Easy Publisher

By
Carl Barron

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EXERCISE ONE

Getting Started With Publisher

To begin Publisher we click the Start button on Windows Task Bar. Next place the cursor pointer up to the Menu Options and click on Programs, followed by Left Clicking on Publisher, which is within the programs menu.
A faster way to start Publisher is to Double Click on the Publisher Icon on the Desktop.

Hi
I am the Publisher Icon
Two clicks on me and
I'm ready to go

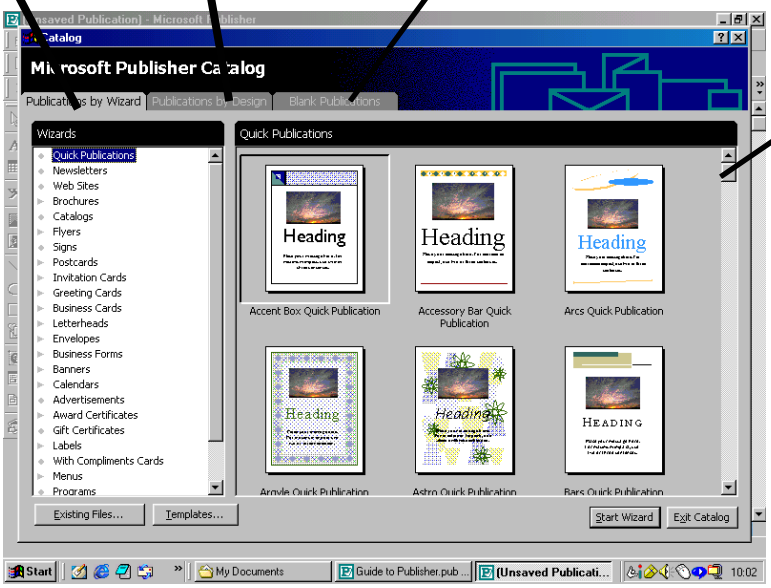
Try to keep your mouse still when clicking on an ICON or files, or they may not open first time

As soon as you double click on the Publisher , the program starts off by default and displays Publishers Catalogue – from this you may choose one of three options displayed below.

Click here to view the range of PageWizard's

Click here to see a range of Pre-designed Publications

Click here to see the range of blank page options.



Use the scroll bar to see if Publisher has any other designs available.

To quickly choose a Design or Style, double click the desired Page-Wizard

When you create you own document templates, you can soon gain access to them by clicking on the Existing Publications tab, followed by the Templates button.

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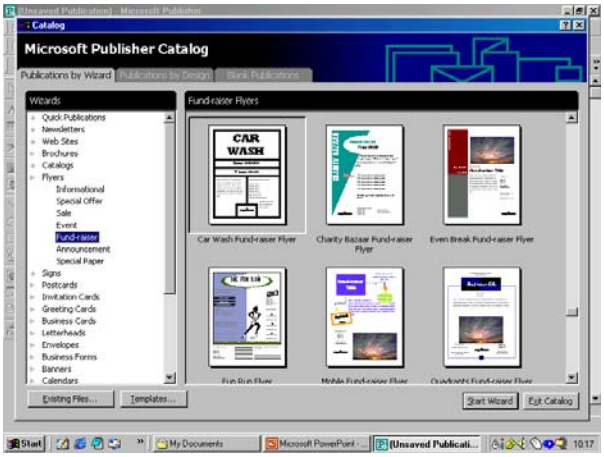
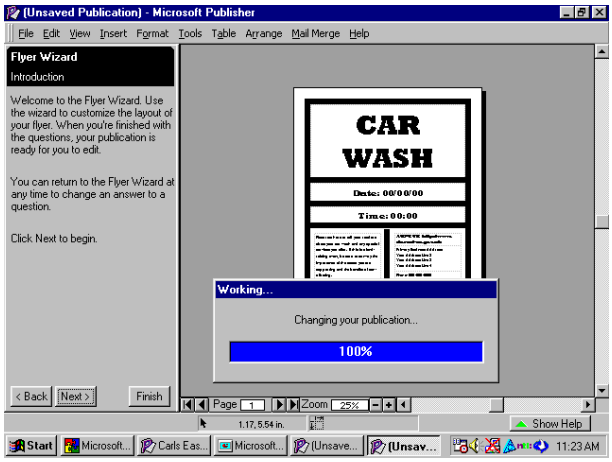
Quick and Easy
Pre-designed Publications

Try this practice design just to see how quick and easy it really can be to publish your very first work using Publishers Wizards.

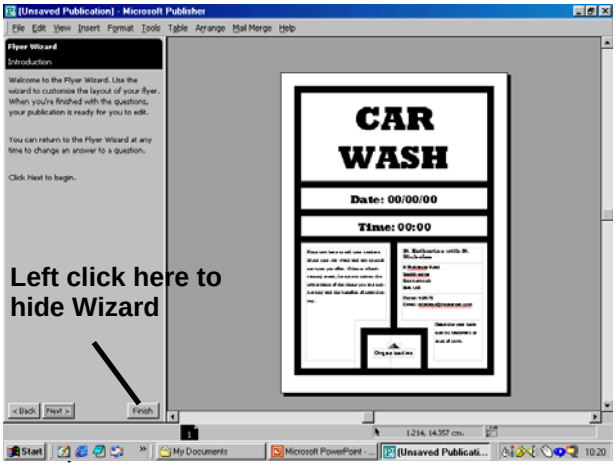
I Click on **Publications by Wizard**
2 Click on **Flyer**
3 Click on **fund-raiser**
4 **Double Click** on Selected Frame **Car Wash** and immediately the **wizard** will begin to set up your selected publication**. Alternatively** you could click on **start wizard.**



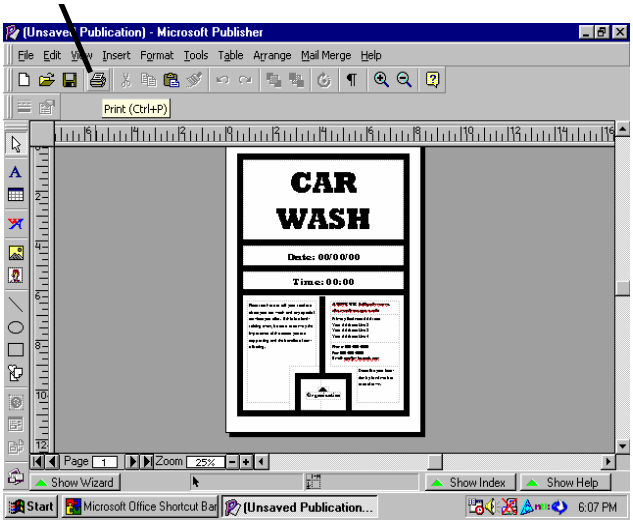
Below, you will see Microsoft's clever **wizard** is in the process of creating your publication.



5
You will see below how publishers Wizard has created that Publication for you. We are going to create a black and white print, so we will not require the colour wizard. Now left click on **Finish,** then left click on **hide wizard** as below



6 Click on **Printer Icon** and your publication is on its way to the printer,
7 Save your publication to floppy Disc with the file name. **My Proof Print.**



EXERCISE TWO

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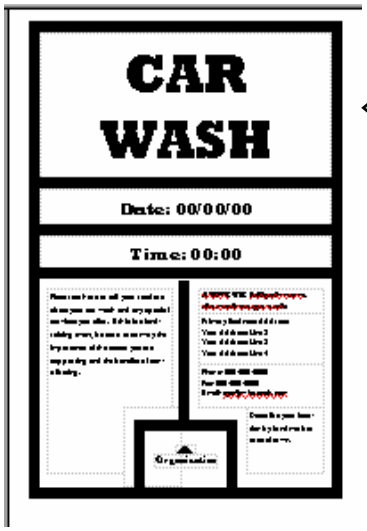
Hot Tip

With Publisher it is important to name and save your file as soon as possible.
We don't want you to loose your work do we?

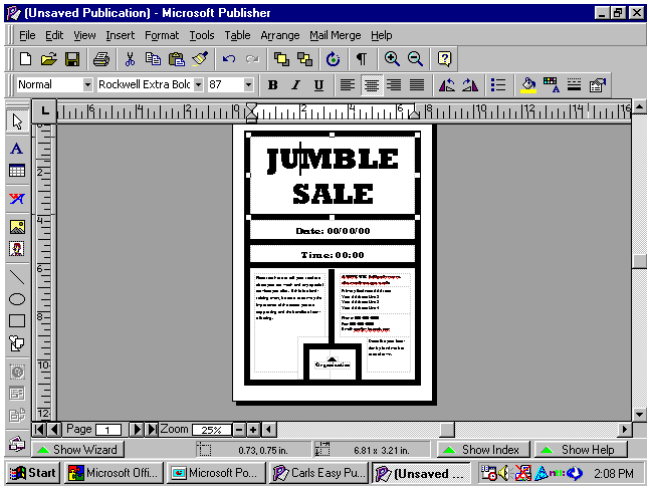
FORMATTING DESIGN & LAYOUT

With your file," **My Proof Print**." selected:

1 Place your cursor in the **car wash** text box **and left click.**
2 Press **Ctrl and A** this selects all the text**.**
3 **Next** press **Delete** to erase all the text in the **CAR WASH** text box.
4 Now type in the words **JUMBLE SALE** as seen below.
5 Left click on **file** and save as **My Jumble**.

