



---

## **Publisher**

Publisher is a desktop publishing program that helps you create professional-looking publications and marketing materials. Whether you start with a blank page or choose one of hundreds of pre-designed layouts (*templates*), Publisher can help you create great-looking publications in the same amount of time (*or less*) than you'd spend using a word-processing program such as Word.

### **What can I create?**

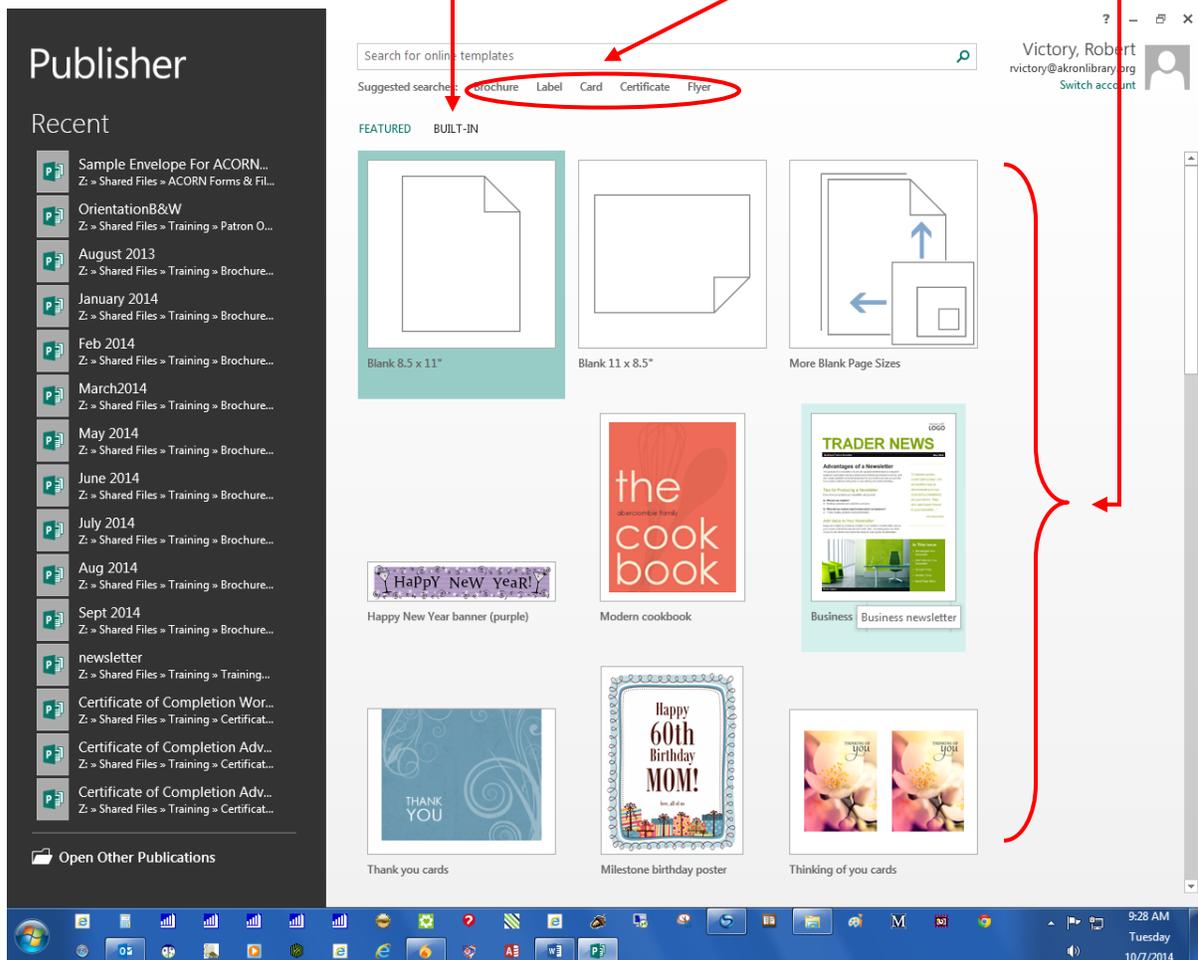
- Newsletters
- Brochures
- Business Cards
- Flyers
- Resumes
- Catalogs
- Calendars
- Labels
- Menus
- Signs
- Postcards
- Invitations
- Greeting Cards
- Gift & Award Certificates
- Email
- Web Sites
- Banners
- Envelopes
- Letterhead

### **Goals of this class:**

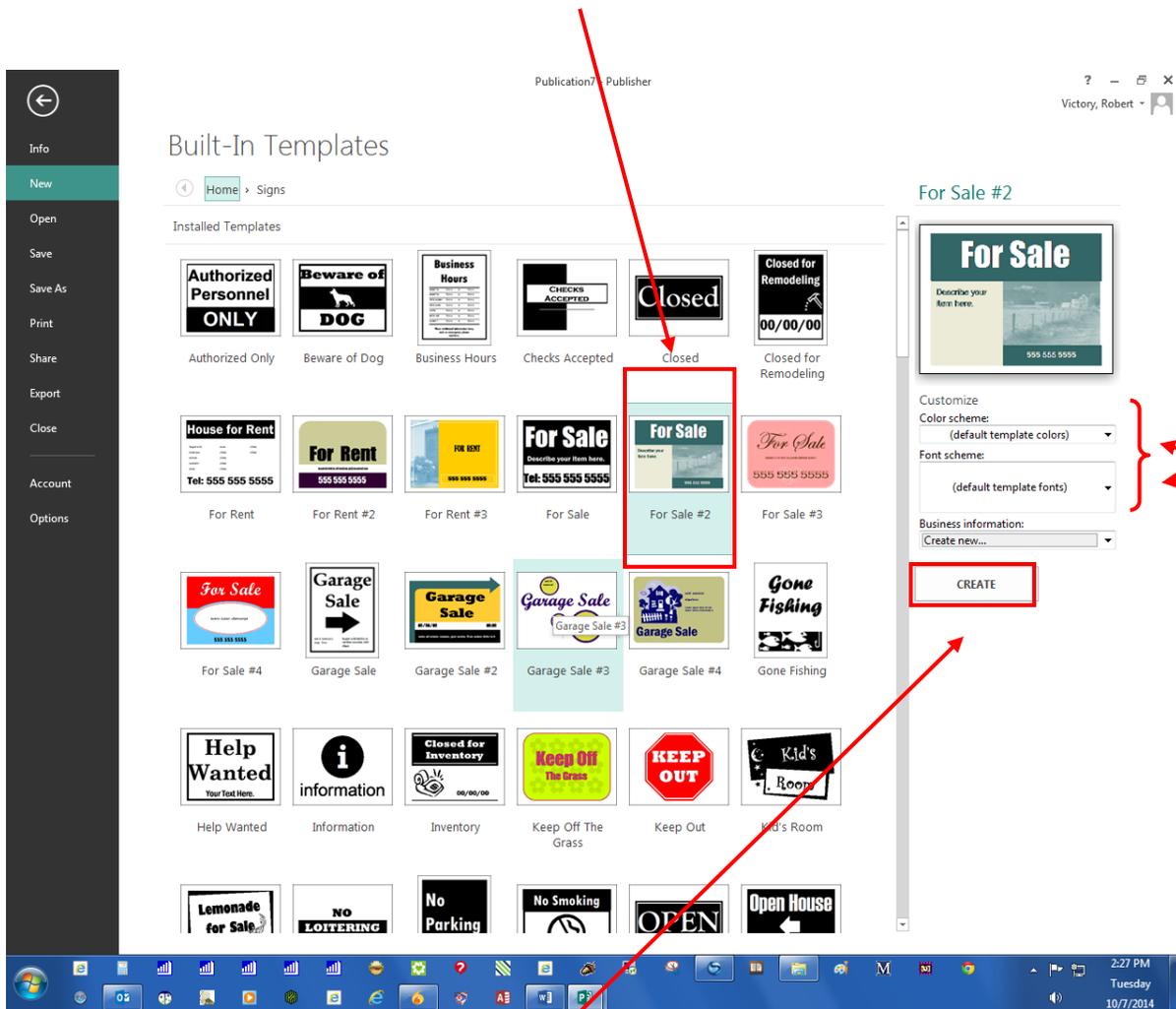
- Give you an overview of the Publisher program so that you can create a basic product on your own.
- Start with a pre-designed Publisher publication and adapt it to create your own publication.
- Add text to a publication, revise and reposition the text.
- Add a picture to a publication and move and resize the picture.

