

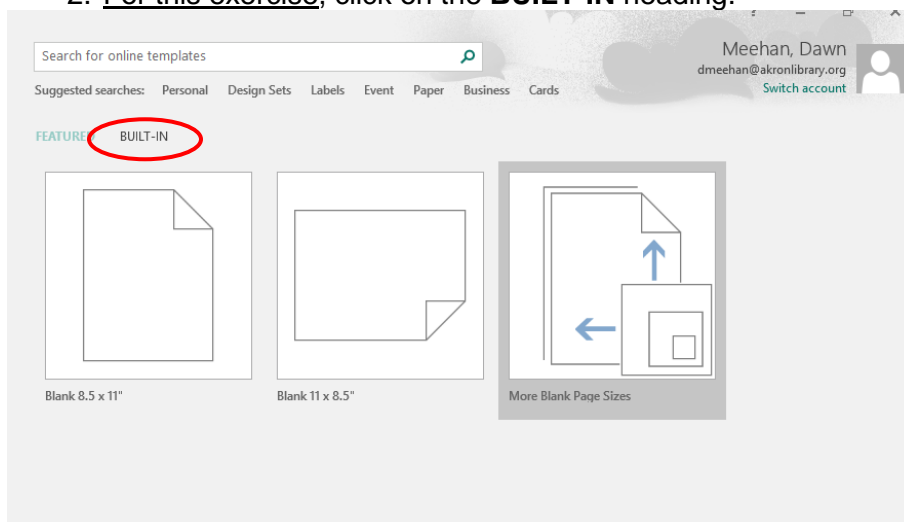


Publisher

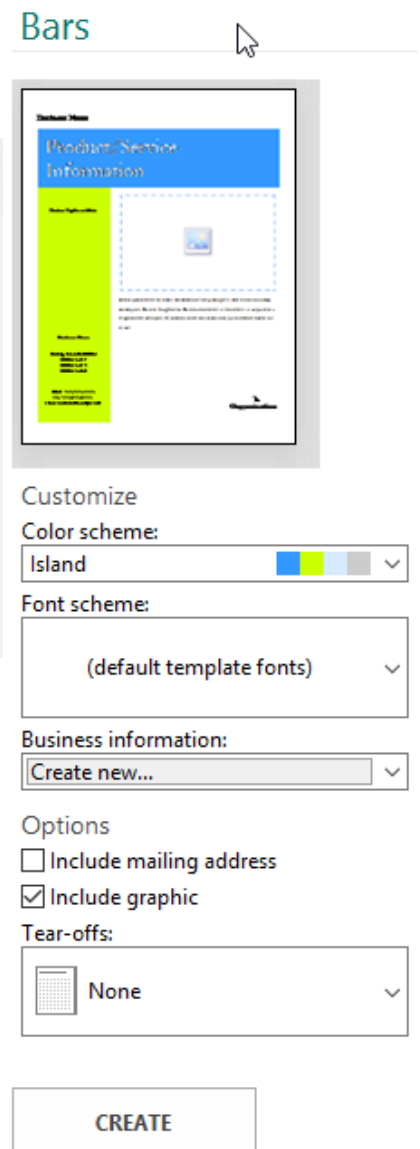
Publisher is a desktop publishing program that helps you create professional-looking publications and marketing materials. Whether you start with a blank page or choose one of hundreds of pre-designed layouts (*templates*), Publisher can help you create great-looking publications in the same amount of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

Project 1:

1. Open Publisher. You're able to choose a category from the top of the page.
2. For this exercise, click on the **BUILT-IN** heading.




3. Click on **Flyers**.
4. Click on **Bars**.
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.
10. Click in the **business name** area and type: **Akron-Summit County Public Library**.
11. Click in the **Product/Service Information** and type: **Laser Engraver/Cutter Training**.



