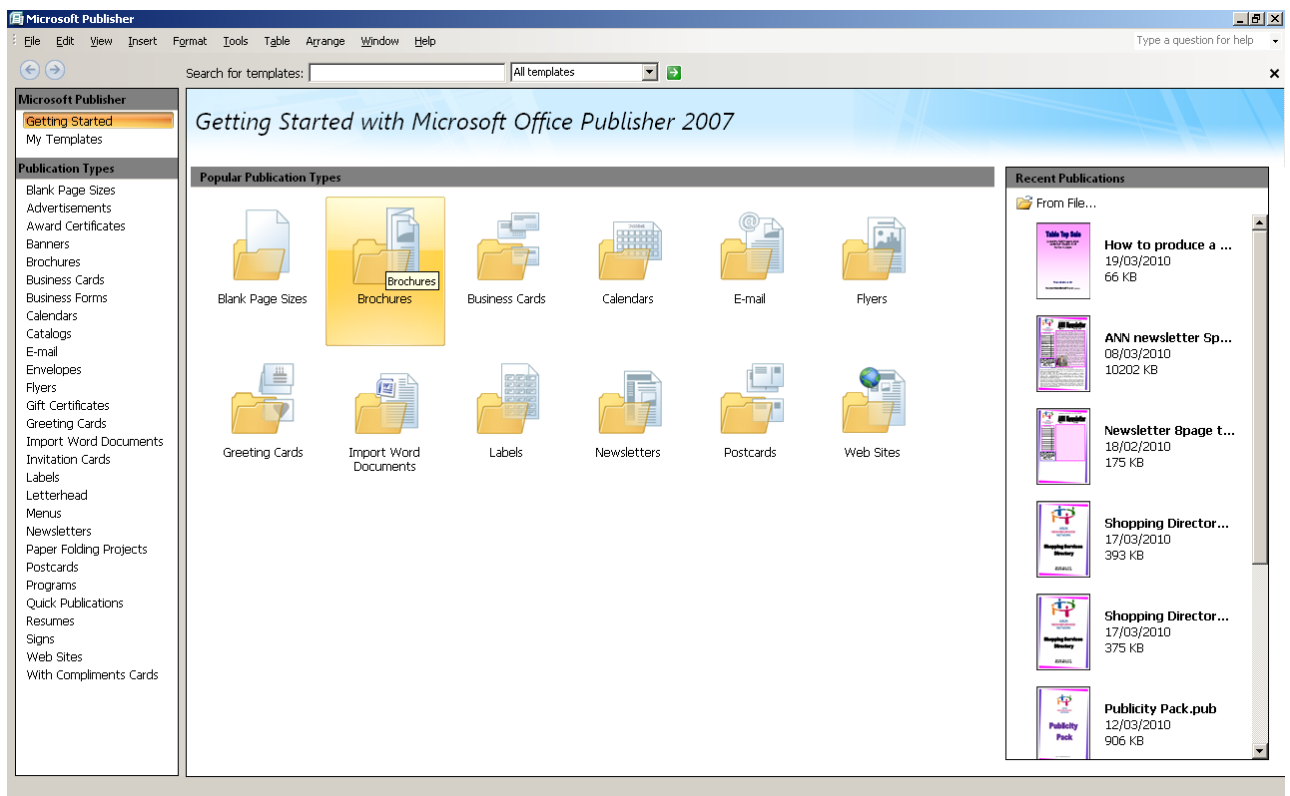


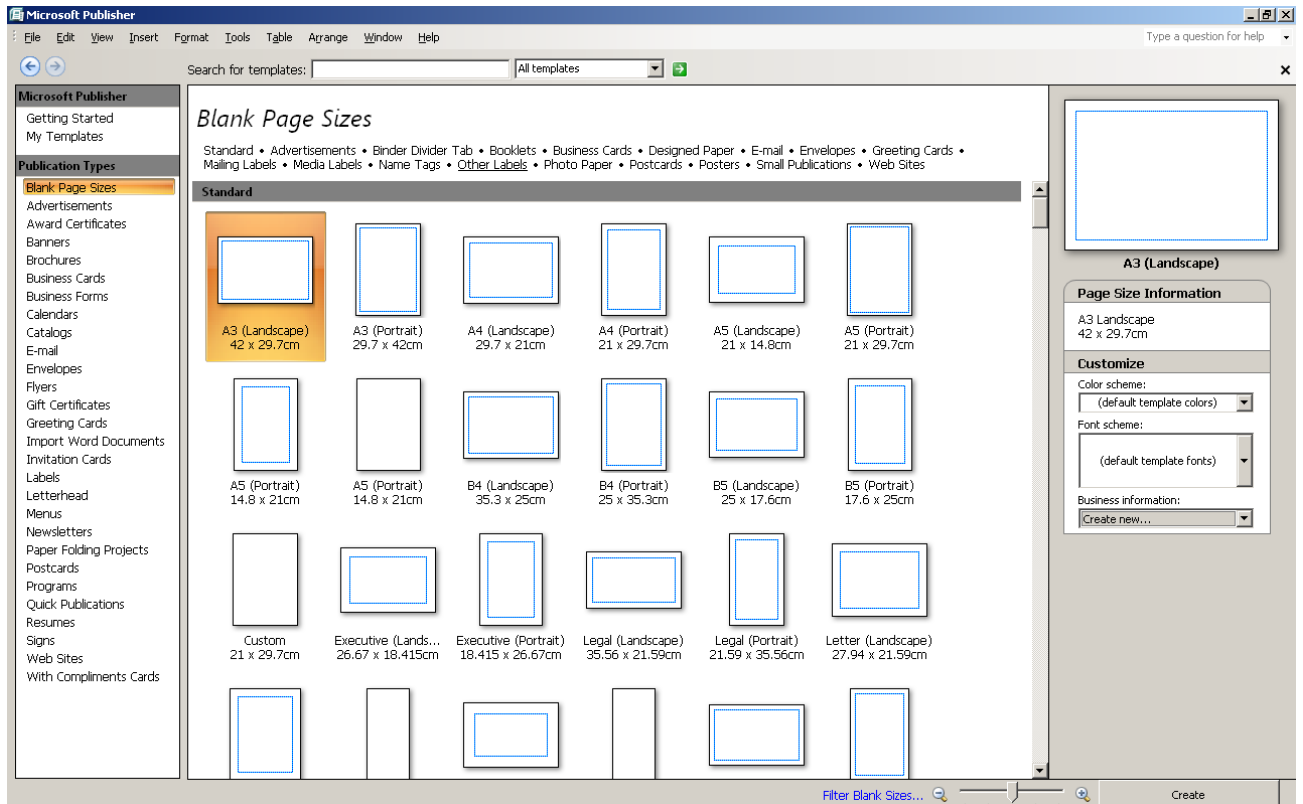
## How to produce a poster using Publisher 2007

We recommend that you use this guide in conjunction with our publicity pack which has lots of tips and advice about producing posters and fliers, as well as other types of publicity.

1. Open Publisher. It will normally open a page entitled 'getting started with Microsoft Office Publisher'. From here you can decide whether to start from a blank page or from one of the templates that Microsoft provides. Down the left side there is a list of publication types and you can pick the one that is appropriate and this will bring up the templates, with different designs, colour schemes etc. If you decide to use one of these templates, most of the work is done for you; you will just need to over-write the text that is already on there with your information. I would recommend that you have a bit of a play with any of these templates that you decide to use, changing the colour-scheme etc, otherwise you may end up with a poster that looks exactly the same as someone else's. (Please note this is an Americanised programme, so if for example you want to create a leaflet, you will need to look under the 'brochure' templates).

