

Using Microsoft Publisher 2000 to Develop Local Language Materials

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Introduction

The Pacific region is diverse in culture and language. Much of the tradition is passed orally from generation to generation. As times have changed, so has the need for increased print literacy materials. Educators can now use Microsoft Publisher as one way to develop materials, including books and instructional resources in the local language.

This manual will provide step-by-step directions to insert digital pictures, include text written in local languages, placing text in varying locations on the page, and adjusting the font style and size of text using the Microsoft Publisher software.

In order to use this manual, the user must have Microsoft Publisher installed on their computer. This may or may not have been included with your computer. To check if the computer you are using has Microsoft Publisher, follow the directions below.

1. Click START in the bottom right hand corner.
2. Scroll to PROGRAMS.
3. On the right, a list of PROGRAMS should appear. Check to see if you have:

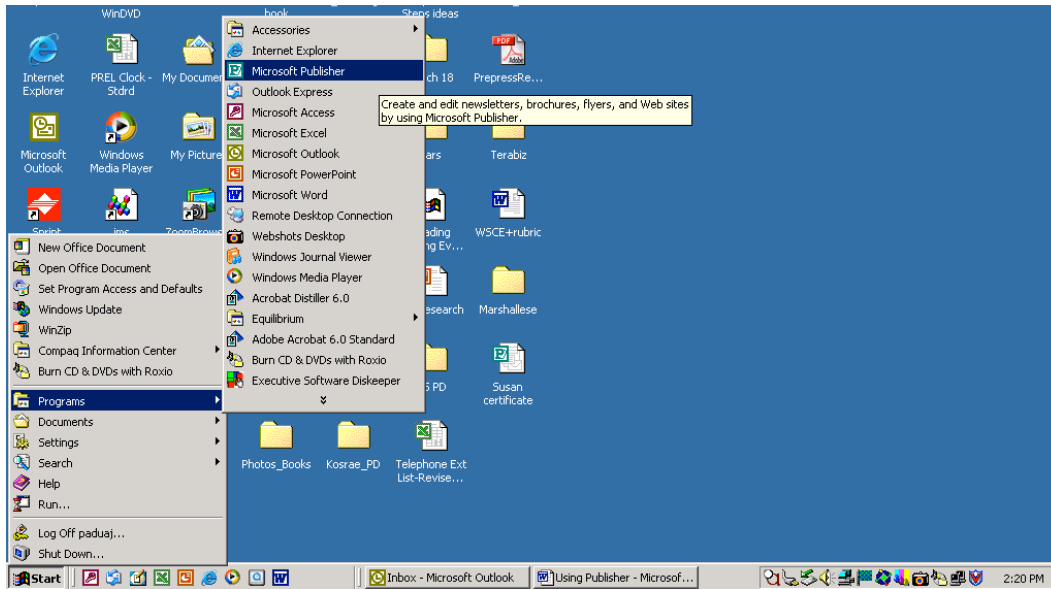


4. If you see the program, proceed with the directions in this guide.
5. If you do not see the program, obtain a copy of the software.

To develop books in the early grades, it is recommended that this manual be used in conjunction with *Developing Leveled Early Readers*.

Getting Started

- Click on Start, and scroll to Programs, then to Microsoft Publisher.



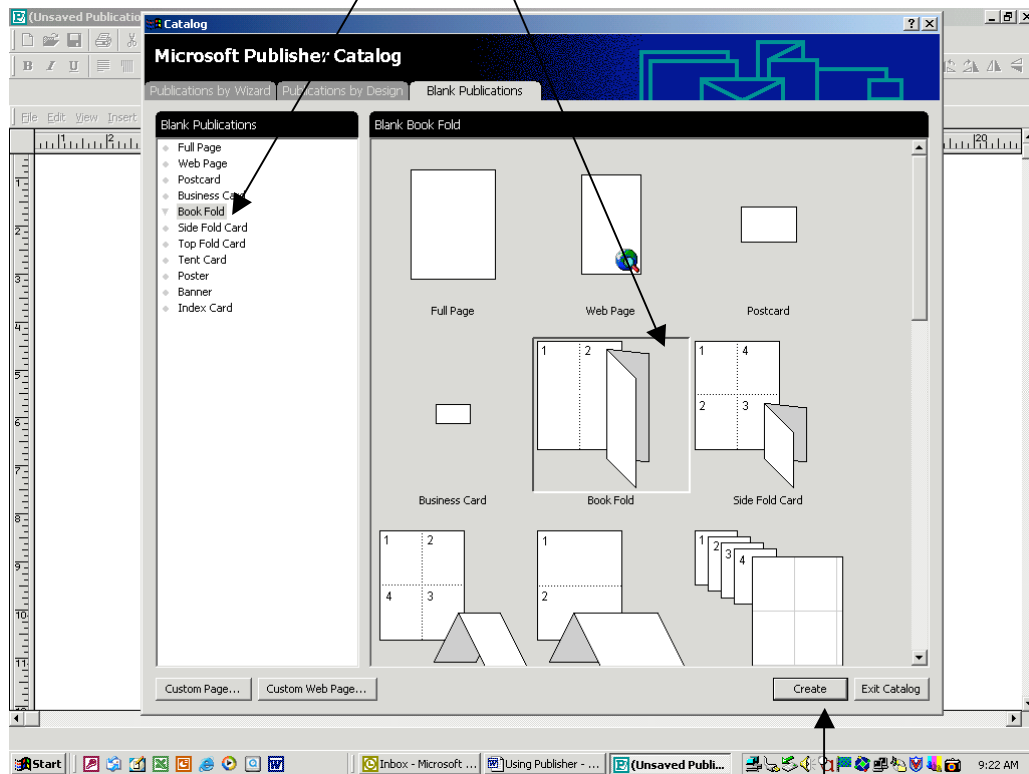
This window will appear when MS Publisher opens. Click the third tab, **Blank Publications**.



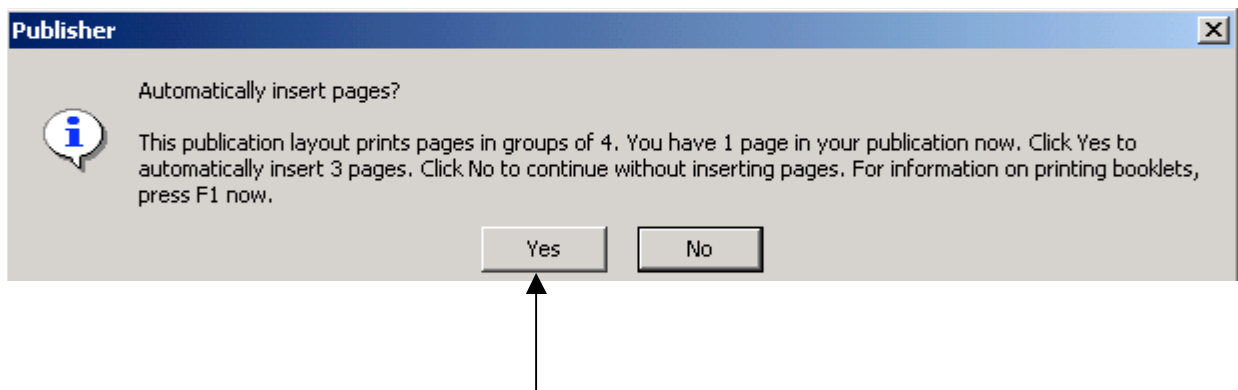
FYI. Here are other publications you can create using MS Publisher.

P-CHILD

- Click on **Book Fold** in the list or on the icon.

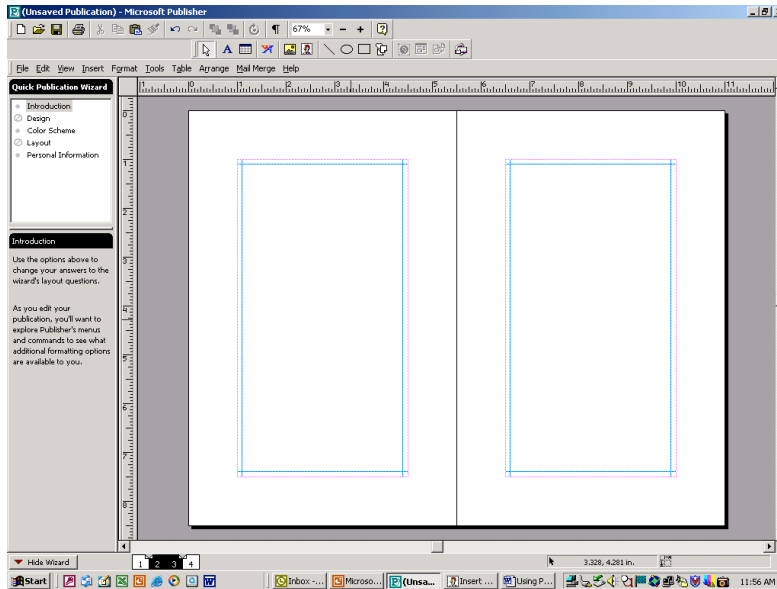


- Once **Book Fold** is selected, click on **Create** at the bottom.
- A Publisher window will appear asking if you want to insert pages. Click **YES**. This will allow you to increase the number of pages in your book.



Understanding Book Fold Publication

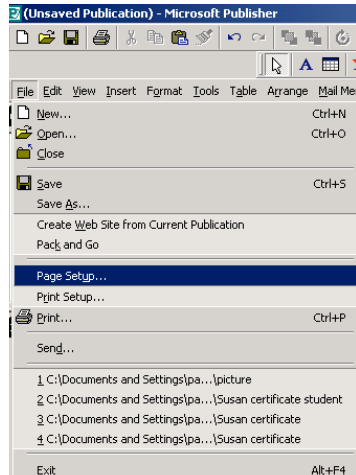
Using book fold is an ideal way to minimize the amount of paper used. Each page in the book fold is a half sheet of letter-sized paper. Two pages in book fold is one letter-sized piece of paper. When inserting pages, the MS Publisher will automatically ask if you want to insert pages in groups of four. Think of this as two pages that are the front of the paper, and two pages that are the back of the paper.



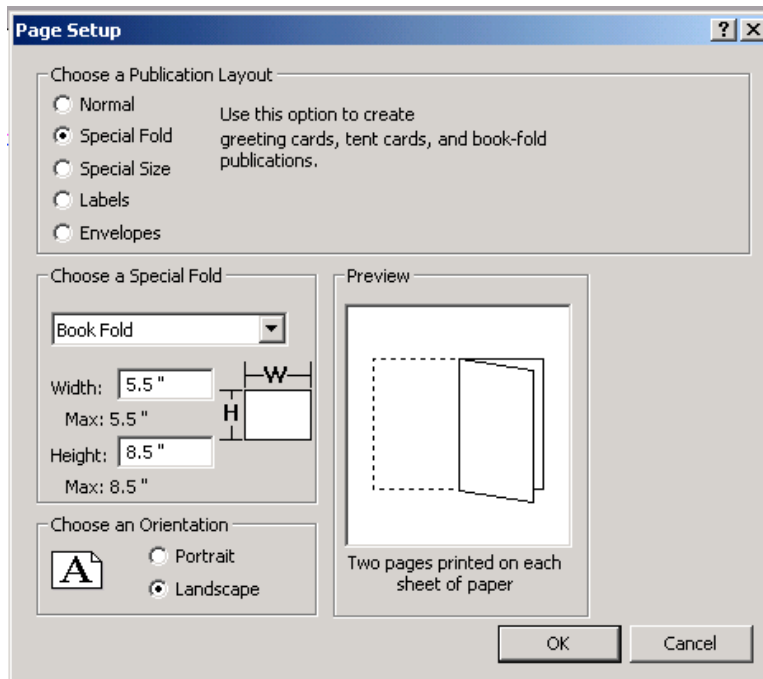
Two pages in Publisher equals one letter-sized piece of paper (8-1/2 x 11).

Changing Page Layout

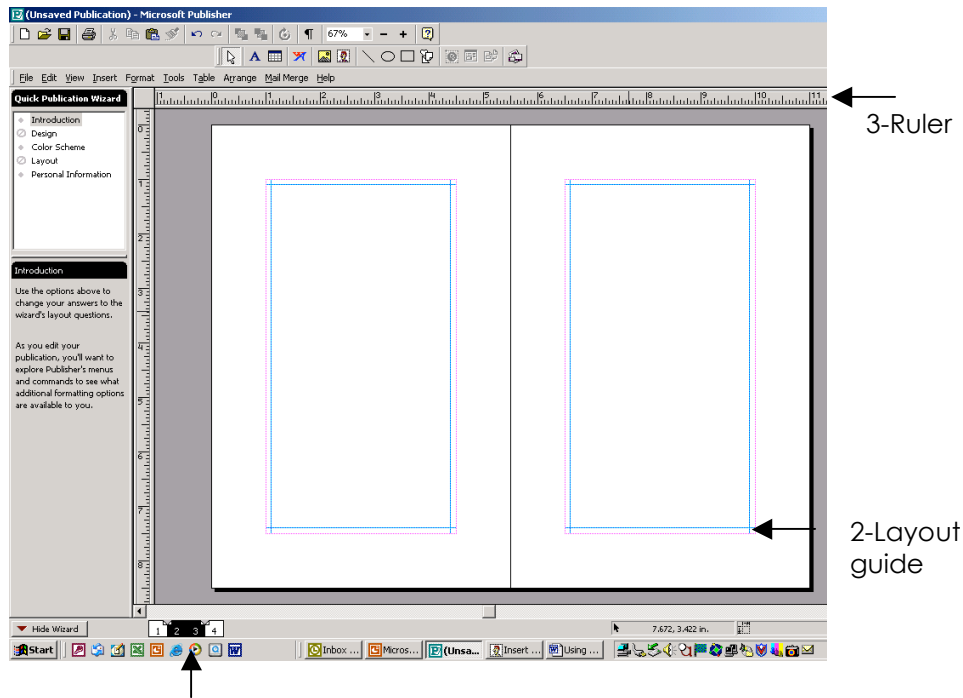
- Using a landscape (horizontal) layout is best for this type of book.
- Go to **FILE**, scroll down, and click **PAGE SET UP**.



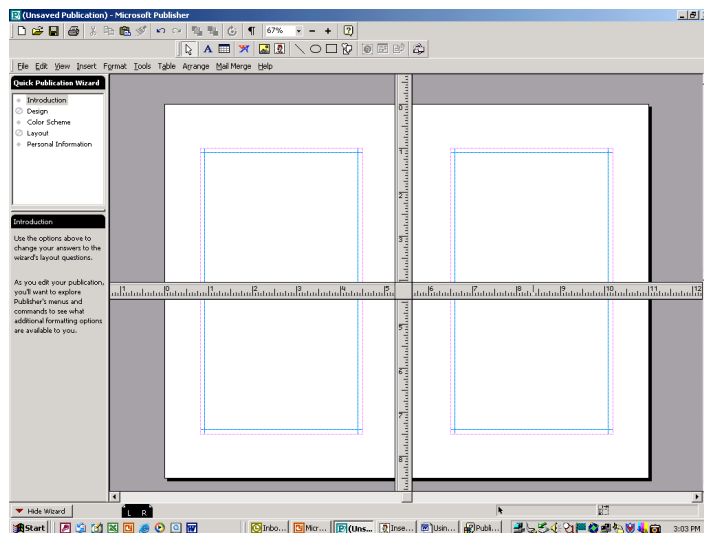
- The window below should appear. To **CHOOSE AN ORIENTATION**, click on the circle next to **LANDSCAPE**. Click **OK**.



Preview of Publisher Screen

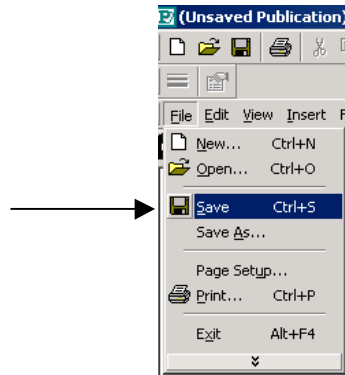


1. The bottom left hand corner indicates the number of pages in your book. The highlighted pages tell you which pages you are currently working on.
2. The pink and blue lines around the page are your layout guides. This helps you determine where to insert text and objects.
3. Rulers are on the top and side of the pages. Using the ruler will give you a precise measurement of where your objects and text are to be placed. You can also move the rulers by clicking and dragging them to a desired location.

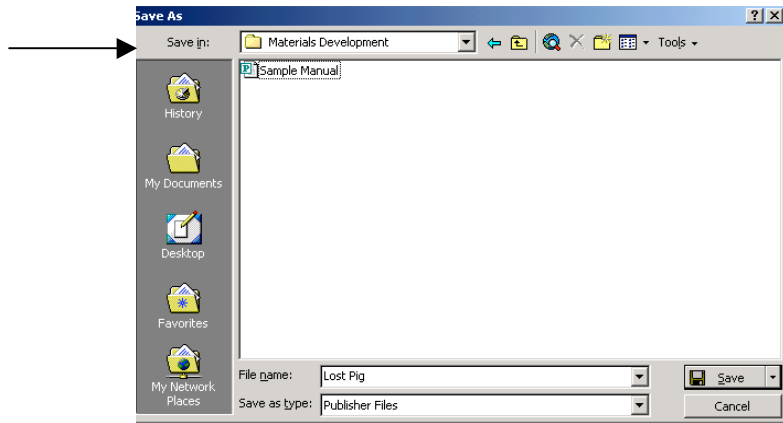


Saving Your Document

Saving your document in the beginning is helpful. To do this, scroll to **FILE** then down to **SAVE**.



- A **SAVE AS** window will appear. The **SAVE IN:** box at the top tells you where your document will be saved. If you do not want it to be saved in this location, select the desired location in the left hand column.



- Type in a **FILE NAME** at the bottom. Click **SAVE**.
- MS Publisher files are quite large. As you include more text and pictures to your book, **SAVING** will require you to be patient.
- MS Publisher has an automatic reminder that appears after a few minutes. The MS Publisher **SAVE** window will appear. Click **YES** each time if you want to save your work.