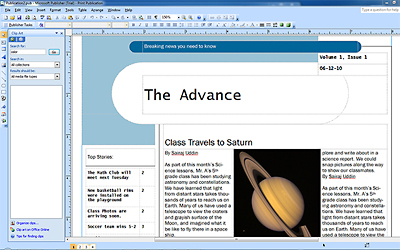
|  |
| --- |
| Create a class newspaper with Microsoft Office Publisher 2007 |

Learn how to use Microsoft Office Publisher 2007 to create and publish projects such as a class newspaper.

|  |
| --- |
| [http://www.microsoft.com/education/PublishingImages/265x150/v/V_HT_37_Publ_Newspaper_still.jpg](http://wm.microsoft.com/ms/education/videos/Create%20a%20class%20newspaper%20with%20Microsoft%20Office%20Publisher%202007.wmv)  **Video: Create a class newspaper**  Students benefit from collaborative projects that develop team-building and problem-solving skills such as a class newspaper. Microsoft Office Publisher 2007 helps quickly and inexpensively publish a newspaper, giving students time to write creatively. [**Watch the video**](http://wm.microsoft.com/ms/education/videos/Create%20a%20class%20newspaper%20with%20Microsoft%20Office%20Publisher%202007.wmv) |

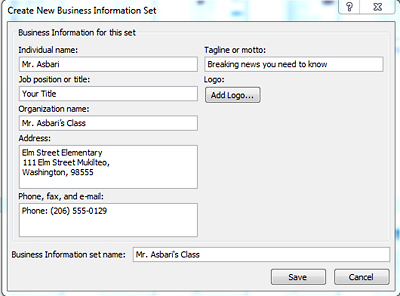
Content body 1

**Collaborative work**



You can divide your class into small working teams that rotate through the various tasks required to publish a newspaper. For example, one team can be responsible for writing stories, another team for taking and sourcing pictures, and another for handling the layout. Publisher provides all of the functionality required for students to create a well-designed newspaper and automates a lot of the details. For example, Office Publisher 2007 automatically resizes heading text to fit the space and flows text from one text box to another.

**Create a template**

1. Start Office Publisher. In the **Publication Types** list, click **Newsletters**. Click a newsletter template. For more choices, click **View templates from Microsoft Office Online**. Don't worry about finding the perfect template–you can change any aspect of the design later. 
2. In the preview pane on the right, you can modify the color and font schemes.
3. Click **Business Information**, and enter details about the class and the newspaper. Information that you enter here will appear in various locations of the template.
4. Click **Create**, and a new publication is built from the template.
5. Before you begin your first edition, modify the boilerplate elements of your publication to create a custom template. Click the placeholder text in the title text box, and type the name of your newspaper. Click the border of any text box or object to move it to a new location or to resize or delete it. In the **Task** pane, select **Format Publication**, and modify the options that will affect the overall design. You can even change the template.
6. On the **File** menu, click **Save**. Under **Save as type**, select **Publisher Template (\*.pub)**, enter a name for the template, and then click **Save**.

Content body 2

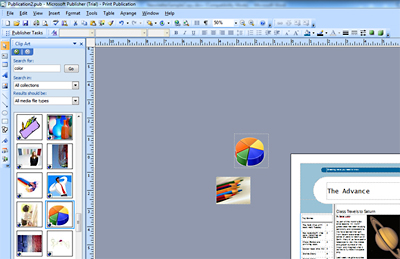
**Publish your first edition**

1. Start Publisher, or, on the **File** menu, click **New**.
2. In the list on the left, click **My Templates**, and double-click your newspaper template.
3. In the new publication, do any of the following:

* **Add text:** 
  1. Click to select placeholder text, and then start typing. The text boxes are already formatted with the font scheme you chose for your template.
  2. If a story was submitted by a writer as a Microsoft Office Word document, copy the contents of the document to the clipboard. Then, in Office Publisher, select the placeholder text, and click **Paste**. http://www.microsoft.com/education/PublishingImages/ed/37_PubNews_HT_image3.jpg
  3. When a text box cannot hold any more text, Office Publisher displays a message with your options.

If you click **No**, the editorial team can edit the text to fit the space or you can increase the size of the text box. Click **Yes** if the editors decide the story deserves more space. Then, follow the instructions in the next message to select a text box into which you want the excess text to flow. This feature, called autoflow, helps you to quickly adjust the layout of your newspaper.

* **Add pictures:** 
  1. Click a picture placeholder. In the **Picture** toolbar, click the **Insert Picture** button, browse for the picture, and click **Insert**.
  2. Click the **Text Wrapping** button on the **Picture** toolbar to choose how you want text to wrap around the picture.
* **Change the layout:**
  1. To move an object, such as a text box or picture, drag the border. To resize an object, drag the resize handles (the small circles) on the border or corners.
  2. To add an object, click the **Insert** menu, and select the object. If the cursor changes to cross hairs after selecting an object, such as a text box, drag to draw the object on a page.
  3. If you plan to print on both sides of the paper and your publication template is set up for two-sided printing, you can view the inside pages as your readers will see them—two at a time. On the **View** menu, click **Two-Page Spread**. Notice that many of the newsletter templates use mirrored layouts. For example, the page number is placed in the upper-left corner on even pages and in the upper right on odd pages.



**Tip**: To help you lay out your pages, you can store objects in the space outside the publication area. For example, to help you decide which picture to use and where to use it, you can store all of the pictures in the workspace outside the newspaper and then drag pictures onto the layout to see how they look.