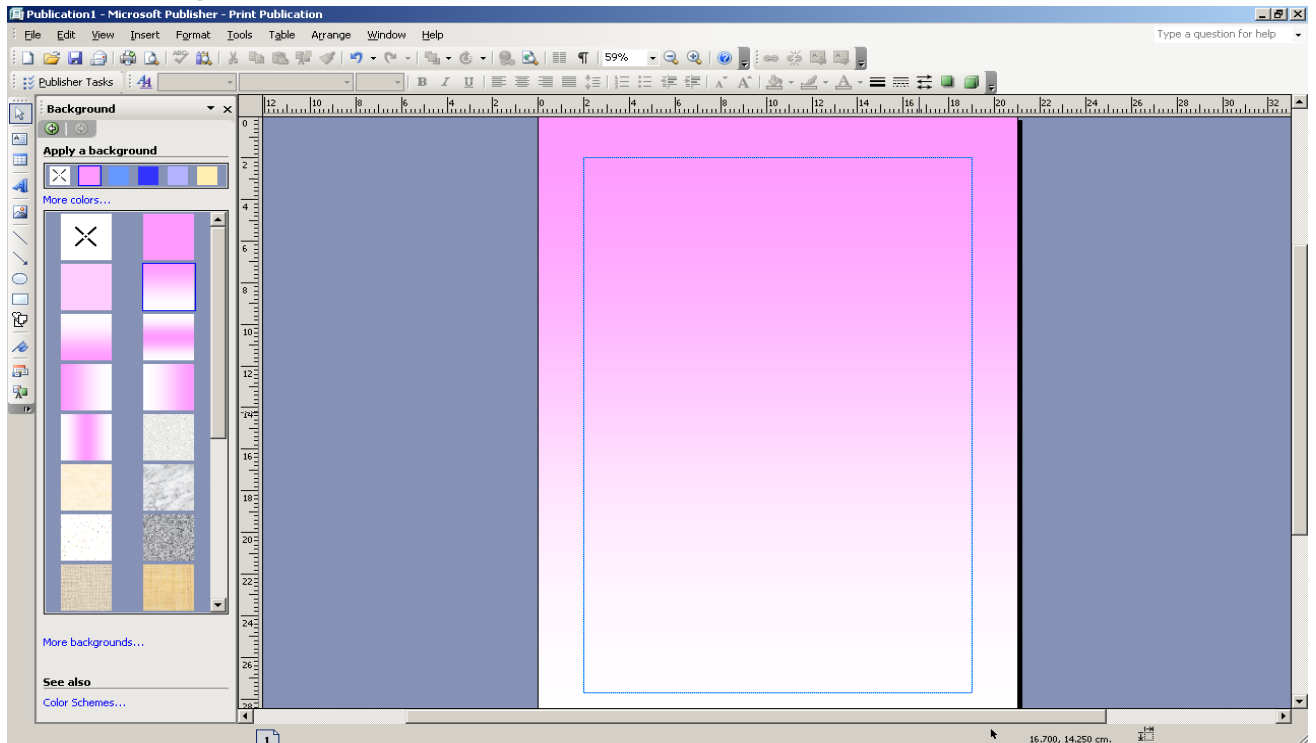


2. If you want to start from scratch, simply select 'blank page sizes' and then whichever one you want.

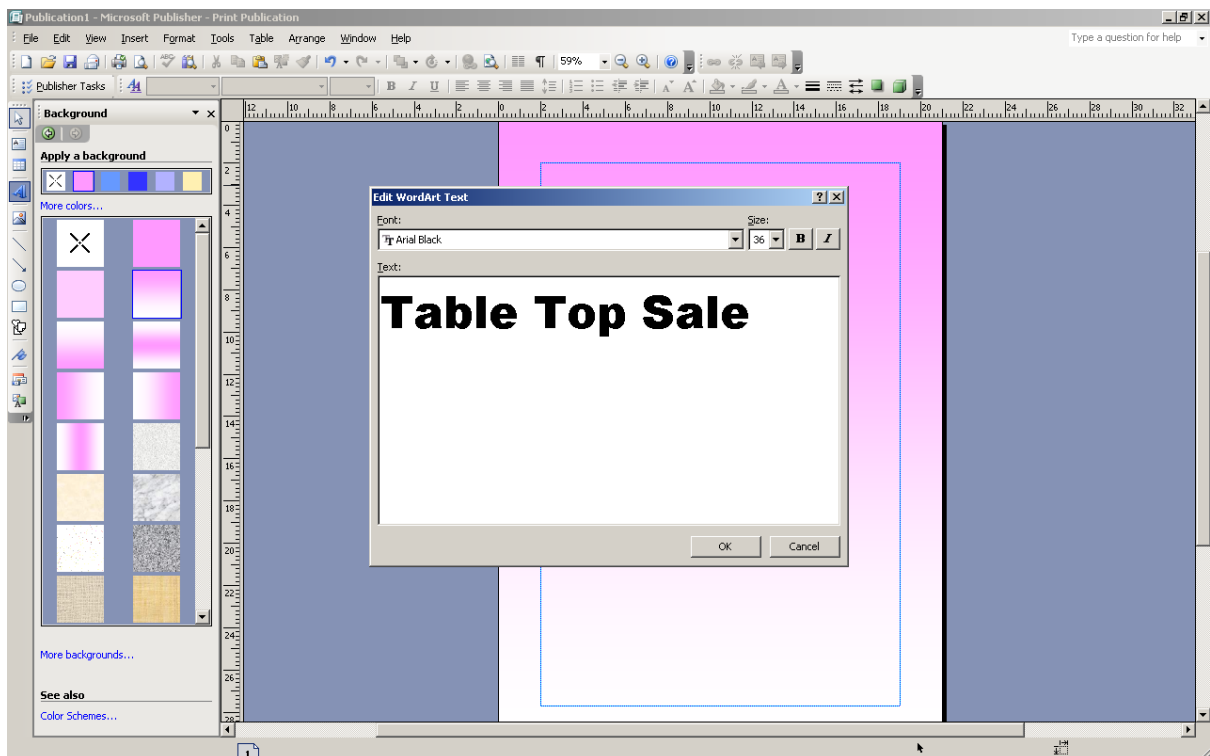


- It's best to think about colours etc before you start designing it eg does your group have a specific colour that you use? Also do you have a logo you can put on? These are all aspects of your branding and should be kept consistent on all publicity to ensure your group is easily-identifiable.

To give the poster a coloured background, click 'format' on the menu at the top, and then select background from the drop-down list, this will open the task pane on the left of the screen. You can use this to pick the colour and 'texture' of the background.

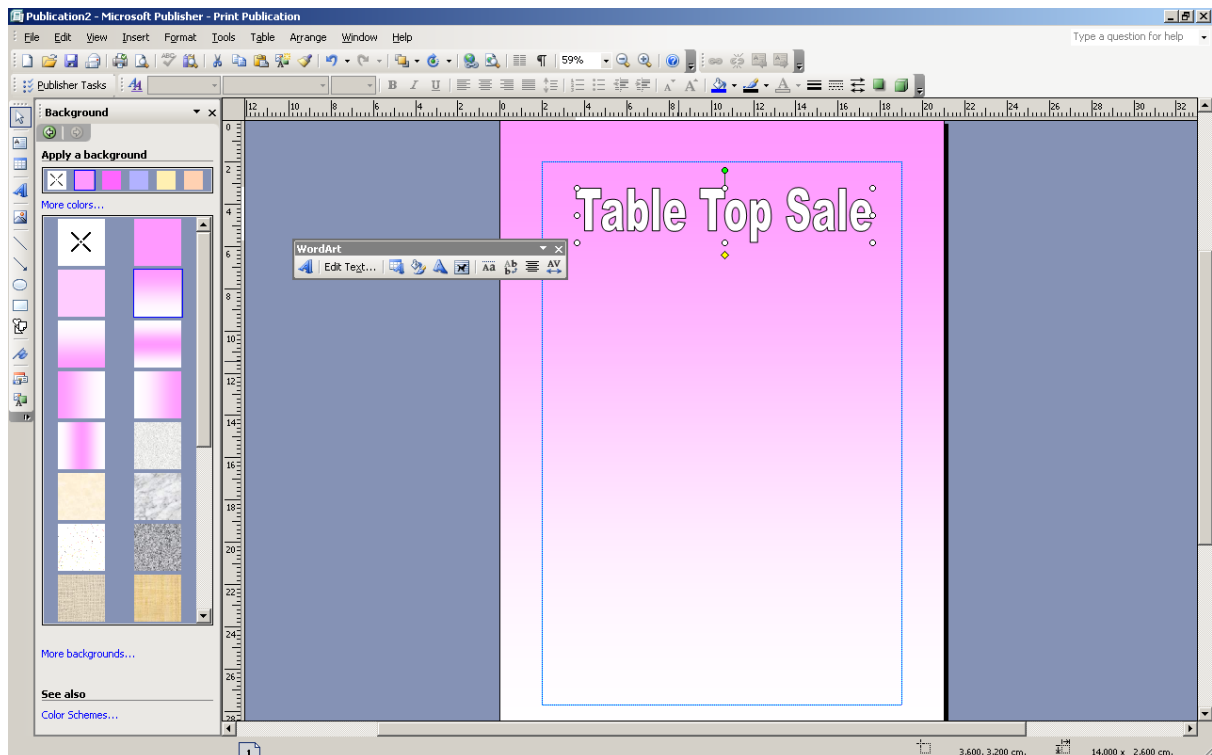


4. To create the main title on the poster I would recommend using WordArt as this makes it really stand out. At the left side of the page next to the task pane we were just using, there is another menu which runs vertically along the edge. This has all your tools for inserting text, pictures, shapes etc. To use wordart click on the icon that looks like a large italic A. This will bring up your wordart gallery. Select the style you want by double-clicking on it. This will bring up your text editor, here you can type the text you wish to use and change the font if you wish (the default font is different for the different wordart styles.)



Click 'ok' and the wordart will then appear on the page, you can move it by clicking and dragging it. To resize it, hover your cursor over the small dots that appear around the edge of the text, when your cursor turns into a double-ended arrow click and drag until it is the size you want.

When the wordart text is selected, a floating menu will appear near it, you can use this to change the colours, font, style etc of the WordArt.

