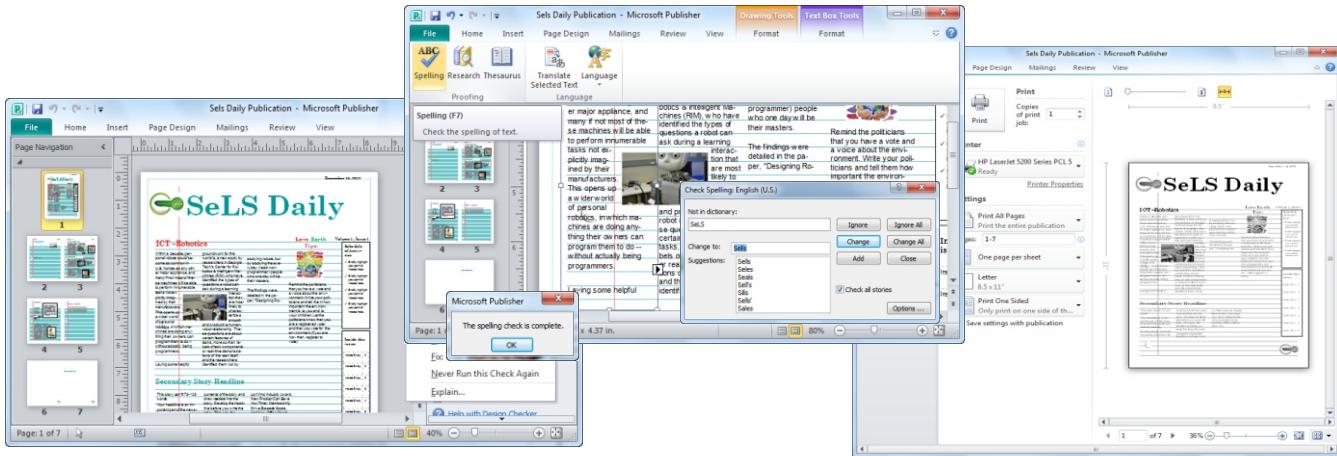


Lesson 4

Word Watch

- print
- spelling
- design checker



Reviewing, Finalizing and Printing a Publication

Learning Objectives

After completing this lesson, you should be able to:

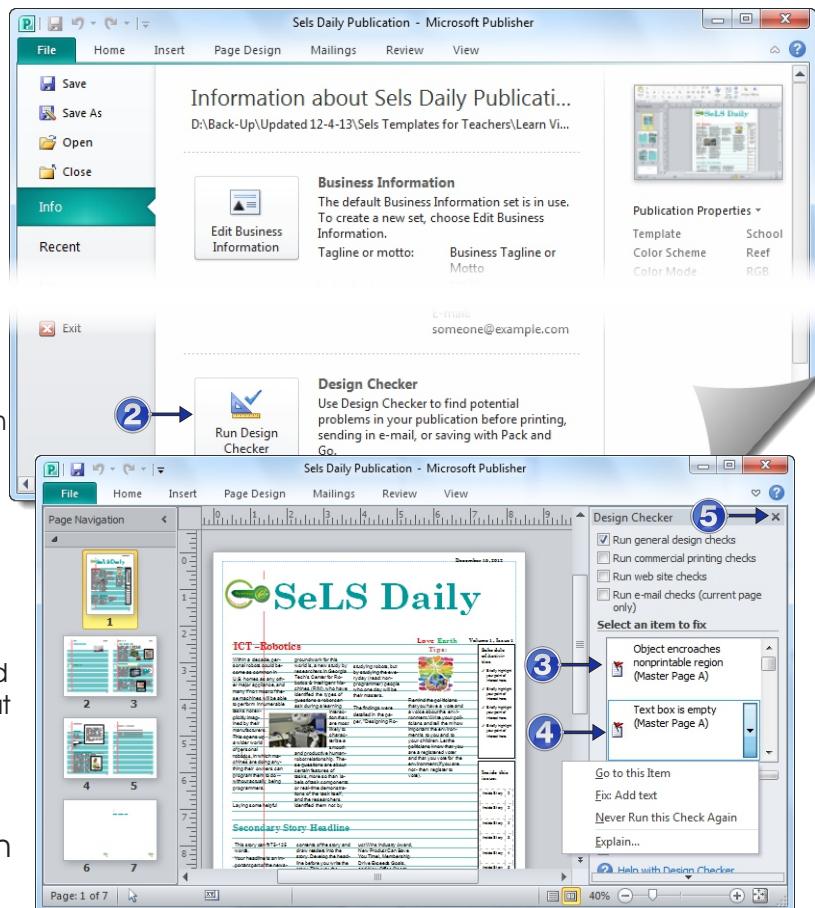
- review the publication design and errors;
- check the spelling of publication; and
- print the publication.

Checking Your Publication Design

Publisher has this intelligent engine called the Design Checker. You can use this tool to get feedback on your publication and fine-tune things before you release it to the waiting world. Publisher 2010 does this by offering the Design Checker.

Check the Design

- 1 Complete and save your publication.
- 2 Click File, and in the Info tab, click Run Design Checker.
- 3 Point to a problem that Design Checker has identified, click the down arrow button, and choose one of the following:
 - Go To This Item, to jump to the problem item and adjust the problem manually.
 - Fix, to automatically fix the problem, bearing in mind that not every problem can be fixed automatically.
 - Never Run This Check Again, to discontinue using the specific check that reported the problem.
 - Explain, to display Publisher Help, read why this is a problem, and learn about any automatic or manual fixes.
- 4 Repeat step 3 for any other identified problems.
- 5 Click Close Design Checker when you've finished.



Checking the Spelling of Your Publication

Publisher programs come with the ability to check the spelling and grammar of your publication. The spelling and grammar checker, often called spell check, is useful when you want to proof your text. You can check for possible mistakes, and then confirm each correction.

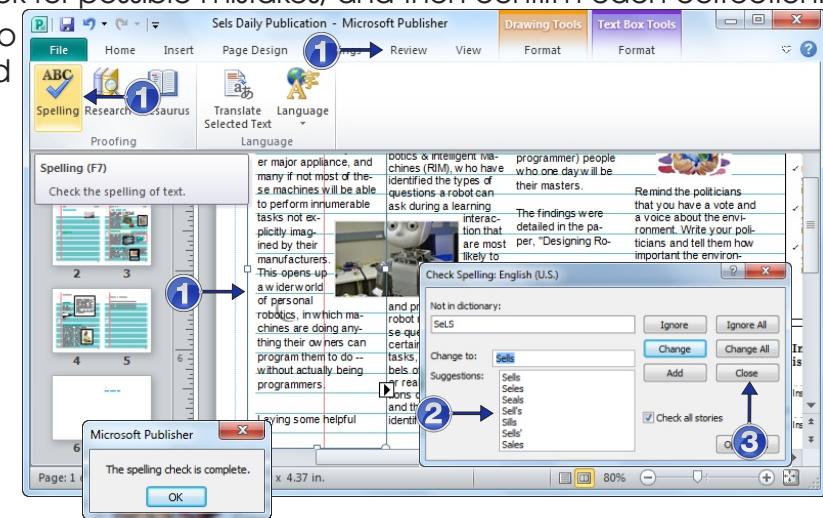
- 1 Click the text box that you want to check, then click Review Tab and choose Spelling.

A dialog box or task pane appears with the first misspelled word found by the spelling checker.

- 2 Choose from the Suggestion List box, then click Change.

After you resolve each misspelled word, the program flags the next misspelled word so that you can decide what you want to do.

- 3 Repeat step 2 for any other identified problems. If you are done, then click Close.



