Akron-Summit County Public Library
330-643-9145
Electronic Services Division
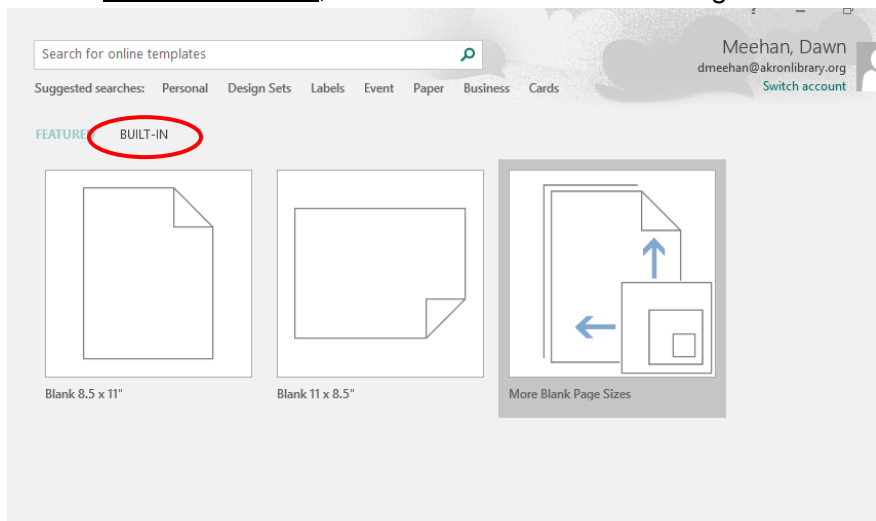60 South High Street, Akron, OH 44326

Publisher

Publisher is a desktop publishing program that helps you create professional-looking publications and marketing materials. Whether you start with a blank page or choose one of hundreds of pre-designed layouts *(templates)*, Publisher can help you create great-looking publications in the same amount of time *(or less)* than you'd spend using a word-processing program such as Word

Brocade

Project 1:

1. Open Publisher. You are able to choose a category from the top of the page.
2. <u>For this exercise</u>, click on the **BUILT-IN** heading.

Search for online templates

Suggested searches: Personal   Design Sets   Labels   Event   Paper   Business   Cards

Meehan, Dawn
dmeehan@akronlibrary.org
Switch account

FEATURE   BUILT-IN

Blank 8.5 x 11"   Blank 11 x 8.5"   More Blank Page Sizes

3. Click on **Flyers**.
4. Click on **Brocade**.
5. You can pick a different color or font scheme by clicking on the drop down.
6. You can choose whether you want to **Include graphic**. For class leave the box checked.
7. You can choose whether you want to include Tear-offs. For class, choose **Contact information**.
8. Click the **CREATE** button.
9. Your flyer will open in editing mode.

Customize
Color scheme:
Origin

Font scheme:
Aspect
Verdana
Verdana

Business information:
Create new...

Options
☐ Include mailing address
☑ Include graphic
Tear-offs:
None

CREATE

4/29/2021 MMS/DM

10. Click in the **business name** area and type: **Akron-Summit County Public Library.**
11. Click on the **Business Tagline or Motto** text box and press the delete key on your keyboard.
12. Click in the **Product/Service Information** and type: **Laser Engraver/Cutter Training.**
13. Click in the **telephone text box** and make the box longer, type:
    a. TechZone@Main
    b. 60 S High St
    c. Akron OH 44326
    d. Phone: 330-643-9145
    e. Email: esdiv@akronlibrary.org

Note: Press enter after each line.

14. Click in text box that starts **Place text** and type**:**
    a. Come to the TechZone@Main every Wednesday night from 5:30-7:30 to learn the ins and outs of the Laser Engraver/Cutter. We will begin week one with some basic skills and progress until the four week with a finished product. If you have any questions or to register for the class, please call the TechZone@Main.
    b. Highlight the text and change text to Arial 16.
15. Click on the area above the text box to insert a picture.
16. Click on the thumbnail of a photo in the center of the box.
17. Click on **Browse** to find a picture saved on the computer.
18. Click on **Publisher** folder.
19. Click on the picture named **mini24-model.**
20. Click on the **Insert** button.
21. Use the resizing handles to resize the picture if you need to.
22. Click in the first tear off on the left side.
23. Type **TechZone@Main.**
24. Press enter.
25. Type **330-643-9145.**
26. Click in the second tear off area and your information should be duplicated**.**
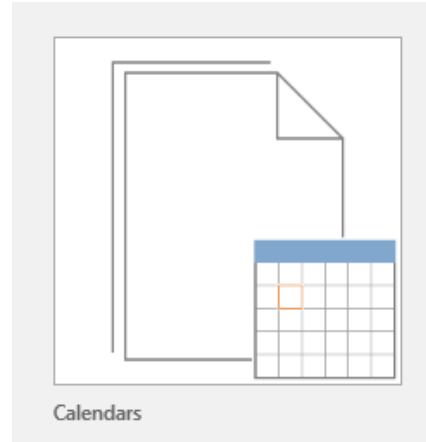
Project 2: Calendar

