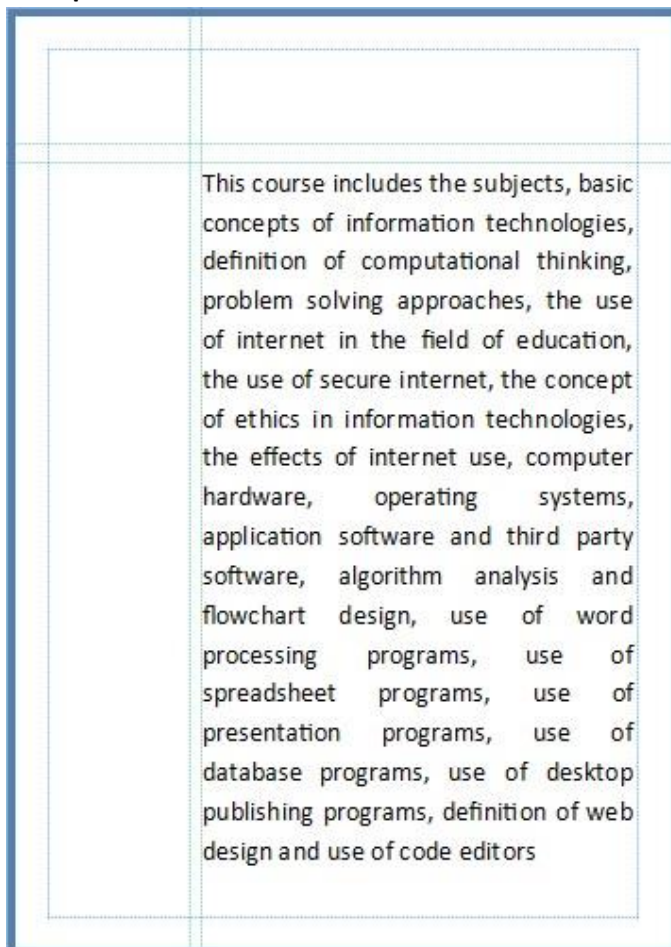1. Run Microsoft Publisher.

2. From the drop-down list, click **Blank A4 Portrait**.

3. Activate the **Guides** and **Rulers** in the **View** tab.

4. Click the **Uneven Columns with Heading 1** under the **Guides** with the Primary Header Info from the Options button on the **Page Design** tab.

5. To add text information, use the **Draw Text Box** button on the **Home** tab and add the following text into the text box. Edit properties such as font size from the **Format** tab and **Home** tab.

> **Text:**
> This course includes the subjects, basic concepts of information technologies, definition of computational thinking, problem solving approaches, the use of internet in the field of education, the use of secure internet, the concept of ethics in information technologies, the effects of internet use, computer hardware, operating systems, application software and third party software, algorithm analysis and flowchart design, use of word processing programs, use of spreadsheet programs, use of presentation programs, use of database programs, use of desktop publishing programs, definition of web design and use of code editors.

> **Example Visual:**

This course includes the subjects, basic concepts of information technologies, definition of computational thinking, problem solving approaches, the use of internet in the field of education, the use of secure internet, the concept of ethics in information technologies, the effects of internet use, computer hardware, operating systems, application software and third party software, algorithm analysis and flowchart design, use of word processing programs, use of spreadsheet programs, use of presentation programs, use of database programs, use of desktop publishing programs, definition of web design and use of code editors
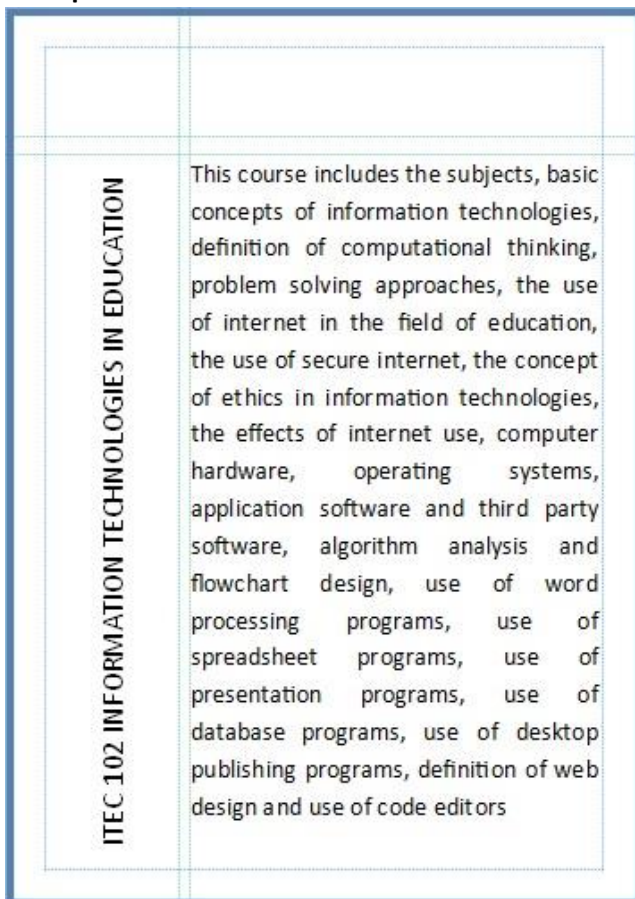
6. To add title information, use the **Draw Text Box** button on the **Home** tab and add the following text in the text box. Edit properties such as font size from the **Format** tab and **Home** tab. To align text information vertically, the **Text Direction** button on the **Format** tab should be used. The text box should be inverted by holding the point symbol at the upper limit
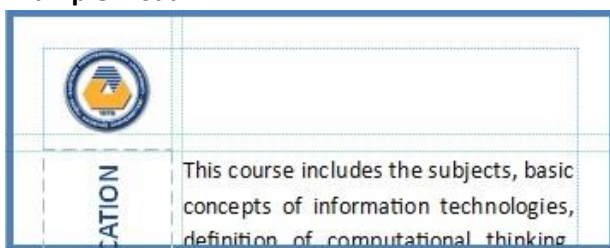
   Text:
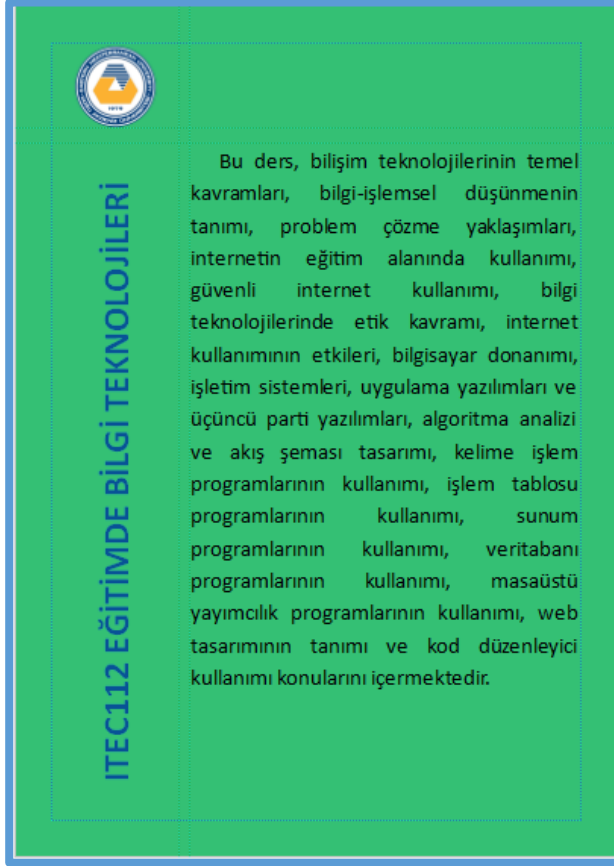   ITEC102 INFORMATION TECHNOLOGIES IN EDUCATION

   Example Visual:

7. Use the **Online Pictures** button on the **Insert** tab to add a visual image to the document. In the window to be displayed, search for the abbreviation of "**EMU**" and add the logo of Eastern Mediterranean University to your work. After the image has been added, perform resizing using the dot symbols on the corners and edges.

   Example Visual:

8. To add a background to the document, click the **Background** button on the **Page Design** tab. Click the **More Backgrounds**... button and select the **Color Fill** (Solid Fill) button from the drop-down list. Select the green color from the **Color** catalog and set the **Transparency** percentage to 20%.

Example Visual:

9. To save your publication in "**PDF**" format, click the **Save As** button under the File tab. After selecting a directory for recording, edit the name of the document and the type of recording from the Save As window. In the File Name box, type your student number and click "**PDF**" in the Save As Type drop-down list.

Example Visual: