VariQuest®
Visual Learning Tools

How-To Guide
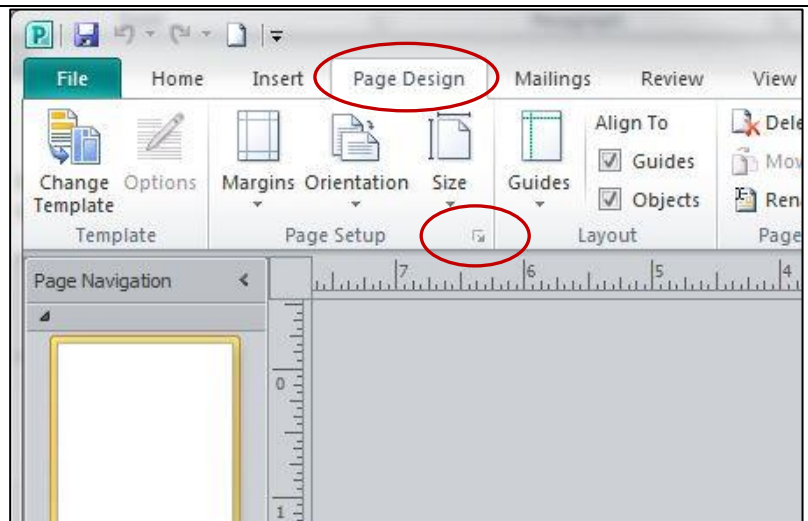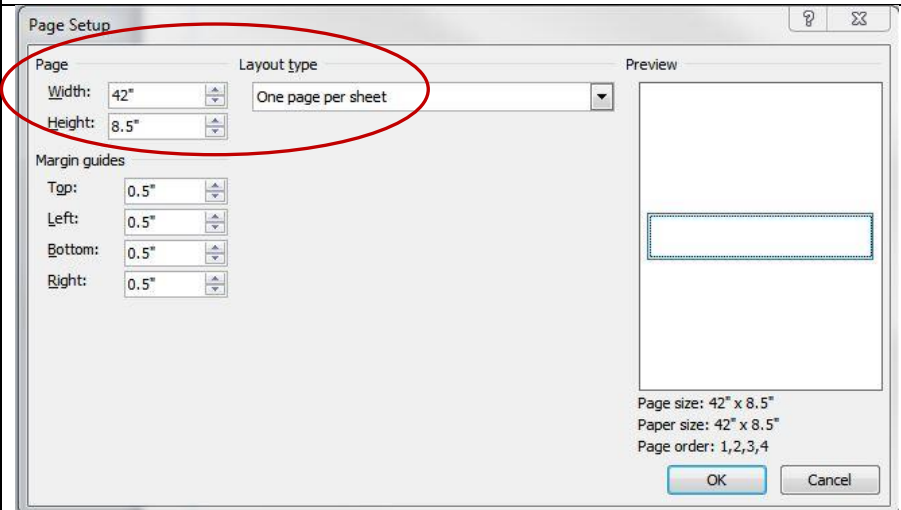## Creating Banners for PDF Printing in VariQuest Software

This how-to guide explains the page setup needed when creating banners for PDF printing using the VariQuest Design Center Software's '*My PDFs*' Feature. The instructions illustrate the page setup using Microsoft® Publisher 2010; however, a similar process can be used in other page layout programs such as CorelDraw, Adobe® InDesign, Illustrator, and Photoshop[i]. Please refer to the User's Guide of your page layout program for information on how to locate and change the page size in Page Setup.

1. Locate the **Page Setup** tab (or similar) in the software program you are using to create your banner. ▶ For Publisher 2010 & 2013, select **Page Design** > **Page Setup** *(illustrated at right)* ▶ For Publisher 2007, select **File** > **Page Setup** *(not illustrated).*	*Microsoft Publisher 2010 - 2013*
2. Change **Layout Type** to **One Page per sheet** 3. Enter the **Width**. Please refer to the table titled *Banner Sizes* for the correct value based on the desired final banner length. 4. Enter 8.5 in the **Height** box. This value should be 8.5 inches for all banners. 5. Select **OK**	*Microsoft Publisher 2010 - 2013*

Tip: If you are using one of the pre-designed Installed or Online Templates, you may need to adjust the dimensions (width & height) in Page Setup to match the final output size desired per the chart on the next page. When changing dimensions, you may also need to adjust the objects on the page.

Banner Sizes

Use the following tables to determine the *Page Setup* dimensions (Width & Height) to use based on the VariQuest printer and desired final banner size.

Perfecta™ 2400 Poster Design System

Final Banner Output Size[ii]	Set Dimensions in Page Setup	
	Width	Height
24" x 48" (4 ft.)	17.25 in.	8.5 in.
24" x 60" (5 ft.)	21.5 in.	8.5 in.
24" x 72" (6 ft.)	26 in.	8.5 in.
24" x 84" (7 ft.)	30.25 in.	8.5 in.
24" x 96" (8 ft.)	34.5 in.	8.5 in.
24" x 108" (9 ft.)	39 in.	8.5 in.
24" x 120" (10 ft.)	43.25 in.	8.5 in.

Poster Maker 3600 Printer[iii]

Final Banner Output Size[iv]	Set Dimensions in Page Setup	
	Width	Height
23" x 48" (4 ft.)	17.5 in.	8.5 in.
23" x 54" (4.5 ft.)	19.75 in.	8.5 in.
23" x 60" (5 ft.)	22 in.	8.5 in.
23" x 66" (5.5 ft.)	24.5 in.	8.5 in.
23" x 72" (6 ft.)	26.75 in.	8.5 in.

April 2014

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[i] Microsoft® Word is not recommended for creating and printing banners.

[ii] Perfecta 2400 Users: It is not recommended to print banners greater than ten feet (10 ft.) in length using the 'My PDFs' feature in the VariQuest Design Center Software.

[iii] Dimensions are for printing on 23" Poster Maker Paper. Call Varitronics Technical Support for 17, 29 and 36-inch Poster Maker Paper roll dimensions.

[iv] Poster Maker 3600 Users: It is not recommended to print banners greater than six feet (6 ft.) in length using the 'My PDFs' feature in the VariQuest Design Center Software.