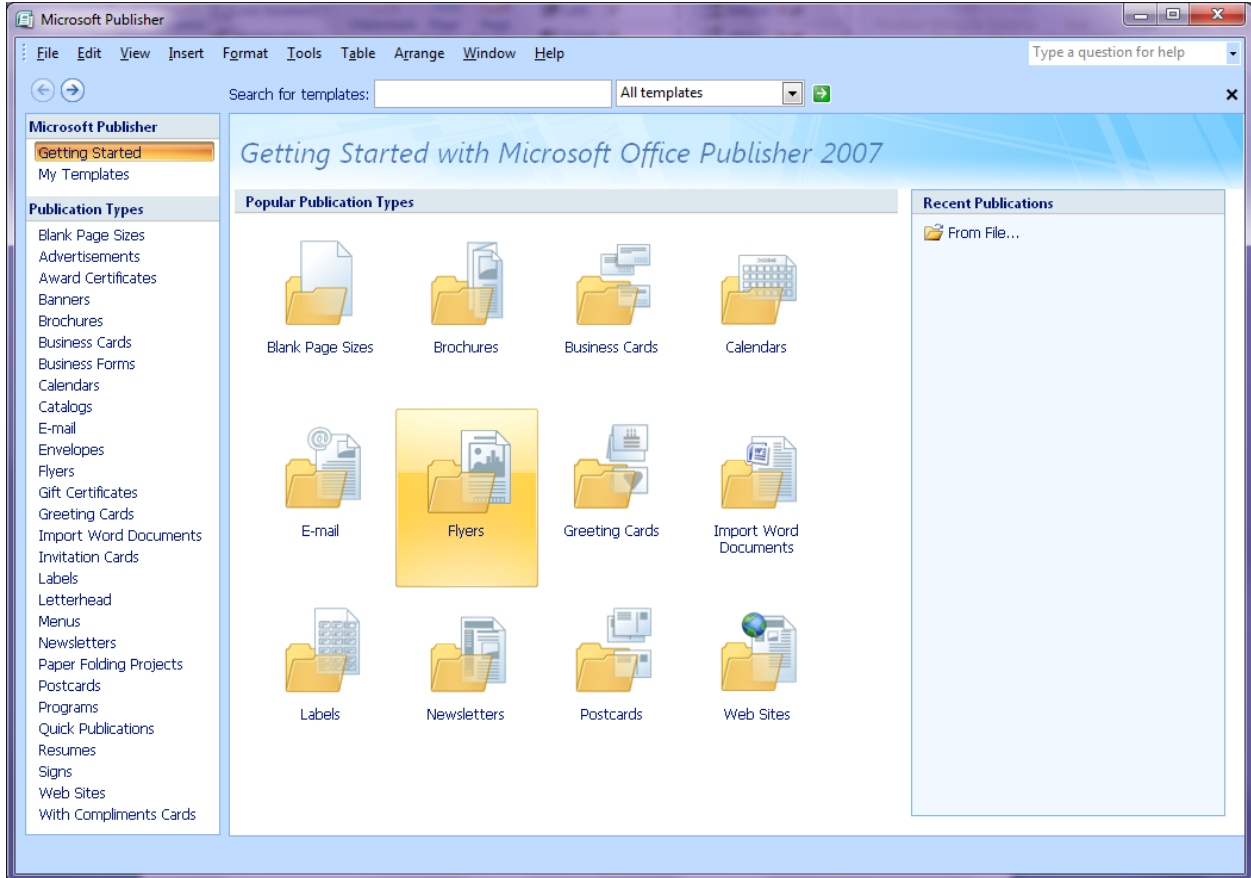# Using Publisher to Make a Poster or Postcard
