

How to Use:



Microsoft Publisher 2007

Microsoft Publisher is a desktop publishing application which allows you to create artistic documents such as brochures, flyers, and newsletters. Many of the commands and toolbars in Publisher are similar to other Microsoft Office applications, so new users will find text editing familiar. However, Publisher is much more flexible, in that text, graphics and even tables are all independent elements. It is the precise maneuvering and positioning of these elements that enable complicated layouts to be achieved in a professional manner.

In this tutorial, learn how to:

- Adjust margins
- Resize, move, align, nudge, and delete objects
- Insert and work with graphics in your publication
- Wrap text around an object or graphic
- Use ruler guides
- Set up and work with columns
- Create and link text boxes
- Resize and position objects with precision
- Add borders and color
- Begin from scratch or work from a pre-designed template
- Change color, font, and design schemes



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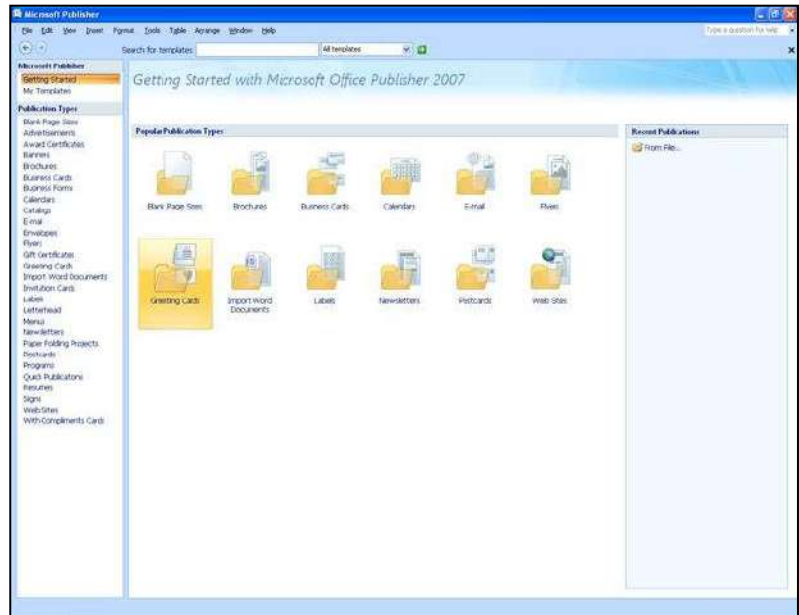
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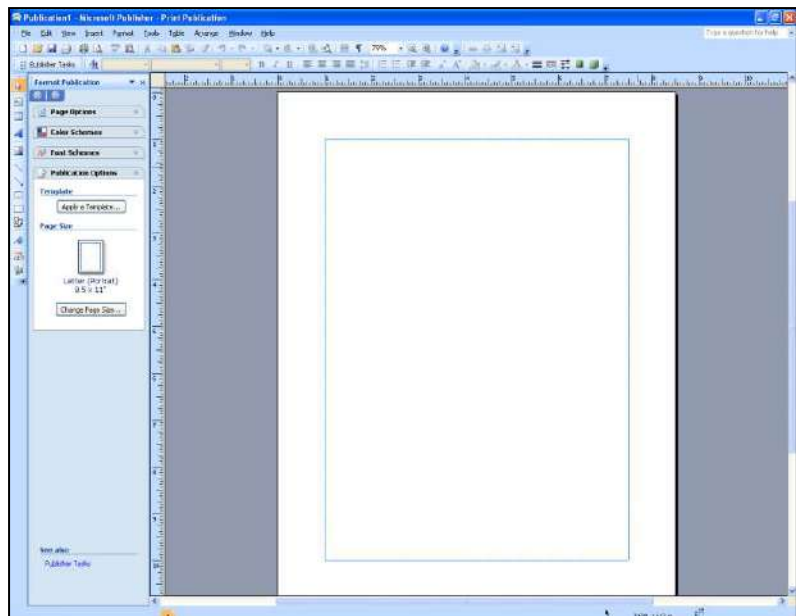
OPENING PUBLISHER

To open Microsoft Publisher, click on the **Start** button and the application from the **Programs** menu. There should also be an icon on the desktop.
 The left-hand side of the opening screen contains the task pane, from where you will select the type of publication you want to create. You can choose to open one of Publisher's many pre-designed publications and replace the text and graphics with your own information, or you can use a blank publication to create a publication from scratch.



WORKING ON THE PUBLICATION

As the task pane is not required at the moment, click on its **Close** button.



