

Producing a large poster in Publisher 2016

The first thing to consider when producing a poster is its size. If you are tasked with developing a poster presentation, you will have been advised by your tutor of the size requirement which is usually A0 or A1. Specialist printers capable of producing these images are available on some of our campuses.

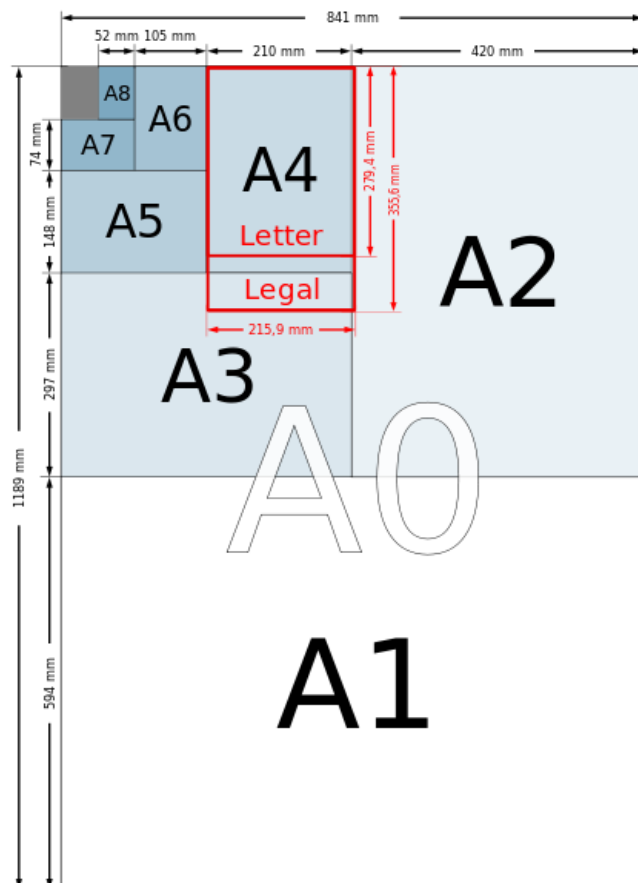
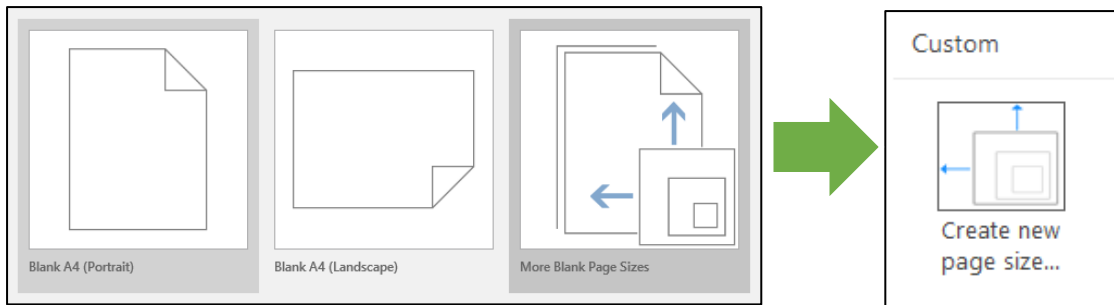


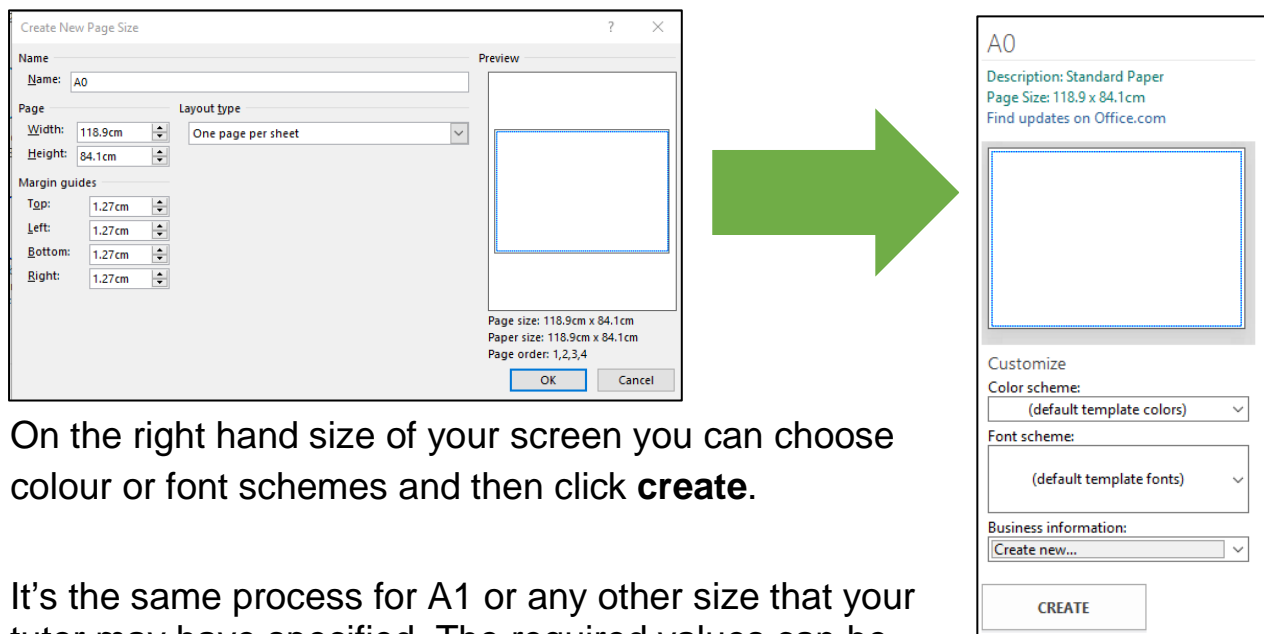
Image: Poster Pigeon (2012) *Poster-size-infographic*
Available at: <http://www.posterpigeon.co.uk/help-questions/2012/11/28/poster-size-guide-a0-a1-a2>
(Accessed: 23rd October 2017).

If you take 2 sheets of normal A4 paper and join them together at their longest edge you have a page the size of A3. Continue doubling like this, always along the longest edge and you will eventually come to A0 which is 16 times larger than A4 with final dimensions of 1189mm by 841mm. You'll need to remember these numbers as Publisher does not normally have A0 available as a standard size.

When you load up publisher choose the **more blank page sizes** option. Then click on **custom**.



You can then input a name for your custom size, I've called mine A0, in case I want to use it again. Then add in the **width** and **height** of your desired page. I have inputted my size as landscape. You can change this at any time by editing and swapping your width and height sizes. Portrait is a tall and thin page, or Landscape is a shorter, wider page. **Click OK to save your page size.**



On the right hand side of your screen you can choose colour or font schemes and then click **create**.

It's the same process for A1 or any other size that your tutor may have specified. The required values can be seen in the table at the beginning of this document. You will have to divide the numbers given in millimetres by ten to convert them to centimetres.

Font sizes:

Although there isn't a one size fits all guide to font sizes for A1 or A0 posters it is generally recommended to have text no smaller than 28pt. If you can make your font bigger this will make it easier to read. Use larger fonts for headings and subheadings.