

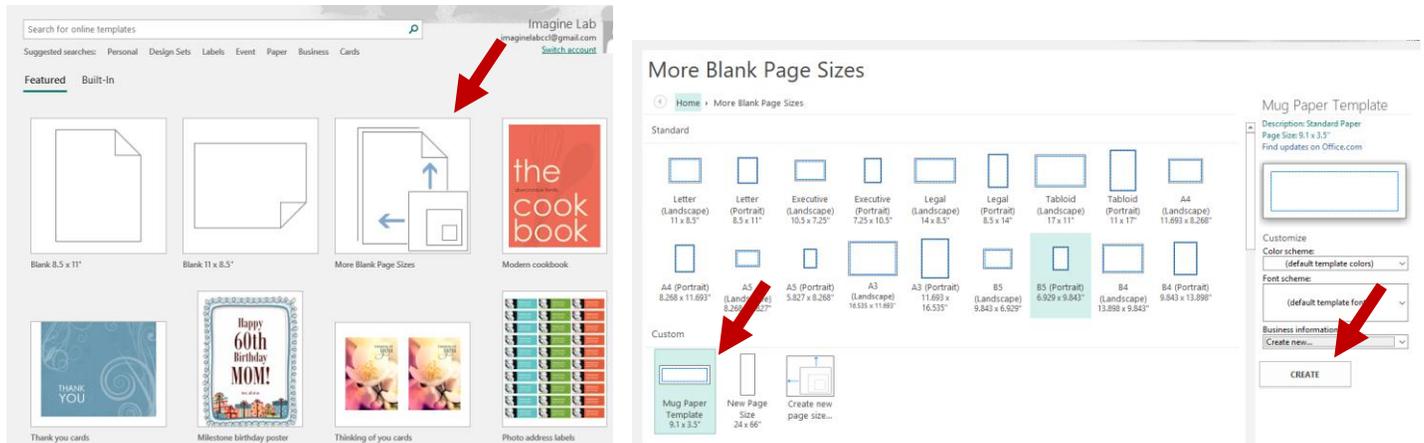
# Designing a Mug in Publisher

## Create a publication

We have created a template to use when designing a mug. It is the size of the mug paper (3.86 x 9.37)

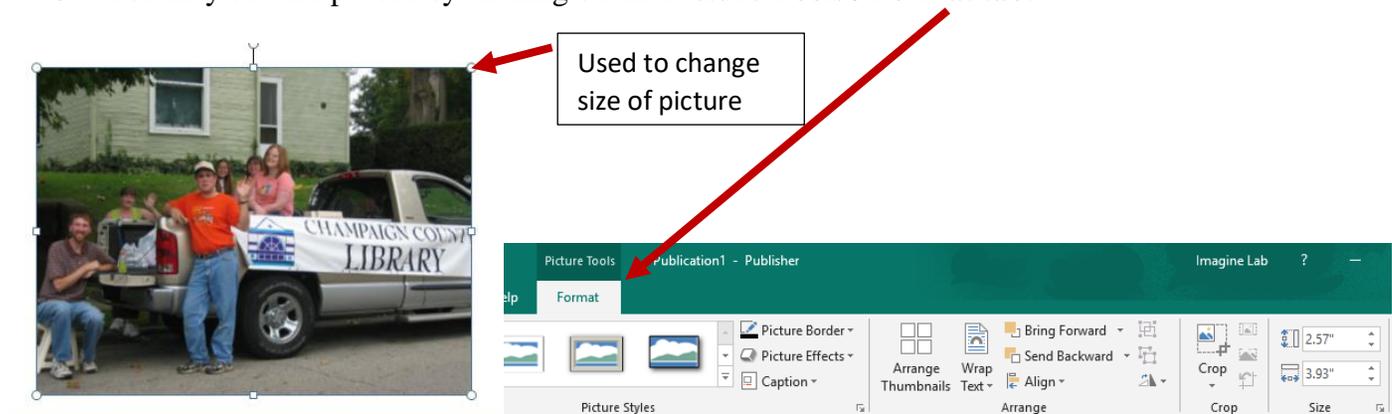
Click on **MORE BLANK PAGE SIZES**

Find the **Mug Paper Template**, click on it and then click **Create**.



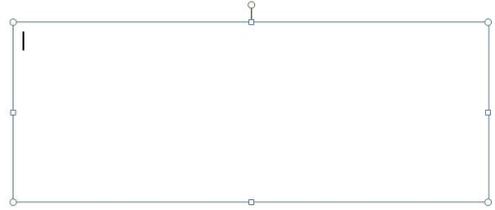
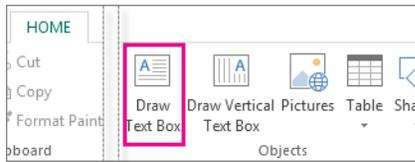
## Add pictures to your publication

1. Click **INSERT > Pictures**.
2. Find the picture you want to use, click on it and click on **INSERT**.
3. Adjust the size as needed. Always change the size by dragging the box by the corner. Place cursor on a corner, hold the left mouse button down and move the mouse. This will keep the photo in proportion.
4. You may move the picture as needed by placing your mouse over the picture, hold the left mouse button down and drag the picture where you want it.
5. You may edit the picture by clicking on the **Picture Tools / Format** tab.

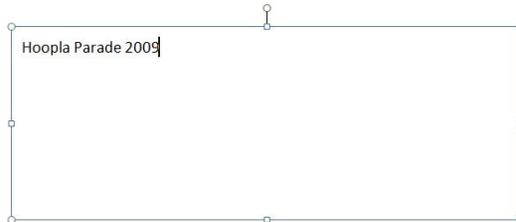


# Add text to your publication

1. Click **Home > Draw Text Box**, and drag the cross shaped cursor to draw a box where you want text.

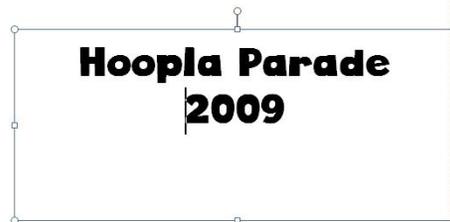


2. Type text in the text box.



You can adjust the size of the text box the same as a picture by dragging the corners. You can also move the text box around the document. Place the cursor over the border of the text box. When you see a four sided arrow, hold the left mouse button down and move the text box.

If you want to change the font, font size, etc, highlight what you want to change in the text box and then make the changes. You may need to adjust the size or location of the text box once you have made changes.

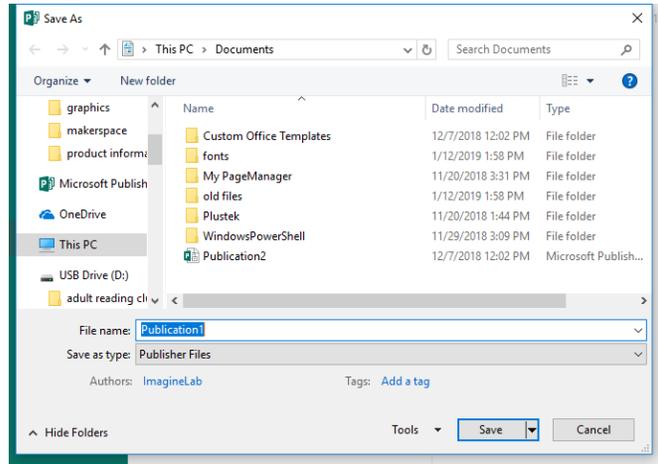
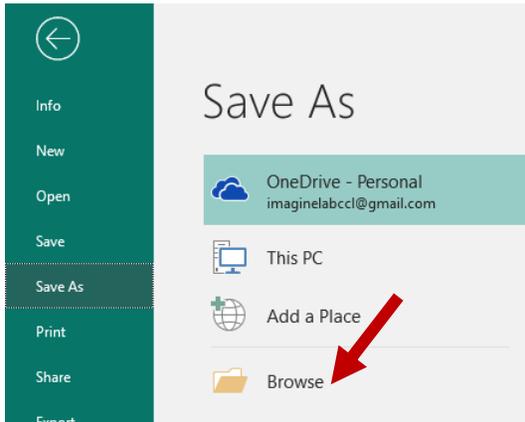


Once you have completed inserting pictures and text, you may adjust the document as needed. Be sure to save the final project. *It will automatically save as a publisher file unless you change the file format.*

**You will need to save the file as a different format to print a design for a mug.**

# Save your publication

1. Click **File > Save As**.
2. In **Save As**, choose where you want to save your publication. If you do not see the location you want to use, click on **BROWSE** and find the location you want to save the file. You are welcome to save them to the library's desktop; however, they will be deleted at some point. If you wish to keep your designs for future use, please bring your own flash drive or email the file to yourself.



3. Enter the file name for your publication, and click **Save**.

After you've saved your publication once, you can simply click **File > Save** each time you want to save.

**When you are ready to print your mug:** Click on: **Save As > Save As Type** and choose the file type you want to use. You can use either PDF or JPEG with the sublimation printer.

