**Microsoft Publisher Directions**

**How to log on to Microsoft Publisher**

1. Click on the start button () located in the bottom left corner of the screen
2. Click on All Programs
3. Find the folder titled Microsoft Office and click it
4. Click on the Microsoft Office Publisher Icon within the menu

**How to use Microsoft Publisher**

1. Click on the Microsoft Office Publisher Icon on the desktop.
2. Click on the newsletter Icon at the bottom of the “Getting started Page”.
3. Quickly find a Newsletter Layout that you like. Each newsletter comes with 4 pages and you can adjust the color for each. Please do not worry about color right now. Just find a layout and style that you like.
4. Next, come up with a creative title.
5. You need to go through and decide how you would like your layout to look. Think about where you want your paragraphs at.
6. Once you decide where you want everything at, you can begin typing your paragraphs.
7. Once your paragraphs are complete you may add in pictures and change the color.
8. Next, make sure you include the table of contents on the front page.
9. Finally, you may begin working on your cover page.

**Publisher Tips**

* To make the screen bigger hit the F9 key.
* To add a text box for a picture follow these steps:
  + Insert- Text box
* To add clip art follow these steps:
  + Insert- Picture- Clip art
  + You can then do a search for what you are looking for.
* To change the color scheme of your magazine follow these steps:
  + Format- Format Publication
  + A tool bar come up on the left hand side of the screen. You can then change fonts and colors.

**Tips to Remember**

* Magazines should look neat and readable.
* The fonts should be a basic font- No cursive, easy to read, and no bigger than 12 point size.
* Your magazine should have a good mixture of pictures and text. Too much text or too many pictures can overwhelm a reader.

**Cover Page**

* The cover page needs to represent you! You can do this in many different ways. Please talk to me about your ideas FIRST!