

## *How to create a banner using Microsoft Publisher*

Open Publisher and select under NEW PUBLICATION – BLANK PUBLICATIONS then select BANNER (Your version of Publisher may open different. The next step is most crucial.)

Once open then select FILE then PAGE SET UP

Under PUBLICATION TYPE Select BANNER then under PAGE SIZE select CUSTOM then type in size of the banner to be created.

When choosing size, reduce by 1/2, 1/3, or 1/4

Example: 4'x 8' at 1/4 = 2' WIDTH and 1' HEIGHT

3'x 6' at 1/2 = 3' WIDTH and 1.5' HEIGHT

Select OK

Now page is ready for design information

For words select the WORDART icon

If this is not readily seen select VIEW then TOOLBARS then OBJECTS

WORDART will be the 3D letter A

The first window of Wordart will be the Wordart Gallery, select the top left (default) choice then OK

Once window is open type in the information

Only type in one line of type at a time, repeating the following steps for each line

Example: type 1<sup>st</sup> line FALL FESTIVAL then finish line before doing next line

2<sup>nd</sup> line DATE

3<sup>rd</sup> line TIME (and so forth)

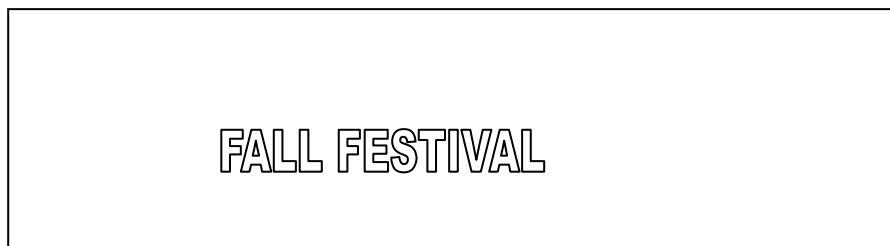
When finished typing a line, choose a FONT and ignore the size for now then select OK

Lettering should have a black outline with NO fill color

To choose a fill color select FORMAT WORDART on the temporary WORDART window that should appear on your screen

You may want to choose the LINE and FILL to be the same color

Select OK



With mouse place the line where you want it on the banner also size the line of text by holding a corner. (Hint: by holding down the Alt button when moving the text, it is free to move around the page more easily) Be thinking about those who will read it such as distance, speed, lighting, etc.



Once a line is finished (Ex. FALL FESTIVAL) then do each line the same choosing the Wordart icon, type in info, choose font type, choose color, size it and move to desired location on banner.



Once each line of information is finished, you may want to insert a clipart or picture  
Select INSERT then PICTURE then either CLIPART or FROM FILE  
Select the image and then ok or insert. You will need to size the image and move to desired location on banner. (Hint: try holding down Alt button to free image when moving)



Once banner is complete, save it as is and place in an easy to find folder, but don't close the project yet.

The last step is crucial. You must save the banner as a JPEG  
Select FILE then SAVE AS then choose the easy to find folder  
Select the down button on SELECT AS TYPE  
Scroll down to JPEG FILE INTERCHANGE FORMAT  
Select OK

Now you are ready to email the JPEG file as an attachment to [banners@northcentralga.org](mailto:banners@northcentralga.org)

Please call 770-345-1555 to let us know you emailed the file, also give instructions in the email such as size, grommets, double sided, how many, any excess for hanging with rod, etc.