Adding a Table of Contents

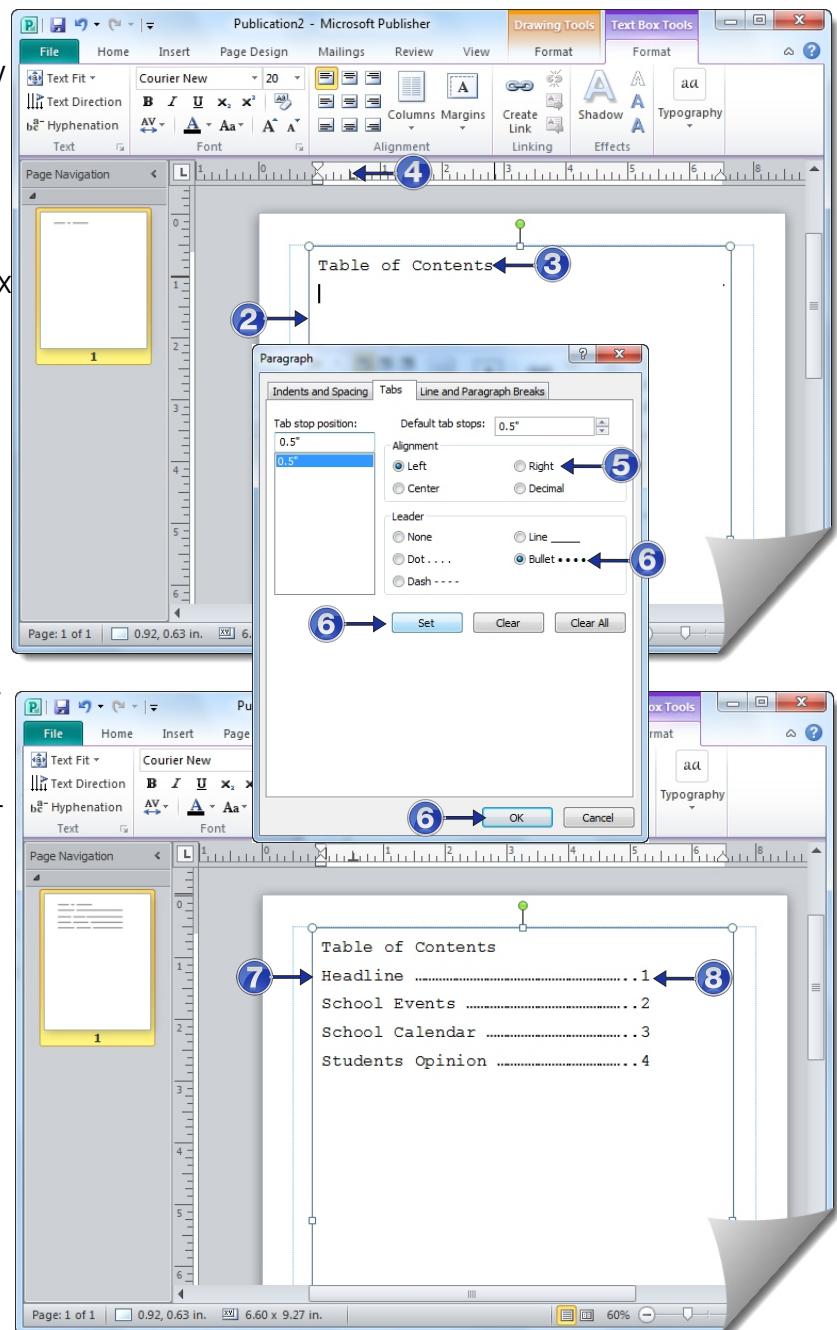
You cannot automatically create a table of contents in your publication. This feature is only available in Word not available in Publisher. However, you can still manually create a table of contents including the use of leader characters. To manually create a table of contents in your publication, add a text box and set up right-aligned tabs with leader. Leaders are the dots, dashes, or lines that follow the chapter or section titles in a table of contents and that line up those titles with page numbers. Then, you can type your table of contents entry, press the TAB key to create the leader, and type the page number for that entry.

Add a Table of Contents (TOC)

- 1 On the Home tab, click the Draw Text Box button.
- 2 In your publication, click where you want one corner of the text to appear, and then drag diagonally until you have the box size that you want.
- 3 Type the title of your table of contents, and press ENTER.
- 4 Double-click the horizontal ruler where you want the page number to appear.
- 5 In the Tabs dialog box, under Alignment, click Right.

Note: If the support for a right-to-left language is enabled through Microsoft Office Language Settings and you are typing text in a right-to-left language, click Trailing instead of Right.

- 6 Under Leader, click the option that you want, in this case Bullet, click Set, and then click OK.
- 7 In your table of contents, type the name of the first entry, and then press the TAB key.
- 8 Type the page number for that entry, and press ENTER.
- 9 Repeat steps 7 and 8 until you complete the table of contents.

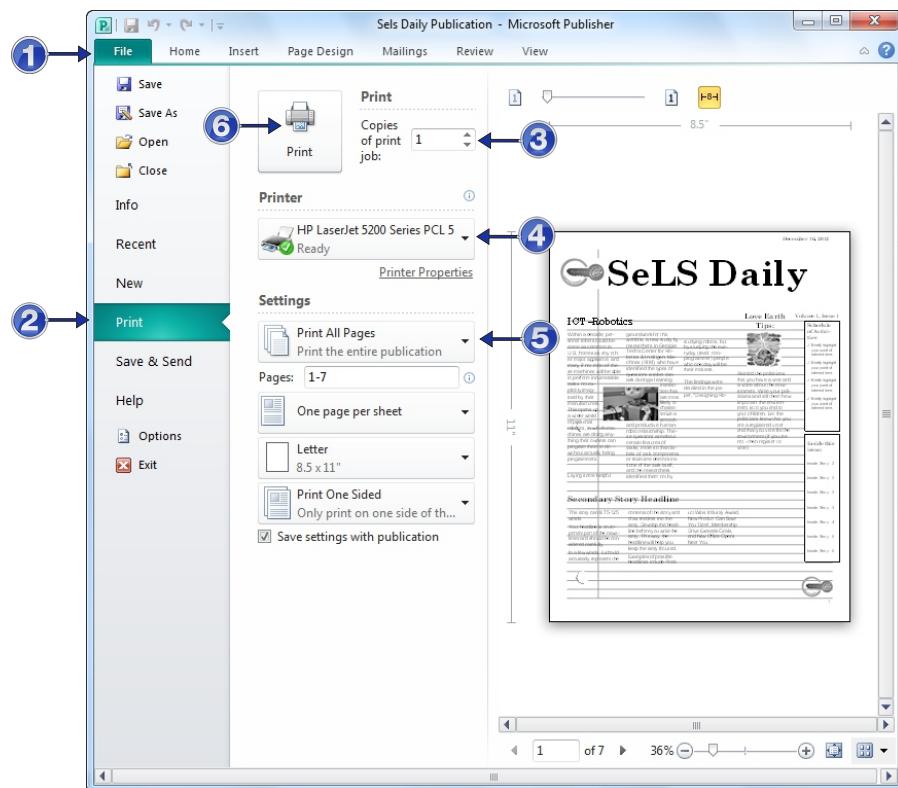


Printing your Publication

The main use of Publisher 2010 is to produce high-quality print publications. These may be printed on a desktop printer or sent out to a copy shop or commercial print shop.

Print a Design

- ① Click File tab.
- ② Click Print.
- ③ Type the number of copies.
- ④ Select a printer.
- ⑤ Specify the pages to print.
- ⑥ Click Print.



5

Laboratory



Desktop
Publishing

VISUALLESSONGUIDE

Manual

LABORATORY MANUAL

Desktop Publishing Overview (Microsoft Publisher)

You can create your own publications with the professionally designed Publisher templates and customize the templates to meet your needs. Do you need to create several publications for the same business? You can create different publication types that use the same options and information such as the same color scheme and business information set. One strength of Publisher 2010 is the ability to produce high-quality print publications. These may be printed on a desktop printer or sent out to a copy shop or commercial print shop.

Objectives

After completing this Laboratory, you should be able to:

- explore Publisher workspace and Identify the different objects and elements in Publisher;
- apply the process of designing a new publication from a template, Creating a blank Publication and saving a publication;
- perform the process of setting margins in a Publication;
- demonstrate the method of creating a master page and Zooming in and out your publication;
- exhibit the process of inserting or modifying a picture and objects;
- create and Design Layouts for Resume, Letterhead, Advertisement, Invitation Cards, Call Card, Brochure, Certificates, Label, Custom calendar and Flyer; and
- review publication designs and errors and print the publication.

Lab 1 My Resume

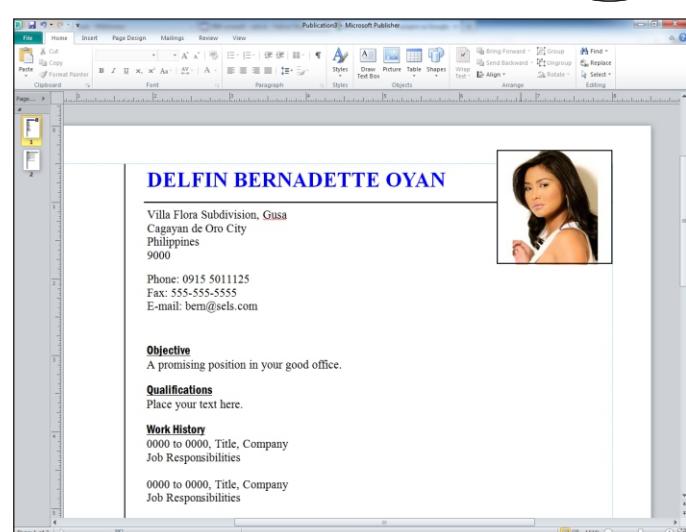
Estimated Completion time: 10 - 15 Minutes

Directions:

- Launch Publisher and create a new publication **Resume** from the templates.
- Fill up your information to complete the resume.
- Save the activity with a new filename as **My Resume** and save it to your own folder.

Insert your picture and borders if necessary.

Preview:



Score



Lab 2 Letterhead

Estimated Completion time: 5 - 15 Minutes

Directions:

1. Launch Publisher and create a new publication **Letterhead** from the templates.
2. Make a letterhead of an organization that promotes to save the Mother Earth. Fill up your information to complete the letterhead.

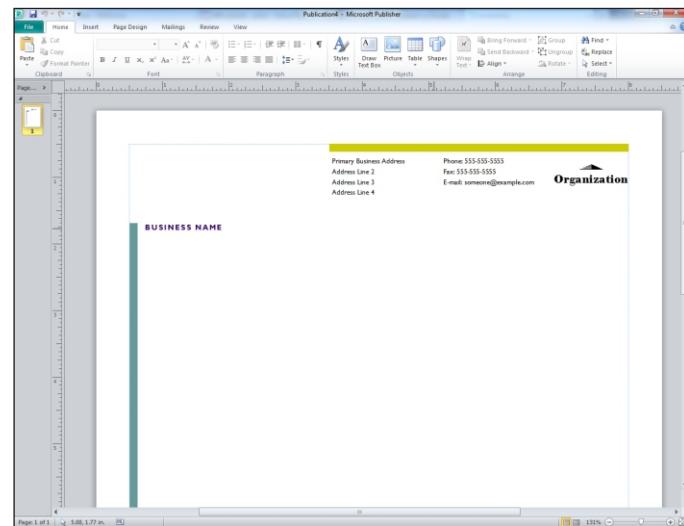
Insert picture/logo: **Earth Saver Logo** and borders if necessary.

3. Save the activity with a new filename as **Letterhead Done** and save it to your own folder.

Score



Preview:



Lab 3 My Advertisement

Estimated Completion time: 5 - 10 Minutes

Directions:

1. Launch Publisher and create a new publication **Advertisement** from the templates.
2. Fill up your information to complete the advertisement.

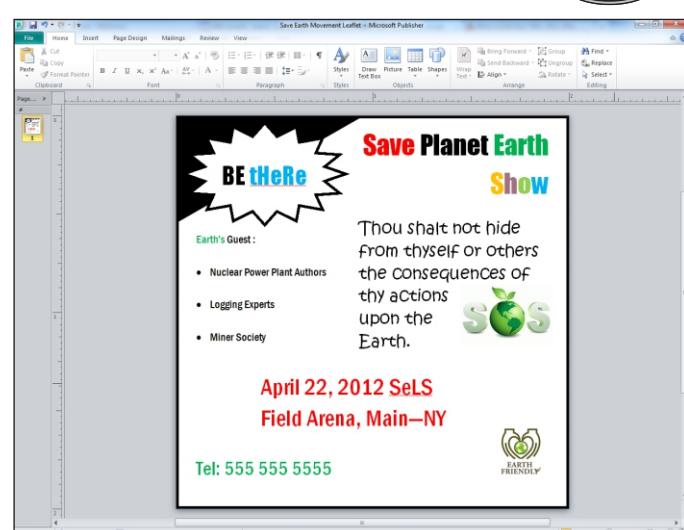
Insert your picture and borders if necessary.

3. Save the activity with a new filename as **My Resume** and save it to your own folder.

Score



Preview:



Lab 4 Fine Dining

Estimated Completion time: 15 - 20 Minutes

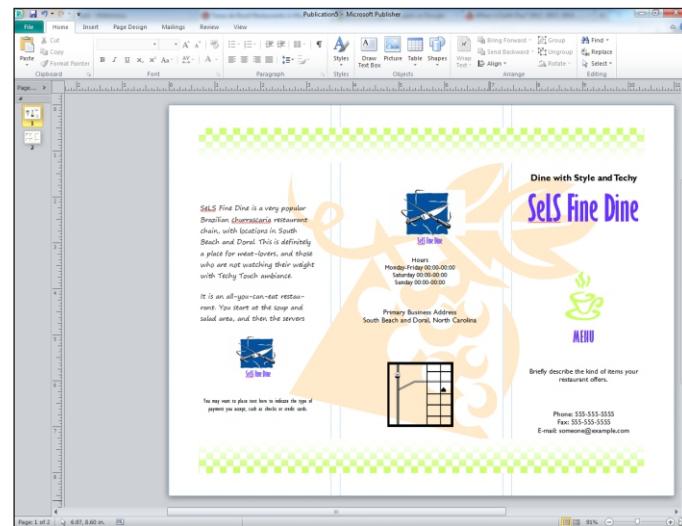
Directions:

1. Launch Publisher and create a new publication **Menus** from the templates.
2. Create your own design of menu and make a list of the available food. Be creative!
3. Save the activity with a new filename as **Menu Do** and save it to your own folder.

Score



Preview:



Lab 5 Call Card

Estimated Completion time: 5 - 10 Minutes

Directions:

1. Launch Publisher and create a new publication **Business Card** from scratch.
2. Fill up your information to complete the calling card.
3. Save the activity with a new filename as **Call Card** and save it to your own folder.

Score



Sample Preview:



Score**Lab 6 Invites***Estimated Completion time: 5 - 10 Minutes*

Directions:

1. Launch Publisher and create a new publication **Invitation Card** from scratch.
2. The card should contain a short paragraph inviting for the Christening of a baby boy. Insert appropriate pictures and clip arts to make your card appealing.

Don't forget the date, time and venue of the said event.

3. Save the activity with a new filename as **Invites** and save it to your own folder.

Sample Preview:**Lab 7 Community News***Estimated Completion time: 15 - 30 Minutes*

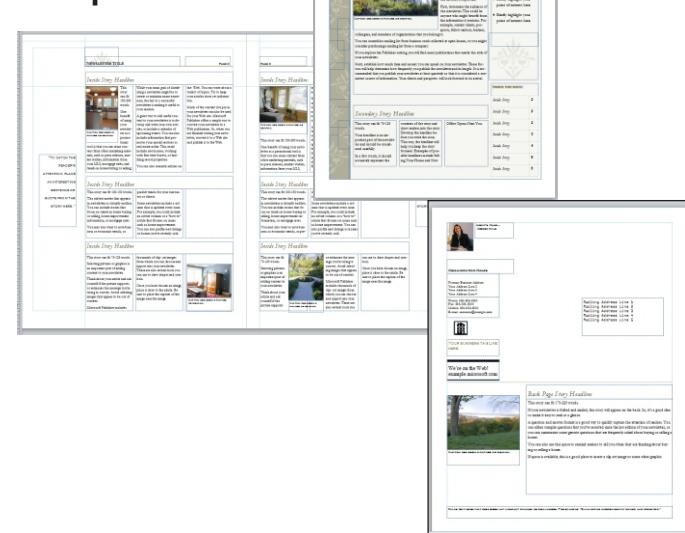
Directions:

1. Launch Publisher. Open and complete the **Our Community News** publication newsletter.
2. Gather information and fill up to complete the newsletter.

Insert related and appropriate pictures in your community. Apply formatting on text and pictures to make your publication attractive to the readers.

Refer to your worktext on how to Flow Text among text boxes.

3. Save the activity with a new filename as **Community Revealed** and save it to your own folder.

Sample Preview:

Score

Lab 8 Labeled DVD

Estimated Completion time: 5 - 10 Minutes

Directions:

1. Launch Publisher and create a new publication **Label** from scratch.
2. After making the community newsletter, make a label of the DVD Community Videos which will be distributed throughout the community.

Be sure to place text inside the circular outline of the CD. Insert pictures appropriate for the theme.

3. Save the activity with a new filename as **Labeled Community** and save it to your own folder.

Sample Preview:



Lab 9 Brochure

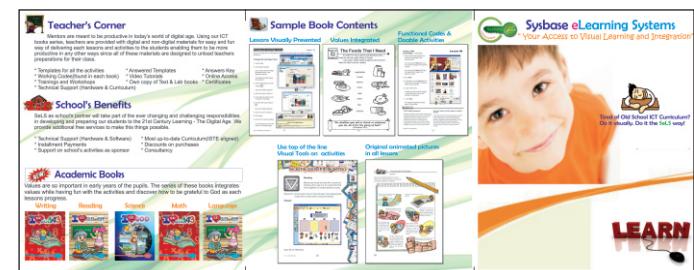
Estimated Completion time: 30 - 45 Minutes

Directions:

1. Launch Publisher and create a new publication **Brochure** from the templates or from scratch.
2. Design and create a brochure similar to the picture(right) shown.
3. Save the activity with a new filename as **SeLS on Sale** and save it to your own folder.

Sample Preview:

Front Spread Page



Inside Spread Page



Lab 10 Custom Calendar

Estimated Completion time: 5 - 10 Minutes

Directions:

1. Launch Publisher and create a new publication **Calendar** from the templates.
2. The 12-month calendar should contain your pictures, friends and family. Add a text box of captions that describe each picture in each month.
3. Save the activity publication with a new filename as **Custom Made Calendar** and save it to your own folder.



Sample Preview:



Lab 11 Awards

Estimated Completion time: 5 - 10 Minutes

Directions:

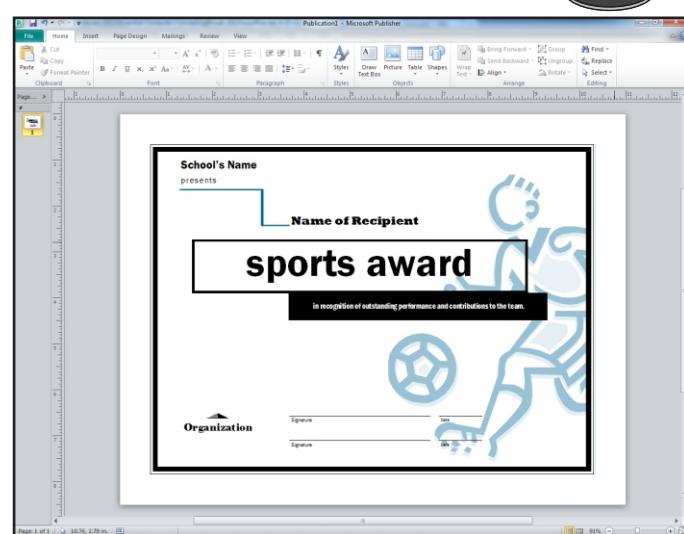
1. Launch Publisher and create a new publication **Award Certificate** from the templates or scratch.
2. Create an award certificate of the on-going school's sports feast.

Insert school's logo and the correct names of the signatory as well.

3. Save the activity with a new filename as **Awarding** and save it to your own folder.



Sample Preview:



Lab 12 Flyer Fun**Estimated Completion time: 15 - 20 Minutes**

Directions:

1. Launch Publisher and open the **Flyer Messed Up** publication.
2. Assemble the objects to look like the flyer on the Sample Preview. Have fun in doing the activity.
3. Save the activity publication with a new filename as **Assembled Flyer** and save it to your own folder.

Score

Sample Preview:

Lab 13 Just Married**Estimated Completion time: 15 - 20 Minutes**

Directions:

1. Launch Publisher and open the publication **Just Married**.
2. Complete the wedding invitation card requested by a friend.
Insert pictures and correct information.
3. Save the activity with a new filename as **Married** and save it to your own folder.

Score

Sample Preview:

PROJECT MAKING

Part 3 Desktop publishing

Proj. 1 "School Paper"

Instruction:

- Create a group of 5 members and make a school paper using Microsoft Publisher.
- Collaborate with your group and gather correct and comprehensive information for your publication.
- The newspaper may feature the School news, School events, Important People etc.
- Additionally, include pictures of the different events and activities.
- You may add the President and Dean's Message.
- Give your school Publication a Title.
- Print your publication and submit it to your instructor.



Proj. 2 "Personalized Calendar"

Instruction:

- Create a personalized calendar for year 2016.
- Have your own concept of every month as your designs when making it.
- Add attractive images and other means of designing your calendar.
- Print your calendar and submit it to your instructor.

