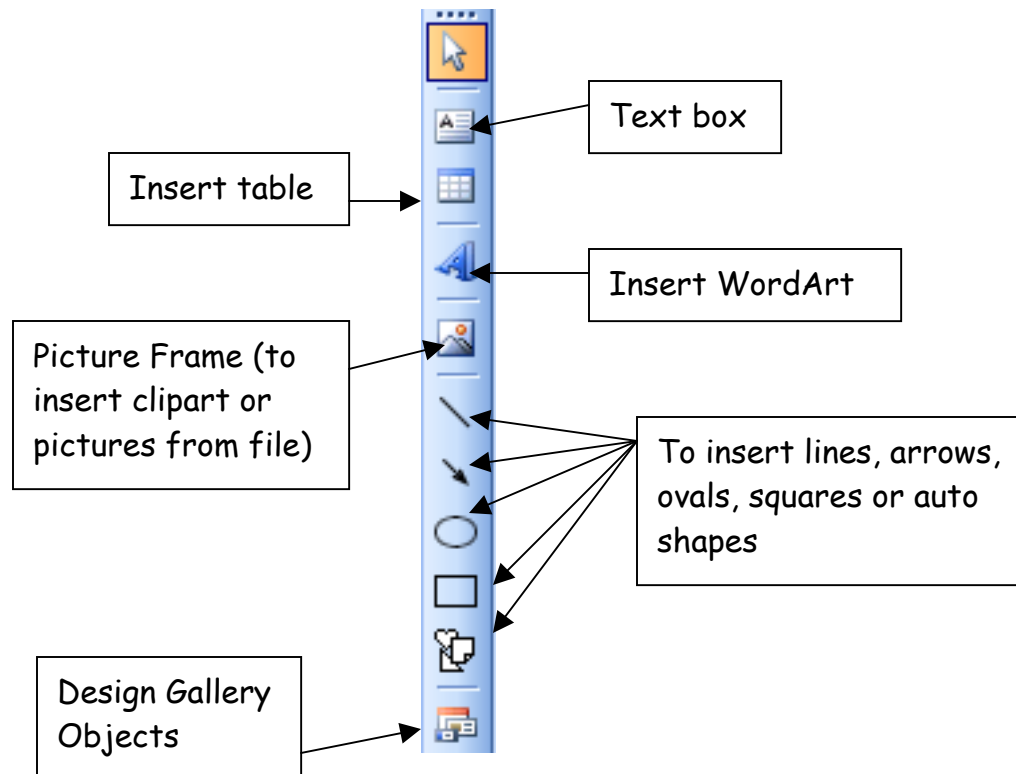
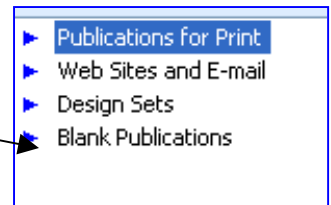


Creating a Sign using Publisher (Office 2003)

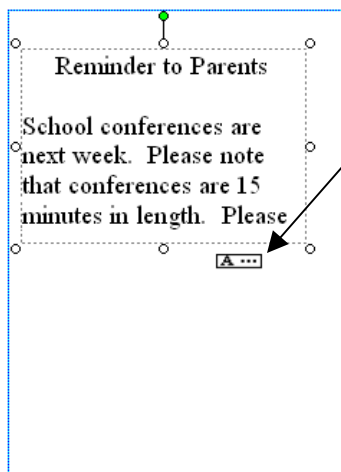
Start from Scratch

- Double click on the Publisher icon to start the program.
- Click on Blank Publications (on the left)
- Double Click on FULL PAGE (also on the left)
- Use the icons on the left to add items to your sign:



Tips for your sign:

- Insert a TEXT BOX to type in text.
 - Click on the text box icon on the toolbar
 - Go onto the full page of your sign and draw the text box
 - You will be able to resize it if needed
 - The font size will be very small initially
 - Either change the font size before typing, or highlight and change the font size after typing



If you see this little box with **A ---** this means that your text goes beyond the size of your text box.

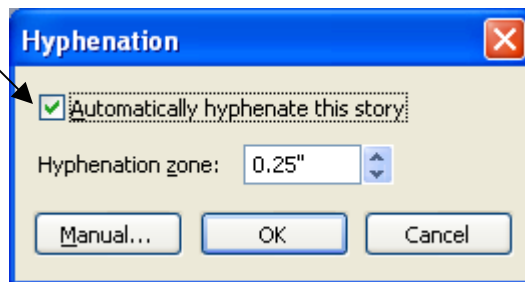
Either resize your text box, or change the font size.

Publisher is set to hyphenate automatically.

To remove HYPHENATION

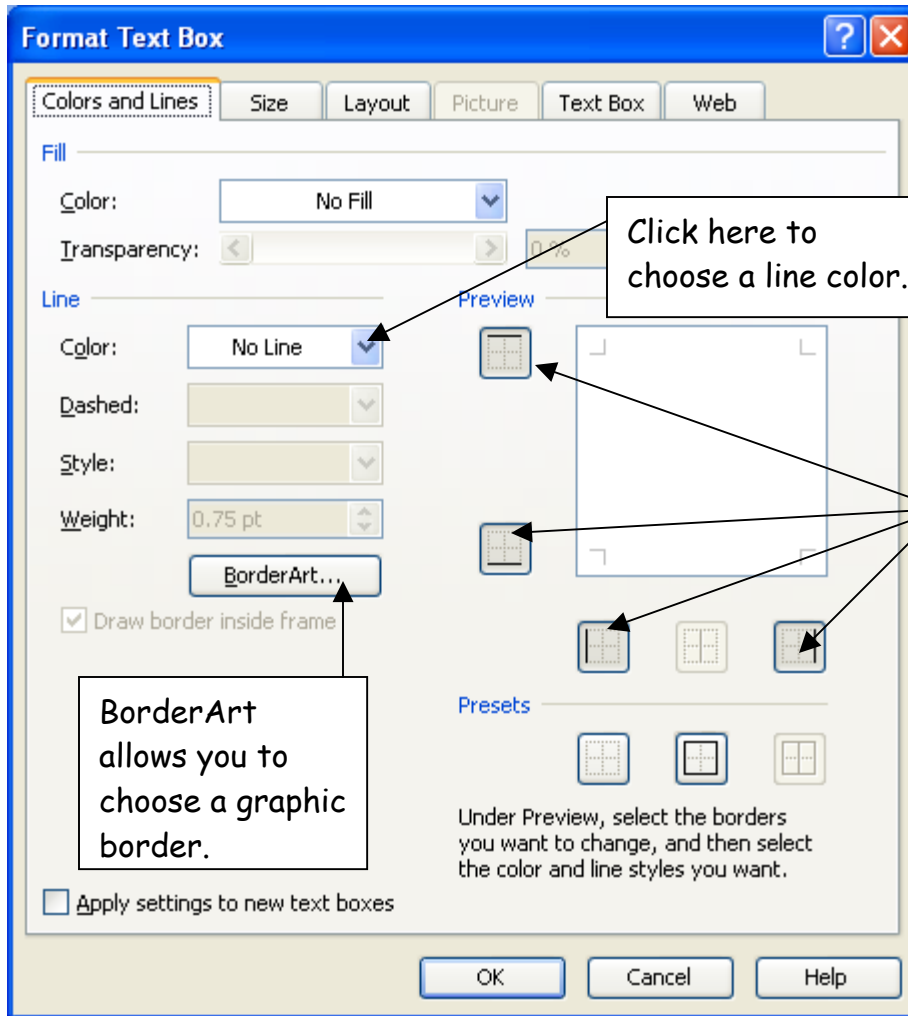
- RIGHT CLICK on your text box.
- Choose **PROOFING TOOLS** from the list.
- Then choose **HYPHENATION** from the next list.

Uncheck "automatically hyphenate this story"



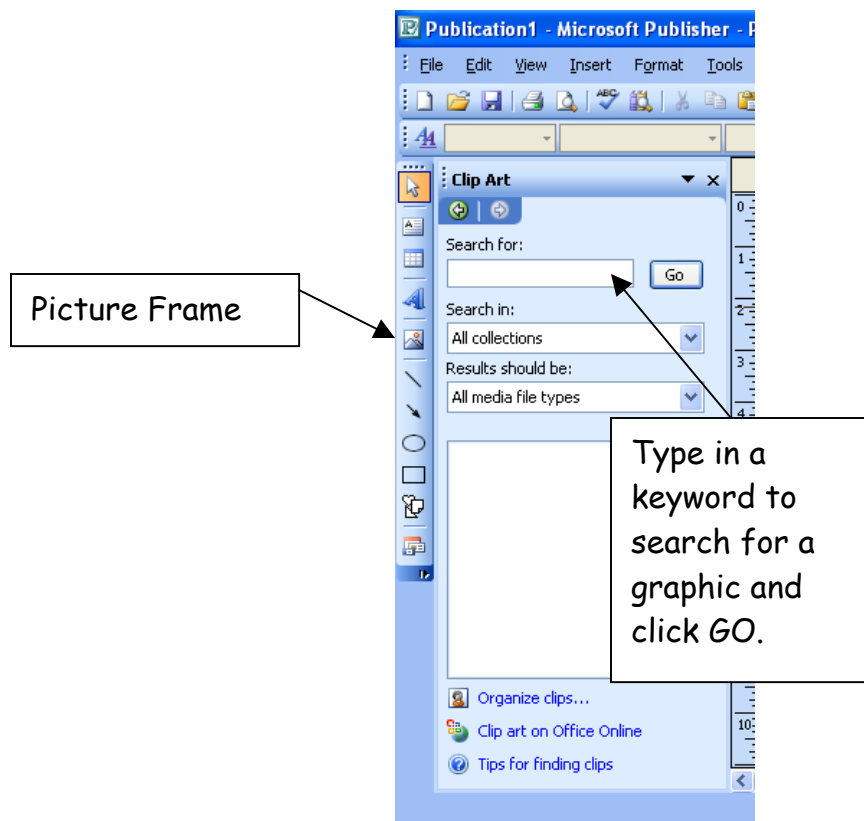
Put a border around your text box:

- RIGHT CLICK on your text box.
- Choose **FORMAT TEXT BOX** from the list.



To insert ClipArt:

- Click on the PICTURE FRAME button on the toolbar.
- Choose CLIPART from the list.