## Project 1: Create a Simple Sign

1. Open Publisher. You're able to choose a category from the top of the page, **-OR, by default under the FEATURED heading-**
2. Publisher displays thumbnails of some of the available designs below.
3. For this exercise, click on the **BUILT-IN** heading.

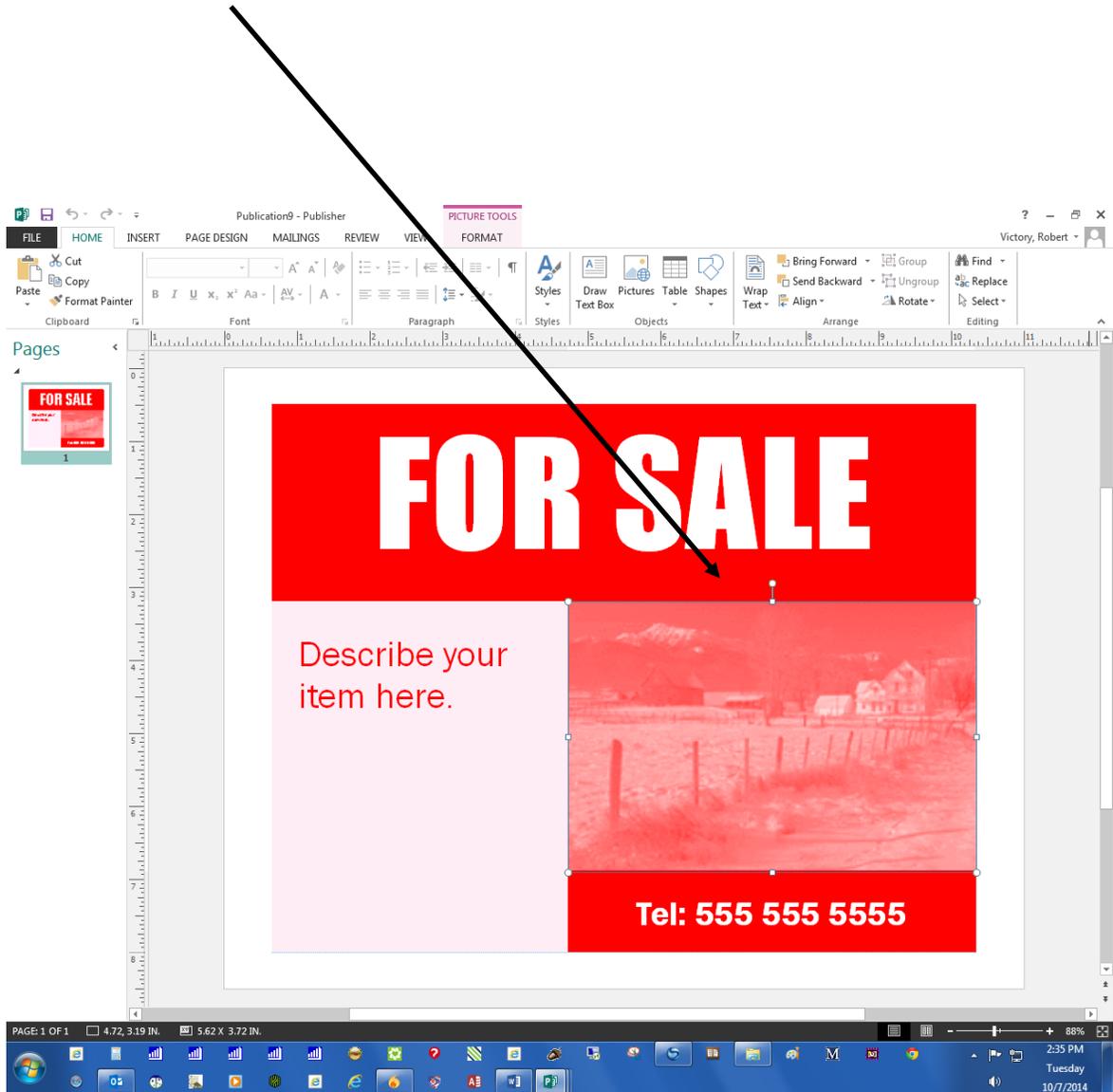


4. Under the **BUILT-IN** heading, you will see many traditional choices. For this exercise, select the **For Sale #2** sign.

