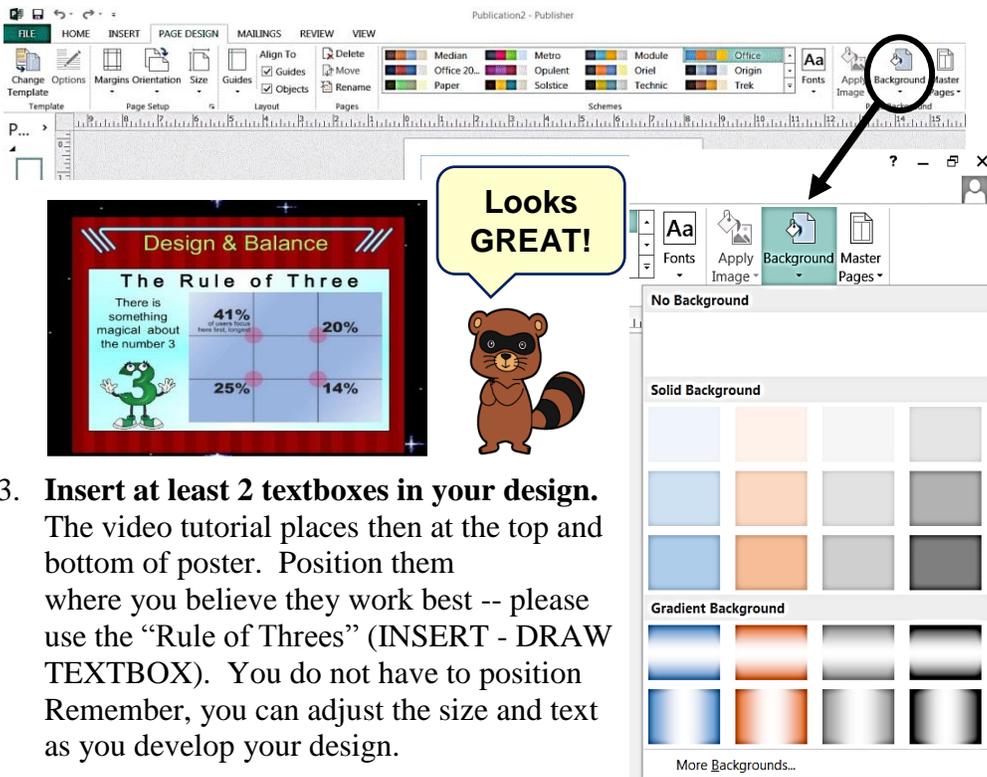
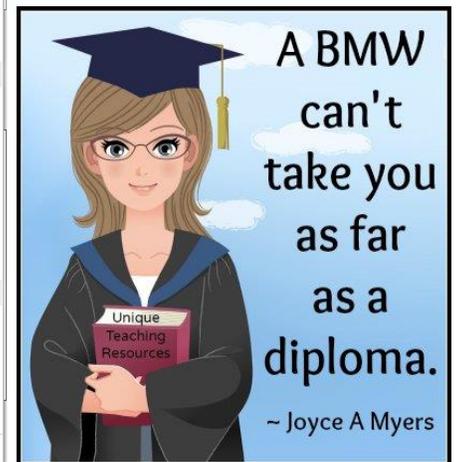


MS Publisher 2016: Creating a Poster From the “ground-up” (No Template)

1. Start new BLANK PAGE
2. Choose a background color (PAGE DESIGN TAB -- BACKGROUND)



3. **Insert at least 2 textboxes in your design.** The video tutorial places them at the top and bottom of poster. Position them where you believe they work best -- please use the “Rule of Threes” (INSERT - DRAW TEXTBOX). You do not have to position them. Remember, you can adjust the size and text as you develop your design.



4. Enter the text at the first that announces your event, concept, or identifies the organization you are making a poster for (Video tutorial poster says "Wilkes University Swim Team" at the top)
5. In the second text box, write the event or details of your main content (Video tutorial says 2015/2016 Roster at the bottom). **Use as many textboxes as you need for your design – IT’S EASY. Please have FUN!**
6. **Change font and color of the text** (Use HOME tab, the font attributes are just like MS Word). This video is using size 48 pt on the top. Please remember, different fonts appear to be sized different even when set to the same size-points.
7. **Next, insert pictures** -- FOR THIS PROJECT, YOU NEED AT LEAST THREE GRAPHICS, though you may choose to coordinate and use them to create the look of one graphical image. (The video tutorial uses 2 pictures of the swim team and then the team's logo at the bottom).
8. Move pictures to create a balanced look. While there is no text wrapping in MS Publisher, you do have options as to how your text lies with your other placeholders. Please ask if you have questions.

9. Next, add a BORDER to your poster. Click INSERT tab and then BORDER AND ACCENTS.
10. Save your poster as a PDF (FILE -- SAVE and browse to DOCUMENTS. Click pull-down menu for SAVE AS TYPE. Choose PDF) and upload to your class folder on Google Drive.