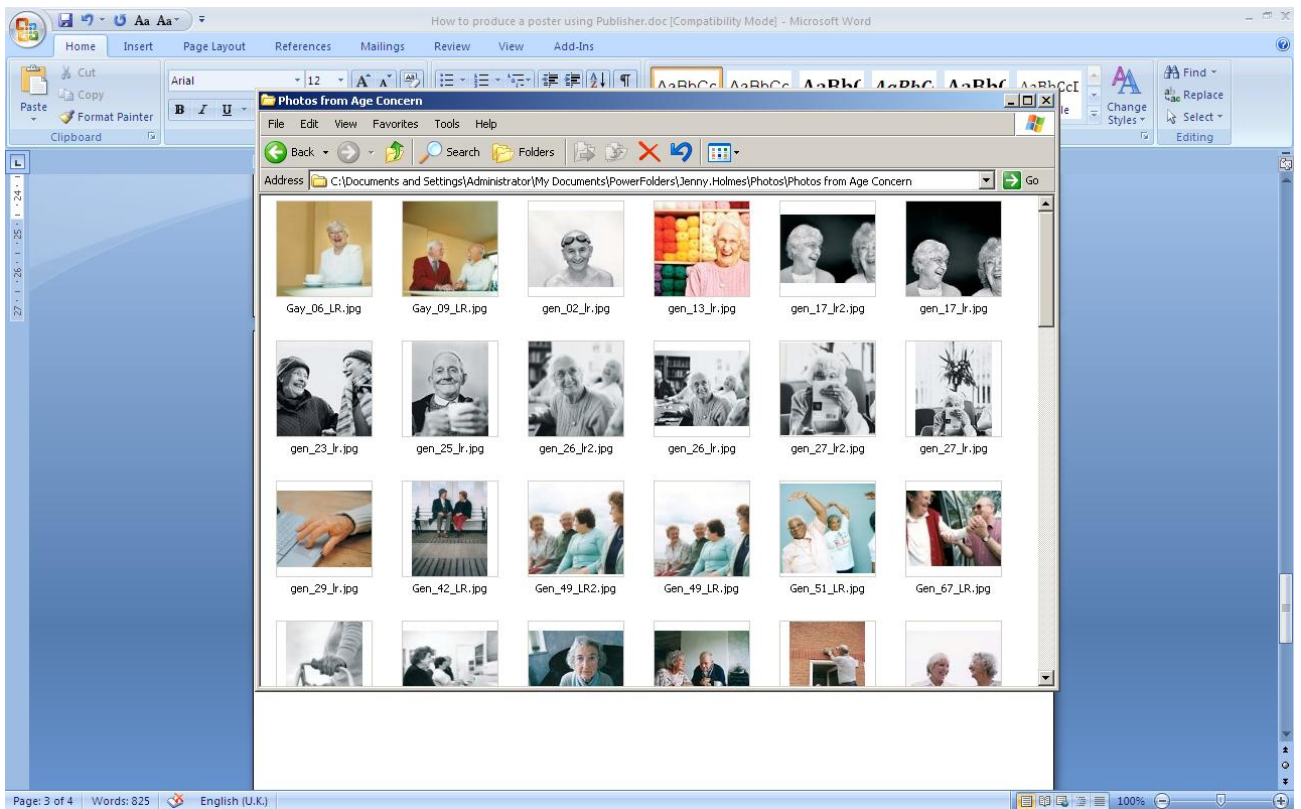


- To put other text onto the page you will first need to create a text box. Click on the icon at the top of the left-hand menu that looks like a large A with lines next to it. Once this is selected your cursor will turn into a cross, place this where you want one corner of the box to be, click, hold and drag the cursor to create the box. This