MARGIN GUIDES

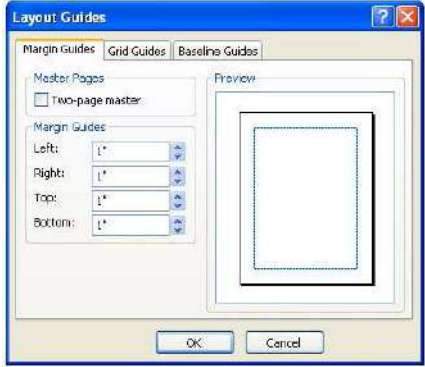
Observe the "non-printable" blue margin guides; these appear on every page and determine the working area. The content of the publication is placed within these guides to ensure a consistent layout. If required, the guides can be changed, and additional ones displayed to form a grid.

Note: Before beginning a publication it may help to sketch a rough copy of the layout on paper - this will help you to plan where to place the layout guides.

INCREASING OR DECREASING THE WORK AREA











1. Click on **Arrange** on the menu bar, and then choose **Layout Guides**.
2. On the **Margin Guides** tab, enter new measurements.
3. If the publication is going to contain columns, click on the **Grid Guides** tab and add the appropriate number of columns under **Column Guides**.
4. Click on **OK**.

Remember, these guides do not print - they are for layout purposes only.



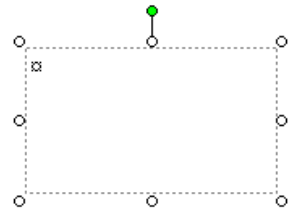
CREATING A TEXT OBJECT

Everything in a Publisher document is an individual element, whether it is a block of text, a graphic, or a table. These elements are inserted into a publication using the Objects toolbar at the left-hand side of the screen.

Select Objects	
Text Box	
Insert Table	
Picture Frame	
Line	
Arrow	
Oval	
Rectangle	
AutoShapes	
Design Gallery Object	

After clicking on the relevant button on the toolbar, the mouse is positioned in the document, and while holding the left-mouse button down, you can drag the cursor diagonally to create the object.

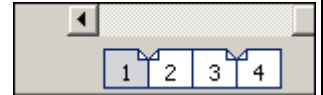
When the mouse is released, the object will then be inserted, surrounded by re-sizing handles.



Note: Some objects present you with further options, e.g. the Table object will display a "Create Table" dialog box, asking you to specify the number of columns and rows.

Now create the "title" of your document (in this example: "Welcome to ResNet") in a text box.

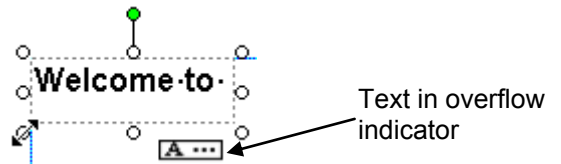
1. Ensure the first page is selected - if not, click 1 on the page sorter control buttons at the foot of the screen.
2. Select the Text box icon on the Objects toolbar and create the text box.
3. Use the buttons on the Standard toolbar to set the text size, font, alignment and enhancements.



If the text box is not large enough to take all the text, a "Text In Overflow" indicator is displayed when the box is selected.

RESIZING OBJECTS

1. To fix this, rest the mouse over one of the text box handles, and when a double-headed resize arrow appears, click and drag to enlarge the box.



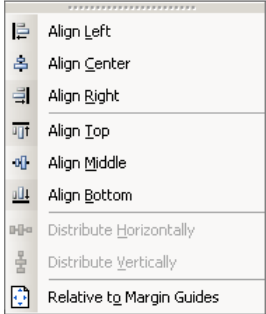

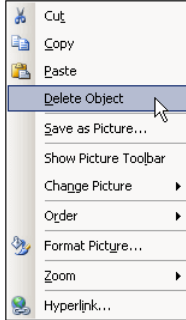
Once the text box can accommodate all the text, the Text in Overflow indicator will disappear.

2. Now add another text box beneath the title containing a description of the document - in this example: "A Guide to ResNet Services, Regulations and Your Responsibilities".