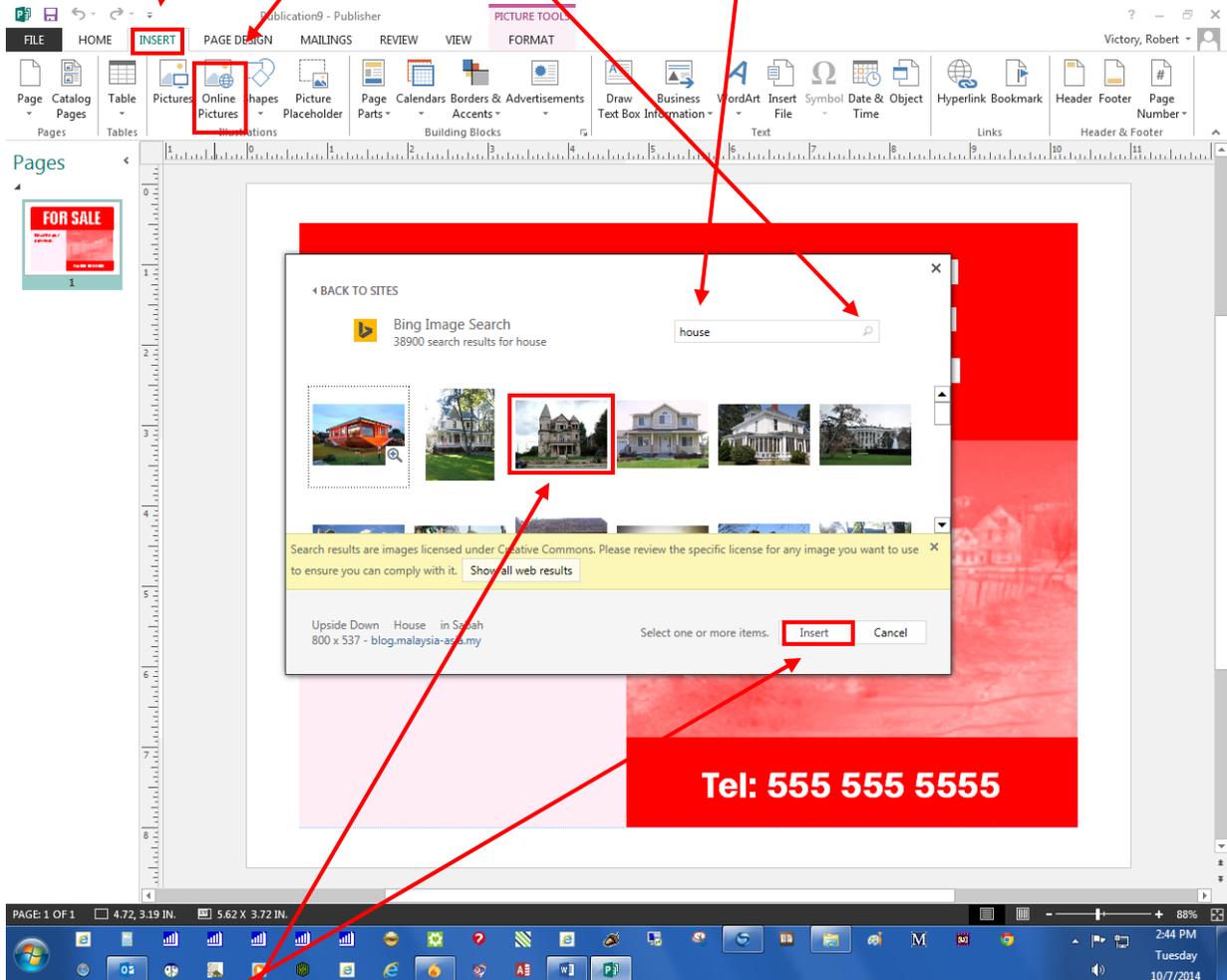


5. On the right pane, you will notice that you can customize your sign by changing to a different color or a font scheme.
6. Click the drop-down arrow next to color scheme and change to the color of your choice.
7. Click on the **Create** button in the lower right corner.

