Introduction to Microsoft Office Publisher 2010

Creating Flyers in Publisher

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Getting Started:

To Begin, click on the start menu icon on the bottom, left hand side of your screen.

Next, click on All Programs.

Scroll down until you see Microsoft Office, Click on it, and find Microsoft Publisher 2010. Click to Open.
Publisher opens to a Page Design screen.

This page is where you can locate various template designs for a multitude of business and personal needs.

We are going to begin with a simple flyer.

Please click on the **Flyers** icon.
Click on the All Marketing icon

Next, scroll down the list of templates until you find the template named, **Book Sale**, under the **Other** header.

Once the template is selected, click the Create icon on the lower, right hand side of the screen.
When you open your template, the image below is what your workspace should look like.

This flyer is being designed to advertise a Book Sale at the Mid York Library System.
When using a Publisher template, you can personalize your materials with your businesses’ colors, by changing the font (typeface, color, size, etc.) and adding in a logo.

Or you can simply edit the placeholder text to create an effective, yet quick product.
To change the business information on the flyer, click on **File** at the upper, left hand corner.

Next, under **Info**, click on **Edit Business Information**
Begin typing in your organization’s information in the Create New Business Information Set.

For **Individual name**, type in the name of the contact person for the event.

Under **Job position or title**, type in the title of the contact person listed above.


The **Address** line should include the street address, city, state, and zip code.

Under **Phone, fax and e-mail**, type in the phone number where the contact person can be reached, as well as the company’s fax number and the email for the event, whether it be a personal email account, or in this case, an event email.

Under **Business Information set name**, type in *Book Sale*

Under **Tagline or motto**, type in *The Information Experts*

Then, click the **Change** button to insert the organization’s logo.

8 Version 1.0
To find the logo to implement into your template design, click on **Documents**.

In that folder will be a JPEG file, entitled **Mid York Logo**. Double-click on that file.
Click **Save** on the **Create New Business Information Set** window.

Then, click **Update Publication**.

After updating the publication, you will be returned to the screen as shown to the right. Click **File** to close that screen and return to your publication.
When you return to your publication, you will see where the information you typed into the **Create New Business Information Set** window has been added in.

- **Logo**
- **Organization name and Address**
- **Phone number, Fax Number and Contact Email**
Changing the Color Theme of Your Publication Using Preset Color Schemes

At the top of your Publication’s page, click on the **Page Design** tab.

Click on the color scheme entitled **Teal**.

You can scroll through the different color palettes to decide which one best suits the purpose, or theme, of your publication. For the purposes of this lesson, we will use the Teal color scheme, as it has the same colors as the Mid York logo that we just inserted into our publication.
After applying the Teal color scheme, it is time to insert your event’s information into the appropriate placeholder text areas.

Place your cursor over the text, 00/00/00, and click. This will highlight the area of the text that you need to change.

Once this is highlighted, you can begin typing in the correct Date information.

Type in **06/24/2011** where you highlighted.
Repeat the same steps to highlight and change the time.

Once highlighted, type in **2:00pm**
Using Placeholder Text to Write Event Descriptions

In most templates, placeholder text is used to give you visual cues as to where you can place important information in a visually pleasing way – Another benefit of templates is that the placeholder text often describes how and what you should write about the event.
Come support your local library by shopping from our huge selection of discarded books. Books range in price from 50 cents to $1.00 and all proceeds go towards the purchase of new eBook titles for all 43 of our member libraries!
Children's Books
Large Picture Books
Popular Fiction Titles
Cookbooks and Craft Books
Much, Much More!
For more information about the Mid York Library System or the Book Sale, check out our website at **www.midyork.org**

The Book Sale will be held at:

*Whenever creating a flyer for a business/organization, it is always a good idea to provide a website where people who may be unfamiliar with it can find out more information*
Spell-Checking Your Document

It is always a good idea to do a Spell-check on any documents where you have edited or added in text.

Click on the **Review Tab** at the top of your Publisher Window and then click **Spelling**

If a word is spelled incorrectly, the **Check Spelling** window will pop up with suggested changes. In this case, **Support** is the correct change:

Click **Support** and **Change**

When all misspelled words have been corrected, or if there were no misspellings, this window will pop up. Click **OK**
This is what your finished **Book Sale Flyer** should look like:

Come support your local library by shopping from our huge selection of discarded books. Books range in price from 50 cents to $1.00 and all proceeds go towards the purchase of new eBook titles for all 43 of our member libraries!

