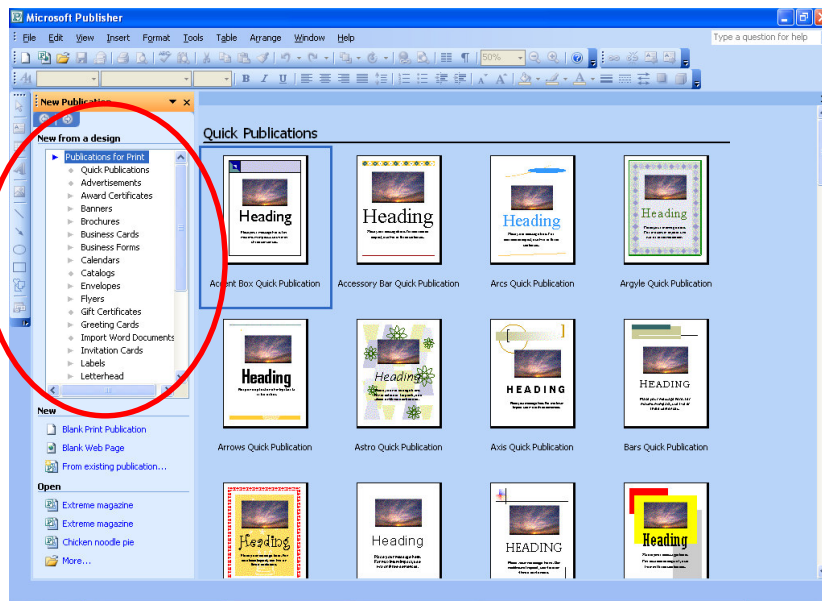


Microsoft Publisher

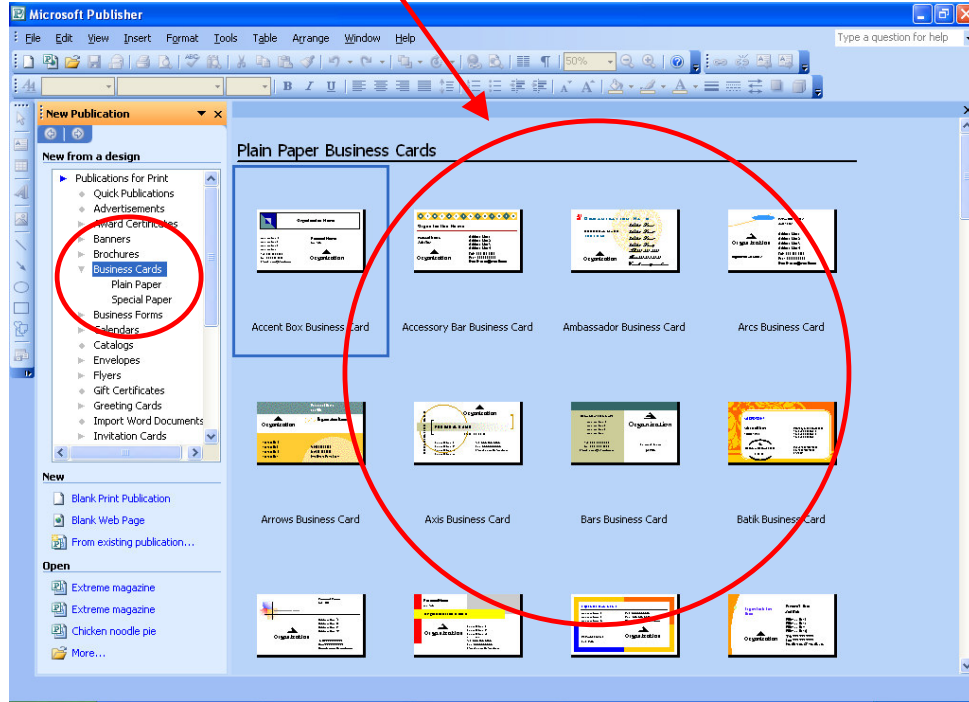
Using Publisher from our school computers is pretty straightforward. Follow these steps for success, but feel free to stop by my room or email me anytime!

