








Start MS Publisher

-  Microsoft Office Tools ▶
-  Microsoft Office FrontPage 2003
-  Microsoft Office Access 2007
-  Microsoft Office Excel 2007
-  Microsoft Office Groove 2007
-  Microsoft Office InfoPath 2007
-  Microsoft Office OneNote 2007
-  Microsoft Office Outlook 2007
-  Microsoft Office PowerPoint 2007
-  Microsoft Office Publisher 2007
-  Microsoft Office Word 2007

Click on Web Site icon

Microsoft Publisher

Getting Started
My Templates

Publication Types

- Blank Page Sizes
- Advertisements
- Award Certificates
- Banners
- Brochures
- Business Cards
- Business Forms
- Calendars
- Catalogs
- E-mail
- Envelopes
- Flyers
- Gift Certificates
- Greeting Cards
- Import Word Documents
- Invitation Cards
- Labels
- Letterhead
- Menus
- Newsletters
- Paper Folding Projects
- Postcards
- Programs
- Quick Publications
- Resumes
- Signs
- Web Sites

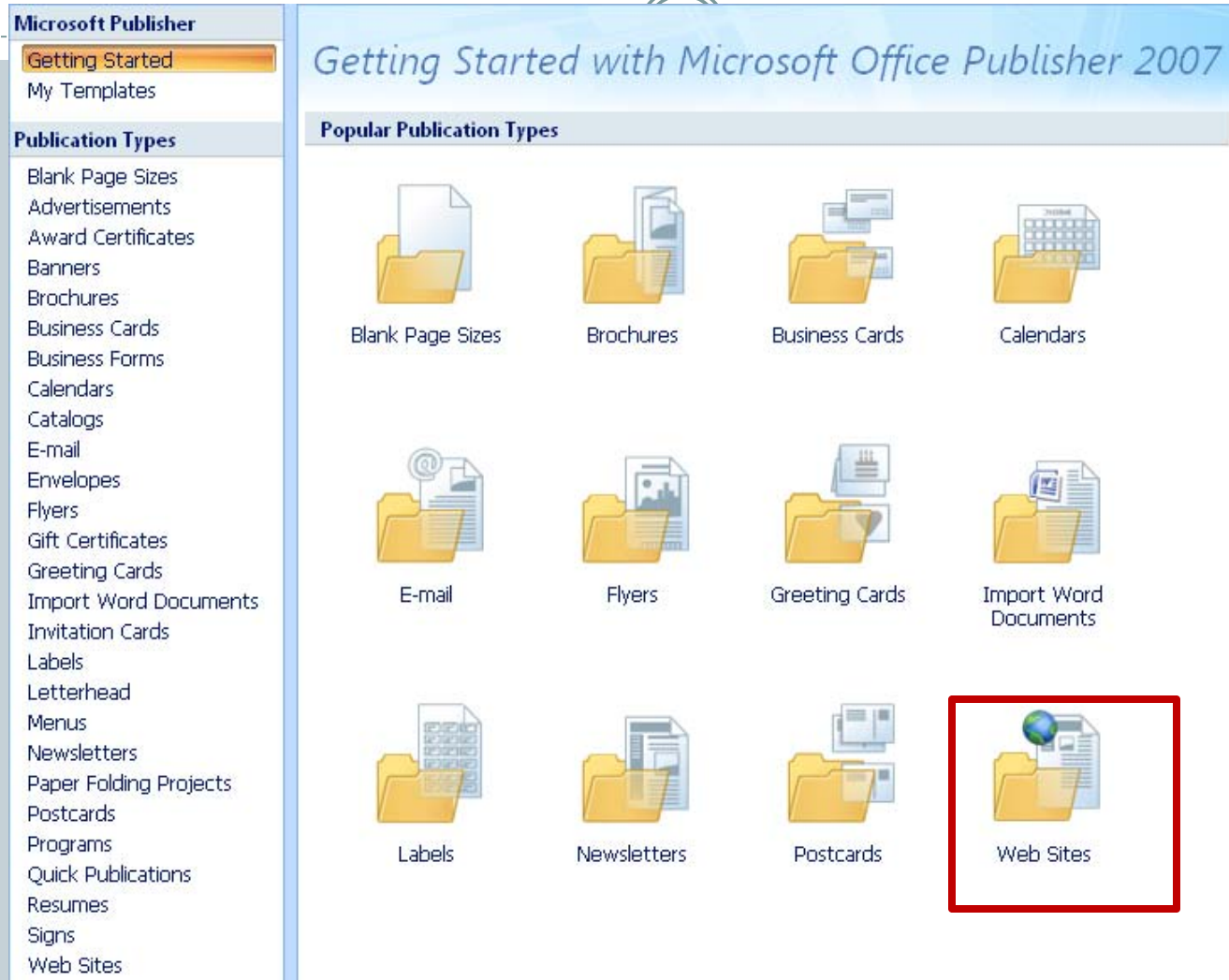
Getting Started with Microsoft Office Publisher 2007

Popular Publication Types

Blank Page Sizes Brochures Business Cards Calendars

E-mail Flyers Greeting Cards Import Word Documents

Labels Newsletters Postcards **Web Sites**

The image shows the Microsoft Publisher 2007 interface. On the left is a navigation pane with 'Microsoft Publisher' at the top, followed by 'Getting Started' (highlighted in orange) and 'My Templates'. Below that is the 'Publication Types' list, which includes 'Web Sites' at the bottom. The main area is titled 'Getting Started with Microsoft Office Publisher 2007' and contains a 'Popular Publication Types' section. This section displays 12 folder icons arranged in a 3x4 grid, each with a label below it: Blank Page Sizes, Brochures, Business Cards, Calendars, E-mail, Flyers, Greeting Cards, Import Word Documents, Labels, Newsletters, Postcards, and Web Sites. The 'Web Sites' icon, which features a globe, is enclosed in a red rectangular box.

Select any template of your choice. I have picked “Fading Frames

Web Sites

Newer Designs • Classic Designs • Blank Sizes



Capsules



Cascade



Checkers



Circles



Crisscross



Crossed Lines



Design Box



Echo



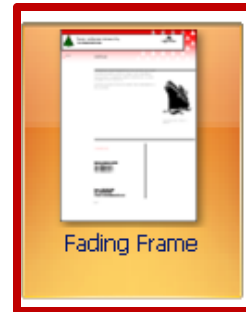
Eclipse



Edge



Even Break



Fading Frame



Fall



Floating Oval



Frames




Gingham


Make sure “Use Easy Web Wizard” is selected and click on “Create”
tab




Fading Frame



Customize

Color scheme:
Sunrise 

Font scheme:
Virtual
Trebuchet MS ... 
Trebuchet MS

Business information:
Create new... 

Options

Navigation bar:
 Vertical and Bottom 

Use Easy Web Wizard

Create

Select pages you would like to have on Web site...Click OK

Easy Web Site Builder [?] [X]

Your Site Goals
What do you want to do with your Web site?

Tell customers about my business

Tell customers how to contact us

Sell products

Describe services

Display a calendar or schedule

Display a list of projects or activities

Display employee information

Provide links to other Web pages

Home

Contact Us

Services

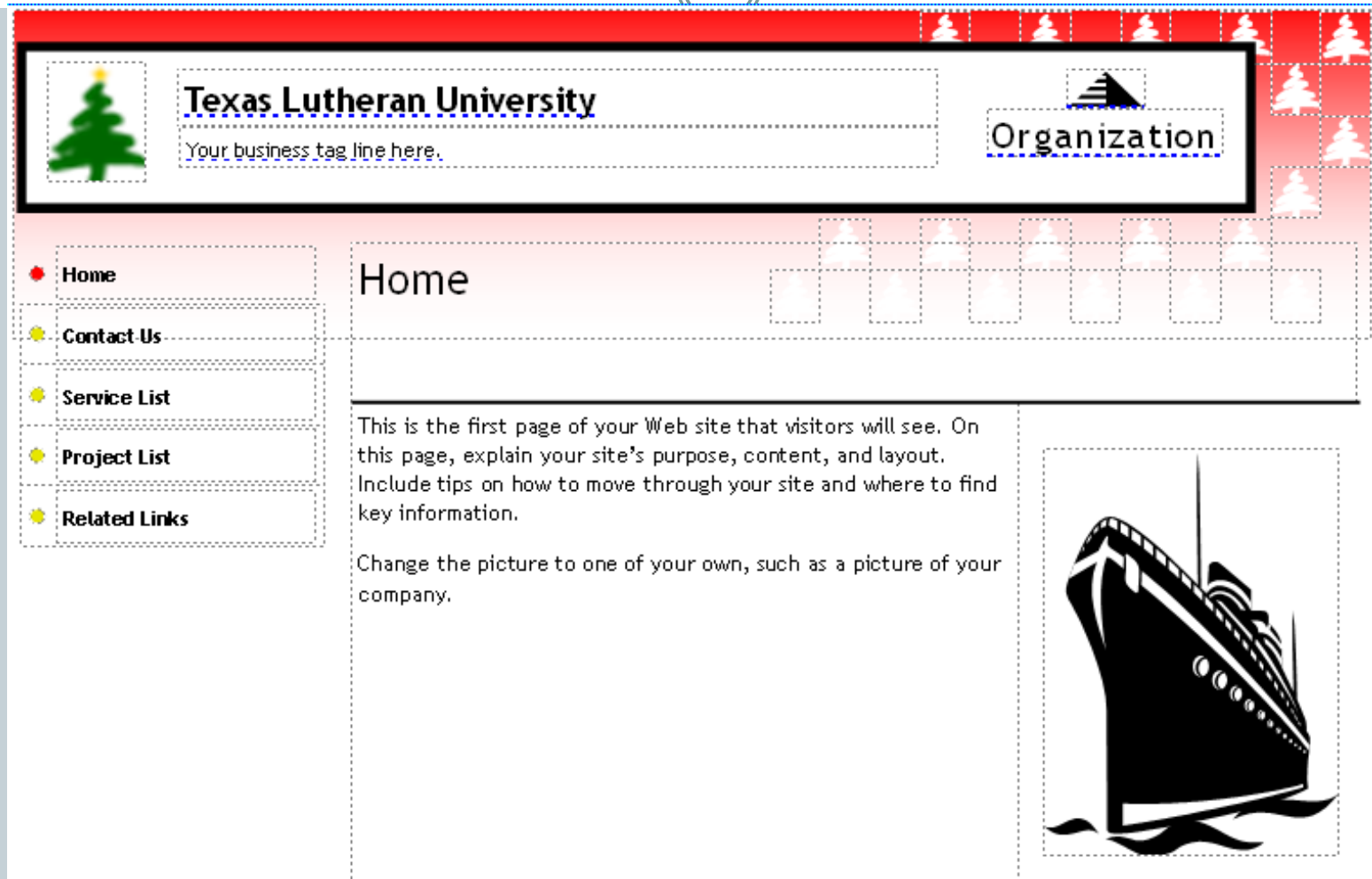
Projects

Related Links

OK Cancel

Your Home page opens up as seen below.

6



The screenshot shows a web page template with a red header and a white main content area. The header features a green Christmas tree icon on the left, the text "Texas Lutheran University" in the center, and a logo with a triangle and the word "Organization" on the right. Below the header is a navigation menu with five items: Home (selected), Contact Us, Service List, Project List, and Related Links. The main content area is titled "Home" and contains a grid of placeholder images. Below the grid is a text box with instructions: "This is the first page of your Web site that visitors will see. On this page, explain your site's purpose, content, and layout. Include tips on how to move through your site and where to find key information." To the right of the text box is a large image placeholder containing a black and white illustration of a cruise ship.

Texas Lutheran University
Your business tag line here.


Organization

- Home
- Contact Us
- Service List
- Project List
- Related Links

Home

This is the first page of your Web site that visitors will see. On this page, explain your site's purpose, content, and layout. Include tips on how to move through your site and where to find key information.

Change the picture to one of your own, such as a picture of your company.



Remove the “Contact Us” place holder by selecting the border and press Delete key



To contact us:

Primary Business Address
Your Address Line 2
Your Address Line 3
Your Address Line 4

