



How to create Custom Website Headers in MS Publisher

Even though you can resize any graphic image in MS Publisher, if you are going to use it for a custom website header, you need to know the specific size of the header in the particular website template you are using because most website templates have an exact size set up for the header, which you upload as a graphic. You can't resize it on the website, but you can resize it for other publication pieces.

Creating a graphic that works both as a custom website header and as a resizable graphic is very easy to do in MS Publisher. The first few steps of the following instructions guide you through the process of changing the default measurements in Publisher from inches to pixels and then creating the "custom" publication size for the header. The remainder of the tutorial shows you how to save it for resizing in other publications.

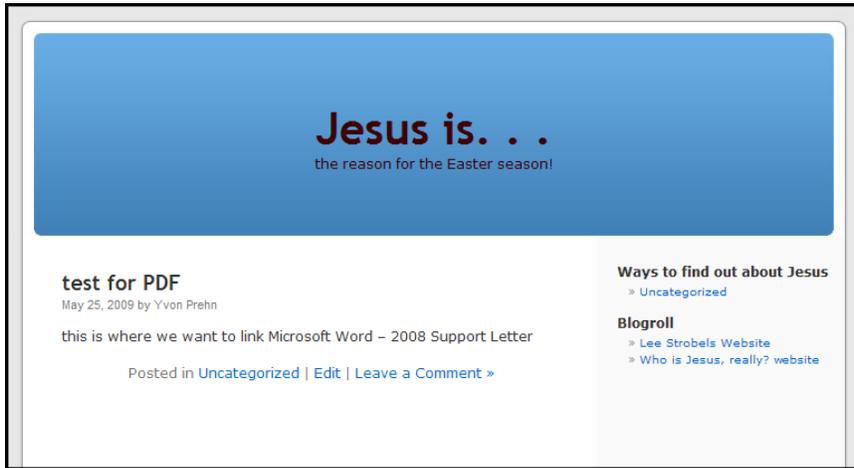
This can save you lots of time and money

I can't believe how easy this is to do! In the past, I spent hundreds of dollars having someone redesign a "custom" header that I didn't like. I then taught myself Photoshop so I could create my own and agonized over placement, laying, text effects and all sorts of difficult things with that program and still wasn't always happy with the outcome. Then I realized that little ol', easy MS Publisher could do everything I needed and more than I could image. And it is SO easy! And it is really fun!

This tutorial does not teach you how to create websites.

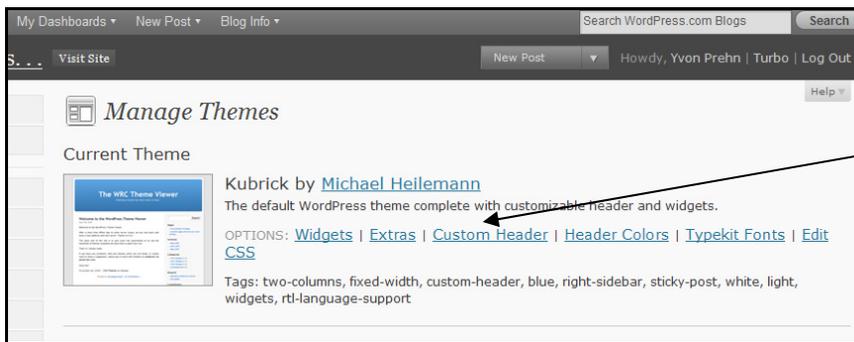
However, even before you think about creating your own site, one thing people are always worried about is creating a custom header because that seems to be one of the most difficult things to do even if you are using a free program like Wordpress.com or one of the more expensive items if you are having a company create it for you.

This little tutorial will remove that worry. Websites are primarily about the CONTENT you put in them. In showing you how to create the custom nameplate, this lesson will help you concentrate on that essential by removing a worry that might keep you from starting a website.