1. Click on **File**.
2. Click on **New**.
3. <u>For this exercise</u>, click on the **BUILT-IN** headings
4. Select the **Calendars** category.

5. Choose the **Varsity** calendar.
6. On the right pane, you will notice that you can customize your sign by changing to a different color or a font scheme.
7. Click the drop-down arrow next to color scheme or font scheme using the drop down arrows

Varsity

Calendars

8. You can change the Page Size to **Landscape** or **Portrait.**
9. You can choose a Timeframe of **One month per page** or **one year per page**.
   a. For class choose **One month per page**.
10. Choose **Set Calendar Dates**…button.
    b. For class choose the **current month**.
11. Click on the **Create** button.
12. The current month calendar will open on your workspace.
13. You can type things into the square for the particular day.
    a. Before typing, change the font size to 8.
    b. On the first Wednesday of the month, type **Laser Engraver Workshop**.
    c. Highlight the text after you type it, copy it and then paste it in the following three Wednesdays.
14. You can change the size of the columns and rows if you need to fit more information on one day by clicking and dragging the dotted lines.
15. Right click on the image on the left.
16. Rest your mouse on the change picture.
17. When menu appears, choose **Change Picture**.
18. Type in the **Bing Image Search** box something that corresponds to the month.
19. Click on the picture you would like.
20. Click on the **insert** button in the lower right corner.
21. The picture you replaced will be on the right as a small version.
22. Click in a blank area.
23. Right click on the original picture and choose delete.

Project 3: AWARD

1. Click on **File** and **New.**
2. Select **Built-In.**
3. Select the category **Awards Certificates.**
4. Select **Star.**
5. Make any changes you would like under color or font
6. Click on the **Create** button.
7. Click in the **Certificate of Appreciation** box and **type**: **Certificate of Achievement**
8. Click in the **Name of Recipient** box and **type: Your Name.**
9. Change the name to **Vivaldi** and size **40**.
10. Click in the **in recognition of valuable contributions to** and **type: in recognition of successful completion of laser engraver training.**
11. Click in the **Business Name** box and type: **at the TechZone@Main.**
12. Click and drag a box around the second signature and date line, which will select them both.
13. Now click the delete button on your keyboard.
14. Click on the Organization placeholder and delete.
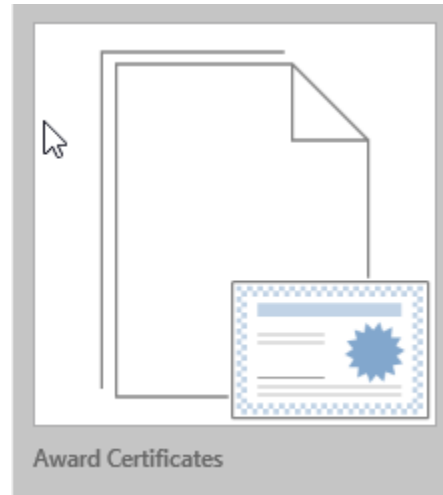
Certificate of Achievement

