

Making a Poster with Microsoft Publisher 2007 Basic Information to Get You Started

There are various versions of Publisher on University computers, so some of these instructions may have slight variations, depending on the software version on the computer you are using. Try to be a little flexible and don't get frustrated. Ask for help when you need it. Always SAVE, SAVE, SAVE your work, preferably on your H drive or flash/thumb drive

START UP

- ⇒ Open Microsoft Publisher
- ⇒ Double click on Blank page (first icon).
- ⇒ The Format Publication side bars opens, and select Change Page Size
- ⇒ The right side bar will open. Under Page: type in Width: 48 and Height: 36 (or if you want your poster to be oriented portrait, type in Width 36 and height 48)
- ⇒ YOU MUST MAKE YOUR POSTER THIS SIZE. NO OTHER SIZE WILL BE ACCEPTED FOR THE FINAL PROJECT.
- ⇒ THE BLUE LINE IS THE BORDER OF THE POSTER. KEEP ALL PARTS INSIDE THIS BORDER.
- ⇒ Close the Format Publication side bar and follow the next set of directions.

TITLE

- ⇒ Click text BOX tool on side menu bar (the "A in a box" on side bar)
- ⇒ Click inside poster and drag to form text block
- ⇒ Click inside text block, change font size to 100 and hit enter, style to ARIAL (You may change this font type later, but for now use this style). Type your title. Enter, change font size to 45 pt., and type "Your Name" Enter, type "Principles of Biology Poster Project.
- ⇒ While inside text block, hold down control key and strike "A" This selects all text, and click center.
- ⇒ Change size of title box by dragging the handles on the border of the title to fit the text.
- ⇒ Center text block by placing cursor on border, drag the box to center visually. There is another way to position blocks but more on that later.

INSERT TEXT FROM WORD

- ⇒ Click text box tool on side menu bar
- ⇒ Click and drag to form text block
- ⇒ Click Insert, Text File, Select Drive, Click Document, Insert. If this does not work, simply open your Word document and copy the text you want then paste it into the text box in the Publisher document. Font size should be between 18 and 21.
- ⇒ Click Line/Border Style (on Tool bar, 4th from right). Choose one of the border outlines, OK. This will place a border around the text box. You can change the thickness later.
- ⇒ Resize text box height to fit text by dragging handles on border.
- ⇒ Move the text box to about where you want it by clicking on the box and waiting for the "moving van" icon.
- ⇒ To remove the automatic hyphenation option because automatic hyphens are placed in wrong position. Click on text box. Select Tools, Language, Hyphenations. UNCHECK the automatic hyphenation of the text box.

INSERT PICTURE

- ⇒ Select the Picture Frame tool (picture of mountains and sun on left screen).
- ⇒ Choose either Picture from File or Empty Picture Frame and drag a box inside the poster.
- ⇒ If you choose an empty picture frame, then place it where you want it and then copy and paste the picture into that frame.
- ⇒ Resize the picture using handles on border and move it to where you want it.

INSERT FIGURE (such as a graph from Excel)

- ⇒ Use the picture icon and create an Empty Picture Frame. Then open Excel and open the graph you want to insert into your poster. Copy the graph and then return to Publisher and paste it into the empty picture frame.
- ⇒ REMEMBER ALL GRAPHS ARE CALLED FIGURES AND MUST BE NUMBERED AND GIVEN A DESCRIPTIVE TITLE.

INSERT EXCEL TABLE

- ⇒ Open Microsoft Excel
- ⇒ Open Document
- ⇒ Highlight cells you want to copy
- ⇒ Copy, Paste into poster. Select the boxes and resize the font to an appropriate size.
- ⇒ To add borders to all the cells is a little different than you did before.
- ⇒ Activate the table and select the Line/border option.
- ⇒ Choose more lines and a large box will open.
- ⇒ Choose Color and Lines and then select the option that places lines around all cells. OK.
- ⇒ Resize the table size to an appropriate size.

ADDING A NEAT LINE (a line around the border of the poster to frame it "neatly")..

- ⇒ Select the Empty Picture Frame and draw a frame so it fits exactly over the blue border line.
- ⇒ Then, click on Line/Border style option and choose a line style to be your border.
- ⇒ There are a number of border formats to choose from, but you should choose one that is simple and consistent with the rest of your poster layout.
- ⇒ Then select the box icon on the top tool bar and select Send to Back to put the neat line on the background.

Email your poster as a file attachment to bheiney@lhup.edu. In the subject line, put: **CLFD Poster File for Day of Scholarship**. Discuss with your professor or the Clearfield Campus Librarian about making arrangements to have your poster delivered to you.