box can be resized as above (on p.7). When you have created the text box, simply place your cursor inside it and start typing. This can be edited as in Word by highlighting the text and then making italic, bold, a different colour or font etc.

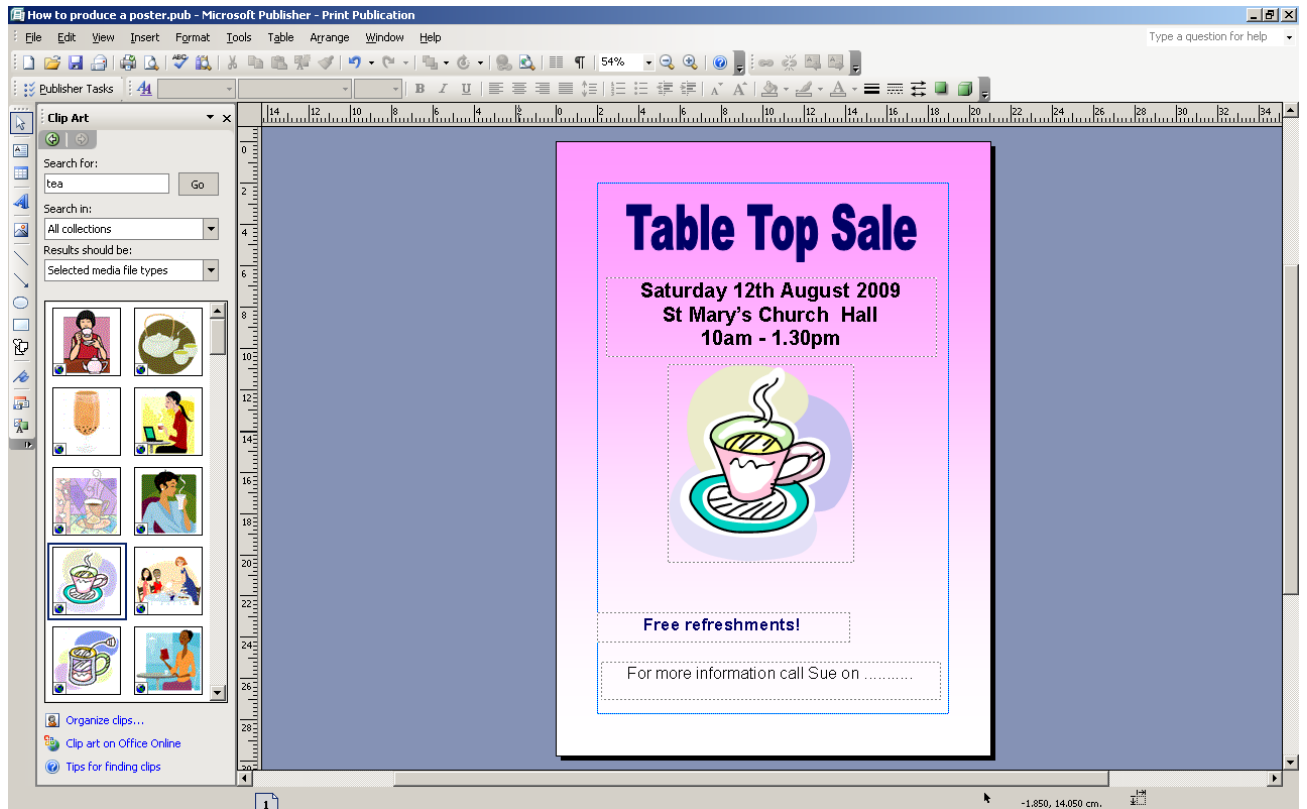
You can create as many text boxes as you need, although remember to keep text to a minimum.



- To insert a picture you can either use one you have already saved on your computer or select one from clipart. To use one you have already saved, the easiest way is to open 'my computer', find the picture where it is saved and simply drag and drop into the publisher file. The image can then be moved and resized as required.

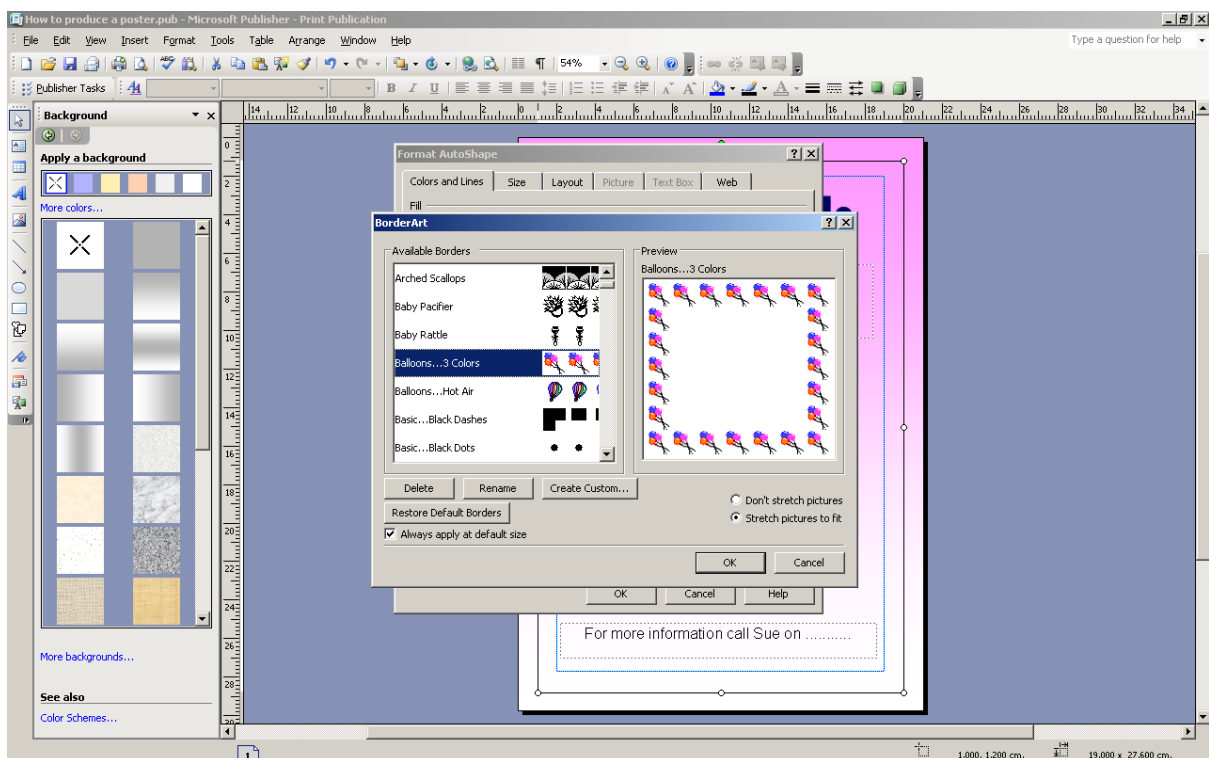


If you want to use a clipart picture, click on 'insert' in the top menu, click on picture and then select clipart. This will open up the clipart library in the task pane on the left. You can then search the Microsoft clipart library for an appropriate picture. Double click on the picture you want to use and it will appear in the centre of the page; again it can be moved and resized as needed.

