

## Reader Response – Creating a CD Cover (8R9)

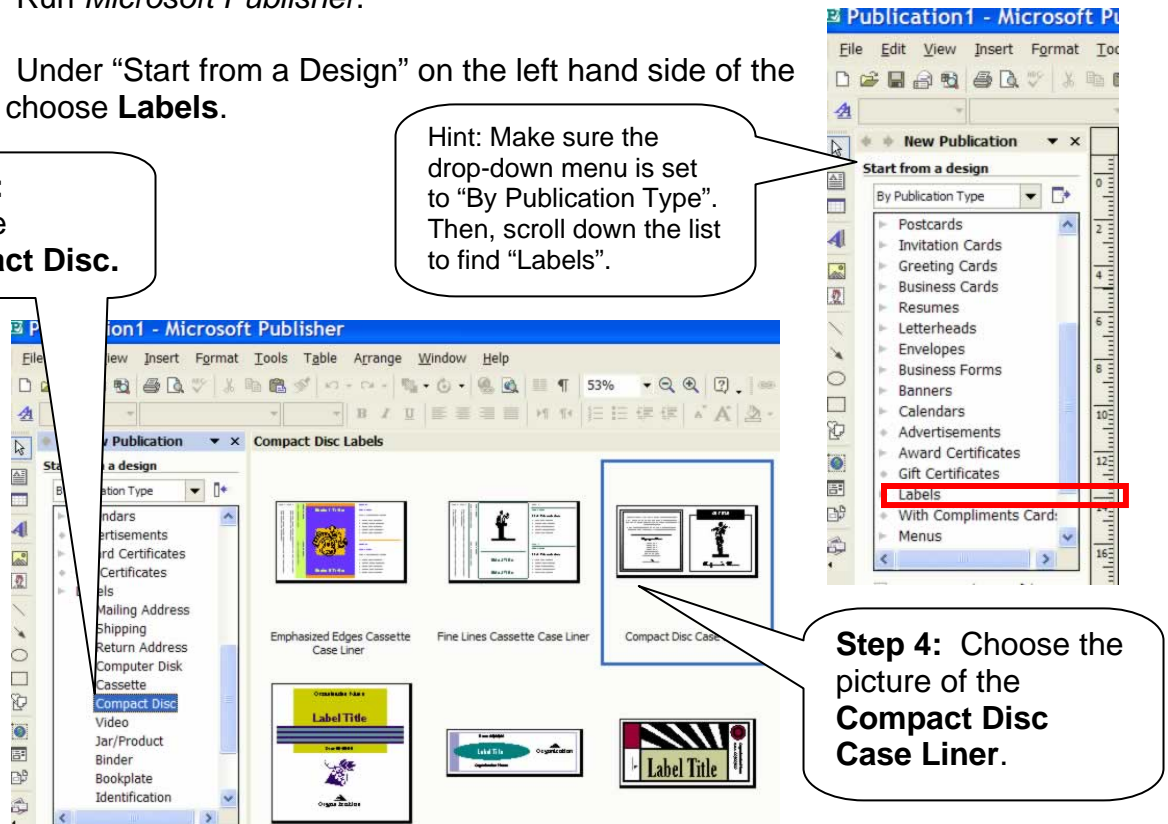
**Task:** Design a CD cover based on your novel. The album and song titles should reflect important themes, characters, settings, and events in your novel. Make sure that you choose fonts and art that reflect your choices.

**Step 1:** Run *Microsoft Publisher*.

**Step 2:** Under “Start from a Design” on the left hand side of the screen, choose **Labels**.

**Step 3:**  
Choose  
**Compact Disc**.

Hint: Make sure the drop-down menu is set to “By Publication Type”. Then, scroll down the list to find “Labels”.



**Step 4:** Choose the picture of the **Compact Disc Case Liner**.

**Step 5:** Save your file, using a unique filename, by selecting **File >> Save As** from the file menu at the top of the window.

From this point on, these instructions will focus on explaining how to change the various parts of the file: the text, images, colours, styles, etc.

### A) Text

The template has text in text boxes. To change text, click once in the text box. The existing text will be highlighted. Press the delete key. You can now type your own text.

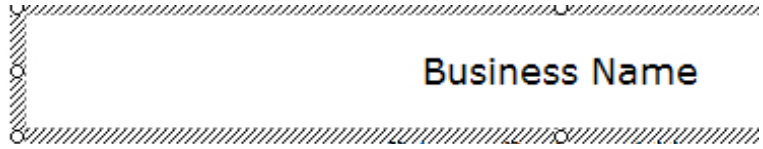
To choose pre-selected font packages, click on **Font Schemes** on the left hand side of the page under “Publication Designs”. Select one of the many choices by clicking once.

You can make your own font choices by using the toolbars at the top of the page. Remember to select the text first.

You may wish to delete a text box (you may wish to make room to increase the size of another text box). To delete a text box, select it first, then press the **Delete** key on the keyboard. If you are having trouble deleting the text box, it's probably because you have not selected it correctly.

A text box has two ways of being selected:

In this image, the text box has a "slanted-line" border. When this border displays, you can edit and delete the text in the box, not the box itself.



In this image, the text box has a border made of dots. When this border displays, you can edit and delete the box, not the text. You can also:



- move the box around by clicking and dragging;
- resize the box by clicking on the circles on the border and dragging.

## B) Colour

To change the colour of text, highlight the text first, then click on the font colour button.

To change the background colour of a text box, select the box (dotted border), and then click on the arrow beside the paint can in the menu at the top.

You can choose pre-selected colour packages by clicking on **Colour Schemes** on the left-hand side of the window, under "Publication Designs".

## C) Images

To insert a picture, click on **Insert** and then on **Picture**. The program will allow you to specify where your picture is located ("From File", "Clip Art"). Click on the location, click on the picture, and then click **Insert**. (**Note:** If you select from "Clip Art", you will need to search for the picture from the menu on the left of the screen. Type a search word in the search box. In the "Results" window, double-click on the image you want to insert.

To make the picture larger or smaller, click on a corner and drag when you see "Resize".

To move the picture, by click on the image and drag on the image when you see "Move".

To delete an existing image, click on it once to select it, then press **Delete** on the keyboard.