

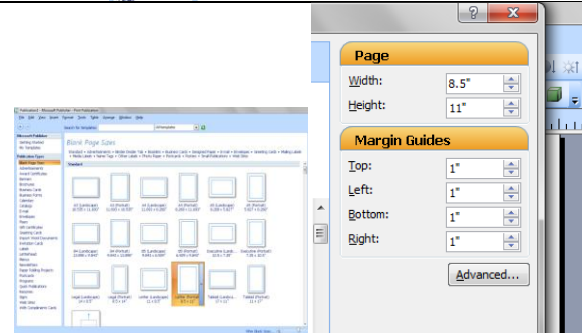
Creating a Flyer with Publisher

Part A

Open publisher and select “Blank Pages” Click on the save Icon and save this to your publisher folder and entitle the file Publisher project 1 part a followed by your three initials (first name, middle name, last name)

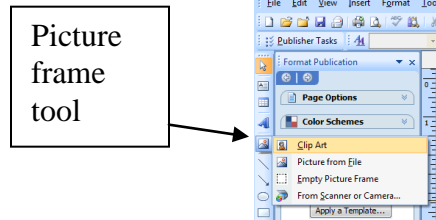


Select paper size as “letter Portrait” 8 ½ x 11. Leave all of the information on the right side of the screen alone. Click the create button in the lower right hand corner of the screen.



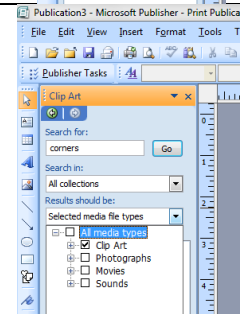
When the page opens, go to page set up and on the right side change the margin guides to .5 all the way around

Click on the picture frame button on the left of the screen. Then select clip art.

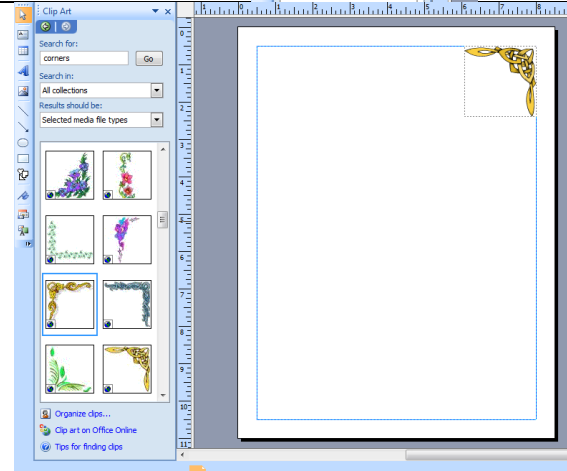


Type the word corners in the search for box, make sure that in the “search in” box you have “all collections” selected, in the “results should be” select only “Clip Art” should be selected.

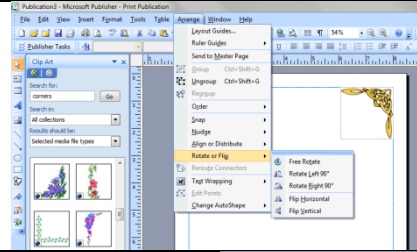
If you don't find what you want, think of other possible things you could call what your are searching for.



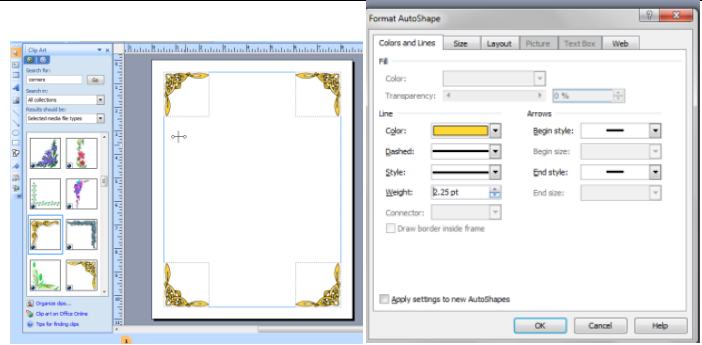
Select a corner and drag it to the upper right corner and line it up with the margin guides. With the corner selected copy the corner and copy. Move your cursor in the general area where you are going to paste it and click paste.



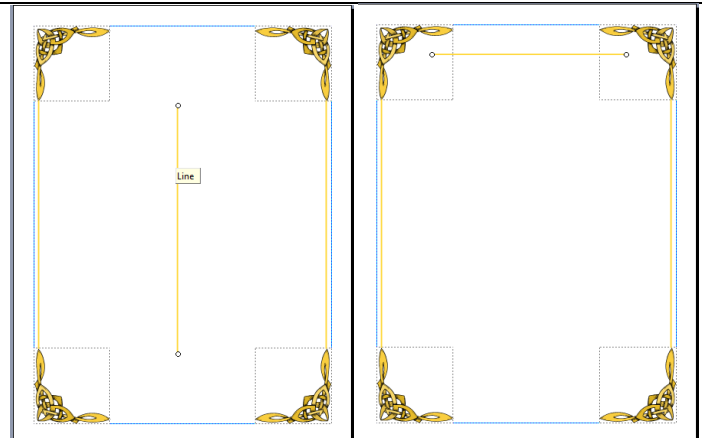
Select arrange from the menu bar then “rotate & flip” so that you get the corner in the correct orientation for that corner. You may have to first rotate and then flip to get the image orientated correctly for that corner



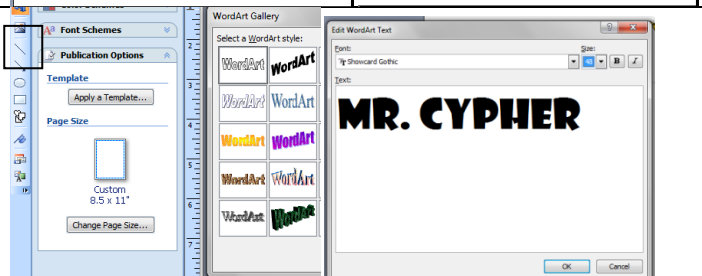
Select the line tool from the tool bar on the left. A cross hair will appear, draw a line from the end of the corner to the next corner. You may want to increase you zoom so that you can see the connection better. With the line selected right click and choose format auto shape. In this menu you can change the color to one that matches the corner. You can also increase weight to make the line bolder. When you have the first line the way you want it, copy it and move it to the opposite side. .



