

Creating Postcards for your Classroom or School Function



The assessment section of this lab assignment is to be turned to received credit.
Total points-20

Creating Postcards

- What you will learn
- Before you start
- Exploring the lesson
- Using what you learned
- Extensions
- Summarizing what you learned

What you will learn from this lesson

With Publisher you will

- create a set of publications using Publication by Design Wizards
- create a Postcard layout
- customize your Postcard
- create your letterhead
- create an envelope to go with letterhead
- save and print your publications

What you should do before you start this lesson

Starting the lesson

Open Microsoft Publisher

Exploring the lesson

As you master the tasks in this section, you will see how easy it is to create a variety of publications using the Publication by Design wizards. The wizards display projects in design sets -- collections of related publication types that share a consistent design look..

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Creating postcards

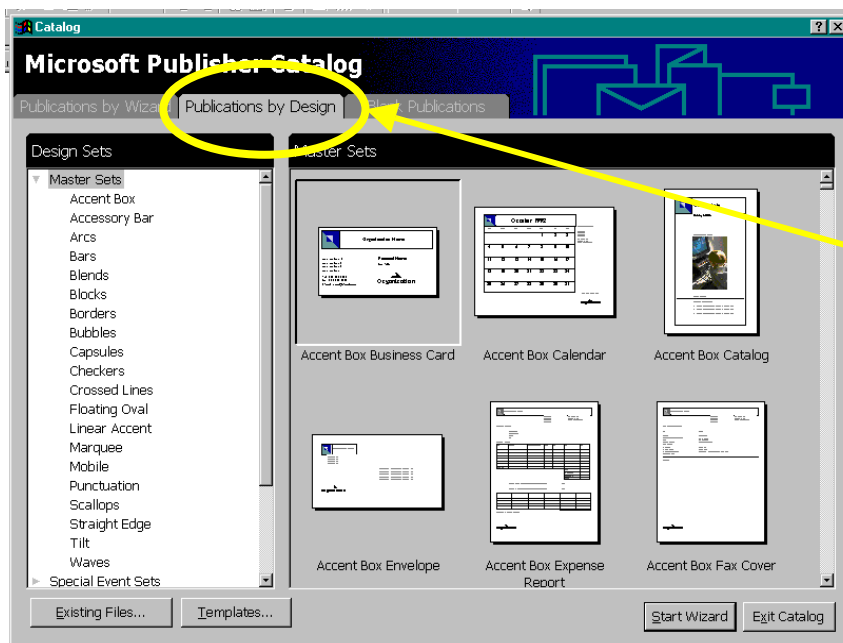
Using Microsoft Publisher you can create postcards to send messages to parents, invitations to events, and communications to colleagues. Postcards can be an integral part of creative writing activities by helping students focus their ideas for writing not to mention are economical to print and mail.

Using Publisher to create a postcard

1. If the Catalog is not visible, click **New** on the **File** menu.
2. Click the **Publications by Design** tab.
3. Under **Design Sets**, click **Master Sets**, then click **Straight Edge**.
4. In the right pane double-click **Straight Edge Informational Postcard**.
5. Click **Start Wizard**, and click **Next**.
6. Under **Color Scheme**, click **Sapphire** and click **Next**.
7. Under **Size**, click **Next** (default is quarter page).
8. Under **Address Side**, click **Only address**, and click **Next**.
9. Under **Print Layout**, click **Several tiled on the page**, and click **Next**.
10. Under **Personal Information**, click **Other Organization**.
11. Click **Finish**.

Changing your postcard

Using the Postcard Wizard again it is easy to modify your postcards. You can quickly



Step 2

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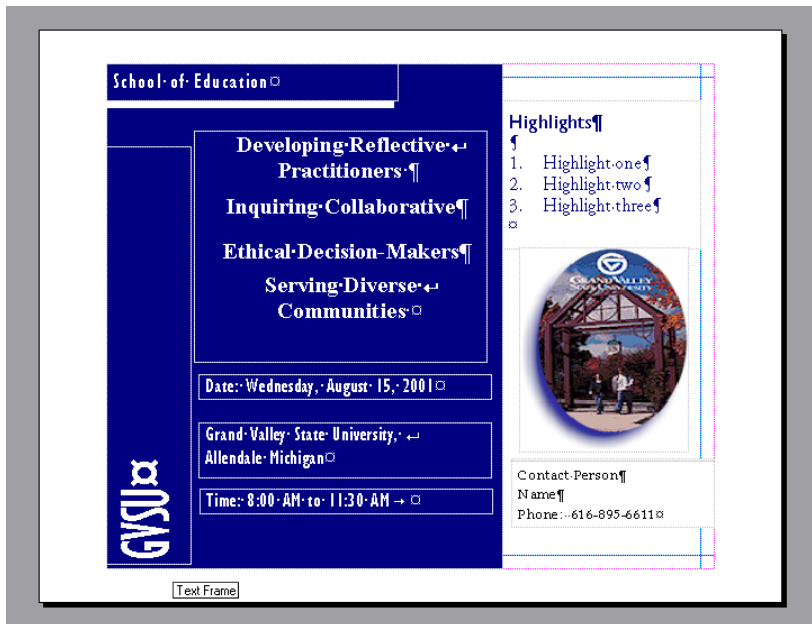
redesign your publications for a different look or purpose.

Changing your postcard with the Postcard Wizard

1. On the **File** menu, click **Close**.
2. On the **File** menu, click **Save**.
3. In the **File Name** box, type Postcard, then click **Save**.

There are five text frames on your postcard that you can customize, and one clip art frame. Some of the areas such as the **Organization Name Text Frame** will change only if someone else uses the design. Complete the information on the postcard so it looks like the sample.

Side one



Side Two

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A postcard template with a blue border. In the top left corner is the logo for "the next Grand Valley". In the top right corner is a box containing the text "PLEASE PLACE STAMP HERE". The address field contains "C/O Julia VanderMolen". The date field contains "Date: 00/00/00". The time field contains "Time: 00:00". The confirmation field contains "To confirm or cancel appointment". A "Text Frame" is located in the bottom right area. The text "Mail Merge Informations" is visible in the center of the card.

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Assessment for Postcard Lab Assignment

Total Points 20

Directions: You will create a postcard for your classroom or school function using the skills from above to develop a front cover and a back cover for a postcard.

1. Creative, decorative, and appealing page on cover. This can include images and text. See examples. (2 points)
2. Back of postcard should include: (8 points)
 - a. Mail merge place (5 points)
 - b. Stamp place (1 points)
 - c. Information about event or announcement. (2 points)
3. Mail merge (either take notes or carefully watch the demo) (10 points)
 - Creative, decorative, and appealing page on cover. This can include images and text. See examples. (2 points)
 - Back of postcard should include: **(8 points)**
 - Mail merge place (5 points)
 - Stamp place (1 points)
 - Information about event or announcement. (2 points)
 - Mail merge (10 points)