

Customizing your Stewardship Support Materials with MS Publisher

COLOR!

TEXT!

PICTURES!

TIMING!

SIZE!

GRAPHICS!



Stewardship

A Way of Life

Material File Options

Adobe .PDF:

Either download or take from CD.

Changes to these files are not recommended (special software is needed).

Can be given as "camera ready" document to outside printer after you print them.

Can be used for original copy when printing in-house.

MS Publisher:

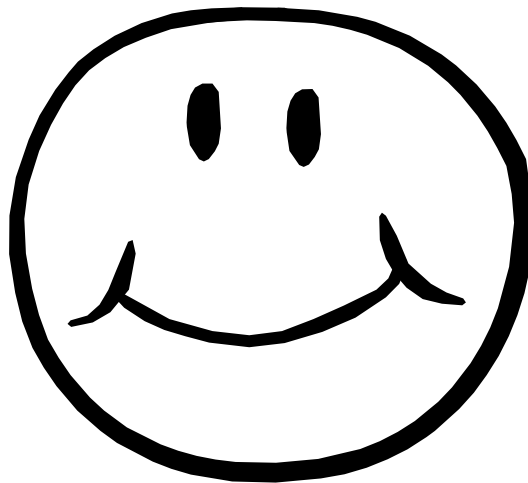
Either download or take from CD.

Totally customizable!

Can be incorporated into bulletin publication.

After customizing and printing, can be given as "camera ready" document to outside printer.

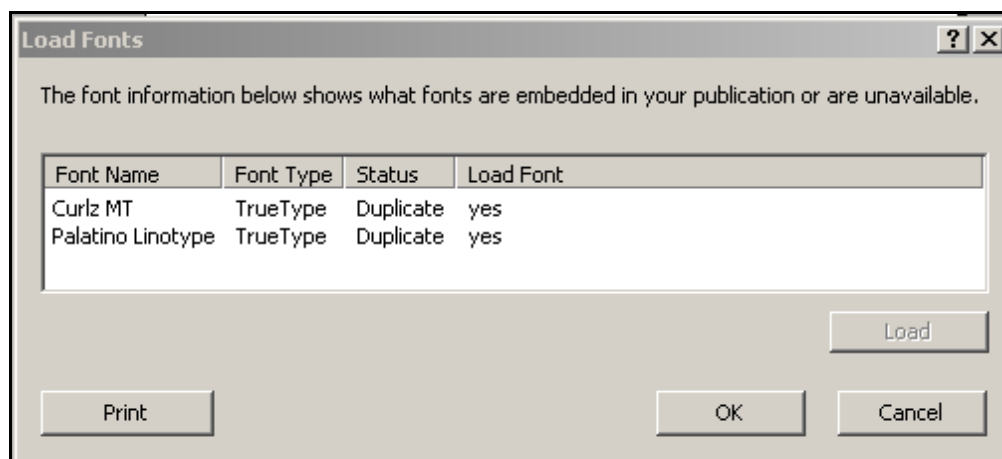
After customization, can be used for original copy when printing in-house.



Using MS Publisher

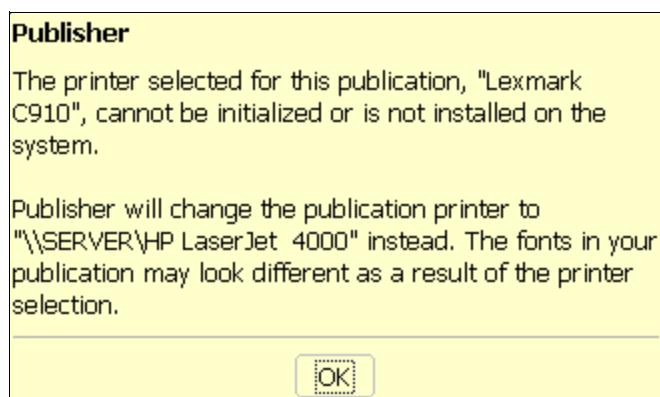
Open File:

1. When the file is opened, you will see a message like the one below:




This Screen shows the fonts that are embedded. All of the fonts in the Publisher files have been embedded into the file and load when you *click OK*. This is a normal message.

2. You *may* also receive a message like this one.

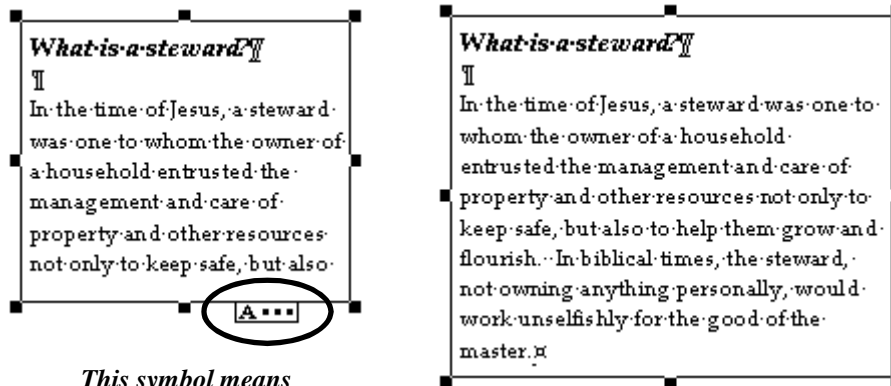


Print drivers vary. This is OKAY, so click OK.

3. Check to see that the file is complete.

In a Publisher file, the text will be contained in a textbox. If the text extends outside the textbox, you will see this symbol 

Quick sample:




This symbol means there is more text!

If this symbol appears do any (or all) of the following*:

- Extend the textbox-using the little boxes around the selected textbox, drag the textbox open.
- Change Font Size-highlight the entire text and press control + [. The text will decrease by one point size. You may also save space by decreasing the space between paragraphs.

If the file is complete and you are making no further changes, you may:

- Click Edit | Select All and then copy the file and paste into your bulletin.
- Print the file in-house either in color or black and white.
- Print the file and bring it to your printer to reproduce.

* Note: The templates saved in MS Publisher are all grouped. Before you make any changes to the size of objects, you must ungroup them. Click on the  symbol, then click outside the document area.

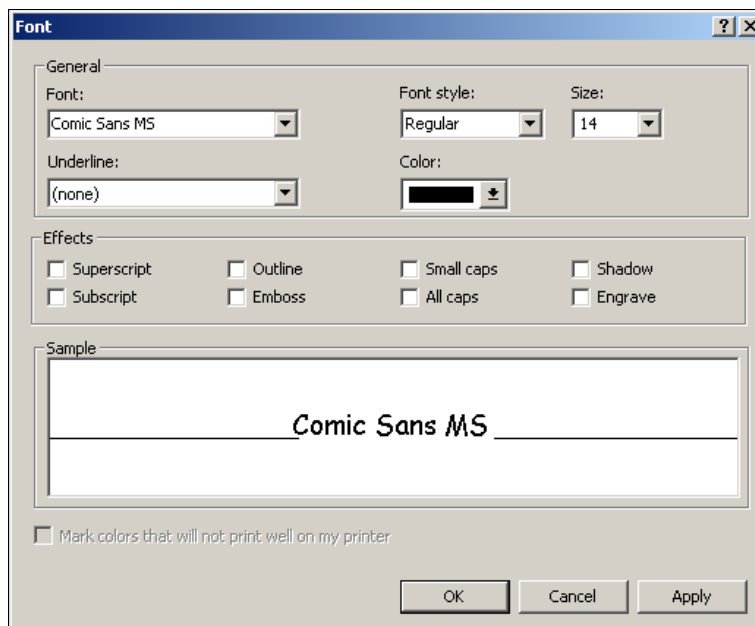
Let's Make Changes!

Save the File! Once the file is open, click File | Save As | choose an appropriate folder and file name.

Text: Simply type in new text and delete the old. For example, you may wish to add your parish name. Be careful! Always check the bottom of your textbox to see that all of the text you have changed still fits.

Text Color:

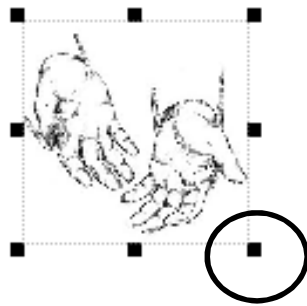
Highlight the text you wish to change. Click Format | Font. Make your selections.



Let's Make Changes!

Graphics: Click on the current graphic.

- Resize by dragging the little black boxes around the graphic.
- Delete the graphic and replace by using either Insert | Picture | Clipart (installed Clipart gallery) or From File (your own graphics- for example, insert your parish logo).



Drag these boxes to resize your graphics.

Make a One Color Graphic: Click on the current graphic.

- Click Format | Recolor Picture | choose new color. You may also wish to choose "Leave black parts black."

Pictures: Pictures follow similar rules as graphics in so far as deleting, resizing and re-coloring. However, you may only use Insert | Picture | From File when replacing the photograph. Use your own parish pictures!

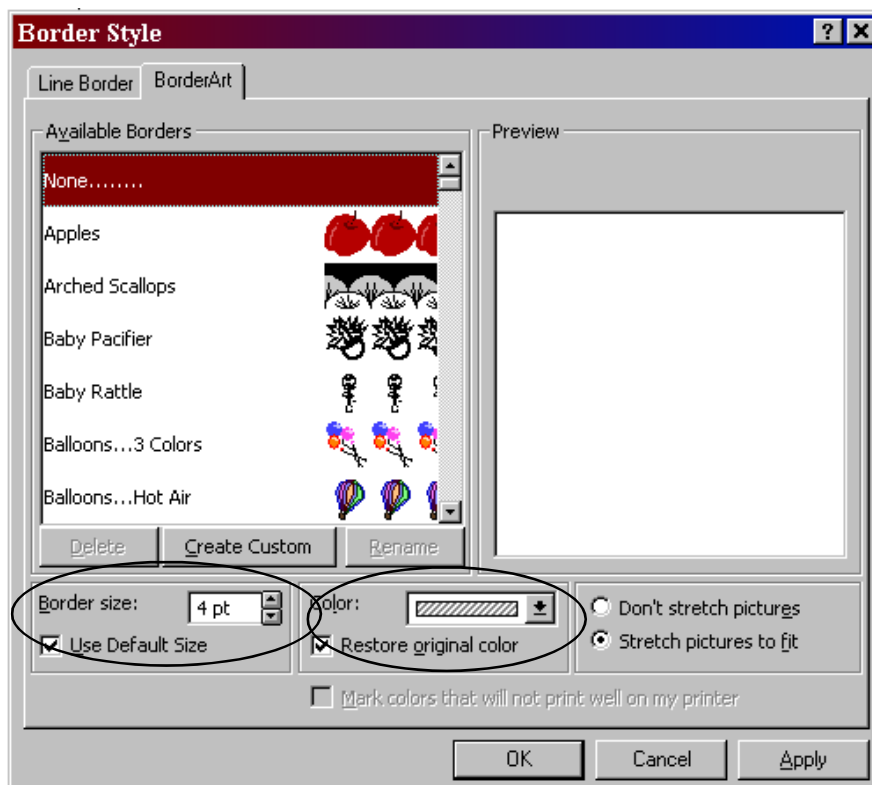
Layout and Placement: Move objects by selecting them first, then when your cursor looks like a moving van, click-hold and move.

Remember: Always check your document after any changes to be sure that the text still fits into the textbox.

Let's Make Changes!

Borders: Borders may also be deleted, replaced, or resized.

- Delete - select border, press delete.
- Replace - double click border to use the Publisher Border Style selection window. Select the new border, click Apply and OK.
- Resize - double click border to use the Publisher Border Style selection window. Use the Border Size option to change the border point size.
- Re-color - double click border to use the Publisher Border Style selection window. Use the Color option to change the border to a one color border.



Important Note: The templates as they exist on our website and our CD cannot be altered. This is good news! If for any reason things get chaotic when you are making changes, you can start from scratch with these original templates.

Tips and Stuff

- ☺ Make decisions early!
- ☺ Before you panic...remember the **UNDO** command! (Prior to saving that is!)
- ☺ Use the design checker option! Click Tools-Design Checker. Similar to the Spell Check function, Publisher will explain "errors" and give you an opportunity to correct them or ignore them.
- ☺ Laser printers are better for printing materials (all originals) - the toner will not run on most paper stock.
- ☺ Print Black and White materials on colored paper or paper with preprinted designs.
- ☺ Save your document periodically (every 5-10 minutes?).
- ☺ Relax when you are making changes!
- ☺ When you photocopy, regularly check the copies for quality.
- ☺ Be careful when folding.
- ☺ Call us for help! 516-379-4055 x3.



Things to Find Out About

Who prepares your bulletin?

What format/program do they use?

How do they transmit it?

Who prints your bulletin?

Can they print inserts for you?

What do they need to do that?

Do you have a regular parish printing vendor?

What kinds of files do they need to print for you?

What is the cost for them to print your materials? (one color vs. two color vs. full color) Shop around!

Can you get funding?

- Local funeral homes
- Printing vendors
- Florists
- Rosary Altar Society
- Knights of Columbus
- Catholic Daughters of America.
- Join with neighboring Stewardship parishes to receive quantity discounts from a local printing vendor.

Plan early...make decisions...have fun!

