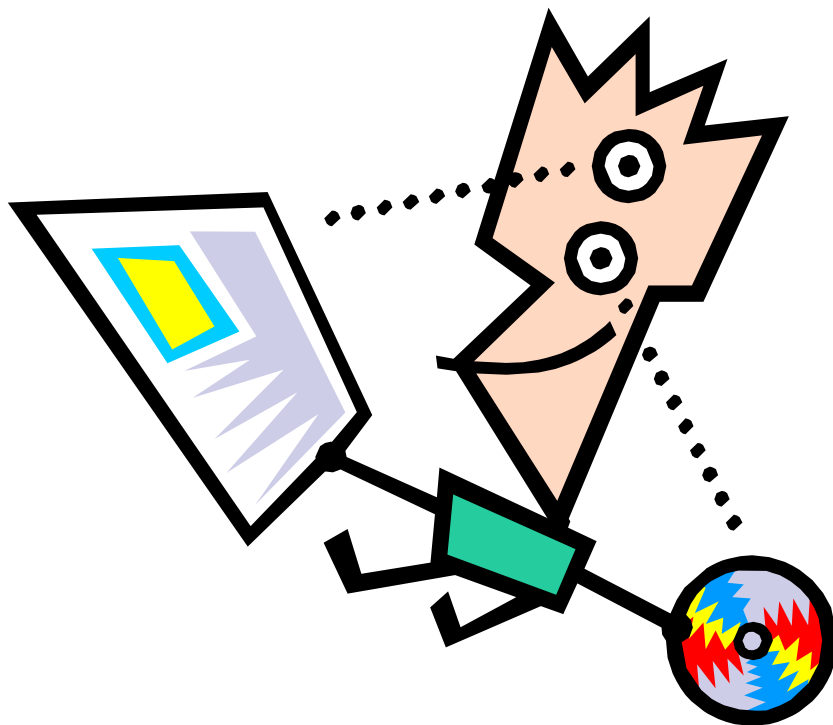


# Using MS Publisher In the Classroom



February 2004  
Willard R-II Schools  
Janetta Garton  
Technology Curriculum Director  
<http://www.willard.k12.mo.us/co/tech/publish.htm>

# What will I learn today? You will...

- Use MS Publisher, a desktop publishing program, to create a newsletter, web page, poster, chart, and certificate.
- Create a document that can be used in a practical way in your classroom.
- Explore how your students can use MS Publisher.

## National Educational Technology Standards for Teachers

The International Society for Technology in Education has developed a list of National Educational Technology Standards for teachers. Standards or Performance Indicators met by this training are indicated below:

**I. Technology Operations and Concepts:** *Teachers demonstrate a sound understanding of technology operations and concepts. Teachers:*

- A. demonstrate introductory knowledge, skills, and understanding of concepts related to technology.
- B. demonstrate continual growth in technology knowledge and skills to stay abreast of current and emerging technologies.

**II. Planning and Designing Learning Environments and Experiences:** *Teachers plan and design effective learning environments and experiences supported by technology.*

*Teachers:*

- A. design developmentally appropriate learning opportunities that apply technology-enhanced instructional strategies to support the diverse needs of learners.
- B. apply current research on teaching and learning with technology when planning learning environments and experiences.

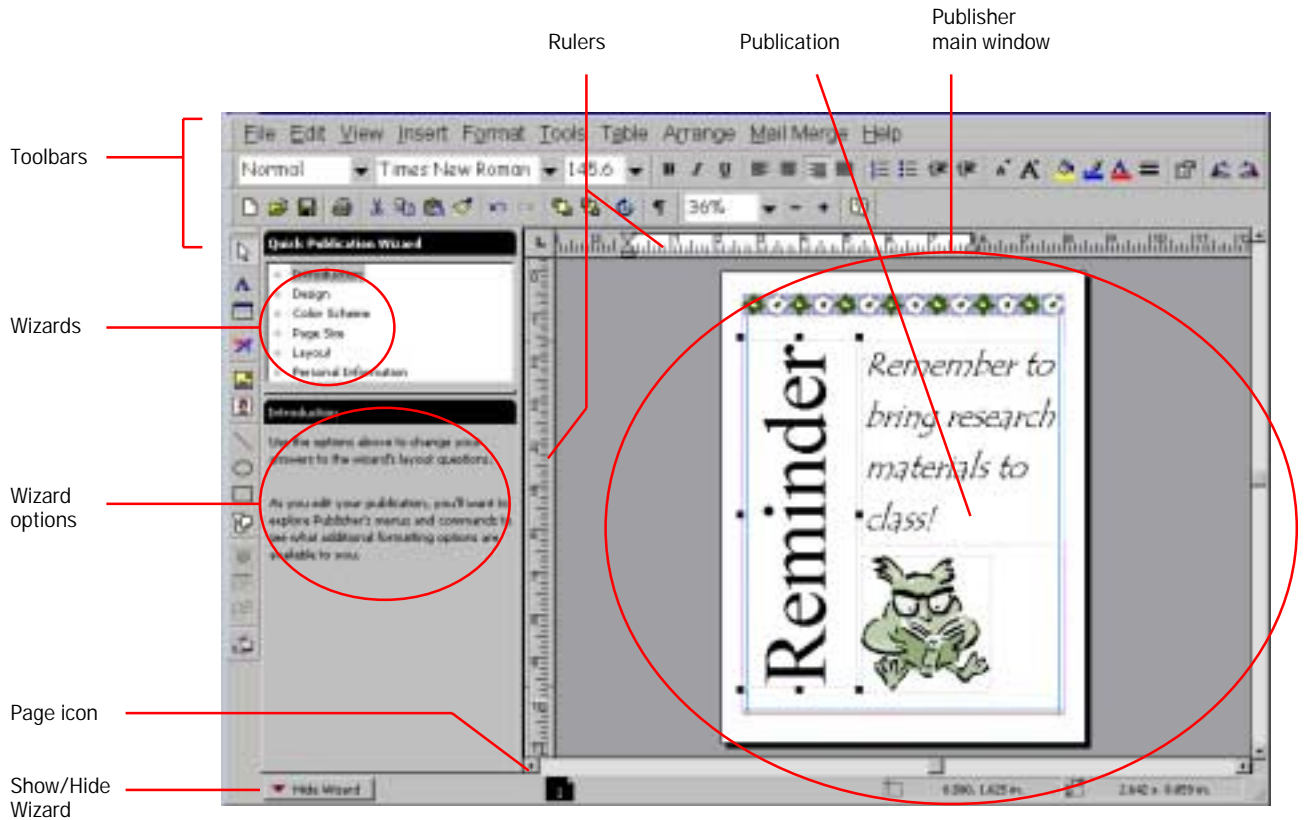
**III. Teaching, Learning, and the Curriculum:** *Teachers implement curriculum plans that include methods and strategies for applying technology to maximize student learning. Teachers:*

- A. facilitate technology-enhanced experiences that address content standards and student technology standards.
- B. use technology to support learner-centered strategies that address the diverse needs of students.
- C. apply technology to develop students' high order skills and creativity.

# How will this help me in the classroom?

- You will be able to publish newsletters to effectively communicate with parents and patrons.
- You will be able to create other documents such as banners, posters, business cards, and charts for use in your classroom.
- You can use MS Publisher with your students to produce various publications.

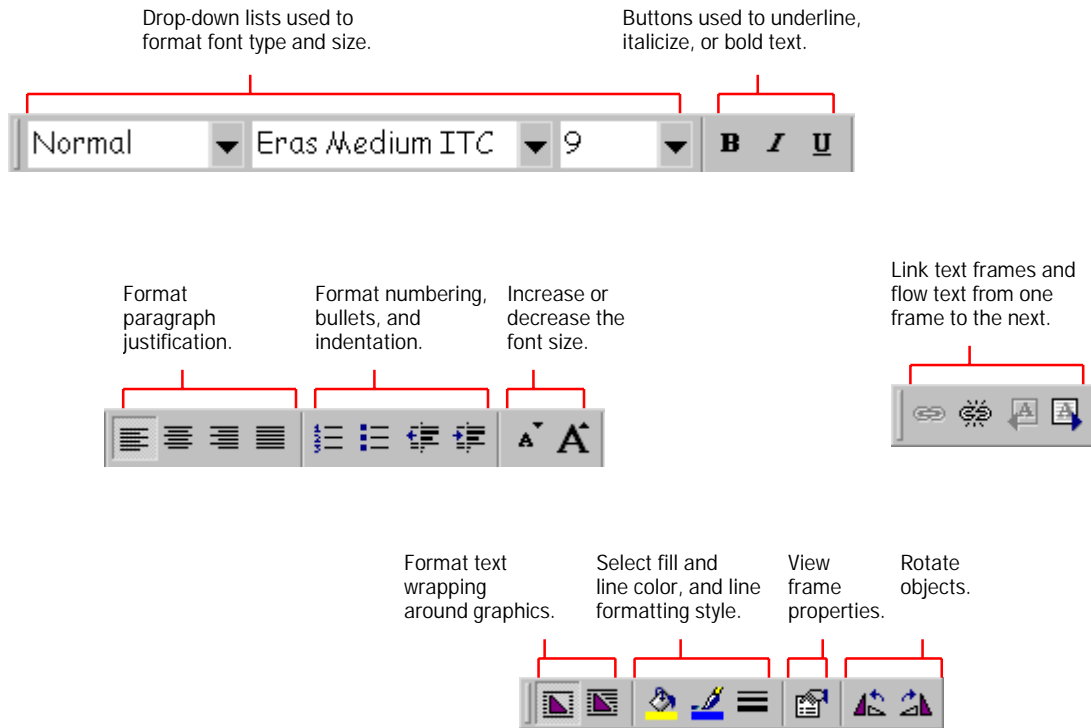
# The Basics



Depending on your publishing needs, skills, or experience, you can choose to modify your publication using Publisher's tools. Each publication type has a unique set of wizards. The wizards are located in the left pane of the screen. They are available to you any time during the design process.