12. Click on the **Business Tagline or Motto** text box and press the delete key on your keyboard.
13. Click in the Primary Business Address area, highlight the four lines of text and type:
 - a. TechZone@Main
 - b. 60 S High St
 - c. Akron OH 44326

Note: Press enter after each line.
14. Click in the Phone, Fax, Email area, highlight the three lines of text and type:
 - a. Phone: 330-643-9145
 - b. Email: esdiv@akronlibrary.org
15. Click on the Organization box and press the delete key on your keyboard.
16. 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.
17. Click on the area above the text box to insert a picture.
18. Click on the thumbnail of a photo in the center of the box.
19. Click on **Browse** to find a picture saved on the computer.
20. Click on **Pictures** folder.
21. Click on the picture named **LaserEngraver**.
22. Click on the **Insert** button.
23. Use the resizing handles to resize the picture if you need to.
24. Click in the first tear off on the left side.
25. Type **TechZone@Main**.
26. Press enter.
27. Type **330-643-9145**.
28. Click in the second tear off area and your information should be duplicated.

Project 2: Calendar

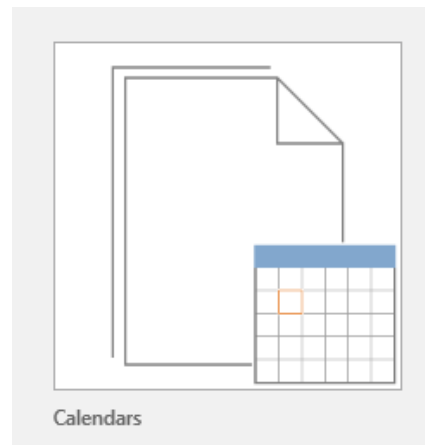
1. Click on **File**.
2. Click on **New**.
3. For this exercise, click on the **BUILT-IN** headings
4. Select the **Calendars** category. 
5. Choose the **Varsity** calendar.
6. On the right pane, you will notice that you can customize your sign by changing to a different color or a font scheme.
7. Click the drop-down arrow next to color scheme or font scheme



Varsity

using the drop down arrows

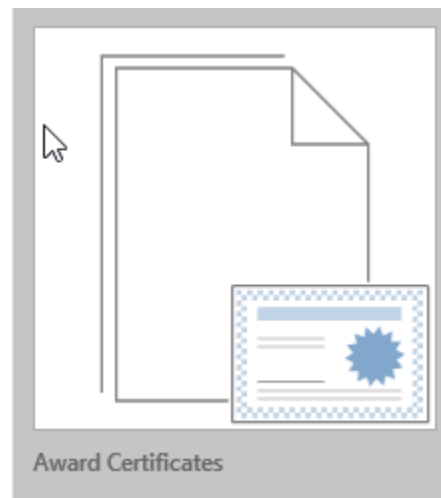
8. You can change the Page Size to **Landscape** or **Portrait**.



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. For this class on every Wednesday, type **Laser Engraver Workshop**.
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**.
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. Click in the **in recognition of valuable contributions to** and **type: in recognition of successful completion of laser engraver training**.
10. Click in the **Business Name** box and type: **at the TechZone@Main**.
11. Delete the top **line/signature** and **line/date**.
12. Resize all the text to size **24**.
13. Change the name to **Vivaldi** and size **40**.
14. Right Click on star, select **change picture**, choose **change picture**, in Bing Search box search for a **gold star**.
15. Choose the gold star you like and click the insert button.
16. Delete the original picture following the steps learned before.



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 3: Create a Business Card

Step 1: Choose a design

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

Note: if the "Personal Information" dialog box does not appear automatically because

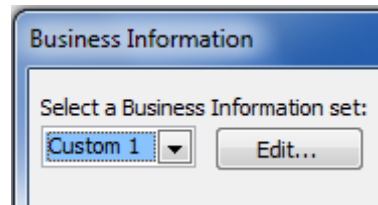
information has previously been inputted, click **Edit > Business Information**. From there you can Edit current information, Delete information, or create a New information file. Make sure you name each Business Information set so that you can select different sets for different business cards from a drop-down arrow.



Business Information for this set

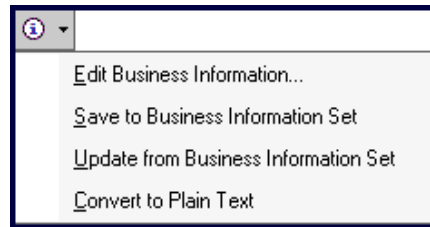
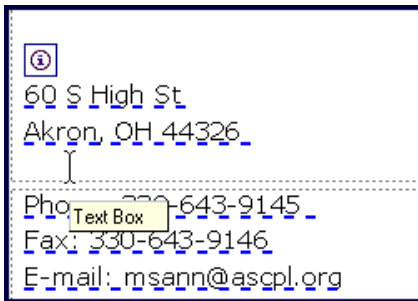
Individual name: Mie Mie Sann	Tagline or motto: Business Tagline or Motto
Job position or title: Technology Trainer	Logo: Add Logo...
Organization name: Akron-Summit County Public Library	
Address: 60 S. High Street Akron, Ohio 44326	
Phone, fax, and e-mail: Phone: 330-643-9145 Fax: 330-643-9146 Email: msann@akronlibrary.org	
Business Information set name: Custom 1	