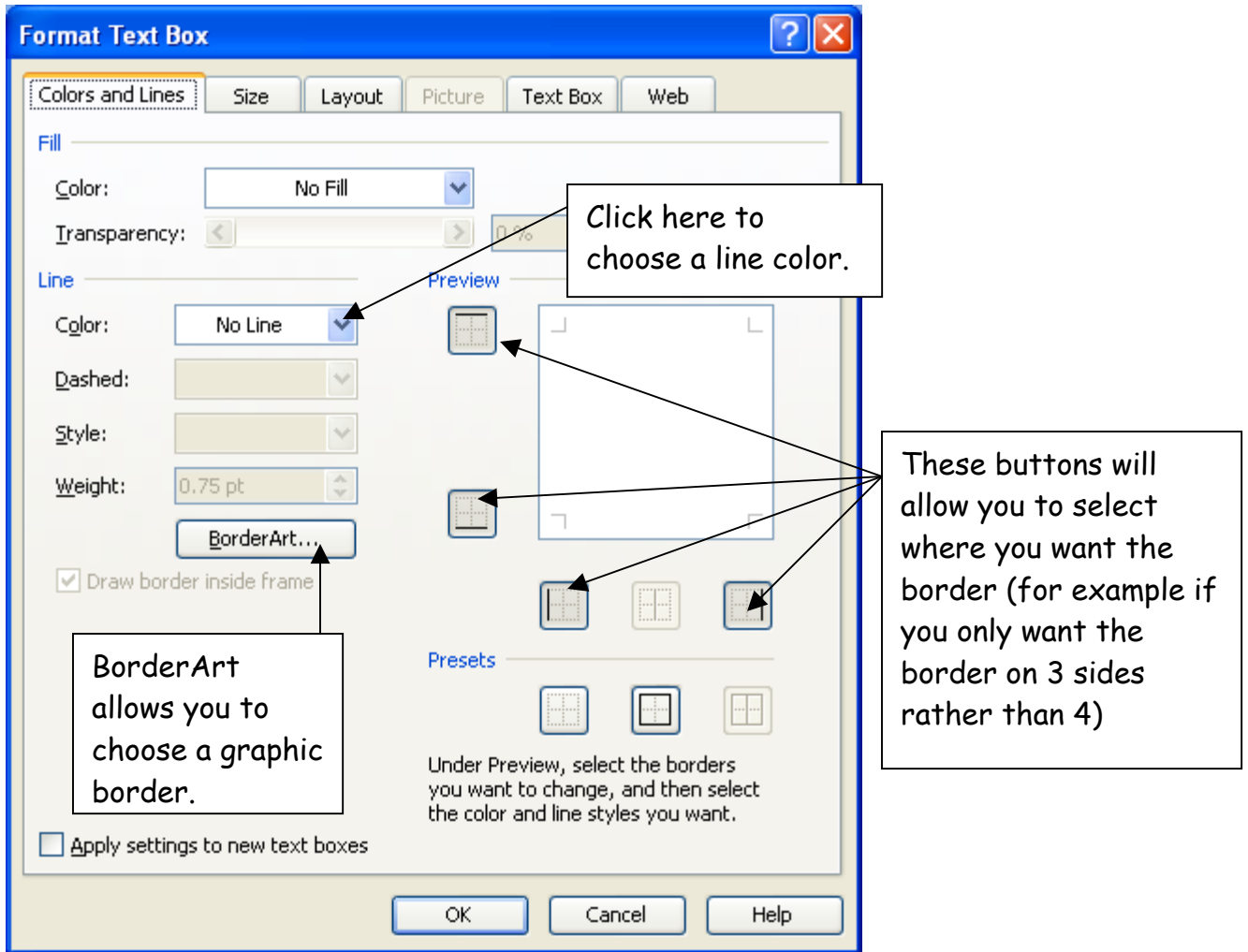
Page Borders: Two Options

#1: ClipArt Border

- Click on PICTURE FRAME and select CLIPART (as above)
- In the Search For box type in PAGE BORDERS
- Click on the border you'd like to select to insert it onto the page
- Resize the border as needed
- If the border has a "solid fill" (and you can't see your page contents through it), click on ARRANGE and select ORDER, then select SEND TO BACK. This will put your border behind other objects on the page.

#2: Other Borders

- Click on the RECTANGLE tool on the object toolbar (on the left)
- Draw a rectangle the size that you want the border on your page
- Right click on your border, and choose FORMAT AUTOSHAPE.



Add a Watermark:

- Insert clipart, as instructed above.
- Resize your picture to the dimensions you'd like.
- When you have your picture selected, you should see the Picture Toolbar.
 - If you don't see the Picture Toolbar, click on VIEW to TOOLBARS to PICTURE
- Lighten your picture and send it behind your other objects.



Click on the Image Control button and select WASHOUT.

Hint: If this is too light, click on the Image Control button and select AUTOMATIC. Then click on the MORE BRIGHTNESS button to manually lighten the graphic.

Finally, click on ARRANGE, select ORDER, and select SEND TO BACK. This will put your graphic behind the other objects on your page.