Phone: 555-555-5555
Fax: 555-555-5555
E-mail: someone@example.com

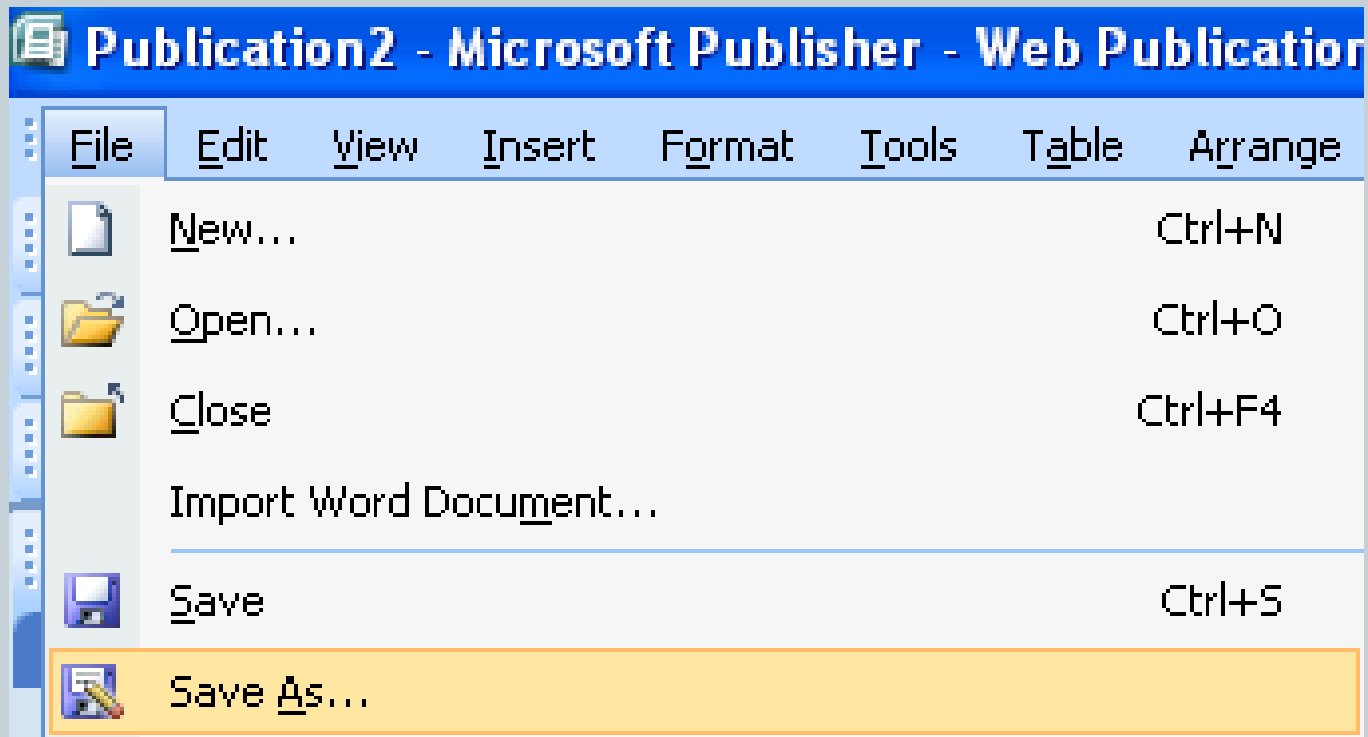
Move the Horizontal Navigation links up

8



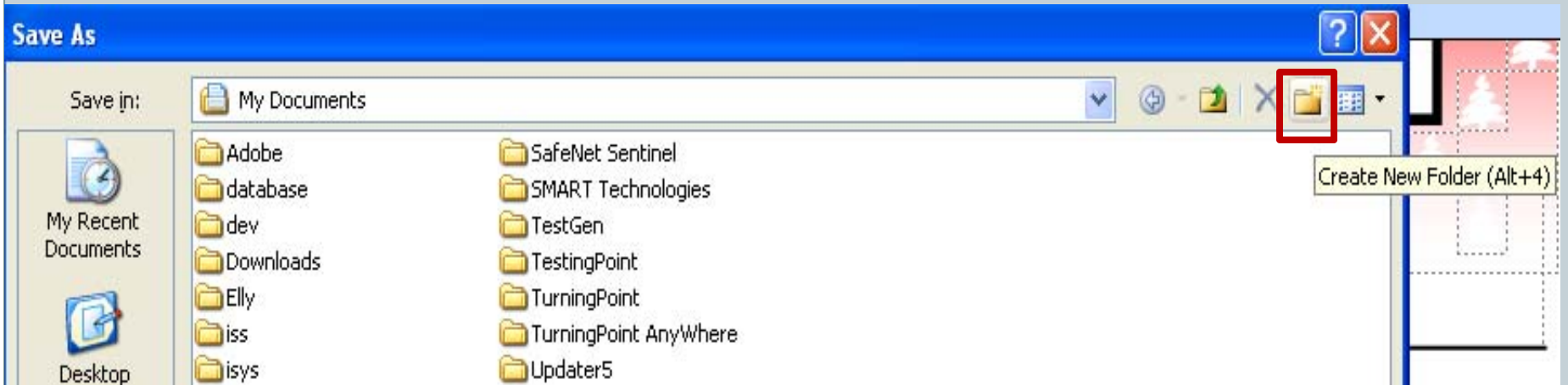
Save your Web site project to “USB or “Y” drive

9



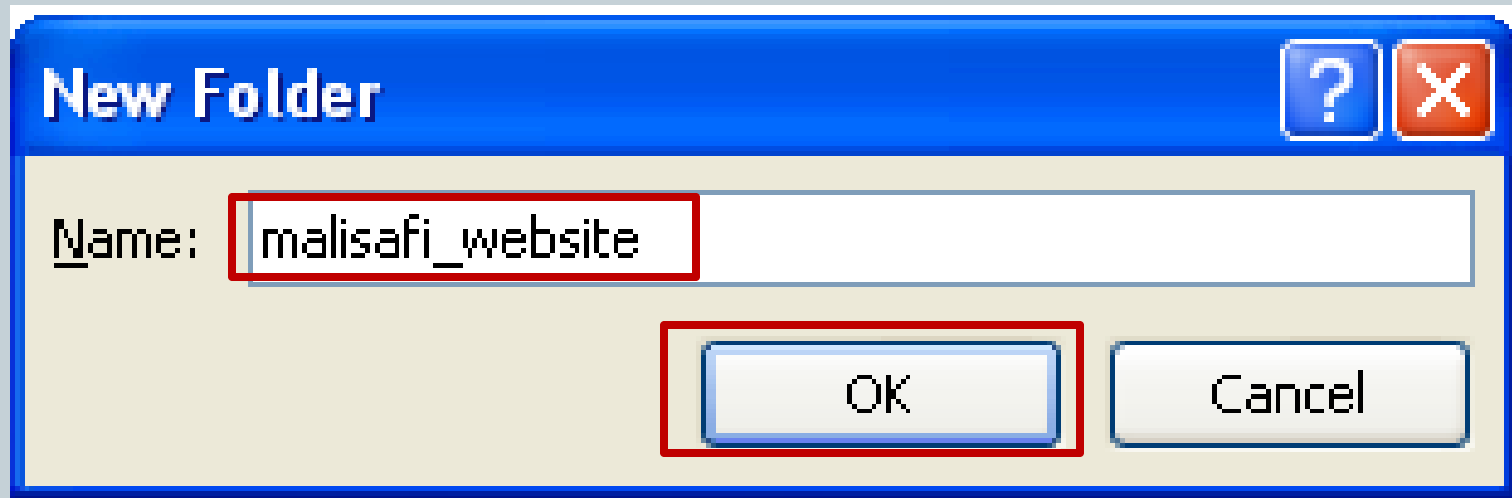
Create a new folder

10



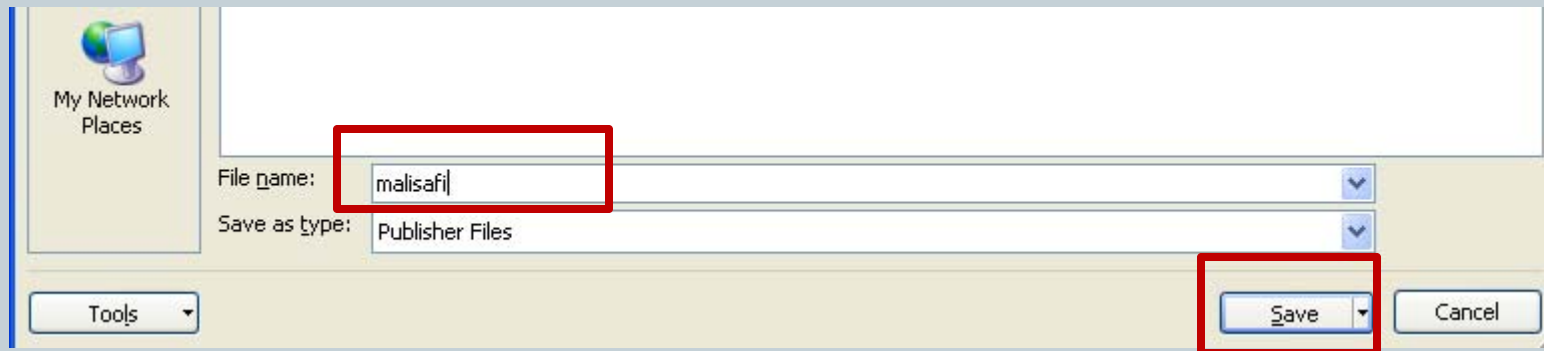
Type a name for your folder [choose your own name] Mine is malisafi_website. Click OK.

11



Type File name. Mine is shown as “malisafi”. Click Save (tab)

12



Click on Golden tab **2** to navigate to second page and start editing

The screenshot displays a document editor interface. On the right side, there is a contact form with the following text: **To contact us:** followed by a dashed line, **Company or Organization Name**, another dashed line, and a final dashed line. At the bottom, there is a tabbed interface with five tabs labeled 1, 2, 3, 4, and 5. Tab 2 is highlighted with a red border. To the left of the tabs is a small globe icon. To the right of the tabs is a blue bar with a hamburger menu icon.

Select “Related Links page 5” to edit links

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Home

Contact Us

Service List

Project List

Related Links

Related Links

List links to pages within your Web site or links to other Web sites on the Internet. Explain how each page or site relates to your company or organization. To add more links, copy and paste additional text boxes. To increase your site’s visibility on the Internet, ask other organizations to include a link to your site on their Web site.

Web site or page name 1
Select the Web site or page name above and link it to a Web address (URL). Describe the site and explain why the site is useful to your reader.

Web site or page name 2
Select the Web site or page name above and link it to a Web address (URL). Describe the site and explain why the site is useful to your reader.

Web site or page name 3
Select the Web site or page name above and link it to a Web address (URL). Describe the site and explain why the site is useful to your reader.

Web site or page name 4
Select the Web site or page name above and link it to a Web address (URL). Describe the site and explain why the site is useful to your reader.

Web site or page name 5
Select the Web site or page name above and link it to a Web address (URL). Describe the site and explain why the site is useful to your reader.

Web site or page name 6
Select the Web site or page name above and link it to a Web address (URL). Describe the site and explain why the site is useful to your reader.

1 2 3 4 **5**

221,000, 447,000 px.

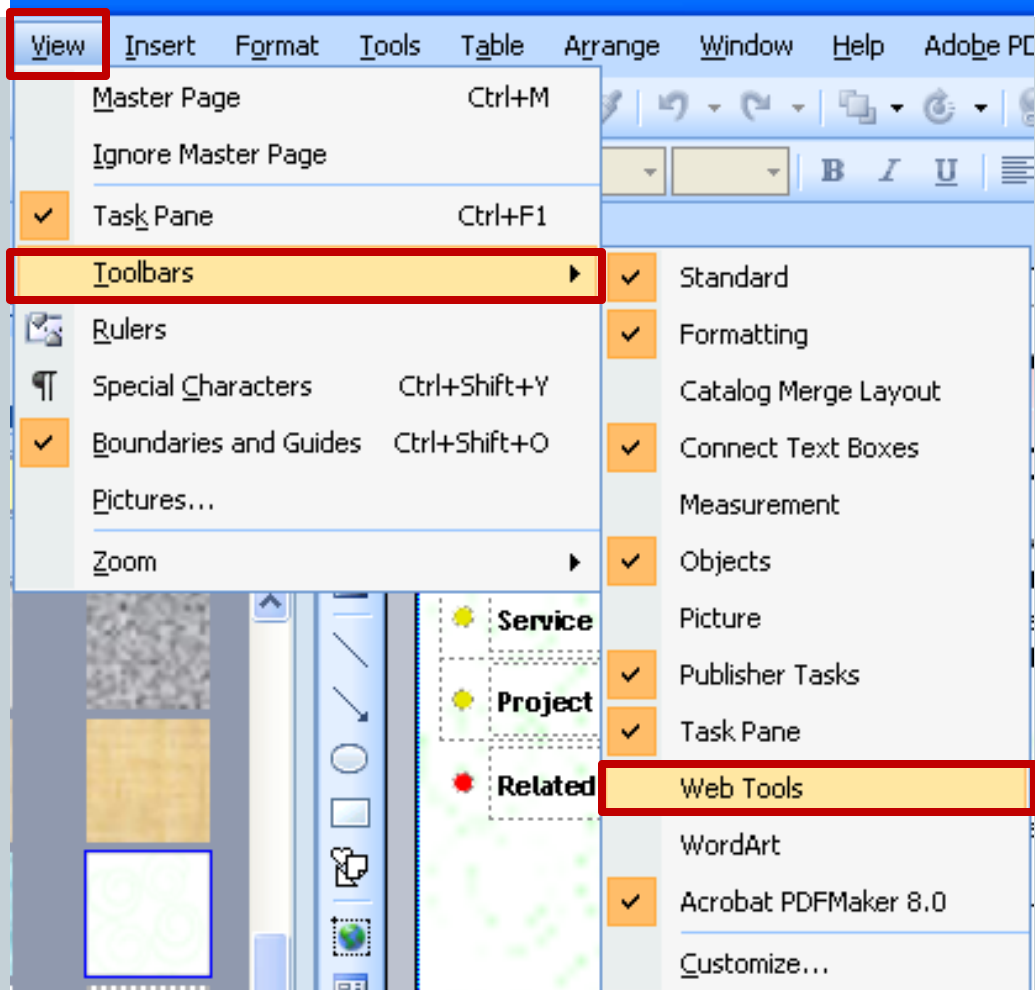
We are going to add two sample links to the “Relate Links” page

15

- Here are links:
- http://www.tlu.edu/torch08su_fitness
- <http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/index.html>
- See next slides for instructions...

Activate the Web Tools

16



Web Tools is now active

17

The screenshot shows a web page template with a navigation menu on the left, a header area, and a main content area. The navigation menu includes links for Home, Contact Us, Service List, Project List, and Related Links. The main content area features a 'Related Links' section with a grid of placeholder boxes. A 'Web Tools' pop-up window is overlaid on the page, displaying various icons for web development and design. The pop-up window is titled 'Web Tools' and contains icons for a globe, a magnifying glass, a person, a globe with a plus sign, a document, a folder, a hand, a folder with a plus sign, a document with a plus sign, a document with a minus sign, a document with a checkmark, a document with a plus sign, a document with a minus sign, a document with a checkmark, and a document with a plus sign.

Your business tag line here.

Organization

Related Links

List links to other Web sites on the Internet. Explain how each page is useful to your readers. Add more links, copy and paste additional links, or ask other organizations to include a link to your site on their Web site.

Web site or page name 1
Select the Web site or page name above and link it to a Web address (URL). Describe the site and explain why the site is useful to your reader.

Web site or page name 2
Select the Web site or page name above and link it to a Web address (URL). Describe the site and explain why the site is useful to your reader.

[Home](#) | [Contact Us](#) | [Service List](#) | [Project List](#) | [Related Links](#)

Create a link to TLU Fitness Center

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Related Links

List links to pages within your Web site or links to other Web sites on the Internet. Explain how each page or site relates to your company or organization. To add more links, copy and paste additional text boxes. To increase your site's visibility on the Internet, ask other organizations to include a link to your site on their Web site.

Type & highlight this sentence

TLU Fitness Center

web site or page name 2

Select the Web site or page name above and link it to a Web address (URL). Describe the site and explain why the site is useful to your reader.

Web Tools



Locate Web Tools and click “Insert Hyperlink” (tab)

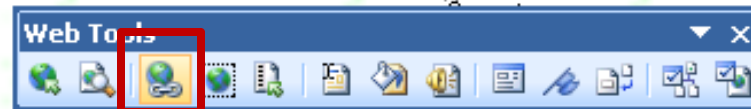
19

List links to pages within your Web site or links to other Web sites on the Internet. Explain how each page or site relates to your company or organization. To add more links, copy and paste additional text boxes. To increase your site’s visibility on the Internet, ask other organizations to include a link to your site on their Web site.

TLU Fitness Center

web site or page name 2

Select the Web site or page name above and link it to a Web address (URL). Describe the site and explain why the site is useful to your

