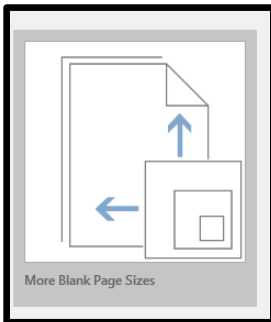
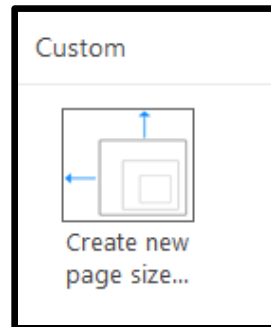


Guide to creating posters using Publisher 2016

Open Publisher. Click on 'More Blank Page Sizes' or one of the poster sizes listed..

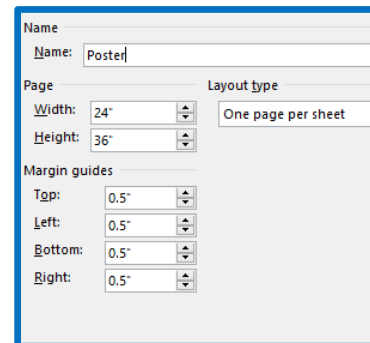


Then choose 'Custom'.

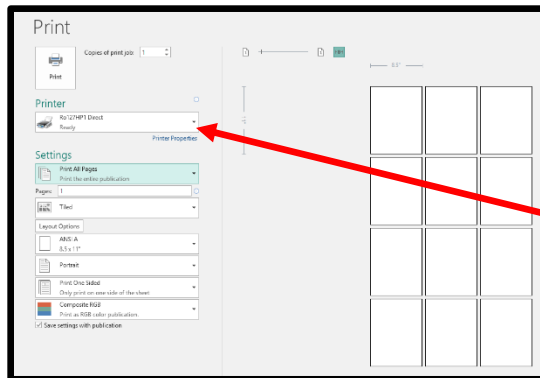


Type in the measurements for Width and Height.

Click OK, then click on Create.



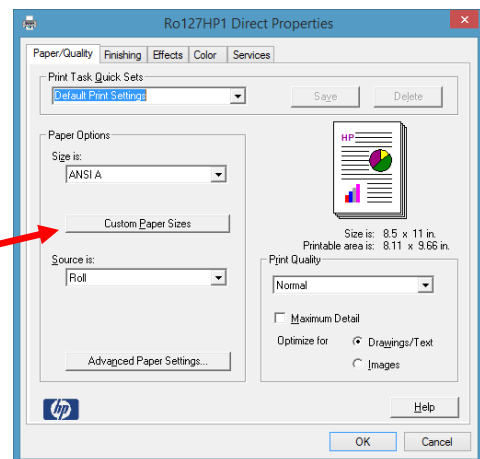
Click on File, Click on Print. Select the printer **Ro127HP1 Direct**.



Notice the image doesn't look like a poster (12 sheets).

This needs to be corrected.

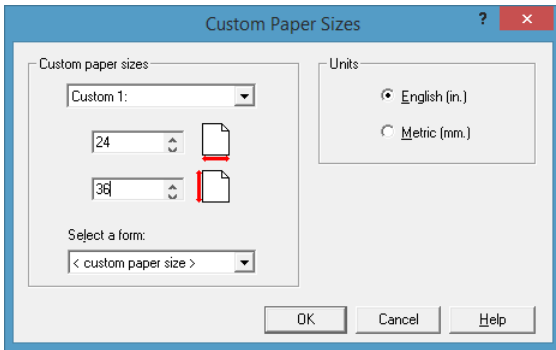
Select Printer
Ro127HP1
Direct.



Go into Printer Properties.

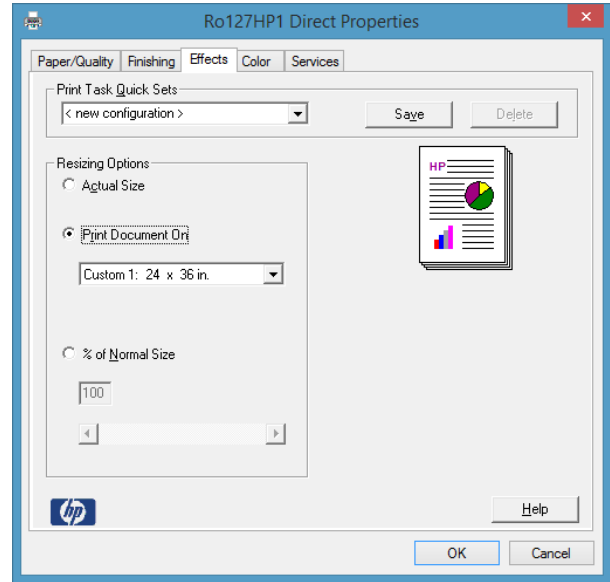
Select Custom Paper Sizes.

Type in your page size.



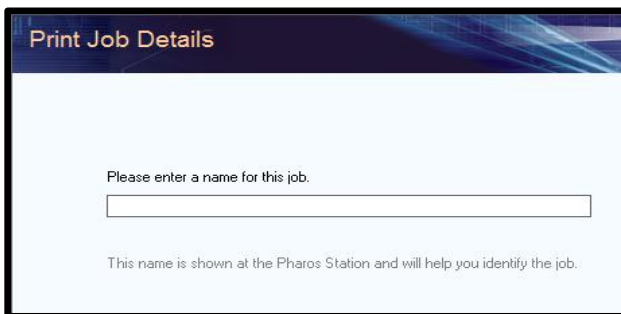
While in Printer Properties.

Go to the Effects tab and choose Print Document On and choose your paper size. Click OK



Create your poster. If you use borders, those need to be done first. Then click on File, then click on Print. **Zoom in to 200% and carefully look to make sure all areas will print.** Click on Print.

Name your print job.



Name your print job. This will come up twice so use the same name.

Then tell them at the desk you sent something to the poster printer. After you pay for it they will send it to the printer.