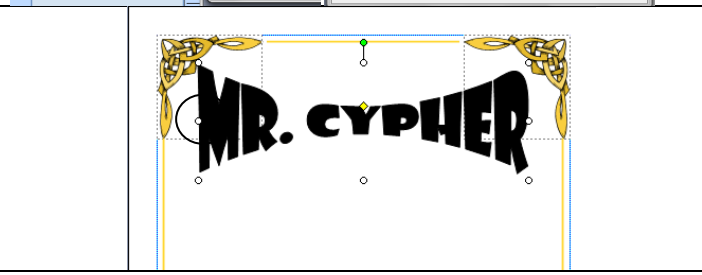
Paste another line in the center of the document, then click on the arrange tab, select rotate and flip, then rotate the line 90 degrees. Place cursor on one of the handles of the line and shorten it so that it will fit between the corners that have not been done yet. Place the cursor in the middle of the line getting the 4 headed arrow and slide the line up in place. Adjust the line that that it fits correctly between the two corners. Once that is finished copy and paste this line on the opposite side.

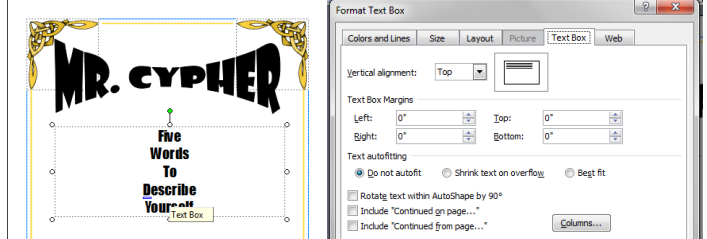
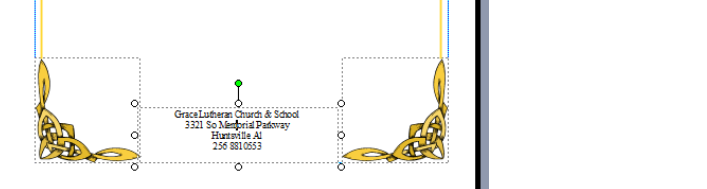
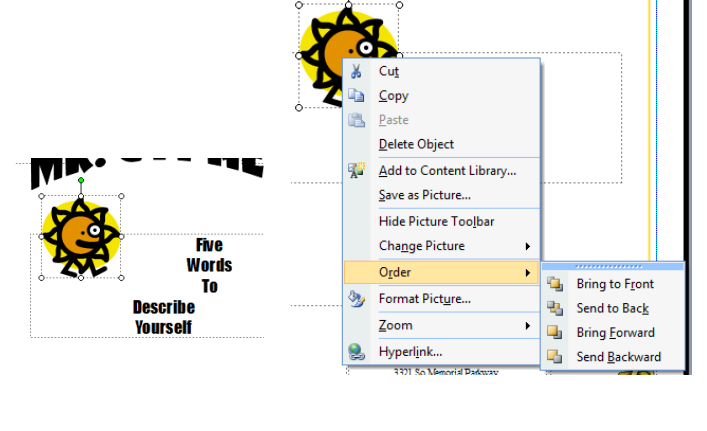


Select the word art tool. Then select the top one in the 4th column. When you select it the “Edit word art” menu will appear. Change the font to “showcard Gothic” and the font size to 48. Then type in your first and last name.



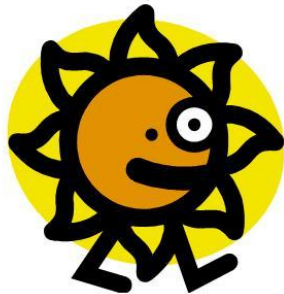
Using the middle handles on each side stretch your name across the page. Using the four headed arrow move the word art up to the top of the page so that it fits between the two top corners



<p>Insert a text box as shown, set your font to impact, with a font size of 28. List five words that describe yourself. With the text box selected, right click and choose “format text box” Then click on the text box tab. Change all of your margins to zero. Then reduce the size of your text box so your words just fit.</p>	
<p>Select all of the words in your text box and change them to a color of your choice.</p>	
<p>Insert a text box between the bottom two corners and insert – Grace Lutheran Church and School, 3321 So. Memorial Pk.256 881 0552</p>	
<p>Insert clip art that best describes each of the 5 words that describe you.</p>	
<p>When you insert it the word will probably shift. This is because the picture is on the same level as the words. You need to select the picture (if not already selected) then right click and choose order. After choosing order send the picture to the back. This will let the words come back to their original order.</p> <p>Continue doing this until you have put in all five pictures.</p> <p>Use your picture tools to reduce the size of the pictures or to crop it.</p>	
<p>Save your project. Then print your project and turn into Mr. Cypher with your full name, date, and class written on the back of the picture.</p>	



MR. CYPHER



Five Words To Describe Yourself

Grace Lutheran Church & School
3321 So Memorial Parkway
256 8810553