# Toolbars

The **Formatting** toolbar contains buttons that change according to the type of frame you have selected (text frames for text editing, picture frames for picture editing). Each button acts on the text or object you select.



The **Standard Toolbar** has shortcuts to create a new document, open, save, print and view documents and many other icons.



At the bottom of the screen there is one more important toolbar:



The numbered squares on the bottom represent pages. When you click on a page icon you are taken to that page so you can work with it.

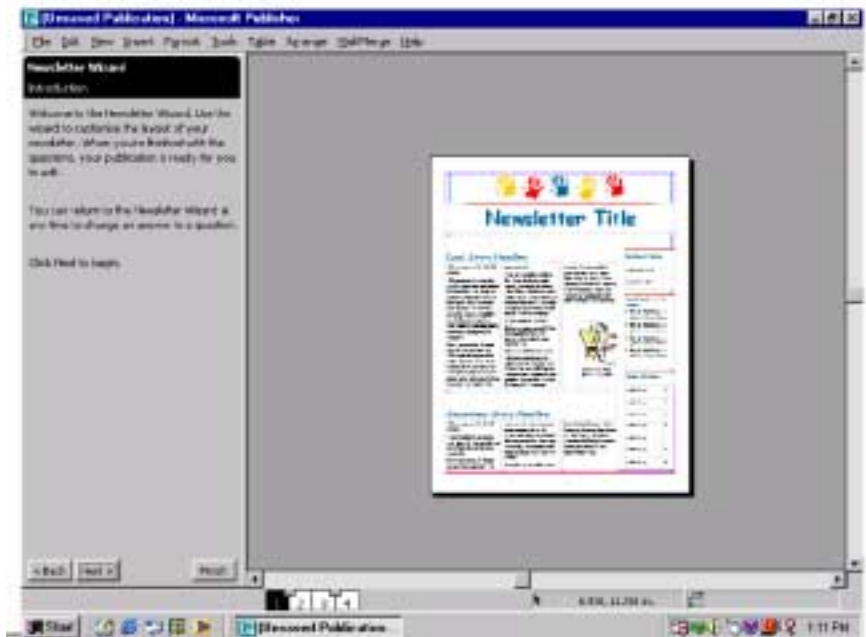


- **The Pointer Tool** - When you click on the arrow your mouse acts like a selector. When you click on something it will be highlighted so you can work on it. Since everything, including text, is considered an object in Publisher this tool is very important. When you click on a picture or text object you can drag it to a new spot, resize it or delete the picture or text in the space.
- **The Text Frame Tool** - Publisher documents are made up of textboxes, graphic boxes and table boxes. When you choose a template all of these types of boxes are already placed for you. You just need to replace the content. If you start with your own document, you cannot simply paste a picture or text into the document without first creating a textbox or picture box.
- **The Table Frame Tool** - The table box creates a table in the Publisher document that you can fill in with information (like a table of contents).
- **WordArt Frame Tool** - WordArt is another kind of object that can be placed in a Publisher document. You can drag and drop Word Art.
- **Picture Frame Tool** - With this tool you can draw a box in the Publisher document where you want to place an image by selecting the file name.
- **Clip Gallery Tool** – With this tool you can draw a box in the Publisher document and then choose an image from the Clip Art Catalog.
- The next four are **drawing tools**. If you choose them you will be able to draw lines, arrows, ellipses, squares or predefined shapes.
- The next three tools are for working with a Publisher Document that you want to put up on the Internet. They include the Hot Spot Tool, Form Control and HTML Code Fragment.
- **Design Gallery Tools** – With these tools you can insert ready-made design elements such as a logo, calendar, reply form, or quote.

# Publishing a Newsletter

You can use a newsletter to communicate information and ideas to students or to the community. Your students can use a newsletter to develop skills in acquiring information, organizing it, and communicating it to others. Once you have learned how to use the Newsletter Wizard, you can use the same skills to create publications using any of the other wizards.

1. Open Publisher
  - by double clicking on the Publisher Icon on your desktop
  - going to **Start>Programs>Microsoft Office** and clicking on **Publisher**
  - clicking on **Start>Programs>Microsoft Publisher**
2. The Publisher Catalog appears, a visual directory of publication designs. You can open existing publications or create new one.
  - Select the **Publications by Wizard** tab to create personalized publications using wizards.
  - Select the **Publications by Design** tab to create a set of publications, such as letterhead, business cards, and a brochure, all with a common design theme.
  - Select the **Blank Publications** tab to create a publication without using wizards.
  - Click **Existing Files** to work on files you have already created.
3. We will select **Newsletters** from the Wizard's pane.
4. Flip through the newsletters until you find one you like then click on it. Click **Start Wizard**.
5. Next a document opens with the design you chose. The columns of the newsletter are filled with meaningless text and a graphic is placed on it to show you where a picture should go.
6. The Newsletter Wizard on the left side of the screen will walk you through setting up a document. After you look at each screen and choose what you want, press **Next** then **Finish**. You are ready to work.



# Newsletter Options

At the top of the Newsletter Wizard is a window with a list of things that you can change in your document. They can be changed at any time while you are working on it.

