

Microsoft Publisher Manual for Visual Scenes

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Website

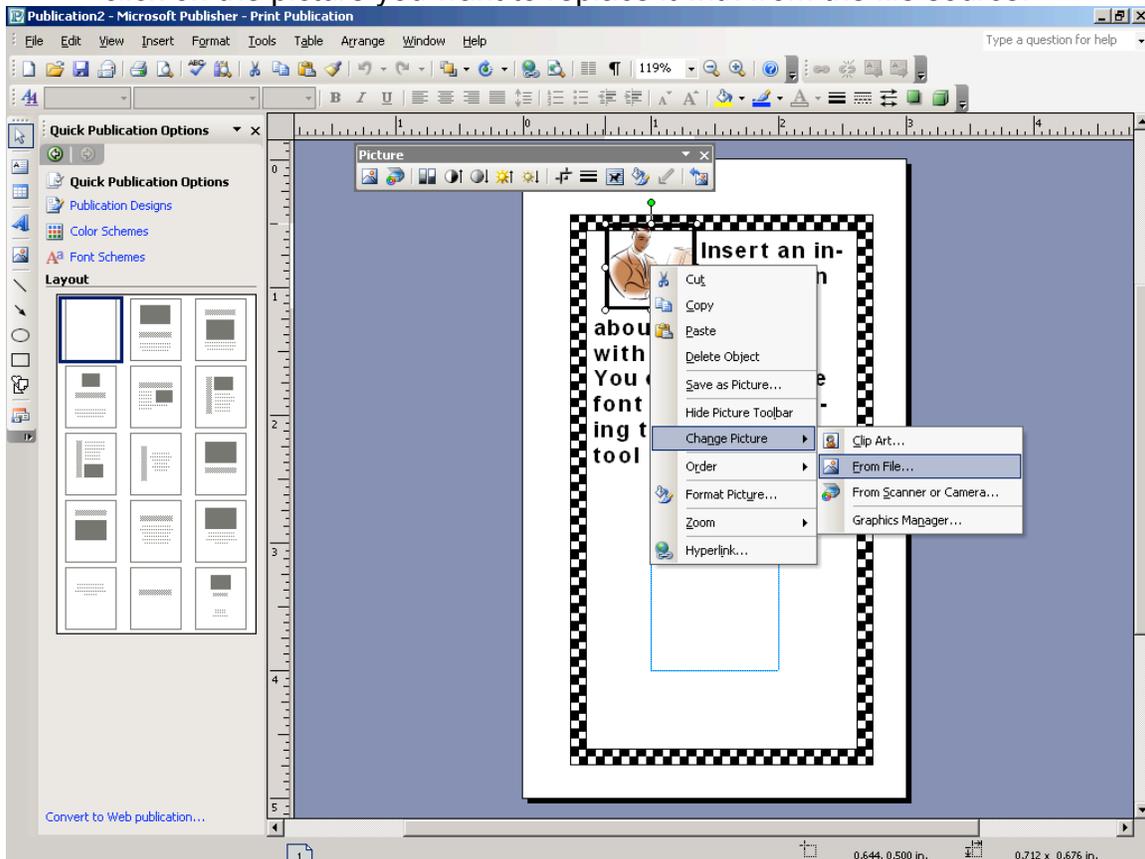
- These templates are for use with Microsoft publisher. This program is only available for PC and is not available for MAC.

Creating Templates from AAC UNL website

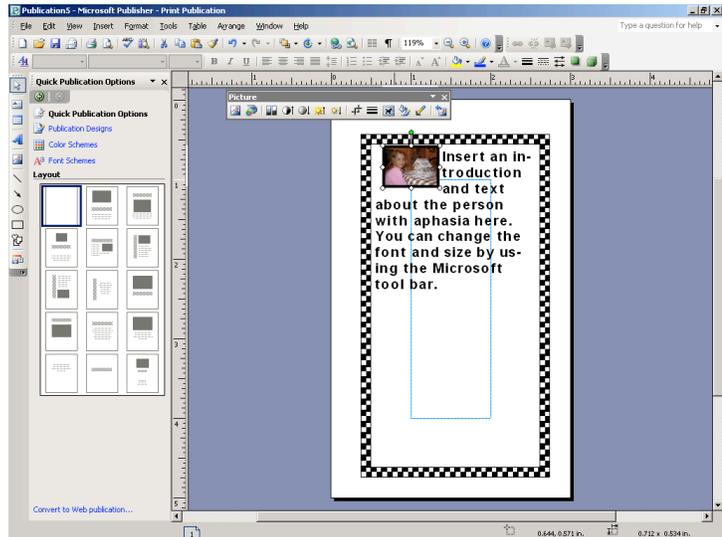
- Go to <http://aac.unl.edu>
- When you are on the website and click on the desired template it will automatically open and you can begin work
- Save your work as file on your hard drive where ever you prefer once you have customized it. As always it is a good idea to do frequent saves so that you do not lose your work. NOTE: once you have saved the work onto your hard drive you will not longer be working from the website.

To customize templates from the website:

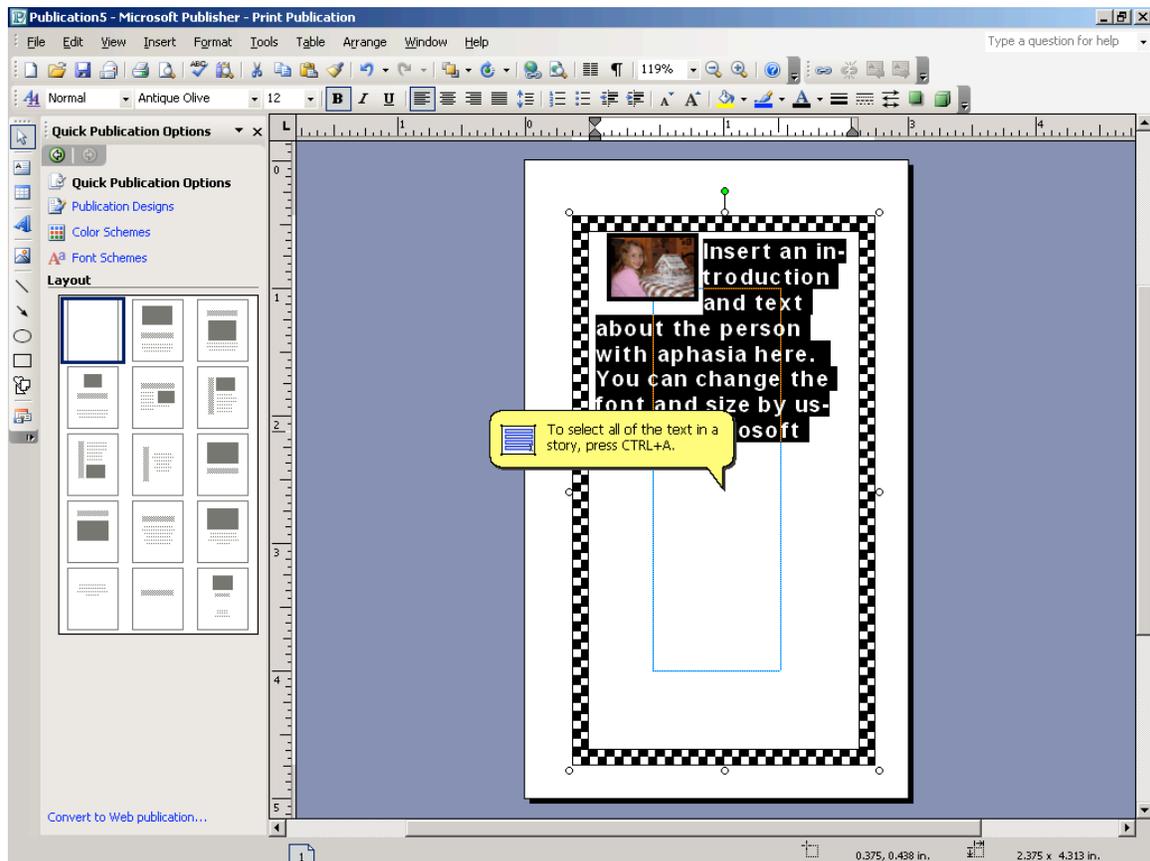
- When you have opened a template select a picture on the template and right click the mouse. Then chose “change picture” and from file. Then click on the picture you want to replace it with from the file source:



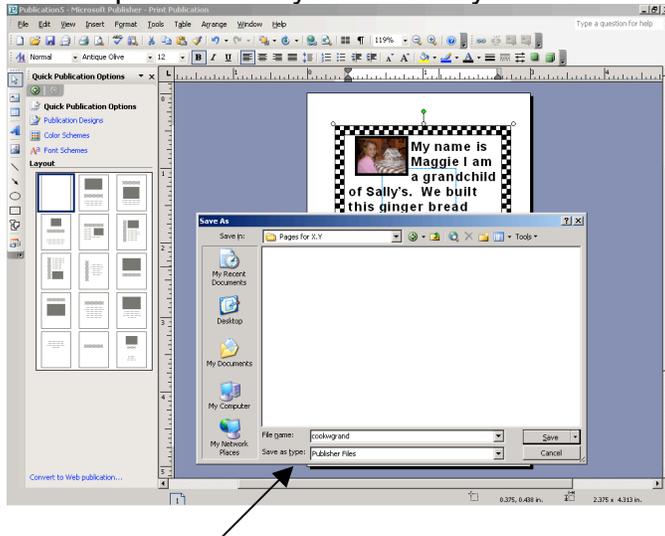
The picture will automatically resize to fit the template:



- To change the text use your mouse to highlight the text and then begin typing over the template text.



- When you have customized the page (or sooner to insure you do not lose your work) save the page as a Publisher page in a file folder on your computer where you will easily find it:

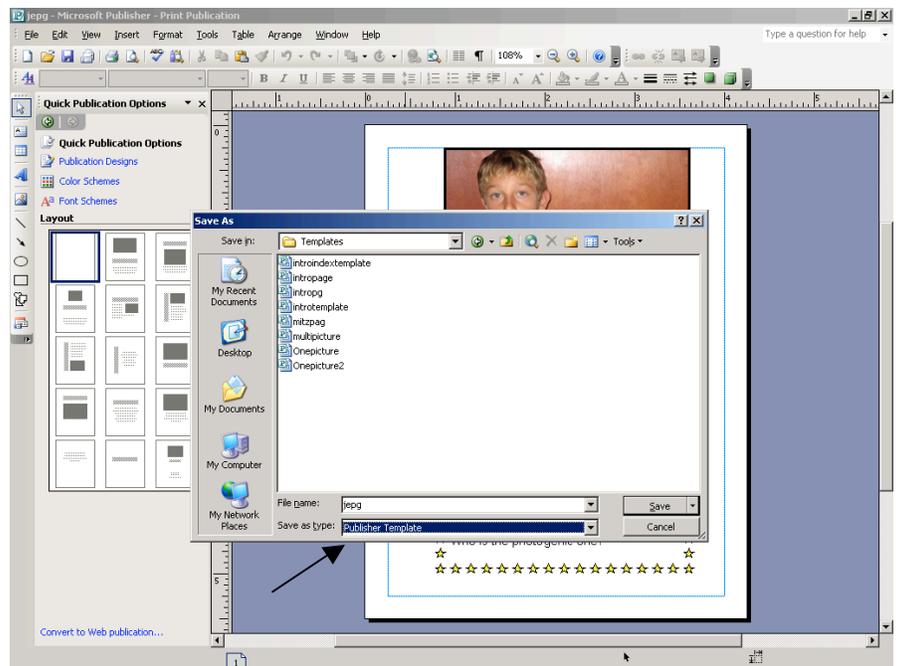
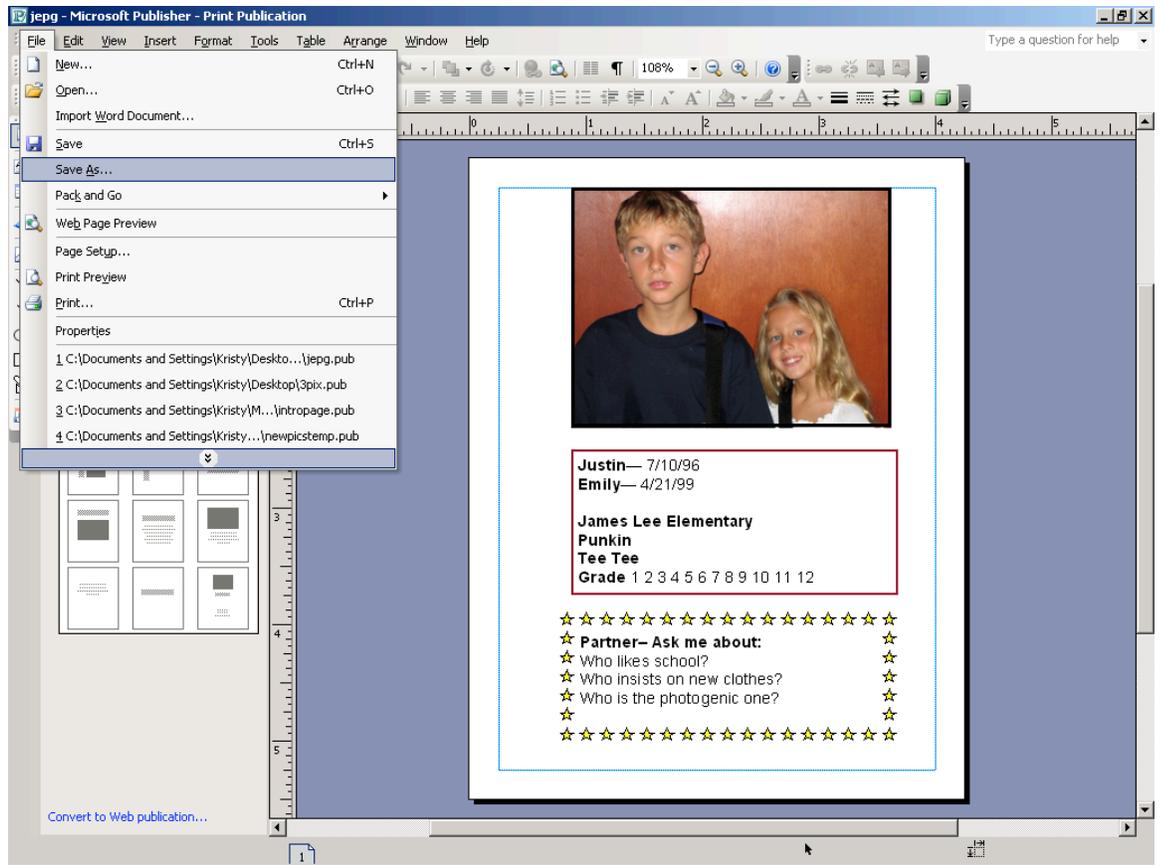


- Note "Publisher file" because it belongs to someone in particular. We recommend you keep pages for each person in a file folder of its own while abiding by HIPPA privacy regulations for your facility.

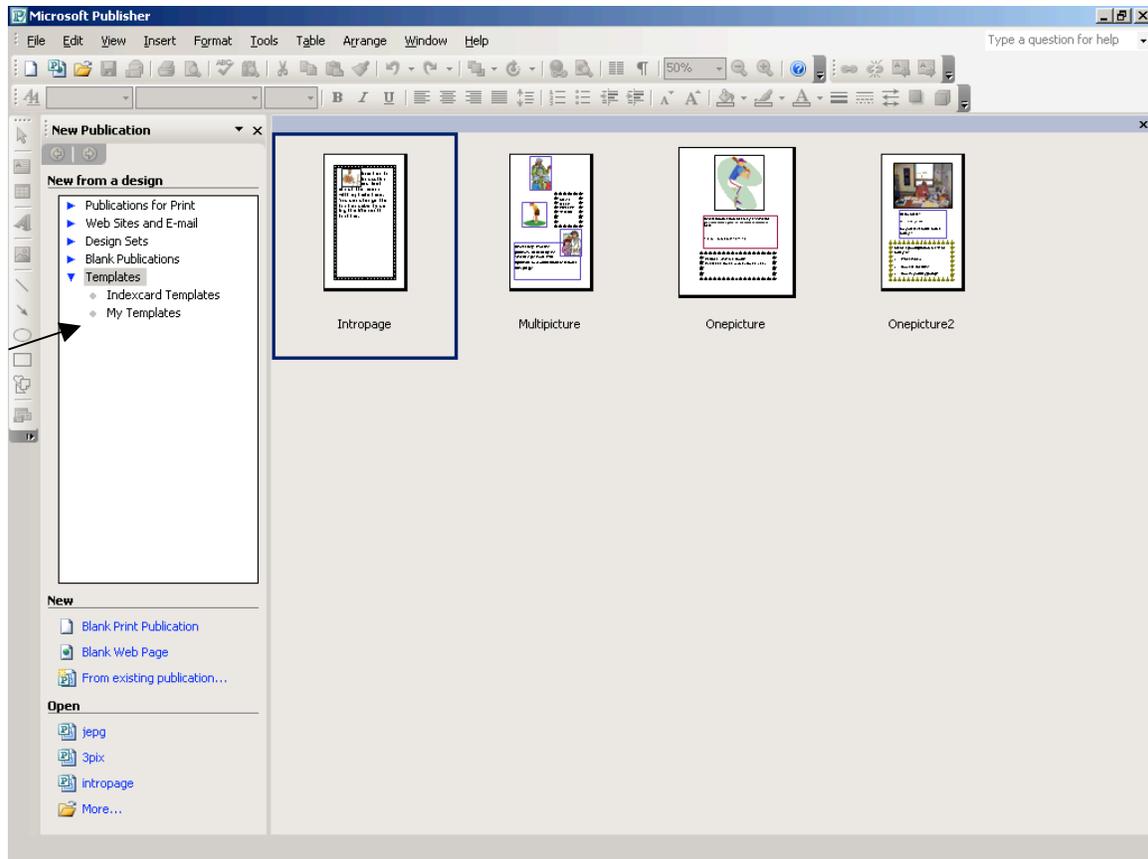
To save templates on your hard drive in Publisher

This will allow you to have the original documents on your hard drive and will allow you to use them when you do not have web access:

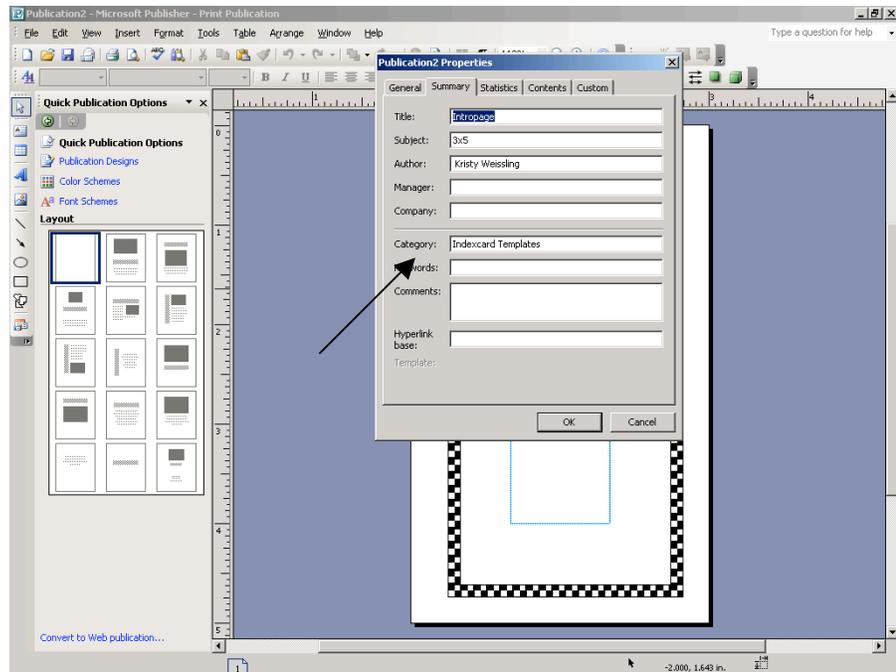
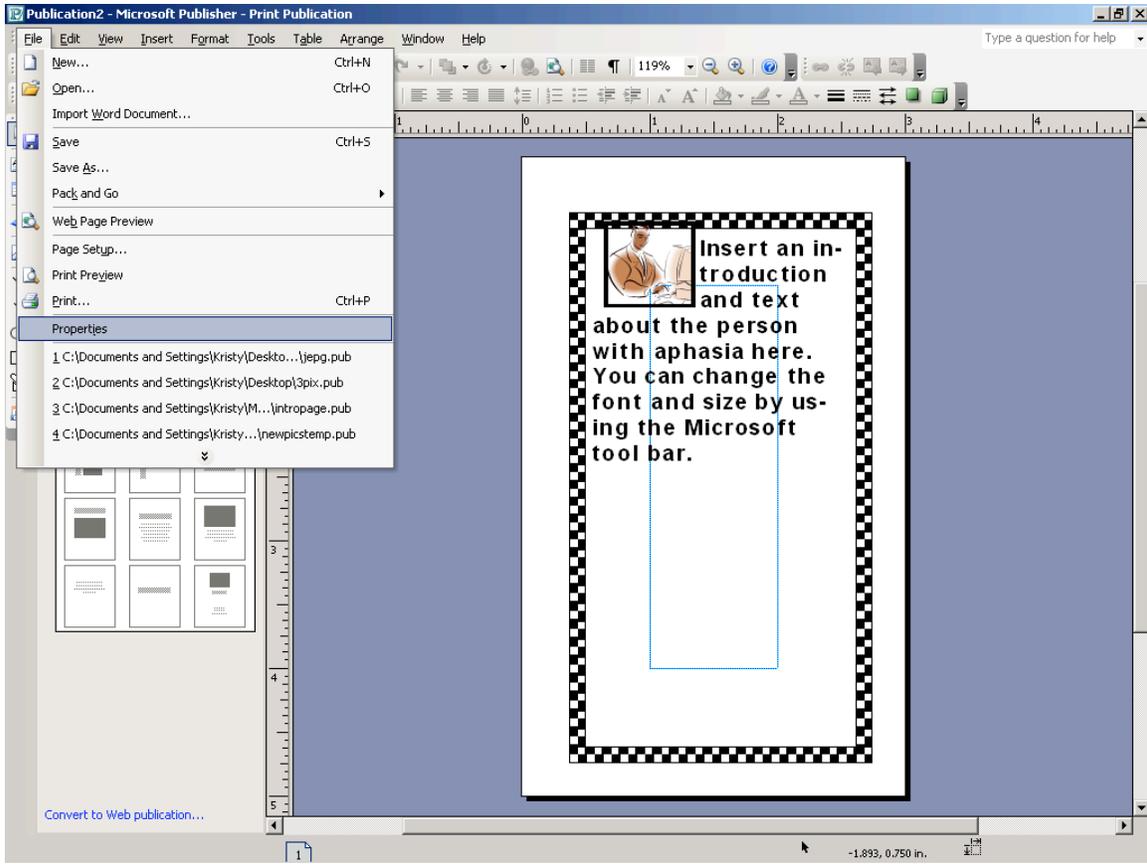
- Open a the template you wish to save on your hard drive
- Go to File > Save As and be save your Publisher file as a template. Change the "Save as type" to Publisher Template.



If you close out of Publisher then reopen Publisher and access the New Publication Task Pane File > New there will be a new Section labeled Templates > My Templates.



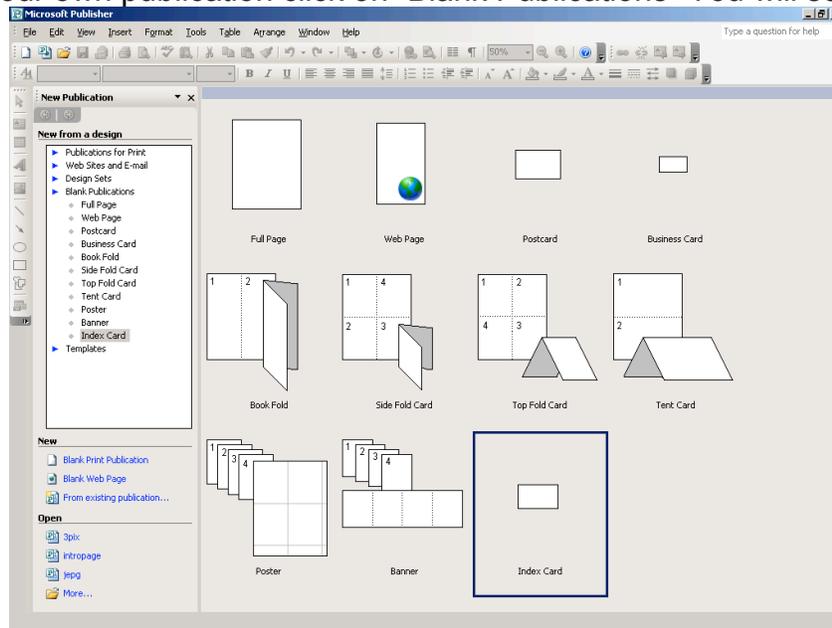
Open the template again. Go to File > Properties and access the Summary tab. Look for the section under the Summary tab called Category. This is where you will want to enter a friendly name that you want to appear in your New Publication Task Pane for this category of templates that you want stored. This will help you organize your templates.



Other ways to use publisher to create custom pages:

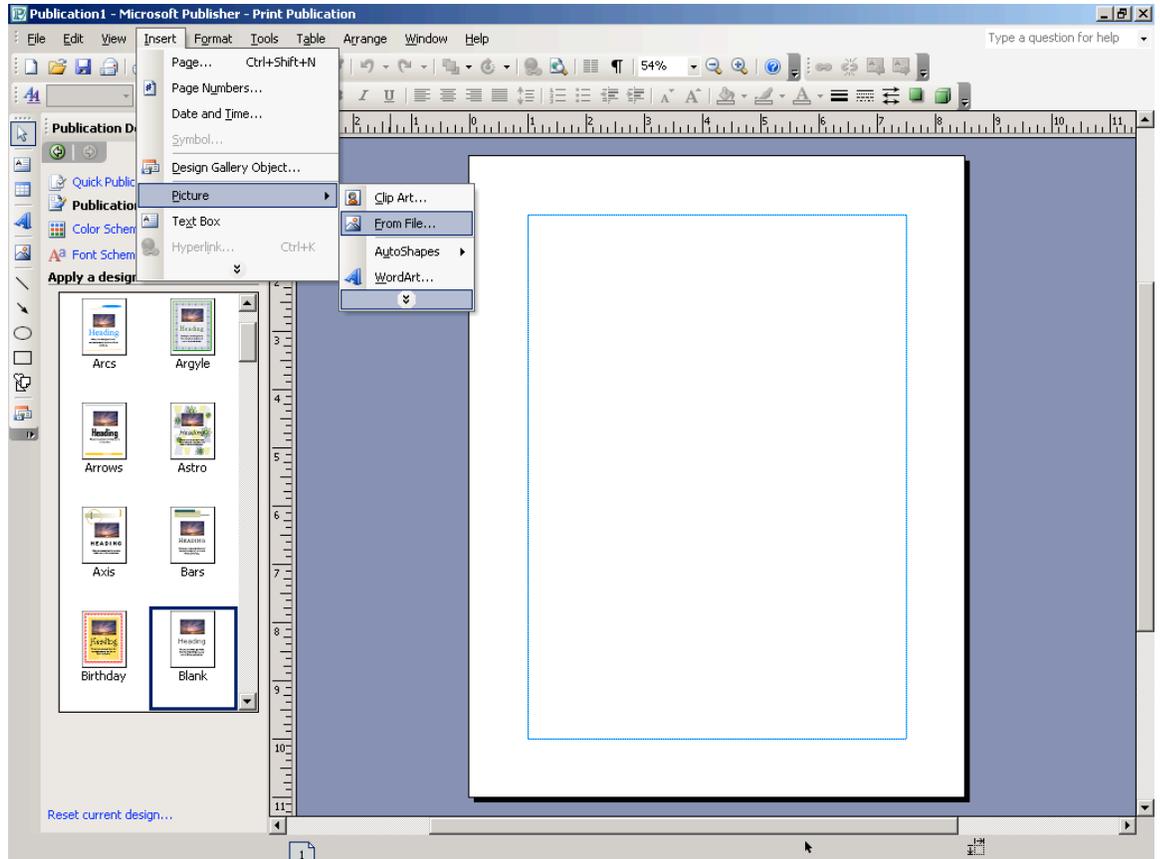
1. Creating Documents from Scratch

To start your own publication click on “Blank Publications” You will see:

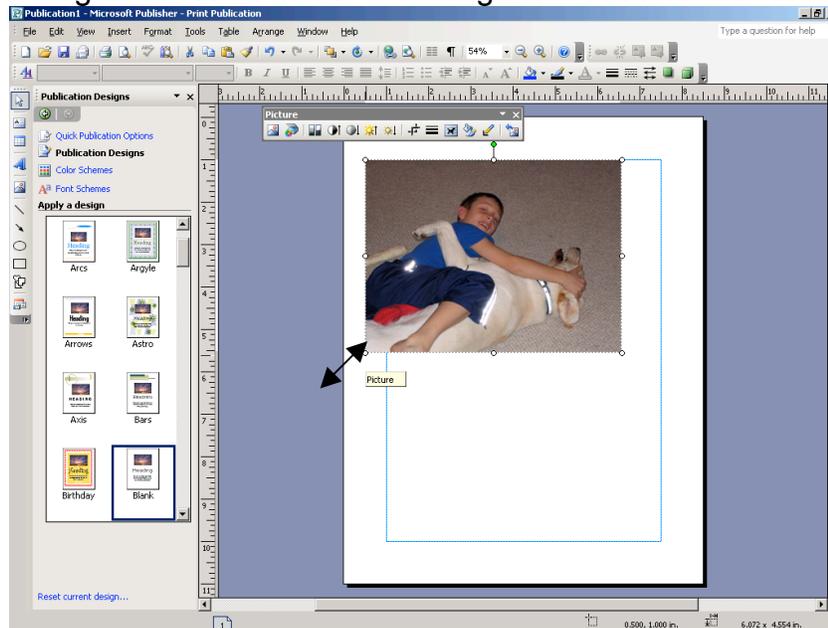


- Decide on the general size of your book choose from pre designed templates or create your own blank publication
 1. Blank publications
 - Full page
 - Post card
 - Business card
 - Book fold
 - Tent card
 - Others