Save Cancel

8. Use the drop-down arrow under **“Select a Business Information set”** to select a *different* business information set you previously created. See example on right.



9. Whenever you see dotted underline of your text, the text is imported from your already existing Business Information. 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.

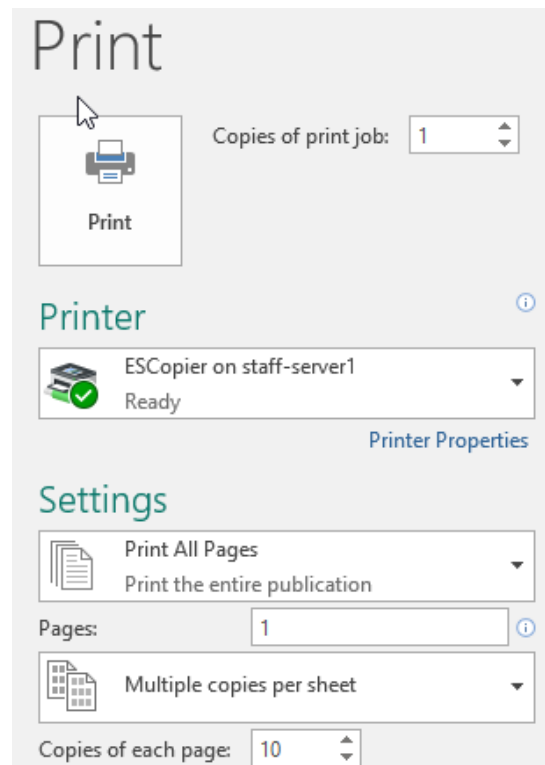


Step 2: Edit the information

10. Edit each line of text in the left column as appropriate. (Notice it imported your information from the Business Information box.)
11. 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

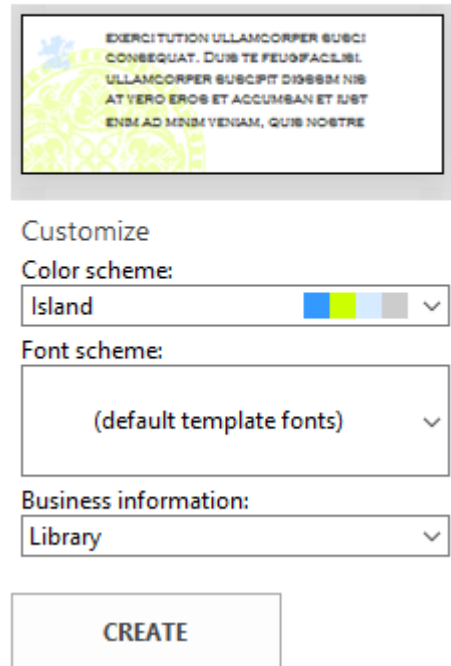
12. Go to **File > Print**.
13. Select either one page (card) per sheet or multiple pages (cards) per sheet.
14. Select how many cards to actually print on a sheet.



Ambassador (Avery 5160)

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 **Mailing** 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.



New Address List

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

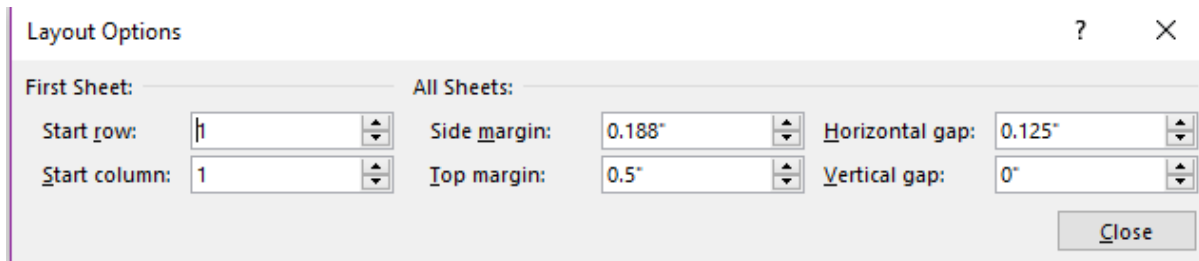
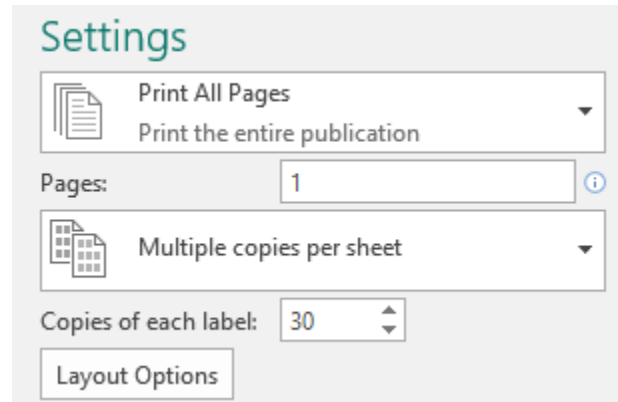
T...	First...	Las...	Address Line 1	City	S	ZIP Code	Country
Mr.	Jim	Smith	555 Anywhere	Akron	OH	44326	
Mrs.	Minnie	Mouse	123 Mouse Lane	Orlando	FL	12345	
Mrs.	Bill	Barnes	456 Overlook Dr	Tallmadge	OH	44278	

Buttons: **New Entry** (highlighted with a red box), 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. In task pane on right side of screen, click all the categories you would like to have added to the label.
 - a. Title, First Name, Last Name
 - b. Address
 - c. City, State, Zip Code
20. Click on the **Preview Results** Button.



21. Use the arrows on the ribbons to see the different addressed labels.
22. Now click on **Next: Create merge publication** at the bottom.
23. Go to **File** and **Print** or click **Print** on the right hand side of screen.
24. Under pages, choose multiple copies per sheet.
25. Under copies of each label type in number of labels.
26. Under layout options, choose which row and column to start with if you are using a partially used sheet of labels.



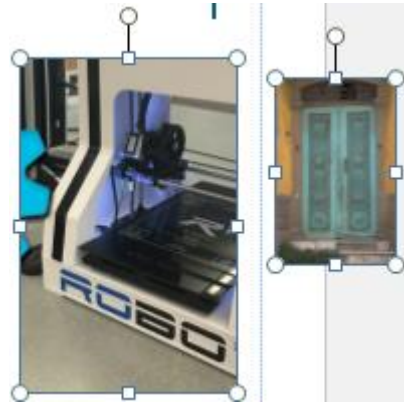
Project 5: Newsletter

1. Click on the **File** menu and **New**.
2. Select **Built-In**, then **Newsletters**.
3. Select the **Layers** newsletter
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

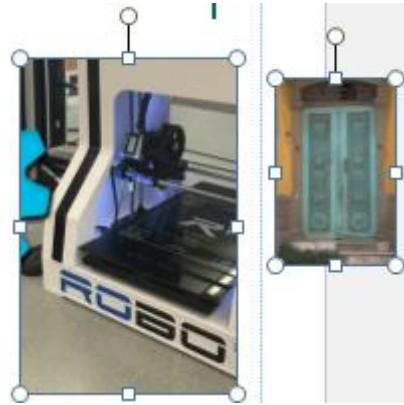
1. Click on **Business Tagline or Motto**.
2. Type: **About TechZone@Main**
3. Right click on the body of the story, choose **change text**.
4. Choose **text file**.
5. Choose the **Publisher folder**.
6. Choose **Business Tagline or Motto**.
7. Click **OK**.
8. Publisher will convert the text to fit in the given space.

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. Click on **Insert**.
6. Click on **Pictures**.
7. Choose the **Publisher** folder.
8. Choose the **TechZone-Logo-Black-Symbol** photo.
9. Resize both photos as needed.



