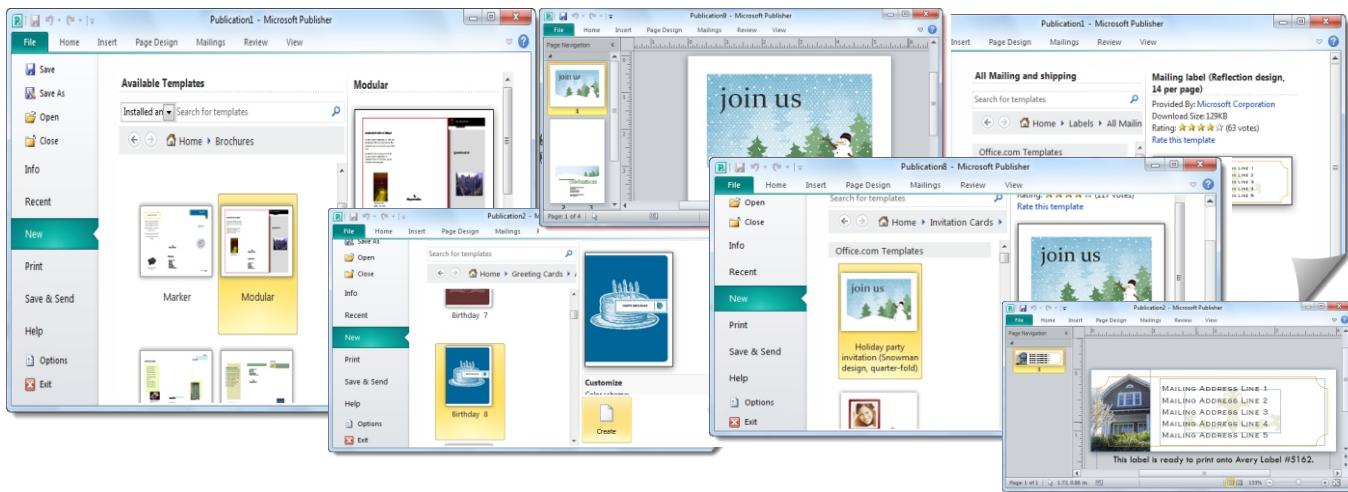


Lesson 3

Word Watch

- brochures
- business card
- calendars
- greeting cards
- awards certificates
- label
- newsletter
- postcards
- banners
- invitation card



Working with Designs and Layouts

Learning Objectives

After completing this lesson, you should be able to:

- create brochures;
- create business card;
- create calendars;
- create greeting cards;
- create label;
- create newsletter;
- create postcards;
- create banners;
- create award certificates; and
- create invitation cards.

Creating a Pre-defined Layout

Publisher 2010 makes it easy to produce effective brochures, business cards, greeting cards, labels, newsletters, postcards, banners, award certificates and invitation letters. Whether you create your own design or use one of the Publisher designs. You can use color schemes and font schemes to select the colors and fonts that reflect your company's image or your own personal preference.

Create a Pre-defined Layout

- 1 Click File tab.

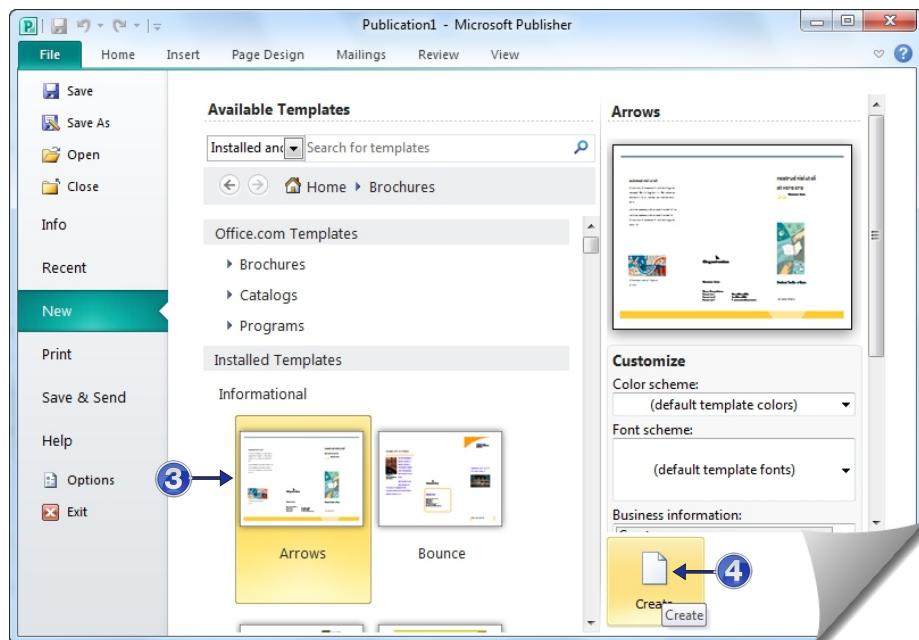
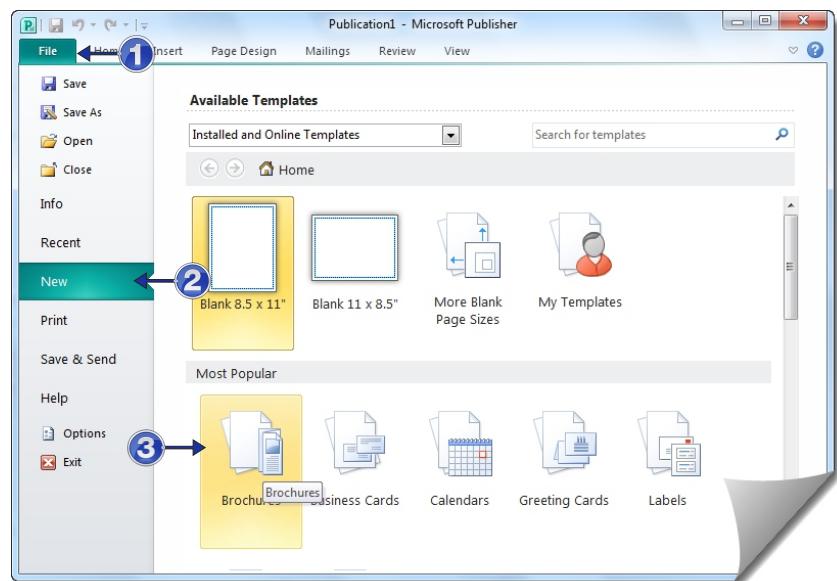
- 2 Click New.

Publisher displays a preview of the selected design here.

- 3 Select one from the different pre-defined layout and choose from the different format.

In this example, **Newsletter** is selected.

- 4 Click Create or Download.



Creating Brochures

① Click File tab.

② Click New.

③ Click Brochures.

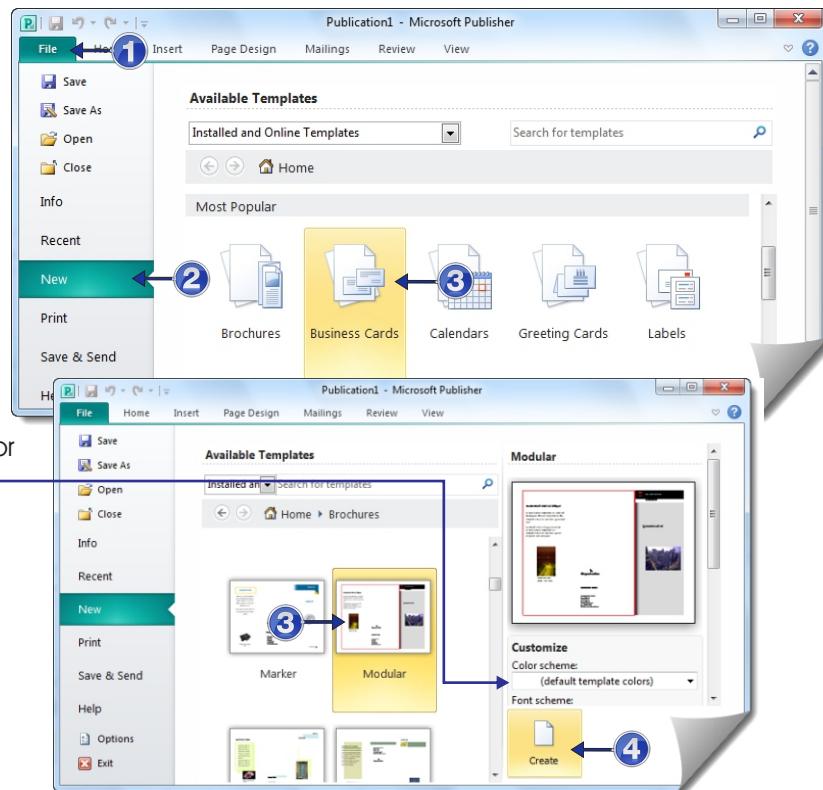
You can choose any kind of brochures that you want to use.

Publisher displays a preview of the selected design here.

You can customize the color scheme or fonts using the options at the right.

④ Click Create.

Note: Be sure to save your file before closing Publisher.



Creating Business Cards

① Click File tab.

② Click New.

③ Click Business Cards.

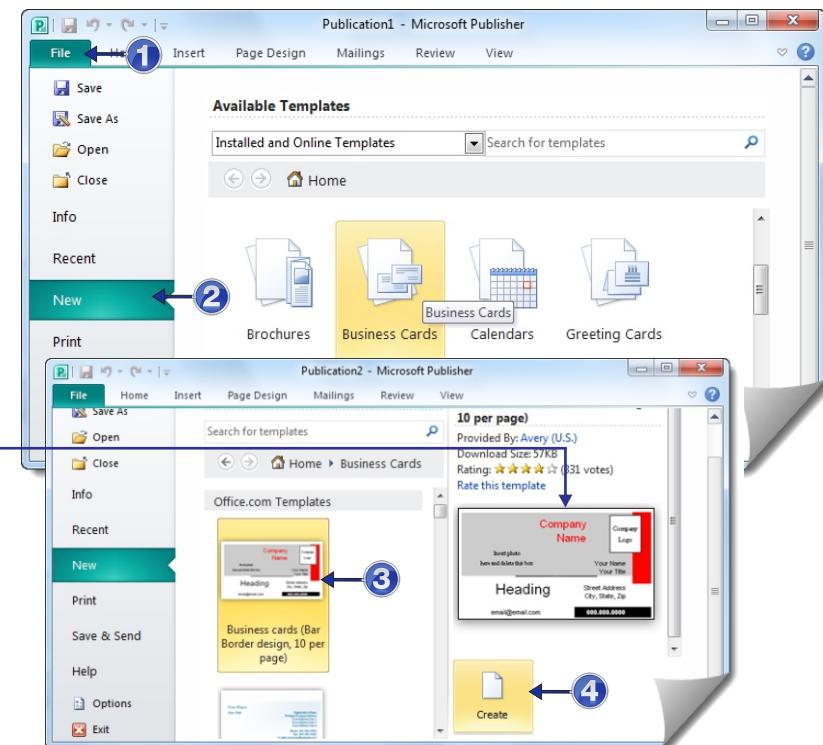
You can choose any kind of Business Cards that you want to use.

Publisher displays a preview of the selected design here.

You can add information about your business cards

④ Click Create.

Note: Be sure to save your file before closing Publisher.



Making Calendars

① Click File tab.

② Click New.

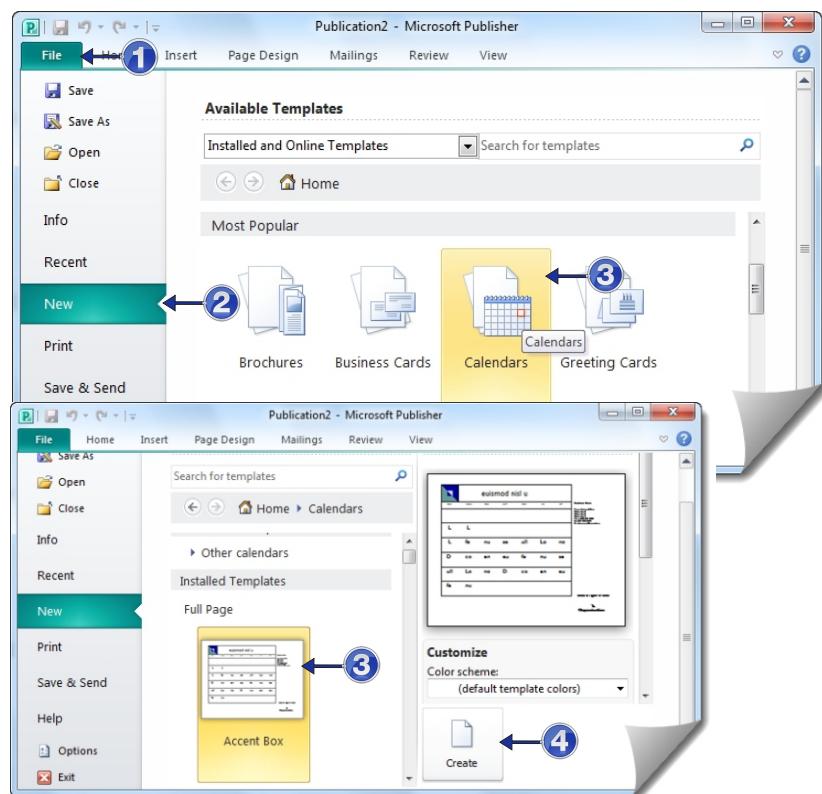
③ Click Calendars.

Publisher displays a preview of the selected design here.

Choose the kind of calendar that you want to use and your desired time frame.

④ Click Create.

Note: Be sure to save your file before closing Publisher.



Making Greeting Cards

① Click File tab.

② Click New.

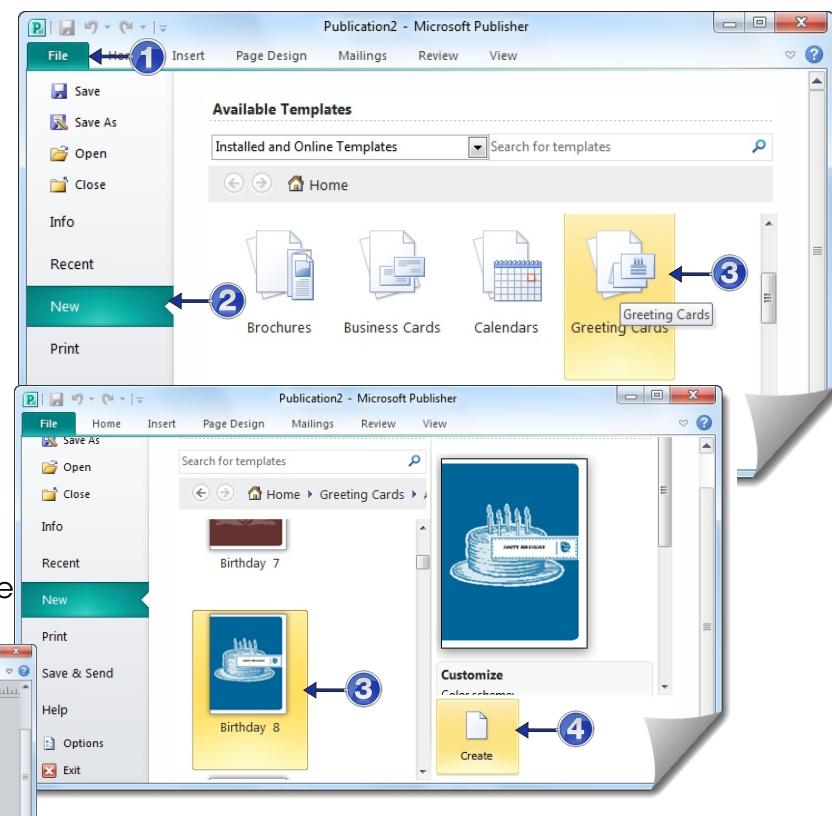
③ Click Greeting Cards.

