A Very
Warm
Welcome
to the
Exciting
World of
Computers

Let's get
Started
– It's easy
with my Step-
by-Step
Instructions

Step - by - Step
Tutorials

These Step-by-Step Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:


Course Originator and Author: Morna-Dawn Jacobs

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Step-by-Step Tutorials – Greeting Cards

Microsoft Publisher 2003 is a really fun and practical software program that allows you to create professional quality newsletters, brochures, flyers, postcards, calendars, award certificates, calling cards, paper airplanes, origami – and a whole lot more great “things.” Interested?

Well what are we waiting for, let’s get started:

1. Click on Start
2. Hold you mouse pointer over PROGRAMS - another menu will pop up
3. Look for Microsoft Office, again hold your mouse pointer over it and when the menu pops out to the left
4. Click on Publisher 2003

Note - on the left hand side of the screen, this is called a Task Pane.
Remember the name ...........

Publisher will open on a page that looks like the graphic above.

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On the left side of the screen you will see the New Publication Task Pane (like the image on the left). We will select the

**Publications for Print choice**

5. Move your cursor over Publications for Print and click the left mouse button.
The Task Pane will change to look like the image on the left. We’ll use the New from a design Task Pane to create each publication.

In this lesson, whenever I indicate that you need to click a mouse button, it will mean to click the left mouse button – unless I indicate that you should click the right mouse button.

Using the Microsoft Publisher New from a design list

6. Click on Greeting Cards in the New from a design list.

7. Then click on Holiday

8. Next click on Christmas card No 2 (displayed in the main screen)

Notice that when you clicked on Greeting Cards and then Holiday in the Task Pane, each time the main screen showed you Greeting card template design styles for a number of different cards (thank you, birthday, Christmas, we have moved, etc.).

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Don’t forget to stretch your neck, back, legs and fingers.. and RELAX this is supposed to be fun - not torture!

9. A Microsoft Publisher information screen may appear – (similar to the one below). Click-on OK

If that screen appears, click OK, and the Personal Information screen will appear (see right). If you do not see the image above, click-on Edit in the Menu Bar and then click Personal Information. The details you enter here will appear on your greeting card later .... trust me for now (smile).
You can enter your information, at any time. Click on this ‘V’ to see the drop-down menu. Notice that there are **four** choices in the upper left corner - there’s Personal Information, Primary and Secondary Business, Other Organization, and Home/ Family. As you click a choice, your personal details can be entered in the area below.

We are going to select *Home and Family* today.

**DO THIS**

10. Click on HOME & FAMILY

11. Fill in your Name, Address and phone number.

Don’t forget to delete any other wording in the boxes (use the BACKSPACE key to delete)
12. Fill in your family or personal motto in the tag line - be creative at this point just whistle a tune, smile at your neighbour and be happy ....

13. Click OK (or Update) when you are finished.

When the Personal Information menu screen closes, notice the Greeting Card Task Pane on the left of the screen has changed to reflect “choices” - on how to enhance your Card. We’ll start “at the top – and – work down the Task Pane.

14. For this lesson let’s choose the “Banded” design. Click on Banded

15. Then look further down and at the ‘Verse Options’ click on ‘Select a suggested verse’

16. The Suggested Verse Window will pop up. Look through the verses and choose one that you like and click on it.
17. Now look at your second option in the Task Bar on the left and choose 'Page Options'. Click on the 'Quarter-page side fold'.

We have already chosen a Christmas card, so we will skip the 'Card Gallery' and move on down to the next option.

18. Click on Color Schemes. You have a fairly large selection of colors here. Click on a few of them before you decide which one you prefer.
Ok? Let's move on down to the next option

19. Click on **Font Schemes** - select another font scheme if you like or just leave it. We can change the font style at any time if we decide on another one later.