This certificate is awarded to

Dawn Meehan

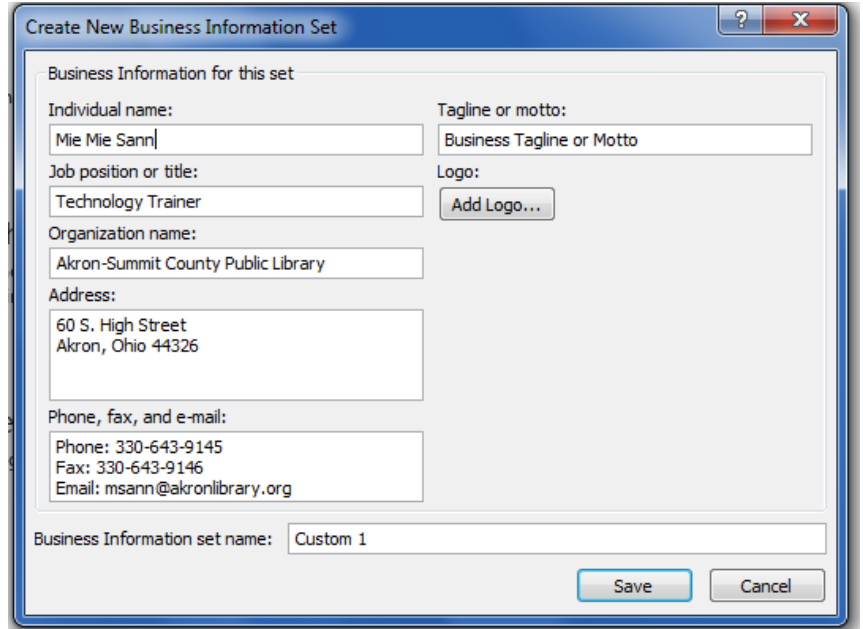In recognition of successful completion of laser engraver

at the TechZone@Main

Signature   Date

Project 4: Create a Business Card

Step 1: Choose a design

1. Click on **File** and **New**.
2. Click on **Built In**.
3. Choose **Business Cards**.
4. Choose a design you like.
5. Edit the color and font schemes to the right.
6. Click on **Create new…** under Business information.
7. Fill in the information in the pop up box that appears.
8. Click **Save**.

Note: if the "Personal Information" dialog box does not appear automatically because information has previously been inputted, click **Insert > Business Information**. From there you can Edit current information, Delete information, or create a New information file. Make sure you name each Business Information set so that you can select different sets for different business cards from a drop-down arrow.

9. Go to the Insert tab.
10. Click Business Information.
11. Click Edit Business Information.
12. Use the drop-down arrow under **"Select a Business Information set"** to select a different business information if you have previously created one. See example on right.
13. You can hover your mouse over the lines and the symbol will appear. If you click the drop down arrow next to the, you have options to edit, save, update your Business Information OR to convert the text to 'plain text' meaning you can change those text lines to any new text without affecting your saved Business Information. See sample below.
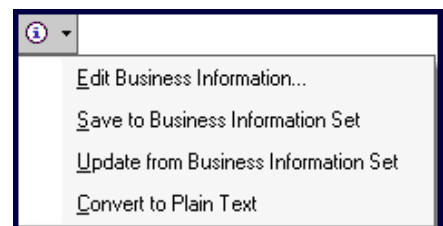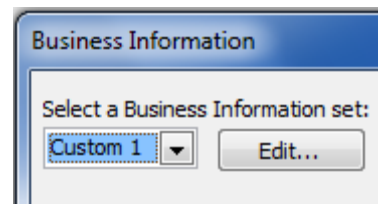
Step 2: Edit the information

14. Edit each line of text in the left column as appropriate. (Notice it imported your information from the Business Information box.)
15. Depending upon the design template you chose, it may have an image or logo. To change the image, use the steps outlined in the previous project.

Step 3: Printing your cards

16. Go to **File > Print**.
17. Select either one page (card) per sheet or multiple copies (cards) per sheet.

18. Select how many cards to actually print on a sheet.

Project 4: Create Labels
1. Click on the **File** menu and **New.**
2. Select **Built-In**, then **Labels**.
3. Choose **All Mailing and Shipping.**
4. Choose **Offset (Avery 5160)**.
5. Select a color and font scheme from the area on the right.
6. Click on the **Create** button.
7. Change the picture to a picture of a computer.
8. Click in the text box.
9. Go to the **Mailings** tab.
10. Click **Mail Merge** button.
11. Click **Step by Step Mail Merge Wizard**.
12. Under create recipient list on the right hand side of the screen, click **Type a new list**.
13. Click **Next: Create or connect to a recipient list** below.
14. Enter three addresses in the pop up box that appeared.
    a. After entering the first person's address, press the **new entry** button.

