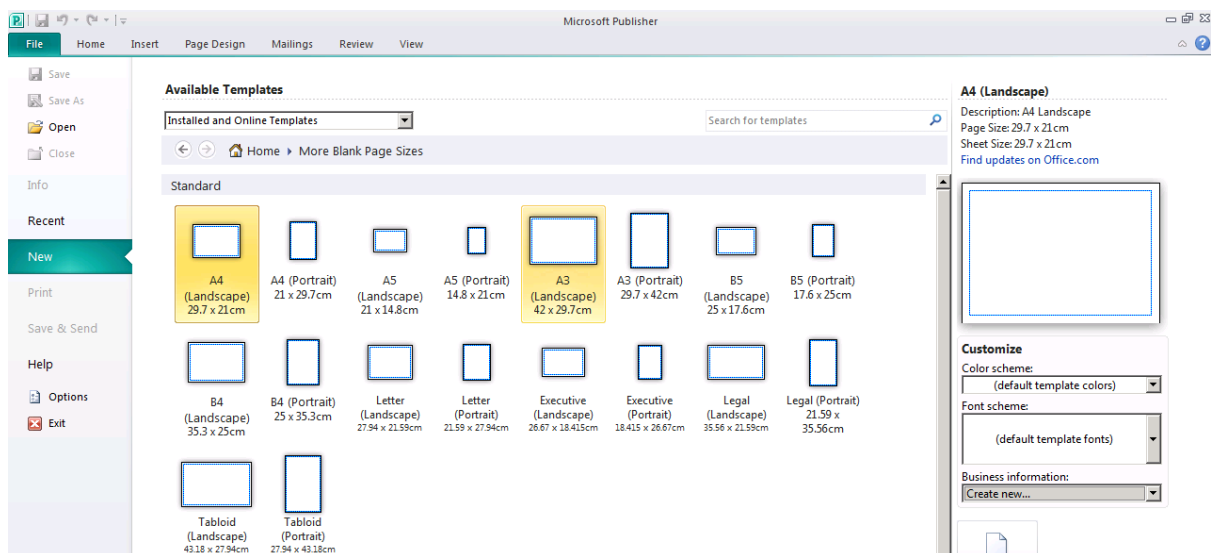
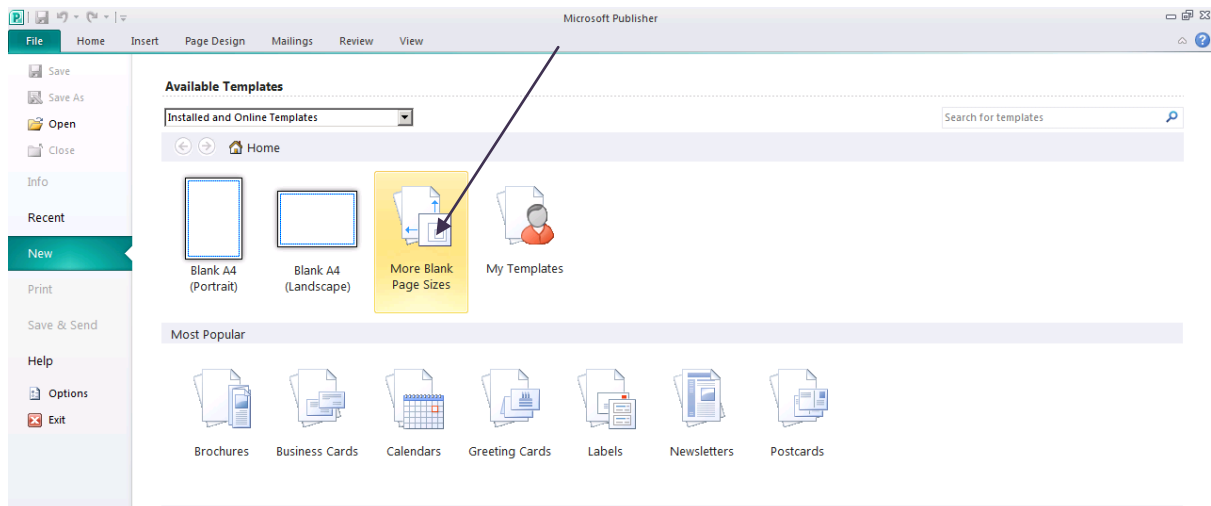
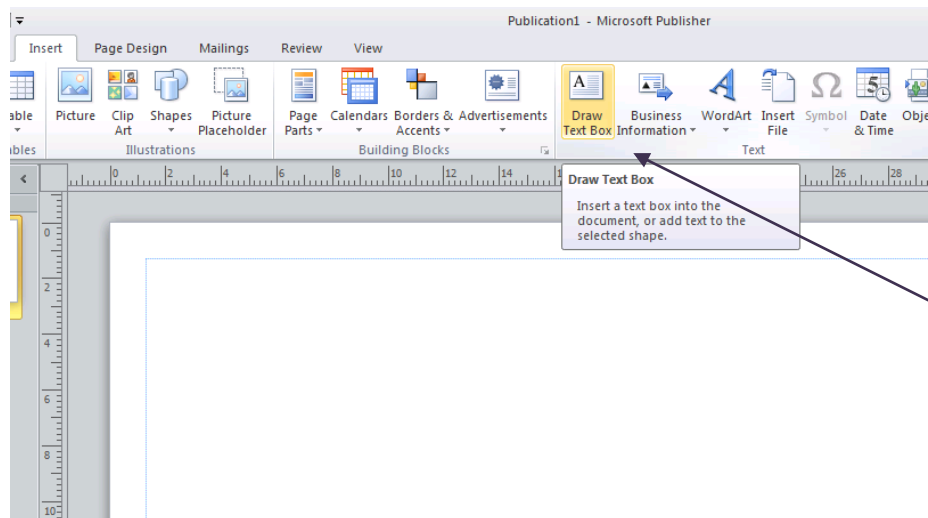


How to Make an A3 Poster in Publisher

When you open a Publisher document, choose **'More Blank Page Sizes'** from the Publication Types, and then select whether you would like your A3 poster to be in Portrait or Landscape. Double click on your chosen template to begin.

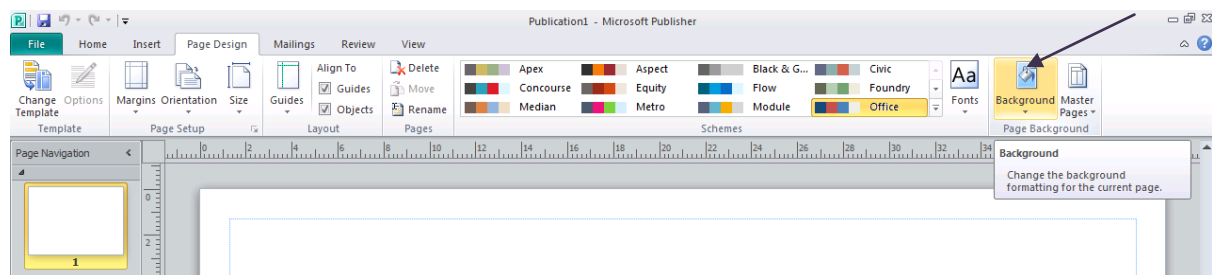




To add text to your poster, go to '**Insert**', '**Draw Text Box**' and draw a box on your page which you can then type in.

To insert an image, choose '**Insert**', '**Picture**' and select which image you wish to have on your poster. If you want to use an image from the Internet, you need to first save this to your area or pen drive. See the help-sheet '**Saving images from the Internet**' for more guidance on this.

You can change the background of your poster by choosing '**Page Design**', '**Background**' and selecting the colour and effect you would like to use.



Once you are happy with the content of your poster, you can print it. You need to set up the options to print in A3. To do this from the 'Print' menu, choose an MFD for the printer, change the paper size to '**A3**' and check the printing options show as '**One page per sheet**'. To check how this will look when printed, check through the '**Print Preview**' button.

