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**ABSTRACT**

This application note will demonstrate the use of Microsoft Publisher to produce a professional and appealing website. Its purpose is to give a step-by-step tutorial which will show how to start the design, the different options while creating a project, and added features available to make a complex, yet overall professional site. This document will give the reader more knowledge of Microsoft Publisher and allow them to easily use this application.

**INTRODUCTION**

Microsoft Publisher can be used to produce more than just professional websites, but many other sophisticated documents. This program can be used to make brochures, flyers, posters, invitations, resumes, and much more. Publisher provides a large number of templates to fit your specific design, for easily creating publications as well as blank documents which one can create from scratch. Publications will contain both text and a mixture of graphics which will make your overall design better.

Today’s publisher is not only easy to learn but also easy to implement. Being able to keep in touch and communicating with customers is always essential for any business. This program allows businesses to do so, both easily and at a professional level. Although there are many other programs to make a website, Microsoft Office Publisher is less complex and provides the same amount of professionalism.

**KEYWORDS**

Navigation Bar, Dialog Box, Hyperlink
PROCEDURE

I. DESIGN SETUP

1. First download Microsoft Office Publisher 2010 if it is not already installed on your computer. The application can be downloaded for a free trial on the web at http://office.microsoft.com/en-us/publisher/.
2. Once Microsoft Publisher 2010 is on your computer, open it if you have not already done so. One can access this by going to Start  All Programs  Microsoft Office  Microsoft Publisher 2010.
3. Once Publisher is open, it will bring you to the template interface for making a new document. The website template will not be seen on this page, so in the top right-hand corner in the “Search for templates” bar, you can type in ‘websites’ and push enter.
4. This will bring up four options. You want to double-click the option that reads ‘Web site (Tabs design)’. This can be seen in Figure 1 below.

![Figure 1: Design Template](image)

II. NAVIGATION BAR

1. Now you need to setup the tabs of our web site which are located on the left-hand side of the design layout. You can do this by going to the Navigation Bar Properties.
2. This can be done by opposite clicking on the navigation bar on the template which is located in the upper left-hand corner of the template, then selecting ‘Navigation Bar Properties…’.
3. A dialog box will pop up as shown below in Figure 2.
4. From this dialog box you need to choose the link you wish to change by highlighting it, and then clicking ‘Modify Link…’. Another dialog box will show up similar to the one in Figure 3. In order to change the text that is displayed in the navigation bar, you need to change the words in the ‘Text to display:’ box. If you want to change the title that is read on a specific page, highlight the page you wish to change and click the button that says ‘Change Title…’. Both of these names should read the same. Click OK. At this point you will see the changes that you made show up in the same dialog box as Figure 2. Click OK again and all of your changes will be reflected on the top of every page and in the Navigation Bar on the upper left-hand side.
5. You will need to do the same thing again for the navigation bar at the bottom of the page, so they match up when you make the final website design.

III. INSERTING, REMOVING, AND MOVING PAGES

1. To insert a page you need to go to the page that you wish to insert a page after under the Page Navigation on the left-hand side of the screen. Opposite-click on it, click on ‘Insert Page…’. You will get a dialog box similar to the one shown in Figure 4 below. This dialog box allows you to pick any type of page you would like to insert to the website. Click OK. Doing so will update both the side navigation bar as well as the bottom navigation bar.

![Figure 4: Inserting Pages](image)

2. To remove a page, follow the same steps as stated above but instead click on ‘Delete’ to delete the page from the website.

3. In order to move a page, select the page you wish to move and follow the same steps as in step 1, except click on Move. This will bring up a dialog box which will allow you to select the page you wish to move your current page before or after. Make sure to select the proper bullet for Before or After, then click OK.

4. However, this does not change the navigation bar for you; this will need to be done again. See the Navigation Bar section of this document on how to do change it.
IV. CHANGING PAGE BACKGROUND, PICTURES, TEXT, COLOR

1. In order to change the background of your web site design you need to go to the Page Design tab on the menu bar, as seen in Figure 5. Under the menu you will see a button for ‘Backgrounds’. From here you can choose a background provided or click on More Backgrounds, where you can make your own background.