Ambassador (Avery 5160)

EXERCITUTION ULLAMCORPER SUSCI
CONSEQUAT. DUIS TE FEUGIFACILISI.
ULLAMCORPER SUSCIPIT DIGSSM NIS
AT VERO EROS ET ACCUMSAN ET IUST
ENIM AD MNIM VENIAM, QUIS NOSTRE
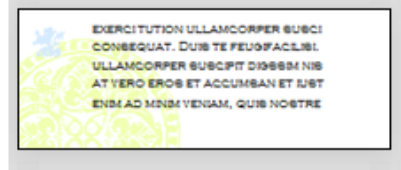
Customize
Color scheme:
| Island | ■■■□■ | ∨ |

Font scheme:
| (default template fonts) | ∨ |

Business information:
| Library | ∨ |

CREATE

New Address List   ?   ✕

Type recipient information in the table. To add more entries, click New Entry.

	T... ▼	First... ▼	Las... ▼	▼	Address Line 1 ▼	City ▼	S ▼	ZIP Code ▼	Country
	Mr.	Jim	Smith		555 Anywhere	Akron	OH	44326	
	Mrs.	Minnie	Mouse		123 Mouse Lane	Orlando	FL	12345	
▷	Mrs.	Bill	Barnes		456 Overlook Dr	Tallmadge	OH	44278	

[New Entry]   [Find...]
[Delete Entry] [Customize Columns...]   [OK]   [Cancel]

15. Click OK when finished.
16. In the box by **file name**, type: **classwork**.
17. Click **Save**.
18. A new box will appear called **Mail Merge Recipients**, click **OK**.
19. Make sure to click inside this box first before the next step number 20.

«Title»«First Name»«Last Name»
«Address   Line 1»
«City»«State»«ZIP Code»

20. Click all the categories you would like to have added to the label under Insert Merge Field on the ribbon.
    a. Title, First Name, Last Name
    b. Address
    c. City, State, Zip Code

OR

21. Click Address Block from the ribbon.
22. Click on the **Preview Results** Button.
23. Use the arrows on the ribbons to see the different addressed labels.
24. Now click on **Next: Create merge publication** at the bottom.
25. Go to **File** and **Print** or click **Print** on the right hand side of screen.
26. Make sure it says **Print All Records**.
27. Under Records, choose multiple pages per sheet.
28. Under copies of each label type in number of labels.
29. Under layout options, choose which row and column to start with if you are using a partially used sheet of labels.
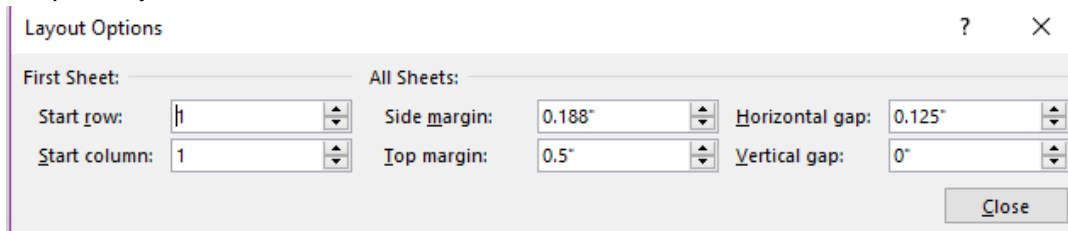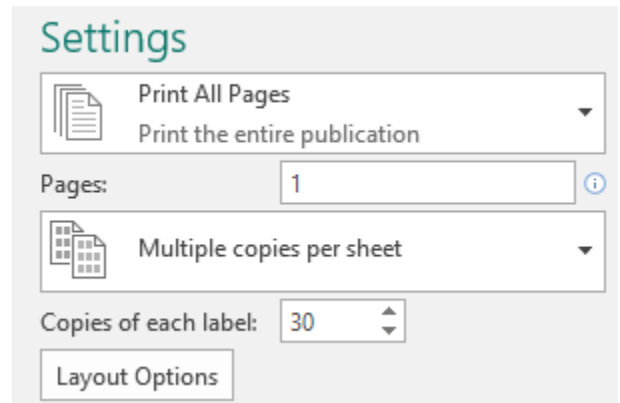
Project 5:

1. Click on the **File** menu and **New.**
2. Select **Built-In**, then **Invitation Cards**.
3. Under **Event,** click the folder that says **All Event**.
4. Under **Celebration**, click on **Retirement**.
5. Select a color and font scheme from the area on the right.
6. Under **Options**, choose whether you want a quarter-sheet or half sheet fold. For class, let's choose quarter-sheet top fold.
7. Under **Layout,** you can also choose what type of layout you would like. For class, choose juxtaposition.
8. Click on the **Create** button.
9. Change **You're Invited** to **SHH! It's a surprise…**
10. Change the font to Gigi.
11. Change the font size to 20.
12. Click on the font color drop down to change the font color. Let's practice using the **Sample Font Color** to make the font color match the box on the left of the invitation's color.

