Easy Journal in Microsoft Office Publisher 2013

By Bill Boys

If you have a computer with the Windows operating system, you well may have Microsoft Office on your computer because it is so often bundled right in when the computer is manufactured. Thus you will have some version of Publisher that you can use to present your writing as a journal. This journal is designed to help you do that for the first time, and I've tried to keep it as easy as possible. I don't use Publisher myself, so creating this journal was a learning experience for me, too.

So, start the Publisher program. Click on **FILE**, then **NEW**, then **Blank 11" x 8.5"**. A blank sheet will appear on your screen, arranged horizontally, and you will see that in the top tab line, the **HOME** tab is the one you're in. (You will also see a miniature of your sheet displayed in the left-hand column of your screen, labeled **Pages**.)

Click on the tab **PAGE DESIGN**, then on the icon **Margins**, in the **Page Setup** cluster. Click on **Moderate**, to create half-inch margins on the outside edges of the sheet. In the middle of the ribbon you'll see numerous color bars with

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Second, link the text boxes in correct sequence. Linking the text boxes in advance allows you to keep typing without having to stop and link text boxes as each one fills up. Go to page 1 of your journal, which is the text box on the right-hand side of page 1 as listed in the Pages column. Click in that text box, and then click the **FORMAT** tab and click on **Create Link**. A pitcher icon will appear. Move it to page 2 in the **Pages** column and click that. In that sheet, click on the left text box, which will be page 2 of your journal. Repeat **Create Link** from that text box to the right-hand text box on that sheet, which will be page 3 in your journal. Finally, repeat the **Create Link** process from that text box to the left-hand text box on the first sheet. That text box will be page 4 in your journal.

Return to the first text box and type in your writing.

If you want to put in headings, you can just center them as individual lines, optionally selecting bold or italic or a larger point size for emphasis.

Photos are not hard to add, but I'm running out of space to explicitly describe how to do that. (You can experiment on your own.)

When finished, you can print a copy on two separate sheets and take them to a printshop to print, or you can print them on your own printer. (Follow your printer's method for printing on both sides of a sheet.)

names. For simplicity's sake, click on the first one, **Apex**. It will highlight. This associates a color scheme and a font we'll use in this example.

Now click on the **HOME** tab and then on **Draw Text Box**. When you move your cursor onto the page you'll see that it has changed to a crosshair. Place the crosshair at the 6 -inch mark on the top margin line, press and hold down the left mouse button, drag the crosshair to the lower right corner where the margins intersect, and let go. This creates the typing area for page 1. Repeat the drawing of a text box on the left side of this sheet, starting at the 5-inch mark on the top margin, and dragging down to the lower left corner of the margins. This will become page 4 of your journal.

Now click on the **INSERT** tab, then on **Page** (the leftmost icon on the row below the line of tabs). This creates an additional sheet, as you will see in the **Pages** column to the left. Repeat the process of drawing text boxes on this new sheet. This will create pages 2 and 3 of your journal.

In the **Pages** column, click on page 1 to go back to the first sheet.

In the right-hand text box you will see at its top center a small circle just above a small square. Move the cursor over the square until it changes to to double-headed arrow. When it does, click and hold the left mouse button down and drag it downward a couple of inches to make room for the flag, or masthead, of your journal.

Click on the **INSERT** tab, then on **Word Art**. The top option is **Plain WordArt Styles**. I chose the bottom option,

WordArt Transform Styles, and the second choice in that set. A new window opens up, **Edit WordArt Text**. The top line of that box offers options for **Font**, **Size**, **Bold**, and **Italic** – you can experiment with those but for now I stayed with the defaults. In the lower box the words "Your text here" is highlighted. Press the Backspace or Delete keys to remove the highlighted text, type in the title you want to use for your journal, and click **OK**. (Note: if your title will need more than one line, as it does in this journal, Press the Return key as needed while in the typing box. Returns can't be added after you click OK.) A box containing your title appears on the page, and it just needs to be moved into position. Move your cursor over it until it changes to a smaller arrow with three tiny arrows at its point, then click and hold the left mouse key, and drag your title into position. If you wish, by clicking and dragging, you can use the little white squares at the sides and corners to change the size of your title to suit yourself.

Now to insert a number and date. You could repeat the WordArt steps above, but change the size to something smaller and type "Number 1" and the date. However, I found that the WordArt styles were crowded when created at smaller sizes, so I used another approach. I went back to the **Home** tab and drew a fresh, smaller text box in the space where I added the Number, Date, and my byline.

At this point you are ready to type in your main text of your journal. The first thing you might need to do is adjust where the main text box begins on page 1 and move the top edge of it up or down in relation to the flag, now that it is complete.