1. Double click on the Terminal Server icon from your desktop computer screen.
2. Now log in just as you do on your regular screen.
3. Double click on the Microsoft Publisher icon.
4. The first thing that you will see will be the start-up page. On the left you will notice a list of the types of documents you can create from TEMPLATES. Click on the type that you wish to create.

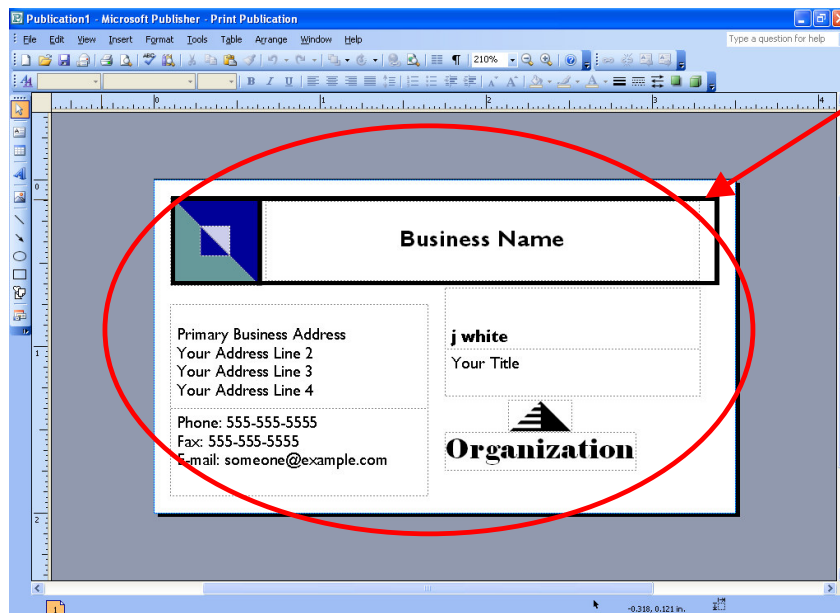


5. Once you select the type of template that you wish to work from you will be shown a TON of sample templates to choose from on the right of your screen. Templates are a model document that you can change and edit to fit your needs.
Note: you can always begin with a blank document, but for this tutorial we

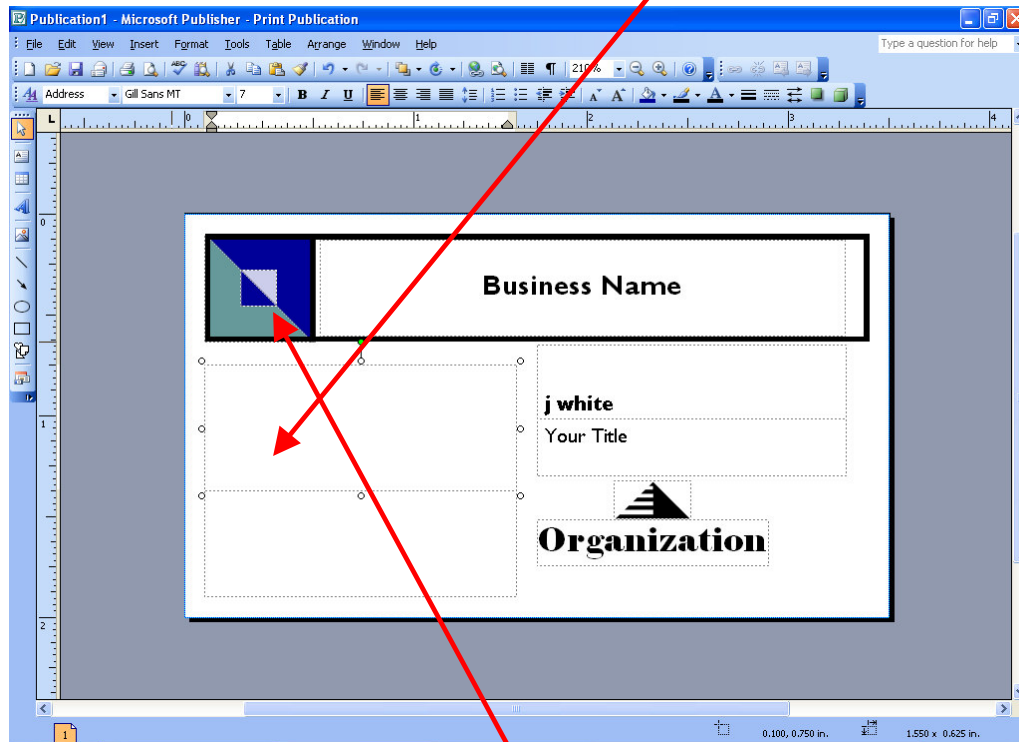
will stick to templates.



