

CROZIER SCHUTT ASSOCIATES

MUSEUM, HISTORICAL AND HERITAGE CONSULTANTS



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Designing a panel using Microsoft Publisher

- Set to the page size you want. This needs to be consistent with the design of the exhibition and with what can be printed by your printer.
- My sample effort is A1 – the largest that could be printed by Officeworks. A commercial printer should be able to go full size eg 2m high by 1m across.
- My design uses a background image – how well this works depends on the file size of the image file you're using. Use the largest file size possible. But note that you can screen it by using the "fill" function with a transparency setting (50% in my sample behind the text)
- Images – anything less than 1mb may not print well
- There are plenty of other types of background – plain colour, textured colour, patterns etc etc
- Don't let the backdrop distract from the contents
- The top headline uses WordArt.
- Design – this example is probably a bit crowded (the same material on eg 2m x 1m would have been better) but note that elements are big enough to be visible at say 5 feet. Don't crowd with tiny elements (photos, text). Less is more. Text panel and 3-4 images works well.
- Follow a credible point size regime.
- Text has to stand out – use contrasting colours
- Ensure everything can be seen against the backdrop. Note I have used "fill" with transparency to ensure text can be read without losing the background image.
- Save the design to PDF for the printer – minimizes software compatibility issues.