MOVING AN OBJECT

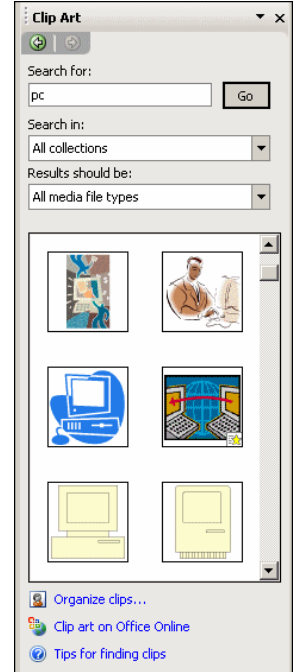
1. To reposition an object, click inside to select it and then move the mouse slowly towards the edge of the frame.
2. When the mouse changes into a four-headed arrow, hold down the left mouse button and drag the whole object to the desired position.



<p>ALIGNING OBJECTS</p>	<p>While the move option is useful for repositioning items, the aligning technique arranges objects in line with each other, or with the margins.</p> <ol style="list-style-type: none"> 1. Click the first text object, and then hold down the SHIFT key while clicking the second one. Both text objects now become interconnected. 2. On the menu bar, click on Arrange, followed by Align or Distribute. 3. To center the selected objects <u>horizontally with each other</u>, click on Align Center. <p>Note: You can also align selected objects relative to the margin by first clicking on Relative to Margin Guides, and then choosing another option from the menu.</p>  
<p>NUDGING OBJECTS</p>	<p>To move an object into an exact position (i.e. one pixel at a time), click the edge of the object to select it, and then press the keyboard arrow keys.</p>
<p>DELETING OBJECTS</p>	<ol style="list-style-type: none"> 1. To delete an object, select it by clicking with the mouse, and then "right" click to display the following short-cut menu. 2. Click on Delete Object. 
<p>INSERTING GRAPHICS</p>	<p>Publisher will import pictures in a variety of file formats (including .jpg .gif .png .cdr .bmp and .tif). To see the complete list, go to the Help menu and in the Search for: box, type: Graphics file formats and filters.</p> <p>Try inserting a graphic onto the first page of your A5 leaflet using one of the following two methods.</p>


CLIP ART

1. On the Objects toolbar, click on the Picture Frame button  and then select **Clip Art** from the sub-menu. This will open the Clip Art task pane.
2. In the **Search for:** box, enter a word that describes the required picture. (To restrict your search to specific collections, or to state what the results should be, click the arrows in the Search in: section and select or de-select the options as appropriate.)
3. Click on **Go**.
4. When the results of the search are fully displayed, click on the desired picture to insert it in your publication.



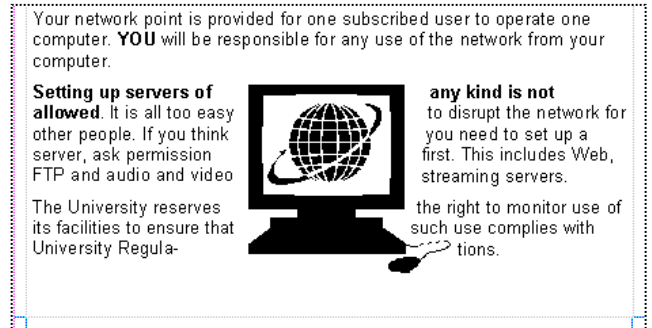
PICTURE FROM A FILE

You can use this method to insert a graphic previously saved in a file.

1. On the Objects toolbar, click on the Picture Frame button. 
2. From the sub-menu, choose **Picture from File**.
3. In your publication, drag the mouse to create a frame to hold the picture. When the mouse is released, the Insert Picture dialog box will be displayed.
4. Navigate to the correct folder, select the file and then click on **Insert**.

WRAPPING TEXT AROUND AN OBJECT

When a picture is placed on top of text, the text can be made to wrap around the contours rather than the frame of the picture as in the following example.



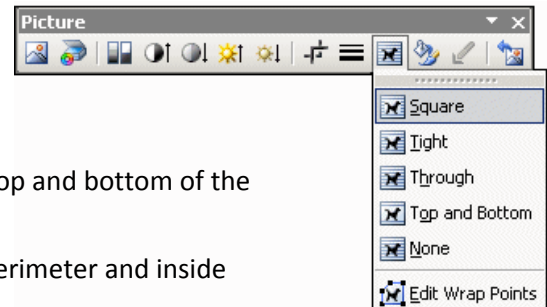
1. Click on the image to select it – this displays the picture toolbar.
2. Click on the **Text Wrapping** button and choose one of the following options:

Square: this wraps the text around the image's frame.

Tight: will wrap the text around the actual image.

Top and Bottom: the text appears at the top and bottom of the image only.

Through: this wraps the text around the perimeter and inside



any open areas.

None: the picture is completely ignored by the text.

3. Notice the Edit Wrap Points button at the foot of the text wrapping options. This places small black handles along the picture outline.

When the mouse is positioned on a handle, you can then drag the boundary inwards or outwards to control the text wrapping even more.



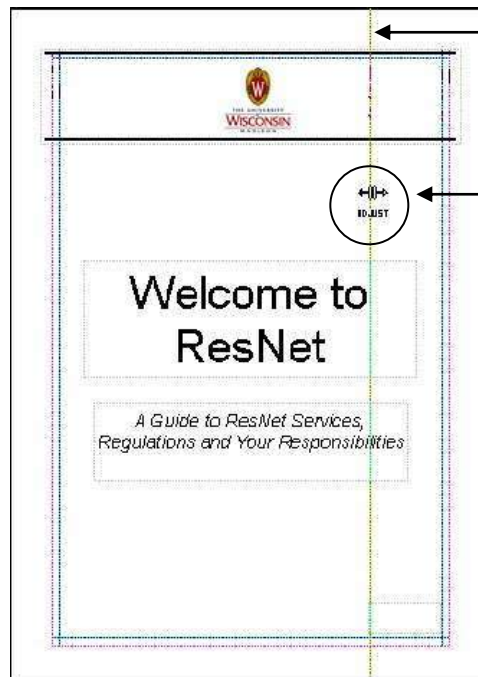
Note: To add more handles to the boundary, hold down the CTRL key while clicking on the outline. To delete handles, hold down SHIFT+CTRL and click an existing handle.

RULER GUIDES

In addition to the margin guides, movable horizontal and vertical ruler guides can be displayed to help align objects against each other. Ruler guides are displayed in green, do not print and can be dragged across a page into any position.


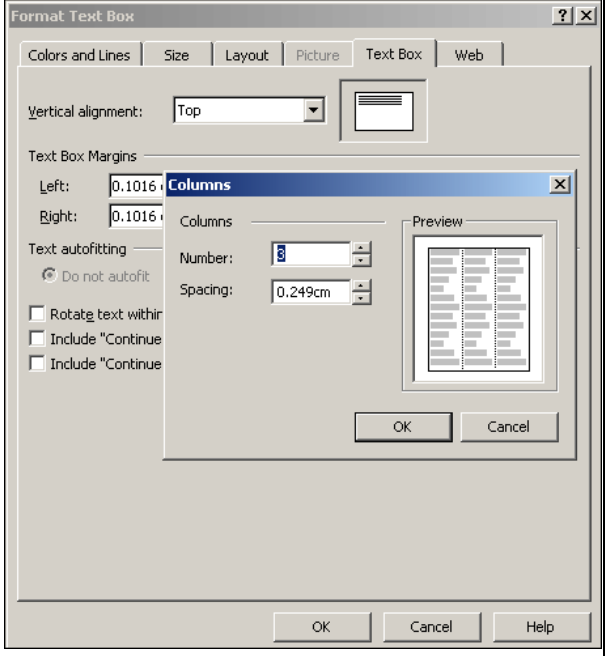


1. In order to use the guides, the vertical and horizontal rulers must be displayed. If these are not, click on **View** and then on **Rulers**.
2. To create a vertical guide, position the mouse pointer over the vertical ruler and wait until it changes into a double arrow.
3. Hold down the left mouse button and drag into the publication.
4. To remove a ruler guide, right click on it and select **Delete Guide** from the pop-up menu.

(To remove all ruler guides, click on **Arrange, Ruler Guides** and then select **Clear All Ruler Guides.**)



Vertical ruler line

To move a ruler guide, hold down the SHIFT key while dragging with the mouse.

<p>WORKING ON DIFFERENT PAGES</p>	<p>To move between pages in a publication, simply click the relevant page number on the page sorter controls at the bottom left-hand side of the screen. (You may need to click on the scroll bar to bring the page fully into view.) If at any time you need to insert extra pages in a publication, click on the Insert menu and choose Page. Enter the number of pages and specify where they should be positioned.</p> <p>Now start working on the other pages in the publication, adding text and images where appropriate.</p> 
<p>WORKING WITH COLUMNS</p>	<p>In order to work with columns, you can either create text frames to fit columns defined by the layout guides, or set up multiple columns in a single text frame.</p>
<p>MULTIPLE TEXT FRAMES</p>	<ol style="list-style-type: none"> To add more layout guides click on Arrange, Layout Guides, Grid Guides. Under Column Guides, select the desired number of columns. Now create text boxes to fit the columns.
<p>SINGLE TEXT BOX DIVIDED INTO COLUMNS</p>	<ol style="list-style-type: none"> To divide a text box into columns, first select the text box, then click on the Format menu and select Text Box. Select the Text Box tab and then click on the Columns button. Enter the number of columns and if necessary adjust the spacing measurements. Click on OK to return to the publication. 
<p>LINKING TEXT BOXES</p>	<p>When a text box contains more text than it can display, the Text in Overflow indicator appears at the bottom of the box.</p>  <p>Instead of increasing the text box size, hidden text can be forced to continue in another part of the publication, e.g. in the next column or on the next page. This is done by creating another text box, and then "connecting" the two.</p> <ol style="list-style-type: none"> Create another text box at the desired position, and then click in the text box which holds the <u>first</u> part of the text. On the Connect Text Boxes toolbar, click on the Create Text Box Link button.  (If this is not displayed, click on View, Toolbars, Connect Text Boxes.)



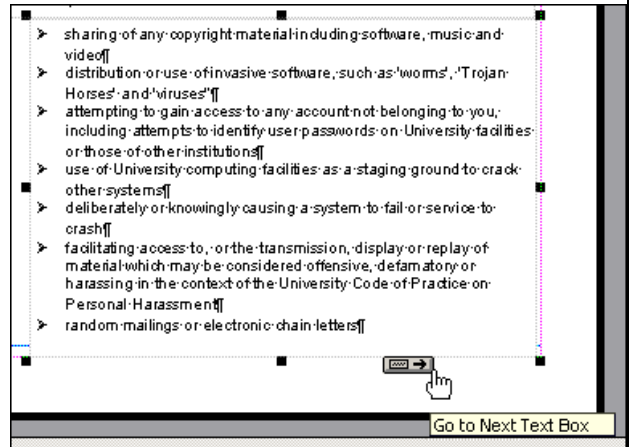
The cursor will now change to a pitcher shape when moved over the empty text box. (If the new text frame is on another page, first click the relevant Page Sorter Control marker.)

3. Click in the new text frame to fill with the overflowed text.

When you select a text box which is linked to another, it will display a Go to Next Text Box indicator at the bottom right-hand corner.

4. To move to the next connected box, click on the arrow.

Similarly, the upper left-hand corner will display a "Go to Previous Text Box" indicator to enable you to move to the previous connected text box.



PRECISE RESIZING AND POSITIONING OF AN OBJECT

1. To change the exact size and position of an object, right-click on it and then choose the **Format . . .** option from the sub-menu.
2. Choose the **Size** tab and enter exact dimensions to resize, scale or rotate the object. (If you select the **Lock aspect ration** box, this will keep the Height and Width settings in the same proportion.)
3. Choose the **Layout** tab to position the object precisely on the page, by entering specific measurements in the Horizontal and Vertical boxes. (Click on the **From:** box arrows to select the part of the page from which the Horizontal and Vertical settings are calculated.)

ADDING BORDERS AND COLORS

1. To add a border to an object, ensure it is selected, then right-click on it and choose the **Format...** option from the sub-menu.
2. Select the **Colors and Lines** tab.
3. In the Line section click on the **Color:** arrow and choose a color for the border. Explore the other options in the Line: section (Dashed, Style and Weight) and observe the results in the Preview window before clicking on **OK** to implement the change.
4. To add a color fill to an object, in the Fill: section click on the **Color:** arrow. Choose one of the palette colors, or experiment with the **More Color** and **Fill Effects** options.
5. View the results in the Preview window before clicking on **OK** to apply the change.

USING A PRE-DESIGNED PUBLICATION

Instead of creating a document from scratch, you can open one of Publisher's pre-designed publications and modify to your own requirements.

1. After starting Publisher, in the New Publication task pane click on **Publications for Print**.
2. Scroll down the list of Publications for Print, and click on items of interest to display the full range in the Preview window.

**AUTOMATICALLY
CHANGING THE
COLOR, FONT AND
DESIGN SCHEMES**

3. In the Preview window, click on the desired publication and when it opens save your file.

The text and pictures can now be replaced with your own information. You can also automatically change the color, font and design of the publication.

1. In the task pane, select **Color Schemes**.
2. Click on the various options to see the color scheme applied to the publication.
3. To change the publication fonts, click on **Font Schemes**.
4. Scroll up and down the list, and click to apply.
5. Click on **Publication Designs** to see the range of alternative designs – choosing a new one will not affect any modifications you have already made.

