

Creating a Banner using Publisher (Office 2003)

Customize a Publication for Print

- Double click on the Publisher icon to start the program.
- Click on Publications for Print (on the left)
- Click on Banners (also on the left)
- Choose any pre-made banner -
 - you can customize it for your project
- In the box on the left, you will have options to change the width (length of the banner), height, places for graphics, and border options.
- Double click on the words to change them.
- Double click on the border to change it.
- Click once on a graphic, hit delete, and then insert a new picture if you'd like to change it.

