

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'.

| Custom | | | |
|-------------------------|--|--|--|
| Create new page size | | | |

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.

| Name <u>N</u> ame: | Poster | | | |
|-----------------------|--------|---------------------|--|--|
| Page | | Layout <u>t</u> ype | | |
| Width: | 24" | One page per sheet | | |
| <u>H</u> eight: | 36" | ▲ ▼ | | |
| Margin guides | | | | |
| T <u>o</u> p: | 0.5" | ▲ ▼ | | |
| <u>L</u> eft: | 0.5" | * * | | |
| <u>B</u> ottom: | 0.5" | * * | | |
| <u>R</u> ight: | 0.5" | ▲ ▼ | | |
| | | | | |
| | | | | |

File, Click on Print. Select the printer RO12/HP1 Direct.



Type in your page size.



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.

| Print | Job Details | |
|-------|-------------------------------------|---|
| | Please enter a name for this job. | |
| | This name is shown at the Pharos St | ation and will help you identify the job. |

While in Printer Properties.

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

| Ro127HP1 Direct Properties |
|--|
| Paper/Quality Finishing Effects Color Services |
| Print Task Quick Sets |
| <pre>(new configuration ></pre> |
| Resizing Options HP |
| C Actual Size |
| Print Document Ori |
| Custom 1: 24 x 36 in. |
| |
| C Y of Normal Size |
| |
| 100 |
| 4 F |
| |
| <u>H</u> elp |
| OK Cancel |

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.

