



# Microsoft Publisher Classroom Projects

## Getting Started in Microsoft Publisher

Directions:

1. Click Start
  2. Highlight programs.
  3. Click Microsoft Publisher.
  4. See Microsoft Publisher catalogue.
- **Publication by Wizard:** Assists in making choices about your publication to include color scheme and layout.
    - Quick Publications templates: Publications that are single sheet generic pages .
    - The Wizard will display step by step the formatting of your publication. After you have chosen the format for your publication click the Next or Finished button.
  - **Publication by Design:** Displays publications that have been designed to go together as a set.
    - The Wizard will display step by step the formatting of your publication. After you have chosen the format for your publication click the Next or Finished button.
  - **Blank Publication:** Create a custom publication.
5. Begin creating your publication. (see the column needed)
  - Let practice with the next four techniques in a blank document.



Creating with MS  
Publisher is Fun!

Rutherford County  
Board of Education

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**Microsoft Publisher  
allows you to create:**

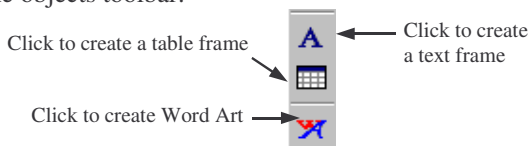
- ☉ Newsletters
- ☉ Banners and Signs
- ☉ Certificates
- ☉ Cards and Invitations
- ☉ Brochures and Programs
- ☉ Calendars
- ☉ Websites
- ☉ Letter Heads

**Objectives for this Session:**

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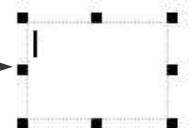
## Framing Tips

- Every object in your publication must be in a frame including text, clip art and tables.
- A frame is the black handles connected with gray lines.
- Each type of frame is created by clicking one of the tools on the objects toolbar.



- Click inside the gray box to activate the frame.
- To delete a frame, click in the frame then press delete on the keyboard
- To resize or move text frame, clip art, or other objects; rest the pointer on the black handles until the pointer changes its shape. Then drag the object to the desired size or location.

Rest your pointer on the black handles  
and drag the frame to the size needed

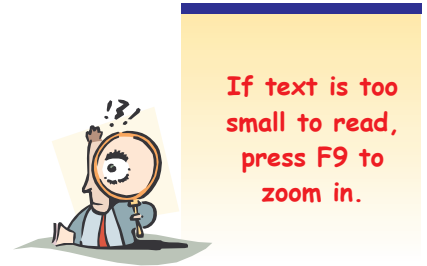


## Font Tips

1. Open Microsoft Publisher.
2. Click blank publications.
3. Click full page.
4. Click create.
5. Type the following:  
**Microsoft Publisher 2000 is Microsoft's desktop publishing program. With Publisher you can create brochures, newsletters, memos, postcards, envelopes, Web pages and more.**
6. Highlight the text you want to change.



7. Click format.
  8. Click font.
  9. Change the font, font size, font style, text effects and font color.
- EX. Microsoft Publisher
10. In the font window, click color.
  11. Click fill effects.
  12. Click base color and choose a color.
  13. Click a shade of the chosen color in the style area.
  14. Click OK and OK.
  15. Click format.

16. Click character spacing.
17. Do any of the following:  
Change the scaling of a text, adjust the spacing, and fine tune the spacing between two letters.
18. Click OK.

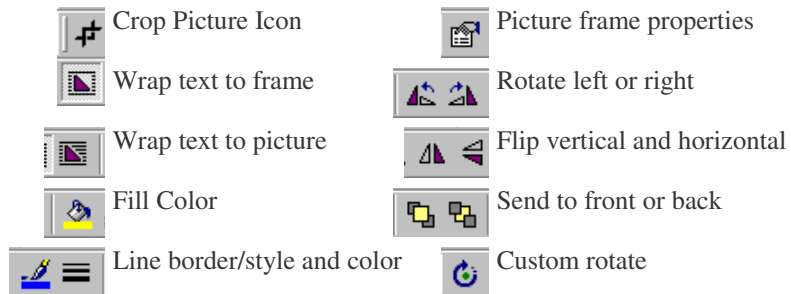


## Clip Art Tips


To insert clip art:

1. Click the clip art gallery tool. 
2. Click and drag the clip art frame to the size needed
3. See the clip art window displayed.
4. Click a subject area.
5. Click on the prefer clip art.
6. See blue highlight around the movie clip and clip art menu.
7. Click insert clip art ( first icon.)
8. Close the clip art window by clicking on the  in the upper right hand corner.

