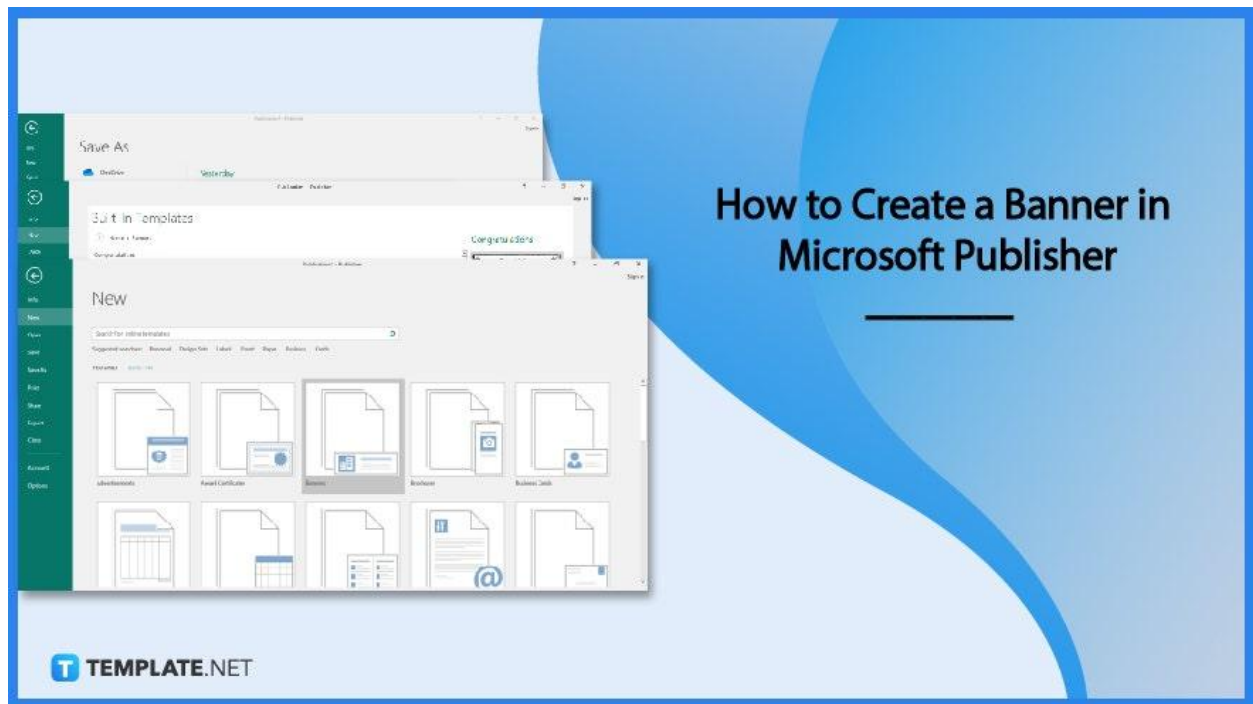


# How to Create a Banner in Microsoft Publisher

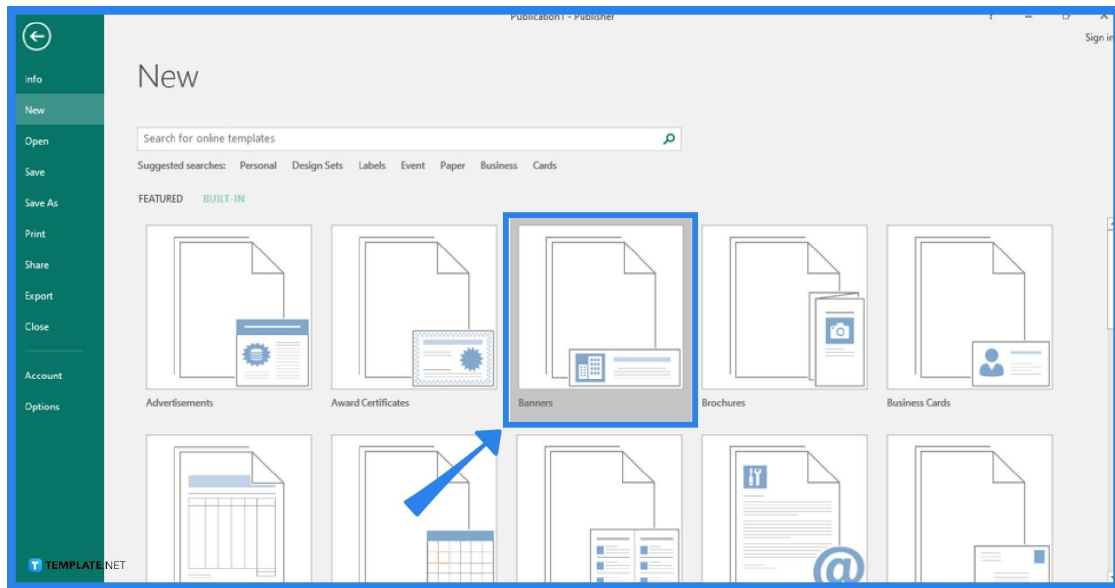
Microsoft Publisher can create banners for advertising and marketing purposes, as well as for special events and significant occasions. By making your own magnificent banner in MS Publisher, you can save your time and money.



## How to Create a Banner in Microsoft Publisher

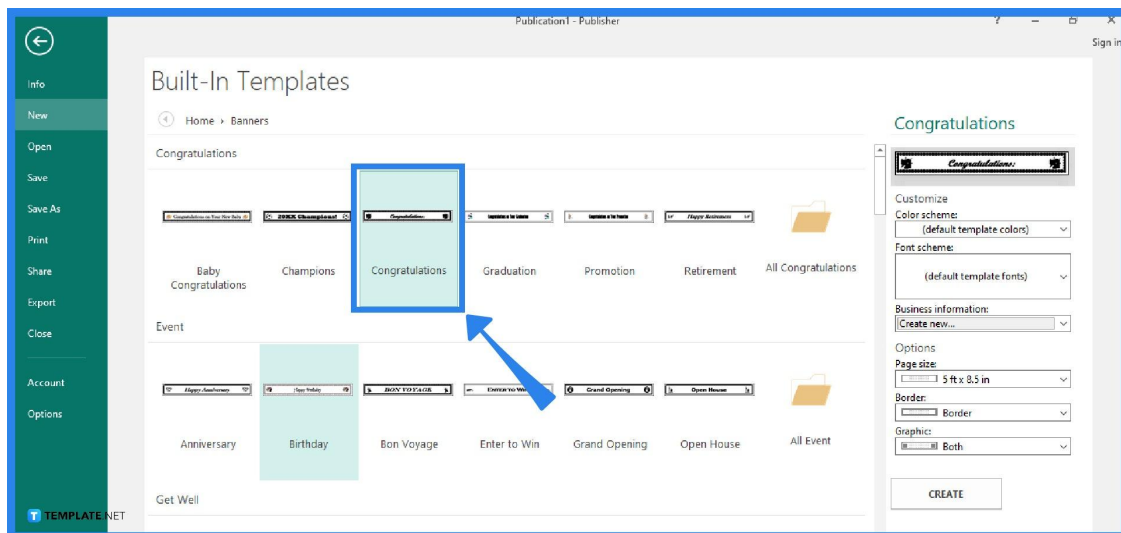
Making a banner is only one of the numerous things you can do using Microsoft Publisher. As long as you approach it correctly, the creation process is rather simple and saves you the time and money you would have otherwise spent hiring a professional banner designer.

- **Step 1: Choose a Banner Template**



Launch your Microsoft Publisher application. Go to the File tab of the Publisher ribbon and click the New option. After that, select “Built-in” to use one of the pre-installed templates in Microsoft Publisher. Then, select the Banners category, and click on the [banner design](#) that you want to use.

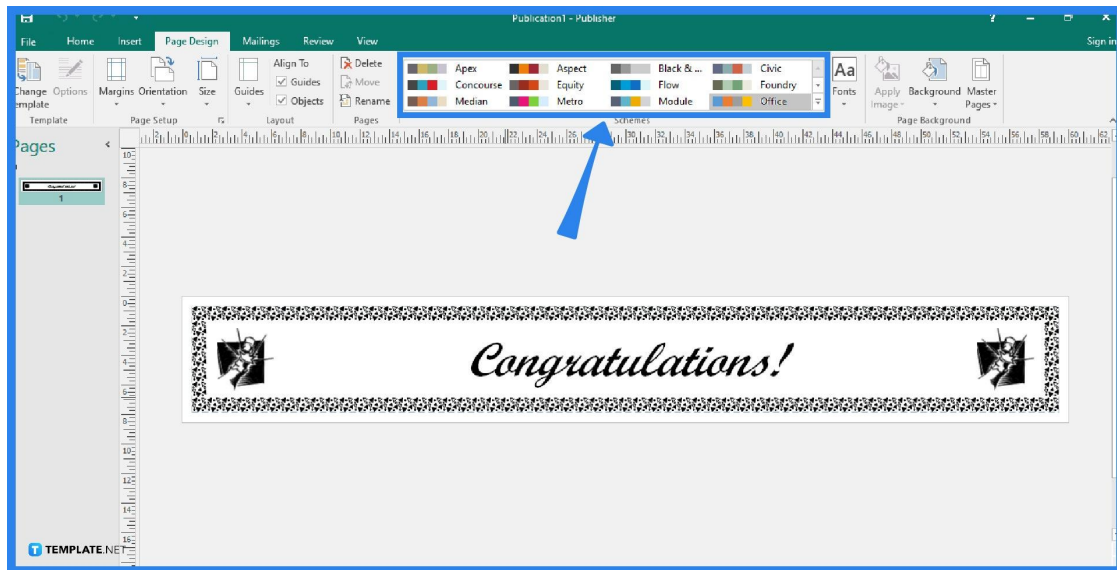
- **Step 2: Customize the Necessary Information**