## One- or Two-Sided Printing

You can decide if you would like your document to print one or two sided. Try changing the choice in your template to see what happens. Some printers are capable of printing two sided documents.

## Number of Columns

This choice allows you to change the number of columns on each page.

## Design

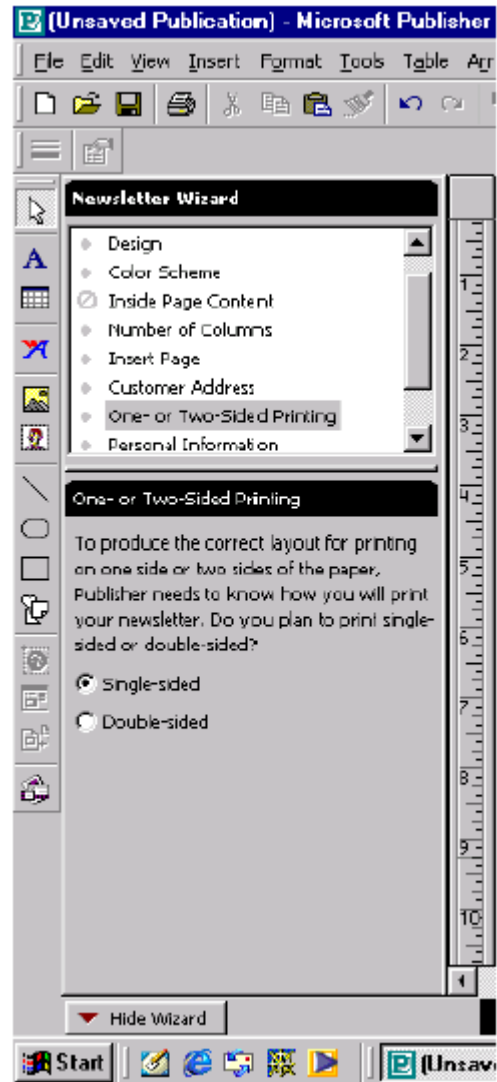
Even after you have changed some of the text and pictures you can change to a different design for your publication. Click on this link to see your choices.

## Color Scheme

If you like the Design that you chose, but would like to have different colors, choose Color Schemes

Once you have chosen all of the design features you want, make sure you save the document.

1. Put your floppy disk into the drive.
2. Choose **File>Save As**.
3. Click the arrow for the Save in: drop down menu and choose **3½ Floppy (A)**.
4. Since this is the first time saving it you must give it a name. The best filenames are short, do not use spaces, capital letters, or characters other than letters and numbers. Click in the **File Name** box and type in your file name.
5. Click **Save**. You should see the drive light brighten as the CPU writes to the floppy.



# Designing a Newsletter

1. To give yourself more space to work you can close the Wizard. Click on the **Hide Wizard** button at the bottom of the window or choose **View>Hide Wizard** to turn it off. Clicking here in the view menu will toggle the Wizard on and off.
2. Next change the size that you are viewing by pulling down the arrow next to the window on the standard toolbar. A good size to work in is 75% or 100%, but while you are working you will be switching back and forth so you can see what the whole page looks like.



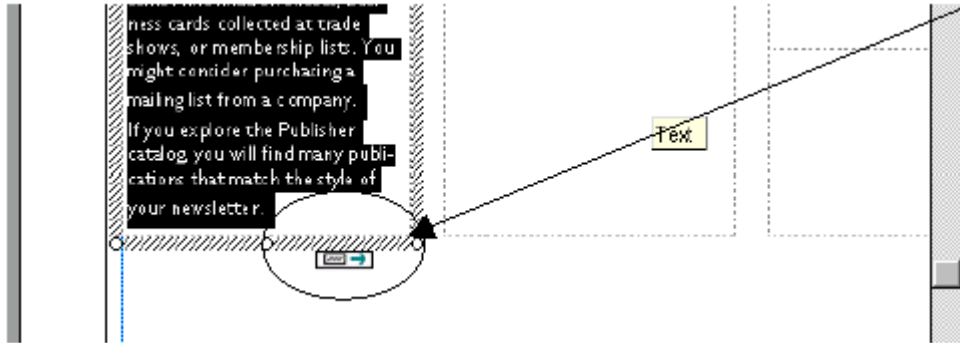
## Title

1. Starting at the top of the page, click the placeholder text "Newsletter Title" and type in your own title. AutoFit is activated, so the text gets smaller as you type to fit in the text box.
2. Click the placeholder text "Newsletter Date" and type in your own date. You can delete the words and leave a box empty or delete the box altogether by right clicking on the box and choosing **Delete Object**.
3. It is important to remember that all of the pieces in the title are separate objects. If you have chosen a newsletter that has outlining or a graphic at the top those are objects. Any object can be moved or deleted by clicking on the object so that it has handles at each corner. When you press Delete on the keyboard whatever you have chosen will disappear. You can restore it if you choose **Edit>Undo** right away!

## Body

Filling in the rest of the newsletter is just a matter of replacing text and pictures in the boxes that have been provided for you. The newsletter has been designed so that the columns are joined to each other and text will flow between the columns. If you want text to go a different way than the document has predetermined, you can change the column from a linked column to an unlinked column.

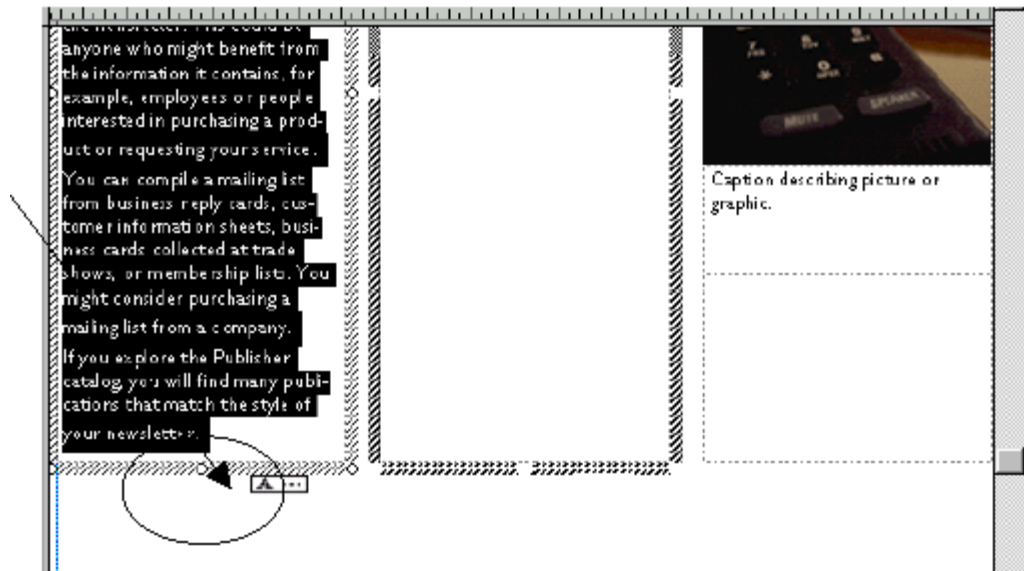
Here is a summary of how that works:



At the end of the column you see an indicator showing that there is more text and pointing to the next column. Columns can be joined or

separate. If they are joined, the text from one will run into the column to which it is attached. You have to click in the text box for this indicator to show.

If a column is separate and you try to put more words into it than will fit, a different symbol shows up at the bottom of the column. The A... tells you that there is more text and you need to indicate which column you want to put the text in.



The text frames are linked to each other by clicking on a picture of a chain on the toolbar at the top of the page. Once you click on the chain and put the

mouse over a new column it will turn into a cup spilling letters.



When you click, the letters that were overflowing will appear in the new column. The columns are now linked and will flow into each other.

To unlink a column, click to highlight the text then click on the broken link at the top of the page. If there is more text in the box than fits the symbol at the bottom will turn into an A... If the box is not full there will be no symbol at the bottom of the column.

You can put text into your newsletter in two different ways:

- delete the demo text and type in your own
- copy from a Word document and paste it into the Publisher document

If students have written a story or poem in Word, or some other program, you can copy and paste it into your Publisher newsletter. You can put several students' work into one newsletter easily by copying and pasting.


## Replacing the Pictures

Double click on the graphic. Clip Gallery appears, click a graphic appropriate to the story. Click the **Insert Clip** button from the button up menu, the first button. Close the Clip Gallery.



To use a picture you have saved on your computer instead of the clipart installed by Publisher, delete the clipart by clicking on it and pressing the delete key. Then choose the **Picture Frame Tool** from the toolbar on the left and draw a square. Double click inside the square to open a window that allows you to find the picture you want.

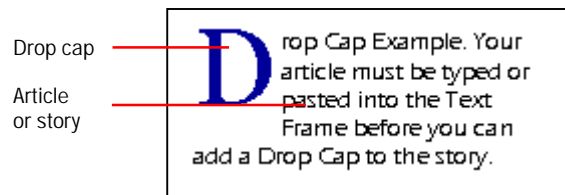
It is a good idea to save your publication at various times as you are working on it. Then if your computer locks up or has a general protection fault error

you don't lose your work. You can click the save button  on the menu bar at the top. It will automatically save it in the place with the same name.

## Inserting a Drop Cap

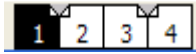
Sometimes fancy first letters (called a drop cap) in a paragraph catches the reader's attention. The drop cap can also help fill a page that does not have a lot of text. In order to perform this task, you must already have a story in the text frame.

Go to the lead story on page 1. Click in the lead story text frame, on the first paragraph. On the **Format** menu,



click **Drop Cap**. Click the **Drop Cap** tab, if necessary, and then click one of the drop-cap options in the **Available drop cap** box. You can scroll in the **Available drop cap** box to see additional drop-cap options. Click **OK**.

## Second Page and Beyond

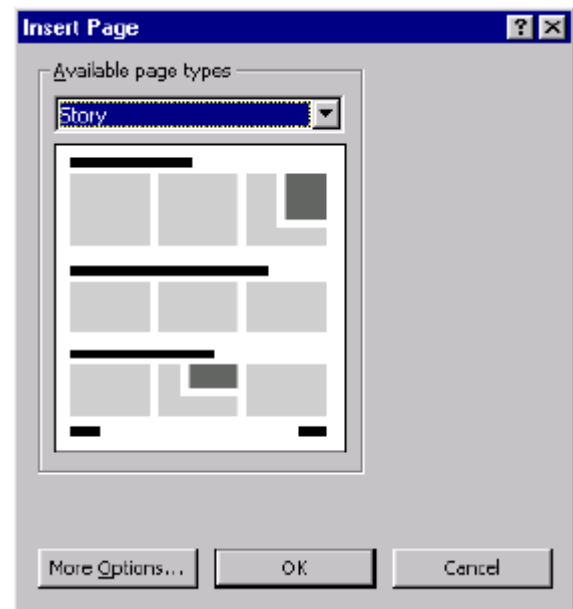
When the first page is done you can go to the second page by clicking on the page icon at the bottom of the screen.  Click the **Show Wizard** button at the bottom, if the newsletter wizard isn't showing. Click **Inside Page Content**. The **Inside Page Content** wizard allows you to change the layout of the page to accommodate the information types you may want to add to the newsletter. In the lower left pane, click the **Calendar with 1 story** option. The left inside page now contains a one-month calendar.

### Delete a Page

If you do not want more pages you can click on the page you want to delete and choose **Edit>Delete Page**.

### Add More Pages

If you need more pages than were provided by the template, choose **Insert>Page**. A window opens asking what type of page you would like to add. There are several choices of preformatted pages in the pull-down menu. If you do not see what you want here you can click on the button at the bottom of the screen for **More Options**.

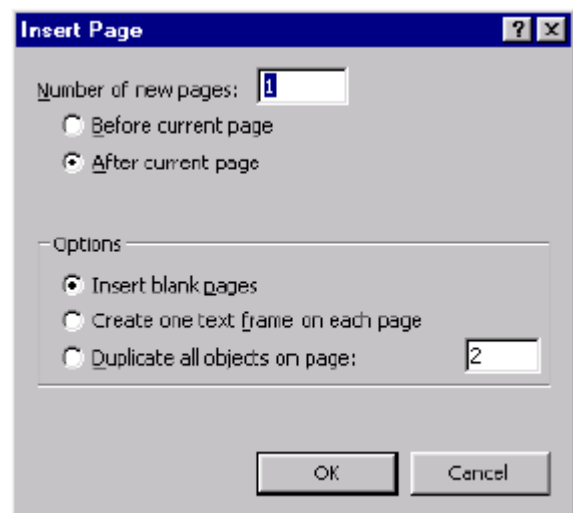


This window opens. Choose the number of pages you want to insert and if you want them before or after the current page.

You can choose

- A blank page or
- One text frame on each page
- A copy of the page you are on.

When you click on **OK** you will see the page(s) you added.




## Checking Spelling

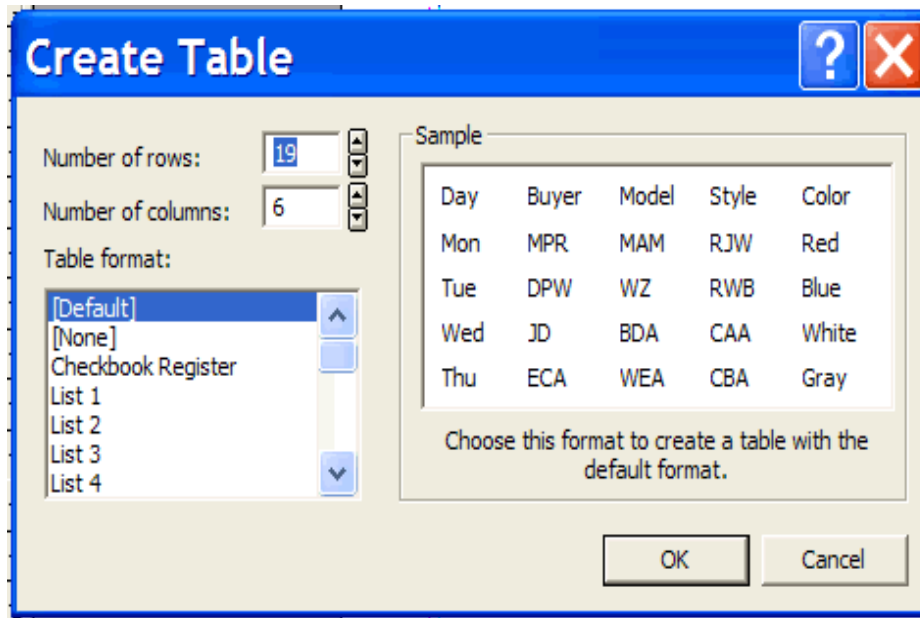
- If you misspell a word, or Publisher does not recognize it, a red wavy line appears directly beneath the word on the screen. Right-click the underlined text to see suggested options. You can select a correction, add the word to the dictionary, or tell Publisher to ignore all instances of the word.
- Publisher also has the spelling option on the **Tools** menu. On the **Tools** menu, point to **Spelling** and then click **Check Spelling**. The spell checker checks one story at a time. A dialog box appears at the end of the first story asking if you want to check the rest of the publication. Click **OK** to continue. The Check Spelling dialog box appears when a misspelled word is found.


