Creating a poster in MS publisher.

BACKGROUND

This paper will get you started with creating an academic poster using Microsoft Publisher. Microsoft Publisher is available on all university computers including those in the psychology lab.

1. Create a poster template of the right size

- Click File —> New —> More Blank Page Sizes —> Custom —> Create New Page Size.
- Give your page a name (A1 poster), suggested page size is **A1** (84.1cm x 59.4cm). These measurements are for landscape, reverse the measurements for portrait.
- Set the margins to 0.5cm, and click "OK".
- A new icon with the name you have given it will appear under the "Custom" heading. Click on that icon.
- Click "colour scheme" on the right to change the colour scheme.
- Click "font scheme" to change the default fonts that will be used.
- Click "Create".

2. Save your poster

- Click File —> Save as, make sure it is saved in your student area.
- Remember to click save when you have made significant changes, in case it crashes!

3. Create guides if needed

- Click "Page Design" and "Guides".
- You can use the built in guides if they suit.
- You can add individual guides ("Add Horizontal / Vertical Guide")
- "Grid and Baseline guides" allow you to create a grid.

4. Apply a background to the whole poster

- You only need to do this if you don't want a white background.
- This is also on the "Page Design" tab, and can be found by clicking on "Background" and selecting from a the range of backgrounds offered.

5. Add text to your poster

- This is on the "Home" tab, click "Draw Text Box".
- Click inside the box to enter your text. If there is not enough room you will need to resize the text box, or change the size of the font.
- We recommend you use 12 point font for body text.

6. Make your poster more colourful

- You can change the colour of your text boxes by clicking on the text box, making sure you're on the "Format" tab and clicking "Shape Fill"
- You can select from a range of fill effects, and use "sample fill colour" to select a colour from elsewhere in your poster.
- If you click "More Fill Colours" you can select "Pantone" for a colour wheel.

7. Add pictures to your poster

- You can either drag an image directly into publisher, or click on "Picture" to insert a picture.
- You can resize pictures using the small circular picture size controls on each corner of the box surrounding the picture.
- You can rotate the picture by clicking and holding the green control at the top of the picture and dragging around it.

8. Add graphs, tables and charts

- You can add tables from scratch by clicking "Table" and selecting the number of rows and columns by making the right number of squares red by hovering over the grid that pops up.
- You can copy and paste tables and charts from Excel into Publisher.

USEFUL LINKS

http://www.personal.psu.edu/drs18/postershow

/http://guides.nyu.edu/posters

https://staff.brighton.ac.uk/is/news/Lists/Posts/Post.aspx?List=ae54ed25%2Db48c%2D444d%2D91c7%2D12d3b35c26a4&ID=48&Web=3b5cef47%2D35fb%2D4537%2D8492%2Db6f67f4c6f89

https://staff.brighton.ac.uk/is/printing/Pages/Specialist%20Printing/advanced_Printing.aspx

http://www.nuigalway.ie/remedi/poster/media/A_good_poster_should_contain.pdf

https://www.liverpool.ac.uk/media/livacuk/computingservices/printing/making-an-impact-with-your-poster.pdf