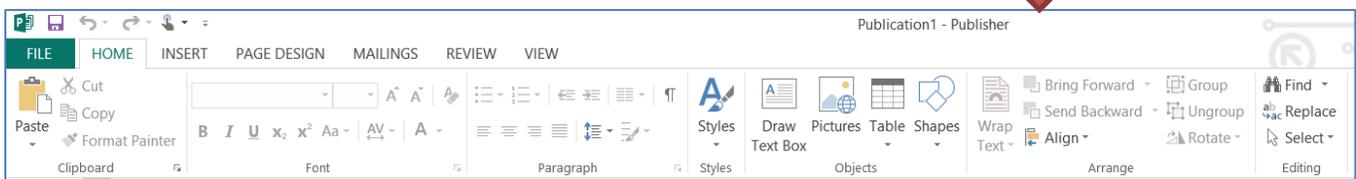


Publisher 2013

Microsoft Office Publisher is a desktop publishing program used to create professional publications, such as fliers, newsletters, greeting cards and brochures on your computer.

1) Opening Publisher & Getting Started

- Double left click on the Publisher Icon on your desktop. 
- You will need to select one of the templates in order to begin. Publisher provides several templates, including labels, greeting cards, and calendars. Select **Blank 8.5 x 11"**
- Make note of the blue dotted line inside your Publisher document.
- Unlike the 2007 version, Microsoft Publisher includes the ribbon: 



2) Create a Flyer from Scratch

A. Begin with a Border

- Start in the **Blank 8.5 x 11"** format.
- Click the **Insert** tab and then choose the **Borders and Accents** command. Scroll down to *Frames*.
- From the menu, choose the following frame design: 
- Use the resize handles to make the frame larger (at approximately the dotted line in the document). Click and hold one of the small white dots in any corner (the **resize handle**) of the border to resize.



B. Add Watermark

- Go the **Insert** tab on the ribbon and then choose the **Pictures** command.
- Select **party-ribbons** from the **Documents** folder.
- Click and hold the small white dot at the top of the picture and rotate the picture to fit vertically.
- Use the resize handles to fit inside the border.
- Right click on the image and select **Format Picture**.
- In the **Picture Tab** change transparency to 80%. Then click **OK**.

C. Add Text

- From the **Insert** tab select the **Draw Text Box** command. Use cursor to draw text box (just inside the border).
- Center the text with **Ctrl-E** or the center command under **Paragraph** on the **Home** tab.
- Change the font to **Berlin Sans FB** and size it to **36 pt**. Hit enter 3 times so you have space at the top of the text box.

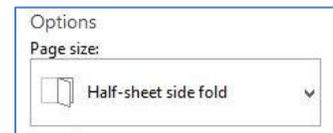
- Add text in your own words that includes invitation, time, date, address, and R.S.V.P. Space the text by clicking Enter twice between sections.
- **Highlight** all the text. Go to **Home** tab and then use the **Change Text Color Command** to change text to dark purple (or another color that works well with the background).

D. Word Art

- Click outside the text box Go back to **Insert** and then choose the **WordArt** command.
- Choose the second option in **WordArt Transform Styles**. Type “It’s Party Time!” in the box where it says **Your Text Here**. Then change the font to **Berlin Sans FB**. Change size to **44** and click OK.
- Drag the Word Art to top of flyer above the other text.
- Right click inside the Word Art and then select **Format WordArt**.
- Click **Color and Lines** tab, Change **Fill** color to dark purple and the **Line** color to light blue (the lightest color). Change width to 3.0.
- **SAVE YOUR FLYER!**

3) Create a Greeting Card with a Built-in Template

- Open Publisher and click **BUILT-IN** above the templates. Select **Greeting Cards** from the templates that appear.
- Highlight **Birthday 4** (limes on front) and then change page size to *Half-sheet side* fold on the right of page. Click **Create**.
- Notice the **Pages** option on the left side. Delete the image on page 1.



A. Add a new image

- From the **Insert** tab, choose the **Online Pictures** command, and then search “tree” in the Bing Image Search. (Images that are approximately square-shaped work well).
- Choose an image. The image will be placed on the front of the card. Resize the image, if necessary, and place it so that it is in line with the top dotted line.
- Add a frame by accessing **Picture Styles** under the **Format** tab (under the **Picture Tools** contextual tab). *Click the image if you do not have the **Picture Tools** tab.* Choose **Simple Frame, Black**. Then right click image, choose **format picture**, select **Color and Lines** tab, and then change line width to 6 pt. Click OK.

B. Change text

- Add text box from the **Insert** tab and “draw” it under the tree picture. Center with **Ctrl-e** and type “Happy Arbor Day”.
- Highlight the text and then right click to bring up a popup box with font options (see right). Change font style to *Cooper Black* and the size to 48.
- Click second page on the left and then change the text on page 3 (on the right side). Type “Trees are great” over “Happy Birthday.” Type new text on the rest of the page. You can also change color, font style, etc.
- Add a banner shape: From **Insert** tab choose **Shapes** and then select this style banner. Click on card location where you wish to place the banner. Resize the banner so it fits under the text on top.



C. Change Text Direction

- Highlight the bottom text on page 3 of the card.
- From **Text Box Tools** at the top, select **Format**, and then click the **Text Direction** command from the **Text** group at the left. This will change the text from Horizontal to Vertical.
- Select the middle option under the **Alignment** command.



D. Add Borders & Accents and Page Design

- From the **Insert** tab, choose the **Borders & Accents** command. Select the **Jester** option under **Bars**. The bar will place in the middle of card.
- Move bar to top of page 2. Widen bar so it fits into the dotted line.
- Add a second bar of the same style **or** copy and paste the first bar. Put the second bar at the bottom of page 2 in line with the dotted line.
- Access the **Page Design** tab. Then select **Moss** theme from the **Schemes** group.

E. Change Card Background

- From the **Page Design** tab select the **Background** command. Then choose the third green design under **Solid Background** for page 1 and 4. Choose **Accent 2, Horizontal** for page 2 and 3.
- Right click on the small leaf image in the middle of page two and then choose **format picture**. Under the **Picture** tab change color to a darker green under **Recolor** near the bottom. Click page 4 and then do the same for the image on the last page. Let's make the image on page 4 larger as well.
- Change the text color on page one to purple.
- Change name on last page of *Windows User* to your name or any name.
- Print (*flip sheet on short edge*).



4) Create a Banner with Built-in Template

A. Select Size of Banner

- From **Built-In** templates, choose **Banners** and then scroll down to Blank Sizes.
- Highlight (click once on) the **60 x 11"** banner size. This thumbnail should be in the second row under Blank Sizes.
- Choose **Desert** color scheme from the drop-down menu on the right and then click create.
- Go into Print Preview from the **File** tab to see how many pages it will print.



B. Add a Border

- First draw a text box from the **Insert** tab. Draw it in line with the blue dotted line on the banner (you will need to do this prior to adding the Border Art).
- Right click inside the text box and select **Format Text Box** from the menu.
- Click the **Border Art** button on the **Color and Lines** tab. Under **Available Borders** Scroll down to **Party Favor** and click OK.
- Change width from 33 pt to 36 pt and then click OK.



C. Add Word Art Text

- Click the **Word Art** command in the **Insert** tab and select the second option under **Word Art Transform Styles**.
- Change font style to Algerian and then type “Congratulations” where it states: Your text here.
- Resize the word to a larger size and center it. Leave room on the left and right side of the word to add images. (Notice ruler at top and right to help with alignment).
- You should have a blue **WordArt Tools** contextual tab at the top of the page. From there access the **Change Shape** command and choose the **Wave 1** shape. 
- Right click on the Word Art and then click on **Format WordArt**.
- Change the Fill Color at the top of the **Color and Lines** tab. Choose a dark color such as purple. You can change the Line Color too if you wish (a lighter color will work best here). The colors that appear will be those according to the **Desert** theme.



D. Add Image on Each Side of Word

- Access the **Online Pictures** command from the **Insert** tab.
- Search **Balloons** in the Bing Image Search and then select an image.* Resize if necessary and move it to the left side of the page (near the letter “C”).
- Do a Bing image search for party hat and place it on the right side of the word.*
- Access the **Page Design** tab and then choose a solid or gradient background from the **Background** command. Hover over other **Schemes** to view banner with other colors.
- You may want to add the terms: *No Background* or *Transparent Background* into your search so that the image appears better on the background (Otherwise it will add the image as a photograph with white space).



Without Transparent Background



With Transparent Background

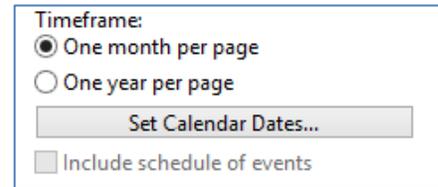


Example of Banner

5) Create a 12 Month Calendar

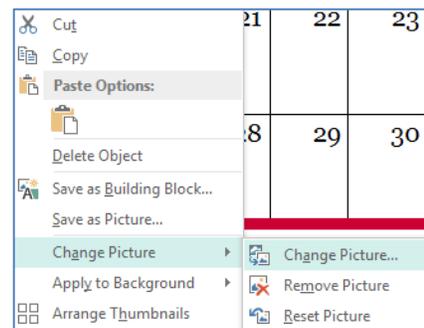
A. Open one of the Built-In Templates

- Open Publisher, select **Built-In** at the top, and then choose “Calendars” from among the templates. Click the “Art Left” template.
- On the right, choose **Mistletoe** as the color scheme and keep the page size at **Landscape**. For **Timeframe** make sure “One month per page” is checked.
- Click the button for “Set Calendar Dates.” Choose from January – December and set the year to next year. Then click the **Create** button.