8. Click on the image on the right.

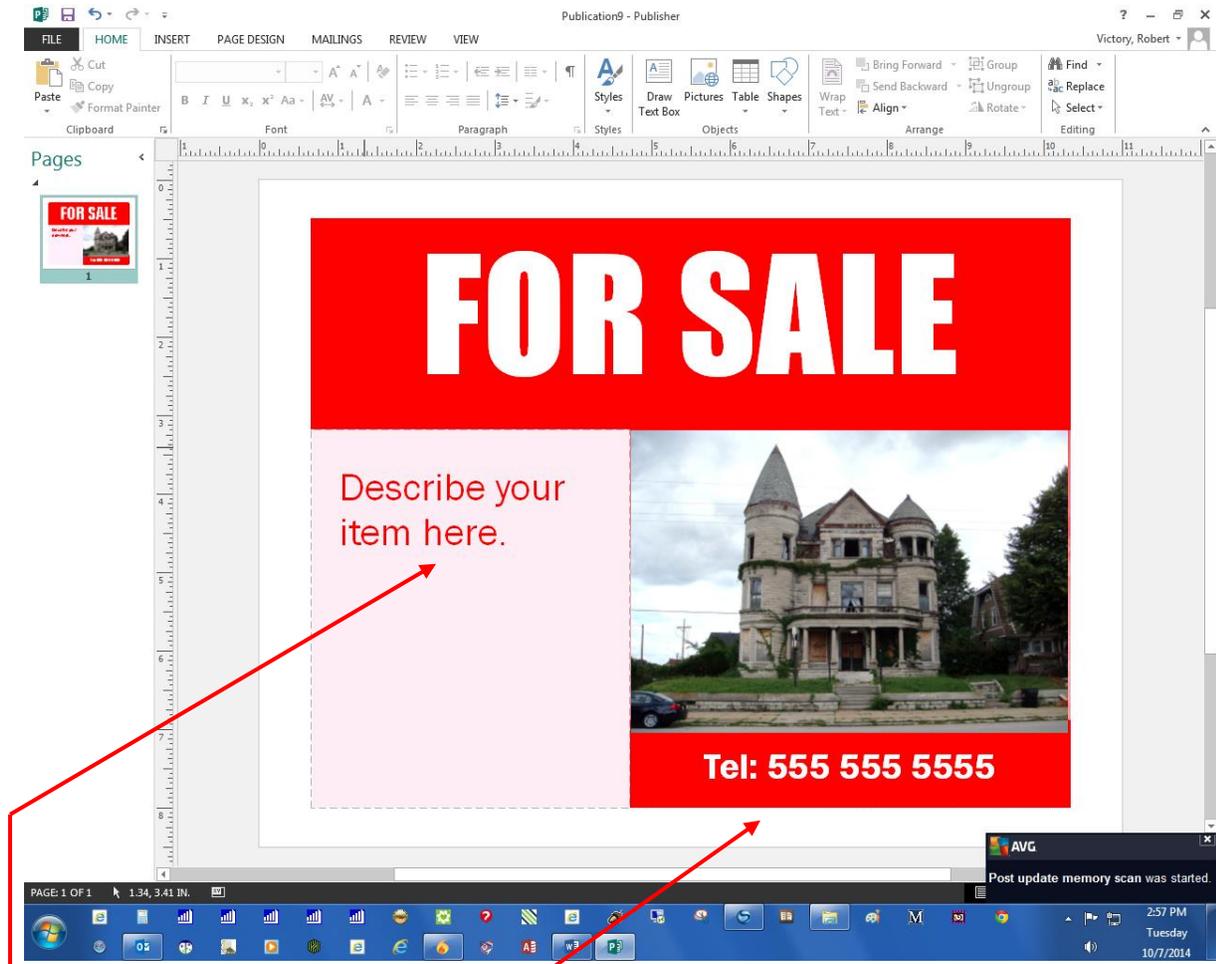


9. Click **Insert**, then **Online Pictures** from the menu bar.
10. In the Bing Image Search field, type the word **house**, then click on the magnifying glass symbol to the right.



11. Click an image of your choice by clicking on the image once, then click on the **Insert** button. The new image will appear on top of the **For Sale** sign.

12. Resize the image and move it into the box on top of the original picture.



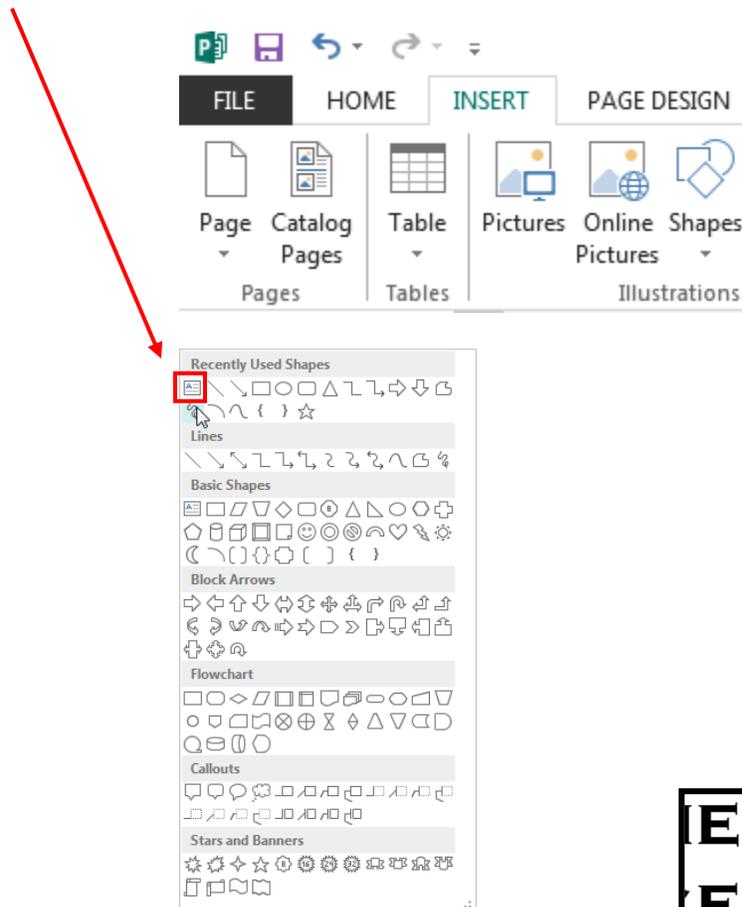
13. Click once on the phone number box. The phone number will be highlighted.

14. Overtyping with your own phone number to replace.

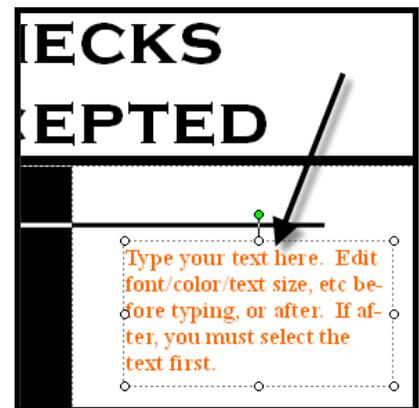
15. Click on the left text box once. The text will be highlighted. Overtyping with your choice of text in the box, (for example, 3-Bedrooms, 2-Baths, Fireplace, etc).

## Working With Text

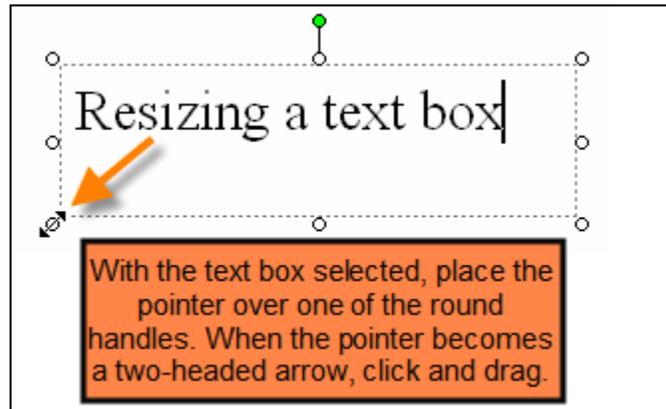
1. Click on **File** and **New**.
2. Click on **Built-In**.
3. Click on **Signs** at the bottom of the page.
4. Choose the **Checks Accepted** design.
5. Click on the **Create** button on the right.
6. Click on **Insert**, then on **Shapes** on the Ribbon, then on the text box symbol in the drop-down menu to insert a text box.



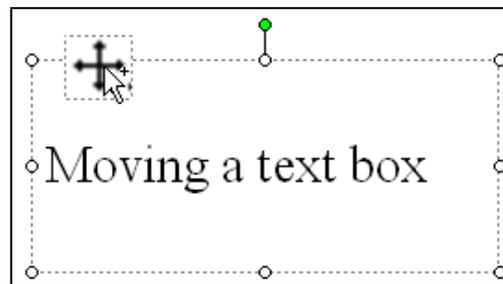
7. Position your mouse where you'd like the text box to begin. Click and drag to draw a rectangle on the page. Type your text (**Must Provide Valid ID**) in the empty box.



8. Resize the text box to fit the text. The resize handles in the four corners will resize the box both horizontally and vertically. The other resize handles will only do one or the other.



9. Move/reposition the text box. Place the pointer over any part of the text box border. When the pointer becomes a four-headed arrow  $\dagger$ , click and drag.



10. Delete the text box by clicking on the border, and then tap the **Delete** key on the keyboard.

#### Tips for selecting text

- Sometimes a single click on a section of text selects the entire section.
- Text is selected when it is highlighted.
- When text is highlighted (selected), you can just start typing to replace the text.

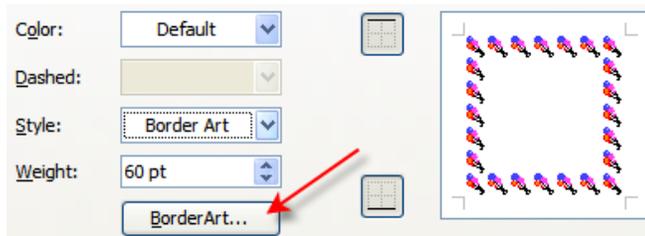
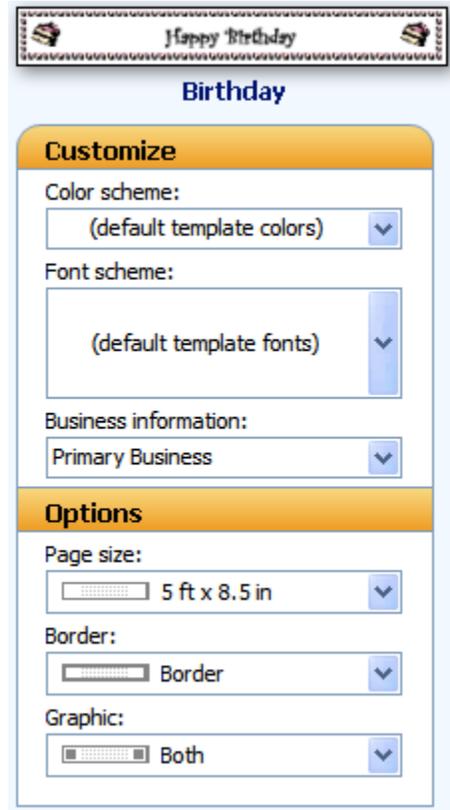
#### Other ways to select text. Remember:

- A single click (when it doesn't select the section), will select the border of the section and position the cursor at the point you clicked.
- A double click will select the word you double-clicked on.
- A triple click will select the entire section/paragraph

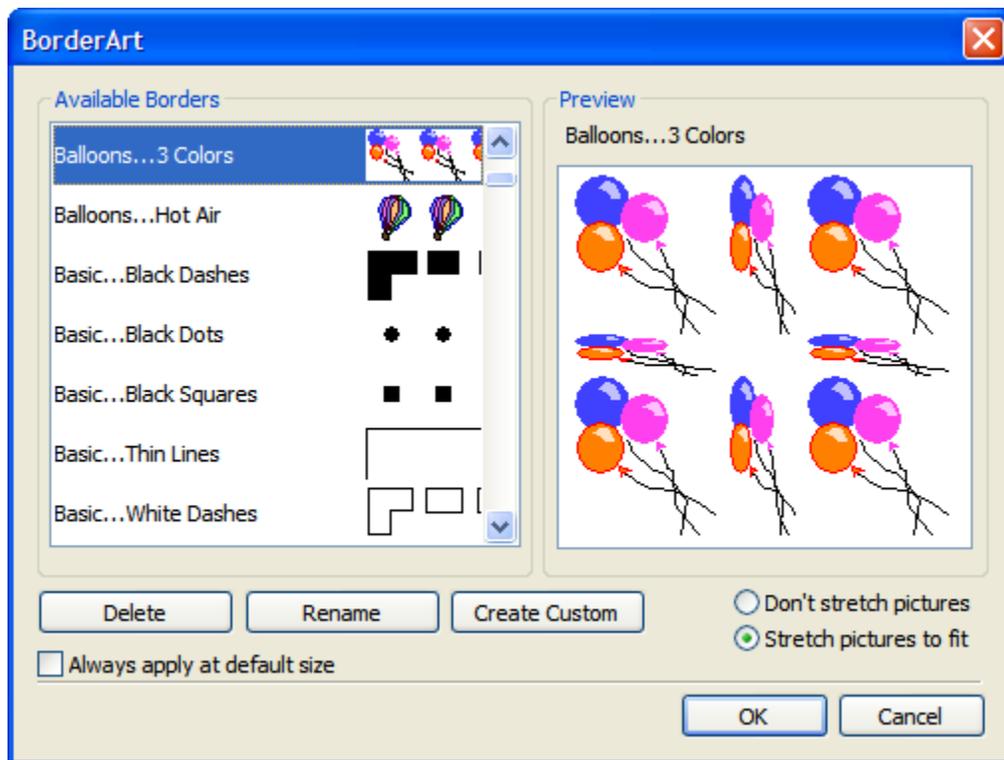
## Project 2: Create a Banner

Did you know that you don't need long paper in order to print a banner? You can make a banner using regular 8 ½" X 11" sheets of paper.

1. Click on **File** and **New**.
2. Select the category **Banners**.
3. Select the **Birthday Banner** under **Event** category.
4. Before you create your banner you need to select some options from the right, under **Options**. You can choose the banner length (5 to 10 feet), height (8 ½" or 11"), whether to have a border or not, and where to place the graphic (left, right, both, or none).
5. Click on the **Create** button.
6. Click on the text and modify the text of the banner to be whatever you want or leave it the way it is. Make any font style changes, as well (color, type, size, etc.).
7. Change the picture by right clicking on the picture and left clicking on **Change Picture**.
8. In the blank field to the right of **Bing Image Search**, type the name of a new image, hit the Enter key, and choose whatever picture you would like Click once on the image, then click on the Insert button below the images. Repeat the process if you have a second image.
9. To change the border, right click on the border and select **Format Autoshape...** Click on the **Border Art...** button.



Then choose the type of border you would like to use from the list. You can even create a custom border using a clip art image by clicking on the **Create Custom** button. Click **OK** when finished.



10. When finished, go to **File > Print**.

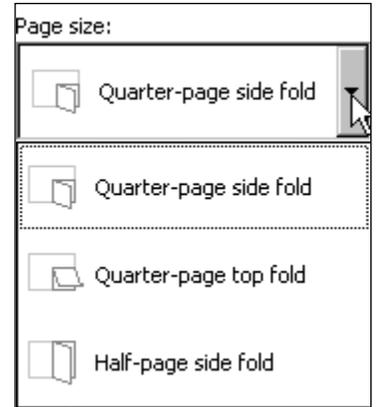


11. Your publication will print out on multiple pages. You will need to cut the white margin off of one side of each piece of paper and tape or glue the sheets together. (**Note:** if you use liquid glue to attach the sheets don't put the glue on the back of the inked part of the page. Depending upon the printer used, there is a chance that the wet glue will make the ink colors bleed.)

### Project 3: Create a Greeting Card

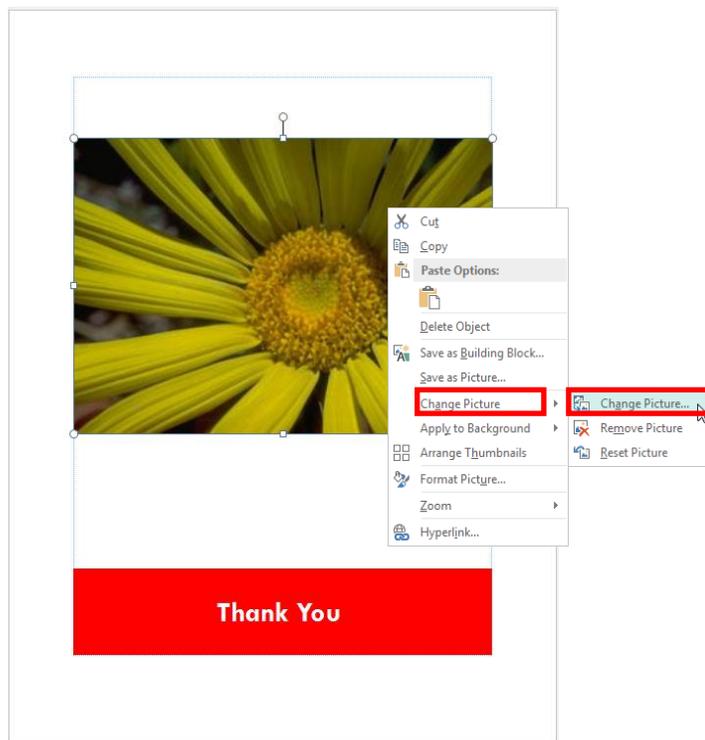
Create a card from hundreds of predesigned options.

1. Click on **File** and **New**. The **New** window will open.
2. Click on **Built In**.
3. Click on the **All Thank You** folder under the **Thank You** category.
4. Select **Greeting Cards**. Notice the designs are arranged by category. Choose card **Thank You 15** under **Thank You** category.
5. You can select how you want to fold your greeting card by clicking on the drop-down arrow under Page size on the right.
6. Select your color and font options from the right, and then click on **Create**.



Card front: change the image and color scheme

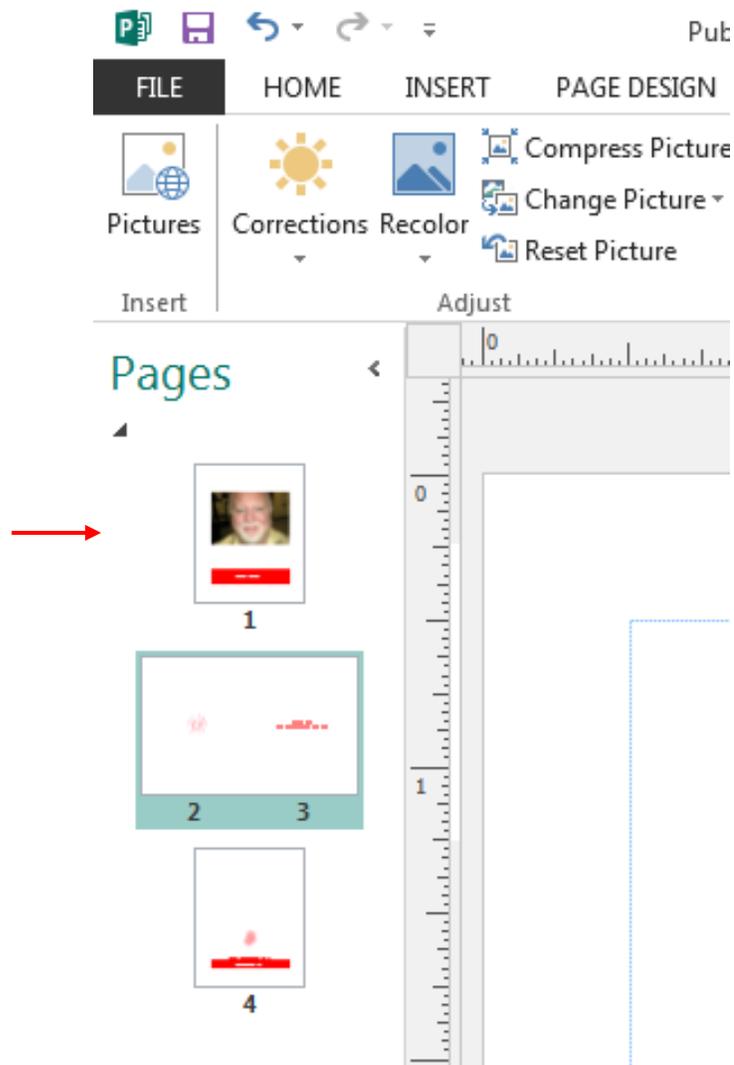
7. Make one quick **right click** on the image of the daisy then left click **Change Picture**. Note: if the change picture option doesn't appear, click Cancel and try it again—making sure it's a *quick* right click.
8. Select **Change Picture** on the slide-out menu.



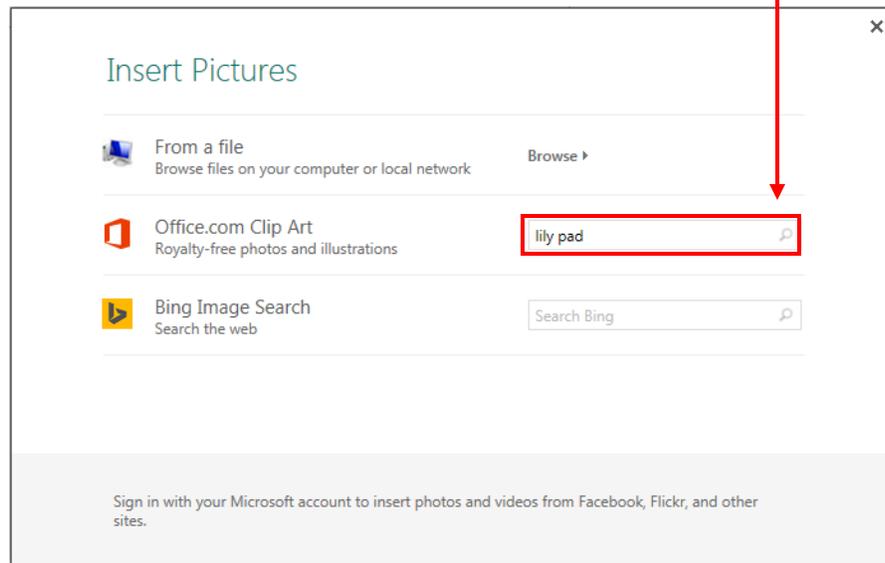
9. If you want to use a picture saved to your computer, click on the **Browse** button on the pop-up menu, then select the picture from the correct location or folder and click on the **Insert** button and the image will be resized and positioned to fill the space on the card.

Inside of Card: Pages 2 & 3

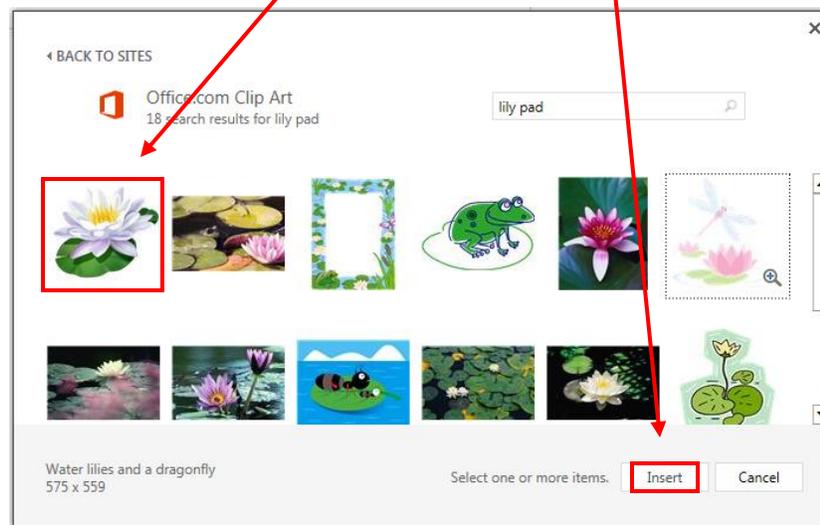
10. Switch to pages two and three by clicking the tabs on the left of the screen.



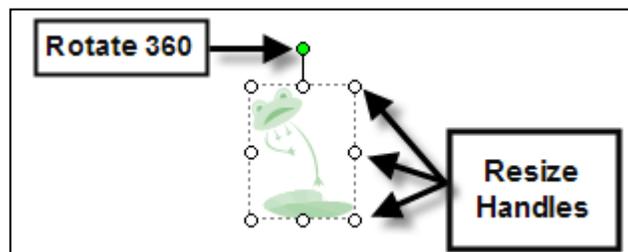
- Change the picture. Make a quick right click on the image, then left click on **Change Picture**. Click in the white field to the right of the words Office.com Clip Art in the box that appears, & type **lily pad** and then click on the magnifying glass icon.



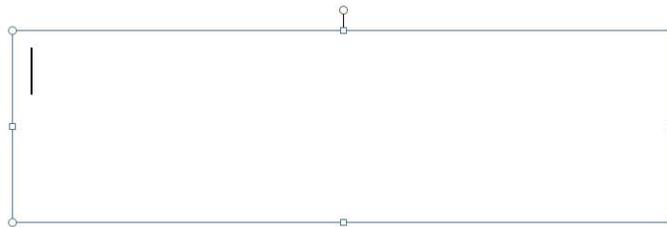
- A series of thumbnail images will appear. Select the image of your choice from the thumbnails by clicking on the image, then click the **Insert** button at the bottom of the box.



- Resize the image to fill in the space. Click once on the image to select it. Grab and drag the bottom right resize handle until you reach the appropriate size. Grab and drag the bottom left resize handle to make the image centered properly.

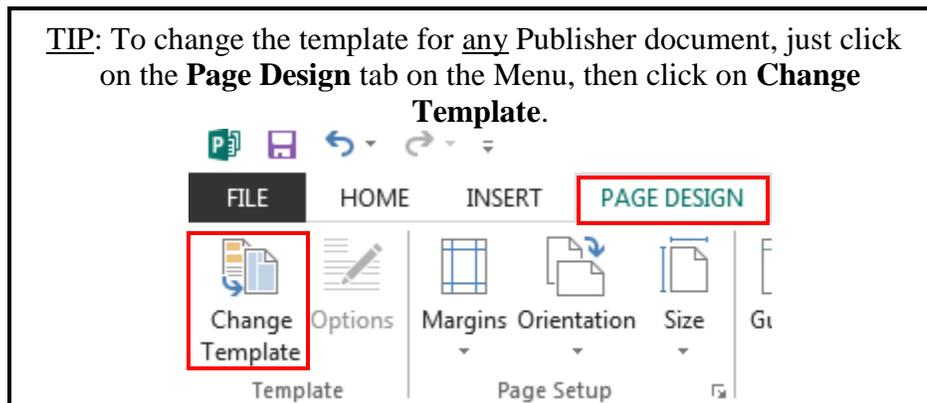


14. Add text to page two by clicking the **Insert** tab on the Menu bar, then by clicking the **Draw Text Box** button in the **Text** group on the Ribbon.



Back of Card: Page 4

15. Edit text on page four as appropriate by single clicking on existing text.  
16. Verify the information on page four.  
17. Save or print.



## Project 4: Create a Business Card

Design a business card for personal or business use.

### Step 1: Choose a design

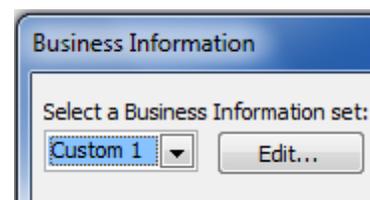
1. Click on **File > New**.
2. Click on **Built In**.
3. Choose **Business Cards**.
4. Choose a design you like.
5. Edit the color and font schemes to the right.
6. Click on **Create**.



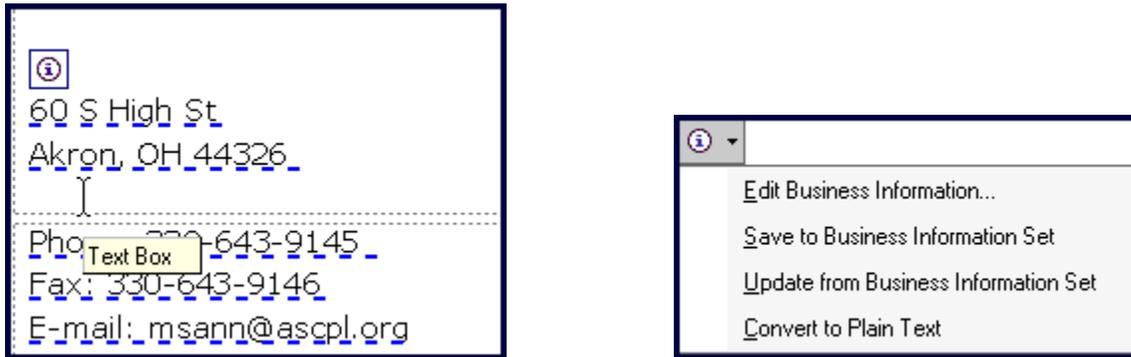
To edit the Business Information, click on **File**, then on **Edit Business Information** and fill in your information. Once you provide this information, Publisher automatically adds it to each publication you open.

*Note: if the “Personal Information” dialog box does not appear automatically because information has previously been inputted, click **Edit > Business Information**. From there you can Edit current information, Delete information, or create a New information file. Make sure you name each Business Information set so that you can select different sets for different business cards from a drop-down arrow.*

Use the drop-down arrow under “**Select a Business Information set**” to select a *different* business information set you previously created. See example on right.



Whenever you see dotted underline of your text, the text is imported from your already existing Business Information. You can hover your mouse over the lines and the symbol  will appear. If you click the drop down arrow next to the , you have options to edit, save, update your Business Information OR to convert the text to 'plain text' meaning you can change those text lines to any new text without affecting your saved Business Information. See sample below.



#### Step 2: Edit the information

7. Edit each line of text in the left column as appropriate. (Notice it imported your information from the Business Information box.)
8. Depending upon the design template you chose, it may have an image or logo. To change the image, use the steps outlined in the previous project.

### Step 3: Printing your cards

9. Go to **File > Print**.

10. Select either one page (card) per sheet or multiple pages (cards) per sheet.

11. Select how many cards to actually print on a sheet.

The screenshot displays the 'Print' dialog box in a software application. The dialog is titled 'Print' and includes several sections:

- Printer:** Shows 'ESXerox on staff-server1' as the selected printer, which is 'Ready'. A 'Printer Properties' link is visible below.
- Settings:** Contains several options:
  - 'Print All Pages' (Print the entire publication)
  - 'Pages:' set to '1'
  - 'Multiple copies per sheet' (highlighted with a red box and arrow)
  - 'Copies of each page:' set to '10' (highlighted with a red arrow)
  - 'Layout Options' with 'Letter 8.5 x 11"' selected
  - 'Portrait' orientation selected
  - 'Print One Sided' (Only print on one side of the sheet)
  - 'Composite RGB' (Print as RGB color publication)
  - A checked box for 'Save settings with publication'

To the right of the dialog is a preview window titled 'Publication1 - Publisher'. It shows a page with a grid of 10 cards. Each card contains the following text:

Alcon-Summit County  
**MIE MIE SANN**  
Technology, Inc.  
615 High Street  
Alton, Ohio 44026  
Phone: 330.643.9145  
Fax: 330.643.9146  
Email: mmsann@alconhosp.org

The preview also shows a page width of 8.5" and a zoom level of 67%.

---

## Project 5: Create a Flyer

Your dog had puppies and you want to sell them. Create a simple flyer that will help you sell the pups.

1. Click **File > New**.
2. Click on **Built In**.
3. Click on the **All Marketing** folder under the Marketing category.
4. Choose the **Pets Available** flyer, under the “Other” category and click on the **Create** button.
5. Change text: change FREE to FOR SALE (click on word FREE and overtype **FOR SALE**).
6. Change Puppies or Kittens to just **Puppies**.
7. Change the picture. Right click on the dog image, and then left click on Change Picture. In the box that appears (give it about 30 seconds to load) Click once in the field to the right of **Office.com Clip Art**. Type “**Dogs**” and click on the **Magnifying Glass** icon. Select an image from the thumbnails by clicking on the image, then click on the **Insert** button.
8. Delete the Age/Breed/Color text box by clicking on the border of the box. When you see the four-headed arrow click once to select the box, then tap the <Delete> key.
9. Resize the image to fill in the space. Click once on the image to select it. Grab and drag the bottom right resize handle until you reach the appropriate size. Grab and drag the bottom left resize handle to make the image centered properly.



10. Describe your puppies. Click once on the text to select it then begin typing.
11. Update the information on the tear-offs. Click in the first tear-off box. Change information as appropriate. (Your typed text will be placed vertically as it should be on a tear-off.) Then click in another box. All tear-offs will be automatically updated with the new information.

---

## Appendix

### Printing a Two-Sided Page (Duplex Printing)

Printing a page that is back to back is a process that is dependent upon the printer. Some printers can perform duplex printing, which prints on both sides of the paper before ejecting it, while other printers require the user to reload the paper manually. You should check your printer manual to see if it supports double sided-printing.

---

#### Print a publication on a printer that supports duplex printing

Many printers support duplex printing, but they don't all make the duplex option available in the same way. With some desktop printers, choosing duplex means that the printer prints all of the copies of the first side of a page, then pauses and asks you to flip the sheets that it just printed and return them to the printer, after which it prints all of the copies of the second side. This method is called manual duplexing.

To print on both sides of a sheet of paper:

1. From the **File** menu, click Print.
2. Click Properties.

Note: The information in the Properties dialog box varies depending upon the manufacturer of the printer you're using. With some printers, you will see a Layout tab with a Print on both sides option on it. With other printers, you might see a Features tab, and the duplex option might be called something like Two-sided printing. Explore the various tabs in the Properties dialog box until you locate the duplex printing option.

3. Click OK to close the Properties dialog box, and then click OK again to close the Print dialog box and print your publication.

---

#### Print a publication on a printer that does not support duplex printing

Even if your printer does not support duplex printing, you can still produce a double-sided publication.

Display the side of the publication that you want to print first. In the Print dialog box, under Print Range, click Current page. When the print run of the first side is complete, flip the sheets over and reinsert them into the printer, and then print the other side.