

Making A4 Wallpapers Using Microsoft Office Publisher

This tutorial explores:

- how to format and manipulate text boxes as used in samples A & C
- using repeating pattern blocks as seen in samples A & B

Learn how to make these three wallpapers and develop your own using the basic formats and the techniques involved.

Develop the skills to produce decorative panels such as this animal border.

- techniques for modifying art work for use in wallpapers as per example C and the border
- online resources.

As you work through the making of these three wallpapers and the border strip, you will practice using a variety of techniques that will allow you to make an endless number of wallpapers to suit your decorating needs or to provide suitable backdrops for photographing your work. It is recommended that you first print out these instructions.

Wallpaper A is constructed using 2 text boxes and a section of repeated pattern blocks.

Here's how.

1. In Microsoft Office Publisher left click on **blank page sizes**. Select **A4 portrait**. (Left click) This brings up a new page with the printing area marked in blue. On the left hand panel close **format publication**. (This is not essential but gives you less clutter and a larger viewing area.)
2. In the vertical panel on the left, select **text box** (this is directly under the arrow). To select, left click on the icon.



Image 1

3. A small cross will appear. Place this cross over the top left hand corner of your page as seen in image 2.

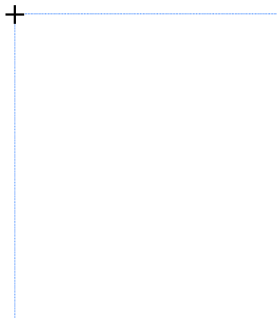


Image 2

4. Holding down the left button, use your mouse to drag the cross to the bottom right hand corner of the print area. See image 3.

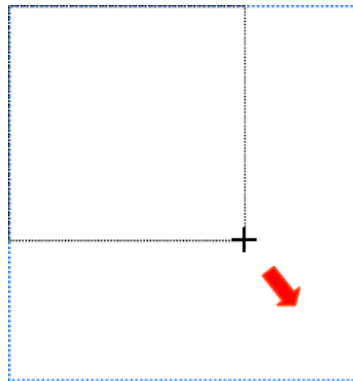


Image 3

Alternatively you can just place the text box in the upper left hand corner and enlarge till it fills the page.

5. Right click on the page-sized text box. A drop down menu appears.

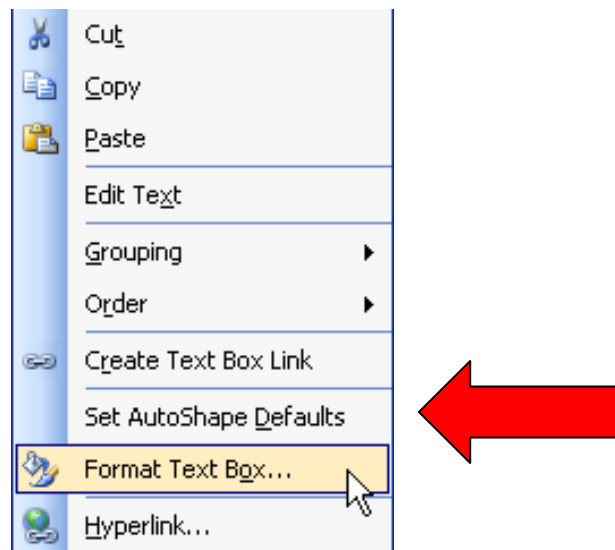


Image 4

6. Select **Format Text Box** which is near the bottom. (See Image 4).
7. In the **Format Text Box** select the **Colours and Lines** tab. (This is shown by the orange arrow in Image 5)
8. In the top section here under the heading **Fill**, where it says **no fill** open the drop down menu by left clicking on the arrow. (Marked in Image 5 with a green arrow.)

