



Computer Technology Courses

INTRODUCTION to Microsoft Publisher

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Microsoft Publisher

Microsoft Publisher allows you to easily and professionally create:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Newsletters | <input checked="" type="checkbox"/> Signs |
| <input checked="" type="checkbox"/> Brochures | <input checked="" type="checkbox"/> Invitations |
| <input checked="" type="checkbox"/> Catalogs | <input checked="" type="checkbox"/> Web Sites |
| <input checked="" type="checkbox"/> Flyers | <input checked="" type="checkbox"/> Letterhead |
| <input checked="" type="checkbox"/> Postcards | <input checked="" type="checkbox"/> Envelopes |
| <input checked="" type="checkbox"/> Business Cards | <input checked="" type="checkbox"/> Business Forms |
| <input checked="" type="checkbox"/> Greeting Cards | <input checked="" type="checkbox"/> Banners |
| <input checked="" type="checkbox"/> Calendars | <input checked="" type="checkbox"/> Advertisements |
| <input checked="" type="checkbox"/> Award Certificates | <input checked="" type="checkbox"/> Labels |
| <input checked="" type="checkbox"/> Gift Certificates | <input checked="" type="checkbox"/> Programs |
| <input checked="" type="checkbox"/> And More | |

Using a desktop application such as Microsoft's Publisher is a great way to save time. It allows you to combine text, graphics, charts, and more to create an exciting publication.

MS Publisher has 2000 publication templates to get you started right away. Wizards are available to help create your projects with step-by-step instructions. Publisher offers more than 40 design sets that allow you to have a consistent look when creating newsletters to letterhead, catalogs to web sites. Plus, with just a click of your mouse, you can change the design, color scheme, or layout.

Requirements for running MS Publisher:

To install MS Publisher, you must have 600 mg of free space on your hard drive. It is also recommended that you have at least 32 mg of Ram. The application must be installed on a computer with a Pentium 120 or better processor.

If you do not have MS Publisher already installed on your computer and your computer meets the above requirements, call x4357 to enter a work order for

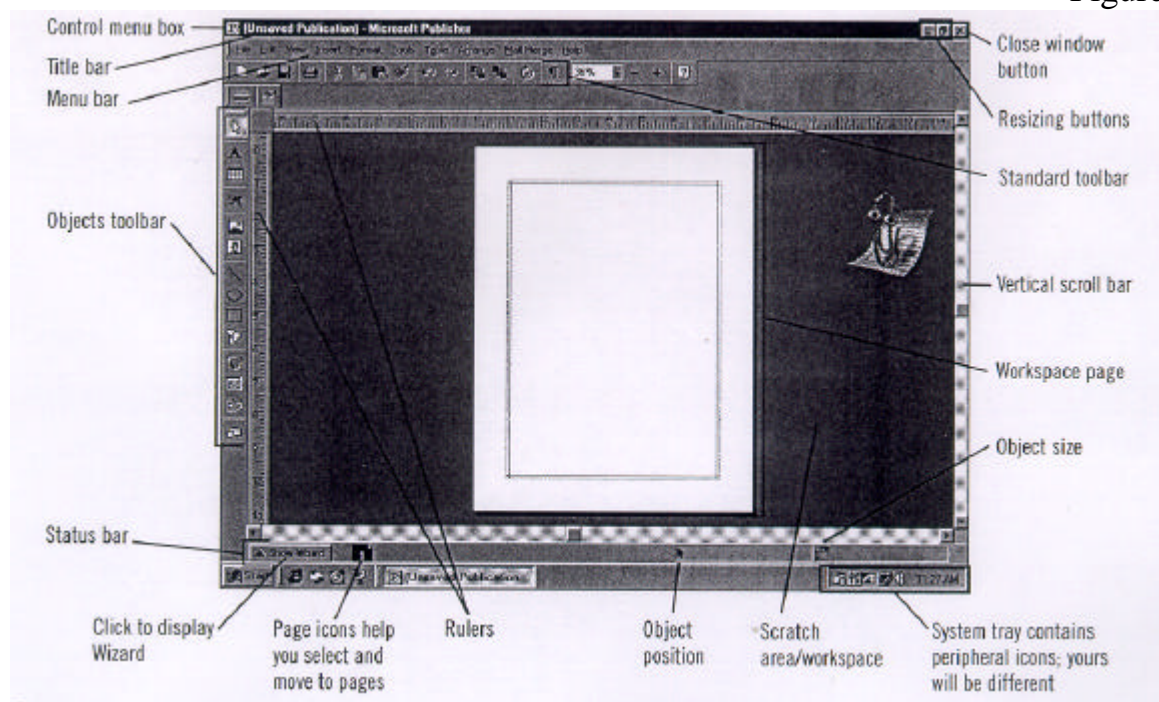
installation. Once installed, you will find the Publisher program icon in your Microsoft Office program group.