B. Change the photos on your calendar for each month

- Your calendar will open in the Publisher program; the month of January will appear on the right and thumbnails of all the months for the year will appear on the left.
- Double click the photo in January so that a faint icon appears (it looks like a picture).
- Right click on the picture and move the cursor over *Change Picture*. Then click *Change Picture* from the fly out menu.
- Click “From a File” and direct it into Documents-Months.
- Double-click the “January” photo. The new photo will replace the one that came with the template.
- Click the month of *February* on the right. Use the same process from January, except choose the photo for February.
- Do the same for March.



C. Add a photo into a specific date on your calendar

- Switch to the month of December.
- Click the **Insert** tab and then click *Pictures*.
- Browse to the Months folder and select the “Transparent Christmas Tree” photo.
- The image will be huge and will cover the entire month. Use the fill handle to adjust the size so that it will fit into December 25.
- Click and hold and then drag the image into the date.

6) Create Business Cards

A. Select a template and color scheme

- From the **File** tab, open a new file, Click BUILT-IN, choose **Business Cards**, and then choose the *Retro* template.
- Select a **Color Scheme** on the right (Burgundy works well) and then choose a **Font** theme (Rockwell is a good option). Then click **Create**.

B. Fill in information and add a company logo

- Under Business Name, type "Ela Area Library." The library address is *275 Mohawk Trail, Lake Zurich, IL 60047*. You can make up the other information.
- Click on the section in the lower right with the pyramid and the word "Organization." An outline will appear. Then you can delete it with the **Delete** key on the keyboard.
- Click the **Insert** tab and then select the *Pictures* command.
- Upload LibraryLogo.jpg from the Documents folder. You will probably need to make the logo smaller and then move it into the lower right corner.



C. "Print" Business cards.

- Click the **File** tab and then *Print*. This will give you a preview of your cards prior to printing.

Recommended Additional Resources:

Other technology classes

Go to <http://www.eapl.org/events> to view and signup for other computer classes.

Class handouts

Go to <http://eapl.org/events/computer-programs/class-handouts> to download copies of class handouts and exercise files.

Librarian and computer aide assistance

We are glad to help you out at the second floor reference desk as best we can while helping others.

Help appointments

Ela Library cardholders can schedule one-on-one appointments with librarians for further help. We can help with our Digital Media Labs or with general technology questions in our areas of expertise. Appointments last up to one hour. Paper appointment request forms are available at the 2nd floor reference desk. You can also request appointments online:

- Go here <http://www.eapl.org/DMLhelp> to sign up for a Digital Media Lab appointment.
- Go here <http://www.eapl.org/computer-programs/one-one-technology-help-appointment-request> to request a general tech help appointment.

Databases

The Library offers card holders access to many premium databases. These include two which can help you learn more about technology.

- [Gale Courses](#) offers a wide range of highly interactive, instructor led courses that you can take entirely online. As an Ela Area Public Library card holder in good standing, you are entitled to these courses at no cost. Courses run for six weeks and new session begin every month.
- [Lynda.com](#) offers technology training with over 20,000 training videos on over 300 topics with exercise files included. The Library pays for you card holders in good standing to access this resource, however you will be required to create a free account. **Please remember to log out when you are finished.*

Access both of these databases from the library Research page: <http://www.eapl.org/resources>

Books

A few books in the library collection related to this book are:

- **My Publisher** by Laura Acklen
- **Teach yourself visually Office 2013** by Elaine J. Marmel

Call Number: 006.686 PUBLISHER

Call Number: 005.5 OFFICE

Free online tech training websites

<http://www.gcflearnfree.org/> , <https://techboomers.com/> , <http://digitallearn.org/>

Computer Class Evaluation

Class Title: **Publisher**

Date: 6/27/2020

In terms of your skill with computers, how do you consider yourself?

- Absolute Beginner (no or little experience with computers, *NOT* yet comfortable using a mouse and keyboard)
- Beginner
- Intermediate
- Advanced

In terms of your skill using *Microsoft Publisher*, how do you consider yourself?

- Absolute Beginner (no experience)
- Beginner (some experience, but not comfortable using)
- Intermediate (some experience, comfortable with the basics)
- Intermediate/Advanced (experienced with basic and intermediate functions, but require training on advanced functions)

How much do you feel that you learned?

- I learned a lot
- I learned some
- I didn't learn much
- I learned nothing

How did you perceive the pace of the class?

- Too Fast
- Just Right
- Too Slow

Were the handouts helpful?

- Yes No If no, why not?

What did you like most about the class?

What did you like least about the class?

What other topics would you like to see in a future computer class?

How do you normally find out about library computer classes?

- Footnotes (Library Newsletter)
- Library Website
- Other _____

If you are not an Ela Area Public Library card holder, where is your home library?

Any additional comments: