

Publisher 2000 Creating A Calendar



Lesson Objectives

- Identify school, community, and personal use of a calendar.
- Use the Calendar Wizard to create a monthly calendar.
- Customize your calendar with text and Clip Art.
- Add photographs to your calendar.
- Save and print your calendar.
- Publish your calendar on the World Wide Web.

Pre-Publishing Activities

- Assignment Calendar- keeps track of daily assignments, quizzes, tests, and projects.
- Gather a list of dates for school events, sporting events, and academic activities for their own monthly calendars.
- Incorporate pictures or photographs into the calendar. Scan and save the images or use the digital camera.

Creating a Monthly Calendar

- Using the Catalog...Choose **Calendar...Full Page ... Art Left** style.
- Choose...**Start Wizard** button.



Design

- Using the **Art Left** style.



Color Scheme

- Choose Black & Gray since we will be using a black ink printer.

Orientation

- Choose Landscape.

Month/Year

- Choose Monthly.

Dates

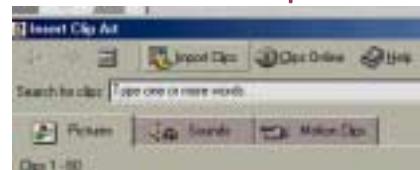
- Change the publication dates to September 2001 (or you desired dates).

Changing the Clipart

- Double click the picture to change it. This will take you to the Clipart Gallery. You can import clips you already have on your computer to the Clipart Gallery.

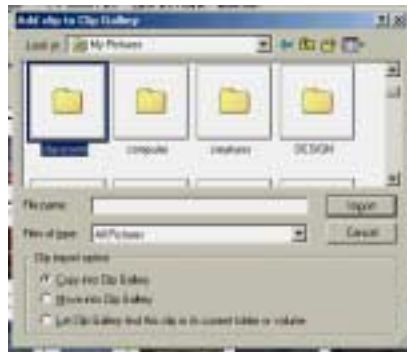
To change the graphic or clip art

1. Double-click anywhere on the picture frame. The new Microsoft Clip Gallery opens.
2. Since you do not have access to the Office CD you will want to choose the **Import Clips** option.



To change the graphic or clip art

Click the drop-down arrow and choose My Pictures. Then double-click the folder you desire.



To change the graphic or clip art

This will give you a preview of the pictures. Locate **school-book.gif** and choose to Copy, Move the image, or Let the Clip Gallery find the image. Then press Import.

To change the graphic or clip art

Type a few words to describe the image so you can locate it again.

To change the graphic or clip art

Click OK

Click the picture.

Click the Insert icon.

Close the Clipart box

Changing the Rectangle

- Right-click the box behind the picture and choose Change Rectangle and select color option.



Removing the caption box.

- Click the caption box under the picture. Click Edit...Delete Object to remove it.

Adding More Clipart.

- Choose Insert Clipart...From File
- Click My Pictures and then double-click the desired folder and click the clipart from those listed.

Moving Clipart.

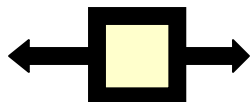
- Click the clipart and use the bus tool to move it to the desired locating by clicking and dragging it when the bus appears. You can duplicate a picture using Copy and Paste from the Edit menu.

Changing Font.

- Double click the font text and click Edit...Font...You can change size, style, or color.

Scheduling Dates

If you have space you may want to resize your table so you will have more room to type text on the calendar. Click and drag on the resize tool.



Click in the date box to type scheduled events. To do so, click behind the date number and press enter to insert text on the next line. It may be necessary to change the font size.

Adding Clipart

You can add more clipart using the Insert Clipart...From File option.

Use the Up Level button to get back to the main collection of clipart folders.



Save and Print

Don't forget to **SAVE** often!

When your work is completed print a copy.

Publishing your calendar on the Web

- On the File menu, click **Create Web Site from Current Publication** and then click **OK**.
- Click **Yes** to save changes.
- Click **No** to bypass running the Design Checker.
- On the **File** menu, click **Save as Web Page** and click **OK**.
- Click **Create New Folder**, type *September* and then click **OK**. Remember on the web do not use spaces or two words.
- On the **File** menu, click **Web Page Preview** to view your calendar on a browser.
- Close the browser to exit the preview.
- To upload the calendar you must have webspace on a web server, and an FTP program. You will create a folder with the exact same name on your web server. You will upload the files from the September folder on your computer to the September folder you will create on your web server space.