Desktop Publishing Assignment 1 – Greeting card

For this assignment students will produce a greeting card using the tools shown in the tutorial videos.
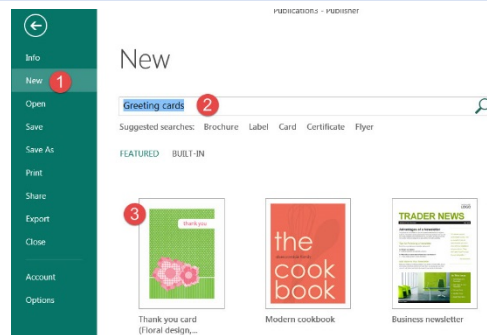
The greeting card project must:

- Modify a template to personalize a greeting card
- Use a text block to add text
- Replace placeholder graphics with new
- Use a minimum of 2 graphics
- Appropriate set up for 2 fold greeting card
- Use bold, italic and color to emphasize important items

1. Open a template

1. Open MS Publisher

2. Click on New **document**.

3. **Search** for Thank you card - Floral. Click to see a larger image preview.

4. **Click** Create.

   This design has been chosen because it does not require special paper or cutting. The design prints on one side of the paper; then folds in half (twice) to create a greeting card.
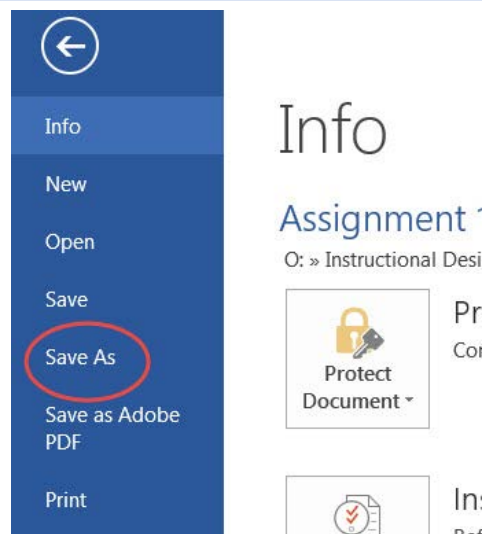
2. Save your document

It's best to **save as** and name the project at the beginning of your project. Remember to **save** as you complete each step.

Save your presentation the first time by selecting **save as**.

1. **File**, **save as**: Last name_greeting card to the Office Projects folder you create on the desktop.

3. Personalize your card

If you want to make changes to the entire publication:

1. To try a different color scheme, on the **Page Design** tab, click the color scheme that you want. If you hover over the color schemes you'll immediately see how your greeting card will look if you choose the color scheme.

2. To try a different font scheme, on the **Page Design** tab, click **Fonts**, and then choose the font scheme that you want.
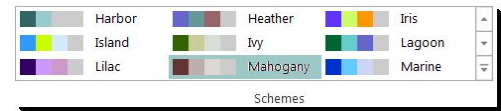
3. Edit text or Add new text

To change the text already created in the greeting card:

1. **Click** inside the box, delete the text and add your own.

Add a text block

1. On the **Insert** tab, click **Draw Text Box**.
2. In your card, point to where you want one corner of the text to appear, and then click and drag diagonally until you have a box that is the size that you want. Click inside the box and type your text.
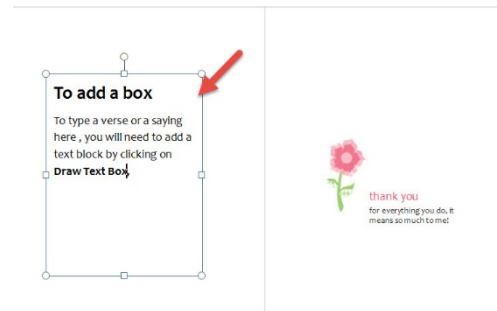
For a balanced design use a variety of sizes; using larger sizes for the important items.

4. Replace the placeholder pictures with your own picture or graphic

Replace the placeholder pictures with your own

1. **Right-click** the placeholder picture, click **Change Picture** > **Change Picture**.

2. In the Insert Picture dialog, either click **Browse** to find pictures on your own computer or on your local network, or search for pictures on Office.com or from Bing.
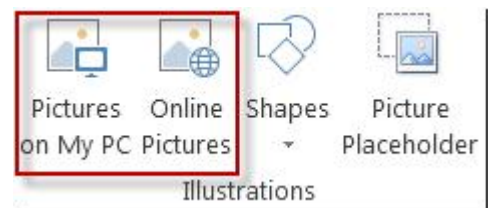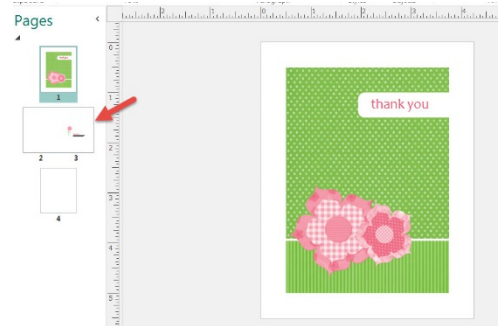
Repeat editing text and graphics for each page

To move to the next pages to edit the text or graphics:

1. **Select** the next set of "pages" by clicking on the navigation panel on the left.

Each panel of the card is set up in "4 pages" even though it will be printed on 1 sheet. Page 1 is the front cover, pages 2-3 are the inside panels of the card, and page 4 is the back of the card.

5. Add a new picture on the back page

Create or find a trademark, photo, or graphic that represents you; then place it on the back page.

This example was created with a copy of the graphic from the front with a text block added.

1. On the **Insert** tab, click either **Pictures on my PC** or **Online Pictures**.
   Browse you own computer, or search Office.com or Bing for images, and click **Insert**.
2. Add text block to add a name.

6. Print card

After adding text and images, print out your card, fold in half, then in half again.

1. Click **File** > **Print**.

2. Under **Print**, enter the number of copies to print in **Copies of print job** box.
Make sure the correct printer is selected.

3. Under **Settings**, do the following:

- Make sure the correct range of pages or sections is selected.
- Select the layout format for printing.
- Set the paper size.
- Set whether to print on one side of the paper or on both sides.
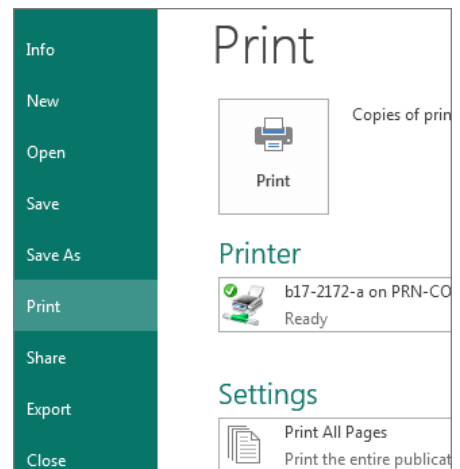
If your printer is capable of color printing, choose whether you want to print color or grayscale.

8. Save and Upload the completed file to Desktop Publishing Assignment 1- Greeting card

1. **File:** save

After completion save your file one more time then upload the file to this assignment:

2. **Click:** on the title
3. **Select:** Add Submission
4. **Drag and drop your file** into the box **or** select your file to upload
5. **Select:** save changes.