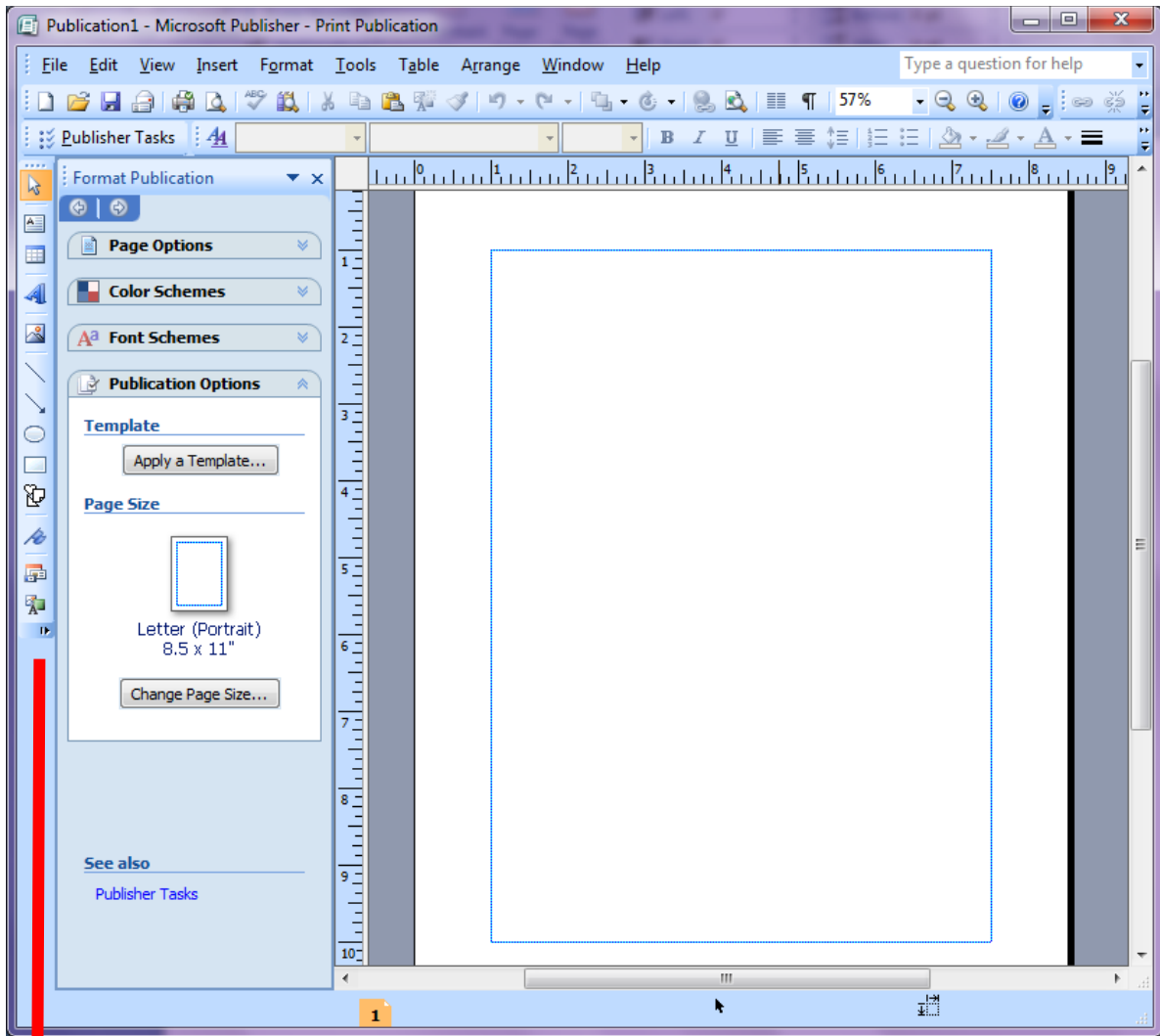
When opening Publisher, the window should look similar to the window show here.

