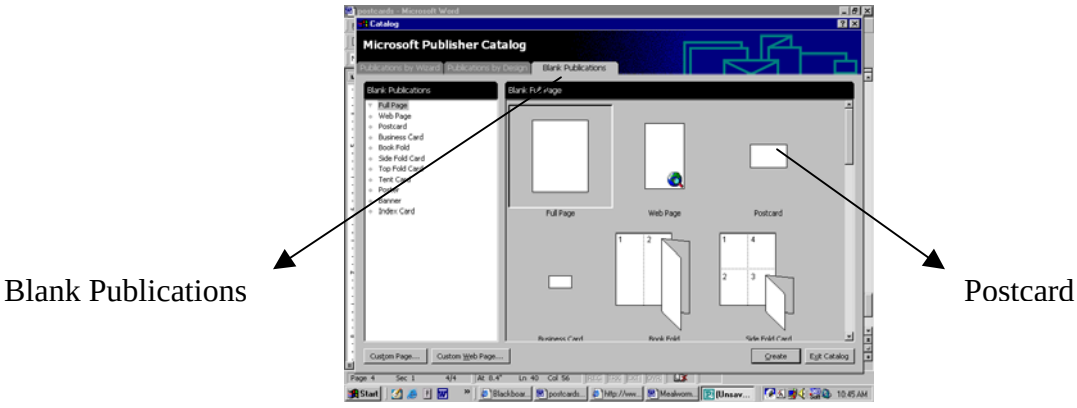
Creating a Postcard in Publisher

Publication Setup

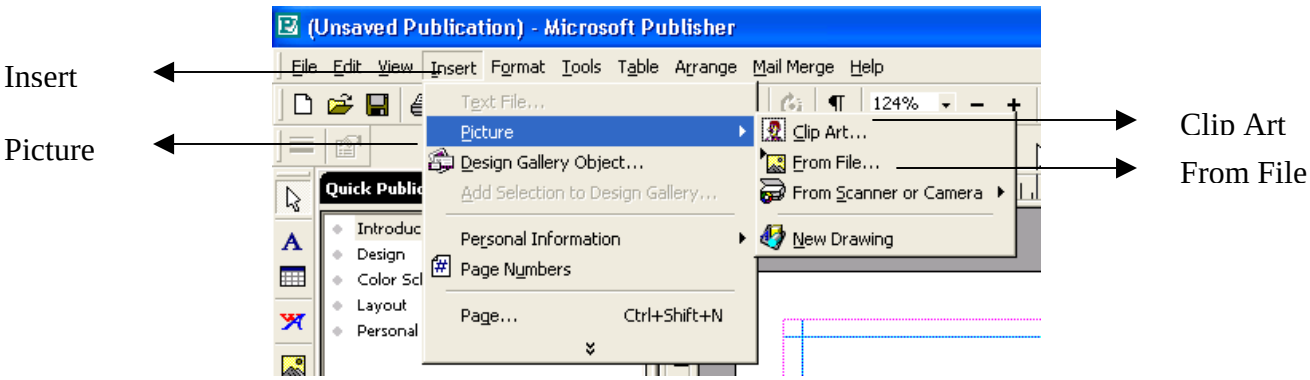


1. Launch Microsoft Publisher from the Start Menu.
2. Select the blank publications tab in the Microsoft Publisher Catalog.
3. Double click on the postcard icon.

Inserting an Image

Before you begin, make sure you have all of the images you want to use saved on a floppy disk or your hard drive.

1. Select Insert from the Menu Bar.
2. Scroll to Picure.
3. Select Clip Art or From File.

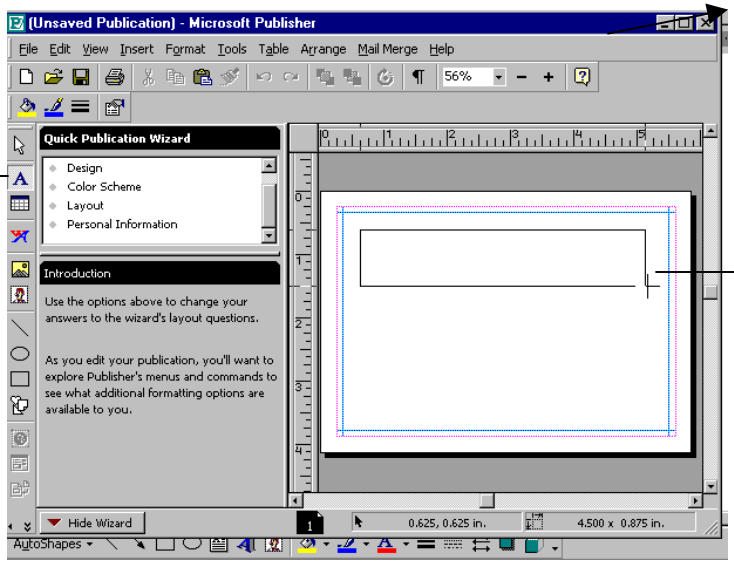


Inserting Text

A text box is required for typing text.

