Publisher is a Microsoft product that can be used to create professional looking flyers, business cards and other page designs. The shortcut icon below is how you recognize publisher.

When you launch Publisher, the first thing you view is below:

You must select an option in the list to the left to begin your project. The menus are much like all MicroSoft menus with the same tool bar icons for cut, paste, save etc.
In this example we will select the Publications for Print option and select flyer.

We will select from the gallery of Informational flyers.

Select the Blocks Informational Flyer
Microsoft Publisher Flyers and Business Cards

The first time you run Publisher, you may have to fill out the informational screen below:

Now the flyer auto fills in on the screen:
By Selecting Color Scheme on the upper left, you can manipulate the colors of the flyer.

You also have the option of including the default graphic, removing it, or selecting an option for tear offs for contact numbers if you desire. These options are all located on the left column.
Now you can begin modifying the Flyer. If you are familiar with Word, you simply do the same thing. Perform the following modifications:

- Highlight Product/Service Information and Change it to User Services or whatever you desire.
- Select the Image and delete it.
- Change the text to fit into the yellow area
- Increase the font size to Saddleback College and Center it

The outcome will look the next page so far.
Now we can insert our own picture from a file on the computer. Go to the tool bar and select Insert, Picture, From file.

You can also insert a text box or a file from Clip Art.
Microsoft Publisher Flyers and Business Cards

The Flyer is now ready for Printing.

Remember we started with a template, but you can also start with a Blank publication. In our next lesson we will develop business cards as the design set.
Business Cards

Even though you may have a work business card, sometimes you like one to pass out to friends and family that may have more personal data on it. Select Publications for print and then Business Cards.

This time when we select a publication, we will Select Business Cards and choose from the gallery of cards displayed. We will then modify the card to be more personalized and then we will print it.

The data is auto populated from default personal information set you typed in previously. You can modify the data on the card just as you would in MicroSoft Word. Also, you can change the personal information set. Publisher offers 4 different information sets that you can choose from. To create a personal information set, go to Edit, and select Personal Information.
The drop down will change from business to personal and other options for your information sets.

Edit your card and save your project.
Now how about printing your business cards.

Go to Format on the tool bar and select, Business Card options.

Make sure you select Multiple on the left, under where it shows Copies per sheet.

Go to file Print. This will print the standard business card that is 3.5 inches by 2 inches on an 8.5 x 11 pre-punched business card. You can view the settings by going into Change copies per sheet. Once printed, fold and tear your custom made business cards.
Thank you for participating in the class

Contact User Services for assistance with all your desktop needs

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