20. We can now close the Task Pane and free up some screen space. To close the Task Pane just click on the little X - see graphic below:

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23. Hold the mouse pointer over the word PICTURE and another menu will pop out

24. Click CLIP ART

25. A new menu will pop up.

26. In the ‘Search for:’ box type – CHRISTMAS

27. Click on the word ‘GO’

28. You should now be able to select a graphic of choice. Click on the graphic to select it

29. The graphic will now appear on your card. Use your creative skills here.

Insert as many pictures as you want, size them and move them around to where you want them by clicking the picture or just one corner and dragging it around. Experiment!!
30. Now we are going to change the **FONT COLOR**. Highlight the words “Merry Christmas”.

Do you remember how to do this? Hold the left mouse button down and drag the mouse pointer over the words.

31. Now that we have selected the words we want to change, click on the **FONT COLOR** icon on the top toolbar.

32. Then click on **MORE COLORS**
Step-by-Step Tutorials – Greeting Cards

33. This menu will pop up. Click on any color you like and then click ok. Or, be brave, and click on the other tab called Custom and experiment there. When you have made your decision –

34. Click OK

Ok – Let’s move on now. We need to do something creative on the inside of the card.
35. Look at the bottom of your screen, you will see the numbers 1 2 3 4 - those are the page numbers of your card. Click on Page 2

36. If you want to change the inside verse, you need to bring back your TASK PANE. To do this:
37. Click on VIEW
38. Click on TASK PANE
39. Click on GREETING CARD OPTIONS
40. Remember this WINDOW? Click on the “Select a suggested verse .....
Let’s put a nice little graphic inside the card as well

41. Do you remember how to get the graphics? Click on INSERT, then click on PICTURE, then click on CLIP ART
42. To select and insert a graphic - just click on it
43. Move and size the graphic to suit (left click on graphic, hold down left button & drag graphic to where you want it).
44. To resize the graphic, right click on graphic
45. Click on Format Picture
46. Click on the tab that says Size
47. Ensure that there is a check in the Lock aspect ratio
48. Click on the little up or down arrow to resize.
49. Then click on the Layout tab
50. Click on Tight
51. Now move the graphic to where you want it to be placed

Last lap! Let’s go check the back page

52. Click on the page 4 at the bottom of your screen. This is the back page of your card. It should read:

Made especially for you by: your name should appear here.

53. Again you can change the Font Style and Color. Let me show you how:

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54. Highlight all the words

55. Click on the FONT COLOR ICON on the tool bar. If you are not sure which one it is, slowly run your mouse pointer over the TOOLBAR and wait for the little text box to pop up and show you what each icon does.

56. Click on a color of choice.

57. Now let’s get a bit fancy with your name. Only highlight your name

58. Again run your mouse over the TOOLBAR until you find the FONT text box. Click on the little black arrowhead, a drop down MENU will appear.

59. Look for the font called Lucida Calligraphy it will change your name to look like this.

60. Last one … run your mouse over the TOOLBAR and look for the text box that says FONT SIZE. Click on the little black arrowhead for the drop down menu. Click on the number 16.

Congratulations!

That’s it folks! You have now completed your masterpiece.

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All you have to do now is print your card – have a look around stationary shops and check out the variety of paper you can choose from. Be creative …..

Why not make a collection of cards in your Greeting Card FOLDER on your computer at home. People love receiving cards with photographs of loved ones or even themselves! These never get thrown away like the ones you pay a fortune for at the shops.

See the next page for a quick summary of this lesson. Perhaps that is all you will need to nudge your memory.

Happy card making …..
QUICK SUMMARY OF LESSON:

1. Open Microsoft Publisher & click on:
2. Publications for Print
3. Greeting Cards
4. Holiday
5. Christmas No 2 or 3
6. Delete Graphic on card
7. Insert (Picture)
8. Get graphics from Clip Art or use your own photos
9. Select a graphic by clicking on it
10. Click on INSERT
11. Be creative now, change the font size and color, try to do a fancy border
12. Change “SUGGESTED VERSE”
13. Insert graphics on pages 2 and 3