6. To select a template to use simply click once on the one that you choose. At this point a box will pop up asking you to fill in personal information. For now always skip this (hit cancel). Now on the left of your screen is an OPTIONS column: for now always X out of this as well. You should be left with the template.

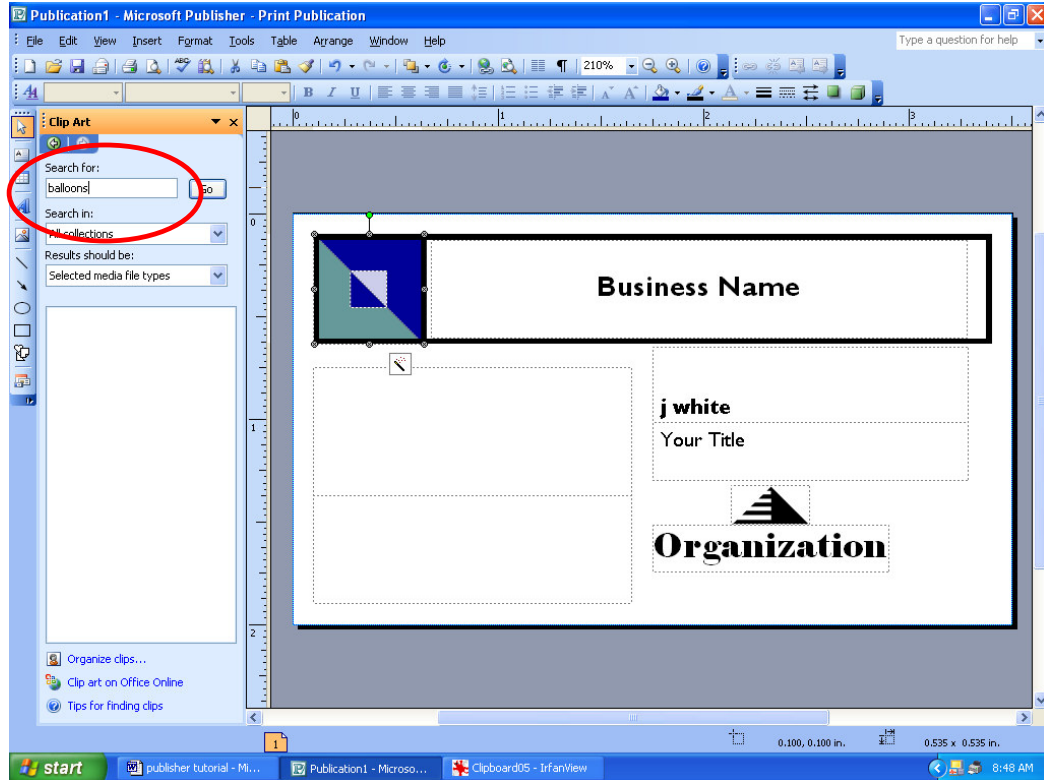


7. In order to delete or change anything in the text boxes simply click inside the box. This will highlight the sample text that was there (you may need to highlight it yourself). Now hit delete to clear it. Type what you wish inside of the blank text box.



8. To change the colors, format, or shape of an accent box simply double click on it and follow the directions of the format box.
9. To add clip art simply click on the INSERT tab at the top of the screen and select PICTURES and then CLIP ART. On the left of your screen a column will pop up. Near the top is a small box with the caption above that says “search text”, type in what you are looking for there. For example “balloons”. Double click on the

image that you want, and move it around in your document.



10. To change the clip art that is already in your template double click on the image and follow the directions above.

These are the basics in order to get started. The more you use it and play around with this program the better you will be. Have fun!

James Salsich