



Microsoft Publisher



The Basics

Microsoft Publisher is an inexpensive, low-end page layout program that provides flexibility for designing and producing publications in-house. Microsoft Publisher 2002 currently retails at \$130, much less than other desktop publishing packages. Very few printing companies support Publisher, but it does offer an efficient and effective method for creating interpretive publications.

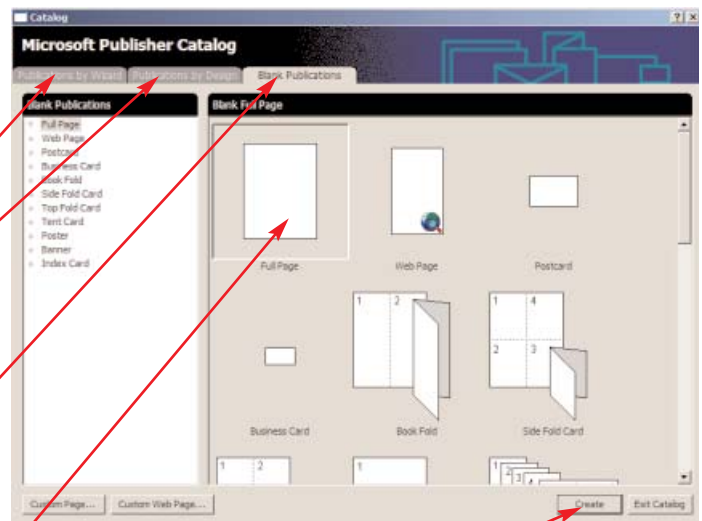
1. Open “Microsoft Publisher”

- Click the Start Menu button. Choose “Programs” folder. Choose “Microsoft Office” folder. Then click on the “Microsoft Publisher” program.

2. The Microsoft Publisher Catalog

- When Publisher first opens, the Microsoft Publisher Catalog loads. The catalog offers several ways to create a publication.

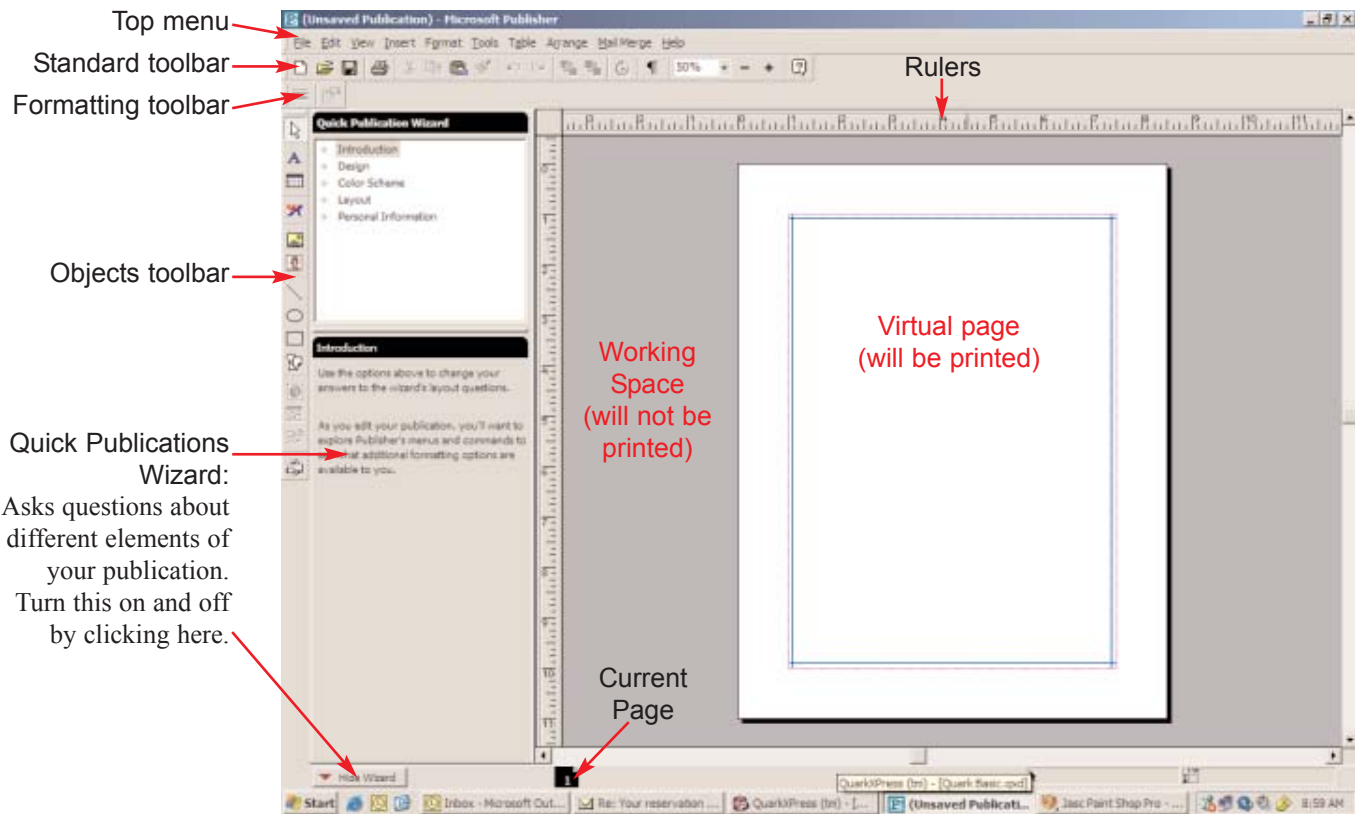
- **“Publications by Wizard:”** The program asks you specific questions and designs the publication based on your answers.
- **“Publications by Design:”** Choose among several common designs and projects. Be careful using this, since many of the designs may be overused.
- **“Blank Publications:”** Provides the maximum flexibility by providing a clean slate.



- Choose **“Blank Publications:”**, click the **“Full Page”** icon, and click **“Create.”**

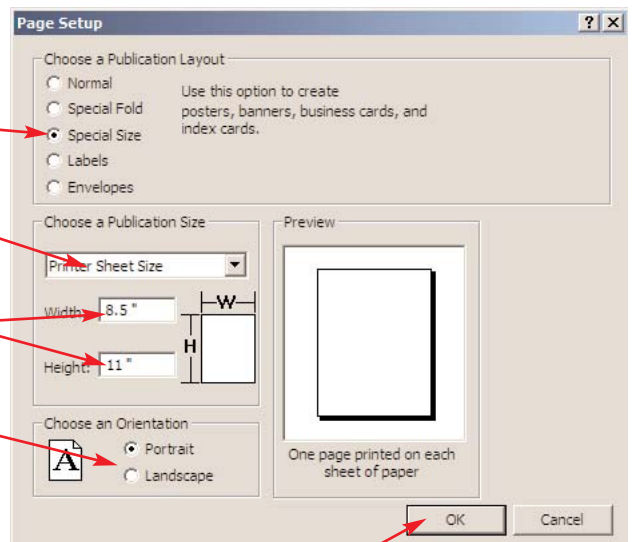
3. The Main Screen

- The screen that opens is your working space. This is the virtual page where you place the text, graphics, boxes, borders, and colors that will make up your publication.
- The following terms will be used to describe the location of various tools in Publisher.



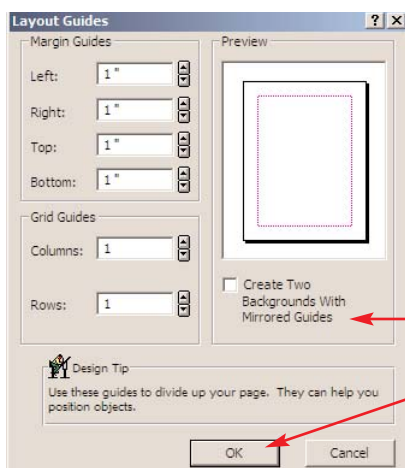
4. Changing the document size

- By default, the document is set up as a regular 8.5" x 11" portrait letter-size page.
- To change the size, click "File" on the top menu and choose "Page Setup."
- Select "Special Size" to change the document size.
- Here, you can choose from several options. Or choose "Custom" to define your own size.
- Type the Width and Height of your document for a custom size.
- Choose a Portrait or Landscape orientation.



Common Sizes
 Letter: 8.5" x 11"
 Legal: 8.5" x 14"
 Tabloid: 11" x 17"

- Click "OK" when you are finished making a selection.

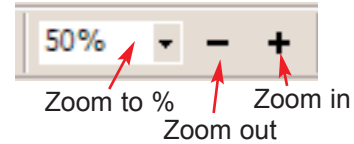


5. Setting the Layout Guides

- Layout guides help to organize your document into columns and rows. Elements line up automatically with guides.
- Click "Arrange" on the top menu and choose "Layout Guides..."
- Make your choices, and click "OK."

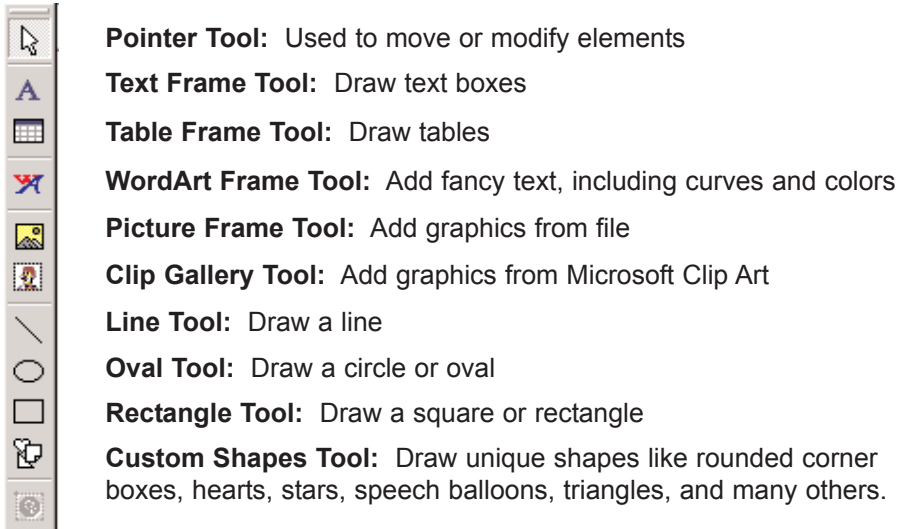
5. Zooming

- You will need to zoom in to work on the details of your publication, and zoom out to see the publication as a whole.
- On the Standard Toolbar, look for the Zoom Tools.



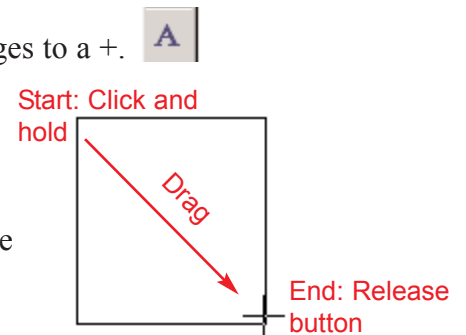
6. The Objects Toolbar

- The Objects Toolbar is normally attached to the left side of your screen, but it can be moved anywhere. This toolbar will be used to add the text, graphics, and other elements to your document.

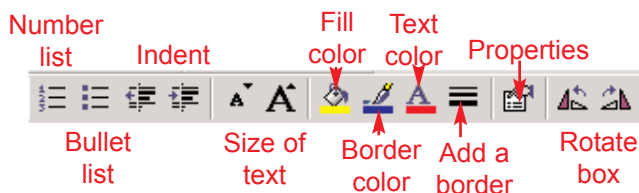


7. Inserting Text

- Click the “Text Frame tool” from the Objects Toolbar. The cursor changes to a +.
- Move to your document. Click and hold down the mouse button, and move diagonally to draw a box. Release the mouse when your box is large enough.
- A line will be flashing in the box, allowing you to type in words.
- The Formatting Toolbar changes to give you options and control over the text. Part of the toolbar you have seen before.



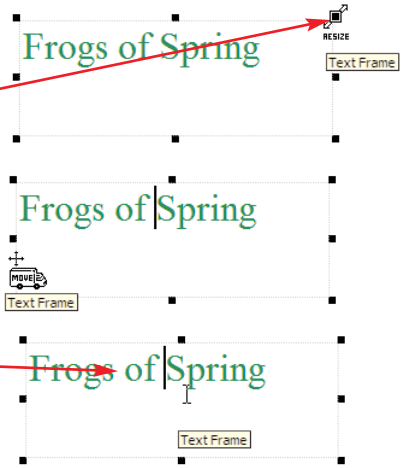
- The other part of the toolbar is more unique.



- Be sure that the text you want to change is **highlighted** before choosing an option,

8. Working with Text Boxes

- To change the size of the text box: Click on the box to select it. Click and drag one of the 8 “handles” that appear around the edges. The cursor will turn into two arrows.
- To move the text box: Click on the box to select it. Click and drag on the very edge of the box, but not on one of the handles. The cursor will turn into a truck.
- To change text in the text box: Click anywhere inside the text box. The flashing line should reappear, allowing you to modify the text.



- To delete a text box: Right-click anywhere on the box, and choose “Delete Object” from the menu.
- To change the hyphenation or check spelling: Right-click anywhere on the box, choose “Proofing tools,” and choose either “Hyphenation” or “Check spelling.”
- To center text in a box, right-click anywhere on the box, choose “Change Text,” select “Align text vertically,” and then choose “Center.” The words are now in the middle of the box.
- To adjust the margins of the text box and push text away from the sides, click on the box to select it. Click the “Properties” button on the Formatting Toolbar. Then adjust the size of the margins or the number of columns in the text box.



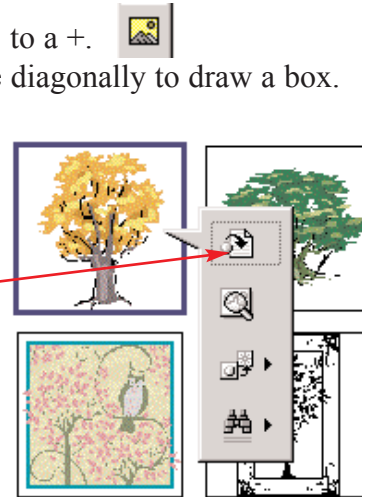
9. Inserting Pictures from File

- Click the “Picture Frame tool” from the Objects Toolbar. The cursor changes to a +.
- Move to your document. Click and hold down the mouse button, and move diagonally to draw a box. Release the mouse when your box is large enough.
- To insert a picture in the box, double-click the box. Navigate to the location of your picture file and double-click it. The picture is inserted into the box.



10. Inserting Pictures from Microsoft Clip Art

- Click the “Clip Gallery tool” from the Objects Toolbar. The cursor changes to a +.
- Move to your document. Click and hold down the mouse button, and move diagonally to draw a box. Release the mouse when your box is large enough.
- The “Insert Clip Art” window automatically appears. You insert clip art into Publisher the same way you do with PowerPoint. Type a keyword in the “Search for clips” box to find a specific graphic, or click one of the categories to browse. When you find a clip, click on the picture and choose the first option to insert it into your document.

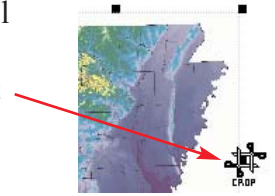


11. Working with Picture Boxes


- The Formatting Toolbar changes and provides easy ways to modify your picture.



- To change the size of the picture box: Same as text (see step 8).
- To move a picture box: Click and hold anywhere in the box, and move the mouse.
- To change the picture in the box: Double-click the box and choose another picture.
- To delete a picture box: Right-click and choose “Delete object.”
- To recolor a picture (make it a solid shade): Click on the picture to select it. Choose “Format” on the top menu and select “Recolor picture...”
- To crop a picture: Click on the picture to select it. Then click the Cropping Tool on the Formatting Toolbar. When you move the cursor over the handles, a new icon with scissors appears. You can move the sides of the box in and out to “cut out” extra things in the picture. When you are done, click the Cropping Tool on the Formatting Toolbar again, or click off of the picture.



12. Inserting Lines and Shapes

- To draw a line, click the “Line Tool” on the Objects Toolbar .  Click and drag on the document to draw a line.
- To insert a shape, click the “Oval Tool,” “Rectangle Tool,” or “Custom Shapes” on the Objects Toolbar. Click and hold down the mouse button, and move diagonally to draw the shape. Release the mouse when your shape is large enough. The shape will automatically have a black border.



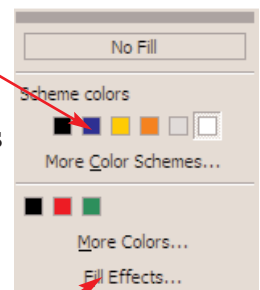
13. Working with colors: Text boxes, picture boxes, lines, shapes

- With all of the elements, you will have many color choices. They can be found in the Formatting Toolbar.

- **Fill color:** All elements except lines have this. Colors the background of your box or shape.
- **Line (border) color:** All elements have this. Choose the color of your line or the border around your box or shape.
- **Font (text) color:** Only available to text boxes. Choose the color of your words.



- No matter which color choice you click, each has the same color selection scheme.
- Click either the “Fill color,” “Line color,” or “Font color” choice. A window like the one to the right appears. If you want to use one of the colors, click it and the color is modified.
- If you want to choose another color, click “More Colors...” One of the windows below appears.



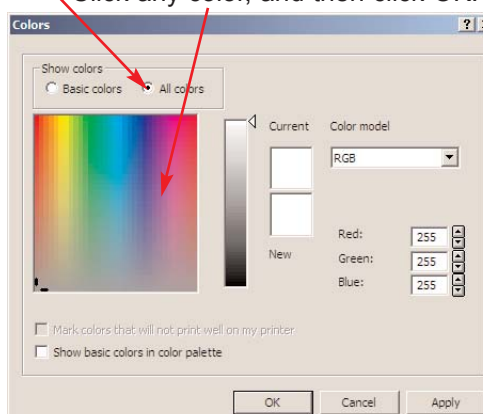
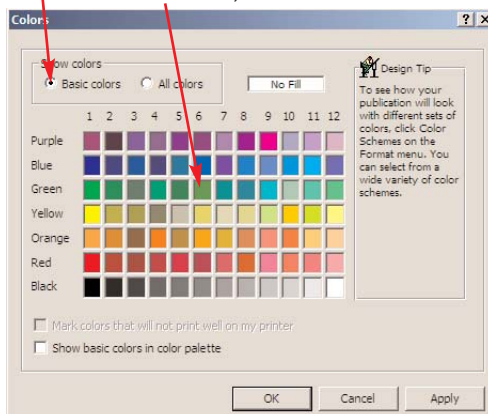
Click here to view basic colors.

Click a color, and then click OK.

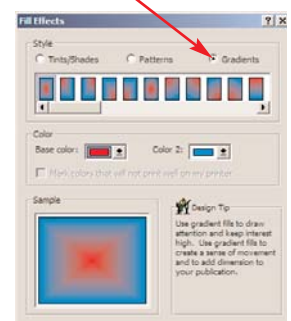
or

Click here to view all colors


Click any color, and then click OK.

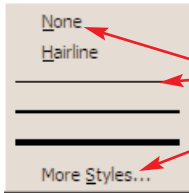


Click here to add tints, patterns, and gradients (blends) to your colors.



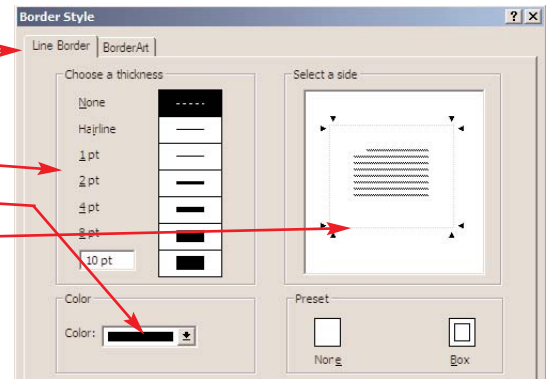
14. Adding Borders and Changing Line Styles

- All elements also have borders or lines that can be changed. Again, this option is found on the Formatting Toolbar.
- Click the picture box, text box, shape, or line that you want to add to or change a border.
- Click the Line/Border Style tool on the Formatting Toolbar 



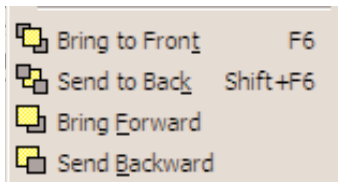
- A menu of basic line sizes and styles appears.
- If you want to add one of these borders, click it.
- If you want to get rid of a border completely, choose None.
- If you want a different size or style, choose “More Styles...”

- Choose between regular lines and picture “Border Art”
- Choose size
- Choose color
- Choose which sides of the box should have a border.
- Click “OK” when you have made your choice.

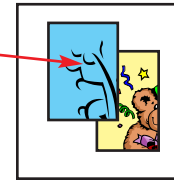
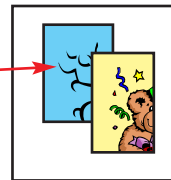


15. Layering


- When you add a new element to the document, it becomes the top layer and covers any other element. Changing the layers is an essential tool.
- Click on the object that you wish to change the layer of.
- Click “Arrange” on the top menu. Choose one of the following items to change the layer of the object.

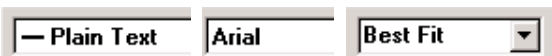
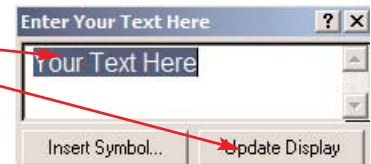


- Becomes top layer
- One layer down
- One layer up
- Becomes bottom layer

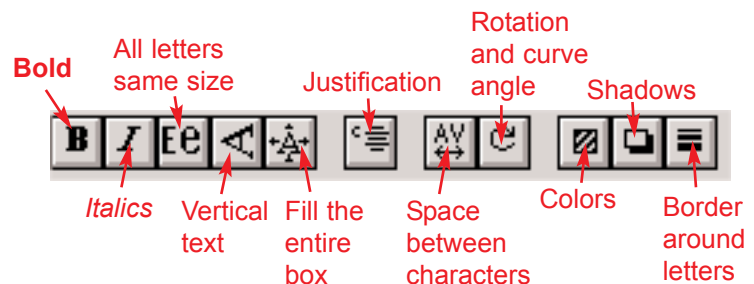


16. Inserting Word Art

- Word Art provides you with more flexibility and control over your text. This can especially improve the quality and effectiveness of headlines or sub-headings by adding curves and color effects.
- Click the “WordArt Frame Tool” on the Objects Toolbar. 
- Move to your document. Click and hold down the mouse button, and move diagonally to draw a box. Release the mouse when your box is large enough.
- A window appears where you can type your text. Type your text and click “Update Display” to see what it will look like.
- A new toolbar appears on the top of your screen. Change the options to change the appearance of your text.

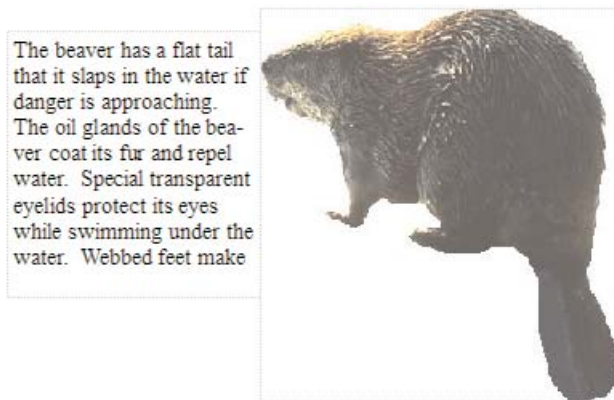


- Change the shape of your text.
- Change the font of your text.
- Change the size of your text.



17. Wrapping Text to Pictures

- When picture boxes and text boxes overlap, and when text boxes are below the picture boxes, the text wraps around the outside of the picture box, as seen below.



- Sometimes, you may want the text to wrap around the picture inside of the box. This is done with the “Wrap text to picture” tool.
- Click on the picture that you want to wrap text around.
- Click the “Wrap text to picture” icon on the Formatting Toolbar.



- The text now wraps around the picture. You **must** have a solid colored background behind your picture if you want picture text wrap to work.
- For even more control of the wrap, select the “Edit Irregular Wrap” tool from the Formatting Toolbar.



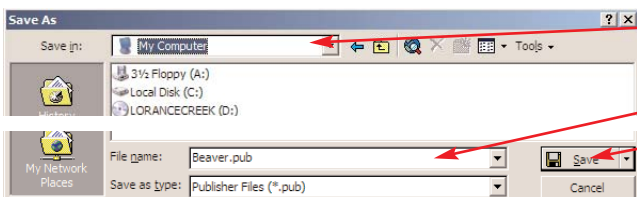
This allows you to adjust every point that makes up the wrap boundary.

- To turn off picture text wrap, click on the “Wrap text to frame” tool on the Formatting Toolbar.



18. Saving Documents

- Publisher will by default remind you to save your work every 15 minutes. Save your document as often as possible to prevent loss of work in case something goes wrong.
- For the first time or to change file names:** Click “File” on the top menu and choose “Save As...”.



- Browse to the place where you want to save your file.
- Type a name for the file
- Click the “Save” button

- To save and update changes to your file:** Click “File” on the top menu and choose “Save.” Or, click the Disk Icon on the Standard Toolbar.



19. Previewing Documents for Printing

- Click “View” on the top menu and choose “Hide Boundaries and Guides.” The placement lines in your document will disappear, showing what the document will look like when printed.

20. Printing the Document

- You may need to change settings by clicking “File” on the top menu and choosing “Print Setup.”
- Once settings are made, click “File” on the top menu and choose “Print.” Or click the Printer Icon on the Standard Toolbar.
- Be sure to understand and follow any specific printer instructions, which are different in every lab.*