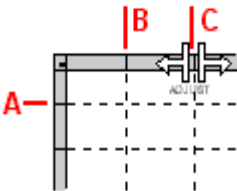

## Making a Poster


1. **File>New>Blank Publications Tab>Poster>Create.**
2. **File>Page Setup.** Notice Height and Width settings are available. **OK.**
3. Make a title using WordArt: Click the **WordArt** button on the left. Click and drag to create a box on your poster. A dialogue box pops up for you to type in your text. Choose the font. Click on the drop down arrow for the first box in the top toolbar and select a shape for your title. Close the WordArt dialogue box. If you want to make changes to your title just double click it.
4. Add a text box: Click on the **text box button** on the left and click and drag to create a box on your poster. Your font size will need to be much larger than 10 or 12, more like 78. Type in your text.
5. You can add can continue to add images, tables, and shapes.
6. **File>Print>The Printing Options.** Notice you can set the overlap. **OK.** Click **Cancel.**
7. Save this poster if you want by clicking **File>Save As.** Click on the **drop down arrow** for the **Save in** box and choose **3 ½ floppy (A).** Click in the **File name** box and type a name. **Save.**

## Making a Chart


1. **File>New>Blank Publications Tab>Full Page>Create**
2. Click the **Table Tool Frame** button on the left hand side of  your screen.
3. Click and hold where you want the top left corner of your table, drag out and release. You can move and resize a table later if needed.
4. Type in 20 rows and 6 columns.
5. Scan the various table formats by clicking on them.
6. Select **Checkbook Register.** **OK.**



7. Type in the days of a school week across the top (M-F), skipping the first column.
8. If you can't read your text because it is too small choose **View>Zoom>Page Width**. You can also click the **Hide Wizard** button.
9. Highlight that first row. Change the font to Arial Black, size 14. Now center the text by clicking the **Center Text Button**. 
10. You can adjust the size of the table by first clicking on the table to select it. Then moving the cursor to a corner edge on top of a small black square. The cursor will change and be labeled "resize." Click and drag.
11. You can change the size of a column by first clicking on the table to select it. Then place the cursor over the boundary until you see the adjustment pointer. Click and drag the boundary to its new position. A row can be resized in the same way. 
12. To make all your rows/columns the same size, highlight the whole table, then resize one row or column to your preference and all the others will be made to match.
13. To merge cells: Highlight two or more cells that you want to combine. The cells must be in adjacent rows or columns. To combine two or more columns or rows into one, highlight the entire columns or rows. On the **Table** menu, click **Merge Cells**. If the cells contain text, the content of each cell appears in the merged cell.
14. To split merged cells, highlight the cell you want to split, and then on the **Table** menu, click **Split Cells**. You can only split cells that have been merged.
15. You can control the colors of each cell in your table. Select a cell by clicking in it. Click the fill color tool , and pick a color.

16. Use the line/border tool  to change a row's appearance. Highlight one row in your table. Click the line/border tool. Choose **More Styles**. Choose 1 pt, Box. OK. Now click outside the table to see your changes.
17. You can delete rows or columns by clicking in the row or columns you want to delete, click **Table**, click **Delete Rows or Columns**, and choose row or column. OK.
18. You also add rows or columns by clicking in the row or column near where you want to add, click **Table**, click **Insert Rows or Columns**, and choose row or column, enter how many, choose before or after selected cells. **OK**.
19. You may save this chart if you want.

## Making a Certificate

1. Click on **File>New>Award Certificates** under the Publications by Wizards tab>**Plain Paper>Certificate of Achievement> Start Wizard**.
2. **Next**>Choose a Color Scheme, click **Next**, click **Finish**.
3. Click **Hide Wizard**. Click on **Name of Recipient** and type in your name. Click the zoom in button  at the top if you can't see the print well.
4. Right click on the top **Signature**. Choose **Delete Object**.
5. Click on the remaining **Signature** and type in my name, Janetta Garton.
6. Click on **Date** and type in today's date.
7. Click on the **Business Name** and type in Willard R-II Schools.
8. Click on **in recognition of outstanding...** and type in for successfully completing the training "Using MS Publisher in the Classroom."
9. You could continue to add and change other items in the certificate, such as inserting an image, adding a border, changing the font, adding WordArt.

## Help

Don't forget to try using the Help menu when you have questions or want to try something new.

# Pack and Go

The **Pack and Go** option is available in the **File** Menu. It makes it possible for you to pack, or condense, a large publication so that it will fit onto a floppy disk, or more than one floppy disk if necessary. You can then use the publication at another computer. It will include all the fonts, graphics and text for your publication.

