

Microsoft Publisher



BECOME YOUR OWN PUBLISHER

Microsoft Publisher can be so much fun for students and staff alike.

The templates make this program so easy! You will love all the choices and creativity that can be expressed using this program.

Project ideas you may want to try!

- Class Newsletter
- Famous Person Brochure
- Travel Brochure
- Express Yourself—Business Cards

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NEWSLETTERS—LET'S GET STARTED

GETTING STARTED

1. Click on Start
2. Click on Programs
3. Click on Microsoft Office
4. Click on Microsoft Publisher
5. Click on Publications for Print
6. Click on Newsletters
7. Click on design you like to view it

PUBLICATION DESIGNS

- If you want to change the design, click on Publication Designs and choose another

NEWSLETTER OPTIONS

- For most projects, choose One-Sided printing and Customer Address—None

PAGE CONTENT

- Click on the Number of Columns you want
- Click the arrow and Apply to All Slides

COLOR SCHEMES

- Click on Color Scheme
- Click on the scheme you like to change colors
- Click on Custom Color Scheme to choose your own colors

FONT SCHEMES

- Click the font scheme you like
- Another option is to highlight text and choose the font type you like using the format toolbar



1—INSERTING TEXT BOXES

1. Click in a blank white space
2. Click on the Text Box icon
3. If no icon, click on View—Toolbars—Make sure Drawing is checked
4. Click on page
5. Hold left mouse key and drag
6. Move box where you want it

2—CHANGING LAYOUT

1. Double-click on textbox or image
2. Click on Layout Tab
3. Choose layout you like best
4. Wrap—allows text to surround box / image
5. Top and Bottom allows you to move text / image



3—CONNECTING TEXT BOXES

1. Create an empty text box
2. Click on a text box
3. Click on Create Text Box Link in toolbar
4. If no icon, click on View—Toolbars—Make sure Connect Text Box is checked
5. A Pitcher will appear, put mouse inside of empty text box and click

TIP—If a box / boxes are connected delete box and create a new text-box.

4—TEXT BOX BACKGROUND

1. Double-Click text box
2. Click on Colors and Lines tab
3. **FILL COLOR**—Choose a color or click on Fill Effect for a faded color effect
4. **LINE**—Click on Line
5. Choose Color, Dashed Style, Weight
6. Click OK

5—HYPERLINKING TEXT

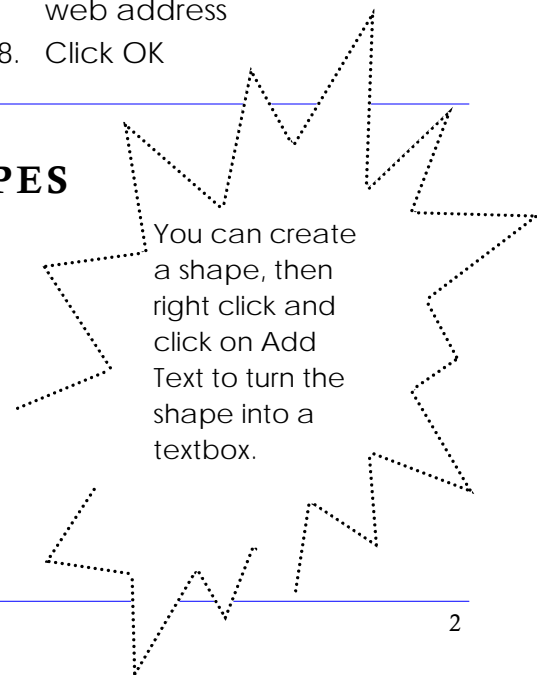
1. Highlight text to be linked or click on image to be linked
2. Right-Click
3. Click on Hyperlink
4. Bounce to internet window
5. Right-click — Copy address of site
6. Bounce back to Publisher
7. Right-click & Paste the web address
8. Click OK

6—ADDING PAGES

1. Put mouse on the image
2. Hold left mouse button
3. Drag the image to move it where you want it

7—ADDING SHAPES

1. Click on the image
2. Put you mouse on the corner of the image
3. Hold left mouse button
4. Drag out to make larger
5. Drag in to make smaller



8—INSERT PICTURES USING CLIP-ART

1. Click on Insert
2. Click on Picture
3. Click on Clip Art
4. Put cursor in the Search for: box
5. Type a keyword
6. Click on Go
7. Sort through images and double-click on the image you want
8. To change the image, keep the image selected
9. Double-click on another image
10. To add another image, click in a space on the page that has nothing in it
11. Then, double-click a new image
12. See instructions at bottom of the page for moving and resizing



9—INSERT PICTURES USING INTERNET

1. Click on Start — Programs — Internet Explorer to open an internet window
2. Go to Google.com
3. Click on Images (top-left of screen)
4. Type a keyword
5. Click on Search Images
6. Sort through images and click on the thumbnail of the one you want
7. Click on See Full-Size Image
8. Right-click on Image
9. Click on Copy
10. Bounce back to Publisher document using bottom bar
11. Right click — Paste