Click on the Start button, click on Programs, click on Microsoft Office, click on Microsoft Publisher.

Viewing the Publisher Window

Figure 1



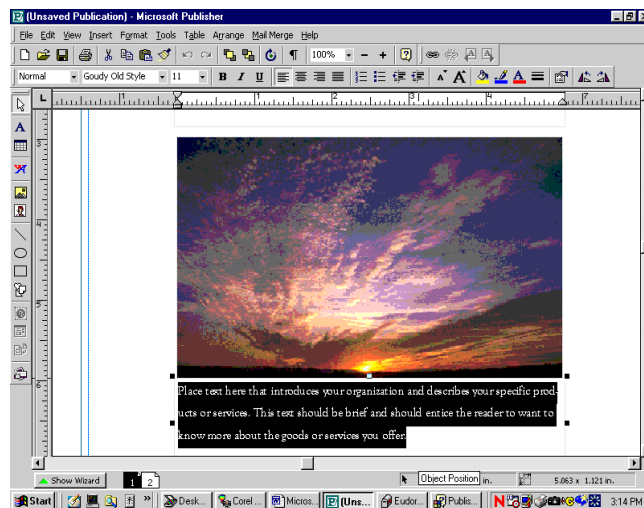
The Publisher window is much like that of the Microsoft Word window. You will find similar menus and tools. Publisher does have features that MS Word does not have and MS Word has features that MS Publisher does not have. MS Publisher and MS Word are two different types of applications. MS Publisher is a desktop publishing program while MS Word is a word processing program.

Defining the Parts of the Window:

- Title Bar--Provides the title of file you are working on and the name of the application you are using.

- Menu Bar—Provides the different commands available to use with the Publisher application.
- Toolbars—buttons for frequently used commands.
- Rulers—Horizontal and vertical rulers to help you measure the size of objects and place objects in precise locations on the page.
- Workspace page—displays the page you are currently working on.
- Page icons—Used to move from one page to another. Dark denotes page in use.
- Status bar—Left side of the status bar displays the page icons and, at times, the Wizard button. The right side of the status bar shows the object status, which includes the size and position of selected objects.
- Scratch area—surrounds the workspace page and can be used to store objects.

Microsoft Publisher works with text boxes and graphic boxes.

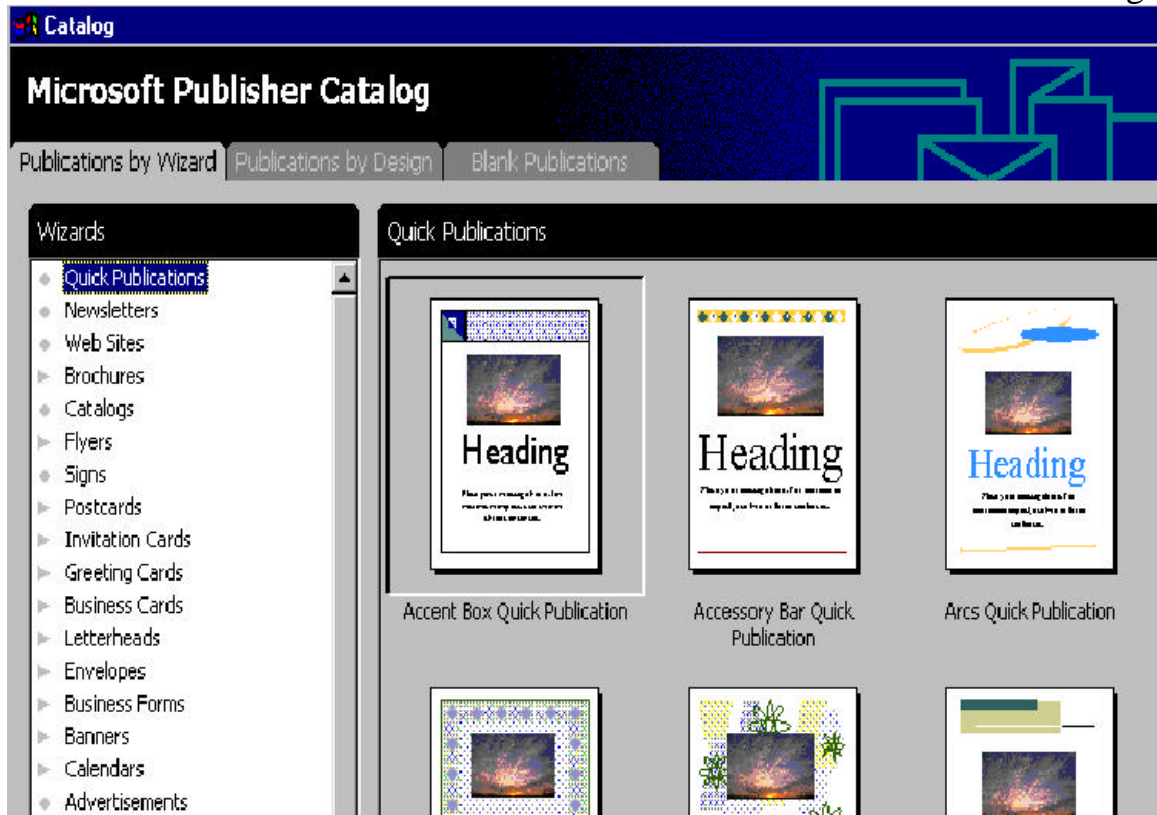


The graphic box is the box with the picture. The text box is below the graphic box and all contents are highlighted. When using a template, if you click in a text box, all contents are highlighted and will be replaced once you begin typing new text. Text box outlines will not appear when you print.

Getting Started

When the MS Publisher application is activated, it opens to the MS Publisher Catalog window:

Figure 2



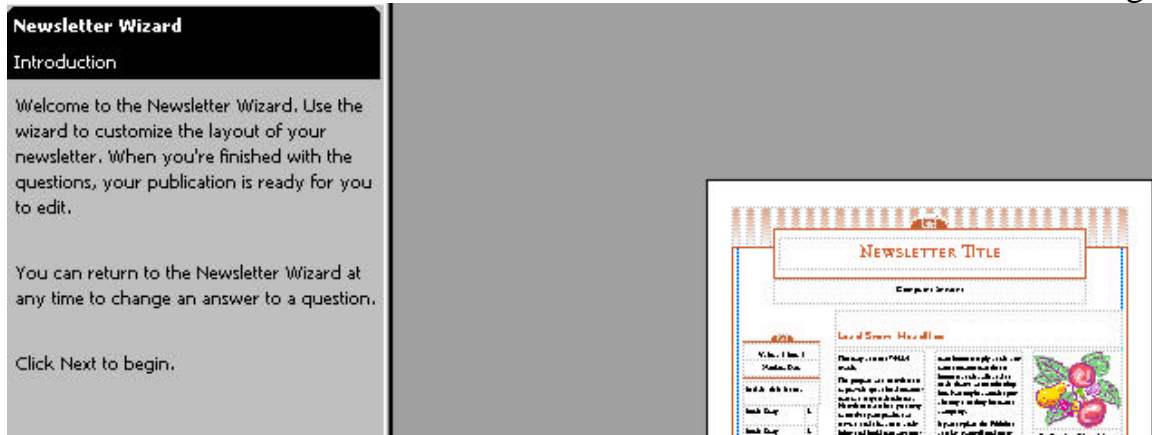
This Catalog can be used to create new publications or open existing ones. There are three tabs in this Catalog: Publications by Wizard, Publications by Design, and Blank Publications. These are each described below.

Publications by Wizard

Publications by type are displayed here. If you need to create a newsletter, simply **click** on the newsletter wizard on the left side of the catalog and newsletter templates will appear on the right. You can **scroll** through the different designs until you locate the template you would like to use. **Click** on the template of choice then click on the **Start Wizard** button.

Once the Wizard has been activated, you will get a screen similar to the following Figure 3:

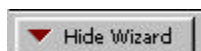
Figure 3



The left side of the window provides step-by-step instructions for creating your project. Options available to you using the Wizard may include:

- Color Scheme
- Address Placeholder
- Personal Information
- Number of Columns
- Printing lay-out choices
- And More depending on publication type

After making your personal choices using the Wizard, **click** on the **Finish** button. Your window is now split with a different Wizard window that will allow you to change your previous choices at any time. In addition, it may contain other options that were not available in the other Wizard window such as inserting pages. Once you have made your design choices, you are now ready to enter your data.



You can hide the Wizard at any time by **clicking** on the Hide Wizard button at the bottom of the Wizard window. By closing the window, you will have a larger window to work on your project.

Exercise 1: Create a Publication using Publications by Wizard

Steps:

1. Click on the *Publications by Wizard* tab.
2. Click on the publication type in the Wizard window.

3. Scroll to locate the *Design style* and click to select it.
4. Click on the **Start Wizard** button.

Using the **Wizard** window to change the design. In the **Wizard** window:

1. **Click** on the **next** button
2. Choose the **color scheme**
3. Choose whether to use a placeholder on your publication
4. Add a tear-off element if necessary
5. Choose whether to add the placeholder's address
6. Choose to add your primary business information by clicking the **Update** button
 - a. Under the Name text box type, enter organization
 - b. Under Address text box, enter mailing address
 - c. Type your phone #, Fax #, and e-mail address under the appropriate text box
 - d. Enter your organization or department name
 - e. Type a tag line or motto in. Example: For all your computing needs!
 - f. Type your title or job position in the appropriate text box.
 - g. Choose a color scheme
 - h. **Click** on the update button
 - i. **Click** the **Finish** button

To enlarge the view of your project:

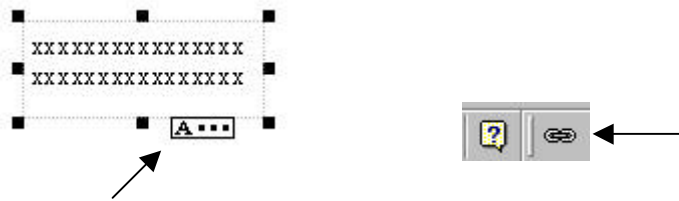
1. **Click** on **View** from the menu. **Click** on **Zoom** from the drop down menu. **Click** on **100%** from the sub-menu.
2. **Click** on the **Hide Wizard** button.

To enter text in the template's text box:

1. **Click** in the text box located below the graphic. All text will be highlighted. Once you begin typing, the original text will be erased.
2. Type in your information.

Text Overflows:

Text may not always fit in the text box you have created, causing an overflow of text. When this occurs, you will need to take steps so the text entered will be displayed. This can be done by resizing the text box or moving the text to another text box and connecting the two text boxes.



Text Overflow Button Connect Text Frames Button

Steps for Adjusting Text Overflows:

1. Select the text box with the overflow (handlebars will appear when selected).
2. **Click** on the **Connect Text Frames Button** from the Standard toolbar.
3. Your pointer will change to a pitcher with an arrow on the face of it. Place your pointer over the text box you wish to connect. This text box can be located anywhere in your publication.
4. Once the pointer is placed over the new text box, it will turn to a pitcher pouring out. **Click** on the text box and the overflow of text will be placed in the selected text box.

After Connecting Text Boxes, Adding Text to the Original Text Box:

Go to Previous Frame Button



When you need to edit the contents of a text box that has overflowed you can flip back and forth between the connected text boxes by **clicking** on the **Go to Previous Frame Button**.

To resize the text box:

1. Place your mouse pointer on a handlebar until it turns to a double-edged arrow with a box in the center and says **resize**.
2. Drag the handlebar in or out, depending if you wish to decrease or increase the box.

Deleting information inside a text box:

1. Select the information by **clicking** once on it, and then press your **delete** key until the information is gone.
2. **Or**, once selected, choose **Edit** from the menu; choose **Cut** from the drop down menu.

To view a different page:

1. To look at the information on a different page, **click** on the **page icon** located on the status bar.
2. The darkened page on the status bar denotes the page you are viewing.

To insert additional pages:

1. Choose **insert** from the menu.
2. Choose **page...** from the drop down menu.
3. From the dialog box, choose the amount of pages to insert, the location of the page/pages to be inserted, and the type of pages to insert.
4. **Click** the **ok** button.

To save your publication:

1. Save your publication by **clicking** on **File, Save**, from the menu.

2. Give your publication a file name and save it to the proper drive and directory.

To print your publication:

1. Print your flyer publication by **clicking** on **File, Print** from the menu.
2. Choose other specific printing instructions from the Print dialog box.
3. **Click** the **Ok** button.

Publications by Design

By **clicking** on this tab, you will find collections of related publication types that share design sets. Each master set of related publications can consist of 30 or greater publication types that are consistent in design. For example, by choosing the *Accent* design style, you can have matching business forms, newsletters, letterhead, etc. Wizards are available to assist you when creating Publications by Design.

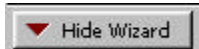
To use Publications by Design, first choose a Design Set by **clicking** on your selection in the Design set box located on the left side of your window. Choose a project type, such as business form, by **clicking** on your selection on the right side of your window. After making your selection, **click** on the **Start Wizard** button located on the bottom right corner of the window.

Once the Wizard has been activated, you will get a screen similar to Figure 3 as shown above. The left side of the window provides step-by-step instructions for creating your project. Options available to you using the Wizard may include:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Color Scheme | <input checked="" type="checkbox"/> Number of Columns |
| <input checked="" type="checkbox"/> Address Placeholder | <input checked="" type="checkbox"/> Printing lay-out choices |
| <input checked="" type="checkbox"/> Personal Information | <input checked="" type="checkbox"/> And More depending on publication type |

After making your personal choices using the Wizard, **click** on the **Finish** button. Your window is now split with a different Wizard window that will allow you to change your previous choices at any time. In addition, it may contain other

options that were not available in the other Wizard window such as inserting pages. Once you have made your design choices, you are now ready to enter your data.



You can hide the Wizard at any time by **clicking** on the Hide Wizard button at the bottom of the Wizard window. By closing the window, you will have a larger window to work on your project.

Exercise 2: Create a Publication using Publications by Design

Steps:

1. **Click** on **File** from the menu, **click** on **New** from the drop down menu.
2. In the Catalog, **click** on the **Publications by Design** tab.
3. In the **Design Sets** box, choose your design.
4. Select the type of publication to be created.
5. **Click** on the **Start Wizard** button.
6. Use the publication Wizard.
7. Choose the color scheme.
8. Choose whether to include a **Logo**.
9. Choose printing instructions if available.
10. Choose which personal information to use.
11. **Click** on the **Finish** button.

Blank Publications

The third tab is the Blank Publication. If you want to create publications from scratch, **click** on this tab. Blank publications allow you to create using the following styles:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Full Page | <input checked="" type="checkbox"/> Web Page |
| <input checked="" type="checkbox"/> Business Card | <input checked="" type="checkbox"/> Postcard |
| <input checked="" type="checkbox"/> Book fold | <input checked="" type="checkbox"/> Side & Top Fold |
| <input checked="" type="checkbox"/> Poster | <input checked="" type="checkbox"/> Banner |
| <input checked="" type="checkbox"/> And More... | |

These pages come set with the page size, orientation, margins, and other settings you will need to create your own publication.

To begin, **click** on the blank publication needed. **Click** on the **Create** button. You will have a Quick Publication Wizard appear on the left side of your window. This Wizard will allow you to choose the design, color scheme, and layout of your publication.

Exercise 3: Creating a Publication using Blank Publications

Steps:

Page 1—Creating a Quick Publications Page

1. **Click** on **File** from the menu.
2. **Click** on **New** from the drop down menu.
3. **Click** on the **Blank Publications** tab.
4. **Click** on the style from the Blank Publication window.
5. **Click** on the **Create** button located in the bottom right corner of the Catalog window.
6. Choose **Yes** to automatically insert pages.
7. Add a design by **Design** in the **Quick Publications Wizard** window.
8. Scroll to the design to be used from the **Design** window and **click** on design.
9. From the **Quick Publications** window, **click** on the **color scheme** to select it.
10. Choose **Layout** from the **Quick Publications** window.
11. In the **Layout** window, choose your layout.

Inserting Clip Art

1. Choose **Insert** from the menu, choose **Picture** from the drop down menu, and choose **Clip Art** from the sub-menu.
2. In the **Search for Clips** textbox in the **Clip Art catalog**, type in your subject and press your **Enter** key.
3. Select by **clicking** on the picture.

