How to make figures using MS Publisher 2010 for inclusion in your thesis

1. Open publisher and create a new document
2. Select the "Page Design" tab in the tool ribbon, click on the "Size" dropdown in the Page Setup area, and select "Page Setup…" near the bottom
3. First change the Layout type to "One page per sheet," then change the page width and height to be a logical size for the figure. I usually start at 6.5" wide (the width of the text in your thesis) and about 4" high. The margins are irrelevant for figures (latex already does the margins for you), so just set all the margins to zero.
4. At this point you have an area of page to draw schematics on, insert photographs, or write text. Draw your figure using the usual tools (lines, shapes, shading, text, etc.).

   Here are a few tips:
   a. Usually you should use the same font as your thesis for text labels, etc., and you should always keep the font size large enough to be easily readable.
   b. Very bright colors such as yellow and bright green typically print very light on black and white printers, and shouldn't usually be used for important objects that need to stand out.
   c. You can draw straight horizontal/vertical lines by holding the shift key down after you click on the first point of the line
   d. When you are laying out a schematic, it is sometimes useful to put some design guidelines on your figure. These guidelines display while drawing, but won't be in the final figure. Publisher will "snap" your objects to the guide so you get things arranged well without a lot of fuss. To display these, go to the "Page Design" tab and select "Guides"
   e. Always save your figure in publisher format, so you can come back and edit it later.
   f. Only put one figure in each file (i.e. don't add multiple pages in a single file)
   g. Save often
5. Once you have your figure the way you like it, select everything (Ctl+A) and look down at the lower left side of the screen to see what size everything is. (The size is the third item in after "Page 1 of 1" and the position.) Remember that size, and go back to the page size (Page Design Tab -> Size -> Page Setup) and make the page size just slightly bigger than the figure—just rounding up to the nearest tenth of an inch is usually fine. Then select everything again (Ctrl+A) and move it so that it fits on the page.
6. Save your document as a publisher file so you can come back and make changes later.
7. Now you are ready to export the figure for use in your thesis. Go to the file tab, select "Save As" and change the Save As Type to PDF. Choose a short file name without any spaces in it. Next, select the "Options…" button, and then select the "Print Options…" button in the dialog that opens up. In this second dialog box, change the size to be "Publication Page" and click OK for both of the options dialogs, and then "Save" in the Save As dialog.

8. Put the pdf that this generates into the same folder as your thesis, and use the \includegraphics{filename} command to import the picture at the appropriate place (usually inside a figure environment.)