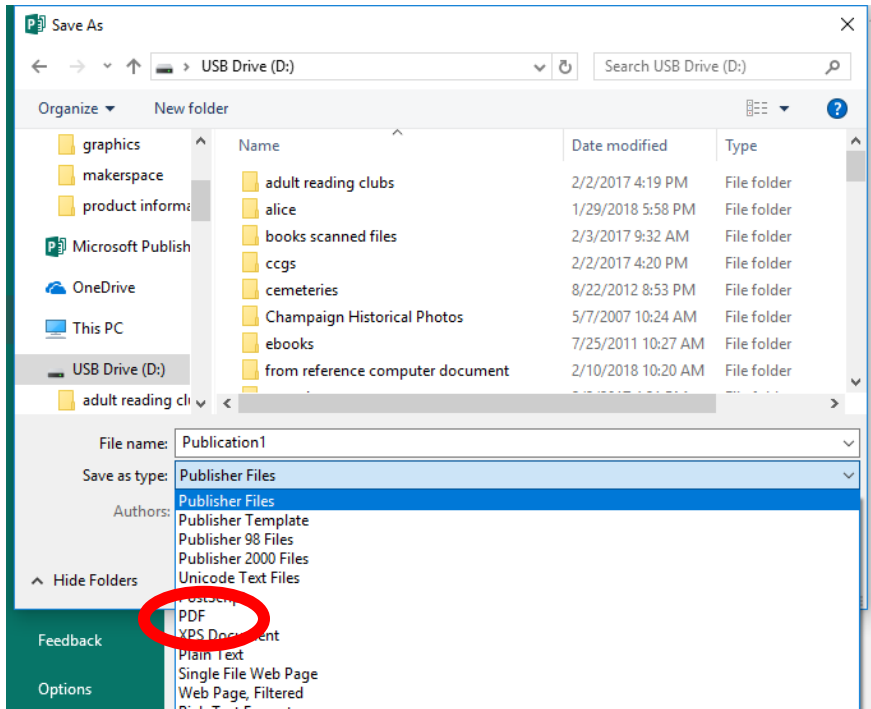
1. Click **File > Save As**.
2. In **Save As**, choose where you want to save your publication. If you do not see the location you want to use, click on **BROWSE** and find the location you want to save the file. You are welcome to save them to the library's desktop; however, they will be deleted at some point. If you wish to keep your designs for future use, please bring your own flash drive or email the file to yourself.



3. Enter the file name for your publication, and click **Save**. After you've saved your publication once, you can simply click **File > Save** each time you want to save. **Wait there's more!**

When you are ready to print:

Click on: **Save As > Save As Type** and choose **PDF**



Be sure the choice under "Optimize for" is **High quality printing**