Flyers First

Open Publisher and Select Flyers

There are many choices to pick from. You could use any of the prepared flyers, but you would have to delete all the images and textboxes. So let's start with a blank document. Scroll all the way to the bottom then select Blank, Letter 8 ½ X 11. Your window should look similar to the one shown below.

Common Tools

Select tool
Textbox tool
Draw table tool
Word Art tool
Insert clipart tool
Draw line tool
Draw arrow tool
Draw Oval tool
Draw rectangle tool

I've placed my tool bar on the left-side of my window for easy access. You can pin it anywhere you like.
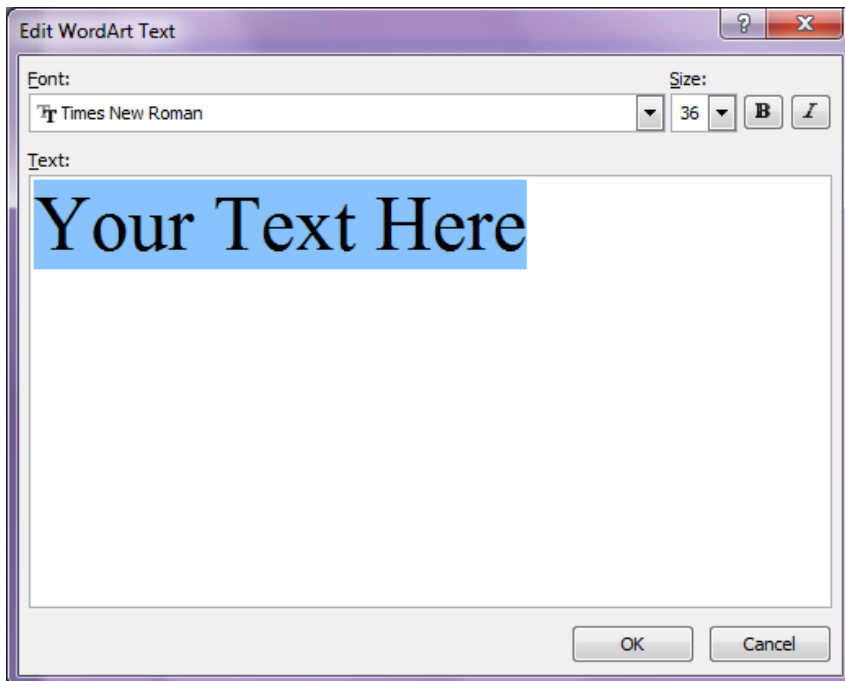
Adding a Title using Word Art

Select the Word Art button.
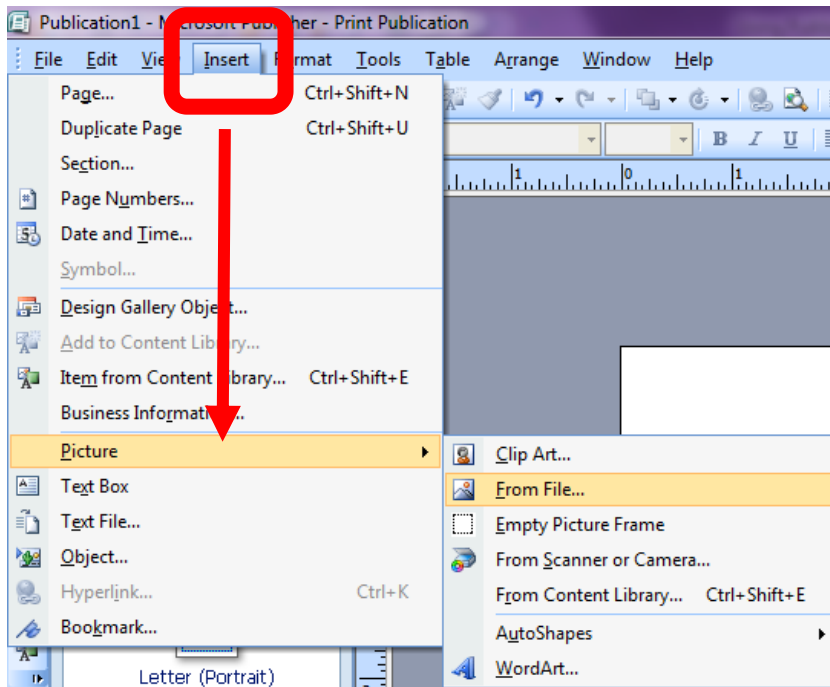
Select the style you want to use in your poster.

Select OK.

Enter your text then press OK

After clicking OK, the art work title is placed on your document. Select it and move it where you want it.

Adding an Image to Your Poster

Select the Insert Tab at the top of the Publisher window.
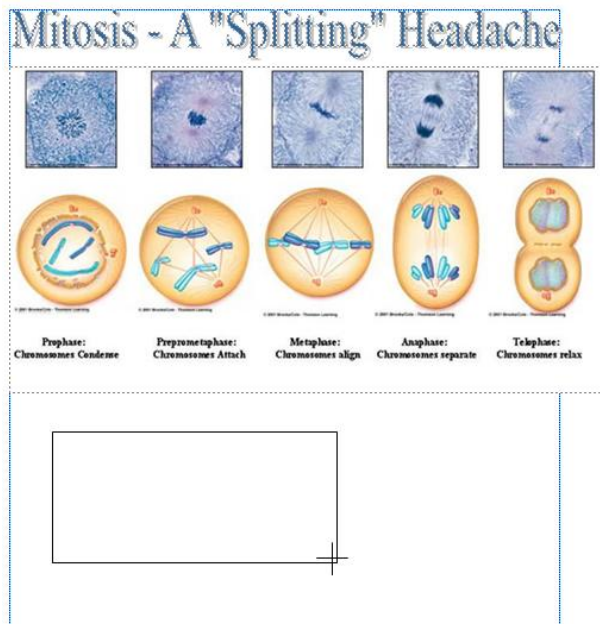
Select Picture

Select From File…

Navigate to your image file and select the image you want to use.

Resize and position the image where you want it.
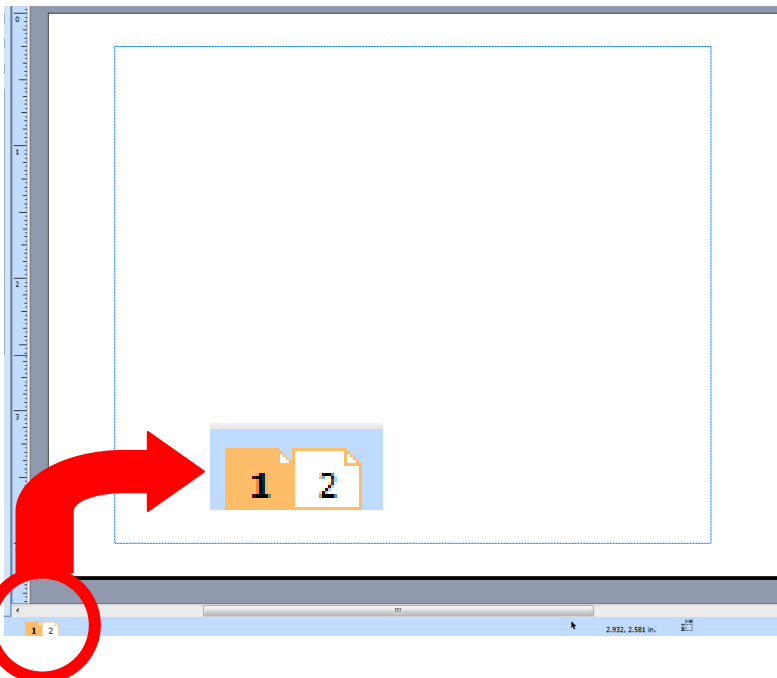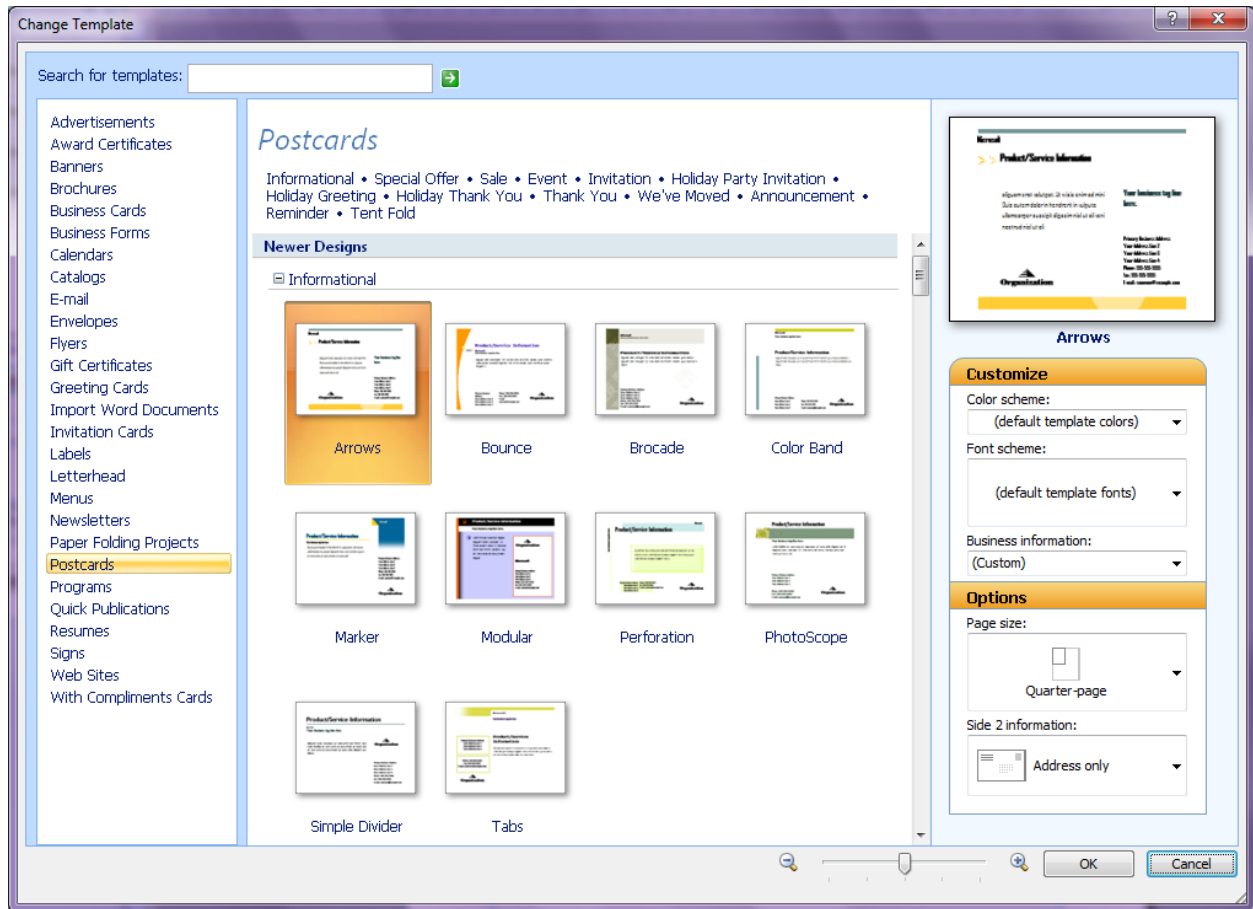
Adding a Textbox

Select the Textbox tool.

As you move over the Publisher document, the cursor turns into cross hairs. Center the cursor where you want the textbox to be located on the page, click and drag a textbox to the size you want it. Note: I added a border to the textbox below. Normally, the textboxes do not have borders.

Postcards

The process for making a postcard is much the same as flyers. From the template display, select Postcards

Unfortunately, there are no blank postcards available. That means you will have to delete the images and textboxes from the pattern you choose. I selected the Informational template.

After deleting everything you don't want, add images and text as shown above.

A postcard has two sides. Page numbers are located on the bottom of the page. Click on the page you want to view.