

Publisher 2007 Tutorial

- Use principles of design
- Use features of publications
- Plan a publication
- Create a new publication
- Use layout features
- Create and use backgrounds
- Add objects
- Add and use table frames
- Add and use text frames
- Add and use graphic frames
- Print
- Use HELP to gain information

Use principles of design

Unity: Each part fits together as a whole consistent with your topic.

Balance: Individual elements fit together as a whole, but at the same time there is enough variety to keep the publication interesting.

Rhythm: Consistency and repetition are evident throughout the publication (for multiple pages or related publications).

Use features of publications

Publisher has plenty of help for the novice desktop publisher! Publisher's wizards will help you create brochures, flyers, newsletters, calendars, award certificates, menus, postcards, signs, and even Web pages (though we recommend you use FrontPage for Web page construction) by offering over 2000 publication templates. Of course you can also do all this from scratch! ☺

Plan a publication

- Font selections should be limited in number, easy to read, and large enough for the intended audience to scan.
- Text frames should be in proportion to the page margins and borders. Be careful of placing too much text on one side of a publication. Think about balance between space and objects.
- Graphics should complement your content and design without distracting the viewer.
- Simple colors should be used. Choose opposites that contrast well. Light text on a dark background or dark text on a light background provides good contrast.
- Consider the readability of some color schemes.
- Borders and backgrounds should be consistent and compliment the content.
- Layout should be consistent throughout the publication.

Publication Features

Publisher has plenty of help for the novice desktop publisher! Publisher's wizards will help you create brochures, flyers, newsletters, calendars, award certificates, menus, postcards, signs, and even Web pages (though we recommend you use FrontPage for Web page construction) by offering over 2000 publication templates. Of course you can also do all this from scratch! ☺

How Publisher Works

Publisher works with objects. The main idea is for you to arrange objects (text frames, graphic frames, table frames, and decorative objects) on a page to create some type of publication.

Pre-publishing Activities

It is very easy to become lost in the development of a publication without some basic organization. Think about the following when creating a publication:

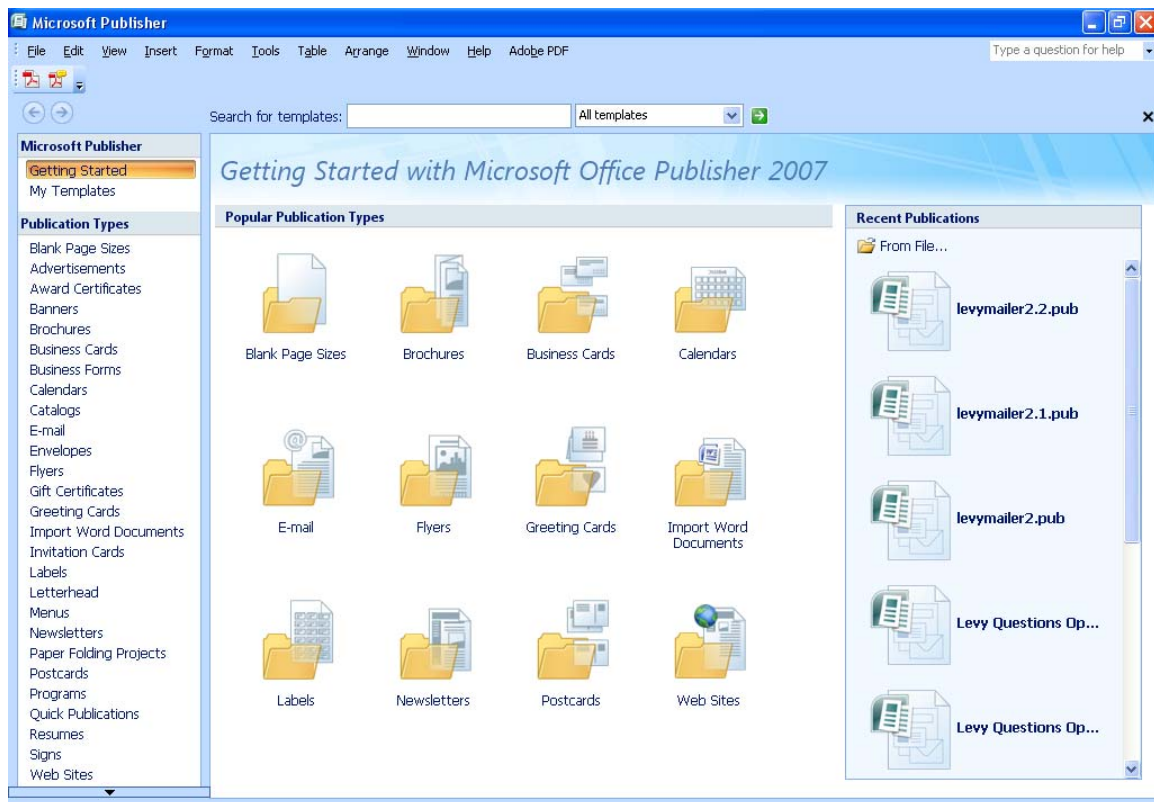
1. What kind of publication do you need?
2. What features do you want to include?
3. Who is your audience?
4. What is your goal? Write with your goal in mind!
5. What extra features will you include (borders, tables, etc.)?
6. What do you want it to look like? Would it be a good idea to storyboard your publication?
7. What colors do you plan to use?
8. What graphics will you use to support your content?

Opening Publisher

Go to the **START MENU > Programs > Microsoft Publisher** to open Publisher. You will notice that the opening screen is really a catalog of possible publications.

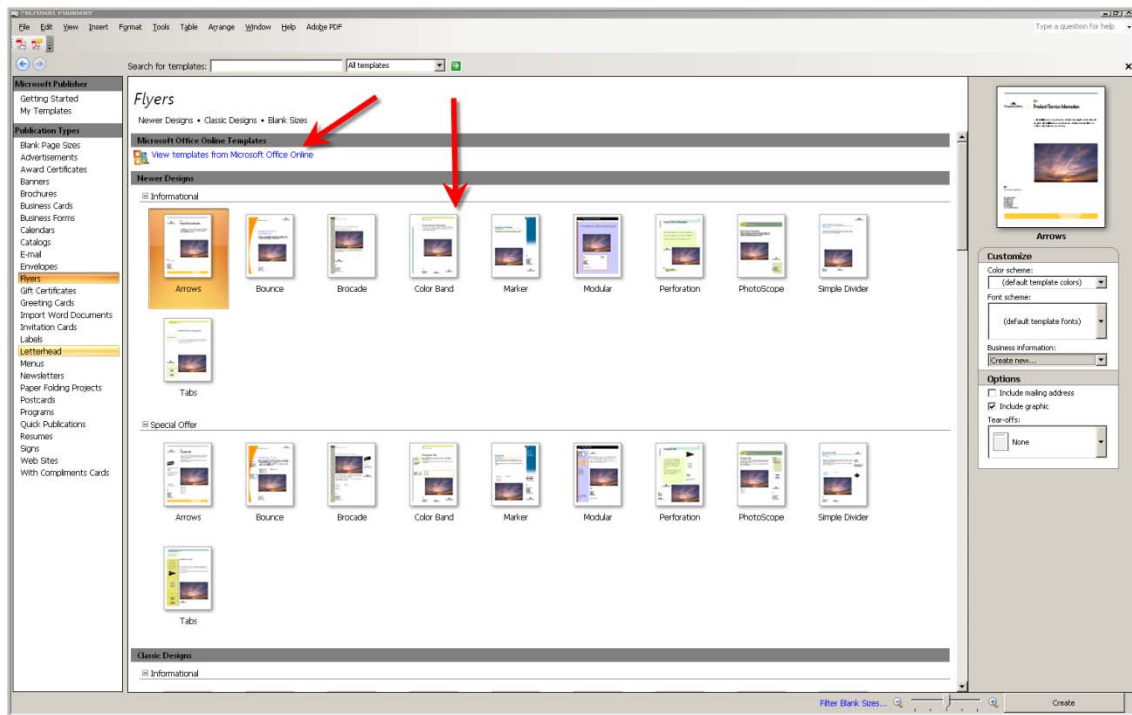
Publisher Toolbars

When you first open Publisher you will see the window below. From this window you can select what type of document you would like to create.

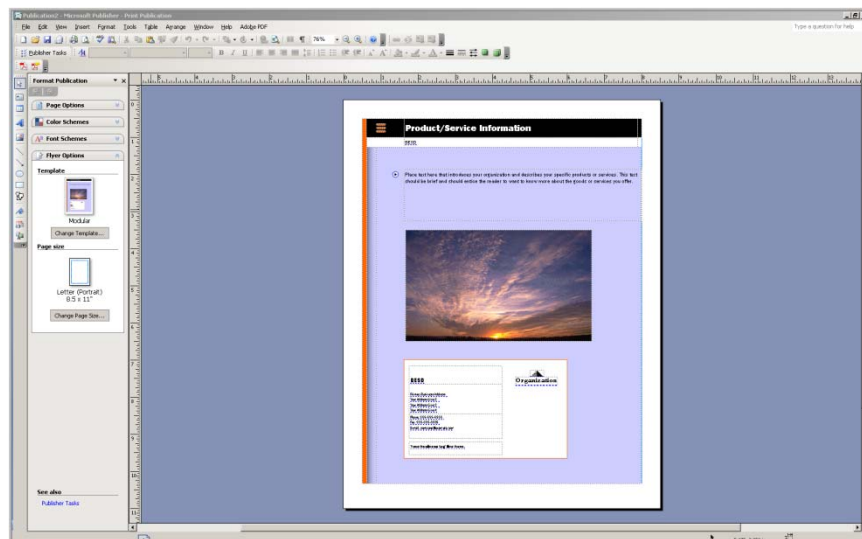


Select from the list in the main window, called Popular Publisher Types, or search the sub-list on the left side of the screen for more choices.

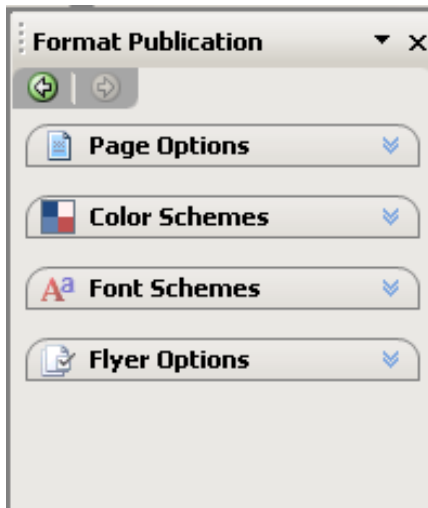
Select the publication you want to create by clicking on it. For example, a Flyer this will bring up choices of various flyer templates. You can then select one of the flyer designs or see even more designs on Microsoft.com. Click on the one you want to use.



After you make your selection, a new window will come up that shows the flyer you have selected and you will have various tools on the top and left side of your screen.



Menus/Tool Bars:



Page Options: Allows you to add and change items on your document

Color Schemes: Allows you to select a color palette to work from (design feature)

Font Schemes: Allows you to pick various fonts (design feature)

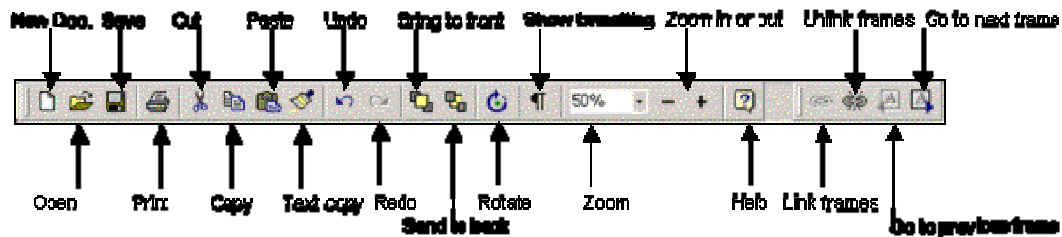
Flyer Options: Allows you to go back to your flyer options and make a new selection



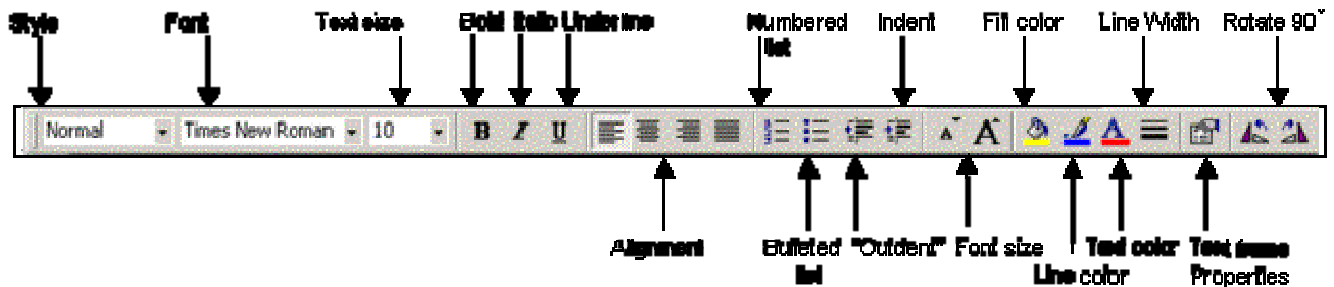
The top tool bar includes the following:

- File: new, save, print, print preview, send in email, etc.
- Edit: copy, paste, cut, select all, etc.
- View: change your page view, such as zooming in, see multi-pages at once, show rulers, extra tool bars, etc.
- Insert: insert extra pages, pictures, objects, symbols, text boxes, etc.
- Format: make changes to the document such as: background, colors, fonts, etc.
- Tools: spell check and thesaurus
- Table: insert a table
- Arrange: change some layout features, order of objects, text wrapping, etc.
- Window: allows you to tile (show) several windows at a time and view several documents at once
- Help: provides access to the Publisher Help menu (type in questions and receive suggestions)

The Standard Toolbar



The Formatting Toolbar



Note: Tools become active when various features of Publisher are in use. (This is why some tools appear to be grayed out at different times.)



Creating a New Publication

Publisher will default to a new publication whenever it is opened. If you want to create a new document while Publisher is open, follow these steps. **TIP:** Save your current Publisher document before creating a new one!

1. Go to the **FILE MENU > New** (or use the toolbar shortcut)

This will open the Publisher Catalog and you will have the choice of using a wizard or exiting out of the catalog and setting up as described above

Saving Publications

Publisher has a file saver reminder that will appear periodically to remind you to save your work. Remember to give your files a descriptive name and follow the regular naming procedure (which basically means no symbols or slashes in your file names).

TIP: To customize the file saver reminder feature go to the **TOOLS MENU > Options** and click on the **User Assistance Tab**.

Save as a file:

1. Go to the **FILE MENU > Save**.
2. Name your publication and navigate to a saving location.
3. Click on the **“Save”** button.

The following directions for saving as a template and Web page are only informational.

Save as a template:

A template is a publication that you can use over and over to create new publications, i.e., classroom newsletters. The template contains the basic layout, formatting, text, and graphics that you want in all future publications, i.e., a masthead, room number, teacher, sections, calendar, etc.

To make a template, create a base publication and save it as a template (see below). Publisher will save the template in the Publication Catalog. When you open Publisher and click on the templates button and you will see your template. Be sure to do a **Save As** to save your new copy

Saving a Template:

1. Go to the **FILE MENU > Save As**.
2. Name your publication and select **“Publisher Template”** from the **“Save As Type field.”**

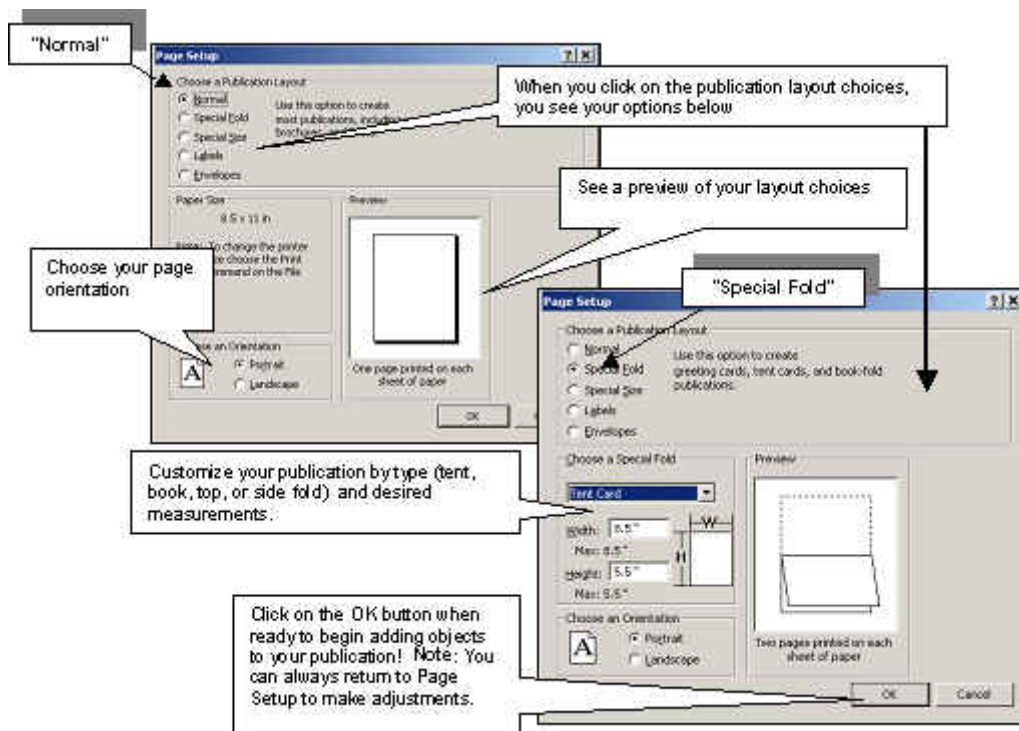
Accessing your template:

1. Open Publisher (**Start Menu > Programs > Microsoft Publisher**).
2. Click on the **"Templates"** button.
3. This will open a dialog box. Select your template and click on the **"Open"** button.
4. When the template is open in Publisher, you will need to go to the **FILE MENU > Save As** to save. Name your publication and navigate to your "My Documents" folder to save.

Use the Layout Features of Publisher

Page Set up

Go to the **FILE MENU > Page Setup** to set the following parameters.



View: Two Page Spread

(Not assessed) If you are working with publications that consist of three or more pages, you can view two pages side by side.

1. Go to the **VIEW MENU > Two-Page Spread**
2. Click on the page navigation control located at the bottom left corner of the screen to select the pages you want to view.



Note: The first page always displays by itself. You can only view even/odd pages such as pages 2 and 3, etc.

View: Zooming In or Out to Change Screen Magnification

You can also change the size of the publication on your screen to see more of it or less of it depending on your needs.

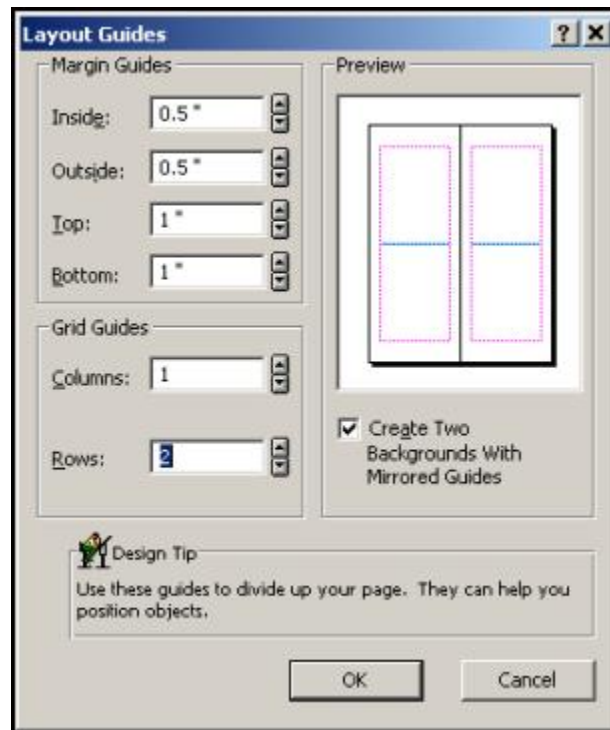
1. Go to the **VIEW MENU > Zoom** and select one of the following:
 - a. **Whole Page:** Displays the entire page on your screen.
 - b. **Page Width:** Display the entire width of the page (as wide as your computer screen will allow).
 - c. **10% - 400%:** Choose a specific value, i.e., 200%.
2. You can also change the magnification by clicking on the **Zoom** tool on the Standard toolbar or the + or – buttons next to it.



Setting the Layout Guides (Margins)

Use the Layout guides to set the margins of your Publisher document. Go to the **ARRANGE MENU > Layout Guides**. This will open a dialog box that will allow you to set the margin guides, add column or row guides, and preview your choices.

Layout Guides will place grid lines on your publication that act as guides for the placement of objects. You will notice that objects (frames) will “snap” to the grid when placed close by a grid line. **TIP:** To turn off the “**Snap to Grid**” feature, go to the **TOOLS MENU** and deselect “**Snap to Guides.**”



TIP: To turn off grid lines, go to the **VIEW MENU** and deselect **Hide Boundaries and Guides**. To see them again go back to the **VIEW MENU** and select **Show Boundaries and Guides**.

View: Background and Foreground

There are two views from which to work in Publisher. The **Background View** allows you to place elements on your publication that you want repeated on every page, i.e., headers, footers, page numbers, or graphics. Place these elements on the background and they will appear on every page. Use the **Foreground View** to add objects that will appear only on that page.

To switch back and forth between the background and foreground, go to the **VIEW MENU** and select “**Go to Foreground**” or “**Go to Background.**”

TIP: Use the **VIEW MENU > “Go to Page”** feature to view a specific page.

Creating a Background

We are going to apply a background border that will appear on each page of our “All About Me” publication. You can also add other elements to the background view.

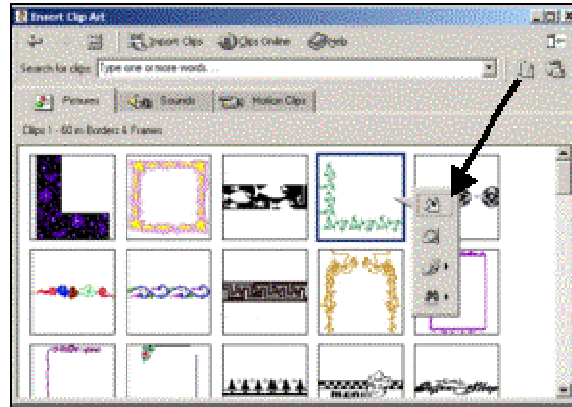
1. Be sure you are in “**Background**” view.
2. Select a method to create a border:
 - a. Use the MS Clip Gallery
 - b. Use Border Art
 - c. Use a file from another source

Using the MS Clip Gallery

You can use borders found in the Borders and Frames category of the MS Clip Gallery.

1. Go to the **INSERT MENU > Picture > Clip Gallery.**
2. Click on the “**Borders and Frames**” category.
3. Select a border, click on it and then click on the “**Insert**” button (These skills were covered in Level I.)
4. Drag the graphic to a corner of the publication (look for the guidelines) and resize it to fit by dragging a corner “handle” (the small black rectangle on

- the corner of the graphic). If the “handles” are not showing, click anywhere on the border and they will appear.
5. Save your publication. **TIP:** Use the Ctrl – s keyboard shortcut to save!

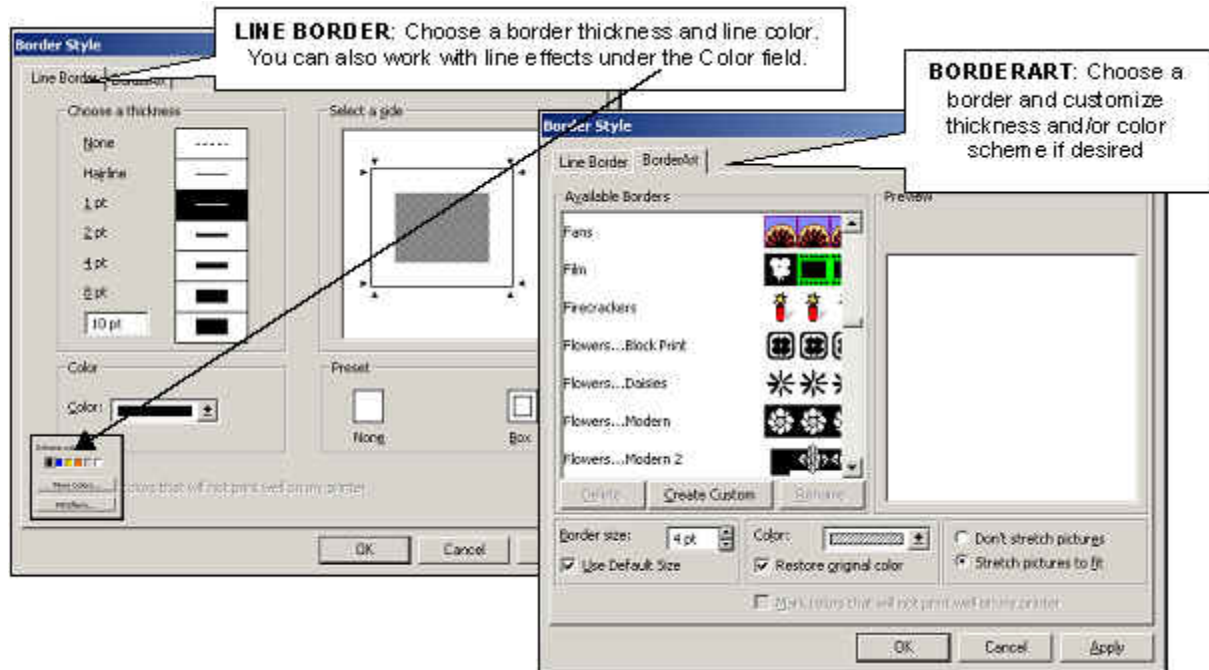
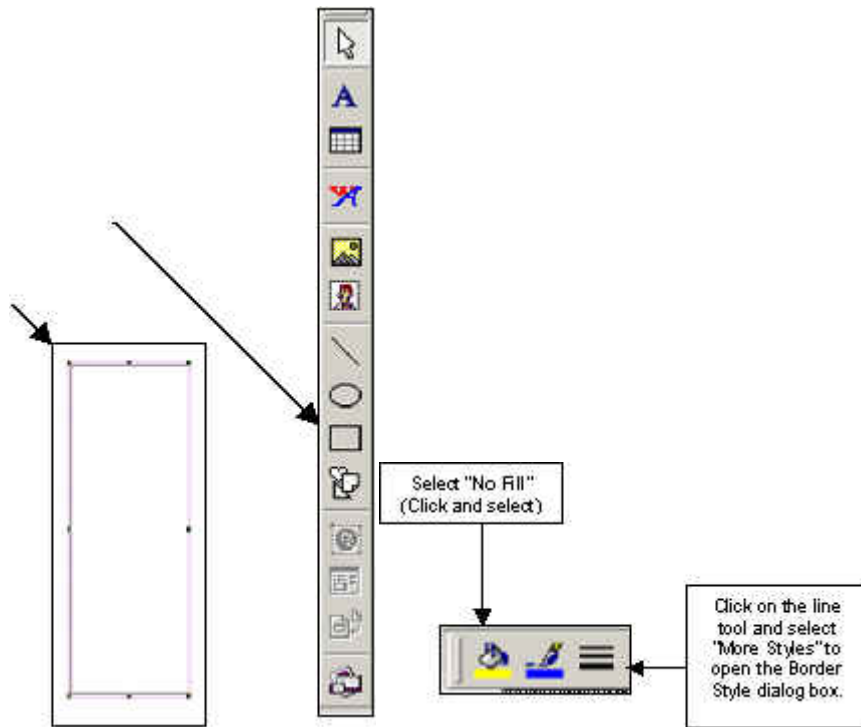


Note: Publisher will automatically apply your border to all pages (if you are working in Background View). You will have to copy and paste the graphic onto the background of page 1 (or 2 depending where you first inserted your border). In the particular layout we have chosen, Publisher applies background formatting to even or odd pages.

Using Border Art

You can also add borders using **Line Art**.

1. Click on the rectangle tool located on the left side of your screen in the Object toolbar.
2. Click and drag to “draw” a rectangle where you want the border. Use your guidelines to determine the correct size.
3. While your rectangle is selected (notice the “handles” on your rectangle), click on the **Fill** tool and select “**No Fill**.”
4. Click on the line tool and select “**More Styles**.” This will open the Border Style dialog box.



Adding Other Objects

You might want to add a text or graphic frame to your publication. Objects can be added to the background or foreground of a publication. Remember this when setting up a template for classroom newsletter!

Adding a Text or WordArt Frame

Let's add a title to our first page. Before you can enter text, you must first create a text frame (to put your text in). Publisher has two types of text frames.

1. **Text Frames:** Displays text that **you** format.
2. **WordArt Frames:** Displays text as art (artsy looking text) with limited formatting.

Text Frames:

1. Click on the Text Tool (this turns your cursor into a text frame drawing tool).
2. Click and drag (on your page) where you want your text frame. **TIP:** You can adjust the size and shape of your text box by dragging the handles.
3. Click inside the frame and begin typing.

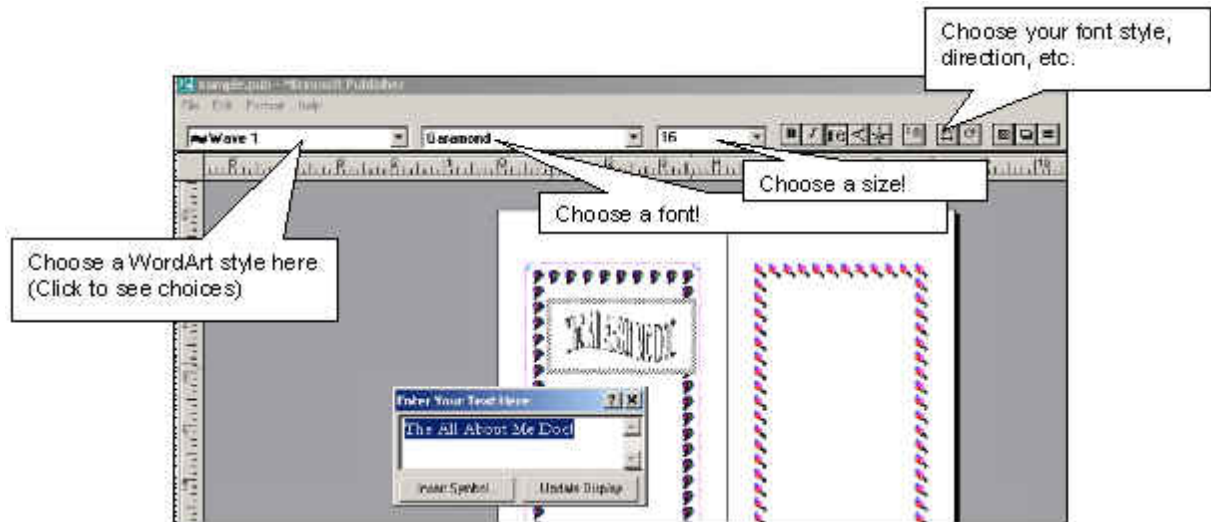
Note: Click inside your text frame to edit text. Highlight and Format your text as you would in Word. This includes alignment, font, style, size, color, etc.

Important TIP: To get rid of the hyphens, right click in the text frame and select "**Proofing Tools > Hyphenation.**" Deselect the "Hyphenate this Story" box.

WordArt Frames:

1. Click on the WordArt tool (this turns your cursor into a text frame drawing tool)
2. Click and drag (on your page) where you want your text frame.
3. The "**Enter Your text Here**" dialog box will appear and you can type your text.
4. Format your WordArt! (See diagram)

Click outside your WordArt text frame when finished formatting (the WordArt formatting tools will disappear).



Note: Double click in your text frame to edit your WordArt.

EXTRA TIP: You do not have to type your text! You can insert text from a Word document in two ways:

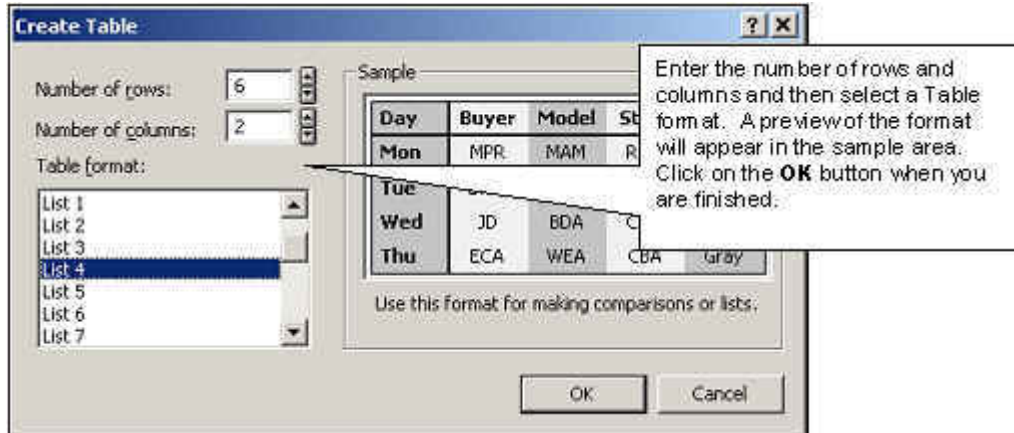
1. Copy and Paste from a Word document into a text frame. (You must create the text frame first!)
2. Create a text frame and then go to the **INSERT MENU > Text File**. This opens the Insert text dialog box.
3. Navigate to the document (file) you want to insert and click on the **OK** button.

Note: If your document is larger than your text frame, Publisher will ask if you want the text to overflow into another text frame. You will have a choice to create and link the text frames. This is handy if you have a large amount of text on more than one page

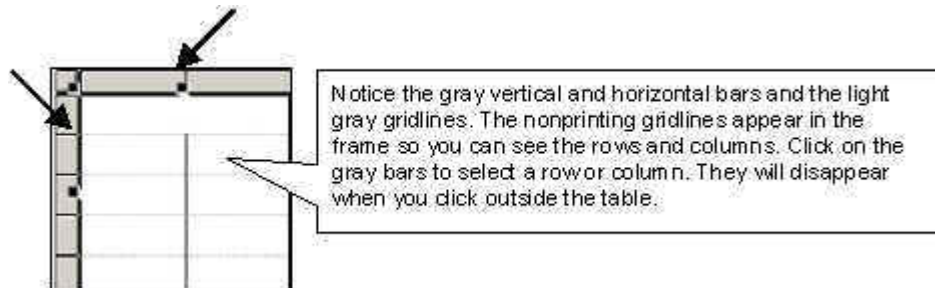
Adding Tables to a Publication

1. Click on the “**Insert Table**” tool located on the Objects toolbar.
2. Click and drag to draw a table frame.

A dialog box will open asking you to format your new table.



Click on the **OK** button when you are finished formatting your table.



Add or Delete Rows or Columns in a Table

Add

1. Select the **same** number of rows or columns as the number of rows or columns you want to insert. (Click and drag to highlight rows or columns, or use the arrow shaped cursor to the left or top of the table)
2. Go to the **TABLE MENU**, drag down to **Insert**, and then select the Insert command you want (this menu changes depending on what you have highlighted).

Delete

1. Highlight the columns or rows you want to delete.

Go to the **TABLE MENU**, drag down to **Delete** and then select the Delete command you want.

Merging Cells in Tables

You might want to merge cells in the first column or the top row of a table. See example below.

<i>Sample table with merged cells</i>		
Cell	Cell	Cell

To Merge Cells

1. Highlight the cells you want to merge.
2. Go to the **TABLE MENU** and select **Merge Cells**.

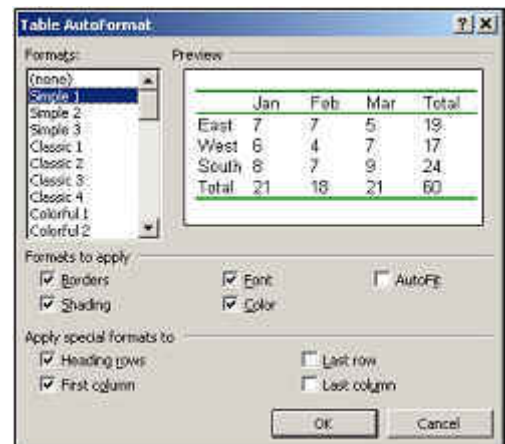
To “unmerge” (split) cells, highlight the merged cell and go to the **TABLE MENU** and select **Split Cells**.

Table AutoFormat

Word will format your table in a variety of styles using the AutoFormat feature.

1. Select the table.
2. Go to the **TABLE MENU** and select **Table AutoFormat**.
3. This will open a window with several choices.
4. Click on the formats to see a preview on the right side of the **Table AutoFormat** dialog box.
5. Customize your table using the “**Formats to apply**” and “**Apply special formats**” features of the dialog box.

Click on the **OK** button when you are finished.



1. **AutoFormat.**
2. This will open a window with several choices.
3. Click on the formats to see a preview on the right side of the **Table AutoFormat** dialog box.
4. Customize your table using the “**Formats to apply**” and “**Apply special formats**” features of the dialog box.

Click on the **OK** button when you are finished.

