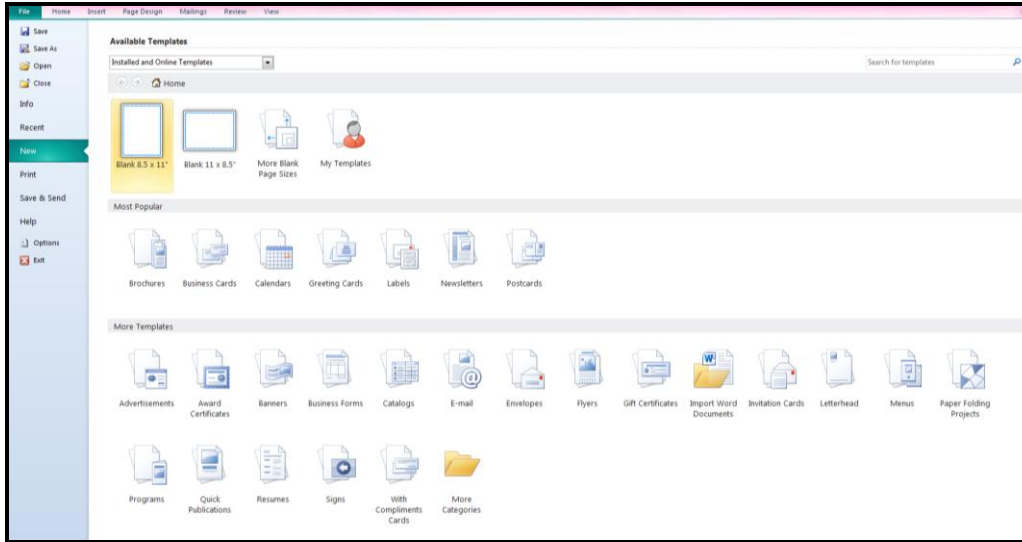
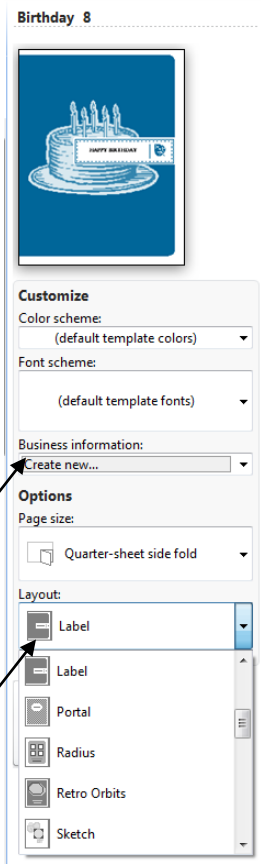
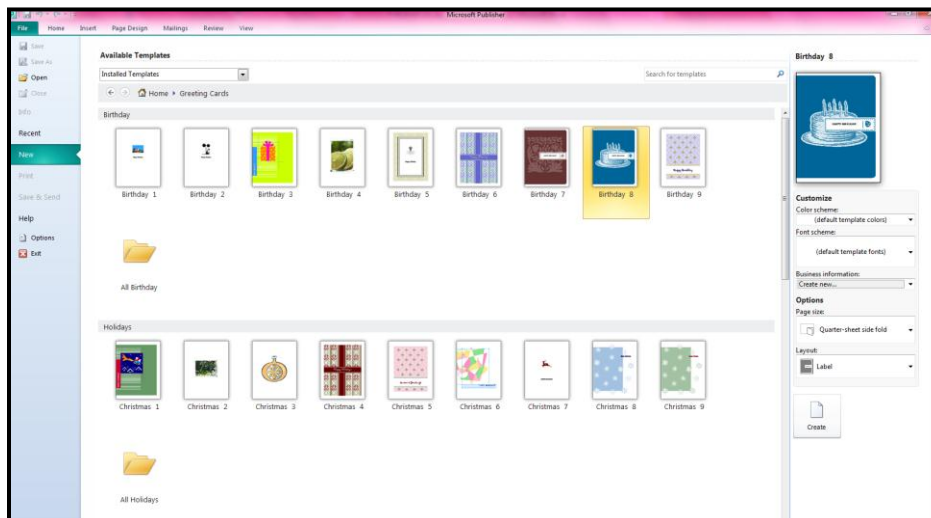


HOW TO CREATE A NEW DOCUMENT:

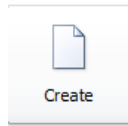
1. Start Publisher. A screen will appear to help you get started:



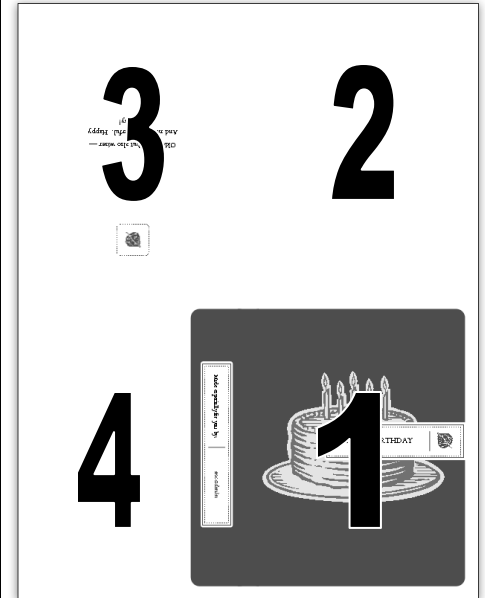
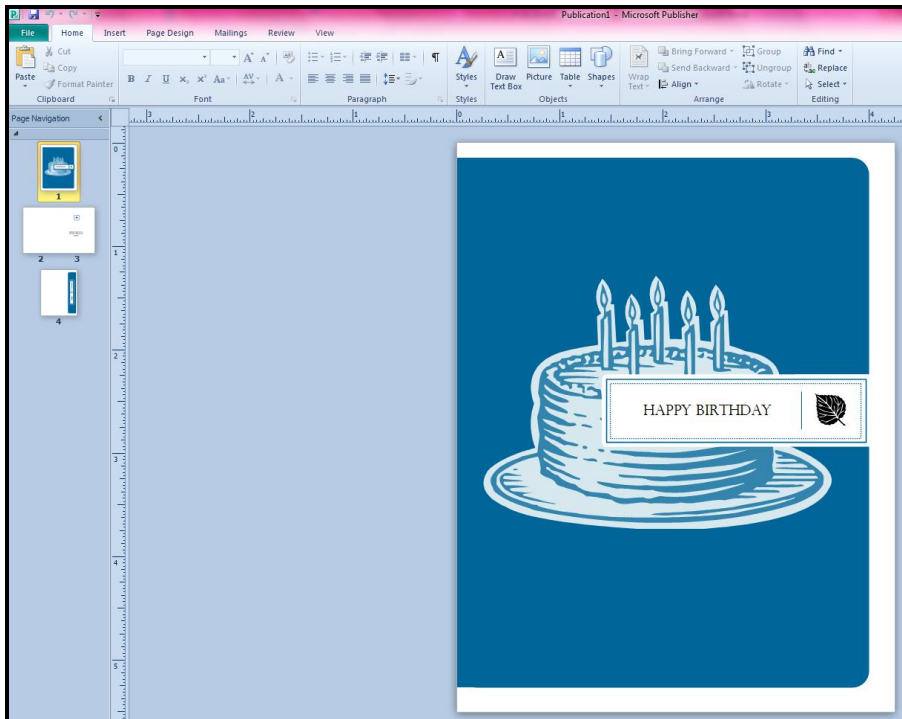
2. Choose which kind of document you want to create. A lot of staff members have found success with the 4-on-a-page template for flyers. Because of this, we're going to select **greeting cards**.
3. From here, you can choose from various designs, themes, and even manufacturers. You can choose to view templates from both online & the computer, or just one of the two categories. You can even go with a blank template.



4. I chose the **Birthday 8** card template. Now it's selected on the right-hand pane, and I'm given several options. I'm going to stay with the **default template colors & default template fonts**. I've selected **Quarter-sheet side fold** as my page size: this is what's going to put four flyers on one sheet.
5. For the **layout** I can choose to have the greeting in various places, but I'll stick with the default **Label** placement on this one.



- Now I click the **Create** button to make my template come to life!
- You can see my artboard/workspace below. To the left of the full-size image is a preview of all 4 pages.



In this case, the term **“page”** refers to the 4 parts of the card.

PERSONALIZING THE TEMPLATE

- Click on the part of the document that you want to change. Here I have selected the birthday cake graphic:
See how a box appears with dots at the corners & middles?
This is how you change your graphics.



Let's make the graphic smaller.... Grab the dot at the top left corner and click, but hold the mouse down (don't release). Then drag your mouse down, or left, or diagonal.



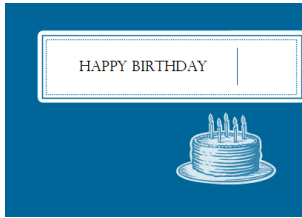
See how the shape of the graphic changed? Oops! But now it looks flattened...

You should always hold the SHIFT key while dragging the dot. This will ensure that your graphic retains its shape & proportion.

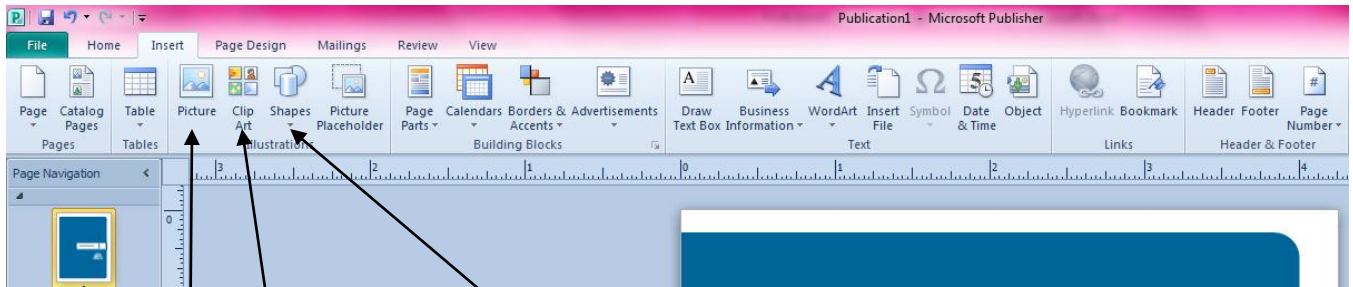
Let's try it again, but while holding the SHIFT key:



- Now I want to get rid of the leaf... a leaf doesn't belong on a birthday card! Select the leaf by clicking on it once. Then hit your **Delete** or **Backspace** key. Now the leaf is gone.



- If you want to put a different picture or graphic in that place (or anywhere on the document), go to the top navigation menu.
- Click on the **Insert** tab to pull up the menu:

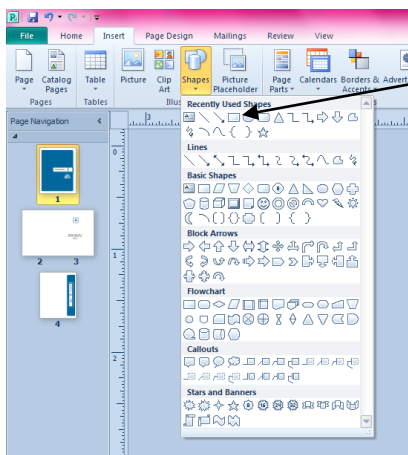


Insert a photo or other image from your computer

Choose from the library of clip art graphics

Insert any number of pre-made shapes

- We're going to select a shape. When you click on the tool bar, it will pull up a selection:

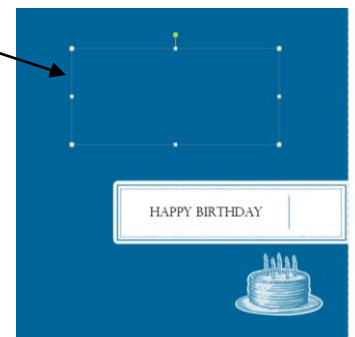


Choose which shape you want. I'm going to use a simple rectangle/box shape.