1. Go to your website to find out what size you need your header to be.

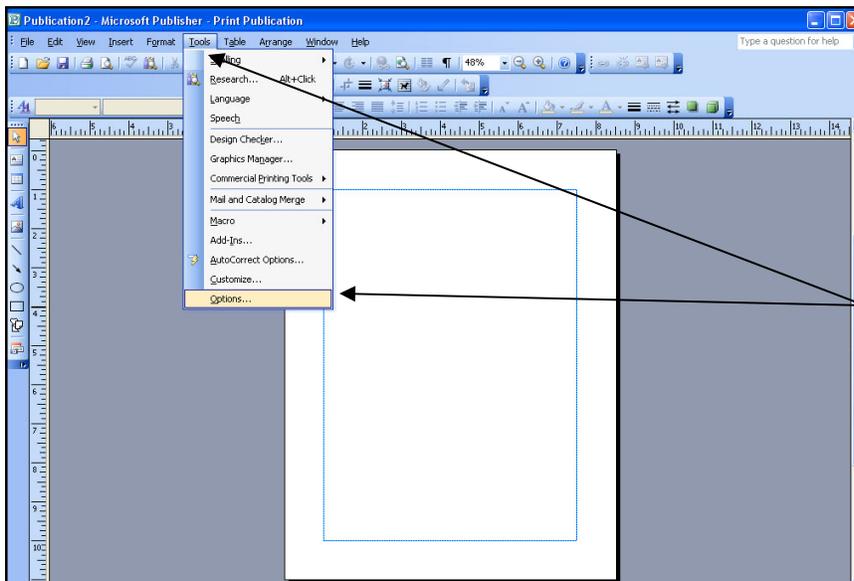
2. This website was created in WordPress and this is one of the default templates—pretty blah for the header—we can do better than that.....



3. Go to the Dashboard, then Appearance, then Manage Themes, then click Custom Header.

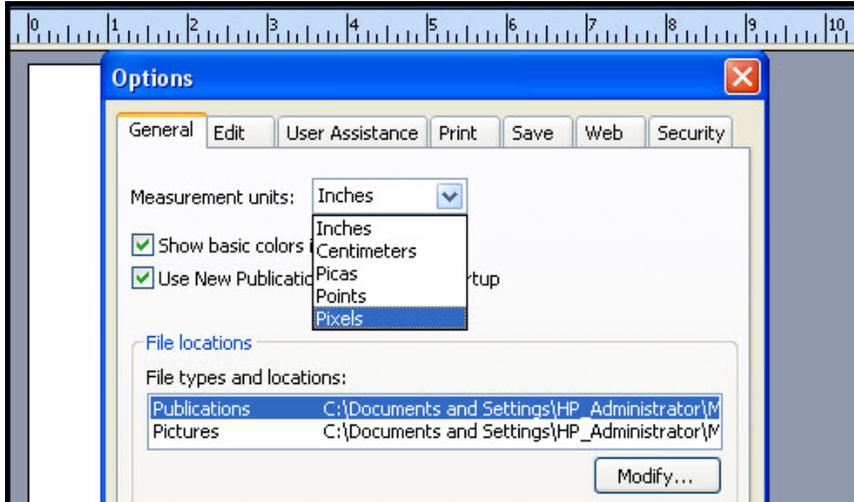


4. This gives you the size you need to make your custom header. When you have a custom header this size, all you need to do is upload it.

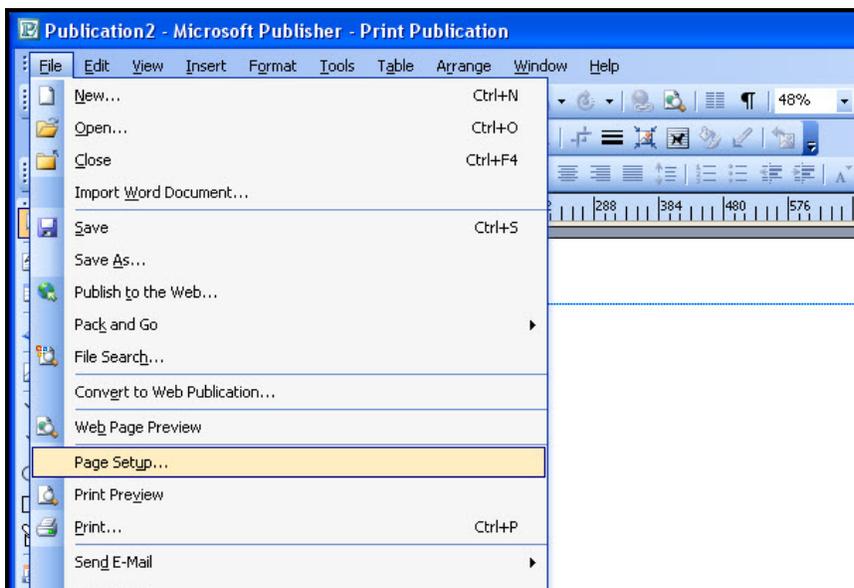


5. To create your Custom Header in Publisher, open any blank file—it doesn't matter because you are going to be changing the size.

6. Click on Tools, then Options

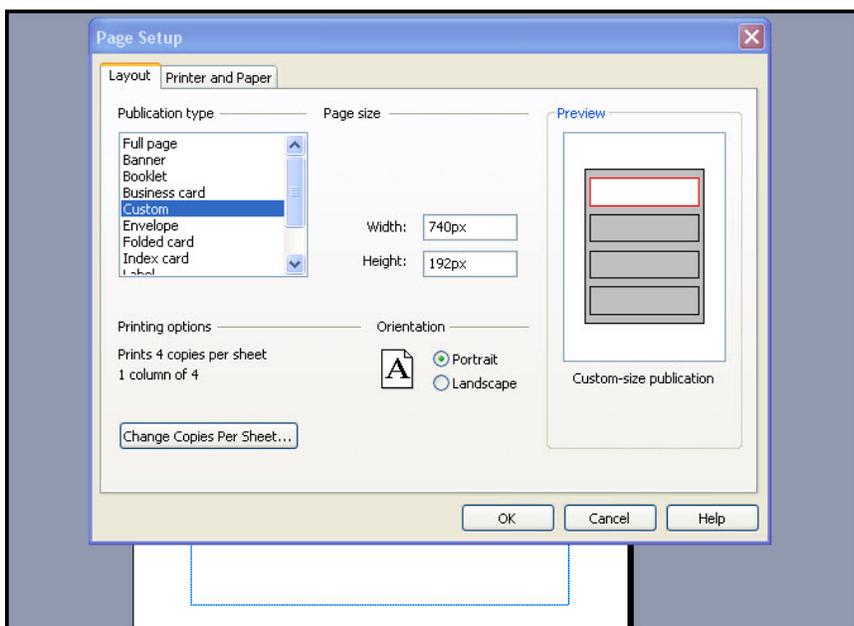


6. On the Options page, click on Measurement units and then select Pixels



6. Next you need to set up the specific size of your publication.

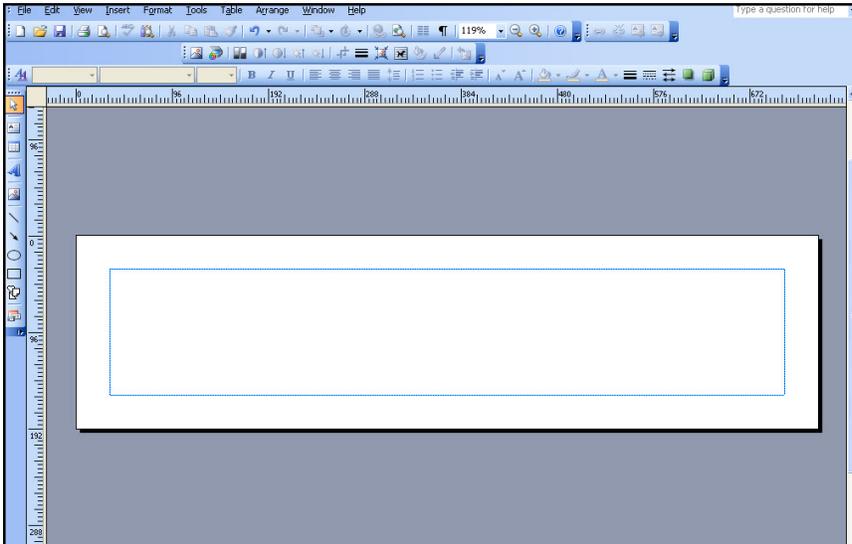
To do that:
 —Go to File
 —Then to Page Setup