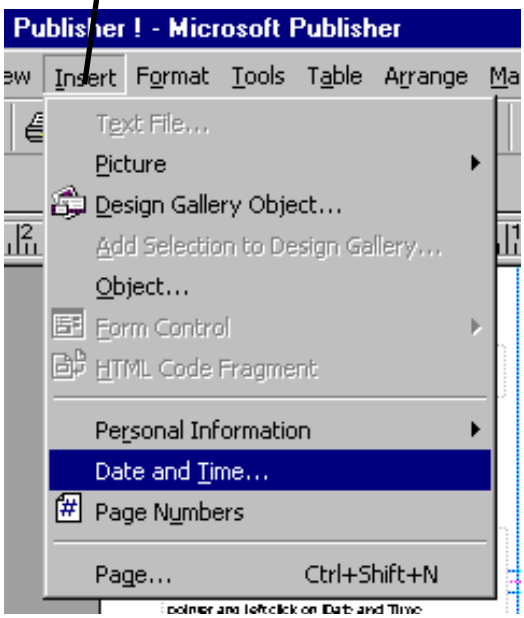


This was your original publication

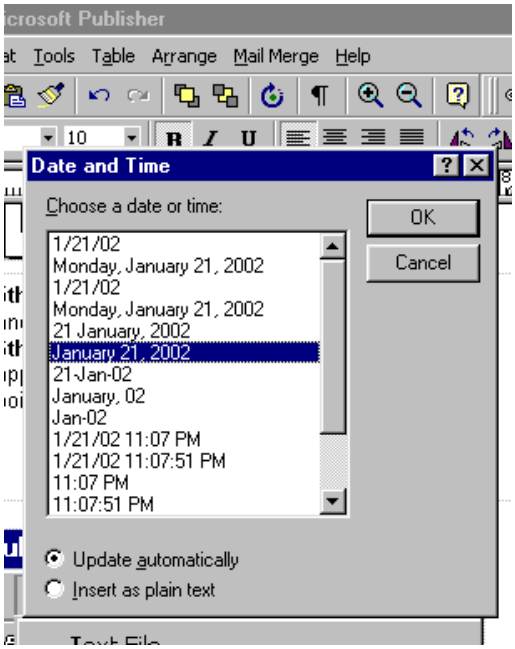


8 Select today's date and left click on **OK.**
You will now see that today's date has been inserted Into the Text Frame.

6 Left click into the **Date** text box and press **Ctrl** and **A** now press delete.
7 Left click on insert, when the scroll down menu appears scroll down the menu with your mouse pointer and left click on **Date and Time**



9 Repeat this procedure only this time do so by **Inserting the time** in the time text box.



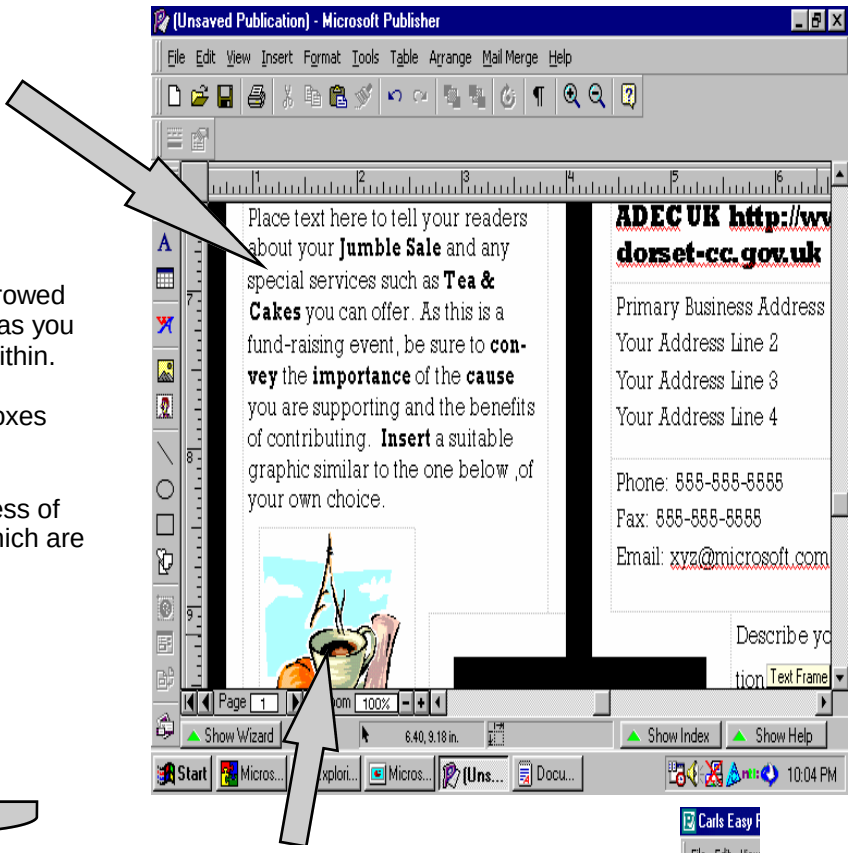
10 Next Press **F9** to zoom in to the text as below in the poster and left click the text to select the text box.
11 Now press **Ctrl + A together** and then **Delete** all the text.

