

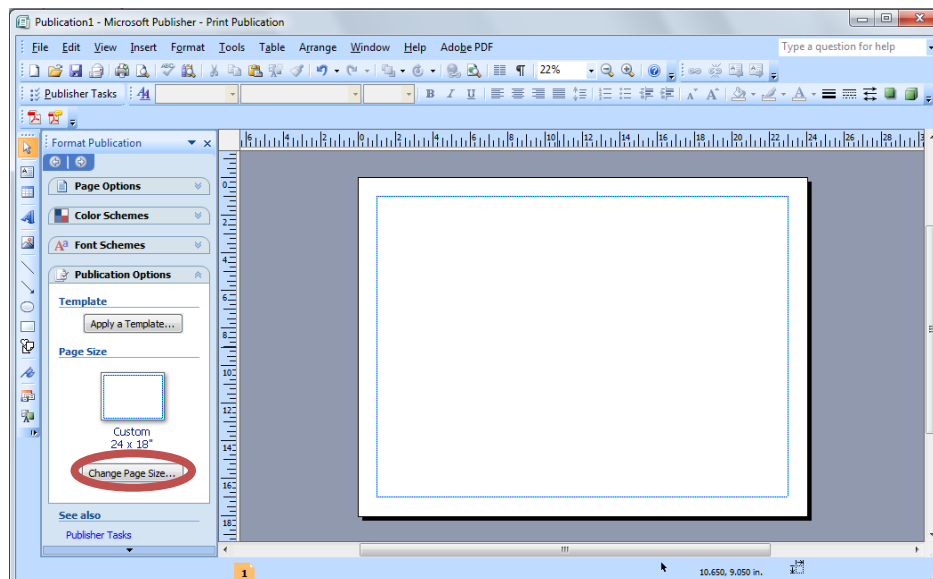
## Microsoft Publisher 2007 – Creating a Poster

### Some things to keep in mind when making a poster:

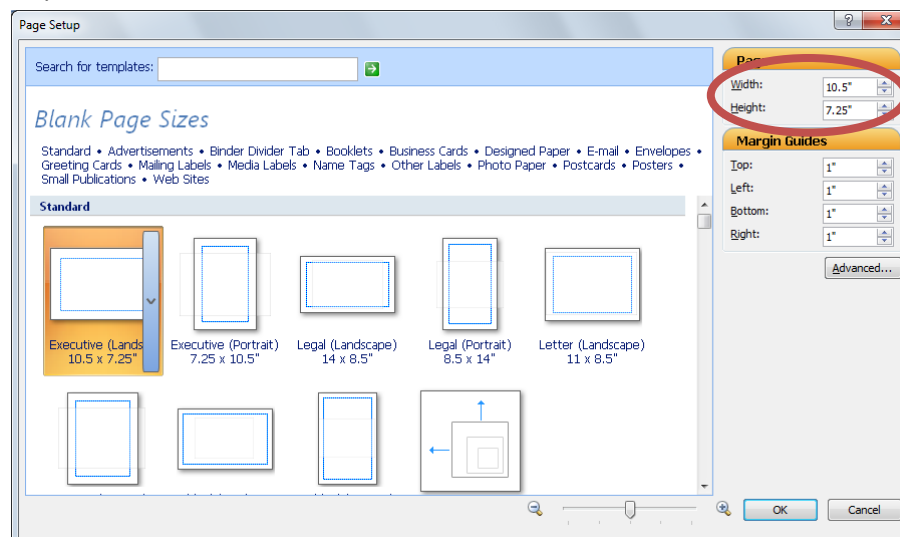
- You should know the size that your poster needs to be before you begin your publication so that the layout fits the size of paper that you need.
- Make sure that your images are high enough quality to be printed on a poster. Low quality pictures can become pixilated when they are enlarged.
- Make sure to proofread your poster before sending it off to print. For spell check, go to the “Tools” menu and then go to “Spelling.”

Step 1: Pick a Blank page size from the “Getting Started” Menu

Step 2: Click on the “Change Page Size” button in the “Format Publication” Task Pane



Step 3: Change the page width and height in the respective fields at the top left of the Page Setup window



- Step 4: Click "OK"
- Step 5: Create your poster the way you want it
- Step 6: Save your poster and email the file to [bonniehewitt@augustana.edu](mailto:bonniehewitt@augustana.edu) or hand it to her on a flash drive. She will print it out on the Olin poster printer and deduct the cost of the poster from your PaperCut account.

**-or-**

- Step 6: Print your poster from a regular printer
- Step 7: Assemble your poster according to the [directions](#) on the Microsoft website