7. Once you are at Page Setup, go to “Custom,” and click it.

8. Then enter in the width and height for your Custom Header that you got from your website template.

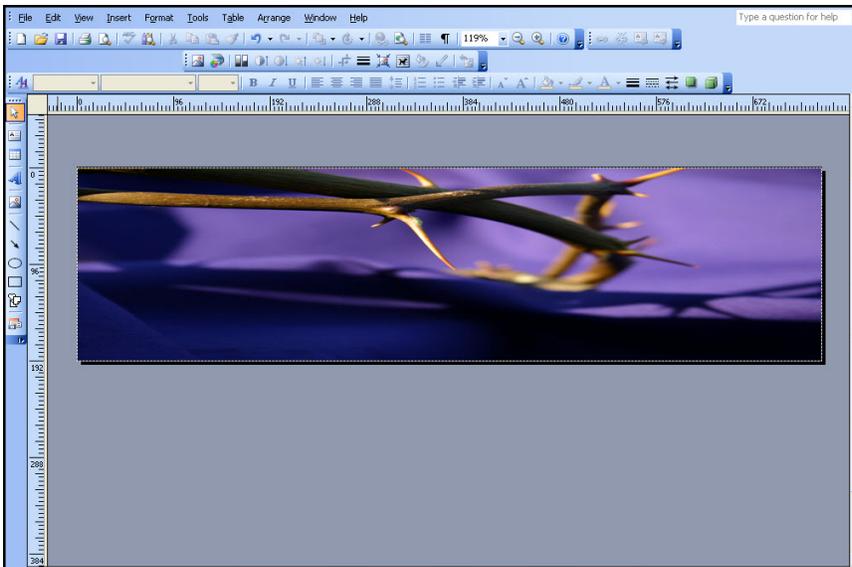
9. You will notice in the preview that comes up really quickly we you click OK, that there are 4 images on the page. Don't worry about that. You are only creating one and saving one image, this comes up by default for Publisher print images.



10. It is fun and easy from here!

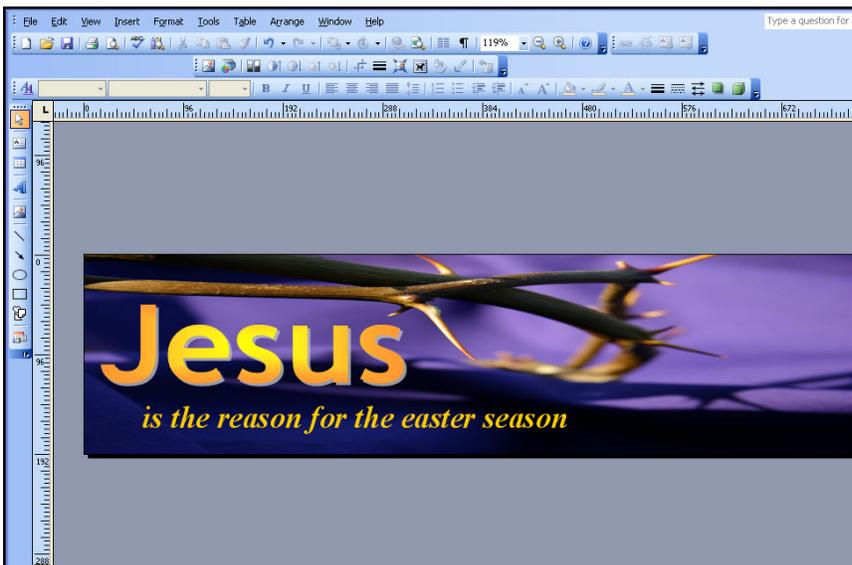
Simply select whatever images or text you want and whatever you put on here is your Custom Header!

The image here was a free one from www.morguefile.com.



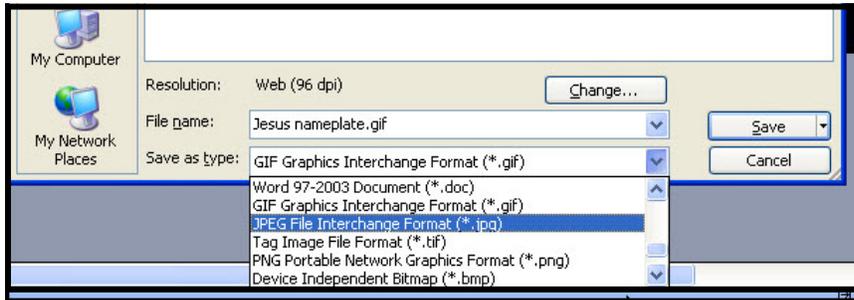
11. The original image of the crown of thorns was actually much larger than my space for it. I sized it down, then stretched it out and tightened it up. It still looked enough like the crown of thorns I wanted.

