

Creating posters using Microsoft Publisher

The step-by-step documentation explains how to create an A1 poster in Microsoft Publisher.

The following document is divided into two sections;

- **Section A:** Design considerations: provides ideas for the poster layout and content.
- **Section B:** Creating your poster using **Microsoft Publisher:** provides some technical information which will help you with the mechanics of creating a poster.

Section A: Design Considerations

The following dot points relate to style consideration for preparing your poster:

- Think of a clear, concise heading which relates directly to your topic and use large font size which can be read at a distance.
- Make sure the text in the body of the poster is large enough to be viewed from a distance but not as large as the heading.
- Try and use tables, graphs and dot points to summarise data and information.
- Divide sections with boxes or blocks of colour.
- Use numbers, arrows or logical layout to indicate the natural flow of the poster information.
- Don't over crowd your poster or make it too busy.
- Two or three colours are generally more effective than many colours.
- Use colours which are easy to read and will print well. (Eg: No yellow text on white)
- A maximum of two or three fonts should be used.
- Select and use photographs or graphics that will enlarge without distortion.
- Please use your *own images* or get the photographer's permission before you use other images.
- Saving images from Google or any other website without authorisation is against the copyright law.

Section B: Creating your poster using Microsoft Publisher

Please be aware that Microsoft Word does not allow paper size to an A1 size and is not an appropriate tool to use to create a poster.

An A1 size should be set up with the following dimensions:

- Portrait orientation: 594mm x 841mm
- Landscape orientation: 841mm x 594mm

Step 1: Some things to note before you begin

Viewing: By default your poster will look as big as your screen resolution. Depending on which version of office you may have, will depend on the location of your view bar.

- Microsoft 2007: **'View' > 'Zoom' > '100%'**
- Microsoft 2010: **'View' > '100%'**

Text Size: The minimum size for your text should be 20+. This is still large enough to read and will be clear.

Alignment of your text boxes and text: Please keep all your shapes and text within the blue outline of the page (which should appear by default), or your text may get cut off when printing.

Step 2: Set your document properties

1. Open Microsoft Publisher (Using a standard University computer, you should be able to find this under Start menu > All Programs > Microsoft Office).
2. From the Getting Started wizard, click **Blank Page Size**.
3. As A1 is not a standard size, you will need to click **Create custom page size**.
4. In the **Custom Page Size** dialog box, add the new A1 dimensions as:
 - **Name:** A1 Poster
 - **Page Width:** 59.4cm
 - **Height:** 84.1cm
5. Click **OK**, then double-click on the A1 Poster template to open your new document.

Step 3: Adding your content

Text: You will need to create a text box to add your text. Use the “T” icon from the toolbar to create a box (click and drag) and add your text. Make sure your text box is big enough for all your text, or it will be hidden and only some of it will show on your page.

Remember to keep your font to the minimum size of 20+ for text paragraphs.

Images: If you have a good quality image to insert, follow these instructions:

- Microsoft 2007: **‘Insert’ > ‘Picture’ > ‘From File’**
- Microsoft 2010: **‘Insert’ > ‘Picture’**

You can then find your image and it should automatically place this on your poster. To resize this image, find a corner and hold **‘Shift’** on your keyboard. With your mouse bring the corner in/out until the image is as small/big as you wish. This will hold image proportions without distorting the quality of the image.

Step 4: Setting up for print

- Before you set your document to print, make sure you:
- Check spelling (**‘Edit’ > ‘Spelling’**).
- Check for missing text in text boxes.
- You have no text or images past the blue outline around the edge of the poster.
- Zoom out to see your full poster on screen to check all content is there.

Where to print your work:

The A1 size can only be printed at the Fed Uni Print Centre or an external printing supplier (Officeworks or another professional printer); standard office printers will not print this size.

To save your document as a PDF:

- **‘File’ > ‘Save As’**
- File Name: **‘Insert_filename_here’**
- Save as Type: **PDF (* .pdf)**
- Click **‘Save PDF’**