## Pack your publication to take to another computer

1. On the **File** menu, point to **Pack and Go**, and then click **Take to Another Computer**. The Pack and Go Wizard takes you through each step of the packing process.
2. Click **Next** to move to the next step. If you haven't saved your publication already, the wizard will ask you to save it.
3. If you're taking your publication on disk to another computer, when the wizard asks you to choose a location for saving your file, click **A**.
4. Click **Next**.
5. To embed TrueType fonts and to create links for embedded graphics, click the options you want to add a check mark.
6. Click **Next**.
7. Click **Finish**.
8. Insert another disk if Publisher prompts you, and then click **OK**.  
It's a good idea to number the disks so your printing service knows which disk to insert first when they unpack your files.
9. Click **OK**.

## Notes

The files are saved in the directory you chose during the packing sequence. Publisher names and numbers your packed files and adds a .puz extension. For example, the first file will be named Packed01.puz, the second file will be Packed02.puz, and so on. A Readme.txt file and Unpack.exe program also are included with your packed files. The Readme file contains instructions for using the unpacking program to unpack your files. Unpack.exe is the program you use to unpack your files. If you make changes to your publication after packing your files, be sure to run the Pack and Go Wizard again so the changes are part of your packed publication.

## Unpack and open Publisher files on another computer

1. Insert the first disk you packed your files on in the appropriate drive on your computer.
2. On your Windows desktop, double-click **My Computer**.
3. Double-click the A drive that contains the packed Publisher files.
4. Double-click **Unpack.exe**.
5. Click **Browse** to choose the folder, and then click **OK** twice.
6. If there are multiple disks, insert each disk when prompted, and then click **OK**.
7. When Publisher notifies you that the publication is unpacked, click **OK**.
8. To open your publication, switch to the folder you unpacked your files in.
9. Double-click the file name of your publication.  
Your publication will have PNG in the file name and a .pub extension.  
For example, the complete file name might be newsletterPNG.pub.

# Using Publisher with Your Students

## **Lesson Plan: Celebrate the U.S.A.**

<http://www.microsoft.com/education/?ID=celebusa>

**Summary:** Students act as marketers hired to promote one state in the U.S.A. Each team researches their state, creates a marketing brochure, and gives a presentation to entice people to move to or visit that state.

## **Lesson Plan: Concept Books**

<http://www.microsoft.com/education/?ID=ConceptBooks>

**Summary:** Students each research and write a short work of nonfiction, "publish" this work as a self-made book designed to fit the subject matter, and then participate in a public exhibition of all the one-of-a-kind "collector edition" books.

## **Lesson Plan: Creating Your Own Web Site**

<http://www.microsoft.com/education/?ID=website>

**Summary:** Students design Web pages with text, graphics, and hypertext links. They revise their work based on comments from peers and teachers, then "publish" their projects on the Internet for all the world to see!

## **Lesson Plan: Giving Thanks Parade**

<http://www.microsoft.com/education/?ID=GivingThanksParade>

**Summary:** Students identify people and things in their own lives worthy of gratitude, dig a little deeper to see just how far their thanks should spread, and then create a moving display of thanks in the form of a parade--an ideal Thanksgiving-time activity.

## **Lesson Plan: Guess Who's Coming to Dinner**

<http://www.microsoft.com/education/?ID=dinner>

**Summary:** Students work in groups to imagine and simulate a dinner party involving an author, a fictional character, and a significant historical figure as dinner guests. The activity uses Geoffrey Chaucer's Canterbury Tales as a model.

## **Lesson Plan: Meet Our Class**

<http://www.microsoft.com/education/?ID=meetclass>

**Summary:** Kids survey themselves about their likes and dislikes, daydreams, and friends. They then interview classmates to create a classroom gallery of personalities--a great beginning-of-the-year ice-breaker!

**Lesson Plan: Newsworthy Journey**

<http://www.microsoft.com/education/?ID=journey>

**Summary:** Students embark on a historical journey to the ancient civilization of Egypt or Mexico. They then produce a newspaper that reflects the cultural, political, economic, and religious views of that time and place.

**Lesson Plan: Once Upon a Thank You**

<http://www.microsoft.com/education/?ID=once>

**Summary:** Kids revisit their favorite books and recalling attributes of the author or characters that made the story so special. They then celebrate their chosen authors and/or characters with fun thank you cards.

**Lesson Plan: The Art and Science of Fractals**

<http://www.microsoft.com/education/?ID=fractal>

**Summary:** Students are exposed to fractal geometry, history and concepts, explore fractal sites on the Web, create their own fractal designs, and publish a calendar that displays their favorite fractal art.

**Lesson Plan: Three Squirrels and a Pile of Nuts**

<http://www.microsoft.com/education/?ID=squirrel>

**Summary:** Students are presented with a fun story problem in order to learn to solve problems using a spreadsheet in combination with problem-solving strategies and simple algebraic variables.

**Lesson Plan: Universal Greeting Card**

<http://www.microsoft.com/education/?ID=universalcard>

**Summary:** Students create greeting cards with a message that can be conveyed across the world--an especially fun and creative activity for the winter holiday season.

**Lesson Plan: What's the Real Deal?**

<http://www.microsoft.com/education/?ID=realdeal>

**Summary:** Students learn the concept of intellectual property and identify ways to overcome piracy and counterfeiting. Students also practice basic computer and research skills using library and Internet resources.