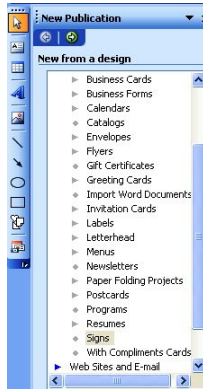


Creating a Sign in Microsoft Publisher



- ❖ Double-click the Microsoft® Office Publisher icon to start the program.



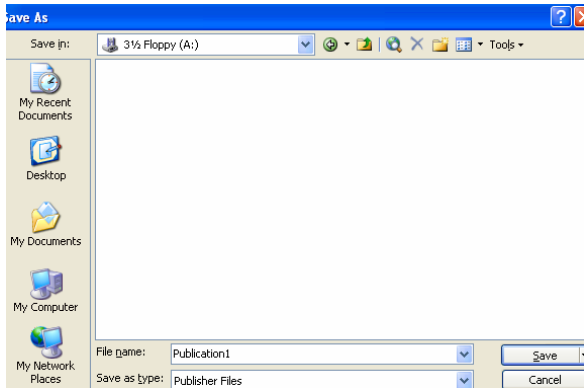
- ❖ In the New Publication wizard, click on Publications for Print. If the New Publication wizard doesn't appear when you first open Publisher, click on File, New to display it.
- ❖ Click on Signs.
- ❖ Look through the sign templates in the right window. Double-click to choose one, such as Garage Sale Sign #3.



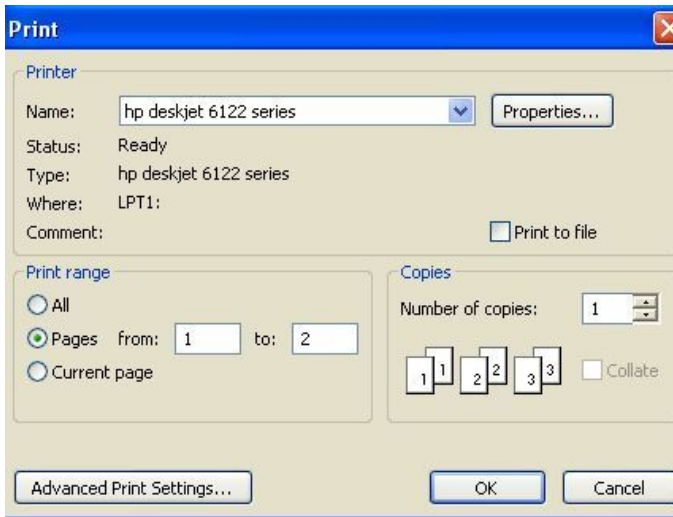
- ❖ Click on a different color scheme, such as Glacier. Use Publication Designs to choose a different sign or Font Schemes to change the fonts.



- ❖ Click in the text box to “describe your location by landmark or area of town.”
- ❖ Type your location, for example, 1940 Maple Street, West Chester.
- ❖ Click in the Date and Time areas and type the appropriate information.
- ❖ To change the font size in any of the text areas:
 - ❖ Select the text
 - ❖ Click on Font Size on the formatting toolbar at the top of the document.



- ❖ Click on File, Save As to save your sign. Save often to avoid losing your work.
- ❖ Insert a disk in the drive. Click on the down arrow to the right of the Save in: list box and locate your drive on the list.
- ❖ Type a name for your file in the File name text box and click on Save.



- ❖ Click on File, Print to print your sign. If you have more than one printer, click on the down arrow to the right of Name to select the appropriate printer. Click on OK to begin printing.
- ❖ Click on File, Save to save your document.
- ❖ Click on File, Exit to close Publisher.