![Figure 5: Page Design tab on the menu bar](image)

2. From this same menu bar you can also change color schemes for the layout, which will change throughout all the pages, as well as change the font schemes for the text on your web site.

3. In order to change a picture on the web site you can right click on the picture you want to change and click change picture, which will then take you to a drop down menu where you can change, remove, or reset the picture.

4. Also, when you click on a picture you are able to bring up a picture toolbar which highlights on the menu bar. From here you can change brightness, color, import pictures, crop, or set transparent color.

5. A nice thing about setting transparent color is that it makes imported pictures with background white space blend in to the background color. First you need to click on the ‘Recolor’ option under the Picture Tools tab under Adjust. This will bring up a drop down menu and you need to select Set Transparent Color. Once you have clicked on it, it will change your cursor head which means you need to click on the area you wish to make transparent, which would be your picture. Shown below is the Picture Toolbar, in Figure 6.

![Figure 6: Picture Toolbar](image)

V. HOW TO HYPERLINK

1. A hyperlink is used to link a word or text box to a website or document which will allow a user to click on it and be immediately taken to that website or document. First you will need to highlight the word or text box that you wish to hyperlink.

2. Once it is highlighted, you can either opposite-click on the text or go to the Web tab on the menu bar and click on Hyperlink. A dialog box similar to the one below will pop up.
3. Make sure that on the left-hand side under the link menu that Existing File or Web Page is selected.

4. Once that is selected, one of two actions can be taken. One, if you want to link it to a document, click on the drop down menu labeled Look in. From here you can search for the location of the document you wish to hyperlink to. Once you have found it, select it and it will then be added to the address. When the address shows correctly, click OK. The link should now correctly take you to the document you wished to see.

5. Although, if you want to link the text to a website from the web, under address you can type in the website you wish to view manually. Otherwise, if you don’t remember the website name, but viewed it recently, you can click on Browsed Pages. This will take you to a list of recently viewed webpages that you have been to. Find the address you are looking for and select it. Then you can click OK, and your location will be linked to the text you desired.

VI. HOW TO PAGE PREVIEW

1. Publisher has a great option that allows you to view your webpage before you publish it to the web. Doing this allows you to see how it functions and looks, as to meet your desired needs. You can do this by going to the Web tab on the menu bar and selecting the first option on the left, which is ‘Web Page Preview’.

2. Clicking on this will pop up a box near the bottom of your screen similar to the one below, in Figure 8. Moments later your webpage will pop up in another window and you will be able to navigate through the entire document as though you were a user. This way you can make sure that everything looks and is working properly before submitting it to the web.
VII. WEB SITE PUBLICATION

1. Even though there are many ways to publish your web site to the web, I am only going to explain one way. This way will assume that you have already been given a directory on the web for your use in ECE 480.

2. Click File → Save As

3. Next go to the proper directory for saving your webpage. The directory should be T:sites\www.egr.msu.edu\htdocs\classes\ece480\capstone\fall11, then select your group number

4. Once the directory has been selected you then need make sure that the name of your file you are publishing is ‘index’, as well as under Save As type make sure it says ‘Web Page, Filtered’. Doing so will make the file a .htm or .html file which makes it able to be viewed as webpage from your directory.

5. Click Save, and this should publish your web site to the web.

CONCLUSION

The procedures that have been listed in this application note gives a broad overview and understanding of how Microsoft Publisher can be used to make a professional webpage. This gives a user a starting point for developing a website.

Although there are a lot more applications within Publisher for creating a better looking and more complex webpage, time and length limited the depth of this application note.

The main purpose of this was to show someone how to start a layout, change color, names, pictures, pages, and text. Also, of more importance, being able to remove, move, insert, rename the different pages, and being able to preview and publish the final design of your project. From this tutorial those things are able to be accomplished with ease even without having any previous knowledge of Microsoft Publisher.
REFERENCES