Your cursor will turn into a cross so you can draw the shape.

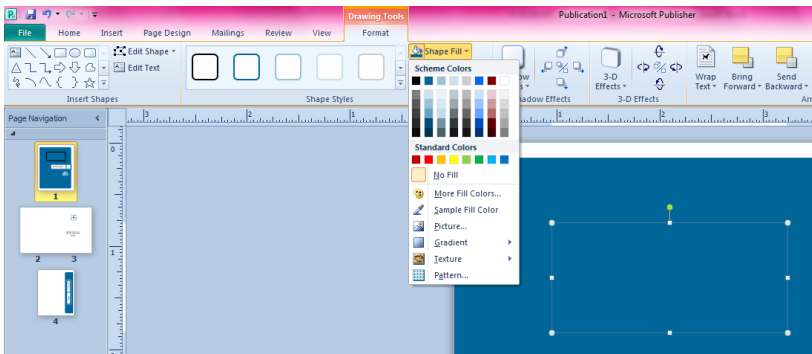
Click where you want the shape to start, and then drag to the size you want your box.

You can always adjust the form by dragging the dots around once the shape has been made the first time.



THE FUN STUFF! MAKING SHADOWS, GRADIENTS AND ADDING TEXT

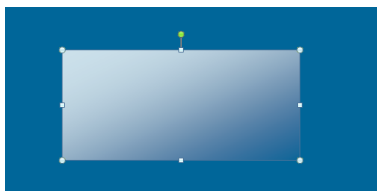
1. You've made your rectangle. Now let's fill it in so you can give it a shadow!



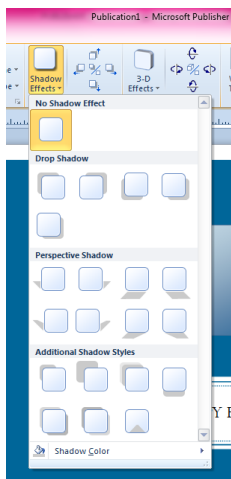
With your rectangle selected, choose the **Drawing Tools** tab at the top of the menu. Then click on **Shape Fill** to choose from a variety of options. I'm going to fill with a gradient, but you can choose a solid color or pictures to fill it in, too. Whatever floats your boat!

2. Notice the options available for the gradient. The color will default to the last color selected, or the default color of the program.

Choose a gradient that you enjoy, and the box will fill in with it.

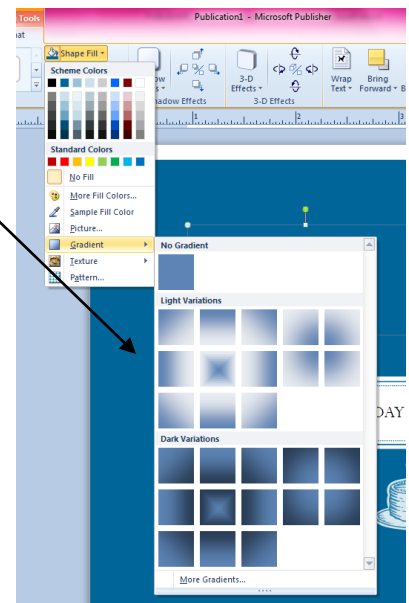


3. Make sure your box is still selected, then go to **Shadow Effects**:



You can choose from a variety of shadows. Pick whichever floats your boat (again!)

Then click on the image and your box will have a shadow.



4. **Now add some text!** Choose the **Insert** tab again, and then select **Draw Text Box**. Your cursor will once more become a cross, and you can draw where you want your text to appear. I put mine inside the gradient/shadow box:



Then start typing and you have your text!