DELTA STATE UNIVERSITY

Guide to Creating Banner Posters using Publisher 2016

Poster Printer using Publisher to make banners.

Open Microsoft Publisher
Click on **file**
Click on **page design.**
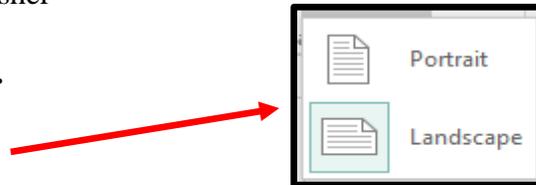On the **orientation**.
Click on **landscape.**
Click on File, P**rint.**
Click on **down arrow** and select printer HP Design Jet Printer or Ro127**HP**1.
Click on **printer properties.**
Click on **custom paper sizes.**
Choose appropriate dimensions and enter the width and length. If you are doing a 9 foot poster choose

Poster size in feet	Community Price	Current DSU Price	Landscape Measurements	Landscape Final Measurements W x L	Effects tab % of Normal size
6 feet long	$29.00	$24.00	12 x 36	24 x 72	200
7 feet long	$32.00	$27.00	12 x 42	24 x 84	200
8 feet long	$35.00	$30.00	12 x 48	24 x 96	200
9 feet long	$38.00	$33.00	8 x 36*	24 x 108	300

Make sure that all the measurements are correct.

Click OK.

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.

It costs: **$3.00 for each additional foot or part of a foot** using the longest measuring size as the length. (not 24 inch side).

To print:
Click on file
Click on print
Make sure the correct printer is still selected, Ro127hp1 for the poster printer.
Click on printer properties to make sure everything is the same.
Click on OK.
Click on print.
When the Pharos screen appears, name your print job. This happens twice so use the same name.
Then a message appears telling you to pay for this poster at the IRC desk.
Click OK.
Let the desk know the size of your poster and what you named it. Pay for the poster banner using **departmental print cards** or your **Okra Kard**.

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

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