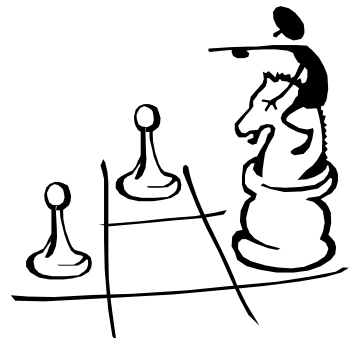
“Publishing student writing encourages the reluctant writer, strengthens kids' self-confidence, rewards interest, and promotes a positive attitude toward literature.”

10—MOVING PICTURES

1. Put mouse on the image
2. Hold left mouse button
3. Drag the image to move it where you want it

11—RESIZING PICTURES

1. Click on the image
2. Put you mouse on the corner of the image
3. Hold left mouse button
4. Drag out to make larger
5. Drag in to make smaller



12—CREATING CLASSROOM POSTERS

Posters can be as simple or as detailed as you want. They can print in these 3 sizes:

- 8.5 x 11
- 18 x 24
- 24 X 36

To begin, type your poster in Publisher.

Once you have typed the poster, print an 8.5 x

11 copy or follow these steps to choose a larger print size, before printing:

1. Click on File
2. Click on Page Setup
3. Choose Publication Type = Poster
4. Choose size
5. Click on OK

You are now ready to print your poster.

Remember—You will have to cut and paste your poster together once it prints.

If you prefer a full poster, you can create any poster you want in Publisher and then email it to Trishia Campbell at LCHS and she will have her Digital class print a color copy.

18 x 24 = \$5.00

24 x 36 = \$10.00

Commonly Misspelled Words

misspell	rhyme
neighbor	rhythm
niece	separate
occasion	sincerely
occurrence	success
probably	surprise
receive	until
recommend	weird



13—CREATING GRAPHIC ORGANIZERS

Choose from a template or create your own organizer on a blank publication.

1. Click on Publisher
2. Choose Publications for Print to use a template or choose Blank Publication
3. Click on AutoShapes icon on Drawing Toolbar to draw shapes for organizer
 - Arrows
 - Boxes / Text boxes
 - Circles

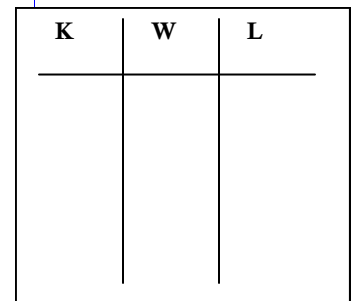
Let's create a Venn Diagram using a circle shape and a textbox.

1. Open a blank document
2. Go to File-Page Setup and change Orientation to Landscape
3. Click on Oval icon in drawing toolbar
4. Put mouse over page click, hold and drag to create a circle
5. Double-click the circle, in

the box labeled Fill:, make sure it says "No Fill"

6. Click on circle, right-click, copy and right-click paste to create a 2nd circle.
7. Use the Move tool to overlap the circles
8. Click on Textbox tool
9. Put mouse over page click, hold and drag to create a textbox
10. Type title or instructions in box

Use Publisher to create Graphic Organizers that can be laminated and used over and over again with your students!



14—CREATING BANNERS

Banners can be easily made for any occasion.

Start by:

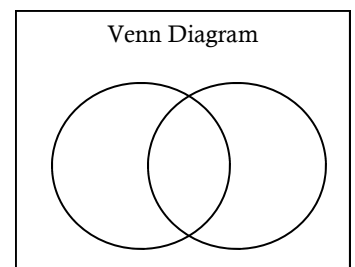
1. Click on publications for print
2. Select banner
3. Select a banner that you would like to use and click on it.

Banner Options:

You can use banner options to choose the length, layout, and height of your banner. This area also allows you to decide whether or not you would like to have a border.

Changing border:

1. Double left click on the border.
2. Click on Border Art
3. Scroll up or down on pop-up and select border.
4. Click OK on both pop-ups



Create a banner for any occasion. It is easy to do and can be saved by laminating for future use.

BEHAVIOR CALENDAR

Create a calendar for classroom use.

Start by:

Click on Publications for Print

Click on Calendar

Select a calendar.

To adjust the date:

- Click on Change Date Range on left of the screen.
- Select months you want calendar to cover.
- Click OK.

Mr. Qualters' Class

October 2009

Trick or Treat

STICKERS:
If your child received a sticker today, give them a hug and tell them to keep up the good work.

NO STICKER:
If your child failed to get a sticker today, please ask them what happened. Talk to them about making better choices.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Table	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 Happy Halloween

Behavior Sheet

PERSONAL/EVENTS CALENDAR

Create a calendar for any event!