Once you pick a [banner template](#) (for example, a congratulations banner), go to the right side of the screen and, under the Customize and Options menu, make the necessary changes that you want to include with your banner. After that, click on the

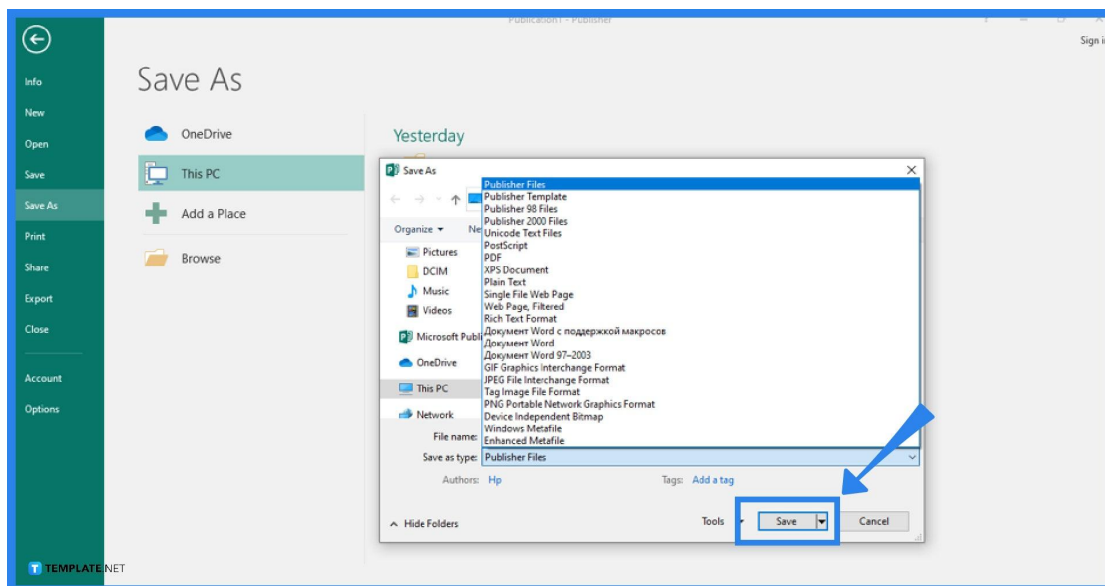
“Create” button.

- **Step 3: Personalized the Banner**



Do one or all of the following actions on the Page Design tab: Click on Size, select the page size, or click on “Create new page size” to alter the width and height of the banner; select a color scheme from the Schemes section to alter the color scheme of the banner; and click on Fonts, then select a font pair to alter the font scheme for the banner. Additionally, replace the placeholder text and images in your banner with the text, images, or other objects of your choosing.

- **Step 4: Save the Output**



To save the output for your banner, go to the File tab, click on Save As, and choose the location for your banner. Then, type the name of your banner and save it as Publisher Files in the “Save as type”. Finally, click the Save button to complete the process.

## **FAQs**

### **How can I add a picture to my banner?**

To add a picture to your banner from your PC, click on Pictures under the Home tab, browse and select the picture to add, and click Insert; to add an online picture to your banner, click on Online Pictures under the Home tab, choose Bing Image Search, type a word or phrase for the image description, select an image, and click Insert.

### **How do I print my banner?**

To print your banner, select the File tab, click Print, choose the right printer to fit the banner size, adjust the settings, and click the Print button.

### **What is the standard size of a banner?**

The standard size for a banner in inches is 33×79 and it is 468×60 in pixels.

### **Can I make a banner in Microsoft Word?**

Definitely, using Microsoft Word, you can create a banner of your own, and it would just take a few minutes if you had Microsoft Office set up on your computer.