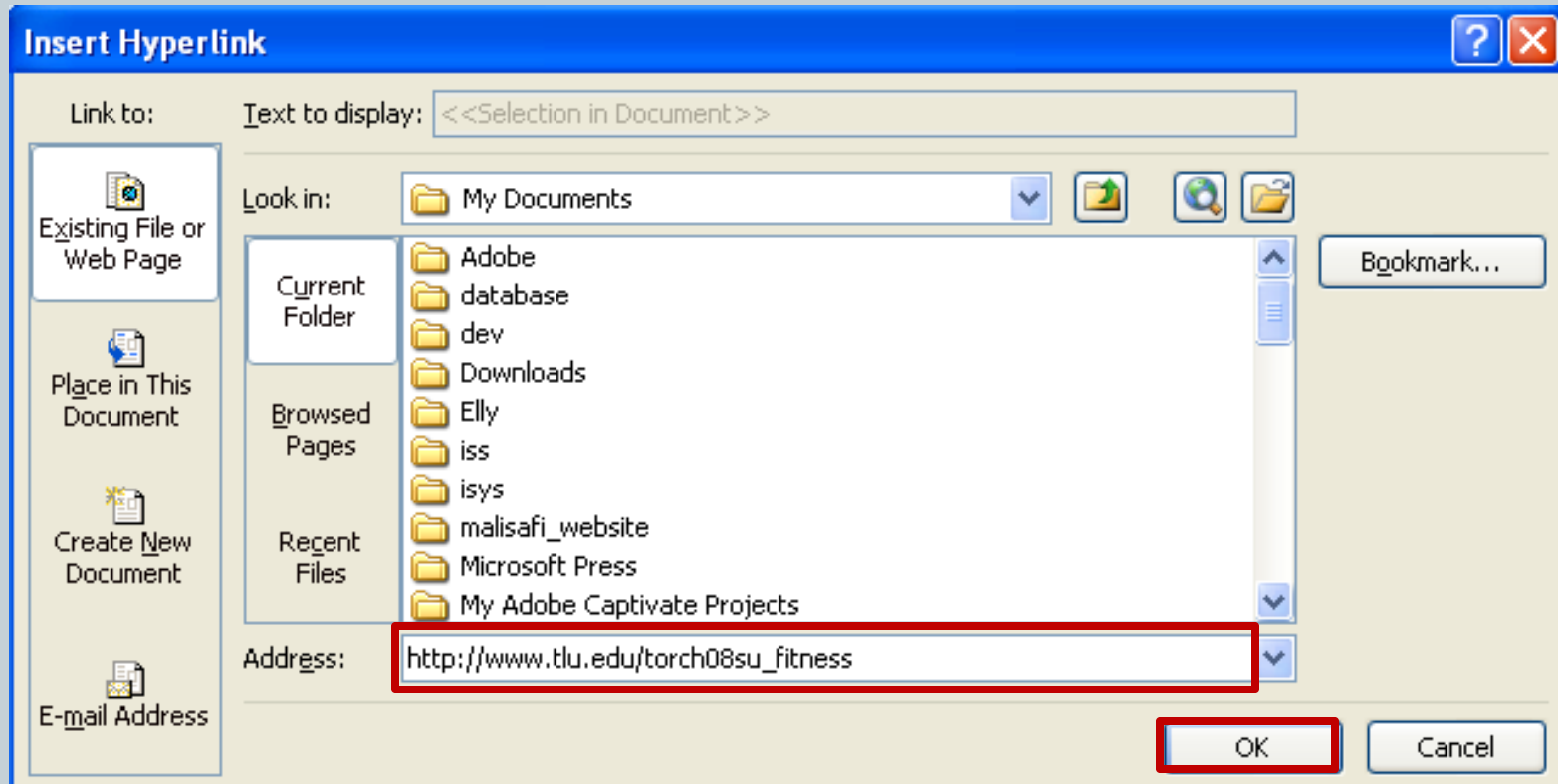


Insert Hyperlink (Ctrl+K)

[Home](#) | [Contact Us](#) | [Service List](#) | [Project List](#) | Related Links

Type or paste webpage address to link to as shown below. Click OK

20



The link is now active

21

Related Links

List links to pages within your Web site or links to other Web sites on the Internet. Explain how each page or site relates to your company or organization. To add more links, copy and paste additional text boxes. To increase your site's visibility on the Internet, ask other organizations to include a link to your site on their Web site.

TLU Fitness Center

web site or page name 2

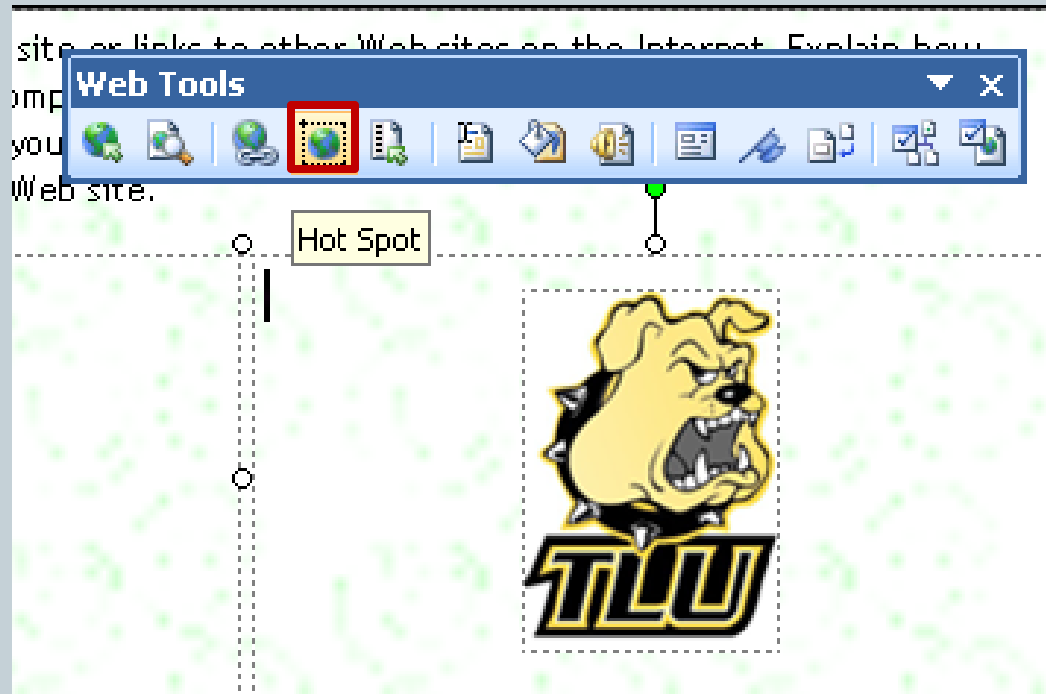
Select the Web site or page name above and link it to a Web address (URL). Describe the site and explain why the site is useful to your



***Use the following technique to add more links to your site**

Create a “Hot Link” on the image. Click “Hot Spot” button

23



Your cursor will change to a thin hair plus. Click and drag around the image. Release your left mouse button.

24

Related Links

List links to pages within your Web site that each page or site relates to your company. Add additional text boxes. To increase your site's visibility on the Internet, ask other organizations to include a link to your site on their Web site.

Web Tools

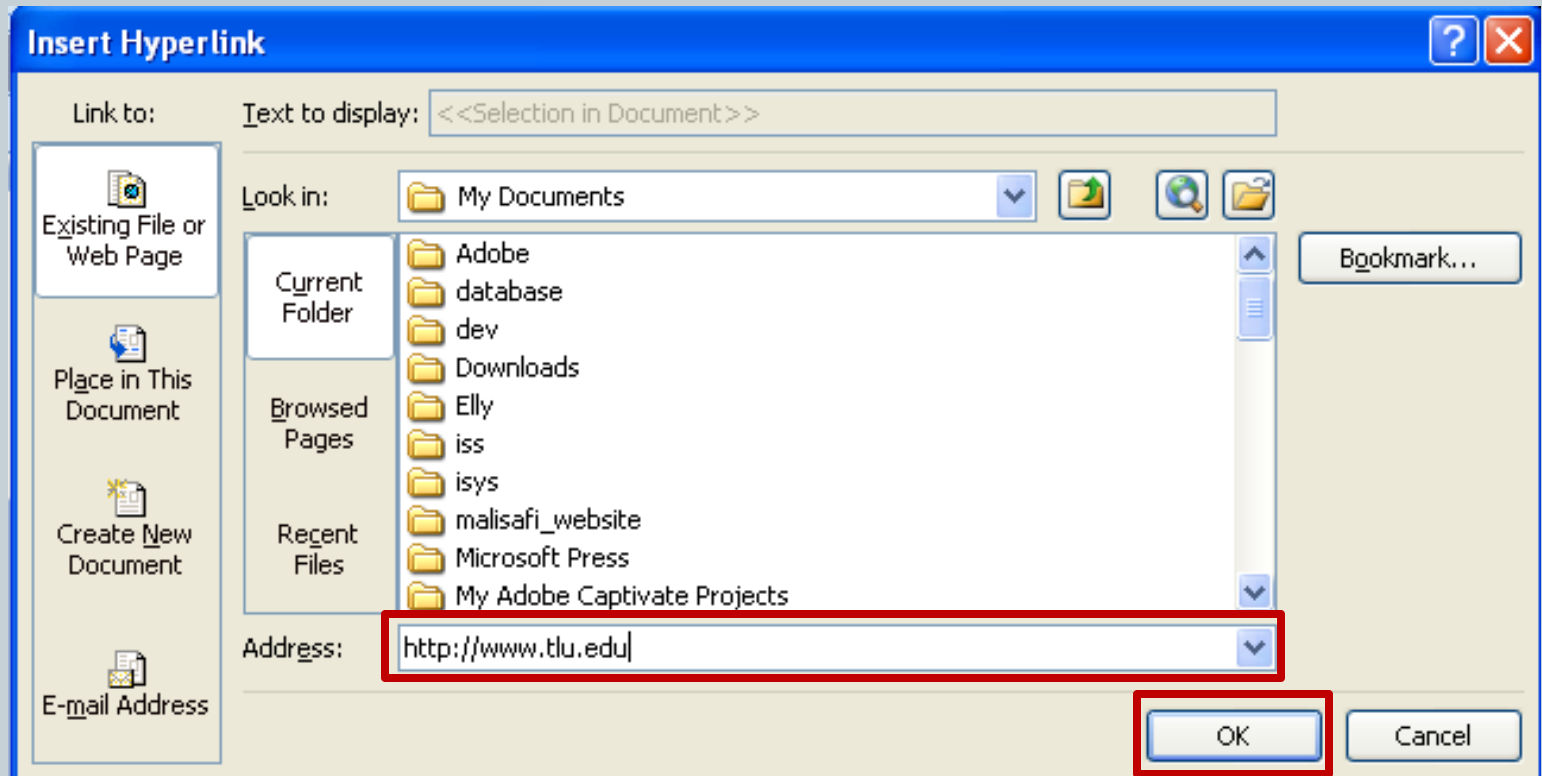


TLU Fitness Center



Type the intended address as shown below. Click OK

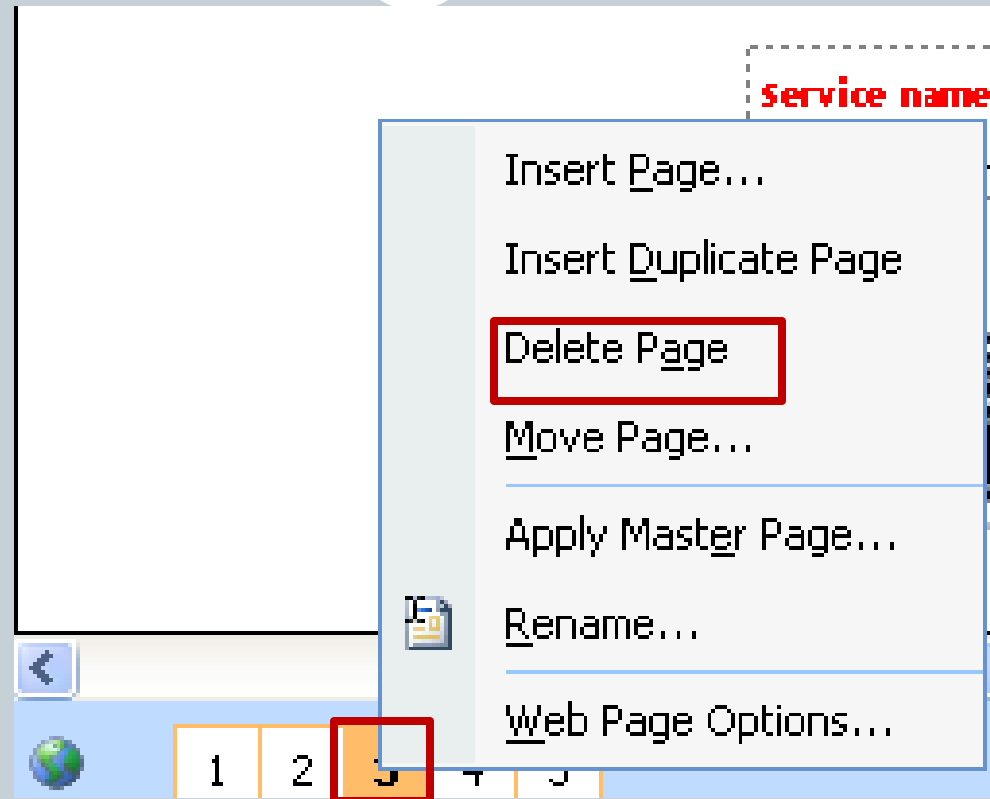
25



***Remember to Save your work as often as you can**

Deleting and Adding a page. Right click on page **3** and select “Delete page”

