



The Tech Club

The first computer club for teachers!

Creating Banners in Publisher

Creating Banners in Publisher is easy! Follow these simple steps:

- Open "Publisher"
 - Choose "Banners" from the list of documents on the left
 - Choose the style of banner that you like by clicking on it
 - Go through Banner Wizard where you can choose length, how tall, where you want graphic, and if you want a border. Click "Finish" when done with the wizard.
 - To change your design, choose "design"
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Adding Graphics

- Click on the existing graphics to select a graphic from clip art
 - Click on the clip art you like and then click on the insert icon (paper with an arrow)
 - You may also copy and paste graphics from the Internet
 - Resize them to fit
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Adding Text

- Click on "Your Text Here" to highlight
 - Begin typing
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Adding a Border

- Double click on the existing border
- Choose from the styles of border art or regular line borders
 - Click "Ok" and it will insert into your banner



How to Make the Banners Fancier:

Add Word Art

****Publisher 2000 has the old way to do Word Art. I suggest minimizing Publisher and making the word art in Word and then copying and pasting into your banner. To do this:

- Minimize Publisher
 - Open Word
 - Click on "Insert"
 - Then Click on "Picture"
- Then Click on the slanted blue "A" which is the symbol for Word Art.
 - Choose your style
 - Click on "OK"
 - Then type in your text and then click on "OK"
- Click on your Word Art to get the box around it.
 - Then right click and select "copy"
 - Maximize your banner
 - Right click and then select "paste"
- You will need to adjust the size and position

Customizing Borders

- Click on your existing border to reveal the border art.
 - Click on "Create Custom"
 - Click on "Choose Picture"
 - Type what you are looking for
 - Click on the "insert" icon
 - Type a name for this custom border
 - Click on "OK"
- Then Click "OK" once more to add that border to your banner