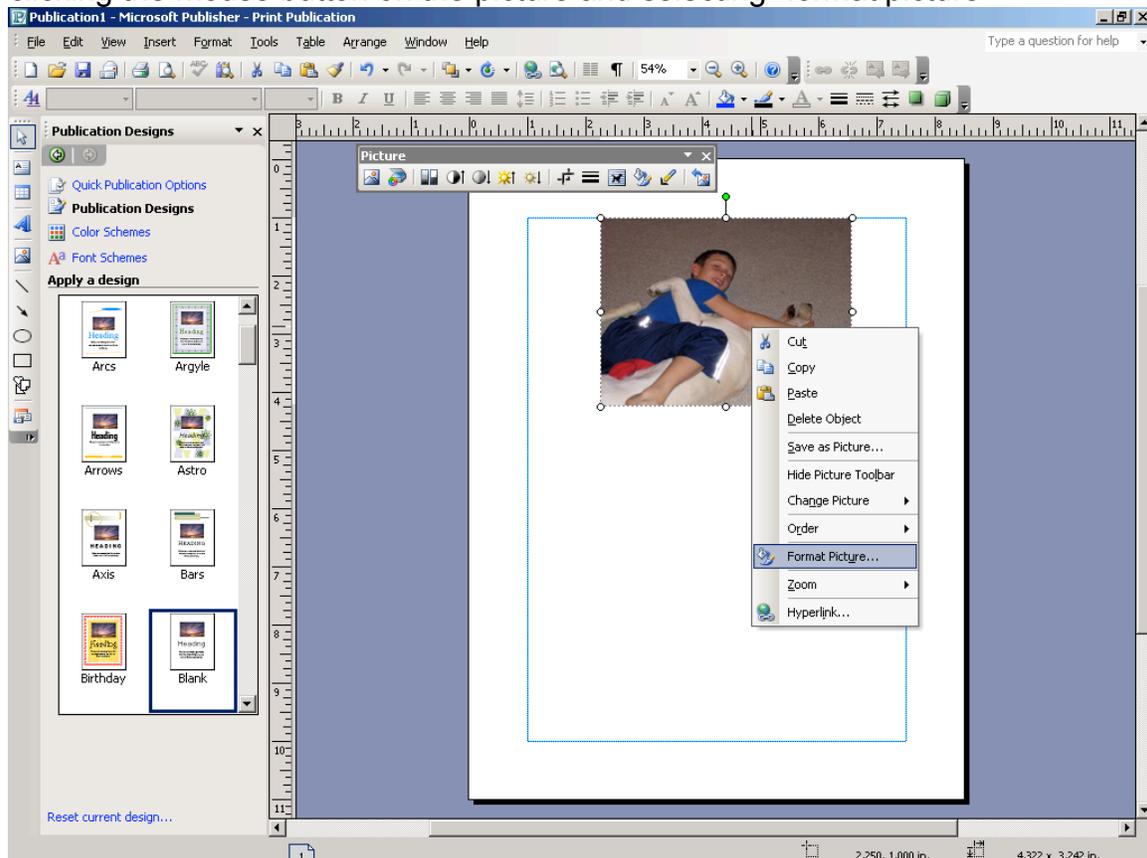
- You can now begin to insert pictures and text boxes. To insert a picture go to: Insert > Picture and select your picture from the file where it is stored:



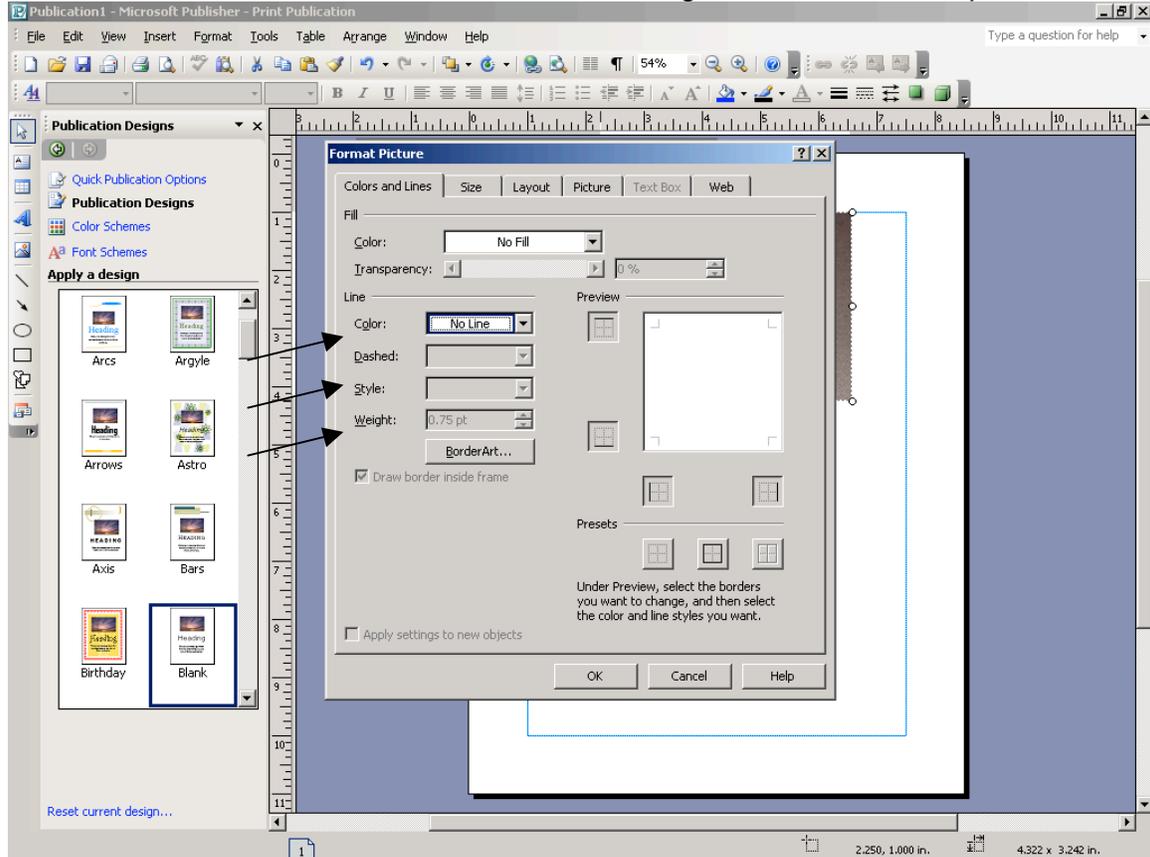
- Once you insert the picture you may need to resize by clicking on the corner of the picture until an arrow (↖) appears which will allow you to move the mouse and resize. This is done by depressing the right mouse button and moving the mouse:



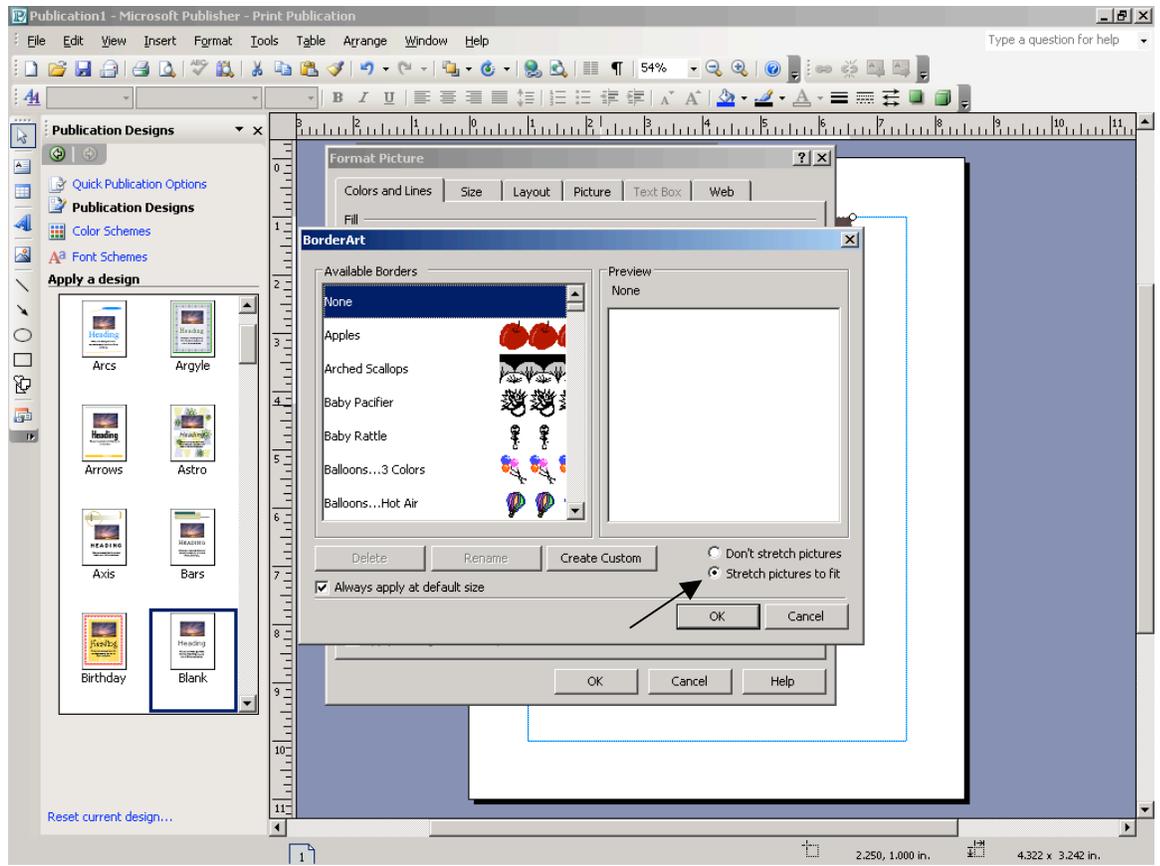
Once you have your picture in position you can put a border around it by right clicking the mouse button on the picture and selecting “format picture”