You can use anything: photos of people, clipart, images from the web, several images, layer images—remember this is just Publisher!



12. On top of the image, I created the word “Jesus” using WordArt and sized it to fit the space I wanted in and then simply added the line below in regular text.

That’s all there was to that!



13. After you have what you want, simply save the image as a jpg file (just keep scrolling down in the Save as type box).

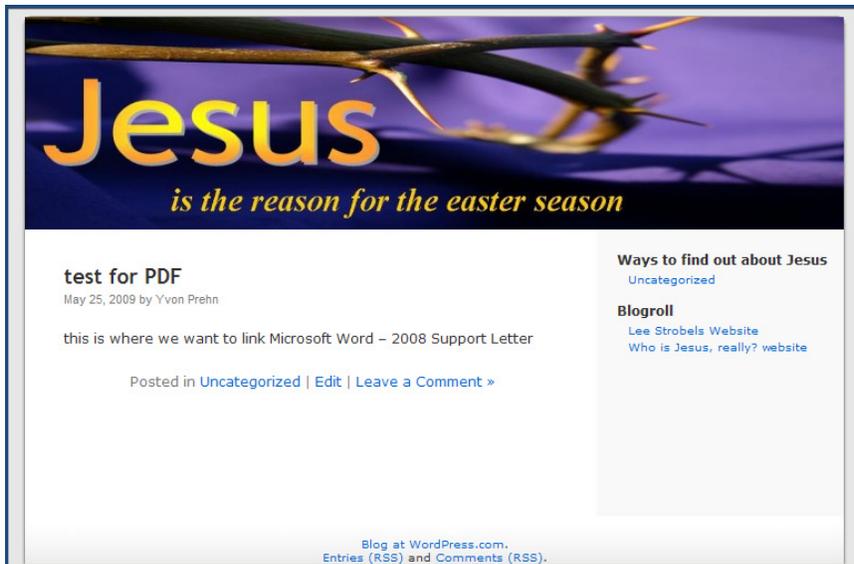
If you want to, you can save it at different resolutions for the web, desktop printer and higher end commercial printing. I'm usually just lazy and save the middle one and use it for everything.

Ta dah!



You are done and you have a wonderful graphic you can use for anything for a coordinated campaign for Easter (or any other church event, depending on what you created):

- **For the website**
- **For postcards**
- **For business/ invitation cards**
- **For any other graphic creation at any size in print or on the web!**



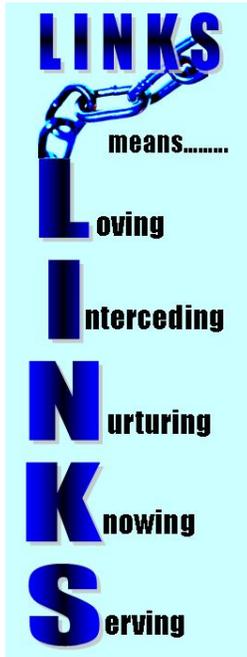
Case Study: how you can use this for a simple church website/blog using WordPress

My church wanted to re-launch its small group program. It had gone down to almost nothing and so my husband (a bi-vocational pastor) agreed to help get it going again. This is just the start, but we needed a website. The name was in place. They had nothing in terms of a web presence.

I created the Custom Header for a WordPress free site using exactly the same process I just described, though it was even more simple, because we wanted something very simple (and were given one week to create the graphics, write all the curriculum, set up the website).

In addition to creating the Custom Header using MS Publisher, I created the logo for the ministry and a website banner/graphic using MS Publisher in the ways described in this tutorial. If you want to see this on the web it is at:

www.smallgrouplinks.wordpress.com.



All of these images, from the Custom Header on the website to the logo for the ministry and the website banner/graphic were created using the same process described in this tutorial—basically creating an image in MS Publisher and saving it as a jpg.