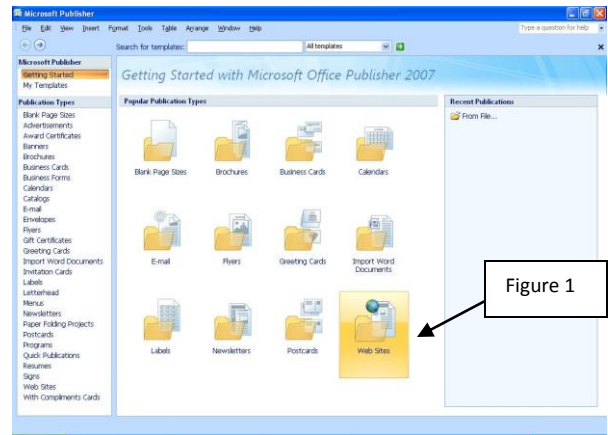


## Create a Website Using Publisher 2007:

Click on *Start*, then *all programs*. Find *Microsoft Office* and click on *Publisher*.

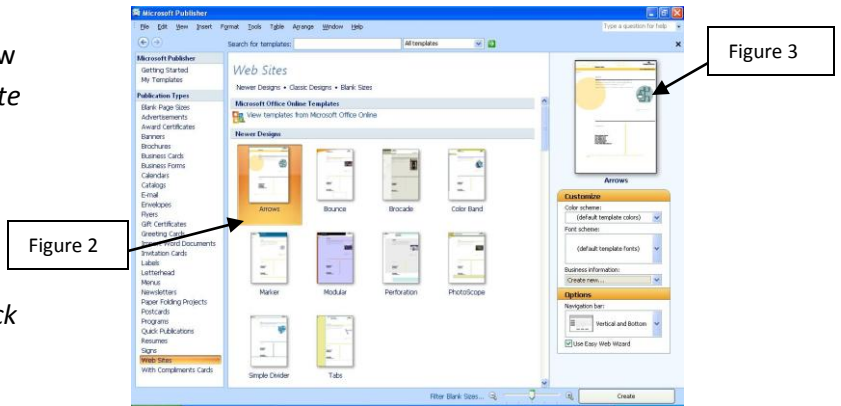
When you first open Publisher, this screen comes up. This is where you tell the program what you want to create. In this case, it's a *website*. (See figure 1).



After you have clicked on the *website* button, a new screen opens which tells you to *select your template* (See Figure 2).

Figure 3 shows you a small preview of what the template looks like as a webpage.

Once you have decided on one you like, *double click* on it.



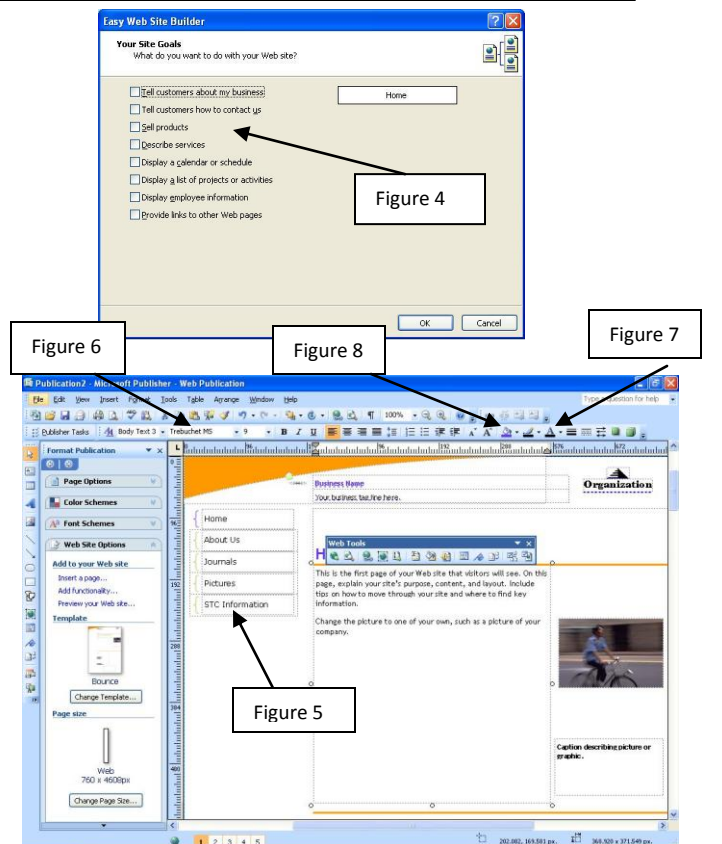
There will be a screen that comes up (Figure 4), and this is where you can decide how many links you want to have.

Once you click on how many you want, click *ok*, and then you can change the name of them by clicking in that tab and deleting that name (See Figure 5).

You can change the font of any text by *highlighting* the text you want to change and the font type. There is a limited amount to choose from (See Figure 6).

To change the *font color*, just click on "A" at the top right and pick the color you like (See Figure 7).

To change the background, click on the *paint can* and choose a color. To make it more eye appealing, click the *down arrow* right next to it, and click on *fill effect* (See Figure 8).



To insert a picture, click on *insert, picture, from file*, and find the picture you found and click ok. It will now be placed in a text box and you can place it anywhere you want.

To make it smaller or bigger, click on the image itself, and there will be *white circles* are the corners of the image, click one, and drag either bigger or smaller (See Figure 9).

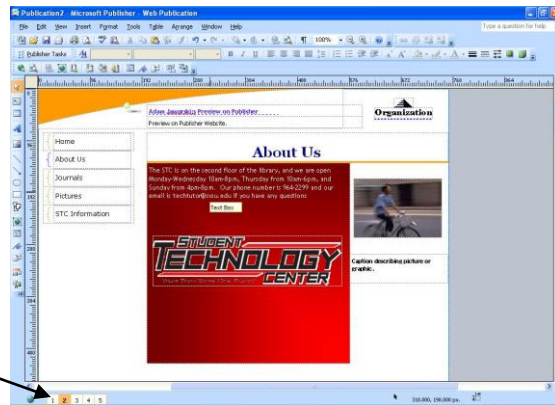


Figure 9

To create the second page, at the bottom of each page is a list of number in boxes, just click on the new page (See Figure 10).

You can edit any of the font, add pictures, edit the background the same way as you did for the home page.

Figure 10



To publish online, make sure all of the images are saved together in the same folder. On the toolbar at the top, there's a button that says *Web page preview*. This will show you what the website will look like and function like when published (See Figure 11).

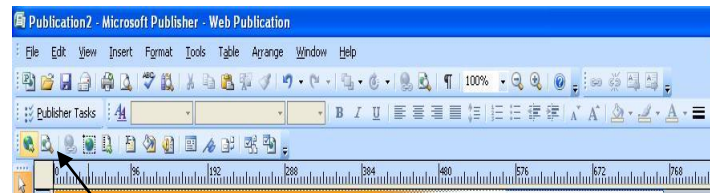


Figure 11

To publish to the internet, you want to save the publisher file as: **webpage filter**, under the save as type when you clicked on save as.

Publishing to the internet is a tricky deal, but to do this, you should use core FTP, which is a free program to download. To do this, follow the attached handout. The following link is the location to download this program.

<http://www.coreftp.com/>

### **Student Technology Center**

If you have any problems creating this website or any other computer related problems, please stop into the STC, which is on the 2<sup>nd</sup> floor of the library. Our contact information is below.

#### **Contact Information**

**Phone:** (989) 964-2299

**Email:** [techtutor@svsu.edu](mailto:techtutor@svsu.edu)

**Also, look for us on Twitter and Facebook!!**