Now you can place your own information into the text box using your **own imagination** and skills to attract maximum attention to **your Poster.**
as to the details such as:

Basic Example Below

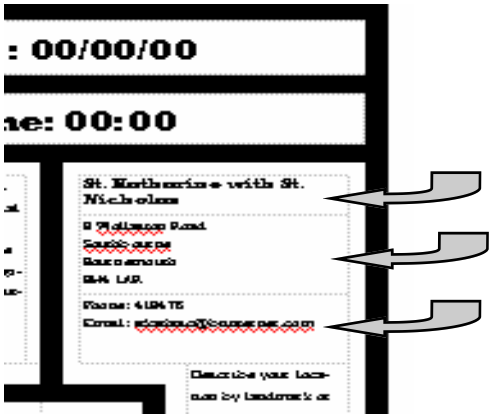
St George's Church Hall

Tea and Biscuits

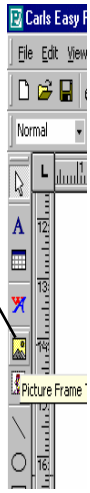


12 Next Left click in each of the arrowed text boxes below one at a time and as you do press **Ctrl + A** to select all text within.
Next press delete.
Repeat this procedure in all of the boxes below that are arrowed.

13 Next type in the name and address of your hall in the appropriate boxes which are arrowed below.

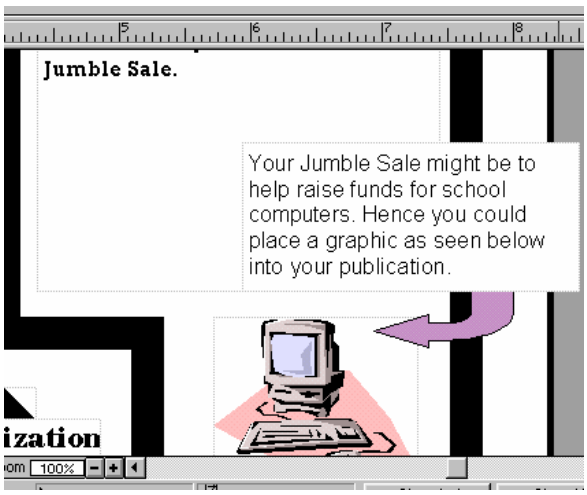


14 Next left click on Picture Frame Tool then draw a frame to the size and position you require.



15 Next insert a similar graphic as above. into this position within your Publication

16 Next insert a graphic similar to that below.
Select the graphic that is applicable to your **Jumble Sale**
See sample below.



17 Next
When you have finished your publication it should look similar to the print out on page 5.

18 Next Print out your publication.

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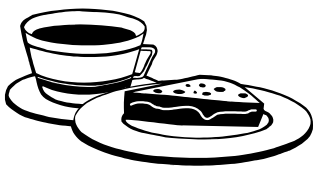
JUMBLE SALE

4 February 2002

10:40 AM

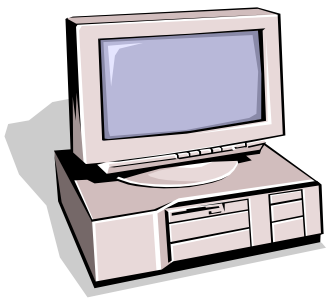
We are delighted to inform you that we are holding our annual **Jumble Sale** to help raise fund for School computers. We will be holding several raffles for cakes etc also Teas and cakes will also be served from the canteen.



St. Katharine with St. Nicholas

8 Wollaston Road
Southbourne
Bournemouth
BH4 1AR

Phone: 418476
Email: stkathnic@btinternet.com



Organization

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