13. Click on **page 2 3** in the left pane.
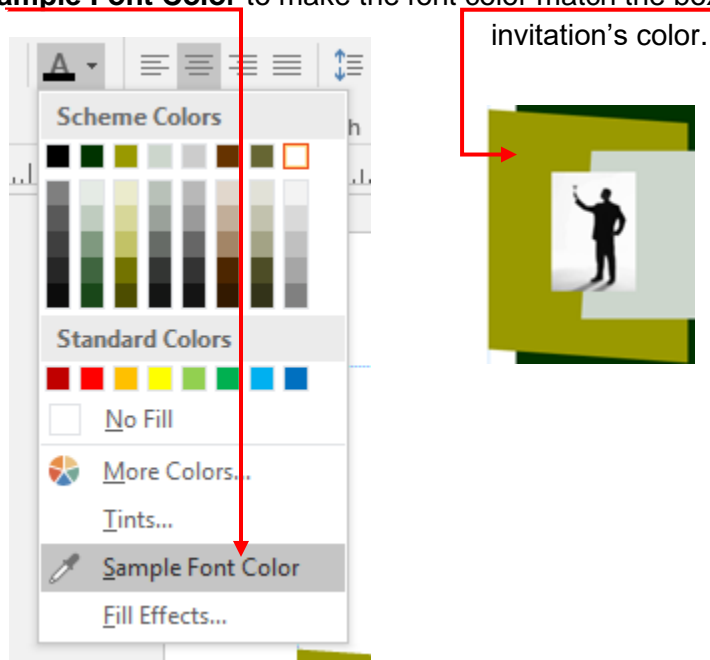14. Change **Invitation Title** to **Andy's 50th Birthday**.
15. Type in the placeholder something about your party.
16. Change Contact person: 555-555-5555 to **your name** and **phone number**.
17. Change the date to 12/31.

18. Change the time to 6:00 p.m.
19. Click on the placeholder about describing your location and delete it.
20. Click on page three.
21. Click on It's a retirement party text box and delete it.
22. Change the image of the sun to something related to birthdays using online pictures.
    a. Click on the **Bing image search** and then perform the search. This will prevent you from getting any error messages.
23. Delete the **original picture**.
24. Move the **Please join us** text box down and change the font size to something a little larger.
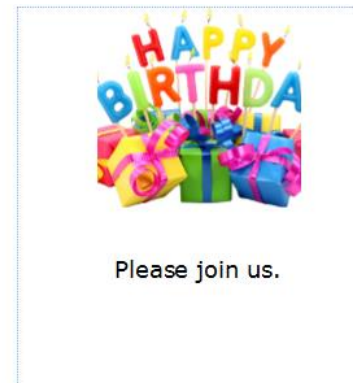25. Resize the picture to make it a little easier to see.

Project 6: Newsletter
1. Click on the **File** menu and **New.**
2. Select **Built-In**, then **Newsletters**.
3. Select the **Layers** newsletter under More Installed Templates
4. You can make any changes to color or font scheme.
5. Under Page size choose **One-page spread**.
6. Click the **Create** button.
7. Right Click on **Pages 2 and page 3** and choose delete.
8. Click on the Newsletter Title and type: **TechZone@Main**.
9. In the **Newsletter Date** text box, type: **today's date**.
10. Under Special Points of Interest, type:
    a. TechZone@Main offers Passport and Notary services.
    b. We offer computer training.
    c. We offer computer help on our public PCs.
    d. Check with the staff about what maker machines are available.

Lead Story
1. **Lead Story Headline** box, type: Exciting News.
2. Right click on the body of the story, choose **change text**.
3. Choose **text file**.
4. Choose the **Publisher folder**.
5. Choose **top front story**.
6. Click **OK**.
7. Publisher will convert the text to fit in the given space.
8. Highlight the story and change the **font size** of the story to **11**.
9. Right click on picture and choose **ungroup**.
10. Left click in a blank spot and then right click on picture.
11. Choose change picture.
12. Choose **From a file**.
13. Choose the **Publisher folder.**
14. Choose the **TechZoneMain2** photo.
15. Unselect the photo.
16. Click on the original photo and hit the delete key on your keyboard.
17. Click in the text box under photo and type **3D Printer available**.
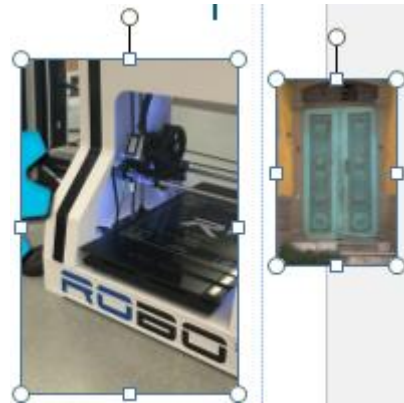
Secondary Story Headline