- Children's Books
- Large Picture Books
- Popular Fiction Titles
- Cookbooks and Craft Books
- Much, Much More!

For more information about the Mid York Library System or the Book Sale, check out our website at www.midyork.org

The Book Sale will be held at

**Mid York Library System**

1600 Lincoln Ave
Utica, NY 13502

Phone: 315-735-8331
Fax: 315-735-0943
E-mail: events@midyork.org
Text Editing Basics:
Creating a Personalized Certificate of Completion
Text Editing Basics: Typefaces, Sizing and Paragraph Alignment

All the tools you will need to create and edit any publication in Publisher are at the top of your workspace, starting from the top left hand side with the File tab.

To edit Text and Paragraphs, you will use the Home tab.

You can change the paragraph alignment by clicking on: Left, Center, Right or Justified

This is where you can choose your typeface, or font.

B will make your text Bold, or appear thicker and darker

I will make your text Italic, or slanted.

U underlines the text

A is where you can change the color of your text

Here, you can change the size of the text

This is where you can choose your typeface, or font.
Creating a New File

In the Publisher window, click on **File** in the top, left hand corner.

Then, click **New**
Click on Award Certificates

Then, at the right hand side of the Templates window, under where it says, Customize, click on the Color Schemes box and scroll down until you find the Teal Color Scheme. Click on that.
Find the template named, **Appreciation 7**. Click on it

Then, click **Create**
This is what your beginning Template should look like:
Delete the current text and type: Certificate of Completion

Click on the text, Certificate of Appreciation, to highlight
Highlight the text, Certificate of Completion.

Then, in the Upper, Left Hand Corner of the window, click on the **Home** tab.
Click on the **Font Name** in your Home toolbox – a drop-down menu will appear with all of your computers loaded fonts.

Change the Font to **Perpetua Titling MT** and in the **Font Size** box, type in **34**.

Then, click on the **Bold** button to increase the Font’s thickness.
Click in the text box, **This Certificate is Awarded to**

Place your cursor over the highlighted text box until a vertical arrow appears (↑). Then, click and pull the text box up to make the text box bigger.
Click on the **Font Menu** and scroll down until you find Perpetua. Click on that font.

Then, change the font size to 24 in the **Font Size Menu**.

Next, click in the text box, **Name of Recipient**.
Type in **Your Name**.

Then, highlight **Your Name**.

Just as we did with the “this certificate is awarded to” text box (slide 30), enlarge the text box with **Your Name** in it.
Change the **Font** to Perpetua Titling MT and the **Font Size** to 26.

To make **Your Name** stand out, click on the **Bold** button and the **Underline** button.
To move the text box with Your Name in it, click on the outline of the text box so that you see a Quad Arrow (leftrightarrow). Then, use the Up Arrow on your keyboard to move the text box up. Pressing the Up Arrow about 20 times will place the text box in the right position.

Next, click on the text box below Your Name.
Once again, follow the instructions (used on slide 30 and 32) to increase the size of the text box.

Then, to insert new text, either Delete the current text, or highlight it and begin typing over it.

Change the current text to read:

For successfully completing two hours of instruction in Microsoft Publisher 2010 on June 24, 2011
Change the **Font** to Perpetua and the **Font Size** to 16.

Make the text Italic by clicking on the **Italic** button.
Don’t forget to **Spell-Check** your document as we did in slide 19
This is what your finished Certificate of Completion should look like:

Congratulations!
This training session was developed for the Public Computing Center (PCC) and Mobile Public Computing Center (mPCC) at Mid York Library System. The PCC and mPCC are funded by two Broadband Technology Opportunity Program (BTOP) grants. These grants are part of $9.5 million that was awarded to the New York State Library, a unit of the Office of Cultural Education within the New York State Education Department (NYSED) by the U.S. Department of Commerce National Telecommunications and Information Administration (NTIA) in order to increase access to computers in public libraries across New York State. Funding for this award is being provided by the American Reinvestment and Recovery Act (ARRA) Broadband Technology Opportunities Program.