



Design Power with Publisher® 2016

Agenda

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- Introduction – What do you want to accomplish by the end of this class? Have you used Publisher (or any other desktop publishing software)? How have you used it?
- Publisher 2016 Overview

Expensive desktop publishing packages, such as *PageMaker*, *Ventura*, *Quark Xpress*, and *InDesign* are used to create elaborate and sophisticated documents in a fraction of the time that it took to create similar documents manually in the past. However, these packages require a high degree of skill and expertise to operate effectively. Using them for the social club flyer, the quick product advertisement or the company price list may be difficult and inefficient – but more importantly, result in unnecessary expense in both production and time. Publisher can best be described as an intermediate version of the more powerful desktop publishing software packages. While it lacks some of the sophistication of the other packages, it still embodies most of the features. The real advantage of it lies in the fact that it is easier to use if you want to create simple publications.

- Publisher is ideal for home, small business and even corporate use. Here are just some of the possible uses for Publisher:
 - Product flyers
 - Travel itineraries
 - Price lists
 - Product specials
 - Notices
 - Newsletters
 - Bulletins
 - Press releases
 - Covers for manuals
 - Letterheads
 - Invitations
 - Personalized greeting cards
 - Posters
 - Emails
 - Company forms (e.g. invoices, stationery, order forms etc.)
 - Photo albums
- Take a look at some of the thousands of templates provided for your use.
- Ribbon Review **Home, Insert, Page Design, Mailings, Review, View**. Different format ribbons appear depending on what you have clicked on. **Drawing Tools, Text Box Tools**.
- **Quick Access Tool Bar** Either above or below your ribbons. Here you can personalize the actions that you will do often.

Let's Make a Flyer from a Template

1. Choose the Event flyer with the heading Diversity Day.
 - a. Change the heading to **Neighborhood Garage Sale** (double click to highlight single word, triple click to highlight whole title or paragraph)
 - b. Change the second text box to read something like this:

Central Main Neighborhood will have its' annual garage sale on the last Saturday in October this year. There are many families participating in this years' sale, so come and bring the whole family to browse through lawns and garages. There will be furniture and toys, clothes and kitchenware.

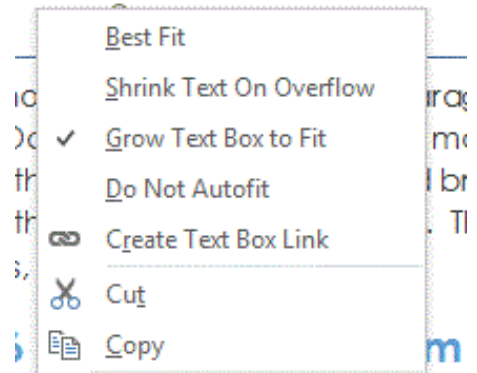
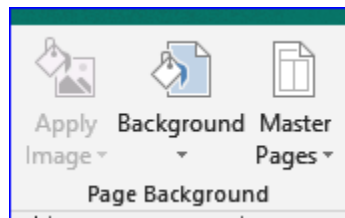
October 29, 2016 8:00 am to 8:00 pm

Central Main Neighborhood
Near the football stadium

There will be maps provided at each entrance to the neighborhood that morning so that you know which homes will be participating and you won't miss a thing!

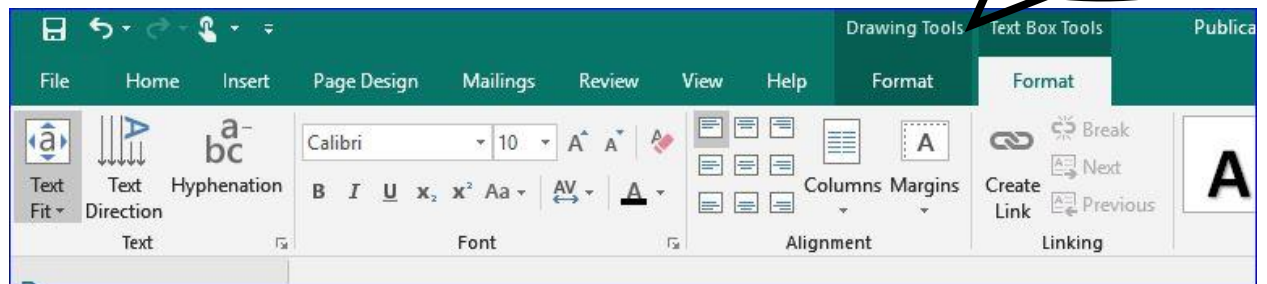
Notice that the font from the template will stay the same when you type in that same area. Right click over the text. You will notice that the text box is set to grow with the text.

You can get rid of a design you don't want by clicking on **Page Design** and them choose **Master Pages**



Or, you can go to the text box tools and choose **Text Fit**

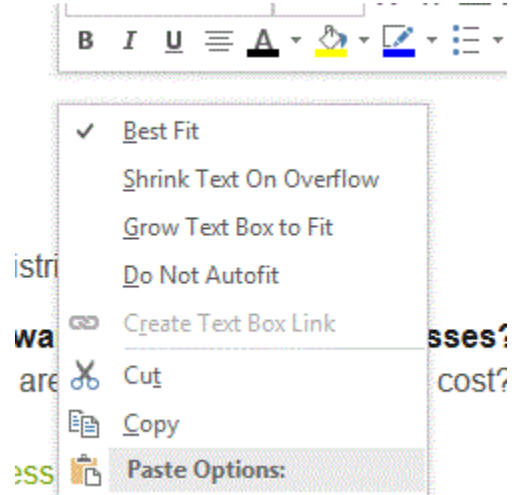
Tools for your text box



Let's Make a Newsletter from a Template

1. Choose the template called **Business Newsletter** and open it.
2. We will be making a Newsletter about some of the Community Education classes that are offered.
3. I have saved several pictures on my web page for you to use when you insert pictures or you can find your own pictures.
4. Replace "Replace with logo" with the NEISD logo.
5. Call it **CE NEWS** (community education newsletter)
6. Replace "Advantages of a Newsletter" with "**The Possibilities are Endless!!**"
7. Build the rest of that text box with things from the actual catalogue.

8. When you have built your page, right click on the text box to see what has been chosen for the text. Choose Best Fit.



9. Build your newsletter using the NEISD Community Ed catalogue as somewhat of a guide.

Create Some Business Cards

Take a look at building business cards from a template. Enter in business cards in the search box. Choose the single card (third selection)

Make an Invitation

Type in invitations in the search box. Choose the Halloween Party Invitations.

Mail Merge with Publisher

Let's look at a postcard and how to mail merge using an excel list of names.

Creating a Publisher Document from Scratch



Choose from one of these suggestions and create your document.

1. Wanted Poster searching for a dog!
2. Advertisement for a Pot Luck Lunch at work
3. A poster selling a car
4. An invitation to a party
5. A resume
6. A tri-fold brochure for a vacation spot