

How2 use MS Publisher to create your poster

What is MS Publisher?

Microsoft Publisher is part of the Office package, and is a program that makes it easy for users to create more complicated documents than you can make in MS Word using something called desktop publishing.

For example, you can create brochures, flyers and fancy reports in Publisher, with a range of templates available in the software.

The main difference between MS Word and MS Publisher is that Publisher uses layouts that are already organised for you. So you click inside boxes to change images, or edit text. This makes it easier to lay things out – if you have used MS Word to make a document with text and images, you have probably found out that sometimes it can be hard to get it to look really good. When you start to move one thing, everything else moves too! Publisher stops that from happening.



This How2 introduces you to MS Publisher and how the templates work.

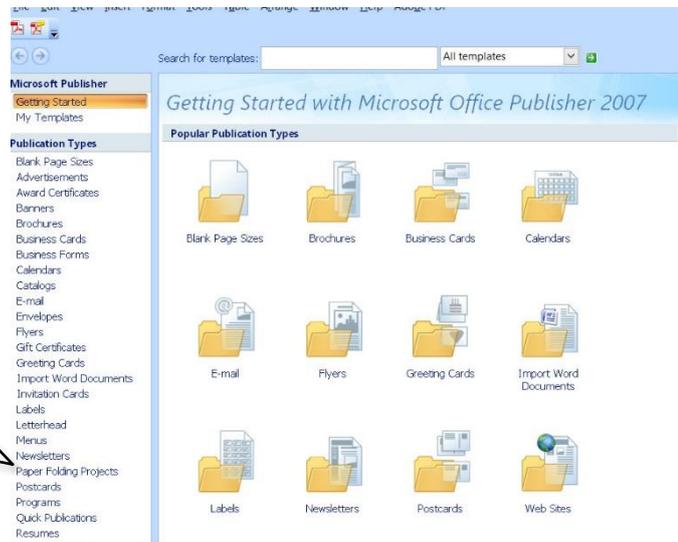
Finding MS Publisher

The MS Publisher program can be hard to find – it comes with the Office suite of products and, if you have a copy, it can be found when you click on Programs>Microsoft Office from the Start menu in Windows.

When you have found it, click on it to open.

The opening window in Publisher 2007 shows you all the different document types that templates are available for.

Posters aren't mentioned, but there are other document types which would work. Flyers or advertisements could work. Note, there is even a 'Paper Folding Projects' option if you like origami!



Flyers

Newer Designs • Classic Designs • Blank Sizes

Microsoft Office Online Templates

View templates from Microsoft Office Online

Newer Designs

Informational



Clicking on the Flyers option brings up lots of different templates.

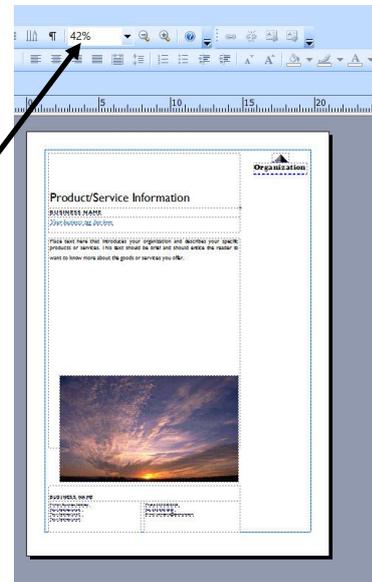
Click on Advertisements to see those templates, too.

You could also select Blank Page Sizes and start from scratch. Practice first, though, with a template that is already laid out to get some experience in typing into an existing layout. Choose one of the Flyer templates to have a go.

