## **Recipes4Success**®



# **Deicing District Property**

#### Compiled by: Allison Garmo, LAnse Creuse Public Schools

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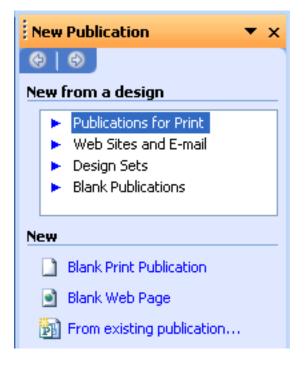
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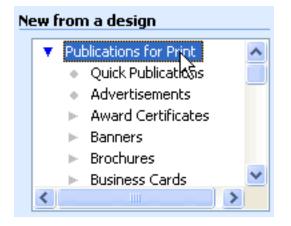
#### Use a Design Publisher 2003

Open Publisher.

You will see publication designs on the New Publication task pane.



Click the Publications for Print option to create a brochure, menu, or invitation.



Choose a publication type from the list on the task pane.



You will see design options on the right.

Use the scroll bar to see all of the designs.

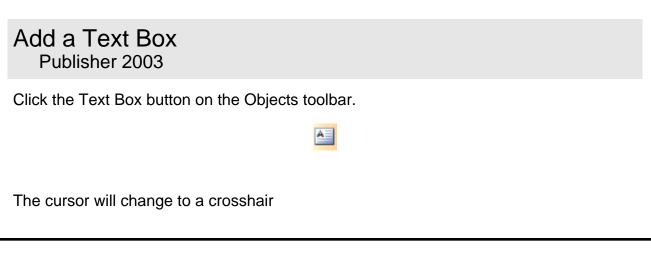
Click the design you want to use.



The design template will open.

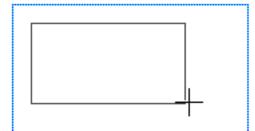
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convert to web publication	n <		>
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You can now begin adding your text to the text boxes and making changes to the graphics to customize the publication.



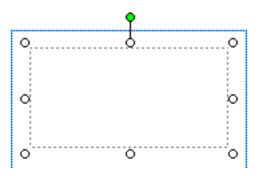
Position the cursor where you want one corner of the text box to be.

Click and drag to create the text box.



Release the mouse button.

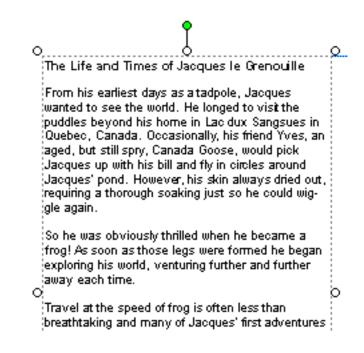
You will see the text box.



You can now type the text you want to add to the box.

#### Add Columns to a Text Box Publisher 2003

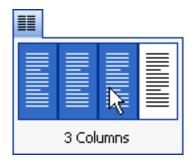
Click the text box you want to change.



Click the Columns button on the Standard toolbar.

You may have to click the Toolbar Options button on the toolbar to see the Columns button.

Move the cursor over the number of columns you want in the text box.



Click to make your selection.

The text box will display the text in the number of columns you specified.

<u>,</u>	Ţ	<u>_</u>
V	·····	X
The Life and Times	around Jacques'	breathtaking and
of Jacques le Gre-	pond. However, his	many of Jacques' first
nouille	skin always dried out,	adventures were not
	requiring a thorough	too exciting. Apuddle
From his earliest days	soaking just so he	here, a pond there, a
as a tadpole, Jacques	could wiggle again.	trip over Niagara Falls
wanted to see the		in a Pepsi® can. The
world. He longed to	So he was obviously	average travels and
visit the puddles be-	thrilled when he be-	travails of a young 🛛 🚊 👘
<sup>O</sup> yond his home in Lac	came a frog! As soon	frog on the movel <b>t</b>
dux Sangsues in	as those legs were	was while recovering
Quebec, Canada. Oc-	formed he began ex-	from his trip over the
casionally, his friend		falls that things began
Yves, an aged, but	turing further and fur-	to get interesting.
still spry, Canada	ther away each time.	
Goose, would pick	iner away each time.	Jacques decided to
	Tenual et the second of	
Jacques up with his		hop into the knapsack
bill and fly in circles	frog is often less than	of a Japanese tourist,
0	Ö	́о

#### Add WordArt Publisher 2003

Click the WordArt button on the Objects toolbar.

You will see the WordArt Gallery dialog.

Click the WordArt style you want to use.

WordArt Ga	llery				X
Select a <u>W</u> ord	Art style:				
WordArt	WordArt	WordArg	WordArt	WordAri	W
WordArt	WordArt	WordArt	WordArt	WordArt	<b>W</b>
WordArt	WordArt	Word Art Word Art	WordArt	WordArt	W W
WordArt	WordArt	WordArt	Nordhi	WordAt	
WordAnt	Harber			<b>Warder</b> i	1 M
				ок	Cancel

Click the OK button.

You will see the Edit WordArt Text dialog.

Type the text you want to use into the Text field.

Edit WordArt Text	
Eont:	Size:
<b>™r</b> Impact	🖌 36 🔽 🖪 🗾
<u>T</u> ext:	
Newsletter	
	OK Cancel

Change the font using the Font pull-down menu.

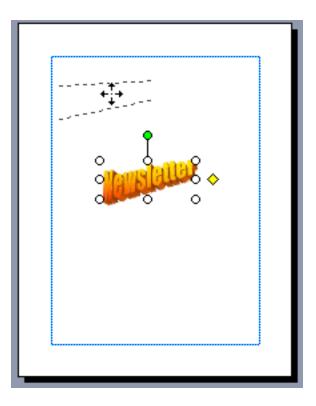
Change the font size using the Size pull-down menu.

Click the OK button.

The WordArt will be added to the publication.



To move the WordArt, click and drag it to a new place on the page.



To resize the WordArt, position the cursor over one of the handles.

The cursor will change to two arrows.

Click and drag toward the center of the WordArt to make it smaller.

Click and drag away from the WordArt to make it larger.

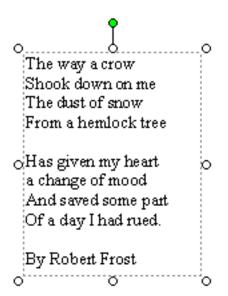


When you release the mouse button, the WordArt will be the new size.

Click the page away from the WordArt to deselect it.

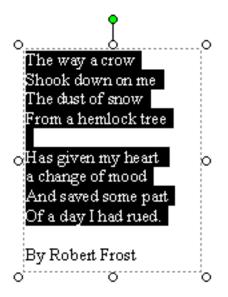
#### Align Text Publisher 2003

Click a text box you want to change.



Click the cursor after the last letter of the text you want to align. Click and drag across

the text to select it.



The Align buttons are on the Formatting toolbar.

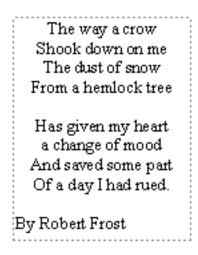
The current alignment is selected.



Click the button for the alignment you want to use.

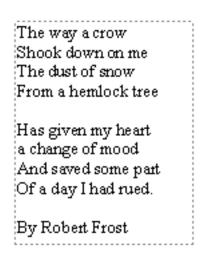
If you want to align the text along the center, click the Center button.

You will see the text change.



If you want to align the text along the right edge, click the Align Right button.

You will see the text change.



If you want to text to touch both edges, click the Justify button.



You will see the text change.

The way a crow Shook down on me The dust of snow From a hemlock tree Has given my heart a change of mood And saved some part Of a day I had rued. By Robert Frost

If you want to align the text along the left edge, click the Align Left button.

#### You will see the text change.

The way a crow Shook down on me The dust of snow From a hemlock tree	
Has given my heart a change of mood And saved some part Of a day I had rued.	
By Robert Frost	