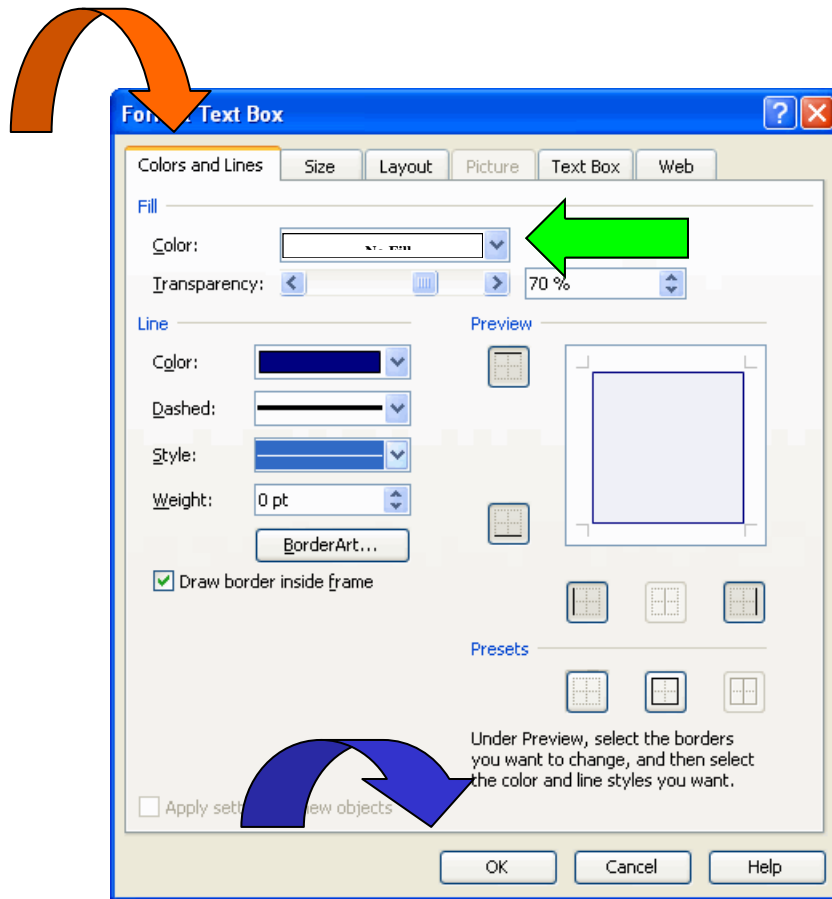
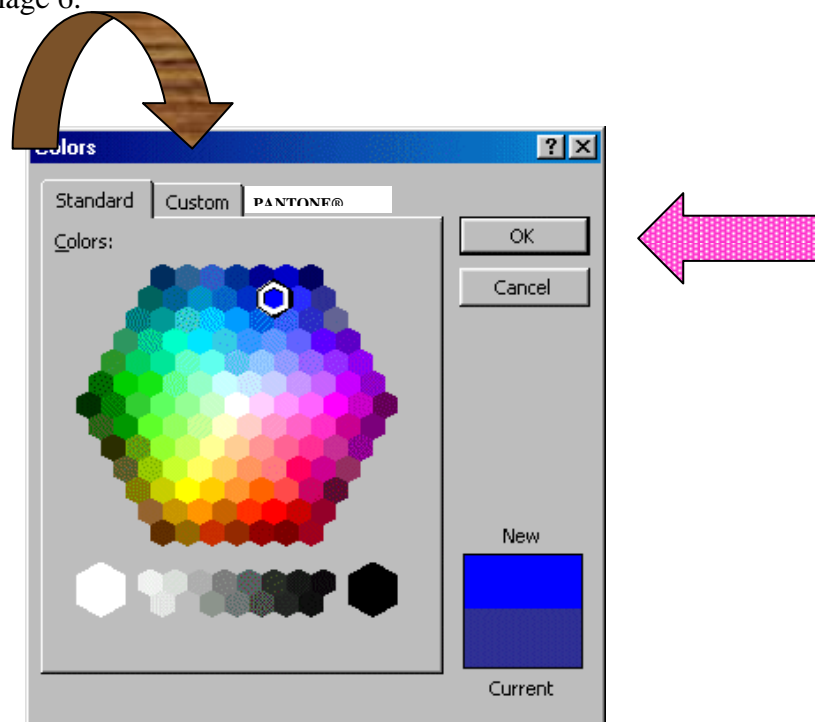


Image 5

9. A small number of colour samples will be displayed. If the colour you want is here click on your selection and then left click **OK** at the bottom of the box. (See the blue arrow in image 5.) I did not find my colour here.
10. If the colour is not there left click on **More Colours**. A new box will open with a greater selection of colours. See image 6.

Image 6



11. Again if the colour you want is there, click on the colour and then click **OK** in the top right hand corner of the box. (See the pink arrow in Image 6)

This will return you to the format text box seen in image 5. It will now show your chosen colour both at the box marked by the green arrow in image 5 and also in the larger box on the right hand side under preview. You will now need to left click **OK** as shown by the blue arrow in image 5.

I did not find my colour here.

12. For a greater range of colours left click on **Custom** (See the brown arrow at the top of image 6).

13. A new box will open. (See image 7)

To select a colour here move your cursor over the block of colour until you find the shade closest to the one you want. Left click here.

