

# - Publisher: The Perfect Assistant -

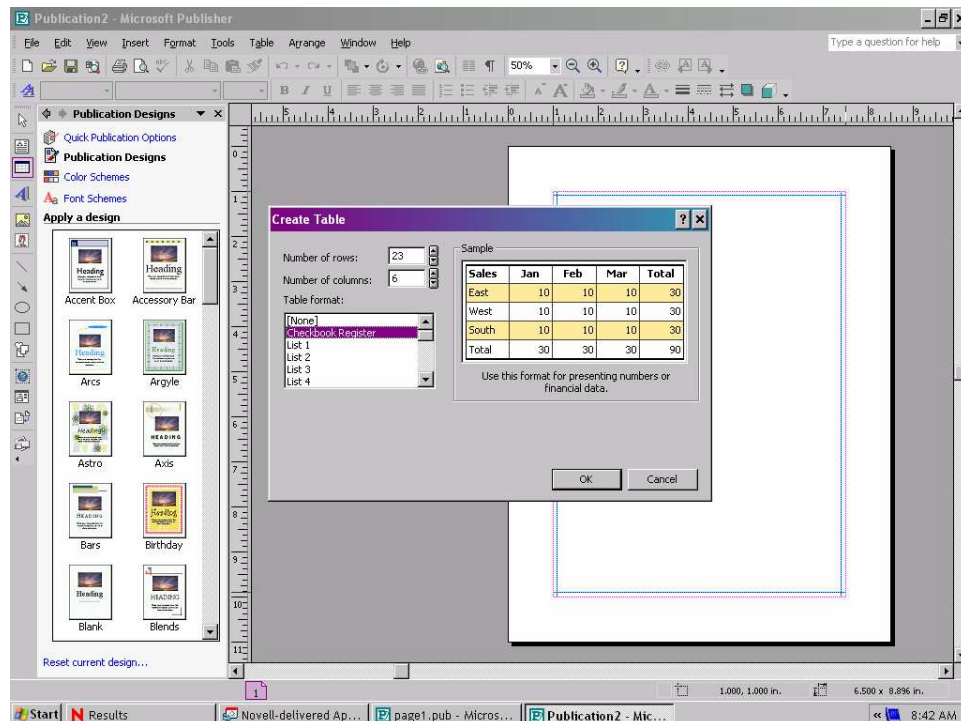
## Publisher Projects!

Publisher contains a basic template in sixteen different categories. You can change the design detail, the color of the design detail, or choose a blank publication. However, the best part of publisher is the ease and quickness in which you can produce a document. You simply choose a design that you like, choose a color that you like, type a message, add a picture, and print.

It is so easy that your students will be able to complete a project in one trip to the computer lab.

## Category: Quick Publications

1. A quick note to parents about an upcoming activity
2. Create a poster describing an upcoming event.
3. Create a quick worksheet or quiz.
4. Report or book covers can be created with quick publications then print on ink jet transparencies, for a great look.
5. Add a table to a quick publication and create a chart to graph field trip replies, daily assignments, bus numbers, and conferences.



### **Category: Newsletter**

Set up a newsletter template then make small changes each week. Choose either one-two-or three columns. Let the students choose a name or use one with your name incorporated into the title. I used *Kindergarten Kapers* and *The Second Street Newsheet* when I was in the regular classroom. I know it will be tempting to print each student a full color newsletter, however, this is very costly. So I print one copy and then I take colored paper to the copy machine and print one for each student and at least three extras. After doing a newsletter for 20 years, I learned that parents need them to stand out from all of the other mail. I requested one folder for each student in bright orange and then two reams of matching orange paper. At the first parent meeting I would explain that inside the folder they should find the Friday newsletter all in the matching color.

The extra copies of the newsletter can be used for parents who misplaced their letter. Keep one copy for your portfolio. Give the color copy to the student of the week.

Below are ideas for features to include in your newsletter:

1. Student of the week
2. Word wall words of the week
3. Spelling words
4. Things we need from home
5. Author of the week
6. Special Events, (ex. fire assembly)
7. PTO meeting dates
8. On the back of each issue include photos of the week ( don't include names)
9. Monthly lunch menu

## Category: Web Page

Publisher makes developing a web page easy. If a web page scares you start with a monthly page. Then all you will have to do is make changes once a month.

Our tech department likes to keep publisher web sites to 5 pages. Once you complete the web site your technology department can add it to your school web site.

Things you might like to include on your site:

1. A calendar of events
2. Homework that doesn't change (Read for 20 mins. On Tuesday night)
3. Your name, office hours, e-mail address
4. The number of students in the class
5. Special items: like Friday folders, lunch money envelopes, lost items, how to check out classroom books.
6. Student page with student work
7. Start a class story, let a group of students write the first installment, then each month include the next chapter.
8. Link Web sites that go along with what you are studying. (PLEASE CHECK THESE OUT)

If you include photos, have the parents sign a release form. Assure the parents that you will not use last names or link a student's name with a picture.

My web page is [branson.k12.mo.us/primary/seaman](http://branson.k12.mo.us/primary/seaman). I created this page in publisher and then copied it in Dreamweaver at the request of my tech department, who wanted all web pages created in the same style. It was a quick copy.

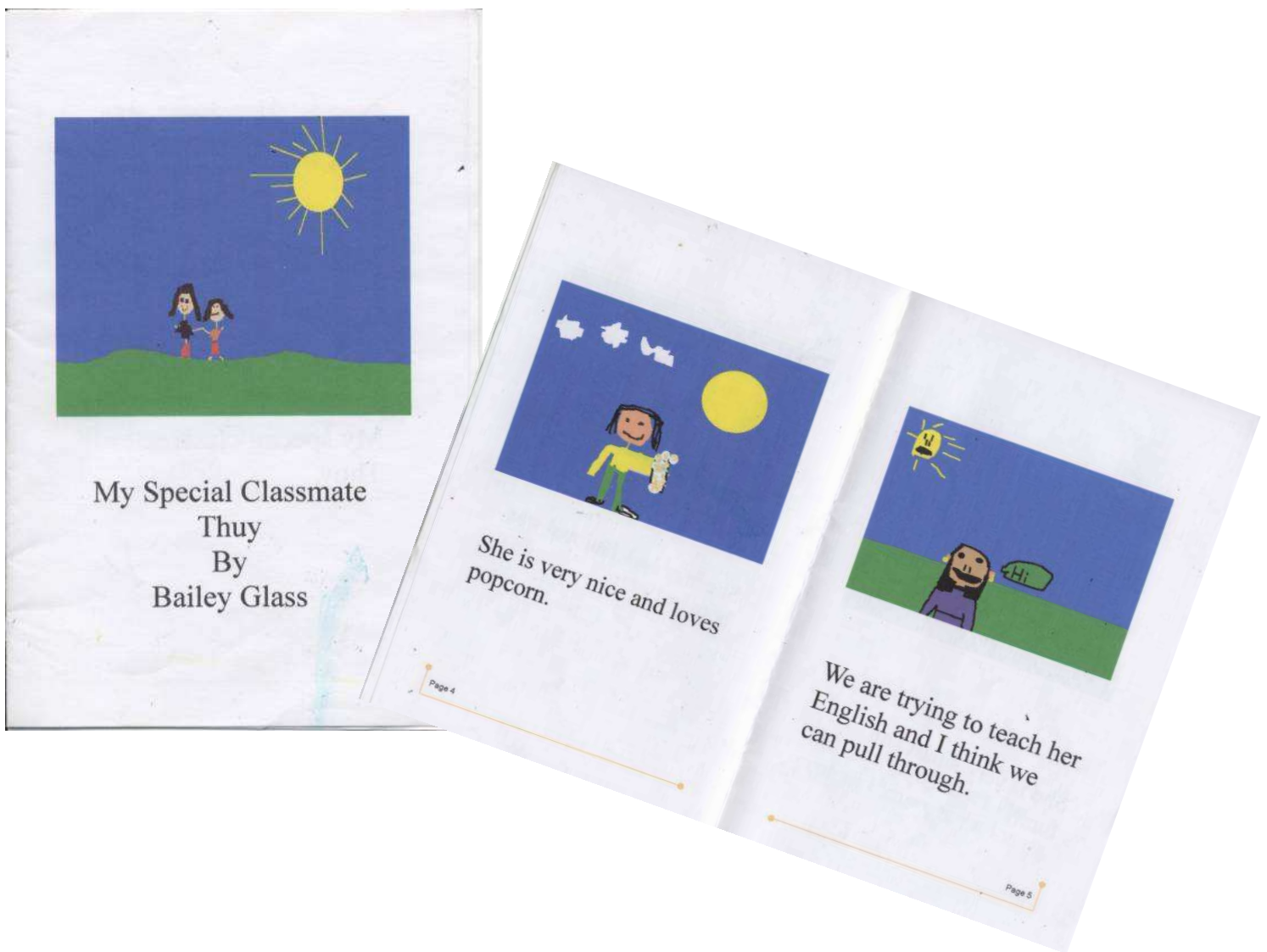
## Category: Brochures

1. Safety Procedures brochure (include fire drill, tornado, intruder alert, bomb threat)
2. Open house activities brochure (include a map of the building and special teachers)
3. Program brochure (Include speakers, agenda, sponsors, student drawings, refreshments)
4. Publisher Party invitation
5. Mother's Day tea agenda
6. Art show brochure ( include photos of the art work on display, a map of where to locate them, dates and times of the exhibit, opening night menu, names of teachers and sponsors of the event.
7. Bookmark format, Copy the design on all three sections, then cut apart.
8. Desktop name plate,



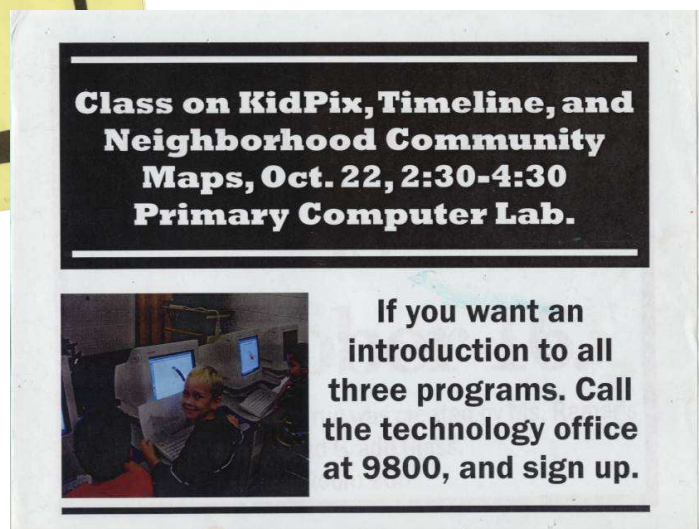
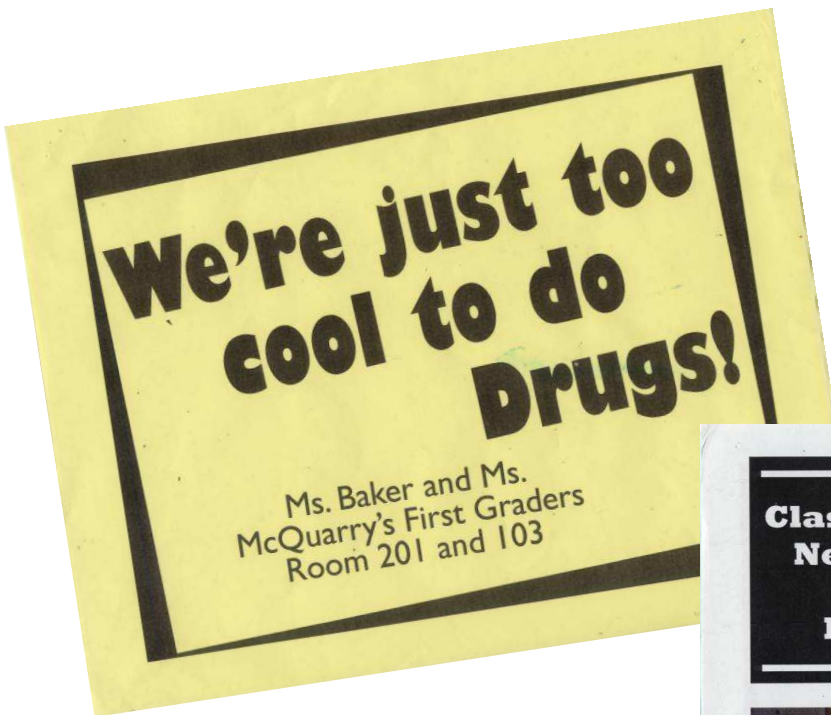
## Category: Catalogs

1. Student books can be printed in book format (Include the original drawings of the student, use computer drawings of the student, or scan photos of the student)
2. Mother's Day Tea Book (Include history of high tea, recipes, menu, agenda, directions for how to make the perfect cup to tea)
3. All PowerPoint presentations can be turned into books for students to use. If you do an outstanding PowerPoint presentation and you have a student who is absent, send home a booklet of the presentation. Many students don't have access to PowerPoint and would be unable to view a disk. If your student makes an outstanding PowerPoint presentation create a book for them to take home and share with parents. This works well when you have younger students working as teams to complete a presentation.




## Category: Signs

1. Use signs on your bulletin board to identify the class and project.
2. Use signs for special occasions: Missouri Day, Red Ribbon Week, Open House, and Welcome Back.
3. One of my favorite signs is "The picture missing from this spot can be seen at the Tablerock Gallery Art Show: Congratulations Cory Matzat, Mrs. Lennon's Class, Room 223"
4. Students can complete signs for many occasions. Our second graders have a day called business Day. Students work in teams to create a product to sell during business day. Students work in teams to create a product to sell during business day. Three of our second grade classes this year went to the computer lab and created a sign to hang around school advertising their business. The signs were printed in black on colored paper.
5. One of the second grade teachers gave her students the option, print a campaign sign or business cards to use in their student council campaign.



**Class on KidPix, Timeline, and Neighborhood Community Maps, Oct. 22, 2:30-4:30 Primary Computer Lab.**



**If you want an introduction to all three programs. Call the technology office at 9800, and sign up.**

**Category: Postcards (4 on a sheet/ one or two sided)**

You can purchase postcards for ink jet printers, you can use 8 by 11 inch tag board, you can use regular paper, and you can use the new Astrobrights Print and Stick paper.

1. Use student artwork on front, have the student write a message to the school board on the back. Mail during school board appreciation week.
2. Use the student artwork on the front and have the student write a message on the back for thank you notes to parents, school volunteers, etc.
3. Introductory postcards for your students, (include a message tell them to look for something that relates to your theme)
4. During summer print a birthday card for each student. Pre-stamp and file in a recipe box under the correct month.
5. Create Christmas Postcards
6. Create Valentine's

Use the postcard to create four messages on one page. Make sure to press ,print current page only.

1. Spring Break reminders
2. Lunch money reminders
3. This gift was created by cards
4. Fieldtrip reminder notes
5. Poetry book
6. Sets of flash cards
7. Schedule Ring (Take a picture of each teacher your students visit during the day. Type the teacher's name along side the picture. Print. Then add the time they attend, this will allow you the opportunity to change the times if necessary. I opened a blank document and used clip art clocks, then printed on sticker paper. These were placed on the card next to the teacher, if time changes, stick a clock sticker over the old time.)
8. Use sticker paper to create four labels for Friday folder
9. Use sticker paper to create bookplates and classroom material labels.

**Category: Business Cards ( 10 on a sheet)**

1. Print your own business cards (include your school mission, your e-mail address, your fax number, your mailing address, school logo, etc.
2. We hold second grade student council elections in February. One of the second grade teacher's gave her student's the option of making business cards to hand out to students or a poster to display in the hall. Kelsie proudly let me show her business card. She claims it is the reason she won the elections for room 125 council member.
3. This same teacher also used the business card format to print the election ballot.
4. Print word wall words flash cards on a ring.
5. Make a schedule ring for students who attend special classes. (See postcards for more info)
6. We inserted a calendar from the design gallery into the business card format. Then we printed it on a magnetic sheet as **save the date magnets** for our school board. The date was highlighted in red, it was a reminder to join us for tech night.



## Category: Banners

1. Welcome Back Banner
2. Happy Birthday Banner, Laminate, then write the student's name on with dry erase marker, use it over and over again.
3. 100th day Banner
4. Bulletin board titles

## Category: Calendars

1. Create a calendar with important dates for the month.
2. Save the Date– Make a calendar and highlight the important date to remember  
Place this calendar in the postcard format, then print on a magnetic sheet. Six sheets of magnetic paper will give each student a calendar for the fridge with the important date highlighted, "Parent Teacher Conferences?"
3. Make Christmas presents for mom and dad. Have each child create twelve drawings. Then compile the calendar pages, you can include school dates, birthday's of students, birthday's of famous author's, holidays, and then laminate to tag board and bind with a Lexmark binder. A tip, don't wait until December to start.
4. Summer Activities calendar (type in activities to do each day during the summer)
5. I helped the reading teachers develop a calendar for lunch room duty. Each teacher had a color for her name, then we created a pattern with the color to show when each teacher had duty.

May 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Business Day	3
				4	5 1st grade in C.S.D.	6
4	5	6 Teacher Appreciation Week May 5-9	7	8 8:30-10:00 (1st) 12:30-4:45 (2nd)	9 Rain date for field Day	10
11 Call Mom	12 Msta. 3:30 p.m. Rm.309 JH	13 2nd grade Level meeting Rm.224	14 2nd grade Walking Tour	15	16 1st grade Snowbird Walk - students only	17 Reinstate tour
18	19	20 2nd graders Visit Elementary. 6-7 p.m.	21 Birthday Luncheon Final Meeting	22	23	24
25	26 No School Monday Day	27 2nd grade Lunch time TBA	28	29	30 Last day	31

## Category: Award Certificates

Print on colored paper, designer computer paper, sticker paper, scrapbook paper, gift wrap paper.

1. Motivational Awards
2. Reading Certificate
3. Perfect Attendance
4. Reading Recovery Graduate diplomas
5. Kindergarten Diploma
6. Student of the week
7. Art Show exhibitors

## Category: Gift Certificates (3 on a sheet)

1. Gift certificates for free time
2. Certificates for mother's day or father's day
3. Christmas gifts for mom and dad
4. Use the certificate format to make a quick note to parents requesting party supplies.