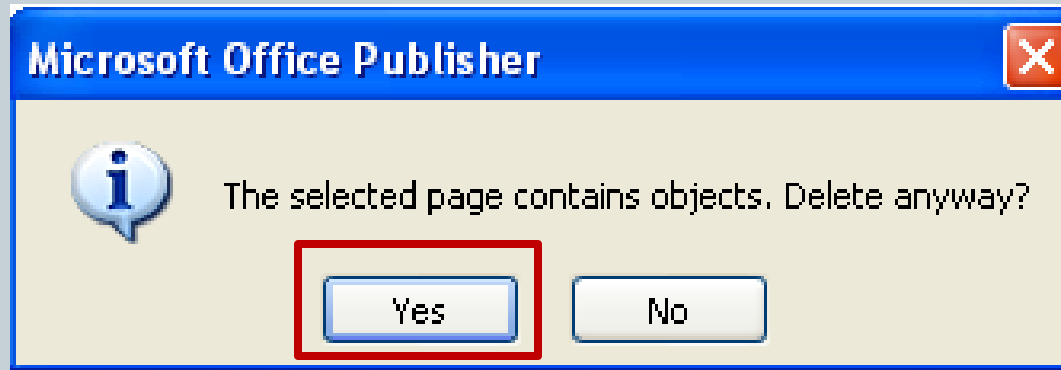
26



***Use the same technique to Insert a page**

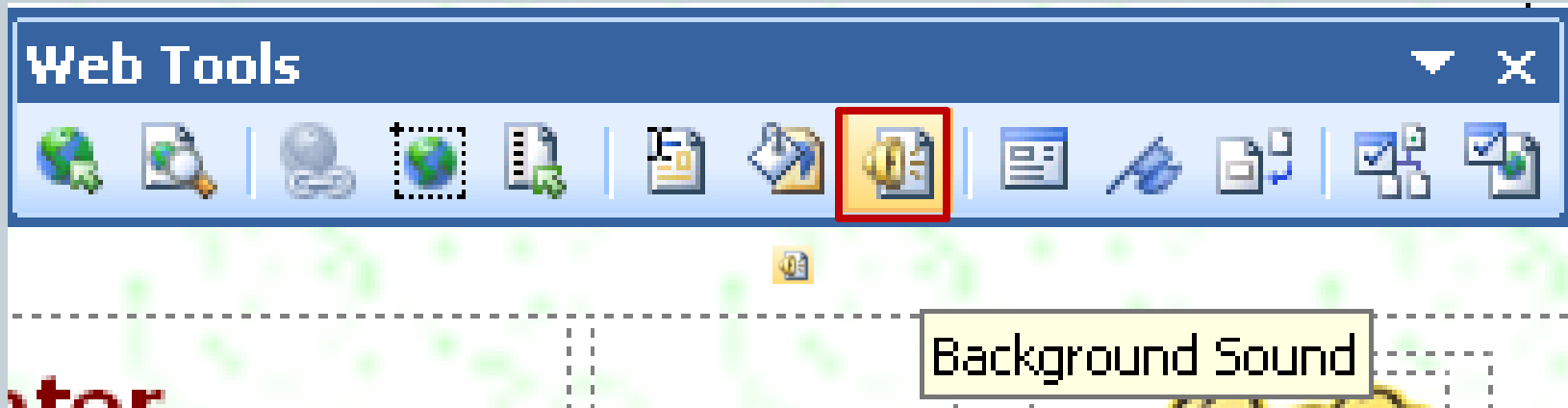
Select “Yes” to delete a page

27



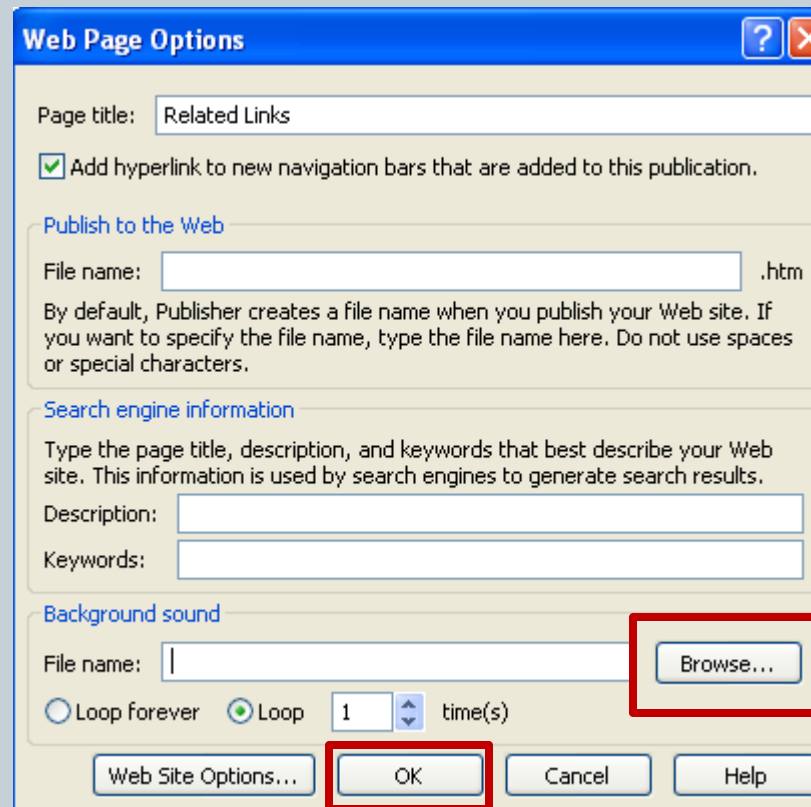
Add a Background sound to a page. Click 

28



Click Browse (tab) to locate and upload a sound file.

29



Web Page Options [?] [X]

Page title:

Add hyperlink to new navigation bars that are added to this publication.

Publish to the Web

File name: .htm

By default, Publisher creates a file name when you publish your Web site. If you want to specify the file name, type the file name here. Do not use spaces or special characters.

Search engine information

Type the page title, description, and keywords that best describe your Web site. This information is used by search engines to generate search results.

Description:

Keywords:

Background sound

File name: **Browse...**

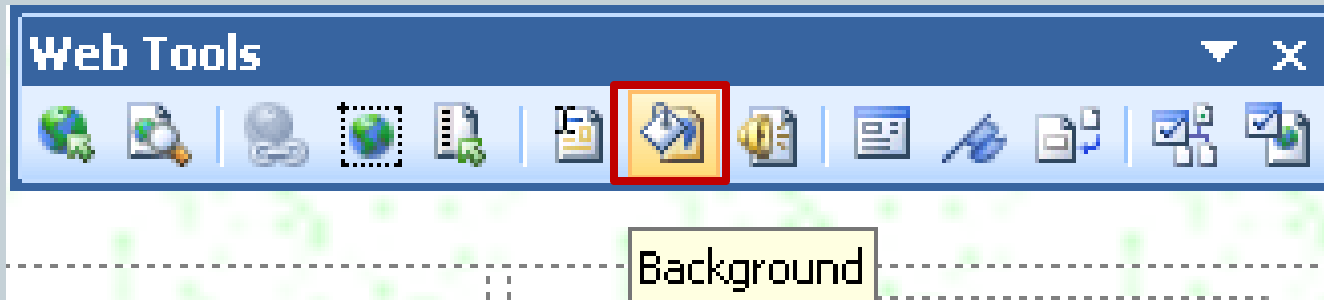
Loop forever Loop 1 time(s)

Web Site Options... **OK** **Cancel** **Help**

Change your page background

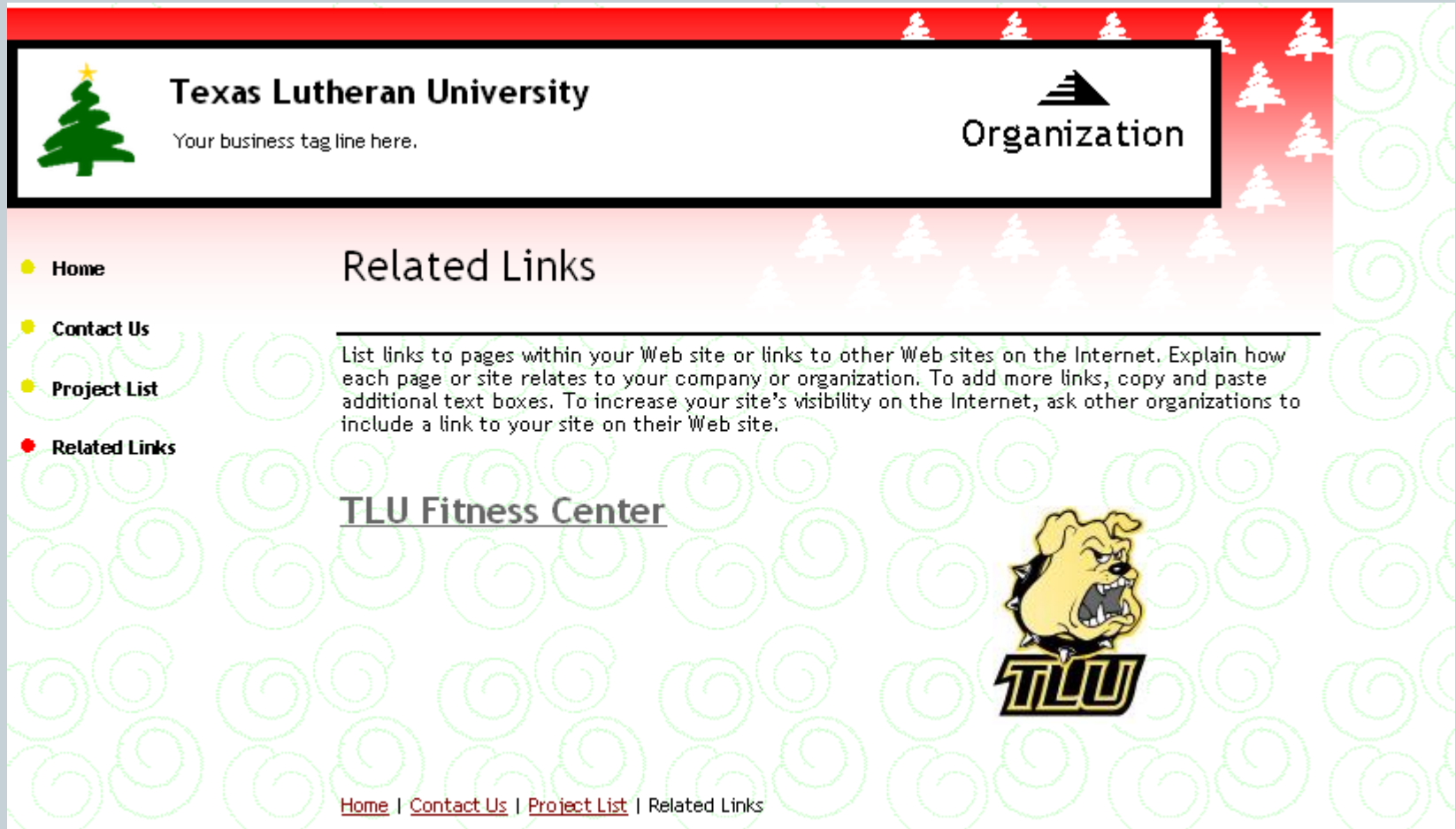


30





Here is how my web site looks like after selecting Webpage Preview

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The screenshot shows a website header with a red background and white Christmas trees. On the left is a green Christmas tree icon. The text reads "Texas Lutheran University" and "Your business tag line here." On the right is a logo consisting of three horizontal lines above the word "Organization". Below the header is a navigation menu with four items: "Home", "Contact Us", "Project List", and "Related Links". The "Related Links" item is highlighted with a red dot. To the right of the navigation menu is a section titled "Related Links" with a horizontal line below it. Below the line is a text box containing instructions: "List links to pages within your Web site or links to other Web sites on the Internet. Explain how each page or site relates to your company or organization. To add more links, copy and paste additional text boxes. To increase your site's visibility on the Internet, ask other organizations to include a link to your site on their Web site." Below the text box is a link labeled "TLU Fitness Center" with a red underline. To the right of the link is the TLU logo, which features a yellow bulldog head and the letters "TLU" in a stylized font. At the bottom of the page is a footer with the text "Home | Contact Us | Project List | Related Links".