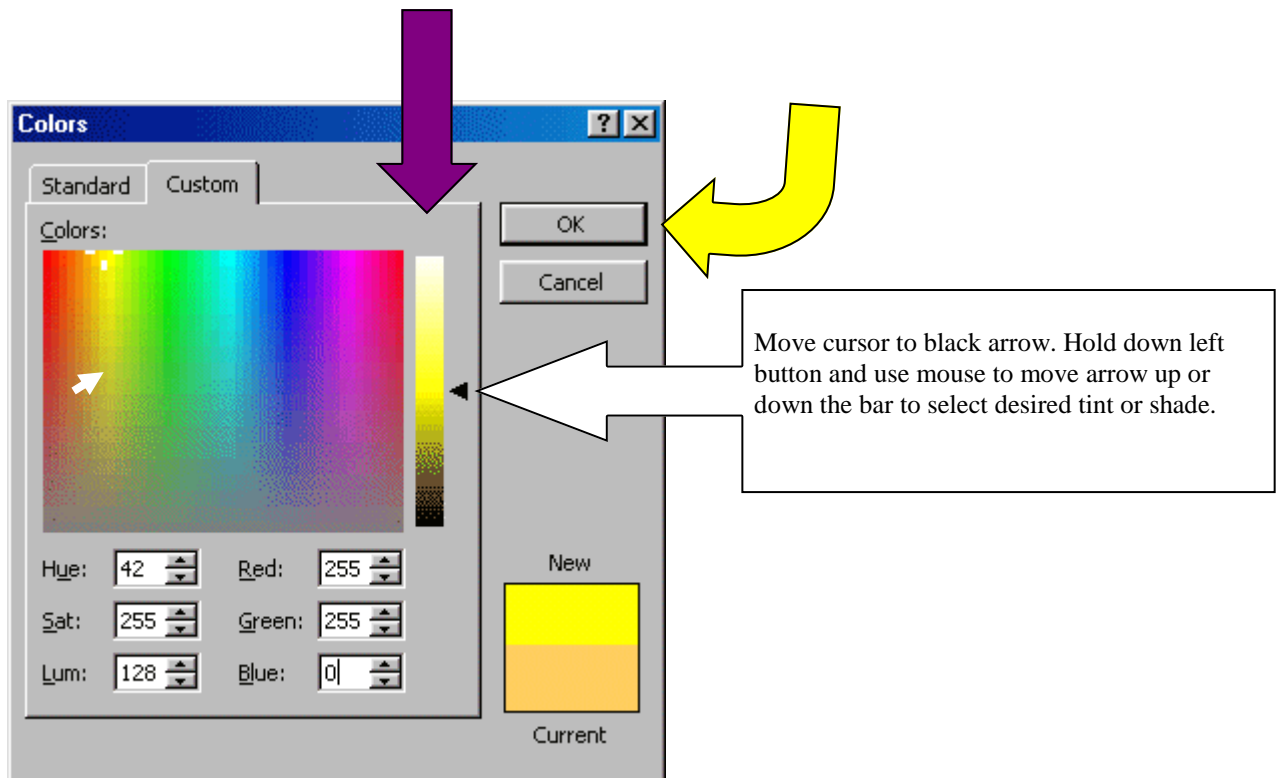


Image 7

When you do this the tonal bar on the right will alter to provide a selection of tints and shades based on your colour choice.

(In image 7 the cursor has been clicked in an area of yellow colouring. The tonal bar seen under the purple arrow now shows yellow tints and shades.)

Move the black arrow as indicated in the white callout box in Image 7 to the shade you desire.

Click **OK** at the yellow area. This again takes you back to **Format Text Box** where you need to click **OK**. (See Image 5 blue arrow)

Again I was not happy with the selection.

14. For another source of colour choice click on **PANTONE®**, (the third choice at the top of the box). (See the white tab to the left of **Custom** in Image 6.
(This will not show as a white tab in your window but will appear the same as for the **Custom** tab.

I chose a colour, third from the top left blue section and fifth from the outside.

15. Left click on this colour.

16. In the panel of colour swatches on the right hand side left I clicked on 642C.)
Again click **OK** in the top right hand corner.

This will return you to the format text box front panel and indicate the colour chosen.
The colour was still stronger than I wanted so I had to lighten it.

17. You can lighten the colour by sliding the button along the transparency bar. This bar is located just below the colour window. (See the striped arrow in image 8).
Hold down the left button. Slide the transparency bar to the right to make the colour more transparent and softer. Alternatively you can opt to make the change using the percentage panel to the left. I increased the transparency to 36%. If we did not have any more to do now we would once again need to click OK at bottom of the **Format Text Box**.

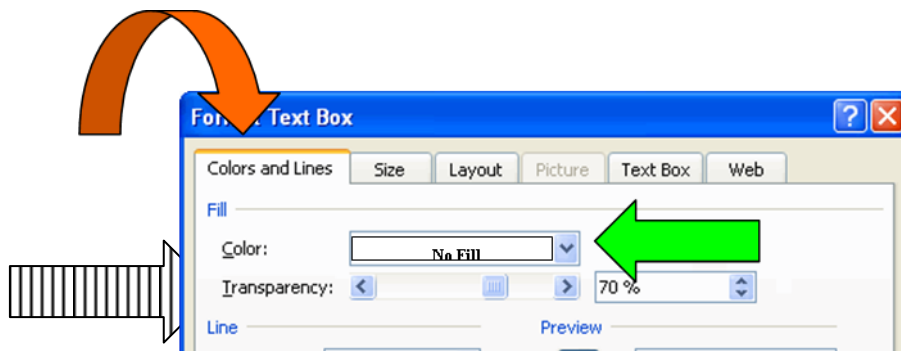


Image 8

Note 1. If you opt to make a colour transparent then it can only be used for a background colour in wallpapers. (It is however also very good for building up layers in other applications).

Note 2. We have only dealt with applying flat colour here. We will look at **Fill Effects** when working on another paper.

18. Once you are happy with the base colour, go to the next section down in the **Format Text Box**, which is **Line**. (See Image 9)

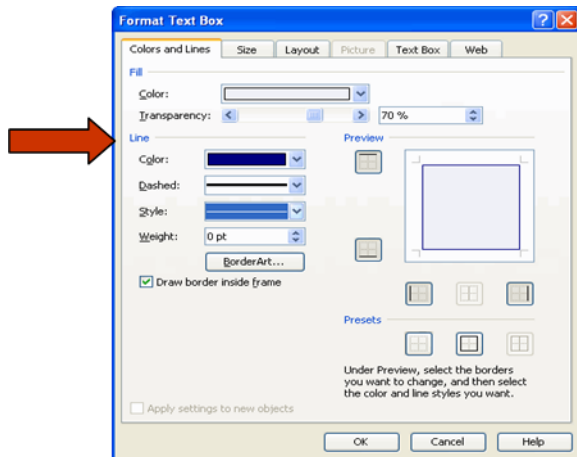


Image 9

19. Left click on **Colour** and select No Line. Lastly left click on OK at the bottom This will flood your page with a single colour.
20. At this point it is wise to save your work.

For the bottom section of your wallpaper you can create your own pattern, scan a suitable print or download a sample print. You may be able to use this as is or you may need to modify it.

I have downloaded a sample fabric print. You can do a google search for these but the one I have used was found at this site.

www.printtex.com

If the paper you are making is for your own personal use and not for commercial purposes this should not be a problem.

- See end of this section for suggestions of other sources for pattern blocks

21. Before going to the site to download the sample print, minimize your work so you can call it up later.

Connect to the web and go to <http://www.printtex.com/design.htm>

22. Scroll down until you see Drapery and Upholstery on the left hand side.
23. Select Drapery & Upholstery and scroll down to the fabric samples. I have used **Frenchmodern- Galaxy**.

Now this can be used in a number of ways. If you want a small print version, right click on the image, select **copy** and paste the sample directly to you workspace to the side or below your publisher page.

(Alternatively if you wish to build up a file then click on **save picture as**, save it to my pictures and then insert this from your file into you workspace.)

If on the other hand you are happy with a larger print, left click on the sample on the webpage and a larger image will open. Then either copy or save as above. I have used the larger image here.

24. Left click on the sample and wait for the larger image.
25. Right click on the sample and select copy in the toolbar that opens up.
26. Bring up your publisher page and right click to select paste. Right click on paste.

If the print that you have chosen is too dark / light then click on the image in your workspace and a picture bar will appear. (See Image 10)

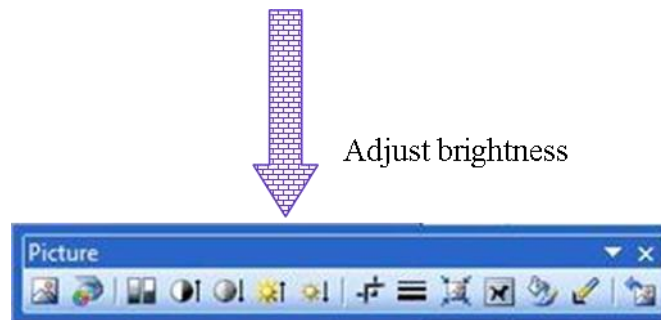


Image 10

I have pressed the brightness control twice to lighten the image. (You can experiment with the other actions here to see what difference it makes to an image. Don't forget you always have the undo button in the second row of the menu bar on your page.)

27. Adjust the image as per above.

Note if you have the latest version of word on your computer you can make still more changes. Copy the image to a word document. Right click on the picture. In the menu which appears select Format Picture and go to Recolor. You can choose from a range of light and dark monotone versions of your print.



28. Now move the image down into your workspace area so that you do not disturb anything else you are working on. (There is nothing here but on another occasion there will be so it is a good habit to get into from the start.) To do this place your cursor over the picture. Hold down the left button and drag the picture to the required position. Release button.

29. Right click on your pattern and in the drop down menu select **Copy**.

30. Move your cursor to a clear section of the work space and right click selecting **Paste**.

31. I have only used 2 prints here but if you need more then move the cursor to another space and paste again. This way if you need it you have a copy of the original available without undoing any of you work.

32. There are 2 ways to do the next move. First I will explain what I did here. Move the 2nd print part way under the first and line up the right edge of the second print with the corresponding part of the pattern in the image above. Right click on the lower print to bring up a menu.

33. Right click on **Order** and left click on **Bring to the Front**.

34. Now slide the pattern piece sideways until a section of the pattern at the top of this image is correctly aligned with that section at the top of the first pattern. At this point I usually go to the top menu bar and increase the magnification to 150 or 200 % to make sure this is done correctly. Now holding down the left button on your mouse, move the print upwards only until it aligned with the top. Do not lift your hand off the left button until it is fully in position. (If you wobble a little sideways but have held down the left button you will be able to see the original alignment marked with a dotted line so it is easy to realign once you are at the top.)
35. Now reduce the magnification of your page so that you can see it all quite clearly.
36. Move your cursor to a position above and slightly to the left of your newly joined pattern pieces. Depress the left button and hold as you draw the cursor to a position below and to the right of the joined pieces. If the box you have drawn includes both of your images including any clear border that may surround them you should see a small square with 2 clear boxes and four smaller dark ones appear outside the square. (If not repeat the process beginning and ending with positions a little further away from the joined pattern pieces.). (Shown under the red arrow in Image 11.)

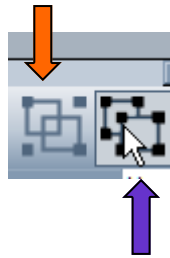


Image 11

37. Right click on the box. The smaller dark squares in the little icon should move to the corners of the larger ones. (See above the blue arrow in Image 11). If so then move the cursor to a clear position in the work area and left click. You now have **grouped** your images and can move or work on them as one piece. For this image size and this wallpaper this is all that is required. If a pattern or image you select is still too small, you can click on the combined image, copy and paste and then join following the same procedure. If only a little extra is required use the remaining copy of the image and join in the same way. If the result is too large simply crop the last image added before grouping. Images can be added to the base of the segment you created in the much the same way if it is not deep enough for your needs. When you are happy with what you have made remember to group the image and click again on the free work space.

*The alternative method uses a cropping technique. Click on the first image. The **picture** bar will appear. Select **crop**. (This is indicated by 2 reversed angle pieces crossed over one another.) (See Image 12)



Image 12

A broken border will appear around the image. Move your cursor (which now has the cropping symbol attached) toward one of the line segments on the side. As you make contact a little t-section will appear. When it does depress your left button and hold down as you move your section and the line to the desired position. This will be at the end, middle or other easily recognizable point in the pattern. Now move the second image up beside the first so that you can identify a similar point on it. (It is best to move the image up as some patterns repeat the same characters but at different intervals on different lines. This stops you picking the same point but on a different line.) Crop the second image so that it starts at the point where the first image stops. Now move the images to contact each other. Group as before.

Note sometimes it is difficult to make a perfect match as the cursor moves in specific increments and you cannot make a move smaller than this. If this occurs this can often be overcome by right clicking on the images, selecting **Format Picture** and then left click on **Size**. Tick the 2 little boxes marked **Lock aspect ratio** and **Relative to original picture size**. To do this left click on them. Then under **Scale** drop either the height or width from 100% to 99%. Do this for both images and try the cropping procedure again. You may still need to drop another % or more until you have something that works for you.

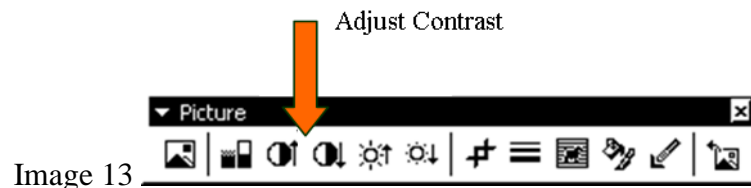
- 38 Now that you have prepared your image to fit the width of the page and the depth you require you need to position it.
- 39 Place your cursor over the image and right click.
- 40 Left click on **Order** and then on **Bring to Front**.
- 41 Next place your cursor over the image, depress your left button and move it into the desired position on your sheet. Adjust size if necessary.
- 42 For the final element in this design you will use another text box. Select a text box as you did at the beginning but place it initially in the workspace off your page.
- 43 Right click, select **Order** and left click on **Bring to Front**.
- 44 Move the text box to just above the patterned area you have made.
- 45 Adjust the width and length of the text box to suit.
- 46 Bring up **Format text Box** following the procedure used for the whole page to fill with colour.
- 47 In **Colour** go to **Fill Effects**. Select **Gradient**.
- 48 In **Gradient** select 2 colours. Make Colour 2 White and Colour 1 an appropriate blue.
- 49 Darken or lighten using transparency bar.
- 50 In **Shading Style** select **Horizontal**. Click OK. This takes you back to the **Format Text Box** menu.
- 51 In **Line** go to **Colour**, open **More Colours** and select a bright pink. Press **Ok**.
- 52 In **Dashed** select a solid line.
- 53 In **Style** select the **3pt** double line and press **OK**. At this point you should have a border around the whole text box.
- 54 Again move cursor over the text box and select **Format Text Box**.
- 55 In the selection of small squares on the right hand side of the box, click on the square with the unbroken line at the top of the square and the one with it at the bottom of the square. Move the cursor back to **Line Colour** and select **No Line**. Click OK.
- 56 Shrink the magnification of your page to view the whole page. Reposition any section of the wallpaper if necessary or make any changes you wish. When you are satisfied use the procedure employed to group images (See points 36 & 37) to group the whole page. You will need to start with the cursor outside the top left hand corner and finish

past the bottom right hand corner. Don't forget to finish with a click on the workspace area. Once this is grouped it can be moved as one. It can also be copied as a word document if you wish.

57 Delete unnecessary materials from workspace and save your work.

Wallpaper B is constructed using the same technique as that used to form the base of Wallpaper A. Here the process is repeated until the entire page is covered. This makes a great paper for feature walls, inside trunks and anywhere else if a paler pattern is used.

- To select the base pattern for this paper go to the site listed in Wallpaper A and select Designs for Sale from the panel down the left hand side.
- Copy from this image size directly to your publisher page,
- Right click on the image. A menu appears.
- Right click on **Format Picture**.
- Left click on **Size** tab.
- Tick **Lock aspect ratio** and also **Relative to original size**.
- Under **Scale** change 100% to 70% and click **OK**.
- Click on picture and in the picture bar increase brightness once. (See Wallpaper A instruction 26.
- Click on more contrast once. See image 13.



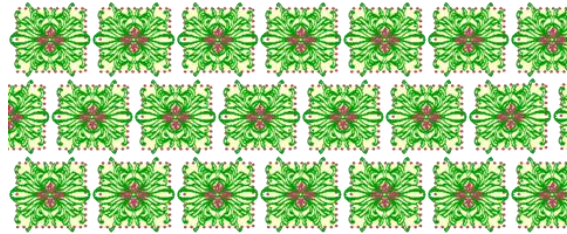
- Follow the procedure for making the base section of Wallpaper A. Remember to keep a copy of the original pattern in your workspace.
- Once two sections have been joined and grouped, make a copy to keep in the workspace of the grouped bit.
- Paste another copy beside the first and follow the procedure used to group the 2 single pattern pieces to group these. (Note if you use the cropping method you will need to ungroup, crop the pieces that are to join, Regroup each piece. Then move them together.
- Once you have the 4 pieces, group these.
- If needed copy and paste these 4. Move to the side, Adjust and group.
- Follow the procedure until the width of the paper is covered. Remember you have a copy of a single pattern and of the 2 joined pieces in your work area. Use these if you need a smaller unit to complete the row. Trim as per Wallpaper A instruction 37.
- Once you have made a length. Group it.
- Copy and paste a sample length in the workspace.

- Copy and paste below line one.
- Follow the procedure outlined in Wallpaper A, instructions 33 to 35 but move the image to the side not the bottom to work out where it will be placed.
- Now group the two lengths.
- Follow this procedure grouping each time till you are halfway down the page. This will be your last grouping.
- Continue to the base of your page. If the last grouped piece is a little short use the single row in your workspace to complete.
- If it is too long ungroup the last section and continue ungrouping until the last row is free. Crop along all the base pattern pieces.
- Regroup entire page.
- Clean work space and save.

*

Other Resources

1. This pattern block is made by combining just 2 letters from one dingbat alphabet. Google dingbat. There are lots of free fonts to download and many of them are pictures or design motifs.



2. This one is from a photo workshopped in a paint programme. I only applied one distortion technique.



Here is the original photo.



3. You could also consider scanning materials you have.
4. Clip art can be downloaded to publisher. From there right click on the picture. Select **Save as Picture**. Now that it is in **My Pictures** you can flip the image both horizontally and vertically. Make 4 images in total- the original, the original flipped vertically, the original flipped horizontally and the horizontally flipped

one also flipped vertically. Import all into Publisher and group as discussed before. (See points 36 & 37)



This comes from a piece of clip art in the leaves section.

Note many pieces of clip art when inserted into a **word** document can be edited. This often means they can be disassembled and the individual units of the piece can be saved in My Pictures and reformatted and grouped to make your own original picture in Publisher. Here is the same picture with some of the background removed.



Also see the wallpapers at:

<http://picasaweb.google.nl/sherree2are>

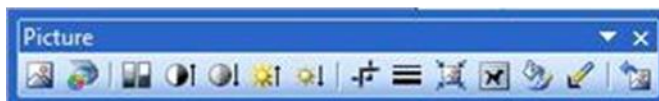
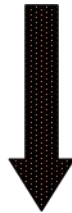
The papers here are only pattern segments but you can combine them as above to make usable wallpapers.

Wallpaper C

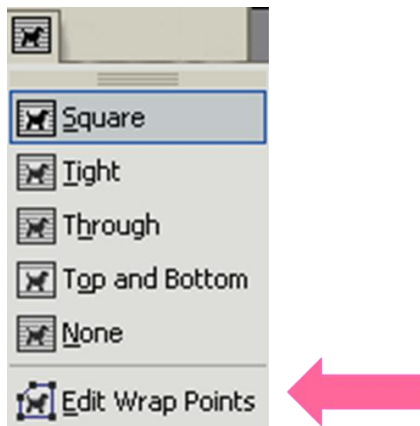
This paper combines 2 formatted text boxes plus a column of repeating floral decals.

- A. Make a whole page text box following the instructions for Wallpaper A.
- B. Format the text box to colour. For my background colour here I went to **More Colours** and chose a grey from the grey scales shown below the hexagon. Mine is the first on the left of the bottom row.
- C. Insert a second text box.
- D. Right click on box and select **Format Text Box**.
- E. Select **Size**.
- F. Under **Size and rotate** adjust the height to 25.7cm and the width to 1.3 cm. Click **OK**.
- G. Return to **Format text Box**, select **Colors and Lines** and from there select **Fill Effects**.
- H. In **Fill Effects** select **Pattern**.

- I. Select the finest vertical stripe which is 4th from the left on the 3rd row. Left click on this.
- J. Beneath the pattern selection section there are two boxes marked **Foreground** and **Background**. Set the background with white and for the foreground go to **More Colours**. In the drop down bar select the 2nd from the left in the top bar of the greyscale. Hit **OK**.
- K. Still in **Colors and Lines** but under **Line** in **Colour** go to More Colours and select the shade 8th from the left on the 6th row down. Click **Ok**.
- L. Still in **Colours and Lines** under **Line** go to **Style** and select the triple line 6 pt style at the bottom of the list. Click **OK**.
- M. Return to **Format Text Box** and under the preview square click on the small square with the unbroken line on the left hand side and also on the one with an unbroken line on the right hand side. Now back at Colours under line in the drop down menu click on no line and then click OK. Move this text box to the side of the page for the moment.
- N. Now you need to make a series of text boxes with flowers in them. Insert a text box and format it as per instruction D through F so that it is 2.217cm high and 1.017 cm wide.
- O. Now you need to insert a flower in the box. You can get pictures of flowers from many places but I got this one from <http://karenswhimsy.com/public-domain-images/> Go to Site Map for Public Domain Images (ie these are all copyright free), go to Flowers and Plants , to More Flowers and then to Flower Pictures. It is the first one on this page.
- P. This picture is on a white background so the first thing we need to do is to get rid of the background. We do this by using **Edit Wrap Points**.
- Q. Place your cursor on the outer edge of the picture and right click to bring up the **Picture** bar.



- R. You will see a small lined square with a picture of a dog in it 4th from the right. (See above.) Left click here to produce a drop down menu. Left click on **Edit Wrap Points** which is located at the bottom of the menu.