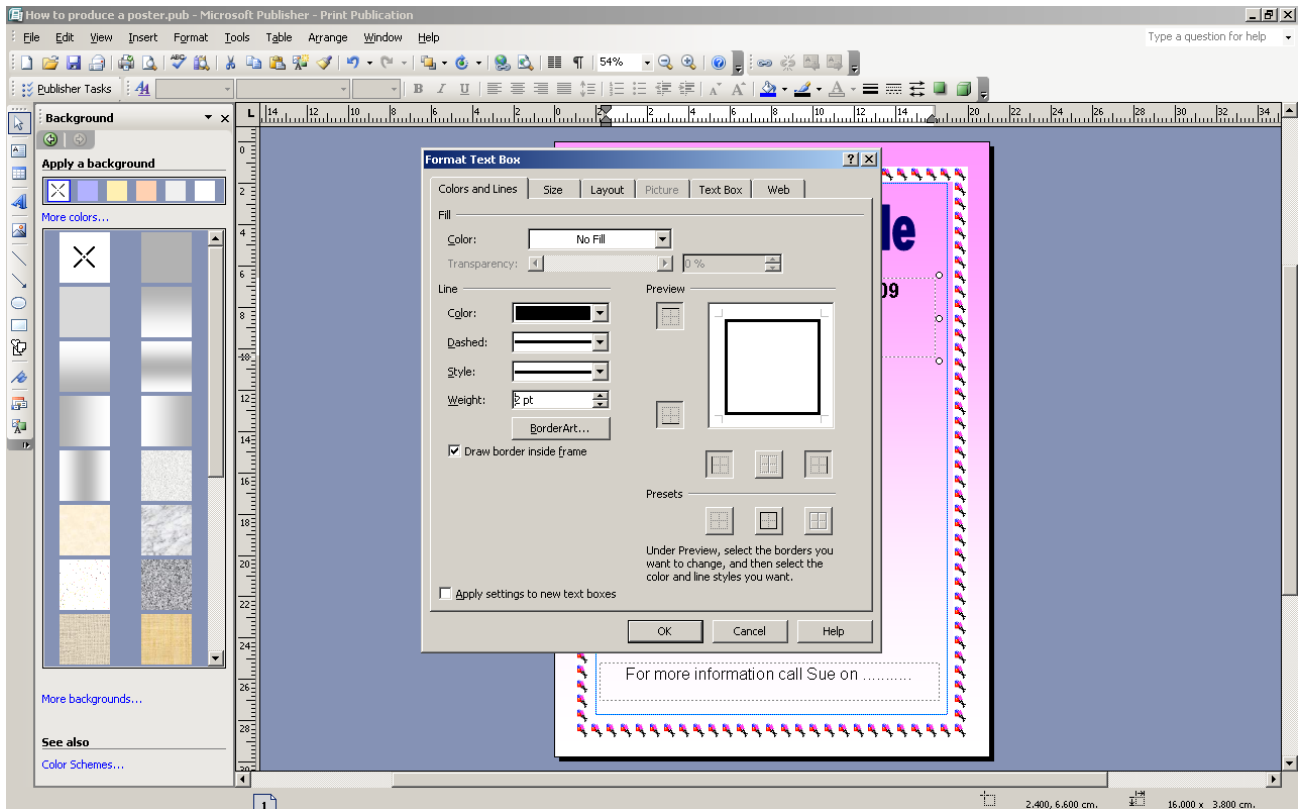


7. If you would like to put a border on your poster, the easiest way to do it is to draw a box around the outside of your poster and then format this to make it look like a border. So, click on the icon on the left-hand menu that looks like a rectangle; this is your tool to draw the shape. Place your cursor, which will have turned into a cross, at the corner of where you want your shape to be, in this case in one of the corners of the poster, and drag it across to the opposite corner so it creates a rectangle around all of your text and pictures.

Once you have drawn the box you can format it: right click on the box and select 'format auto shape'. Underneath the option to format the line, there is a box marked 'border art' click on this and select the border you want to use.



- You may also want to put a box around some of your text to draw attention to it. Either do this by drawing a box as above, or simply right click on the text box, select 'format textbox' and use that to insert a line around the box.



Now your poster is more or less finished and you can play around with it until it looks the way you want it. Remember to keep text to a minimum, make sure the text is easy to read, and try not to make it look too crowded!