Typing into a template

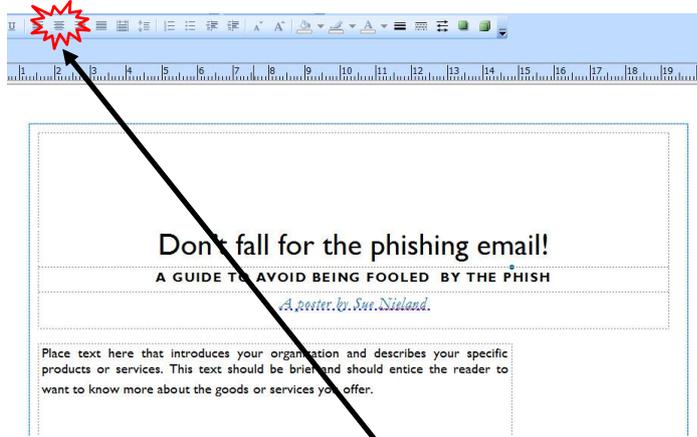
Choose one of the flyer templates to get started. It will open up looking quite small – you can change the size by changing the percentage value at the top of the window to a bigger number. If you go to 100 percent, you will have to scroll a bit to see all of the document.

You will see the template has some strange text already in – for example, ‘Product/Service Information’. Don’t worry about this – you can easily click on this and change it to something more sensible!



Highlight the text you want to change – here the title ‘Product/Service Information’ and then start to type your replacement text. Here I have changed it to ‘Don’t fall for the phishing email!’.

If there is text you don’t need, just delete it – you probably don’t need ‘Business Name’! Or you could type in something that explains a bit more what the poster is about – ‘A guide to avoid being fooled by the phish’. And where it says ‘Your business tag line here’ you can type in your own name.



You can also change the shape of some of the boxes. This template has a place for an organisation’s name and logo in the top right. Click on it to select it and then delete it. That leaves a big space on the right.

Click on each of the text boxes where you have typed in already and make them bigger by dragging their right-hand lines across. Try to make sure they are all the same size. You can centre the text in your poster by highlighting each

line of text and clicking on the ‘Center’ align button at the top of the window.

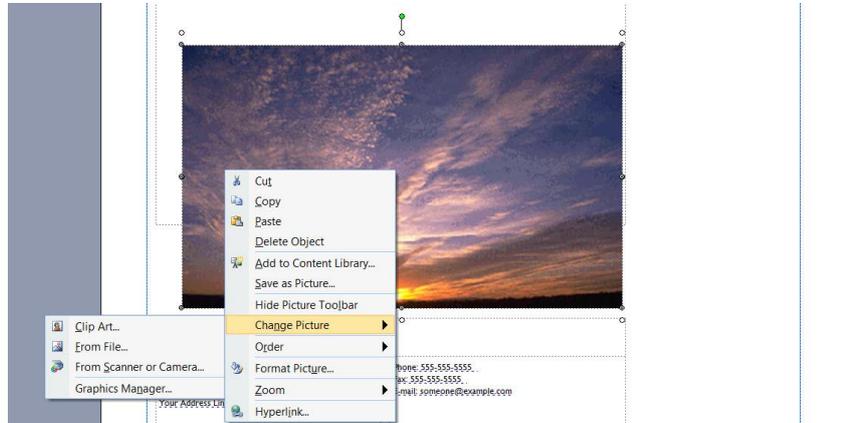
You can continue to add more to your poster by clicking into each box, highlighting text that is already in there, and typing over it.

Changing the image on the flyer

You can change the image on the flyer to one that works better for your poster by right clicking on it and selecting 'Change Picture'.

You can choose a clip art image, or you can scan an image, or take a photograph from the camera.

It's easier, though, to work out which image you want to include beforehand and then save it somewhere safe on your computer. Then you can select From File and browse for it.



If you have used PowerPoint to create your email (which is a good idea) and saved it as a jpeg, this could be added to your poster. So you could create the email in PowerPoint and then save it as a jpeg (using our How2), and include it here. You can easily resize it, too, to make it a bigger feature on the page.

The things that don't work so well in Publisher

What isn't so easy in Publisher, though, is adding callouts, or speech bubbles, which are easily added in MS Word and MS PowerPoint.

You can add text boxes easily (click Insert on the top toolbar and choose Text Box) but you can't easily add arrows or anything else that highlights particular features of your email. So you will have to explain the image in text above or below it.

BUT, MS Publisher is a very exciting program which could get you creating all sorts of different documents. And it's really worth checking out the 'Paper Folding Projects' even if you're not a lover of origami!