1. Select the text frame tool.
2. Draw a box in the area where you want to insert text.

Text Frame

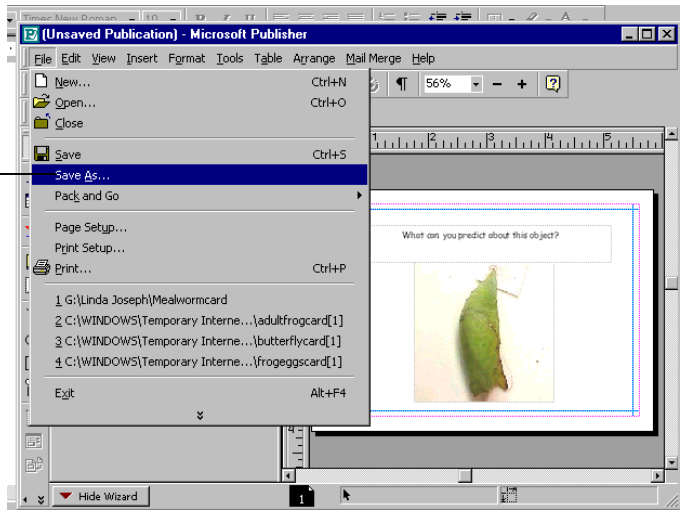


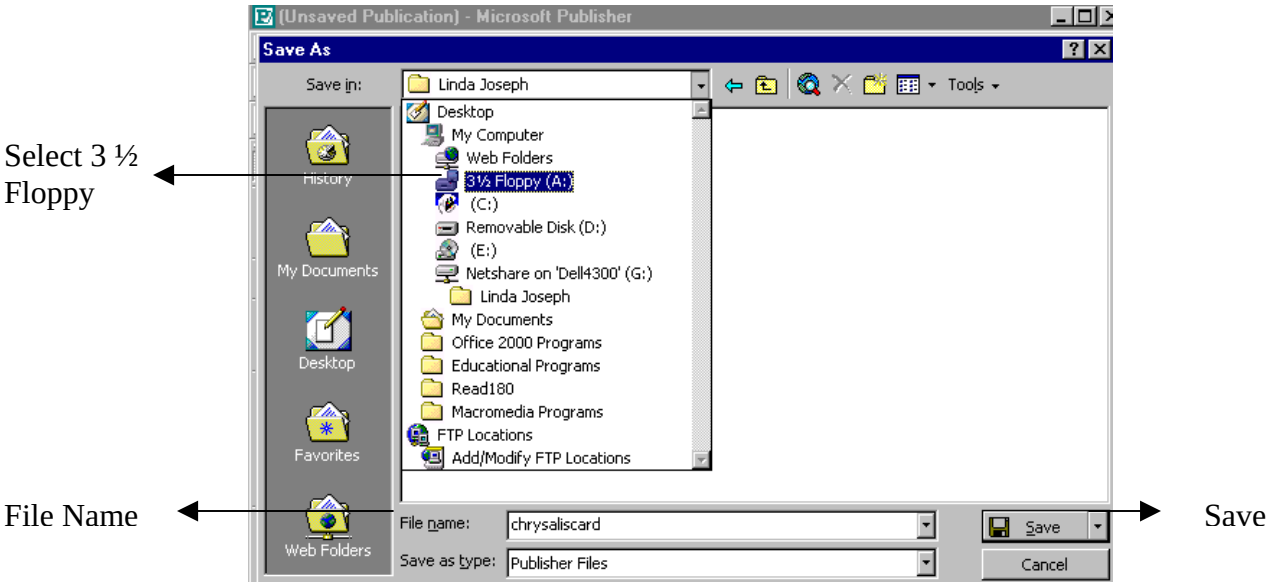
Draw Text Box

Saving the File

1. To save your postcard, select File on Menu Bar.
2. Select Save As.
3. Select 3 ½ floppy or your hard drive.
4. Name your file and select save.

Save As





To create a brochure, newsletter, calendar, card, programs, or any of the available publications in Publisher, follow the same procedures that you followed while creating the postcards. This tool offers a variety of options for teachers and students in the learning process. The newsletter feature is a great way to communicate with parents. Be sure to include photos of students in your newsletter.