 **Texas Lutheran University**
Your business tag line here.


 **Organization**

- Home
- Contact Us
- Project List
- **Related Links**

Related Links

List links to pages within your Web site or links to other Web sites on the Internet. Explain how each page or site relates to your company or organization. To add more links, copy and paste additional text boxes. To increase your site's visibility on the Internet, ask other organizations to include a link to your site on their Web site.

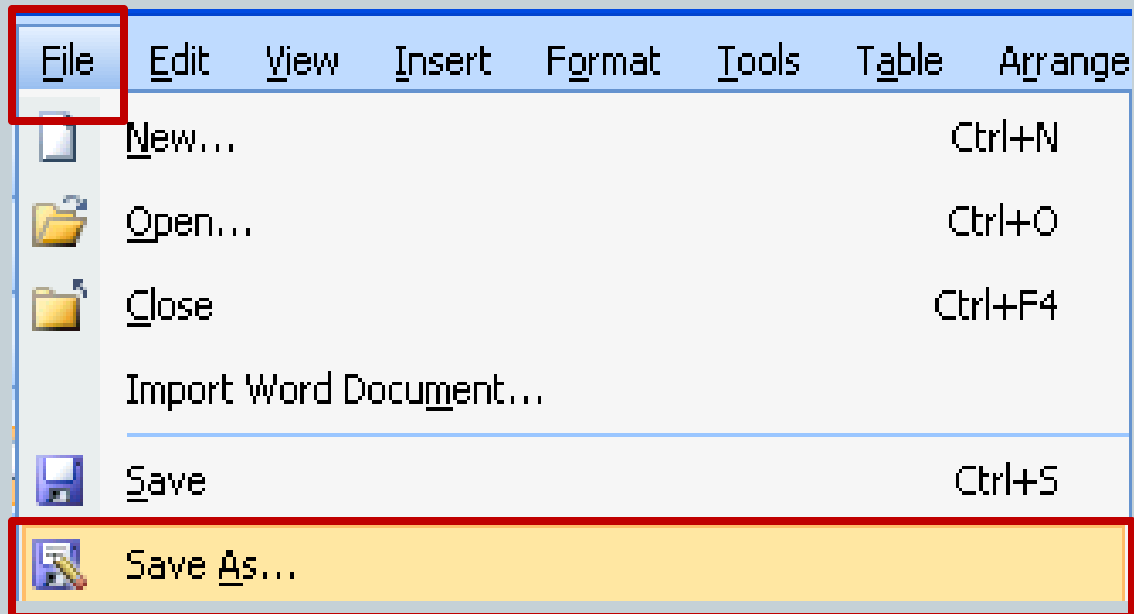
[TLU Fitness Center](#)



[Home](#) | [Contact Us](#) | [Project List](#) | [Related Links](#)

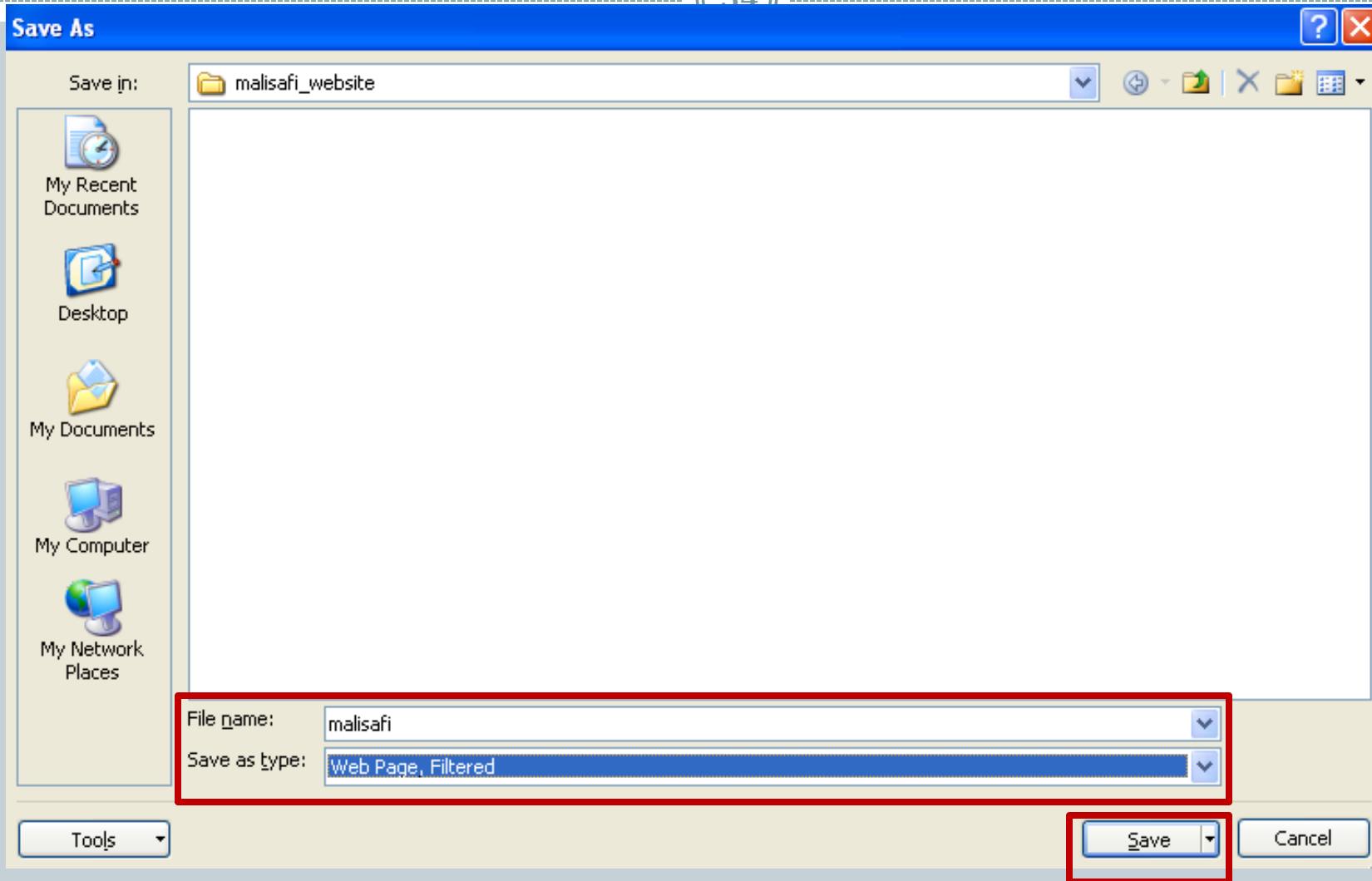
Saving your project as a Website for publishing

33



Select “Web Page, Filtered” in Save as type. Click Save

34



Locating your Web site.

35



malisafi_website

Navigate to your website folder



malisafi_files



malisafi
Chrome HTML Document
62 KB



malisafi
Microsoft Office Publisher Doc...
354 KB

Here is your website home page

***You must have all three files uploaded to a server in order to publish your website.**

Need Help!

36

- Contact ishelp@tlu.edu or rshao@tlu.edu for further help.
- This tutorial is available in: <http://tlu.tlu.edu/is/iss>

Thanks