



*A guide to finding information in the Roberts-LaForge Library*

## Guide to Creating 2, 3, or 4 Foot Posters using Publisher 2003

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### Poster Printer using Publisher to make 2, 3, or 4 foot Posters

Open Microsoft Publisher

Click on **File**

Click on **Page setup**

On the **layout tab**, make sure **Full page** is selected for publication type

Click on **landscape**

Click on **printer & paper tab**

Click on **down arrow** and select printer HP Design Jet Printer or RO127hp1

Click on **properties**

Click on **scale to fit** (*this is just to get to the next screen*).

**BE CAREFUL** you have one choice or have to back out and start again.

**Portrait dimensions**

Poster size in feet	Price for Community Users	Price for Faculty, Staff, or Students (with current ID)	Current DSU (with current ID)	Final Measurements W x L
2 feet long	\$20.00	\$15.00	24 x 24	24 x 24
3 feet long	\$20.00	\$15.00	24 x 36	24 x 36
4 feet long	\$23.00	\$18.00	24 x 48	24 x 48

Select down arrow in the page size box under the word **document** to **edit paper list**.

Now type in the **final measurements**.

Click on **OK**

**Make sure that all the measurements are correct.**

Click OK until you are out of page setup.

*Now create your design.*

### Printing

**Check print preview** to see if **everything** is correct

(such as: it is centered, are all the words showing, and are **all** the borders showing). This is what should print out.

Remember it costs: **\$3.00 for each additional foot or part of a foot** using the length for measuring not the 24 inch width for measuring.

**To print:**

Click on File

Click on Print

Make sure the correct printer is still selected, Ro127hp1 for the 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 or banner using **departmental print cards** or your **Okra Kard**.

***No cash, checks, or credit*** will be accepted. Then they will release the print job.

C:\My Documents\Webpage Items\PublisherPosters2-3-4footPosters