



Printing Large Format (A0) Posters in Publisher

This is a guide demonstrating how to print Publisher files to a university large format printer.

In this guide, the printer queue 'Poster-Wide' is used. This is an A0 size printer, and is the most commonly used printer for Posters.

The sample Publisher document in this guide is A0 sized at 118.9cm X 84.1cms

If you haven't already installed the 'Poster-Wide' printer, install it now by following the Instructions at : www.liv.ac.uk/csd/printing

Prepare for Printing

Publisher uses multiple layers for making up the final poster image, this generates a lot of data, and sending the file to the plotter straight after creating your poster can result in data loss.

In order to get the file into a format suitable for printing, we need to 'flatten' the document into a single printable image. Follow the steps below to prepare your file.

1. Save the publisher file as a JPG picture file:

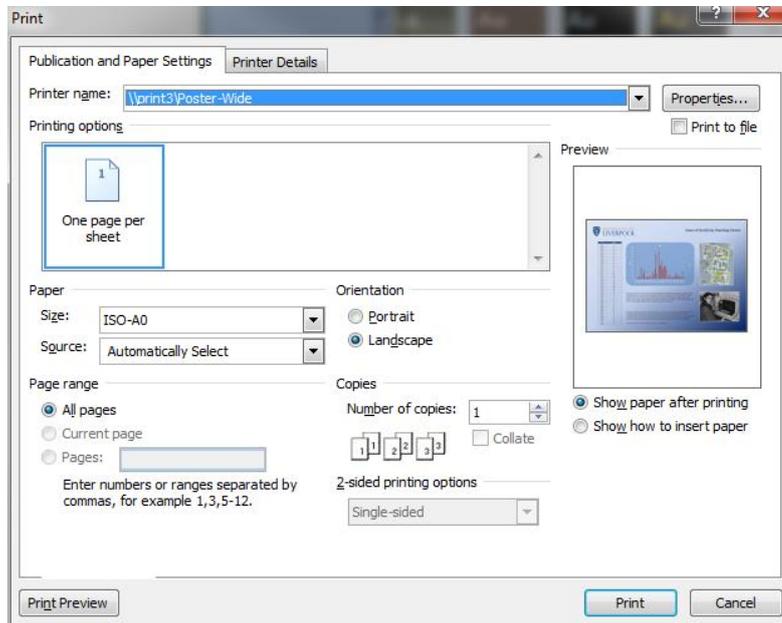
- Click File then 'Save as'
- Select 'JPG File Interchange Format(*.jpg)' from the drop down menu named 'Save as type'.
- After selecting this, a new box will appear underneath labelled 'Resolution', make sure this is set to 'standard printing (150 dpi)'.
- Click Save

2. Insert the newly created JPG into a new publisher document:

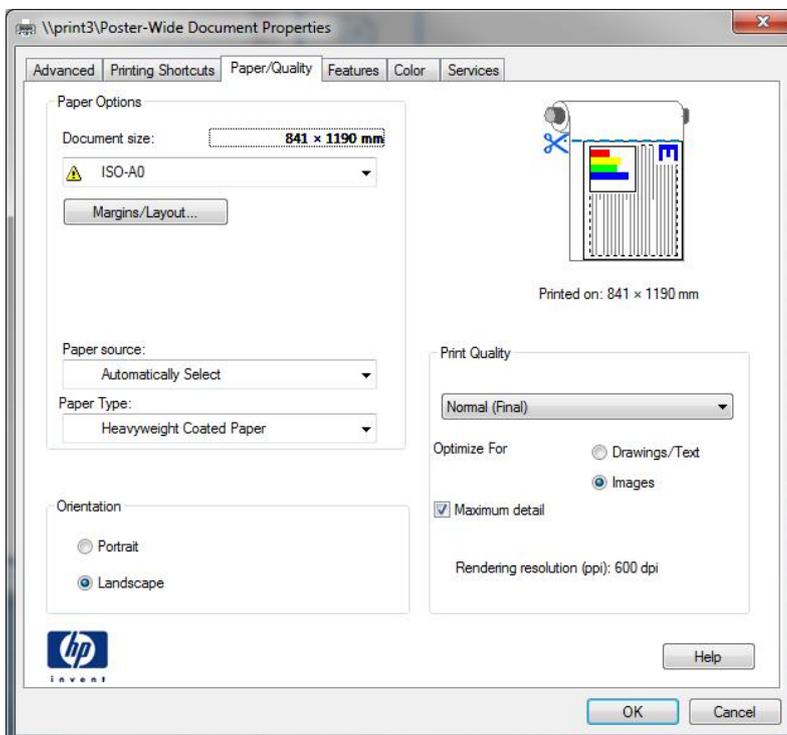
- Click File then click 'New'
- Click the option 'Blank page sizes' and choose your page size. Note there is no defined page size for A0, you will have to click 'Create a custom page size' and enter 118.9 cm for width and 84.1 cm for height.
- Click Insert, from the menu click 'Picture' and then 'From file'
- Browse to the JPG Picture file you saved in the first step, select the file and click 'Insert'
- The Picture should now appear in the middle of the page.
- The Picture will appear smaller than the original. To correct this, right click the picture and left click 'format picture', click the size tab, and type 118.9cm into the width box and 84.1cm in the height box. Hold down left click and drag the resized image so it fits on the document panel.

Print the Document

- Click File then click 'Print'



- Select 'poster-wide' from the drop down menu Labelled 'Printer name'.
- Click the Properties button.



- Make sure that Document size is set to A0, do not alter any other settings on this page.
- Click 'OK'
- On the Print dialog click the 'Preview' button.

publisher print tutorial flattened.pub (Preview) - Microsoft Publisher

25% Composite

UNIVERSITY OF LIVERPOOL

Users of ArcGIS by Teaching Centre

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AT14	1
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- Check that the image fits onto the document.
- Click 'Close' on the preview window
- Click 'Print' on the print dialog.