

Instructions for how to create a banner in Microsoft Publisher (to print on the vinyl printer in TechZone)

Please come to your vinyl printer appointment with a print-ready file.

If you have access to a computer at home or elsewhere, it's very easy to design a banner if you are familiar with Microsoft Office. If you need to create your file at the library, please reserve a Design PC to use prior to your appointment. Call or email TechZone to see when a Design PC is available.

How to Design a Banner in Microsoft Publisher:

Start by opening a blank document in Microsoft Publisher (Open Microsoft Publisher and click on Blank Document.) Follow the instructions below to learn how to customize your banner by adding the text, graphics, and size that you want.

Resize your document. Make your Publisher file the same dimensions as the banner that you would like to print. For example, if you want a banner that is 5 feet long then make the width of your document 60 inches.

1. Click on **Page Design**.
2. Click **Size**
3. Click **Create New Page Size**
4. Type in the width and height of the banner that you would like to print. For example, if you want a banner that is 5 feet long and 30 inches tall, then type 60 inches for the width and 28 inches for the height. (one side of your banner must be 28" or smaller to print on our vinyl printer)
5. Click **Ok**.
6. Your file is now the size that you want it. If you need to resize it repeat steps 1 – 4.

Add text to your document. Whatever you want your banner to say – Happy Birthday! or Jones Family Reunion – follow these instructions to type text in your document.

1. Click on **Insert**
2. Click on **Draw Text Box**
3. Click anywhere you want on the banner and a Text Box will be inserted
4. Type your text. (Happy Birthday! Jones Family Reunion, etc)
5. Remember your banner file might be *very large* which means that the text you just typed might look *very small*. If you cannot read it on the screen you probably won't be able to read it on the printed banner. You will want to make the text larger. To change the size of your text, highlight it then look for the **Font** group (there should be an area that says **Calibri** and **11**). Click on the 11 and type in a new number (a larger number = larger text; a smaller number = smaller text.) If you want to change the look of your text – the font type – highlight the text, then click on the drop down arrow next to where it says Calibri. Dozens of different fonts will be available to choose from. Click on any that you like and your text will change to that font.
6. To move your text box to a different location on the page, click on the outer edge of the text box and drag it to wherever you want.
7. Repeat steps 2 – 6 if you want to add more text boxes.

Insert graphics/pictures/logos/etc. In addition to text, you might want to add a graphic like a picture of the birthday boy or your company logo. Follow these steps for any graphic(s) that you would like to add to your banner. *These files should be saved to your computer or flash drive and you should know where they are saved before starting.*

1. Click on **Insert**
2. Click on **Pictures**
3. Locate the file that you would like to insert
4. Double click the file. It should be inserted into your document now.
5. To resize your graphic, click on it then click and drag from any of the four corners. Release the mouse when the image is the size that you want it.
6. To move it to a different spot on your banner, click on the image and then drag it to where you want it. Release the mouse when the image is in the position you want it.
7. Repeat steps 1 – 6 to add additional graphics to your banner.