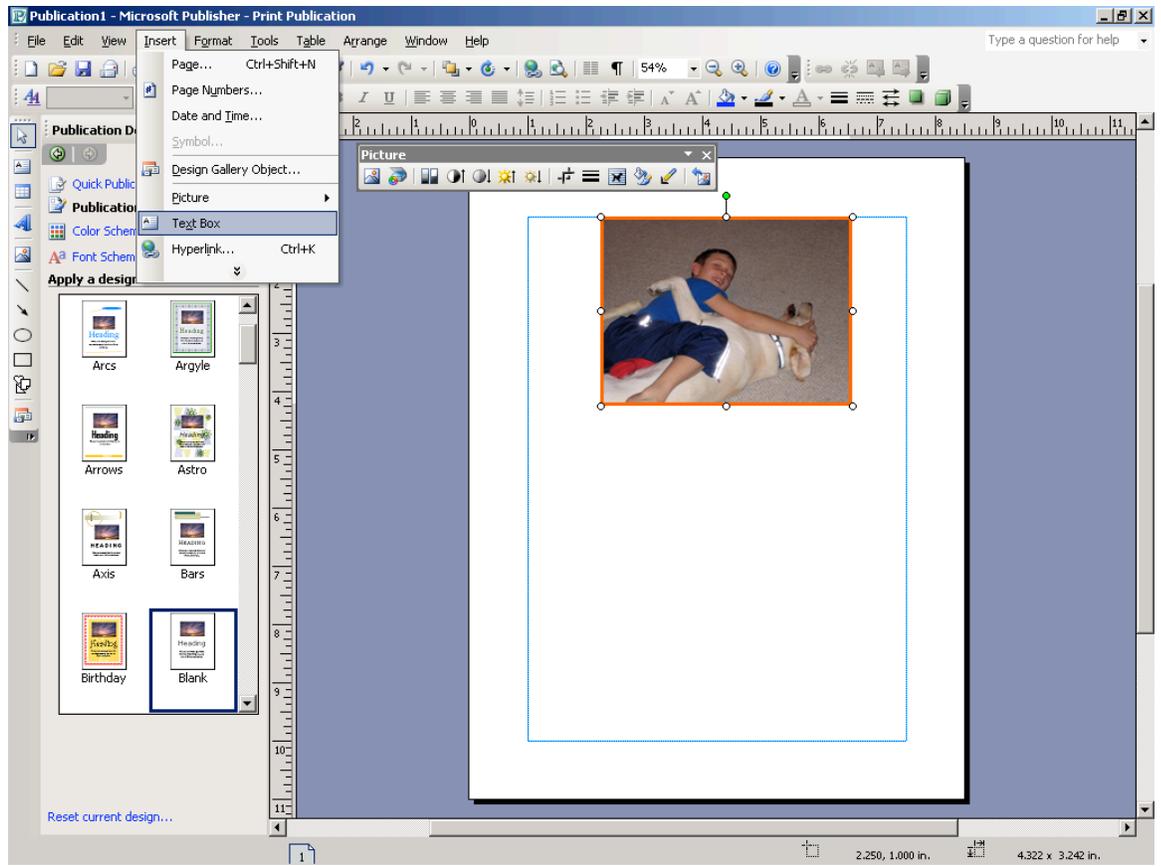
Select “lines and borders” from the tabs to change the outline of the picture:



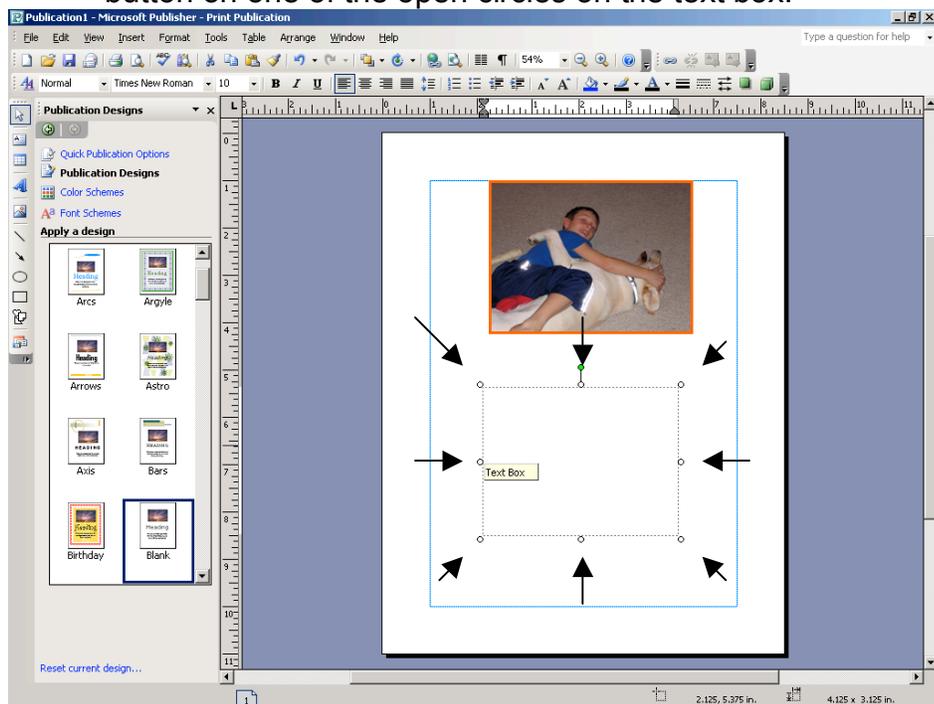
- Use the color, style, and weight features to create a border OR select “border art” to see picture frame selections:



