



Guide to Creating Banners using Publisher 2003

Open Microsoft Publisher
 Click on **File/ new /blank presentation**
 Click on **File**
 Click on **Page setup** (Make sure that on the layout tab **Full Page** is selected not banner.)
 Click on **landscape**

Click on the **printer & paper tab**
 Click on **down arrow** and select printer HP Design Jet Printer, RO127hp1, or Poster Printer
 Click on **properties** to the right of the printer name.
 Click on **scale to fit**.
 Click on **Apply this scaling factor** and then type in that box **250**. *This number will be changed after we make some other configurations.*
 Click the down arrow under document and scroll down and select **'Edit Paper List'**.
 Type in the desired measurements for width and length from Table 1

Table 1: Settings for Page Setup

 Width	Length 	Final size	Community Users	Faculty, Staff, students (with current ID)
16	8	4 foot (48 x 24 inches)	\$23.00	\$18.00
20	8	5 foot (60 x 24 inches)	\$26.00	\$21.00
24	8	6 foot (72 x 24 inches)	\$29.00	\$24.00
28	8	7 foot (84 x 24 inches)	\$32.00	\$27.00
32	8	8 foot (96 x 24 inches)	\$35.00	\$30.00
36	8	9 foot (108 x 24 inches)	\$38.00	\$33.00
40	8	10 foot (120 x 24 inches)	\$41.00	\$36.00
44	8	11 foot (132 x 24 inches)	\$44.00	\$39.00
48	8	12 foot (144 x 24 inches)	\$47.00	\$42.00

Click OK.
 Now change the **Apply this scaling factor** to **300**.
 Click OK
 Look and see if the **size is scaled to** box has your final measurements.
 Click on OK
 Click on OK (Now you should be out of page setup.)
Create your banner.

Before printing check print preview to see if every thing is correct (like is it centered, are all the words showing, and are all the borders showing...).

To print:

Click on File

Click on Print

Make sure the correct printer is still selected (HP Design Jet Printer, Ro127hp1 or Poster Printer).

Click on OK

When the Pharos screen appears, **name your print job.**

Then a message appears telling you to pay for this poster at the IRC desk. Click OK

Then the Pharos screen appears again. **Name the print job again.**

Let the desk know the size of your poster and what you named it.

Pay for the poster using a Departmental card, your Okra Kard, or a generic print card and they will release the print job.

C:\My Documents\Staff Instructions\GuideToCreatingBannersUsingPublisher