Publisher displays a preview of the selected design here.

Choose the kind of Greeting Cards that you want to use.

④ Click Create.

Note: Be sure to save your file before closing Publisher.



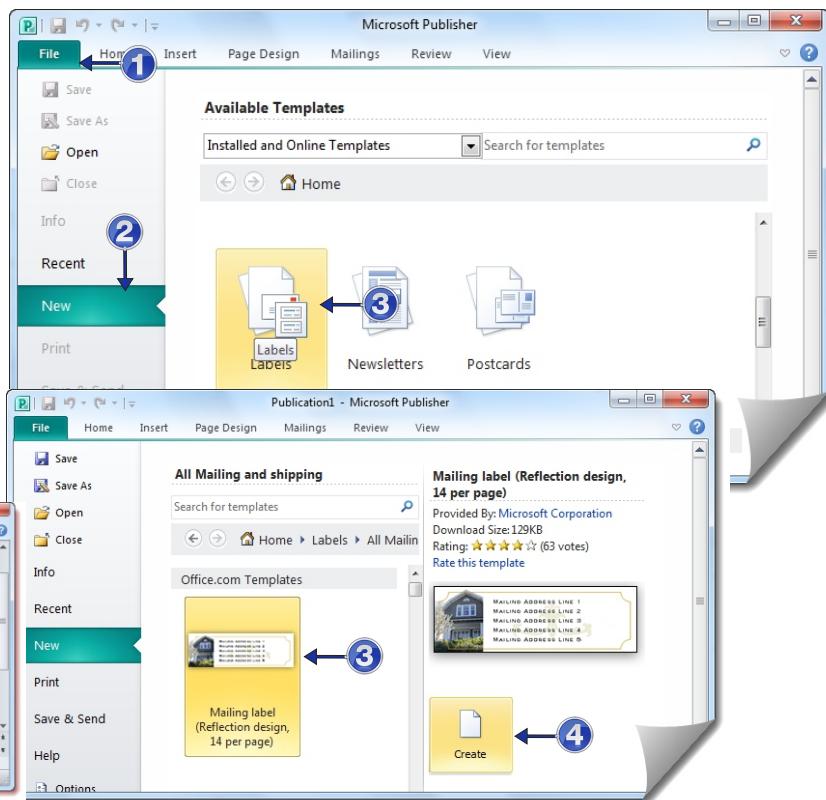
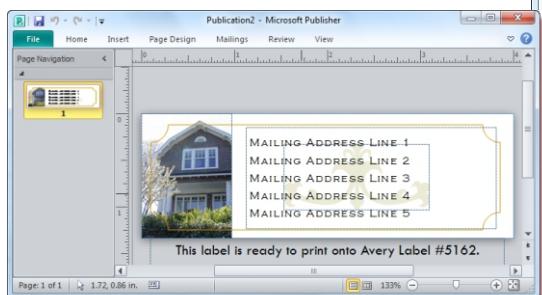
Creating Labels

- 1 Click File tab.
- 2 Click New.
- 3 Click Labels.

Publisher displays a preview of the selected design here.

Choose the kind of Label that you want to use.

- 4 Click Create.



Creating Newsletters

- 1 Click File tab.
- 2 Click New.
- 3 Click Newsletters

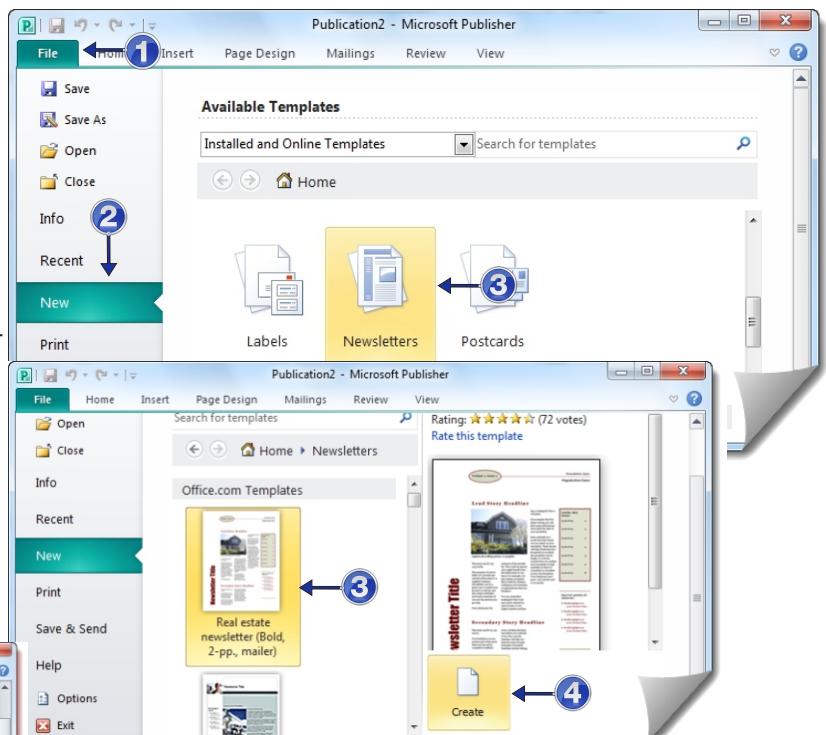
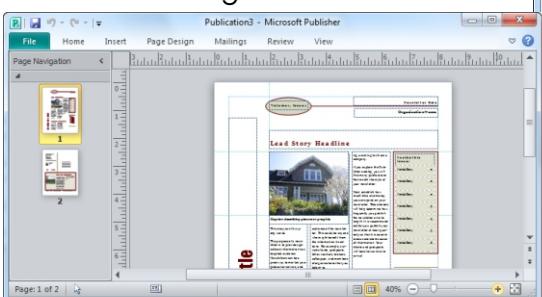
Publisher displays a preview of the selected design here.

You can customize the color scheme or fonts using the options at the right.

Choose the kind of Newsletters that you want to use.

- 4 Click Create.

Note: Be sure to save your file before closing Publisher.



Creating Postcards

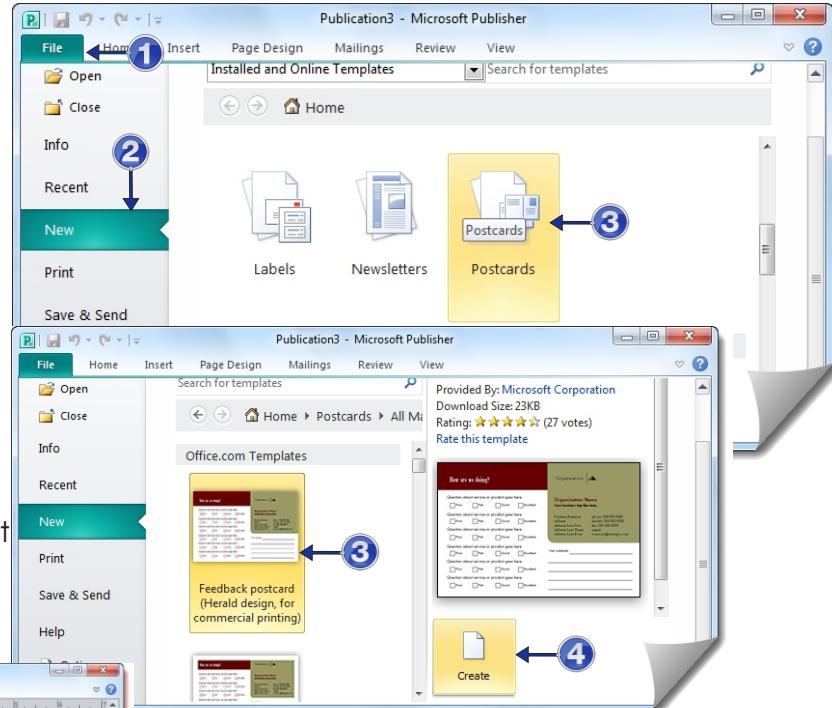
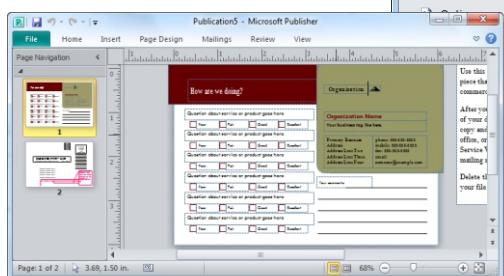
- 1 Click File tab.
- 2 Click New.
- 3 Click Postcards.

Publisher displays a preview of the selected design here.

Choose the kind of Postcards that you want to use.

You can customize the color scheme or fonts using the options at the right.

- 4 Click Create.



Creating Banners

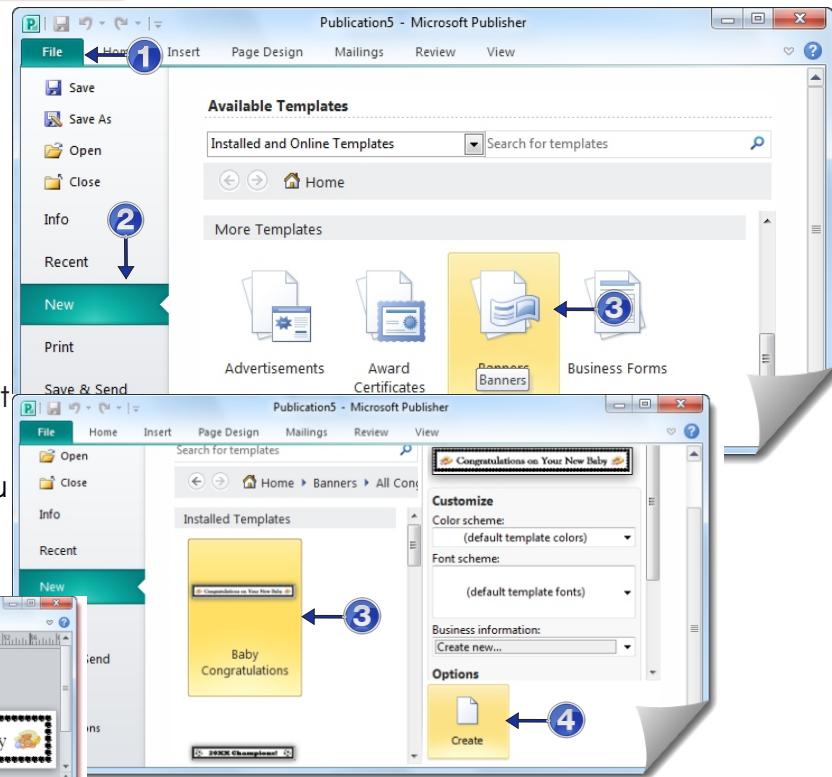
- 1 Click File tab.
- 2 Click New.
- 3 Click Banners.

Publisher displays a preview of the selected design here.

You can customize the color scheme or fonts using the options at the right.

Choose the kind of Banners that you want to use.

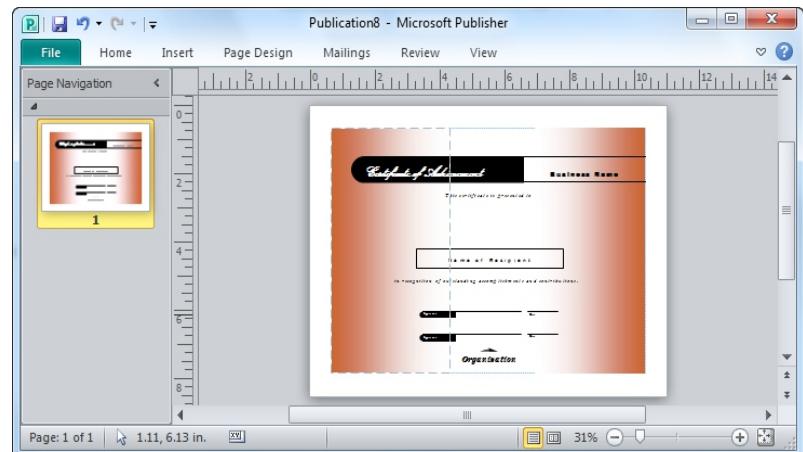
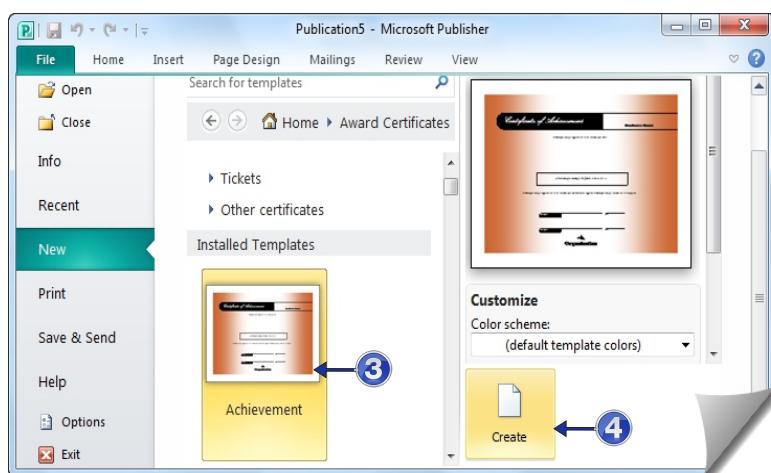
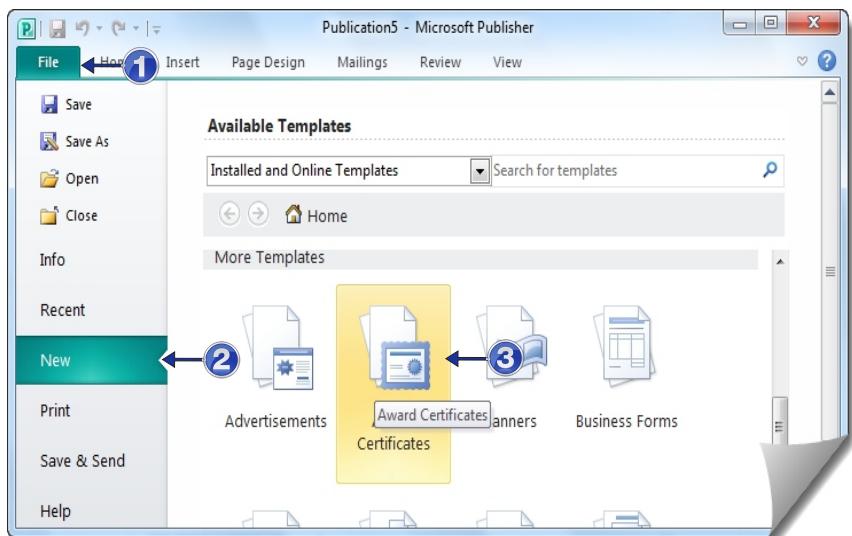
- 4 Click Create.



Creating Award Certificates

- ① Click File tab.
 - ② Click New.
 - ③ Click Award Certificates.
- Publisher displays a preview of the selected design here.
- You can customize the color scheme or fonts using the options at the right.
- Choose the kind of Award Certificates that you want to use.
- ④ Click Create.

Note: Be sure to save your file before closing Publisher.



Creating Invitation Cards

1 Click File tab.

2 Click New.

3 Click Invitation Cards.

Publisher displays a preview of the selected design here.

Choose from the different sizes available.

Choose the kind of Award Certificates that you want to use.

4 Click Create.

Note: Be sure to save your file before closing Publisher.

