

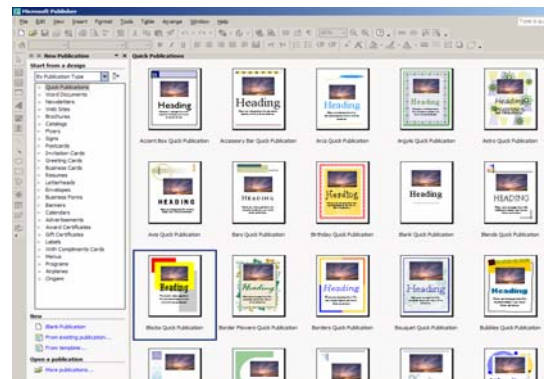
Publisher: Designing a Basic Publication

To open MS Publisher

- Click on **Start, Programs, MS Office XP, Microsoft Publisher**

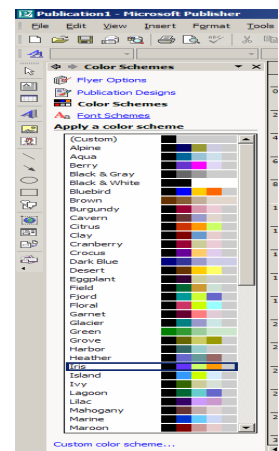
The following options are available when designing a new MS Publisher document

- New publication – Start from a design** has designs for sets of documents
- New blank publication** allows the user complete control over the design of the publication



The colour and font scheme panel will appear

- Choose a colour scheme
- Click on **font schemes** in the panel and choose a font style



Save the publication before making further changes

To Save the publication

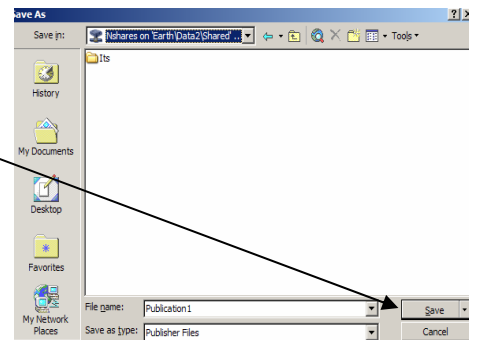


- Click on the **Save** icon
- Type a file name and click on the Save button

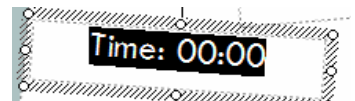
To make changes to the document

To replace text

- Highlight** the text



Depending on the area of the document, the text will be highlighted in blue or black and this will be replaced as you type your text



To change the font and size of text

- **Highlight** the text
- **Click** on the **font** drop down menu

A list appears of available fonts and their format

- **Scroll** through the list to find a suitable font

Repeat these procedures for each text box

To change a picture (graphic)

- **Double click** on the original picture

The clip art gallery opens as detailed below

To insert a new picture

Either

a)

- Go to the menu bar
- **Click** on **Insert, Picture, Clip Art**

The clip art gallery opens as detailed below

Or

b)

- **Click** on the **picture** icon



Choosing a Picture from the Clip Art Gallery

- **Type** in the type of picture you require in the **search text** box
- **Click** on search
- **Scroll** through the pictures
- **Click** on picture

The picture will be inserted into your document

To Print the document

- **Click** on the print icon



To Close the document

- **Click** on the **X** at the top right side of the document