- S. A dotted red border should appear around the picture.
- T. Click on this border holding down the button while you drag you point closer to the picture. You will notice the line on either side of the point moves.
- U. Now click on the red line again at a position only a little way from the first click. Move it a little as well.
- V. Now click on a point between the 2 points you have made and this time drag your line right down to the picture.
- W. Now taking a point very close to the one you just used drag it to a spot a little further along on the picture.
- X. Continue doing this until the background disappears. Note occasionally you may have to click on one of the original points and move it *so that your lines do not cross*. You can also start from a fresh position at any time. Just watch where the 2 lines on either side of the point move. Remember if you accidentally cut off part of the picture you can always hit the undo button or drag the edit wrap point back away from the picture and the piece that was cut off will return. It is a good idea to save your work regularly. If this is the first time the process may seem fiddly and difficult but you will soon develop a good understanding and be able to work at speed with little need to undo errors.
- Y. When you have finished removing the background, right click outside your picture and the edit wrap points will disappear. Now right click on your picture again to bring up the menu box, select **Format Picture** then **Size**. Under **Scale**, tick **Lock aspect ratio** and **Relative to original picture** size then adjust height to 33%. Click **OK**.
- Z. Again right click on picture to bring up the menu box and left click on **Order** then left click on **Bring to Front**.
- AA. Move picture to centre in your text box and group as per instructions 35 through to 37 in Wallpaper A

- BB. Move the picture in the text box to the top of the printed page area. Make a copy of it and position directly beneath the original. Continue to make copies and position below until you form a line that reaches to the bottom of the printing area.
- CC. Group this row of flower decals.
- DD. Move these to one side.
- EE. Now bring back the striped bar you made earlier and position at the left side of the printing area.
- FF. Position the row of flower decals close to the right hand side of the striped bar. You may want to increase magnification to do this properly.
- GG. Now copy the striped bar and position to the right of the column of flower decals.
- HH. Group these 3 columns as these are the repeater pattern sections.
- II. Insert another text box and move it to just above the printing area. Format this box so that it is 0.4cm wide. The height is unimportant. This becomes the spacer bar that will allow you to position your grouped columns across the page.
- JJ. Place the spacer bar at the right hand edge of the first column and just above the printing line. Copy the column you have made and position so that the left hand side contacts the bottom right hand corner of your spacer box.
- KK. Move the spacer box to the right of the 2nd column and repeat the process until the page is full.
- LL. Group the entire page.

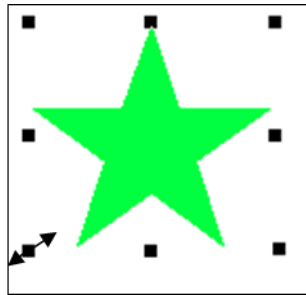
Border

- ❖ To make this border first I went to the following site and downloaded what I thought was a suitable image from their nature-plants section.
 - <http://www.imageafter.com/>
- ❖ Next I cropped the image to remove unwanted sections. For instructions on cropping see Wallpaper A point 37*.
- ❖ Then I formatted the picture to alter the size to 1.25cm high and 4.25cm wide. See Resizing Wallpaper A point 37#
- ❖ I selected a number of animals from clip art.
- ❖ Working at appropriate magnification I edit wrapped each picture.
- ❖ Then I formatted each picture to a suitable size. Do not use the resizing method explained above to resize a picture that you have edit wrapped. This will be resizing

the whole picture (which you can no longer see). Instead left click on your picture. An unseen frame will appear around it with small dots on each side and at the corners.



- ❖ Place your cursor on the dot at one of the corners. A double headed arrow should appear.



- ❖ If not your cursor is not directly above the dot so you will need to adjust it until the arrow occurs. Once you have this hold down the left button of your mouse and a cross will appear above the dot. Continue to hold down the left button as you drag the cursor toward the diagonally opposite point. When your picture reaches the desired size simply release the button. Your picture is now ready for you to use.
- ❖ Right clicking on the images of the rhino and next the monkey, I selected Bring to the Front and positioned them on the bar. I then followed the same procedure for the remaining animals.
- ❖ When I was happy with the arrangement I grouped the whole thing.
- ❖ I then copied, pasted and positioned 3 more of the images to make a bar that stretched across the printing area.
- ❖ I grouped the bar.
- ❖ I saved my work.

General note.

After finishing a wallpaper I like to copy and paste onto a word document and save. This way I don't accidentally undo anything when I go to print off a sheet and also I can share it with friends who do not have publisher. An alternative idea is to save the whole thing as a picture though when you do this you sometimes lose some detail.

If you have worked your way through all the wallpapers and the bar you should be able to compose just about anything you want.

ENJOY