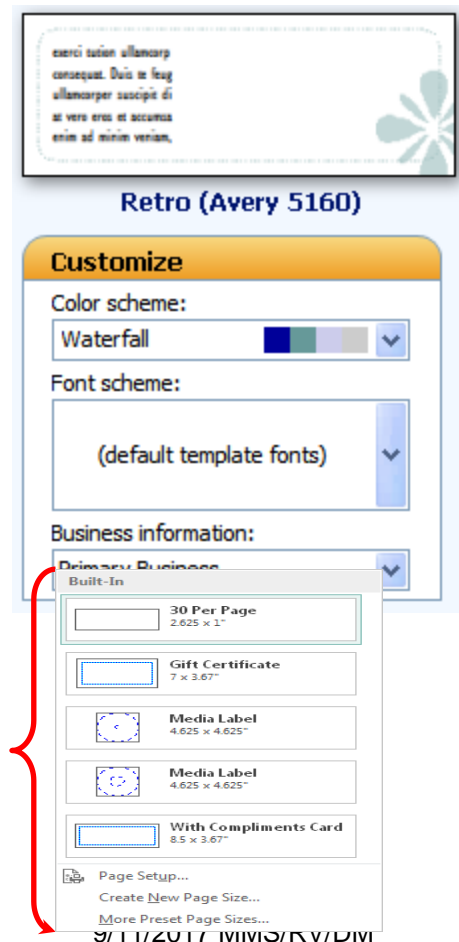
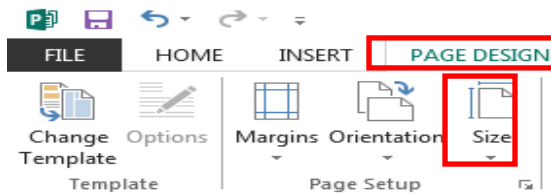
Back Page Story

1. Click on the **Back Page Story Headline**.
2. Type: **Equipment available**.
3. Delete the photo.
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 Head**.
8. Click **OK**.
9. Publisher will convert the text to fit in the given space.

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

Project 6: Create Labels

1. Click on the **File** and choose **New**.
2. Select **Built-In**, then **Labels**.
3. Under **Mailing & Shipping**, choose **All Mailing & Shipping**, then choose **Retro (Avery 5160)**.
(Notice the different types of labels available, like Mailing, Return Address, CD/DVD, and Bookplate.)
4. Select a color and font scheme from the area on the right.
5. Click on the **Create** button.
6. In order for Publisher to print the labels on the specific paper you have purchased, you need to tell the program what kind you have. Click on the **Page Design**, then on **Size** and select a different size from the many options.



7. Make any other formatting or color adjustments as desired. Note that you may have to stretch the size of the design to fit a wider label.
8. For practice, follow the steps in the previous two projects to add Mail Merge information into the Address box. Go the **Mailings** tab on the **Ribbon**.
9. Select the Mailing address section of text by clicking on it.
10. From the **Ribbon**, select the **Mailings** tab, then click on the words **Mail Merge**, then click on Step-By-Step Mail Merge Wizard. The Mail Merge Wizard task pane will now appear on the right side of your screen.

The screenshot shows the Microsoft Word interface with the **MAILINGS** tab selected on the ribbon. The **Mail Merge** button is highlighted. The Mail Merge Wizard task pane is open on the right side of the screen, showing the 'How Mail Merge works' section and the 'Create recipient list' section. The 'Type a new list' option is selected in the 'Create recipient list' section. Red arrows point from the instructions to the 'Mail Merge' button and the 'Type a new list' option.

11. Click on **Type a new list.**

12. Then on **Next: Create or connect to a recipient list.**

13. Create a list of three individuals, by typing their first and last name, address, city, state, and zip code in the New Address List dialog box. Use the <Tab> key to move from one field to the next. Click <New Entry> to add another record.

Data Source	Last Name	First Name	Title	Company Name	Address
test.mdb	Meehan	Dawn			60 S Hi
test.mdb	Mouse	Minnie			1234 A
test.mdb	MieMie	Sann			5678 W

14. Click **OK** when finished and give your list a name.
15. Click **OK** in the **Mail Merge Recipients** window.
16. Be sure the Mailing Address section is selected again. Then click on the item you wish to add to the field (**Address Block** in this case).
17. When the **Insert Address Block** window opens, select your options and click **OK**. The first person's name and address will appear in the text box.

18. Click **Next: Create Merged Publication**, and then choose the option to **Print** in the task pane on the right.

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.