- To customize your clip art by using the following icons on the tool bar.



## Working with Design Gallery Object

1. Open Microsoft Publisher.
2. Click blank publications.
3. Click full page.
4. Click create.
5. Click insert.
6. Click design gallery object.
7. Click objects by categories.
8. Click through each category. See the different designs that can be added to your publication.
9. Click 
10. See quick publication wizard.
11. Click design at the top of the wizard.
12. Select a design at the bottom of the wizard.
13. Click color scheme.







14. Chose a color scheme.
  15. Click layout.
  16. Customize the layout of your publication.
- Design Galley allows you to add elements that can give your publication a more professional look. The Design Gallery includes logos, boxes, picture captions and other design elements**

## Create Banners using a Blank Publication.



Directions:

1. Open MS Publisher.
2. Click blank publication.
3. Click banner.
4. Click create.
5. Click file, save as.
6. Give the file a name and save in My Documents.
7. Click save.
8. Click text frame tool. 
9. Click and drag the text frame to the size needed.
10. Type the text needed
11. Highlight the text.
12. Click format
13. Click font to customize font type and size.
14. Click Word Art frame tool. 
15. Click and drag the word art frame to the desired size.
16. See Word Art text window.
17. Type the text desired.
18. Click update display.
19. See Word Art tool bar.
20. Customize the Word Art using the tool bar.
21. When finished click outside the Word Art frame.
22. Click the clip art gallery tool. 
23. Click and drag the clip art frame to the size needed
24. See the clip art window displayed.
25. Click a subject area.
26. Click on the prefer clip art.
27. See blue highlight around the movie clip and clip art menu.
28. Click insert clip art ( first icon.)
29. Close the clip art window by clicking on the  in the upper right hand corner.
30. To print click file and ok
31. Click file.
32. Click exit.

## Create Cards using Publication by Design



To zoom in  
or out



Directions:

1. Open Publisher
2. Click the Publisher by Design tab.
3. Click Holiday Sets
4. Click design box.
5. Scroll on the left side of the screen until you find holiday design box greeting card.
6. Click Start Wizard.
7. Read intro and click next.
8. Select the color scheme desired; click next.
9. Click browse to see suggested verses.
10. Click a verse and Click Ok.
11. Click next.
12. Click finish.
13. See finished card.
14. Click file, save as
15. Name the file, save.
16. To print click file and print.
17. You may customize your card or change the format by clicking the text or clip art frame.

## Create Classroom Calendars using the Publication Wizard

Directions:

1. Open Publisher.
2. Click the Publication Wizard.
3. Click calendars.
4. Chose the desired calendar.
5. Read the intro. to the wizard and click next.
6. Chose the color scheme, click next.
7. Chose the orientation, click next.
8. Chose monthly or yearly calendar.
9. Click next.
10. Click update to change the dates.
11. Change the month or year if necessary, click ok and next.
12. See the events wizard, include a schedule of events if needed.
13. Click next and finish.
14. Click file, save as
15. Name the file, save in my document and click save
16. Type text as needed in the calendar frame by clicking in the box.
17. If included, click in the schedule of events frame and type text.
18. Change or customize calendar by clicking in the frame. To change a clip art double click on the frame.
19. To print click file print and Ok.

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**Rutherford County  
Schools**

Microsoft Publisher 2000 is a great publishing program. If you are interested in learning more about Microsoft Publisher or other Microsoft programs, Technology Support Services has a Professional Development Library. Feel free to come by and browse our library or if you know the program you want to learn call Dina Nave at 893-5815 ext. 22119. Let me know what program you are interested in learning and I will send you the book through the courier. You may check out a book for a month.