

# Infographic using MS Publisher 2016

## Your Top 5 Music/Musician Choices

**Hat Tip: YouTube User "Create Onion"**

### Set Up Page

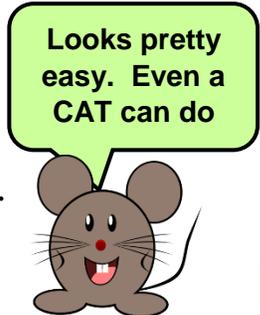
1. **Begin with a placeholder for your title** (you can edit later. Increase font size to take up the top of page (Try Calibri 36)
2. **Then list your 5 songs** without worrying about artistic detail. Insert a shape, draw a textbox, and put some text next to it. You might use: the following three used in video: Title, Genre, Descriptions. The exact text you use will depend on the subject.

You will want to zoom in and out of your workspace to see what your document looks like overall (zoom out) and what specific details look like (zoom in). Click the "plus" or "minus" in the lower right.

3. **Copy and paste this set of shape/text 4 more times** (Cntl + C to copy & Cntl + V for paste).

### First Draft

4. The space around your document is the WORKSPACE PANE. Things in the document area (white) will print -- they are part of your document. **The workspace pane is like a special desktop in Publisher that lets you move items on and off the page** -- anything on the workspace gets saved with your document, BUT DOES NOT PRINT.
5. **Find and insert a graphic for each of your songs, inserting them and moving them to the workspace pane** so that you can use it later.
6. **Using INSERT SHAPE, create a rectangle that covers up the entire page.** Then click SEND BACKWARD and choose SEND TO BACK (NOTE: Each item placed on the page has a ranked order from front-to back). SEND TO BACK puts your selection at the very first layer behind everything.
7. **Use SHAPE FILL to select begin coloring your design.** You do not need an outline -- either choose NO OUTLINE or color the outline the same as your fill.
8. Now would be a good time to experiment and look at your font styles and choices for your heading.
9. **You can control line spacing between multiple lines of text by clicking the PARAGRAPH Group under the HOME TAB** and then choosing the line spacing that gives you the look you want.
10. Draw a shape in front of your heading and select the text BACKWARDS so that it is behind your heading. Then remove the outline (SHAPE OUTLINE). The idea is to make the shape simple. Change the SHAPE FILL to a contrasting color -- **BE SURE YOUR TEXT CAN BE READ AGAINST YOUR BACKGROUND.**



11. **Then draw a fancier shape -- we will draw a ribbon.** Send it back so that it is behind the heading and your shape. You can color it the same as your heading box (NOTE: If you have just colored that box, just click the SHAPE FILL and SHAPE OUTLINE button to apply the same colors.

NOTE: *While you can insert a pre-formatted ribbon shape, YOU CANNOT make all of the adjustments and color choices that we can make by drawing a ribbon. PLEASE DO NOT USE THE PRE-SET SHAPE FOR A RIBBON.*

12. **Apply a shadow to this shape by selecting a style from the FORMAT tab** -- choose the shadow style you want and then use SHAPE FILL to color your selection to approximately match the color used in the heading box. It does not need to be an exact match, but should be close so that it does not distract from your overall design & layout.
13. **Move your ribbon to create the effect shown.**
14. **Put a TRIANGLE in your ribbon.** Hold the SHIFT key and then grab the ROTATE handle -- this lets you easily rotate by units instead of freehand. Color this shape the same as your background. This creates the ribbon edge -- repeat process for the right side.
15. **Now we will add inside edges under our ribbon to give it a 3-D look.** Draw another triangle, sizing and shaping under the heading box as shown. Color it a contrasting color to the ribbon you created, but filling it to a slightly darker color.
16. **Copy and paste this shadow triangle.** Drag it to the other side. Rotate it so that it matches.

## Song/Musician List

17. **Draw another shape and send Click on the box holding your first song.** While you can use FORMAT pre-sets, you have more options when you create this yourself. Remove the outline and change the shape as you like (For example -- you might use rounded corner). REMOVE THE OUTLINES on all of these shapes.
18. **Fill out the descriptors text box and have your graphics ready** -- a picture to use for an icon for each song.
19. **Color text and its background color to be sure that everything is easy to read** -- please remember, we do not all see colors the same. Make sure text and background colors contrast.
20. **Add another shape over your text -- perhaps round colors and use SEND BACK to move it behind the text**, but not the fill behind the text box (Use SEND BACKWARDS). For now, don't worry about spacing. We are creating the design. We are not making it "perfect".
21. **You can click on ALL of the boxes** (using the SHIFT key) and send the remaining shapes BACKWARDS so that you can see text.
22. **Replace your graphic boxes with your first song picture.** Size it to your icon size and then copy down the page. This creates a PICTURE PLACEHOLDER. By RIGHT CLICKING, you can select CHANGE PICTURE and replace with each song's graphic. (NOTE: This resizes your picture to the placeholder box). When you have your pictures on the page, delete the copies of the pictures that are sitting on your workspace (that are not on the document).

23. Now that icons are in place, **adjust the font, font size and spacing for the text.**
24. **Place another box around each songs title.** Send it BACKWARDS so that you have a different color behind the title -- choose a color that makes it stand out. Please follow a rule of thumb from pros -- USE THREE COLORS (You can use variations of any of these three, but only 3 basic colors). Using more than 3 colors distracts from your content.
25. **Group your title box and text background** -- click on one, hold shift, click on the other. Then, right-click and select GROUP.
26. When you get one of these placeholders to look like you want, **copy and paste to put it behind all the other songs.**
27. **The solid green page looks boring -- try some options to make a 2-tone background.** For example, you might add a cream color to the right part of the page, leaving the green as a bar on the left. (NOTE: You will need to recolor the shapes at the end of our ribbon as needed to match your background)
28. **Use F12 for SAVE AS** -- you can save different copies of the document to view. SAVE AS either a PDF file or a JPG. We need to see how the infographic looks outside of publisher.

### Edit/Revise: "Pretty-Up"

29. **Fill BORDER on the picture using a color.** Please be sure to use a color that is already part of or similar to your design. Apply your border choice to the other icons. Use ALIGN feature to make the icons line up.
30. **Now, we want to "clean up" the design.** Adjust the and placement of the first title. You will probably want to place it in a new transparent placeholder (copy, draw placeholder, paste) so that you can adjust titles and precisely place. **DO NOT SPEND TOO MUCH TIME ON THESE DETAILS!** Business people are BUSY and we need to communicate our message and not spend too much time on style!
31. Once you have text styles for the first song, apply to the rest of the songs **using the FORMAT PAINTER.**
32. **Adjust your design,** moving elements as needed so that you create a balanced look where each item looks like it was carefully placed to be consistent with each other element. We are finishing our infographic, "polishing" your design, after you have the details of the design worked out. Carefully look at the placement of each item on the page to be efficient and neat.



Designing great page layouts and documents is easy with MS Publisher!