1. Click on the **Secondary Story Headline**
2. Type: **Free Computer Classes.**
3. Insert a bullet in the first text box underneath Free Computer Classes.
4. Type:
    a. Classes offered monthly.
    b. Limit of 15 per class.
    c. Classes consist of basic to advanced.
    d. Offered at Main and Branches.
    e. Grab a calendar at any of our libraries.
5. Insert a picture of a computer.
6. Click on **Insert**.
7. Click on **Online Pictures**.
8. Type **computer** in the Bing Image Search box.
9. Choose a computer image and insert it.
10. Resize the picture and move it down near your bullet point.

Inside this issue

1. Type:
    a. Special Points of Interest 1
    b. Exciting News 1
    c. Free Computer Classes 1
    d. About TechZone@Main 2
    e. Equipment Available 2
2. Delete the extra inside this issue information that you did not need to replace.

Business Tagline or Motto

1. Click on **Business Tagline or Motto**.
2. Type: About TechZone@Main
3. Right click on the body of the story, choose **change text**.
4. Choose **text file**.
5. Choose the **Publisher folder.**
6. Choose **Business Tagline or Motto.**
7. Click **OK**.
8. Publisher may push the story to a new page. If it does expand the text box so that all the text will fit.
9. Then right click on the new page that was added on the left to delete it.

Insert Photo

The back of our newsletter seems a little boring. Let's add a picture or two.

1. Click on **Insert**.
2. Click on **Online Pictures**.
3. Search for **Vinyl Printer**.
4. Select a picture and insert it.
5. Resize picture as needed.

Back Page Story

1. Delete the photo
2. Click on the **Back Page Story Headline**.
3. Type: **Equipment available**.
4. Right click on the body of the story, choose **change text**.
5. Choose **text file**.
6. Choose the **Publisher folder.**
7. Choose **Back Page Story.**
8. Click **OK**.
9. Publisher will convert the text to fit in the given space.

Insert Photo

1. Click on **Insert**.
2. Click on **Pictures**.
3. Choose the **Publisher folder.**
4. Choose the **TechZone-Logo-Black-Symbol** photo.
5. Resize picture as needed.
6. Move the symbol to the bottom left hand corner before the bar.

<mark>If time permits in class:</mark> Add Business Information to text boxes on the left. See Project 3.
Add to We're on the Web!, **www.akronlibrary.org**

Appendix

Printing a Two-Sided Page (Duplex Printing)
Printing a page that is back to back is a process that is dependent upon the printer. Some printers can perform duplex printing, which prints on both sides of the paper before ejecting it, while other printers require the user to reload the paper manually. You should check your printer manual to see if it supports double sided-printing.

Print a publication on a printer that supports duplex printing

Many printers support duplex printing, but they don't all make the duplex option available in the same way. With some desktop printers, choosing duplex means that the printer prints all of the copies of the first side of a page, then pauses and asks you to flip the sheets that it just printed and return them to the printer, after which it prints all of the copies of the second side. This method is called manual duplexing.

To print on both sides of a sheet of paper:

1.   From the **File** menu, click Print.
2.   Click Properties.

    Note: The information in the Properties dialog box varies depending upon the manufacturer of the printer you're using. With some printers, you will see a Layout tab with a Print on both sides option on it. With other printers, you might see a Features tab, and the duplex option might be called something like Two-sided printing. Explore the various tabs in the Properties dialog box until you locate the duplex printing option.

3.   Click OK to close the Properties dialog box, and then click OK again to close the Print dialog box and print your publication.

Print a publication on a printer that does not support duplex printing

Even if your printer does not support duplex printing, you can still produce a double-sided publication.

Display the side of the publication that you want to print first. In the Print dialog box, under Print Range, click Current page. When the print run of the first side is complete, flip the sheets over and reinsert them into the printer, and then print the other side.