MAY 2009

Lincoln Heat 12U Schedule

Head Coach: Kevin Qualters
Asst. Coach: Donnie Aeilts

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						2 Morton Round-Robin TBA Morton (2-Games)
3 Morton Round-Robin TBA Morton (2-Games)	4 Practice @ LHS 7:00-8:30	5 Table	6 Renegades Black @ 6:00 HOME	7 Practice @ LHS 6:30-8:30	8	9 Warrensburg @ 3:00 AWAY
10 Jacksonville Bulldogs @ 1:00 HOME	11 Practice @ LHS 6:30-8:30	12	13 Mahomet Diamond Dogs @ 5:45 HOME	14 Practice @ LHS 6:30-8:30	15	16 Taylorville Outlaws @ 1:00 Dan Rugg's Sports Complex in Normal
17 Renegades Blue @ 1:00 Anderson Park in Bloomington	18 Practice @ LHS 6:30-8:30	19	20 Bloomington Comets @ 5:30 @E Field in Bloomington	21	22 Bloomington Comets @ 6:00 HOME	23 Warrensburg @ 3:00 HOME
24 El Paso @ 1:00 South Point Park	25 Practice @ LHS 6:30-8:30	26	27 Olympia @ 6:00 HOME	28 Practice @ LHS 6:30-8:30	29 Statesmen Tourney (TBA)	30 Statesmen Tourney (TBA)
31 Statesmen Tourney (TBA)						

LINCOLN HEAT

This is my anticipated schedule. It is subject to change because of weather or numbers of players available.

If you are not going to make it to a game or practice, please contact me via phone at 823-0130 or e-mail at kqualters@lincoln27.net.

FAMOUS PERSON—BROCHURE

GETTING STARTED

1. Click on Start
2. Click on Programs
3. Click on Microsoft Office
4. Click on Microsoft Publisher
5. Click on Publications for Print
6. Click on Brochures
7. Click on design to view

PUBLICATION DESIGNS

- If you want to change the design, click on Publication Designs and choose another brochure

BROCHURE OPTIONS

- For most projects, the defaults will be what is needed

COLOR SCHEMES

1. Click on Color Scheme
2. Click on the scheme you like to change colors
3. Click on Custom Color Scheme to choose your own colors

FONT SCHEMES

1. Click the font scheme you like
2. Another option is to highlight text on the brochure and choose the font type you like using the format toolbar

PLANNING SLIDES

1. Fold a paper and plan the titles

2. Type the titles on the correct columns
3. Type required information
4. Save and Print



EXPRESS YOURSELF—BUSINESS CARD

GETTING STARTED

1. Click on Start
2. Click on Programs
3. Click on Microsoft Office
4. Click on Microsoft Publisher
5. Click on Publications for Print
6. Click on Business Cards
7. Click on design to view

PUBLICATION DESIGNS

1. If you want to change the design, click on Publication Designs
2. Choose another brochure

BUSINESS CARD OPTIONS

For best results:

1. Choose Logo = None

2. Orientation = Landscape
3. Copies Per Sheet = Multiple

COLOR SCHEMES

1. Click on Color Scheme
2. Click on the scheme you like to change colors
3. Click on Custom Color Scheme to choose your own colors

FONT SCHEMES

1. Click the font scheme you like
2. Another option is to highlight text on the card and choose the font type you like using the format toolbar



CARD INFORMATION

1. Name
2. Title
3. Motto
4. Address (Where you want to live)
5. Picture of favorite thing

Getting Your Posters Printed

Lincoln Community High School has a Digital Class that teaches students how to create and produce graphic / digital items. If you would like to get a poster of your items printed in color without pasting them together, the price is reasonable.

\$5.00 for an 18 x 24 poster. Contact Tricia Campbell

Instructions are on the Web!

[http://lincolnjhs.com/
pages/TechTraining.html](http://lincolnjhs.com/pages/TechTraining.html)



Free Microsoft Office Compatible Products

- Go to Openoffice.org
- Download their product
- Allows you to use Office compatible programs

LINKS THAT ENCOURAGE STUDENT PUBLISHING

- <http://www.amphi.com/~pgreenle/EEI/studentpublish.html>
- http://www.educationworld.com/a_tech/tech/tech042.shtml
- <http://www.readingonline.org/electronic/karchmer/index.html>
- http://www.readingonline.org/electronic/elec_index.asp?HREF=/electronic/webwatch/writing/index.html

LINKS THAT OFFER MICROSOFT PUBLISHER TUTORIALS / LESSONS

- <http://office.microsoft.com/en-us/publisher/FX100649121033.aspx>
- http://www.learnthat.com/computers/learn-433-microsoft_publisher_2003.htm
- <http://www.officetutorials.com/publishertutorials.htm>
- <http://www.emints.org/ethemes/resources/S00001100.shtml>

