

## Business Card Exercise for Microsoft Publisher

*Follow the directions below to create a publication. Read through each individual direction before performing it like you are following recipe instructions.*

*Remember, there is usually more than one way to do something. If a different way to do it occurs to you, go ahead and try it! If it doesn't work, you can always click on the Undo button. If you can't remember what a button does, move the mouse pointer over it and pause. A yellow ToolTip appears describing the button's function. Also, if you are in doubt, at the end of this exercise are examples of what the finished product should look like.*

*In the instructions, the following terms will be used:*

**Click** – a single left mouse click.


**Button** – an icon displayed on a toolbar or in a dialog box.

**Key** - on the keyboard.

### Part One: Selecting a Publication


1. Double click on the *Publisher* icon on the Desktop to open the program.
2. The program will open with the *Getting Started with Microsoft Publisher 2007* window.
3. In the task pane on the left side, click on *Blank Page Sizes* from the menu. A list of publication types appears on the right side of the screen.
4. Click on *Business Cards* under *Blank Page Sizes* at the top center of the opening window.
5. Select *Business Card 3.5 X 2* by double clicking on the picture from the displays in the middle. This will take you to the work screen.
6. To close the *Task Pane*, click on *View* from the *Menu* bar and *Task Pane* from the drop down menu.

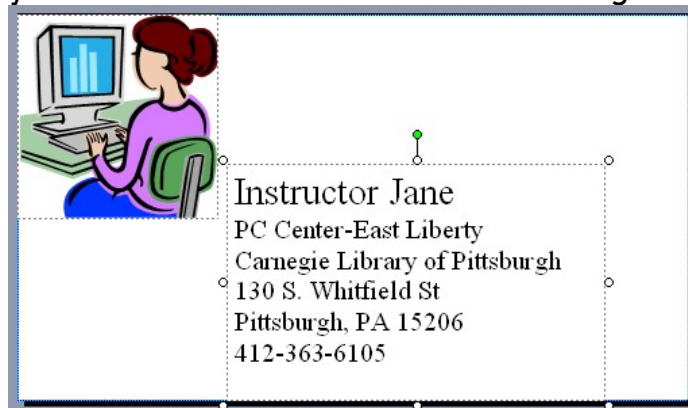
### Part Two: Adding a Picture

1. First, you will be adding a picture to your business card. To begin, click on the *Picture Frame* button on the vertical *Object* toolbar on the left side of the screen. Then click on *Clip Art* from the fly out menu. 
2. The *Clip Art* task pane should open automatically on the left side of the screen at this point. Locate a picture you want to use by entering a keyword or two into the *Search for:* text entry box and then clicking on the *Go* button.
3. Use the scroll bar to look through the pictures retrieved. When you have found a picture to use, click on it once to select it. This will place the picture on the publication.
4. Click on the *X* button in the upper right corner of the *Clip Art* task pane to close it.

5. If you would like to alter the picture after it has been inserted, you will first need to click on it to select it. You will know the picture is selected if you see eight white circle handles around the outline of the picture.
6. Clicking and dragging with the mouse on one of these handles will change the size of your picture. When your mouse pointer is positioned properly over one of the handles, you will see that it changes to a double headed black arrow. To increase the picture's size, click and drag away from the picture. To decrease the picture's size, click and drag in toward the picture's center. Remember, side handles will change the picture's size in one direction only. If you would like to keep the picture in the same proportions, use one of the four corner handles instead.
7. If you would like to move the picture to another spot in your publication, click and drag anywhere in the center of the picture area with the four headed black arrow mouse pointer.

### Part Three: Adding Text

1. The boxes that will hold your information are Text Boxes. To create a Text Box, begin by clicking on the *Text Box* button on the vertical *Object* toolbar on the left side of the screen. 
2. Your mouse pointer should now look like a plus sign. This is your drawing tool. Place the mouse pointer where you would like the upper left corner of your Text Box to be, click and hold down the left mouse button while moving the mouse diagonally down and to the right. This creates the rectangle frame for your Text Box. When the rectangle is the size you want, release the left mouse button.
3. At this point, the Text Box will be created. There will be a blinking cursor inside the Text Box waiting for you to type information.
4. Type in the following:  
**Your First and Last Name** (Press the *Enter* key.)  
**Your Street Address** (Press the *Enter* key.)  
**Your City, State and Zip Code** (Press the *Enter* key.)  
**Your Telephone Number**
5. At this point, your business card should look something like this:




6. Remember, that text inside this Text Box can be edited or changed that same way that you would change text in word processing. To change the text, first

you will need to click and drag to select the text you would like to change. Once the text is selected or highlighted, you may change the font style, size, color or alignment of the text using the buttons available on the *Formatting* toolbar. Just remember you might want to resize the box to fit the text, if you resize the text.

7. To resize the Text Box itself, you will need to use the white circle handles you see around the outline of the box. These are used in exactly the same way that the handles were used to resize the picture in step 6 above.
8. If you would like to move the Text Box (and therefore, the text as well), this is also a click and drag movement. This time, however, you will need to place your mouse pointer on the outline of the Text Box, NOT on a handle. When your mouse pointer turns into a four-headed black arrow, you are in the right place to move the Text Box. You can now click and drag to move your Text Box.

#### **Part Four: Adding Word Art**

If you would like to emphasize one particular piece of text information on your business card, such as your first name or business name, try using Word Art.

1. To begin, click on the *Insert WordArt* button on the vertical *Object* toolbar on the left side of the screen. 
2. Select a style from the *WordArt Gallery* window and click on the *OK* button. Select a font style and size for your text from the appropriate drop down menus in the *Edit WordArt Text* dialog box. Type the text of your Word Art into the text box currently containing the words **Your Text Here** and click on the *OK* button in the bottom right corner of the dialog box.
3. If you decide to make changes to the text in your Text Box, double click on the WordArt area. This will bring up the *Edit WordArt Text* dialog box. After you have made changes, you will need to click on the *OK* button again to update your Word Art.
4. Move your Word Art frame to the desired location by clicking and dragging in the center of the frame; similar to the way Clip Art is moved
5. To resize your Word Art, click once on your Word Art frame to select it. You will know that it is selected when you see those eight white circle handles around the outline of the frame. You can use these handles to resize your Word Art frame just as you did with the Clip Art and the Text Box.
6. To change the shape of your Word Art, click on the *WordArt Shape* button on the *Word Art* toolbar. A menu of Word Art shape choices will drop down. Click once on the selection of your choice.
7. You can use the rest of the buttons and menus on the *Word Art* toolbar to make any other changes you would like to the way your text looks.

**Your business card should now look something like this:**



#### **Part Five: Printing**

1. You are now ready to print. To see all of your available options, click on *File* from the *Menu* bar and then on *Print* from the drop down menu. The usual *Print* dialog box will appear. This is where you can indicate how many pages you would like to print, etc.
2. When the *Print* dialog box appears, notice that there are two options for printing toward the top left corner. You are able to print one copy of your business card at a time or *Multiple copies per sheet*. At the stores selling office supplies, you are able to purchase perforated sheets of cardstock in various colors and styles that match with the multiple cards per sheet option exactly.
3. After you have made your choice by clicking on it, you can also select the *Number of copies* to print by using the spin dial located in the middle of the *Print* dialog box.
4. To start the printing, click on the *Print* button in the bottom right corner of the *Print* dialog box.