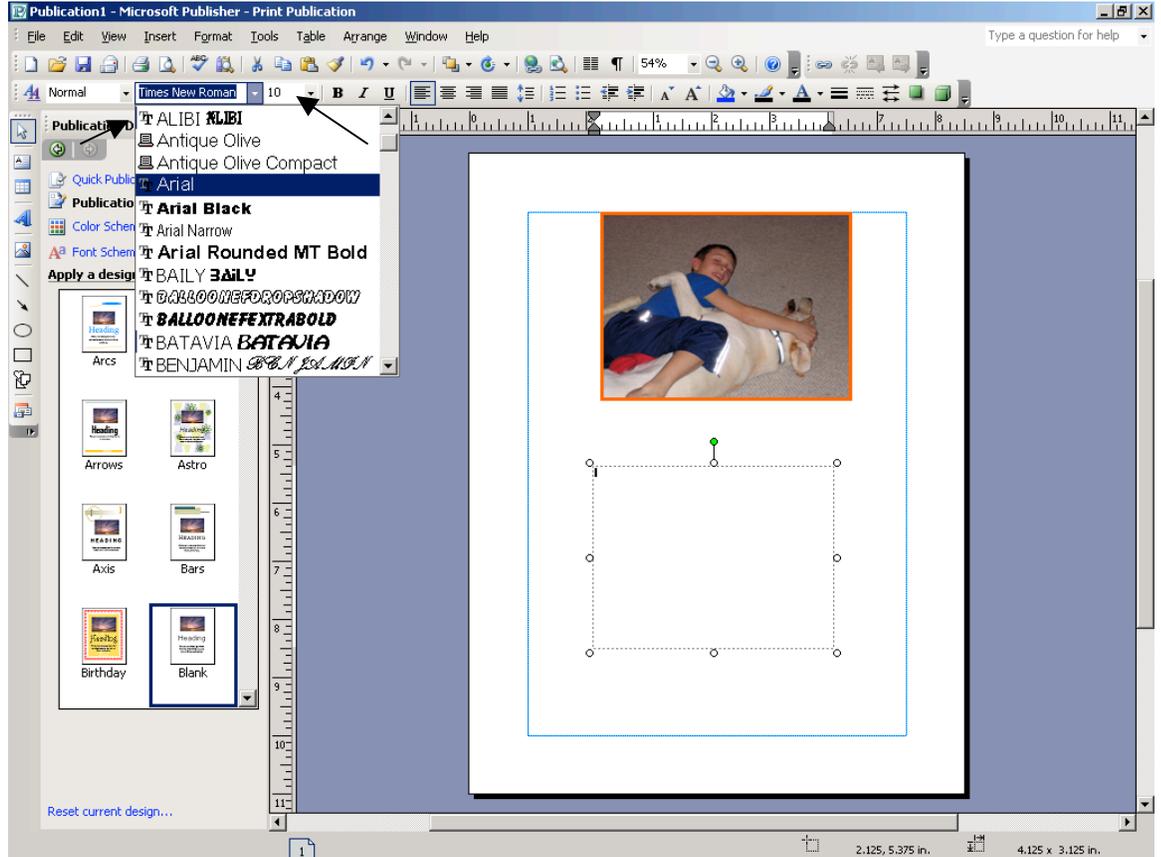
- You can choose to stretch the picture to fit or not depending on the result you would like.
- Once you have formatted your picture you can insert a text box by going to the insert menu at the top of the screen and selecting “text box” :



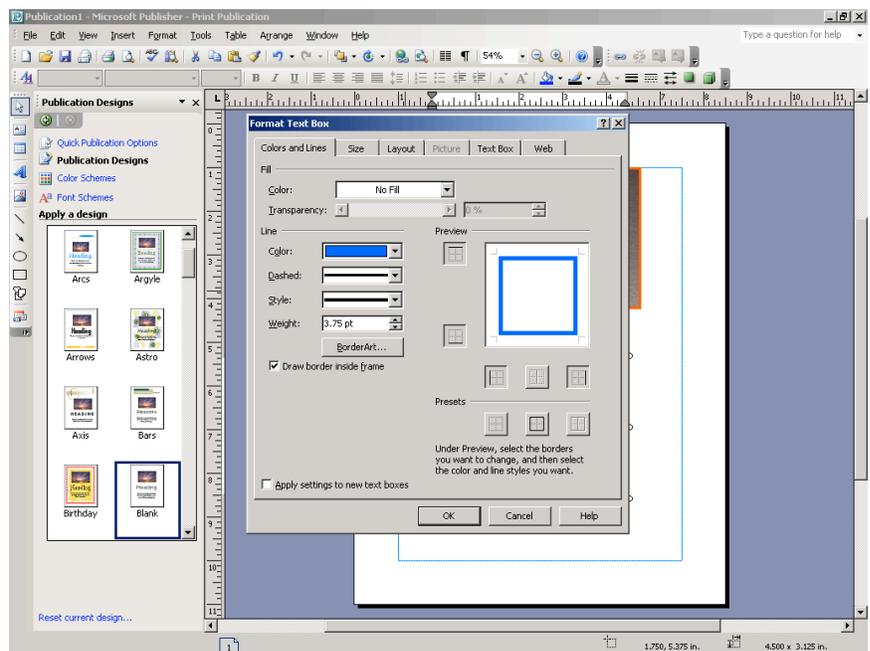
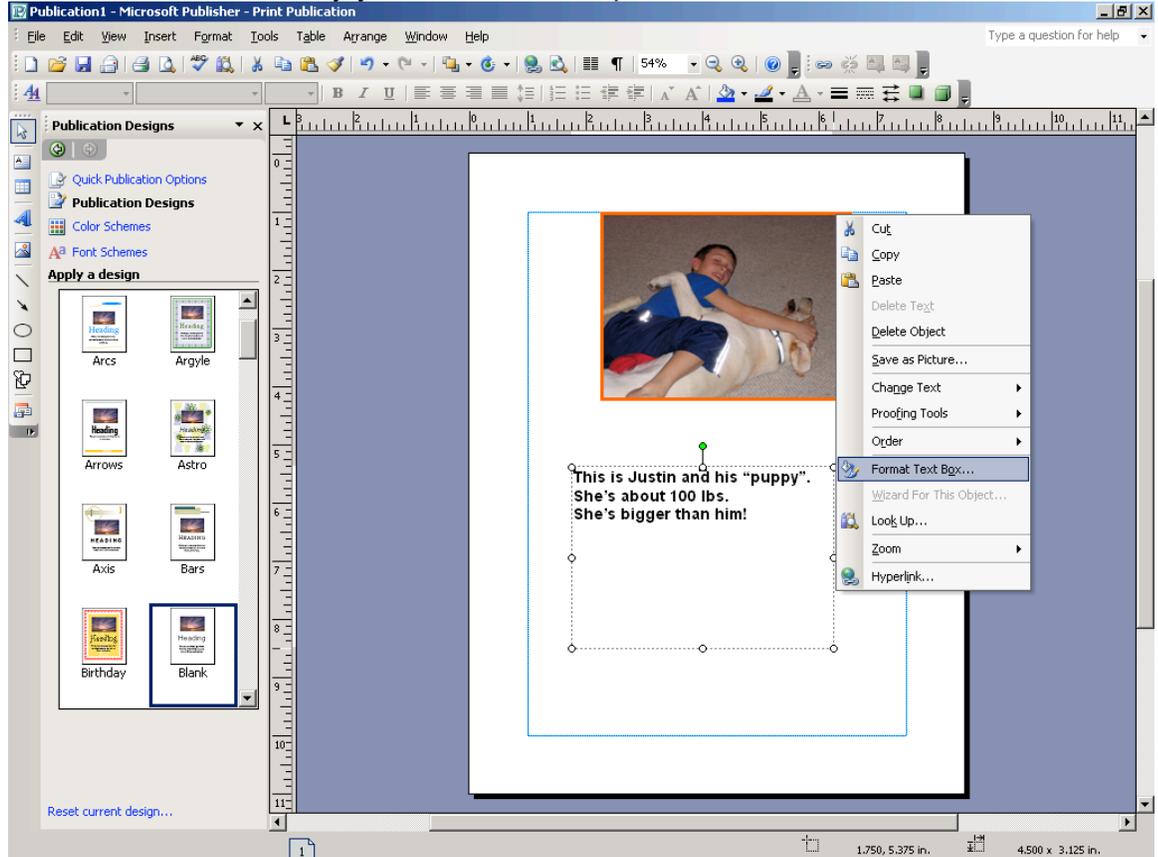
- Use your mouse to place the text box. As you place it you can size it, or you can change the size by depressing the left mouse button on one of the open circles on the text box:

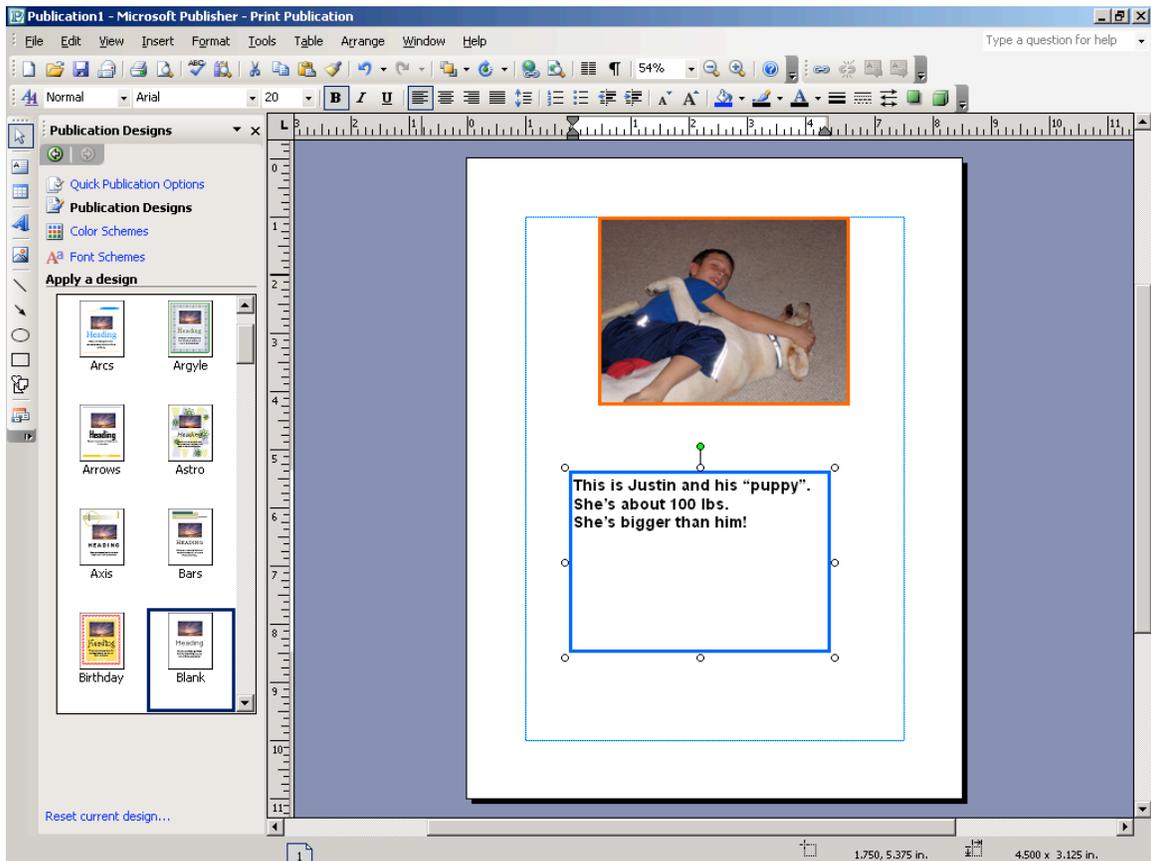


- Type your text. You can select different text types and sizes from the Microsoft menu:



- You can then use the right mouse button again to “format the text box in the same way you formatted the picture:

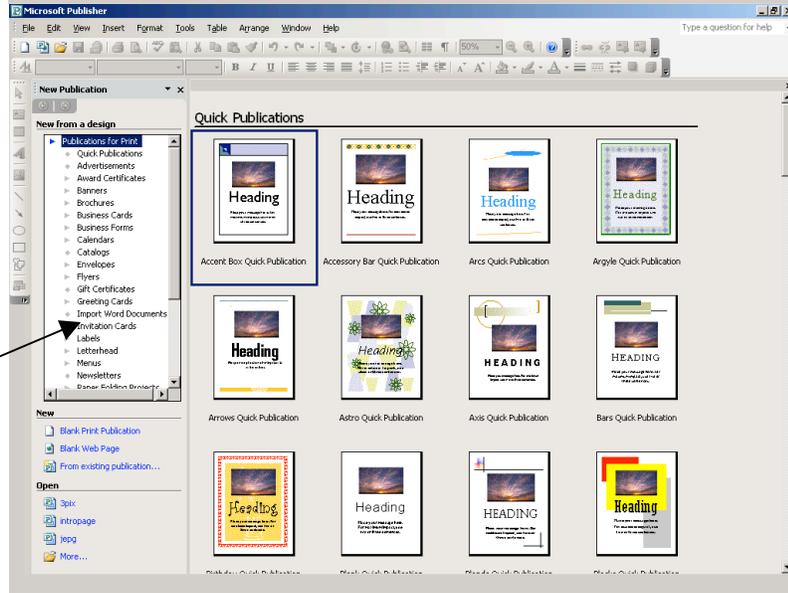
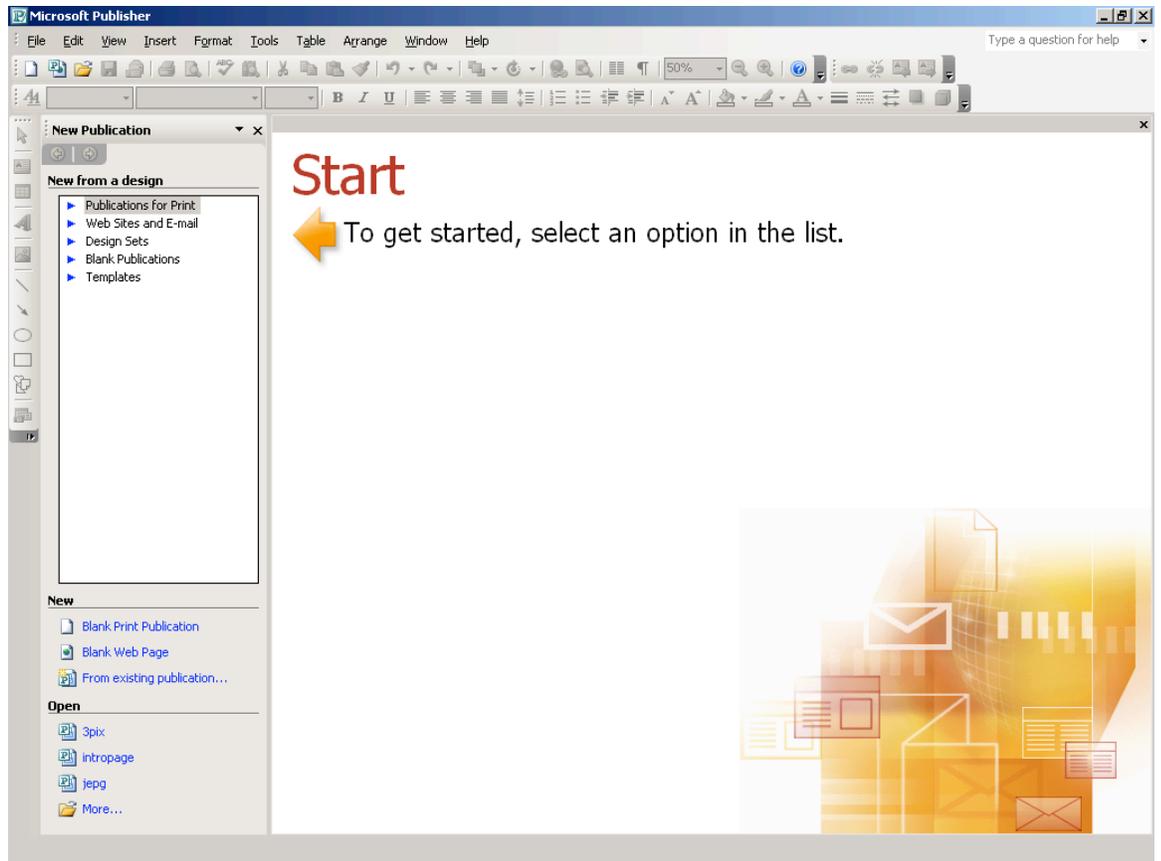




- Continue adding pictures and text until you have the page designed as you would like.
- These can then be saved as templates on your hard drive by following the instructions provided above.

2. Creating Documents from Publisher Publications:

- Select "Publication for Print" from the start up page to use Publisher templates (note the various formats available). WARNING these may be of limited use but are discussed here as an option.



Example of various formats available

Select the publication you wish to use and use the principles discussed earlier in this manual to change pictures and font as you prefer.

ACKNOWLEDGMENTS

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