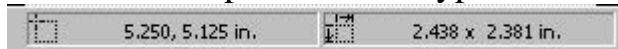
4. **Click** on the **Insert clip icon** from the drop down box. **Click** on the **X** to close the Clip Art catalog.
5. Place your picture in the proper location.

Moving your Clip Art

1. Place your mouse pointer over your clip art.
2. When the arrow becomes 4-way, hold your left mouse button down while dragging the picture to the appropriate position.
3. Release your mouse button.

Using your Rulers

The status bar provides two types of information regarding your graphics.



The first figure addresses the location of your graphic horizontally and vertically. The dimensions of the graphic selected are the second figure. As you hold down the mouse pointer over your graphic, you can see markings horizontally and vertically on the ruler. Using these markings can assist you in placement of graphics and other objects in your layout.

Creating a Text Box



1. **Click** on the **Text Frame tool** from the **Objects Toolbar** located on the left side of the Publisher window. Your cursor will change to a +.
2. Place the + inside the blue dotted layout guide where you wish to start your text box.
3. Hold the left mouse button down as you drag the cursor and draw the text box.
4. Release the mouse button once you have drawn your box.
5. **Click** inside the text box just made to begin typing.
6. To better see what you are typing, **click** on **View** from the menu, **click** on **Zoom** from the drop down menu **click** on **100%**.

Creating a Table

1. **Click** on the **Table Frame Tool** from the **Objects Toolbar** (located just under the Text Box Tool).
2. Draw a box as you did the Text Box.
3. In the **Create Table** dialog box, choose the number of **rows** needed, the number of **columns** needed, and **Table Format**.
4. **Click** the **ok** button.
5. Type the table content in each cell.

Add Page Numbers:

To add page numbers without mirrored guides—

1. **Click** on **View** from the menu.
2. **Click** on **Go to Background** from the drop down menu.
3. Draw a text box where you want the page number to go.
4. **Click** on **Insert** from the menu, **click** on **Page Numbers** from the drop down menu.
5. **Click** on **Arrange** from the menu, **click** on **layout guides** from the drop down menu.
6. From the dialog box, place a **check mark** in the **Create two backgrounds with mirrored guides**, **click** the **ok** button.
7. **Click** on **View** from the menu, **click** on **Go to Foreground** from the drop down menu.

**To add page numbers to every page with mirrored guides:
(Start in a two-page view)**

Follow steps 1-6 above and then—

1. Press and hold the **CTRL** key and hold the **Shift** key.

2. Place your mouse pointer over the text box just created until it turns into an arrow with a small box below it.
3. Hold the left mouse button down and drag the copy of the text frame to the same area on the opposite page.
4. Release the mouse button.

Opening Existing Files

Publications that you have already created and saved can be opened by **clicking** on the **Existing Files** button located on the left bottom corner of the Catalog window. If you have saved a template, **click** on the **Templates** button also located on the left bottom corner of the Catalog window.

Exercises

Exercise 1: Create a flyer using Publications by Wizard

Steps:

1. Click on the *Publications by Wizard* tab.
2. Click on the *Flyers* publication type in the Wizard window.
3. Click on the *Informational* flyer type.
4. Scroll to locate the *Marquee Informational Flyer* and click on it to select it.
5. Click on the **Start Wizard** button.

Use the **Wizard** window to change the design.

1. **Click** on the **next** button
2. Change the **color scheme** to **Tropics**
3. **Click** on the line that will put a placeholder on the flyer
4. Add the **Coupon** type tear-off element
5. Choose to add the placeholder's address
6. Choose to add your primary business information by clicking the **Update** button
 - a. Under the Name text box type--SEMO Univ.
 - b. Under Address type—One University Plaza, Cape Girardeau, MO 63701
 - c. Type your phone #, Fax #, and e-mail address under the appropriate text box
 - d. Enter your organization or department name
 - e. Type a tag line or motto in. Example: For all your computing needs!
 - f. Type your title or job position in the appropriate text box.
 - g. Choose the **Tropics** color scheme
 - h. **Click** on the update button
 - i. **Click** the **Finish** button
7. **Click** on **View** from the menu. **Click** on **Zoom** from the drop down menu. **Click** on **100%** from the sub-menu.
8. **Click** on the **Hide Wizard** button.
9. **Click** on the text box located below the graphic.
10. **Type** information about your department or the following information: The Computer Services department consists of Computer Programmers, Data

Operators, Network Specialists, Technicians, PC Application Specialists, and a Supervisor of the Computer Labs.

11. **Click** on the **Logo** text box (which says Organization) and type in Computer Services.
12. **Delete** the telephone number below the **Logo** by **clicking** once on it to select it, and then press your **delete** key until the information is gone. (Or once selected, choose **Edit** from the menu, choose **Cut** from the drop down menu)
13. In the **Coupon** area, in the **Name your item** text box, type **Free Computer Service**.
14. In the text box below, type **100% off**.
15. Look at the information on **Page 2** by **clicking** on the **page 2 icon**. You don't have to make any changes at this time.
16. Save your flyer by **clicking** on **File, Save**, from the menu. Save this publication on c:\mydocuments\flyer
17. Print your flyer publication by **clicking** on **File, Print** from the menu. Choose **Current page** from the Print dialog box. **Click** the **Ok** button.

Exercise 2: Create a Business Card using Publications by Design

Steps:

1. **Click** on **File** from the menu, **click** on **New** from the drop down menu.
2. In the Catalog, **click** on the **Publications by Design** tab.
3. In the **Design Sets** box, choose **Marquee**.
4. Select the **Marquee Business Card**.
5. **Click** on the **Start Wizard** button.
6. Use the Business Card Wizard.
7. Keep the **Tropics** color scheme.
8. Print in Landscape orientation.
9. Choose not to include a **Logo**.
10. Choose to print your page with several cards tiled on the page.
11. Choose to use **Primary Business** as your personal information.
12. **Click** on the **Finish** button.

Your card should be finished at this point.

Exercise 3: Creating a Book Fold Publication using Blank Publications

Steps:

Page 1—Creating a Quick Publications Page

1. **Click** on **File** from the menu.
2. **Click** on **New** from the drop down menu.
3. **Click** on the **Blank Publications** tab.
4. **Click** on the **Book Fold** style from the Blank Publication window.
5. **Click** on the **Create** button located in the bottom right corner of the Catalog window.
6. Choose **Yes** to automatically insert pages.
7. Add a design by **Design** in the **Quick Publications Wizard** window.
8. Scroll down in the **Design** window and **click** on **Marquee**.
9. From the **Quick Publications** window, **click** on **color scheme** and make sure **Tropics** is selected.
10. Choose **Layout** from the **Quick Publications** window.
11. In the **Layout** window, choose **Large Picture in the Middle**.

Page 2—Inserting Clip Art

1. **Click** on the **Page 2 icon** on the **Status Bar**.
2. Choose **Insert** from the menu, choose **Picture** from the drop down menu, and choose **Clip Art** from the sub-menu.
3. In the **Search for Clips** textbox in the **Clip Art catalog**, type in **Frogs** and press your **Enter** key.
4. Select the first frog by **clicking** on the picture. **Click** on the **Insert clip icon** from the drop down box. **Click** on the **X** to close the Clip Art catalog.
5. Place your picture, using your rulers, at 5” vertically and 1.75” horizontally. (Move your picture into place by placing your mouse pointer over the picture and holding your left mouse button down while dragging the picture to the appropriate position and then releasing the mouse button.)

Page 3—Creating a Text Box



1. **Click** on the **Text Frame tool** from the **Objects Toolbar** located on the left side of the Publisher window. Your cursor will change to a +.
2. Place the + inside the blue dotted layout guide top upper corner. Hold the left mouse button down as you drag the cursor and draw the text box.
3. Release the mouse button once you have drawn your box.
4. **Click** on **View** from the menu, **click** on **Zoom** from the drop down menu, **click** on **100%**.
5. **Click** inside the text box just made and enter the following text: **This is page 3.**

Page 4—Creating a Table

1. **Click** on the **Page 4 icon** located on the status bar.
2. **Click** on the **Table Frame Tool** from the **Objects Toolbar** (located just under the Text Box Tool).
3. Draw a box as you did the Text Box.
4. In the **Create Table** dialog box, choose **5 rows**, **3 columns**, and **Table Format List with Title 1**. **Click** the **ok** button.

Type the following information in the table created:

SEMO Student s	1999	2000
Female	5500	5770
Male	5000	5300