

Using Computers

Word Processing Module

Task 9

Producing a poster using Microsoft Publisher

Many of the posters and documents that you looked at are produced using a more advanced form of software known as a desktop publishing package. Posters should have a clear eye catching title to draw people to read it. More detailed information can be included in smaller text for people who wish to read it. Think of the posters you see around the town; A poster advertising an event such as a concert would have the name of the artist in very large lettering, the details of when and where the event was taking place would be in smaller lettering – the assumption being that people who interested in the artist will take time to read the details.

Task 9

Produce 2 posters:

- 1 A poster to recruit union members into your union. You may want to access the internet to research information on the benefits a union member.
- 2 A union poster promoting the various IT courses we offer at the College.

Include a range of colours, pictures and word art.

Methodology

To gain access to Publisher, click Start, point to Programs and then click Microsoft Publisher. This will then open up the New Publications Task Pane.

One of the simplest way is to create a poster is by selecting By Blank Publication. On the main page select Full Page. You are now ready to create your design.



Explore the items that appear in the left hand pane and see what the different designs.

Quick Publication Options

Publication Designs

Colour Schemes

Font Schemes

Layout

Depending on your publishing needs, skills and experience, you can choose to modify your publications using the tools and toolbars. Each publication type has a unique set of wizards. More complex publications, such as newsletters or catalogues, have more wizards than simpler publications, such as business cards and letterhead. Keep task panes shown on your screen as these will help you when creating your design.

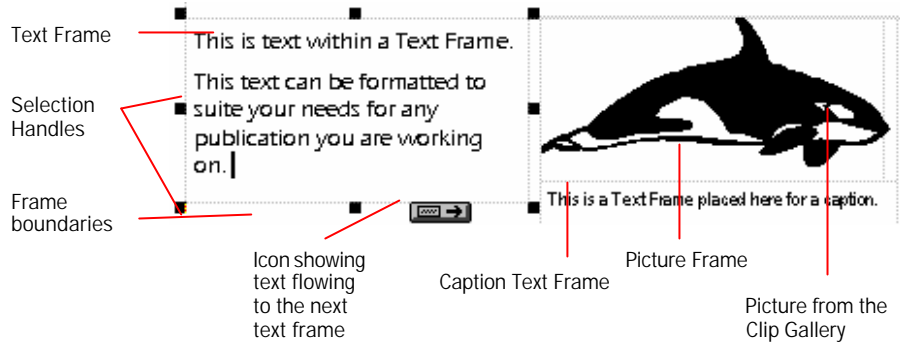
The Objects toolbar is located on the left side of the screen and can also float on the screen. You can also place it with other toolbars. The Objects toolbar contains buttons that help you create frames, place objects, and format for the web.



Working with frames (i.e. inserting text)

Word-processing programs, such as Microsoft Word, allow learners limited control over page layout. In Publisher, you have much greater flexibility because all objects on a page are contained in frames.

You can add multiple frames for different types of information or objects, such as text, pictures, tables, or WordArt. You can also resize or move frames to create the desired layout for your publication.

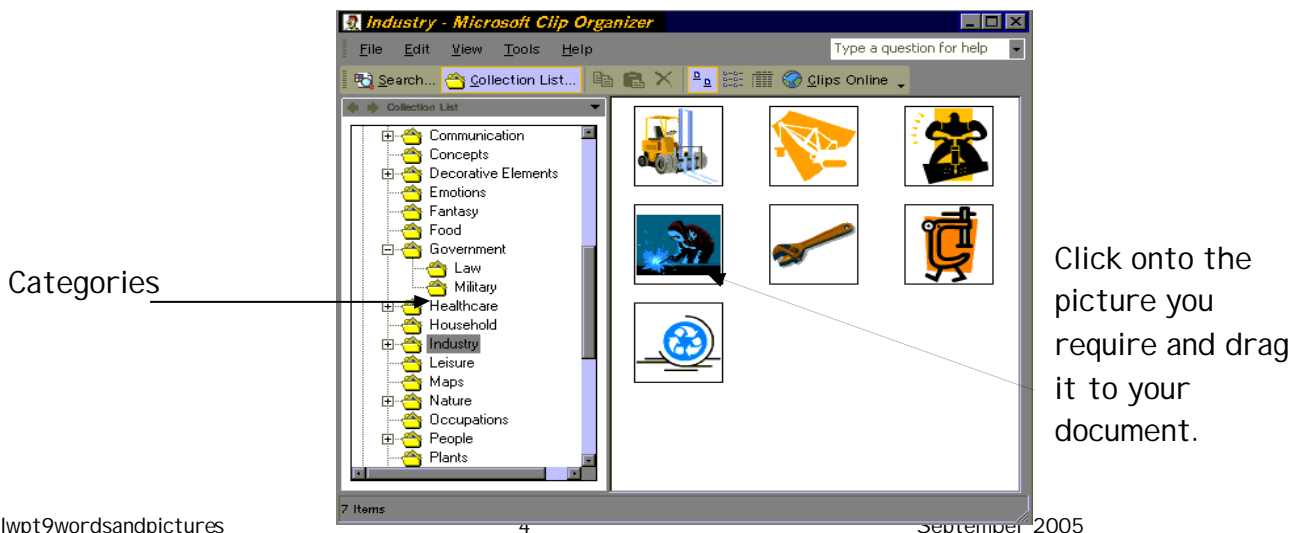


Click onto the text box in the drawing toolbar and then move your mouse to your page and draw yourself a box.

Rearrange your text boxes by clicking on the box and then drag to the correct position.

Adding Pictures

- 1 Click on Insert → Picture → Clip Art
- 2 A task pane will appear on the right hand side of the screen. Towards the bottom, click Clip Organizer.
- 3 A collection window will appear. From this window, select Office Collections. A list of categories will appear. Scroll up and down on the right hand bar to see all the categories. Select the category by clicking onto the word.
- 4 To insert the picture. Click on the picture and drag it to your document. This will now need formatting to make it easier for you to resize and move around the page. (see positioning a picture).



Positioning the picture

- 1 Right click on picture and select Format Picture.
- 2 Select layout tab, click tight and then click OK.
- 3 Hover over the picture and a black cross will appear. Click and drag the picture to where you want the picture to sit.

Enlarging or decreasing the picture


- 1 Click on the picture until small circles appear around the picture.
- 2 Point the cursor to one of the corner circles until it changes to a 'double ended arrow'.
- 3 Click and drag the picture out to increase or in to decrease the size of the picture.

Word Art - Choosing things like this



- 1 Right click on Format and put a tick next to Drawing. A tool bar will appear like this:



- 2 Click the A  This will show various styles.
- 3 Select the design you want and click OK.
- 4 Another window will appear. Change the font and size if necessary. Type the text required and click OK.
- 5 You will now need to format the Word Art. See the previous page - Positioning a Picture. To move the text, click in the middle of the picture and a cross will appear. Click and drag the design to where you want it.
- 6 If you wish to change the style, double click and select edit text, then change and then click OK.