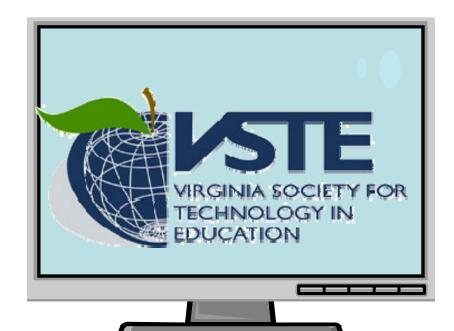# The Hidden Treasures
of
Microsoft Publisher

Jennifer Durkin
Charles Hinsch

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The Basics

- All Text and Picture Boxes
  - Easily moved around and resized
- Use a Publication Template or Create Your Own Using Blank Publications
- Design Sets can be used to create Stationary Sets

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Publications for Print

- Awards Certificates
- Banners
- Brochures
- Business Cards
- Calendars
- Flyers
- Labels
- Letterhead
- Newsletters
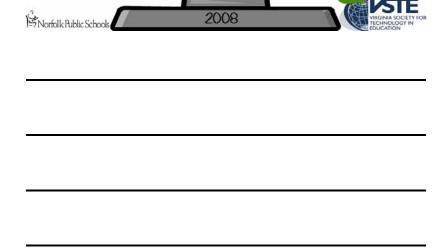- Postcards
- Greeting & Invitation Cards
- And More

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Any Questions?

- Jennifer Durkin
  - jldurkin@nps.k12.va.us
- Charlie Hinsch
  - cwhinsch@nps.k12.va.us

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Directions for Merge

- Tools – Mail and Catalog Merge
  - wizard will appear on the left
- Select Data Source
- Browse to find Excel file
- Create Document and insert the Column Heading as text or picture
- When you Complete the Merge, the information will all fill in correctly

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Working with Templates

- To change text, simple click in box and change the text
- To change a picture, double click on a picture to choose another picture file
- Delete anything you don't need by clicking on it and hitting delete

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Blank Publications

- Postcard
- Business Card
- Book Fold
- Side Fold Card
- Top Fold Card
- Tent Card
- Poster
- Banner
- Index Card

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Mail Merge

- Individualize Documents with personal information
- Create a Data File in Excel with a header row
- Create Publisher document and Merge necessary information to personalize
- Merge Pictures by hyperlinking them in the Excel file

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Creating Templates for Students

- Color Code Preset Text Boxes
- Add Blank Picture Boxes
  - All you need to do is double click to add a picture from a file
- Auto Fit Text Boxes
  - Format – Auto Fit – Best Fit or Shrink on Overflow

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Tips for Making Books

- Book Fold
  - Use for half page books
  - Change Page Settings to change to Landscape
  - Print 2-sided if possible
  - If you can only print 1-sided, you will need to turn every other page upside down to copy correctly 2-sided

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Business Cards & Index Cards

- Use Page Settings to change number of cards per sheet (Change Copies Per Sheet)
- For 12 Business Cards on 1 page
  - .25" for the Margins and 0" for the Gaps

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Basic Tips

- Files can only be opened in the version as they were created in, but you can save it is a Picture File before sending it to someone else
- When creating multiple pages using the same template – create the template and then insert duplicate pages

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