How to Design A Postcard on Microsoft Publisher

1. Select a postcard design template. Click "File" and then "New" to open the Catalog Window. Click the "Postcards" option on the Wizards menu, select the desired style from the options and then click "Start Wizard." Click "Finish" at the bottom of the Wizards menu.
2. Change the color scheme if you wish. Click "Color Scheme" on the Postcard Wizard menu and select the desired scheme.
3. Set the proper postcard size. Click "Size" on the Postcard Wizard menu and select the postcard size that matches your cardstock.
4. Enter and edit text. Place the mouse inside the desired text box and click once. Type the text or cut and paste from a Word document. Format the font style, size and appearance by using the main menu at the top of the screen. To Place the mouse over the border until the word "Resize" appears to adjust the size. Click and drag the border to the desired size. Create an additional text box by clicking the text frame tool (capitalized "A") on the menu on the left side of the screen. Place the mouse in the desired location, then click and drag to create the desired box size.
5. Add text to the address side of the postcard. Click "Address Side" on the Postcard Wizard menu and select the information you would like to include.
6. Insert images. Go to the main menu, click "Insert" and then "Picture." Select your choice of clip art or a photo stored on your computer. Resize the image by placing the mouse on one of the corner boxes until the mouse says "Resize." Click and drag the mouse diagonally towards the center of the photo until the photo reaches the desired size.
7. Edit the postcard layout as needed. Place the mouse over the item until the word "Move" appears. Click and hold down the mouse and drag to the desired location. Place the mouse inside the box and click once; on the main menu click "Edit" and then "Delete Object" to delete an item.
8. Finalize the postcard. Proofread and spell check. Print a test document on plain white paper and do a final proofread. Hold the paper up to the postcard stock to ensure that the text and images line up.