2016 Calendar

January							February							March									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	10	11	12	13	14			
10	11	12	13	14	15	16	14	15	16	17	18	19	20	21	22	23	24	25	26	27			
17	18	19	20	21	22	23	21	22	23	24	25	26	27	28	29	30	31	1	2	3			
24	25	26	27	28	29	30	28	29	30	31	1	2	3	4	5	6	7	8	9	10			
31							15	16	17	18	19	20	21	22	23	24	25	26	27	28			
April							May							June									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	10	11	12	13	14			
10	11	12	13	14	15	16	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
17	18	19	20	21	22	23	23	24	25	26	27	28	29	30	31	1	2	3	4	5			
24	25	26	27	28	29	30	29	30	31	1	2	3	4	5	6	7	8	9	10	11			
31							14	15	16	17	18	19	20	21	22	23	24	25	26	27			
July							August							September									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	10	11	12	13	14			
10	11	12	13	14	15	16	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
17	18	19	20	21	22	23	23	24	25	26	27	28	29	30	31	1	2	3	4	5			
24	25	26	27	28	29	30	29	30	31	1	2	3	4	5	6	7	8	9	10	11			
31							14	15	16	17	18	19	20	21	22	23	24	25	26	27			
October							November							December									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	9	10	11	12	13	14			
9	10	11	12	13	14	15	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
16	17	18	19	20	21	22	20	21	22	23	24	25	26	27	28	29	30	1	2	3			
23	24	25	26	27	28	29	29	30	31	1	2	3	4	5	6	7	8	9	10	11			
30	31						13	14	15	16	17	18	19	20	21	22	23	24	25	26			
Federal Holidays 2016																							
Jan. 1st	New Year's Day	1	July 4th	Independence Day	Nov. 24th	Thanksgiving Day	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10
Jan. 18th	Martin Luther King Day		Sept. 5th	Labor Day	Dec. 25th	Christmas Day	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Feb. 15th	Presidents' Day		Oct. 10th	Columbus Day	Dec. 26th	Christmas D. (obs.)	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4
May 30th	Memorial Day		Nov. 11th	Veterans Day			27	28	29	30	31												

Calendarpedia
Your source for calendars

Data provided as is without warranty

PROJECT MAKING

Part 3 Desktop publishing

Rubric in Making the Projects

Category	4	3	2	1
Content	<ul style="list-style-type: none"> This article is written with an interesting hook to bring the reader into the story. Takes a strong, well-defined position; presents appropriate reasons, supporting details and historical facts. This story contains a considerable amount of relevant background information about the issue. Headline strongly supports your view of the events. 	<ul style="list-style-type: none"> This article is written with an interesting hook to bring the reader into the story. Takes a clear position; presents appropriate reasons, supporting details and facts. This story contains some background information about the issue being debated. Headline moderately supports your view of the events. 	<ul style="list-style-type: none"> This article is written with a hook but it needs to be more interesting. Position not clearly stated; gives unrelated, unsupported, general statements, reasons and details; minimal facts used. This story contains very little background information about the issue at hand. Headline weakly supports your view of the events. 	<ul style="list-style-type: none"> This article is written with an uninteresting lead which does not encourage the reader to continue. Does not take a clear position; ideas are undeveloped; no facts or details support position. This editorial does not encourage the reader to continue. Headline does not support your view of the events.
Organization	<ul style="list-style-type: none"> Descriptions of events are sequenced effectively; has strong introduction and conclusion; body is well developed; paragraphs are logically structured; overall structure is very effective. 	<ul style="list-style-type: none"> Descriptions of events are sequenced somewhat effectively; includes introduction and conclusion; paragraphs are well structured, but may have minor flaws; structure is generally effective. 	<ul style="list-style-type: none"> Descriptions of events are not well sequenced; introduction or conclusion is unclear or lacking; organization of paragraphs is flawed. 	<ul style="list-style-type: none"> Structure is largely unclear, inappropriate, or lacking; introduction or conclusion is missing; there are significant flaws in the organization of paragraphs.
Mechanics	<ul style="list-style-type: none"> Accurate spelling, punctuation, and grammar; varied sentence structure. 	<ul style="list-style-type: none"> Some minor spelling, punctuation, or grammar errors; somewhat varied sentence structure. 	<ul style="list-style-type: none"> Careless spelling, punctuation, or grammar errors; repetitive sentence structure. 	<ul style="list-style-type: none"> Significant spelling, punctuation, or grammar errors; poor sentence structure
Layout	<ul style="list-style-type: none"> Headline is larger than body Neatly typed; proper letter format and proper spacing. 	<ul style="list-style-type: none"> Headline can be better focused; Neatly typed, but can have better formatting and spacing. 	<ul style="list-style-type: none"> Headline is improperly placed Format detracts from easily reading article. 	<ul style="list-style-type: none"> No Headline; Difficult to read: is not properly formatted.