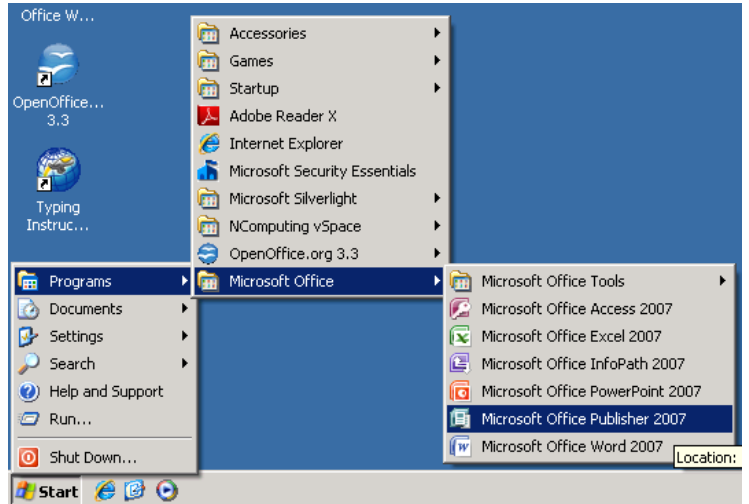


# Make Posters in Microsoft Publisher 2007

## 1. Open Microsoft Publisher...

- Start,
- Programs,
- Microsoft Office,
- Microsoft Office Publisher 2007

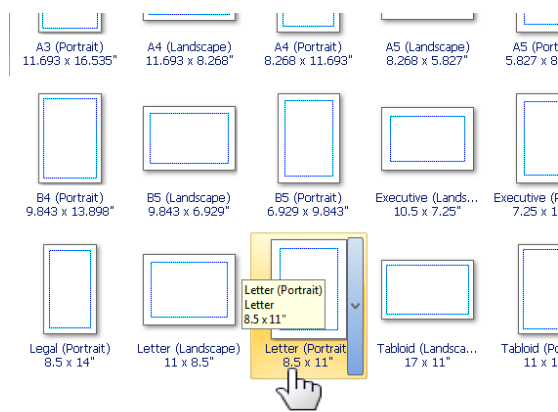


## 2. When **starting** the assignment for the first time...

### a) Click Blank Page Sizes...



### b) Click Letter (Portrait) 8.5 x 11"...

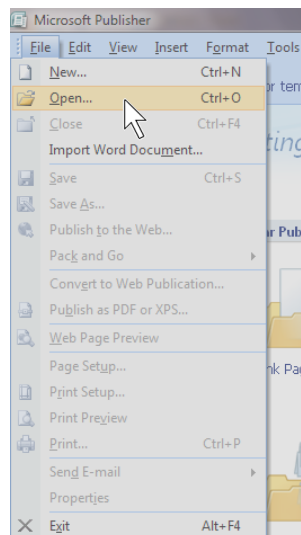


### c) Click Create...

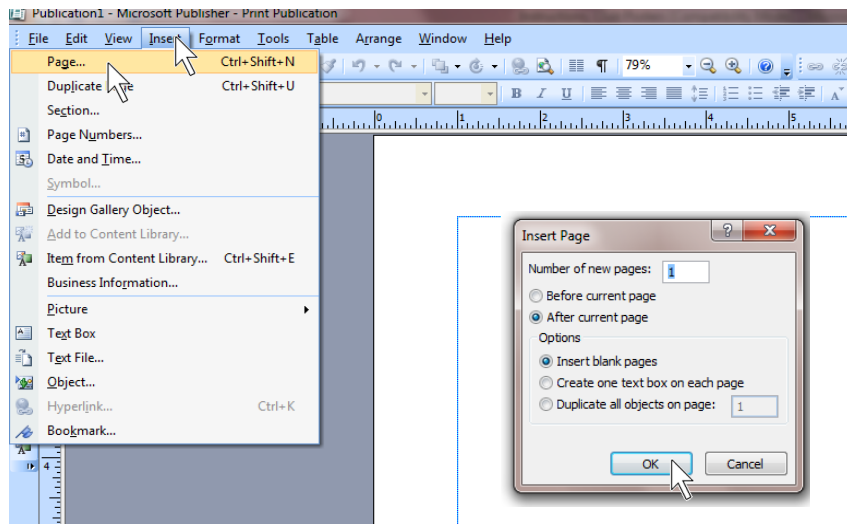


## 3. To **open** a file you have already started...

- a) Click the Open button,
- b) Switch to your home directory,
- c) Open the file.



4. You are going to make at least two **travel** posters. You are trying to convince other people to travel to some city, state, country, continent or place, real or imagined.
5. Add the next page for your next poster...



6. a) **Save** your posters to your home directory.  
b) Name the file **Travel Posters**.

7. Include the following on each poster...



Word Art ..... Using WordArt **once**; make a title that includes the name of the club.



Picture Frame.. Place at least 2 pictures on each poster.



Text Box ..... Use one or more text boxes.



Rectangle ..... Place a border around the edge of each poster.

**Follow the Word Processing Rules!**



**Text Box Button** – Click the button and draw a frame where you want your words to go. Use the Special Characters button ¶ in the tool bar to check your spacing. Use the Styles and Formatting tool bar to change fonts and sizes.

**Insert WordArt Button** – Pick the **WordArt**, type your text, and use the WordArt tool bar to design and make changes. Double click on your WordArt to change it.

**Picture Frame Button** – Click **Clip Art** in the menu. Type words in the Search For: field. Be patient, it takes a few seconds to search through all of the clip art.

**Rectangle Button (Border)** – Click the button and draw a frame where you want your **border** to go. Double-click on your border to change it and get border art.

7. If you are instructed to start a new poster, click...

- Insert,
- Page,
- OK