Resize a row or column

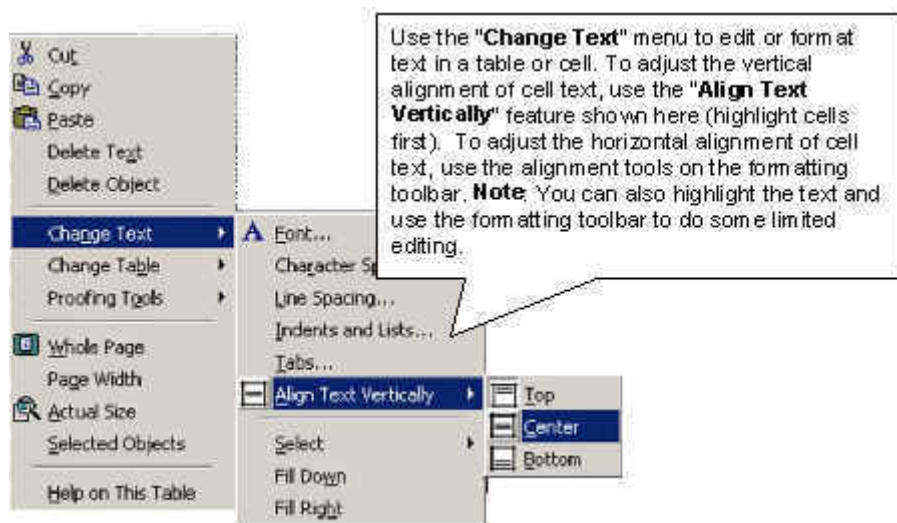
1. Click the table to select it.
2. Position the mouse pointer over the row boundary or the column boundary (“A” or “B”) until you see the Adjust pointer (“C”).

Hold down the mouse button and drag the row or column boundary to a new position.

Formatting/Editing Table Text

1. Right click on the table.

Select an editing tool



Using MS Publisher Help

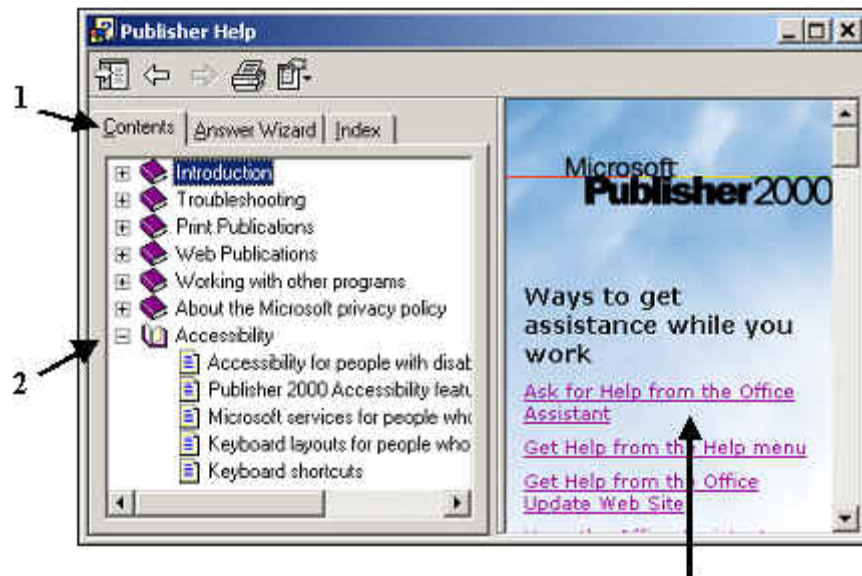
There are two methods for using the “Help” files in Publisher.

1. Use Publisher Help
2. Use the Office Assistance

Use Publisher Help

To get rid of your Office Assistant: Right click on the assistant and select “Options” and then deselect “Use the Office Assistant.”

Go to the **HELP MENU > Microsoft Publisher Help**. Click the **contents** tab and click on the topic(s) until you see the help page that best describes your question or problem. For example, click Accessibility and you see accessibility topics.



When you click the page topic, you see the **help information** on the right side of the help window. You can scroll through this page to read the information. Some topics include definitions of terms (indicated with an underline) or Related Topics links. Click the term to display a popup definition. Click the link to go to that page.

If you can't find what you are looking for using the Contents tab, you can look for a topic in the **index**.

Click the Index tab and then type the word or phrase to find. As you type, Windows scrolls to display matching entries.

You need to double click on the topic to display the information on the right side of the screen.

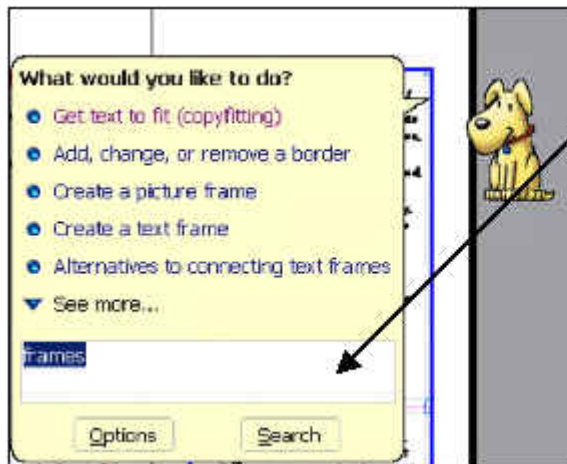
Use the Office Assistant

If your office assistant is not showing, go to the **HELP MENU > Show Office Assistant**.

You can also receive help from the Office Assistant.

1. Go to the **HELP MENU > Microsoft Publisher help**.

This will open an office assistant dialog box.



Type a question, phrase, or keyword in the white area and click on the "Search" button.

The assistant will display a variety of topics, click on the blue button preceding the topic to open the **Help** information about that topic.

To get rid of the office assistant help dialog box, simply click anywhere outside the yellow area.

TIP: To copy and paste information from the Help feature, highlight what you want to copy and right click anywhere on the highlighted text. Select **Copy** from the pop-up menu. Right click on your document (where you want to insert the information) and select **Paste**.