MICROSOFT PUBLISHER

LESSON 1: GETTING STARTED

OBJECTIVES: Identify key Publisher terms.
Understand the Publisher Catalog.
Create a Publication by Wizard.
Identify parts of the Publisher Screen.
Navigate within a publication.

OVERVIEW

Desktop publishing is the process of using a personal computer to design flyers, newsletters, posters, brochures, business forms, calendars, and other documents. Desktop publishing programs have more powerful layout and design functions and offer more design choices than standard word processing programs.

♦ Starting Microsoft Publisher

STEPS

1. Click **START**, **PROGRAMS**, **MICROSOFT PUBLISHER**.

♦ The Publisher Catalog

OVERVIEW

When you first open Publisher, the Microsoft Publisher Catalog appears. This catalog is designed to assist you in creating a publication that begins with a basic style and steps you through several color and design choices; a publication with a style that can be repeated in many other types of publications; or a completely blank publication. These three options appear on tabs at the top of the catalog window named Publications by Wizard, Publications by Design, and Blank Publications.

Groups various publications by a design theme; like business cards, catalogs, invoices, and letterhead

Preloaded styles of newsletters, brochures and other publishing products to help you design your publication

A blank document without frames

List of Publications

Open existing files

Preview Pane

Starts Wizard or Creates a Blank Publication

Exits Catalog
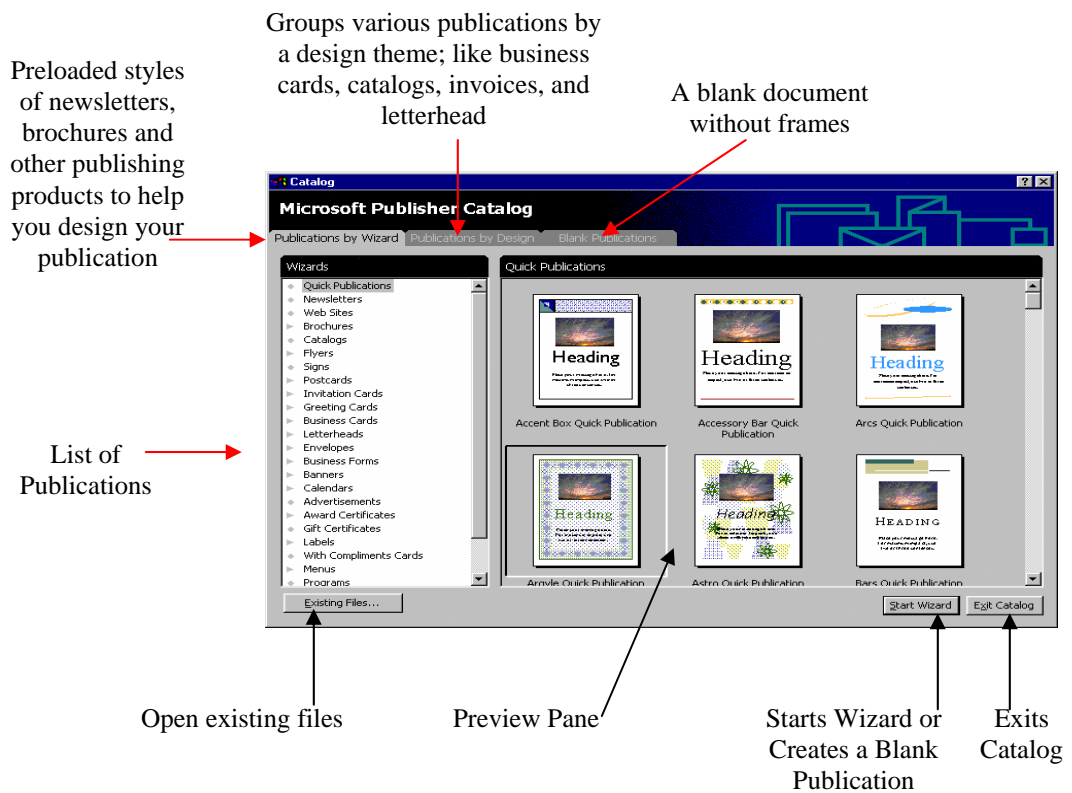
♦ Creating a Publication by Wizard

OVERVIEW

Using a Publication Wizard is an easy way to begin creating your professional publications. You can access a wizard by selecting Publications by Wizard or Publications by Design. The wizard has pre-determined styles and formats that help keep the publication consistent. It will ask you questions and format your publication according to the answers you provide.

The following steps outline the wizard's questions for creating a newsletter when using Publications by Wizard. When designing a different type of publication, the questions may vary somewhat.

STEPS

1. Click the ***PUBLICATIONS BY WIZARD*** tab.

2. Click a publication type in the left pane.

3. In the right preview pane, click a format. If necessary, use the scroll bar to see additional formats.

4. Click on ***START WIZARD***.

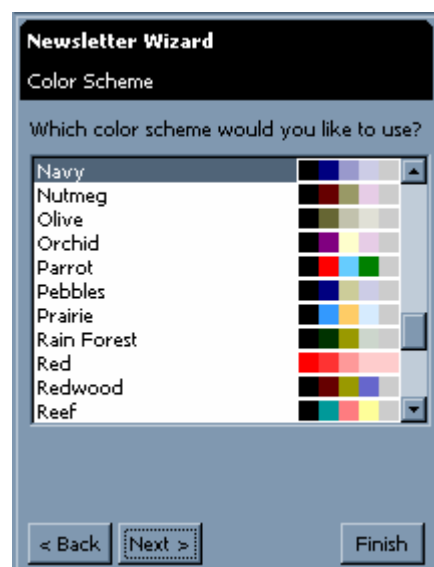5. The first time you activate a Wizard, Publisher will ask if you wish to enter information about yourself and your organization to be used in this and future publications. To do so, click ***OK***.

6. Replace the sample Personal Information with actual information, and click ***UPDATE***. In future publications, you may change this information in step 12.

7. Read the ***INTRODUCTION*** in the Wizard panel on the left. Click ***NEXT***.

Newsletter Wizard
Introduction

Welcome to the Newsletter Wizard. Use the wizard to customize the layout of your newsletter. When you're finished with the questions, your publication is ready for you to edit.

You can return to the Newsletter Wizard at any time to change an answer to a question.

Click Next to begin.

< Back | Next > | Finish

Helpful Hint:

If you do not have navigational buttons at the bottom of your Wizard screen you may click on the next item in the list on top each time you make your choices for the previous item.

8. Select a ***COLOR SCHEME*** that will be used throughout your publication. Click ***NEXT***.

Newsletter Wizard
Color Scheme

Which color scheme would you like to use?

Navy
Nutmeg
Olive
Orchid
Parrot
Pebbles
Prairie
Rain Forest
Red
Redwood
Reef

< Back | Next > | Finish

Microsoft Publisher

9. Select the *NUMBER OF COLUMNS*. Click *NEXT*.

Newsletter Wizard
Number of Columns

How many columns would you like in your newsletter?

○ 1 column
○ 2 columns
◉ 3 columns

< Back | Next > | Finish

10. Click *YES* or *NO* if you would like the *CUSTOMER ADDRESS* included. It is important to remember that if you do choose yes, it will encompass significant portion of your newsletter. Click *NEXT*.

Newsletter Wizard
Customer Address

Would you like a placeholder for the customer's address?

○ Yes
◉ No

< Back | Next > | Finish

11. Select whether you will be printing *SINGLE-SIDED* or *DOUBLE-SIDED*. Click *NEXT*.

Newsletter Wizard
One- or Two-Sided Printing

To produce the correct layout for printing on one side or two sides of the paper, Publisher needs to know how you will print your newsletter. Do you plan to print single-sided or double-sided?

○ Single-sided
◉ Double-sided

< Back | Next > | Finish

12. Publisher automatically includes personal information in the publication. Choose *PRIMARY BUSINESS, SECONDARY BUSINESS, OTHER ORGANIZATION,* or *HOME/FAMILY*. You can easily update the information to be included by clicking on *UPDATE…* Make the necessary changes, then click *UPDATE* again. Click *FINISH*.

13. You may return to any part of the Wizard by clicking the item you wish to change in the upper left corner. Make the appropriate choices in the lower left corner.

14. **To close the Wizard**, click the *HIDE WIZARD* button ▼ Hide Wizard at the bottom of the Wizard panel.

15. **To reopen the Wizard**, click the *SHOW WIZARD* button ▲ Show Wizard .

♦ **Parts of the Publisher Screen**

OVERVIEW

Once you have opened a publication, a screen similar to the following will appear.

Title Bar

Toolbars

Objects
Toolbar

Menu Bar

Scrollbars

Status Bar

Wizard
Navigation
Control

Rulers
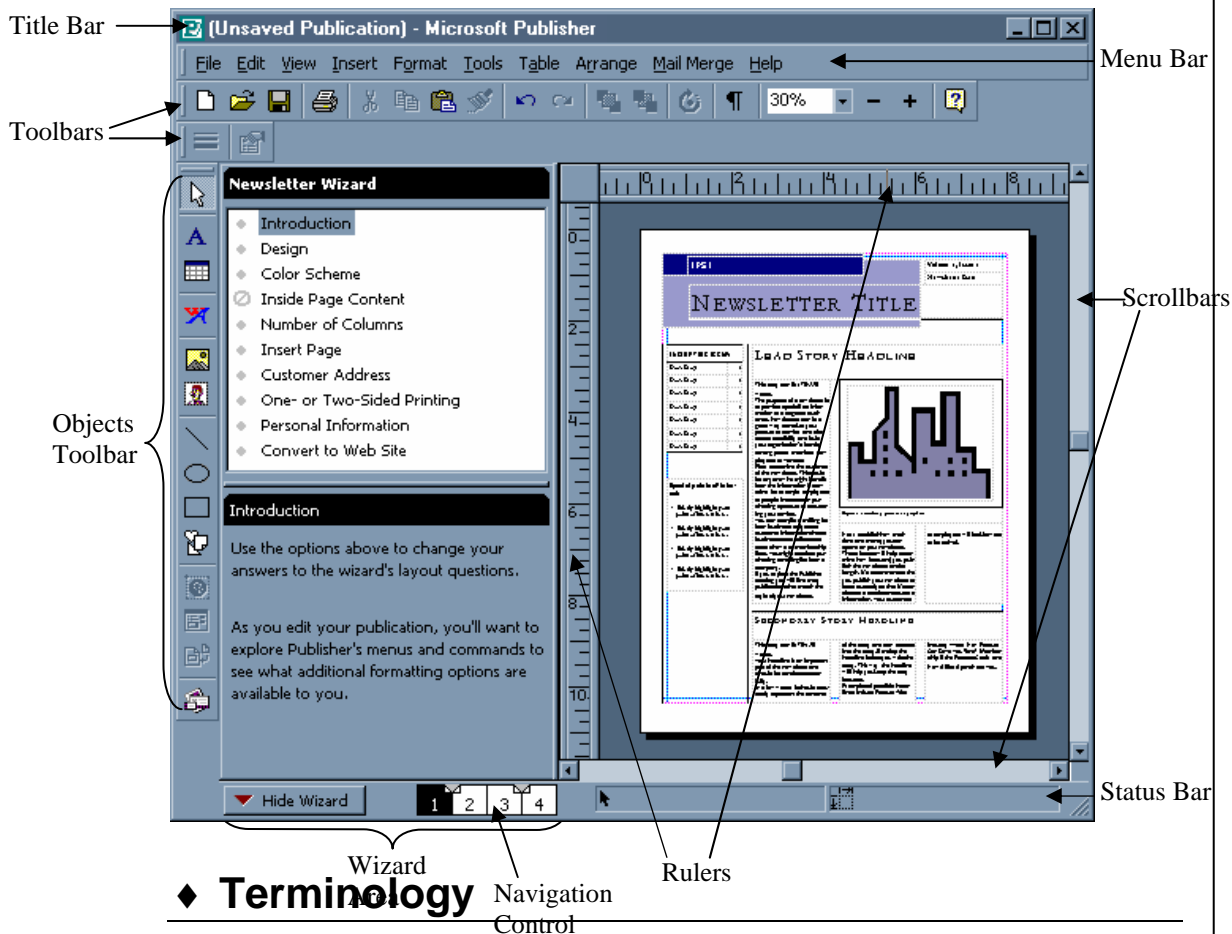
♦ **Terminology**

OVERVIEW

The following terminology will assist you in utilizing Microsoft Publisher:

Title Bar: The blue bar at the top of the screen; it shows the program and publication name.

Menu Bar: a list of functions; click once on the menu name, then on the desired function (or press Alt plus the underlined letter). You may need to wait for the menu to expand or click the double-down arrows to find the function you want.

Toolbars: Rows of icons representing shortcuts to common features. Click the tool you wish to use.

Wizard Area: Panel on the left side of the window that allows you to return to specific steps in a Publication Wizard to make different choices.

Background: The background is the place where you add elements that you want repeated on every page of your publication, such as headers or footers, page numbers, or graphics.

Foreground: The foreground is the place where you add objects that will not repeat on every page.

Layout Guide: A layout guide is a grid that helps you to align text, pictures, and other objects so that your publication will have a consistent look. These guides are set using the layout guides command on the Arrange menu. They are represented by blue and pink dotted lines.

Rulers: Horizontal and vertical rulers can assist you in aligning objects.

Page Navigation Control: Allows you to view different pages of your publication.

Object: An object is a picture, a line, a frame, text, or any item placed in the foreground or background of your publication. Many commonly used objects are accessible through the Objects Toolbar.

Frame: Frames assist the user in placement of picture and text objects.

Text Box: A text box is used to enter text in a publication.

Scrollbars: Allow you to view different areas of the publication.

Status Bar: Appears at the very bottom of the program window.

✓ **Lesson Example**

You need to create a newsletter for your department. The Publications Wizard seems to be the best option since it formats the entire publication quickly and easily.

STEPS

1. Click *START*, *PROGRAMS*, *MICROSOFT PUBLISHER*.

2. Click the *PUBLICATIONS BY WIZARD* tab, if necessary.

3. Click *NEWSLETTERS* in the left pane.

4. Scroll down and click *TILT NEWSLETTER*.

5. Click *START WIZARD*.

6. Read the *INTRODUCTION*. Click *NEXT*.

7. Click to select the *SAPPHIRE COLOR SCHEME*. Click *NEXT*.

8. Click *2 COLUMNS*. Click *NEXT*.

9. On *CUSTOMER ADDRESS*, click *YES*. Click *OK* to close the dialog box that indicates where the change was made, and click *NEXT*.

10. Keep *DOUBLE-SIDED*, and click *NEXT*.

11. In *PERSONAL INFORMATION*, keep *PRIMARY BUSINESS* and click *UPDATE*.

12. Type your own information in the form provided, leaving *TAG LINE OR MOTTO* blank, and clicking to put a checkmark in *INCLUDE COLOR SCHEME IN THIS SET*.

13. Click *UPDATE*.

14. Click *FINISH*.

EXERCISE:

1) Identify the parts of the Publisher window.

2) *On Your Own*: Change the color scheme to Sunset.

3) Change the Design to Marquee.

4) Close the Wizard panel.

LESSON 2: PUBLISHER BASICS

OBJECTIVES: Save, close, and open publications.
Edit page setup.
Zoom in on an object.
Add and delete pages.
Print a publication.

♦ Saving Files

OVERVIEW

Saving a publication is very important. If the computer is turned off or the electricity fails, you will lose the file if it is not saved. By default, Microsoft Publisher will prompt you to save your publication every 15 minutes. It **does not** automatically save.

STEPS

1. Click the *SAVE* button 🖫 on the toolbar or *CTRL + S* on your keyboard and type a filename. The program will automatically assign **.pub** as an extension.
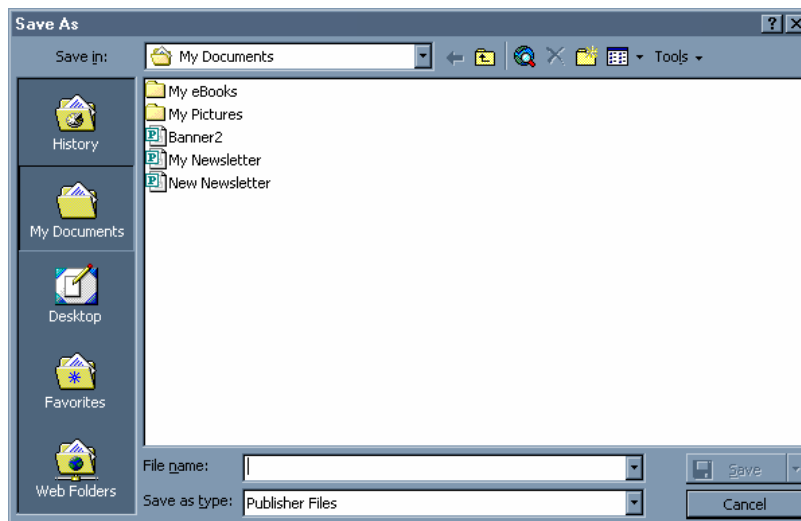
2. Select an appropriate location for saving the file from the *SAVE IN* drop-down list.

3. Click *SAVE*, or press *ENTER* on your keyboard.

4. **To resave a file after making changes,** click the *SAVE* button. This will resave the new information over the old with the same name and file location.

5. **To save a separate copy of your publication**, click *FILE*, *SAVE AS*. Type a new filename, and/or select a new file location. Click *SAVE*.

♦ Closing a Publication

OVERVIEW

Publisher does not allow you to create another publication or open another file without closing the current file. This is due to the amount of memory used by the graphic content of most publications.

STEPS

1. Click *FILE*, *CLOSE*. Or, attempt to open another Publisher file.

2. If you have not saved your most recent changes, you will be prompted to do so. Click *YES* or *NO* depending on your needs.

♦ Opening Files

OVERVIEW

Whenever you wish to edit or print, you will want to open the publication.

STEPS

1. Click the *OPEN* 📂 button of the toolbar or press *CTRL+O* on the keyboard.

2. If you are in the *MICROSOFT PUBLISHER CATALOG*, select the *EXISTING FILES* button Existing Files... at the lower left corner of the catalog window.

3. Find the name of the file to open. If your filename is not visible, click the arrows of the Scroll Bar or click and drag the Scroll Box.

4. Click the filename, then *OPEN*. Or, double-click the filename.
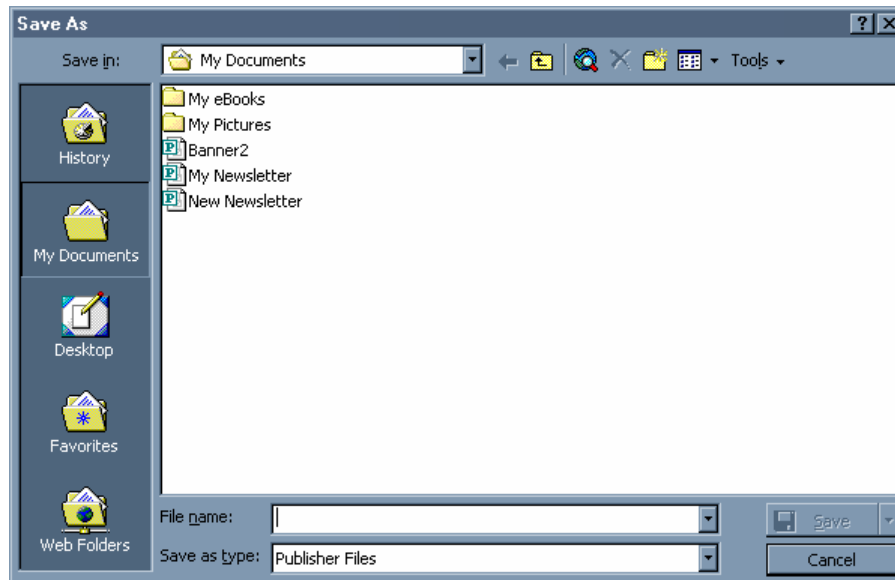
♦ Navigation

OVERVIEW

Your publication will usually include multiple pages, which will require you to move between pages to work on them. In addition, you might want to "zoom out" to see the layout of an entire page, or "zoom in" on a particular object in order to work on it more easily.

STEPS

1. **To view a particular page of the publication**, click on the appropriate page number on the *PAGE NAVIGATION CONTROL* at the bottom of the Publisher screen.
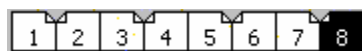
2. **To zoom in on an object**, click on the object, and click the *ZOOM IN* button on the Standard toolbar. Continue to click this button until the desired size is achieved.

3. **To zoom out**, click the *ZOOM OUT* button.

> **Helpful Hint:**
>
> A quick way to change the zoom to 100% is to click an object, and press the *F9* key. To go back to the previous view, press *F9* again.

4. **To zoom to a particular size**, click the *ZOOM* drop-down , and make the appropriate selection.

✓ **Lesson Example**

You need to save and close the newsletter.

STEPS

1. Click *FILE*, *SAVE*.

2. Type **My Newsletter** for the *FILENAME*.

3. If necessary, click *MY DOCUMENTS* in the left panel.

4. Click *SAVE*.

5. Click *FILE*, *CLOSE*.

EXERCISE:

1) Open the My Newsletter file.

2) View each of the pages of your newsletter.

3) Zoom in on the text in the bottom left corner of Page 4.

4) Save the brochure as **New Newsletter** in the My Documents folder.

5) *On Your Own*: Open My Newsletter.

6) Zoom in on the graphic on the right side of Page 1.

7) Zoom out to view the entire page.

♦ **Page Setup**

OVERVIEW

There will be many times when you need to change the way your publication will be printed on a sheet of paper. You can change the paper size, add a fold, or change the orientation from portrait to landscape. You can even set up envelopes and labels in Page Setup.

STEPS

1. Click *FILE*, *PAGE SETUP*.
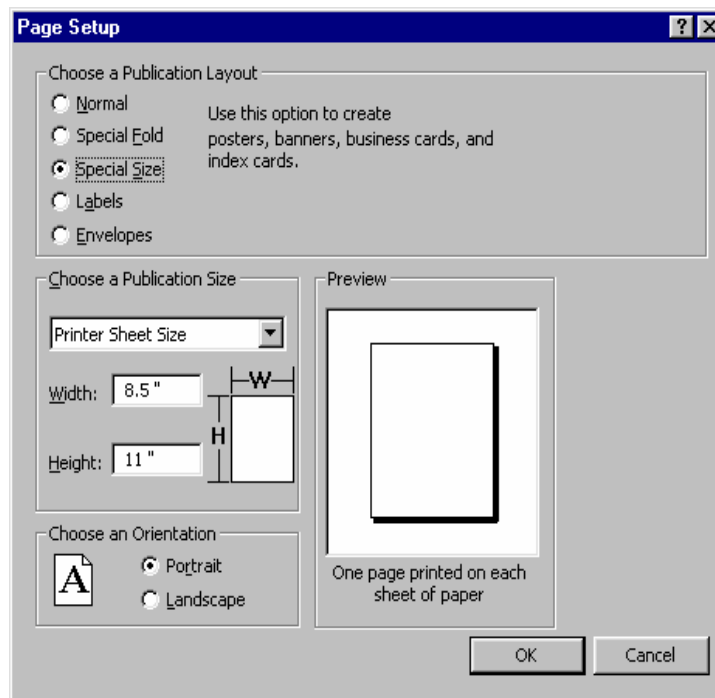
2. Click the appropriate *PUBLICATION LAYOUT* radio button. Keep in mind the need for a special paper size or fold.

3. According to the publication layout, you may have more selections to make in the preview pane.

4. Click *OK*.

♦ Adding and Deleting Pages

OVERVIEW

At times, you may want to add or remove pages from your publication. The important thing to remember is how adding or deleting one page will effect the entire publication.   Each side of a sheet of paper is considered one page; the front side is one page and the backside is another.

STEPS

1. **To insert a new page**, click *INSERT*, *PAGE*.
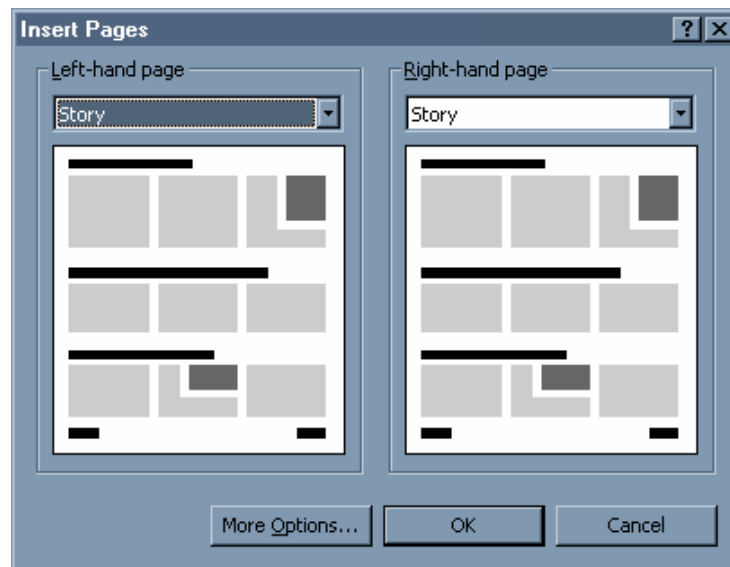
2. Depending on the type of publication, you may have the option to choose what to place on the new page(s). Click the drop-down arrow under *LEFT-HAND PAGE* or *RIGHT-HAND PAGE* to see your choices.

3. If necessary, click ***MORE OPTIONS*** to open the following dialog box:

Insert Page

Number of new pages: 4
- ○ Before current page
- ● After current page

Options
- ● Insert blank pages
- ○ Create one text frame on each page
- ○ Duplicate all objects on page: 1

OK   Cancel

4. Click the ***BEFORE CURRENT PAGE*** or ***AFTER CURRENT PAGE*** radio button to place your new page(s).

5. You can have Publisher leave the new page blank, add a text box, or duplicate a page by clicking on the corresponding radio button in the ***OPTIONS*** section. Click ***OK***.
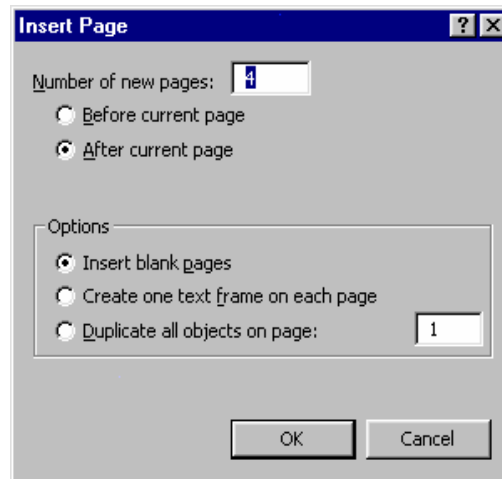
6. If an error message appears, click the appropriate response.

Publisher

You are currently viewing a two-page spread. We recommend that you insert or delete only an even number of pages; otherwise, some pages which are now right-hand pages will become left-hand pages and vice versa.

To insert or delete pages anyway, click OK. To try again, using an even number of pages, click Cancel.

OK   Cancel
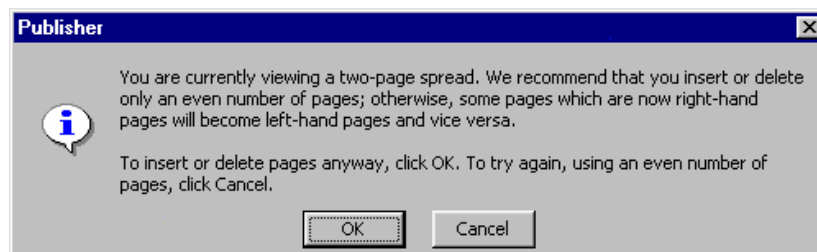
7. **To delete a page**, click ***EDIT, DELETE PAGE***. If there is an error message, click the appropriate response.

♦ **Printing**

OVERVIEW

Your may choose to print in color or black and white, depending on your available printer(s). You can print the whole publication or a single page.

STEPS

1. **To print one copy of your entire publication**, click the **PRINT** 🖨 button on the toolbar.

2. **To print more than one copy or specific pages of your publication**, click **FILE**, **PRINT**.
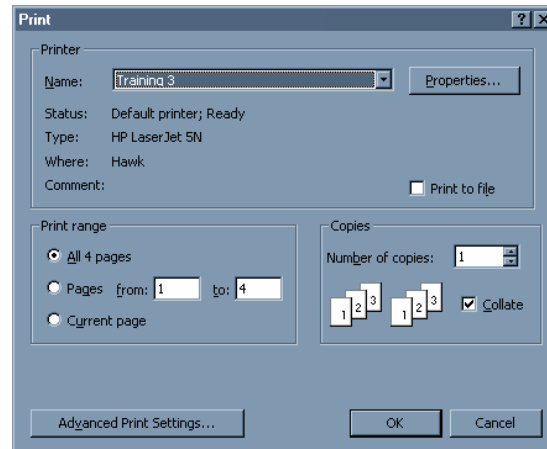
3. If you are attached to more than one printer, choose the appropriate printer in the **PRINTER** section.

4. The **PRINT RANGE** section allows you to print all the pages, a range of pages, or the current page.

5. The **COPIES** section allows you to select the number of copies that will be printed.

6. You may click **ADVANCED PRINT SETTINGS** to make selections such as printing crop marks or not printing pictures by clicking the corresponding options.

7. When you have made all of your selections, click **OK**.

✓ **Lesson Example**

Before printing your newsletter, you decide to check the page setup.

STEPS

1. Click *FILE*, *PAGE SETUP*.

2. Change your orientation to *LANDSCAPE*. Click *OK*.

3. Delete the inside pages by viewing pages 2 and 3 and clicking *EDIT*, *DELETE PAGE*.

4. Keep *BOTH PAGES* selected, and click *OK*.

5. Save your changes.

EXERCISE:

1) Change the page setup back to Portrait orientation.

2) Print the first page of the newsletter.

3) Add one blank page between the existing pages.

4) *On Your Own*: Insert a page between the second and third pages that duplicates the objects on page 3.

5) Navigate to Page 1.

6) Print the newsletter.

7) Save your changes.

LESSON 3: WORKING WITH TEXT

OBJECTIVES: Add text frames.
Format text.
Insert text from another source.
Connect and disconnect frames.
Use continued notices.
Adjust hyphenation.
Apply Drop Caps to paragraphs.

OVERVIEW

In Publisher, all items are enclosed in frames. Text can be added, edited, and deleted within text frames that are either created by the Wizard or added manually to the publication.

STEPS

1. **To overwrite placeholder text in an existing frame**, click once in the text frame to select all of the text, and type over the existing text.

2. **To edit text in an existing frame**, click in the text frame to get an insertion point. Edit as you would in Microsoft Word or any word processing program.

3. **To add a new text frame to your publication**, click the *TEXT* button ⬚ on the Objects toolbar.

4. Place the mouse where the upper left corner of the frame will start.

5. Hold down the left mouse button, and drag diagonally to where the lower right corner will be located and release the mouse button. A blinking cursor will be automatically positioned in the upper left corner of the frame.

6. Type the text.

7. **To delete a text frame**, click within the text frame, and click *EDIT, DELETE OBJECT*. Or, right-click on the object and click *DELETE*.
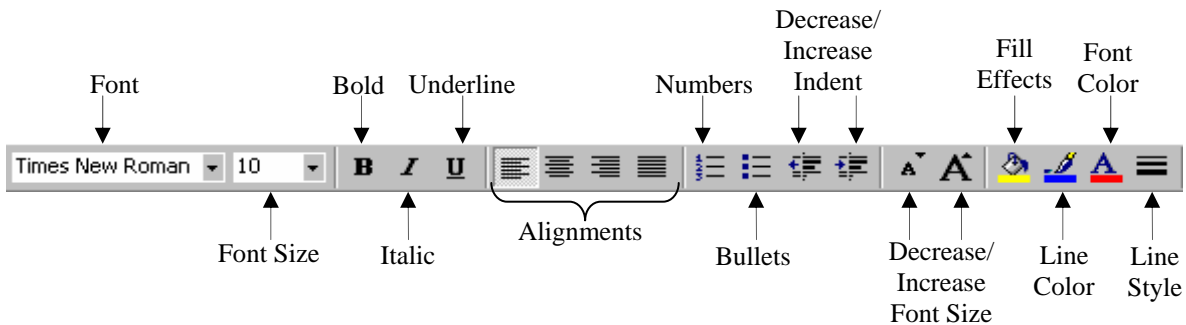
Helpful Hint:

Instead of clicking and dragging to insert a new object, just click once on the page where it should go. You may have to move and resize the object later.

♦ Formatting Text

OVERVIEW

You can format your text by following the same steps that you use with Microsoft Word or any word processing program.

Font   Bold   Underline   Numbers   Decrease/ Increase Indent   Fill Effects   Font Color

Font Size   Italic   Alignments   Bullets   Decrease/ Increase Font Size   Line Color   Line Style

STEPS

1. **To change the font, font size, and style**, click in the text frame you wish to edit.

2. Select the text to be modified and use the font controls on the toolbar to choose a *FONT*, *FONT SIZE*, *BOLD*, *ITALIC*, and/or *UNDERLINE*.

3. **To change the color**, select the text to change, and click the *FONT COLOR* button.

4. Choose a color from your scheme or select *MORE COLORS* for additional choices.

5. Click *OK*.

✓ Lesson Example

You would like to add some information to your newsletter and format the text. Use the Zoom feature as needed throughout this example.

STEPS

1. Click once in the *NEWSLETTER TITLE* text frame.

2. Type **News from (*your Department)*.

3. Click in the *LEAD STORY HEADLINE* text frame.

Helpful Hint:

To select a font size that does not appear in the drop-down list, click the *FONT SIZE* tool, type the number of the desired font size, and press *ENTER*.

4. Type **Department Update**.

5. In the Newsletter Title text frame, change the word **News** to **Hello**.

6. Select the title text, and click the *BOLD* button.

7. Click the *FONT COLOR* button, and select a different color from the *SCHEME COLORS*.

8. Click the text frame under the newsletter title (containing the business name), then click *EDIT*, *DELETE OBJECT*.

EXERCISE

1) In the text frame under the Department Update headline type the following:

   (your Department) **is proud to deliver to you this inaugural edition of Hello from** *(your Department)***. Look for this newsletter in your mailboxes every month. In it, we will provide you with information on upcoming events, recent accomplishments, and other exciting news. If you wish for an item to be included in the newsletter, please submit it to** *(your name)***.**

   Happy Reading!

2) Change all of the font in this frame to Papyrus, 10 pt.

3) Add a small text frame in the white space above the table of contents.

4) In it type *(your name)***, Editor-in-Chief**.

5) Center this text and change the font to Garamond, 14 pt, in the color of your choice.

6) Delete the Special Points of Interest text frame.

7) *On Your Own:* On Page 3 of the newsletter, delete all of the objects above the Back Page Story Headline.

8) Save your changes.

♦ Inserting Information from Another Source

OVERVIEW

There will be times when you want to bring information from another program into Microsoft Publisher. This information could include text from Microsoft Word or a chart or spreadsheet from Microsoft Excel, among other things.

STEPS

1. Open the file containing the information to be used.

2. Select the information, and click the *COPY* button .

3. Open the publication, and click in the frame into which you want the information to be inserted. Click the *PASTE* button .

♦ Connecting Frames

OVERVIEW

You may connect text frames together so that large amounts of text will automatically flow from one frame to another. This allows changes in related text to be formatted at once. The connected frames can span any number of pages.

STEPS

1. Insert a new text frame.

2. Click to select the original text frame.

3. On the Text Frames Connecting toolbar, click the *CONNECT TEXT FRAMES* button .

4. The mouse pointer changes to a pitcher .

5. Click the text frame to which you want to connect the initial frame.

♦ Disconnecting Frames

OVERVIEW

Disconnecting two connected frames is like breaking a link in a chain. The text in the secondary link in the chain is placed in the overflow area of the initial frame. You must increase this frame to view all of the text or connect it with another frame.

STEPS

1. Click the edge of the first frame in the chain, so it is selected, but there is no insertion point.

2. On the Text Frames Connecting toolbar, click the ***DISCONNECT TEXT FRAMES*** button .

♦ Text Frame Properties

OVERVIEW

You may set several properties for text frames including margins and text wrapping. If two connected frames appear on different pages, you may also add Continued Notices to let the reader know that there is more information elsewhere.

STEPS

1. **To set any of the Text Frame Properties**, click the text frame to be edited, and click ***FORMAT, TEXT FRAME PROPERTIES***.

Microsoft Publisher
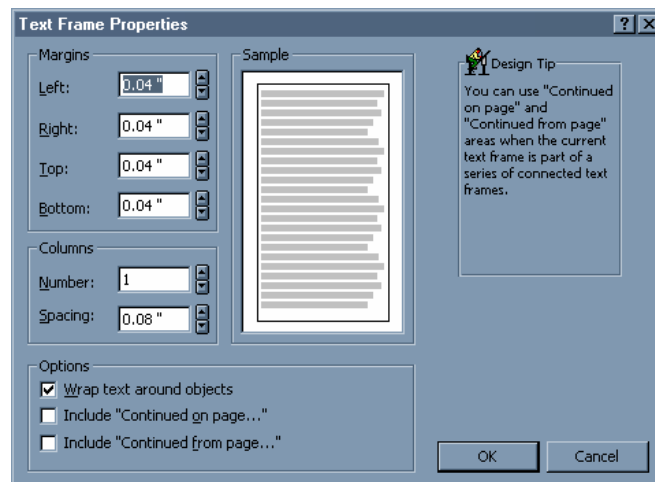
2. **To change margins within a text frame**, increase or decrease the numbers next to each margin by clicking the up or down arrows.

3. **To divide the contents of a text frame into multiple columns**, increase the number in the *COLUMNS* area as needed.

4. **To have text in a frame flow around other objects in the same space**, be sure there is a checkmark next to *WRAP TEXT AROUND OBJECTS*. If there is not, simply click to check the box.

5. **To add notification that this information continues in another text box**, click to select the *INCLUDE "CONTINUED ON PAGE…"* or *INCLUDE "CONTINUED FROM PAGE…"* check box.

6. When all text frame properties are set, click *OK*.

✓ **Lesson Example**

The Commissioner has provided you with a Word document to use for his "message". You need to copy the text into the newsletter and arrange it in the appropriate frames.

STEPS

1. On Page 1 of the newsletter type **Message from the Commissioner** in the *SECONDARY STORY HEADLINE* text frame.

2. Click *START*, *PROGRAMS*, *MICROSOFT WORD*.

3. Click *FILE*, *OPEN*.

4. In the left panel click *MY DOCUMENTS* if necessary.

5. Double-click the *COMMISSIONER* file.

6. Select all of the text in the document by clicking *EDIT*, *SELECT ALL*.

7. Click the *COPY* button.

8. Click the *PUBLISHER* button in the Taskbar to return to the newsletter.

9. Click the text frame under *MESSAGE FROM THE COMMISSIONER*.

10. Click the *PASTE* button.

11. Click *YES* two times in the resulting dialog boxes.

12. Click the *1* in the *PAGE NAVIGATION CONTROL* to return to Page 1 of the newsletter.

13. Click the right-hand text frame of the Commissioner's message.

14. Click *FORMAT*, *TEXT FRAME PROPERTIES*, and click to check the *CONTINUED ON PAGE NOTICE* option.

15. Click the *DISCONNECT FRAMES* button in the Text Frames Connecting toolbar.

EXERCISE:

1) Continue the Commissioner's message on Page 4 in the text frame under Back Page Story Headline.

2) Add a Continued From notice.

3) Change the headline to **Message from the Commissioner**.

4) *On Your Own:* Insert the text from the Word file Challenge.doc into the text frame under Back Page Story Headline on Page 3.

5) Change the headline to **Brain Teaser**.

6) Save your changes.

Microsoft Publisher

♦ Hyphenation

OVERVIEW

Having hyphenation in a publication is acceptable, but having too much is distracting and makes the information difficult to read. Publisher automatically hyphenates your publication with no set limit on the number used. The steps below show you how to set a hyphenation zone to reduce the number of hyphens or to turn it off completely.

STEPS

1. Click in the text frame to be affected.

2. Click *TOOLS, LANGUAGE, HYPHENATION.*
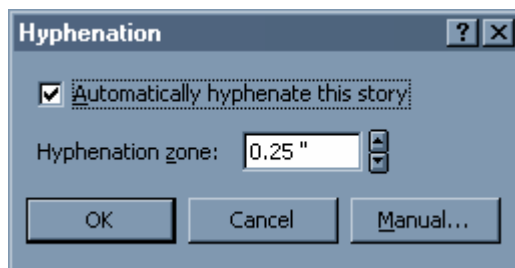
3. Use the up and down arrows to increase or decrease the *HYPHENATION ZONE* (the area beyond which words will be hyphenated). Or, click to remove the checkmark in *AUTOMATICALLY HYPHENATE THIS STORY*.

4. **To go through each word that Publisher might hyphenate and indicate if you wish to or not**, click the *MANUAL* button, and click the *YES* or *NO* button as desired.

5. Click *OK*.

♦ Drop Caps

OVERVIEW

If you want to add an interesting element to your text frame, a Drop Cap turns the first letter in a paragraph into a graphic of the letter. Think of the O in Once upon a time in many storybooks.

STEPS

1. Click in the text frame to be affected. Be sure your insertion point is in the desired paragraph in that frame.

2. Click *FORMAT, DROP CAP*.
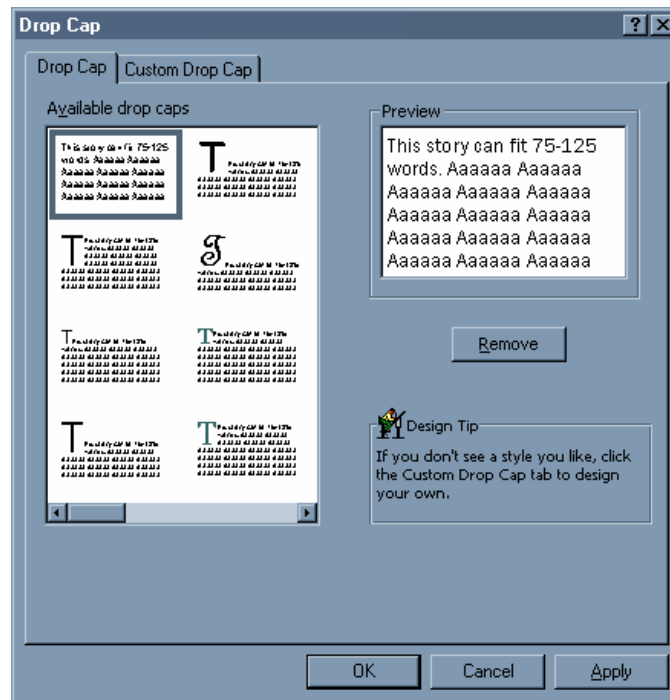
3. Click to select an *AVAILABLE DROP CAP*, and click *OK*.

4. **To set a custom drop cap**, click *FORMAT*, *DROP CAP*, *CUSTOM DROP CAP*.

Microsoft Publisher

5. Select the desired *POSITION*, *SIZE*, and *APPEARANCE* options. Click *OK*.

6. **To edit an existing drop cap**, click *FORMAT*, *CHANGE DROP CAP*.

✓ **Lesson Example**

You think that there is too much hyphenation in the Message from the Commissioner, and you'd like to try adding a Drop Cap to the first paragraph of this story.

STEPS

1. Move to Page 1 of the My Newsletter publication.

2. Click in the first paragraph of the Message from the Commissioner story.

3. Click *TOOLS*, *LANGUAGE*, *HYPENATION*.

4. Leave the checkmark in *AUTOMATICALLY HYPHENATE THIS STORY*, and change the *HYPHENATION ZONE* to **0.4"**. Click *OK*.

5. Click *FORMAT*, *DROP CAP*.

6. Click the *CUSTOM DROP CAP* tab.

7. Click the down arrow next to *SIZE OF LETTERS* to make them 3 lines high.

8. Click the drop-down arrow next to *FONT STYLE* and select *ITALIC*.

9. Click the drop-down arrow next to *COLOR* and select a color from the palette of *SCHEME COLORS*. Click *OK*.

10. Save your changes.

EXERCISE:

1) Manually hyphenate the Brain Teaser story on Page 3 to your liking.

2) Add a Drop Cap to the first paragraph of this story from the available drop caps.

3) *On Your Own:* Remove all hyphenation from the Department Update story.

4) Add a Drop Cap of your design to the first paragraph of this story.

5) Change all Drop Caps in the publication to this new design.

6) Save your changes.

Microsoft Publisher

LESSON 4: NON-TEXT OBJECTS

OBJECTIVES: Draw shapes.
Search for and insert Clip Art.
Insert and manipulate WordArt.

♦ Drawing Objects

OVERVIEW

You may want to insert additional graphic objects into your publication. One way to do so is by drawing them with the help of the shape tools in the Objects toolbar.

STEPS

1. **To add a Line, Oval, or Rectangle**, click once on the *LINE TOOL* , *OVAL TOOL* , or *RECTANGLE TOOL* in the Objects toolbar.

2. Move to the location in your publication where you would like to place the shape, and click and drag.

3. **To make a straight line, perfect circle, or perfect square**, press the *SHIFT* key while clicking and dragging the shape onto the page.

4. **To draw a Custom Shape**, click the *CUSTOM SHAPES* button in the Objects toolbar.
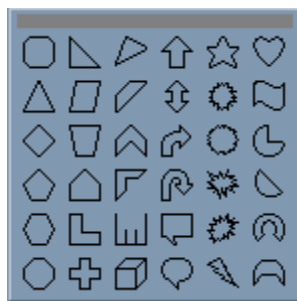
5. Click the desired shape. Move your mouse to the location where you would like the shape in the publication, and click and drag.
6. **To format the border or background of a shape**, see *Formatting Object Borders* and *Formatting an Object's Fill* in LESSON 5: Formatting Objects.

♦ Clip Art

OVERVIEW

If you wish to change or insert additional graphics into your publication, Microsoft Publisher provides access to the Clip Art Gallery.

STEPS

1. **To change existing Clip Art**, double-click the graphic.

2. **To insert new Clip Art**, click the *CLIP GALLERY TOOL* in the Objects toolbar.

3. Click where you would like the clip to appear in the publication. The *INSERT CLIP ART* dialog box will appear.
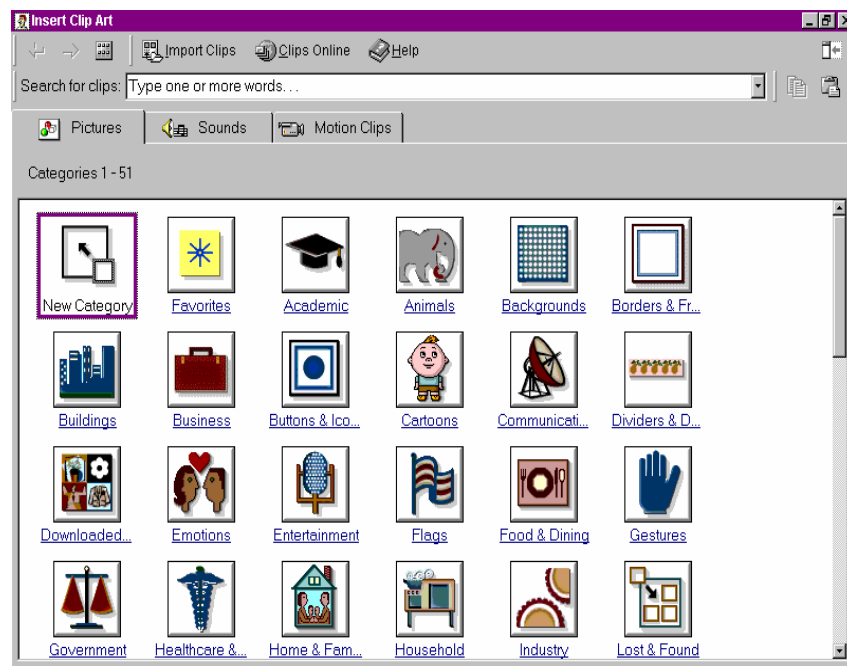
4. Click one of the *CATEGORIES*. Or, click in the *SEARCH FOR CLIPS* text box, type a word or short phrase to describe the image you wish to find, and press *ENTER* on your keyboard.

5. Click the desired graphic, then click the *INSERT* button.

Did You Know?

After clicking the *CLIP ART* button, you may click and drag on the page to make a rectangle the size you would like the clip to be.

Did You Know?

You may download clips from Microsoft's online gallery. See the instructions in the Nice To Know section.

6. Close the *INSERT CLIP ART* dialog box by clicking the *CLOSE* button in the upper right corner.

✓ **Lesson Example**

You would like to add decorative shapes around the title and change the graphic on the front page of the newsletter.

STEPS

1. Click the *CUSTOM SHAPES* tool, and click the *STAR* shape in the top row.

2. Holding the *SHIFT* key, click and drag a small star on the left side of the title text frame.

3. Click the *CLIP ART* tool.

4. Click and drag a rectangle in the blank area to the left of the Message from the Commissioner.

5. Click in the *SEARCH FOR CLIPS* text box, and type **announcement**.

6. Insert any of the suggested clips by clicking it once, then clicking the *INSERT* button.

7. Save your changes.

EXERCISE:

1) Add another star on the right of the title text frame.

2) Change the clip art of fruit to another clip of a similar style.

3) *On Your Own:* Change the graphics of the trees on pages 3 and 4 to the clips of your choice.

♦ **WordArt**

OVERVIEW

WordArt is a tool that is used to manipulate text. You can display the text in a variety of shapes and sizes. You enter the text you want to manipulate, apply the manipulation, and save the results. The information and the effects in the WordArt frame can be changed at any time.

STEPS

1. Click once on ***WORDART*** tool on the Drawing toolbar.

2. Move your mouse to the location on the page where you would like the center of the WordArt frame to be and click.

3. The window will change to include an ***ENTER YOUR TEXT HERE*** dialog box and a WordArt toolbar.

Enter Your Text Here   ? X

Your Text Here

Insert Symbol...   Update Display

4. Type the desired text. You may click ***UPDATE DISPLAY*** to change the WordArt display without closing the dialog box or simply click the ***CLOSE*** button to change the display, and close the dialog box in one step.

5. **To change the shape of WordArt**, click the drop-down arrow next ***PLAIN TEXT***, and make a selection.

— Plain Text

6. **To change the font and/or font size of WordArt**, click the drop-down arrows next to the current font and size to make different selections.

Arial   Best Fit

7. **To change other aspects of WordArt**, click the appropriate buttons on the toolbar, such as ***BOLD***, ***TEXT DIRECTION***, ***ALIGNMENT***, etc.

| | Letter | Text Fills | | Character | Text | Border |
| Bold | Height | Frame | | Spacing | Shading | Style |

| Italics | Text | Justifi- | Special | Text |
| | Direction | cation | Effects | Shadow |

♦ **Logo Creation**

OVERVIEW

Many publications that start from the Wizard process include a placeholder for a company logo. This placeholder actually contains a Wizard of its own for creating a logo or inserting an existing logo.

STEPS

1. Click once on the *LOGO TEXT* placeholder .

2. Click the *WIZARD* button .

3. **To use an existing logo**, click the *PICTURE FILE THAT I ALREADY HAVE* radio button, then the *INSERT PICTURE* button.
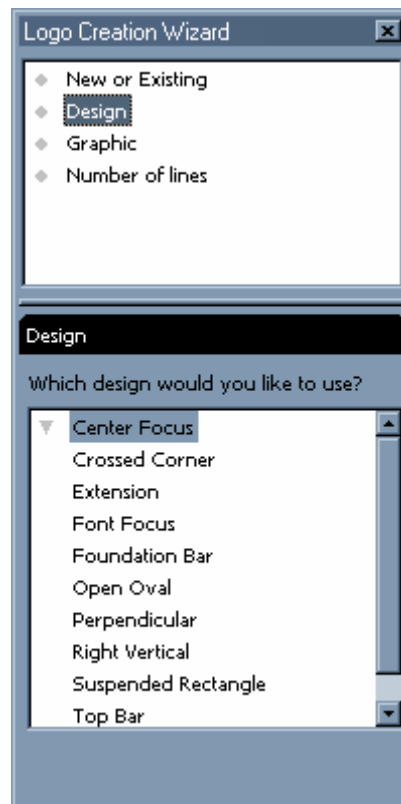
4. Browse for the file of your logo, and click *INSERT*.
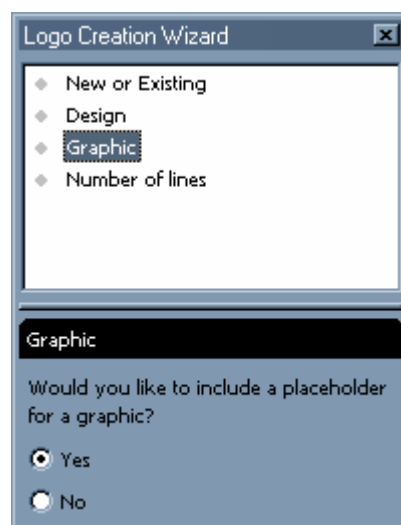
5. **To generate a new logo**, keep the *PUBLISHER-CREATED LOGO* radio button selected, and click *DESIGN*.
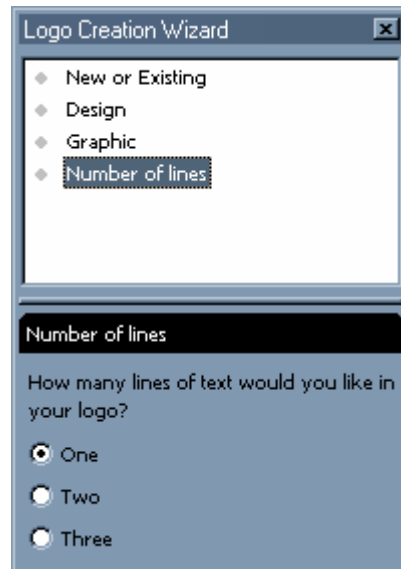
6. Scroll through the list of designs, and click on them to see the *LOGO TEXT* placeholder change.

7. **To remove the graphic portion of the logo**, click *GRAPHIC*, and click the *NO* radio button.

8. **To change the number of lines of text in the logo**, click *NUMBER OF LINES*, and click the radio button for the desired number of text lines.

```
Logo Creation Wizard                    ×
   ◆  New or Existing
   ◆  Design
   ◆  Graphic
   ◆  Number of lines


   Number of lines

   How many lines of text would you like in
   your logo?
   ⦿ One
   ○ Two
   ○ Three
```

9. Close the *LOGO CREATION WIZARD* by clicking the *CLOSE* button.

10. **To change the text**, click in the text frame, and replace it with the desired text. You may also change the font style, size, and color as you would any other text.

11. **To change the graphic**, double-click the current graphic to open the clip gallery.

12. Click the graphic of your choice, then click the *INSERT CLIP ART* button. Close the *INSERT CLIP ART* dialog box.

✓ **Lesson Example**

You would like to add WordArt to your newsletter and create a logo.
STEPS

1. Move to Page 4 of the newsletter, if necessary.

2. Click the *WORDART* tool, and click and drag a rectangle in the empty space beneath the Mailing Address text frame.

3. Type **(your department) Newsletter**, and click *UPDATE DISPLAY*.

4. Click the drop-down arrow next to *PLAIN TEXT*, and click the *WAVE 2* option in the last column.

5. Close the *ENTER YOUR TEXT HERE* dialog box, and click somewhere outside the WordArt frame.

6. Click the *LOGO TEXT* placeholder.

7. Click the *WIZARD* button.

8. Click *DESIGN*, and click to select *FOUNDATION BAR*.

9. Click the *CLOSE* button to exit the Wizard.

10. Click in the text frame of the logo, and overwrite the *ORGANIZATION* text with **State of Maine**.

11. Double-click the graphic to open the Clip Gallery, and click the graphic of your choice, then click the *INSERT CLIP ART* button.

EXERCISE:

1) Change the WordArt text to read **(your department) News**.

2) Make the WordArt text bold, change the color to Lilac, and add a Dark Violet shadow in the style of your choice.

3) *On Your Own*: Add WordArt at the top of Page 2 that reads **What Do You Think?**.

4) Format the WordArt shape, style, and colors to your liking.

5) Save your changes.

LESSON 5: FORMATTING OBJECTS

OBJECTIVES: Move and resize objects.
Format object borders.
Apply fill effects.
Delete objects.

OVERVIEW

Frames of all kinds, whether they contain text, graphics, or other objects, can be moved, resized, rotated, and the borders and background formatted.

♦ Arranging Objects

OVERVIEW

Certain objects will likely need to be moved as you develop a publication. If any objects end up overlapping, you may also need to alter the way they are layered.

STEPS

1. **To move an object frame**, move the mouse over the edge of the frame until it changes into a four-head arrow symbol with a **moving van attached** .

2. Click and drag the frame to its new location.

3. **To change the layering of overlapping objects**, click one of the objects, then click the **BRING TO FRONT** or **SEND TO BACK** buttons in the Standard toolbar as appropriate.

4. **To make text flow around a graphic object** (Clip Art, WordArt, or another Text frame), click the text frame to select it, click **FORMAT**, **TEXT FRAME PROPERTIES**, and be sure there is a checkmark in the **WRAP TEXT AROUND OBJECT** check box. Click **OK**.

♦ Resizing Frames

OVERVIEW

You may need to make your object larger or smaller in order to place it in
your publication.

STEPS

1. Click once within the frame to be resized.

2. Point to one of the resizing handles at each corner or side of the
   frame's border. The mouse will change into a doubled-headed arrow
   RESIZE .

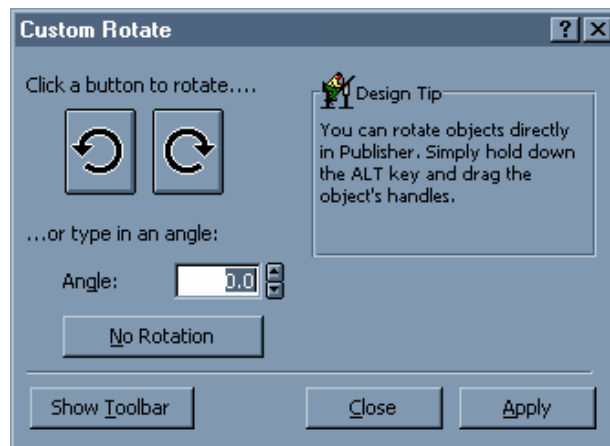3. Click and drag to the size you want.

♦ Rotating a Frame

OVERVIEW

Rotating a frame is a simple way to add some character to your publication. It
places the object, be it graphics or text, at an angle on your page.

STEPS

1. Select the frame to rotate.

2. Click the *CUSTOM ROTATE* [icon] icon.

3. Click on the *LEFT ROTATE BUTTON* ↺. You will see the angle change in five-degree increments each time it is clicked.

4. Click on the *RIGHT ROTATE BUTTON* ↻. You will see the angle change in five-degree increments to the right each time it is clicked.

5. Click *APPLY* to view the change without closing the *ROTATE* dialog box.

6. **To return the frame to its original state**, click the *NO ROTATION* button.

7. Click *CLOSE* to apply the rotation and return to the publication.

8. **To Rotate or Flip**, click on one of the **Rotate/Flip** buttons on the Formatting toolbar.

Rotate Left

Rotate Right   Flip Vertical   Flip Horizontal
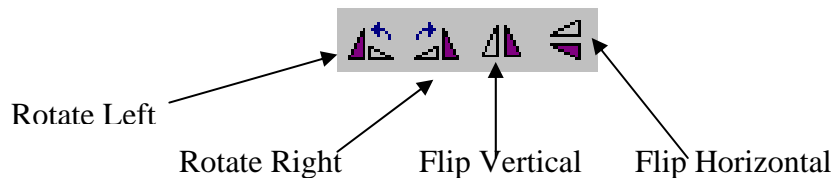
✓ **Lesson Example**

You would like the "What Do You Think?" WordArt to run up and down the left side of Page 2 rather than across the top.

STEPS

1. Click the WordArt to select its frame.

2. Click the *CUSTOM ROTATE* button.

3. Click the counter-clockwise arrow several time until it is rotated 90°. Or, type 90 in the *ANGLE* text box.

4. Click *CLOSE*.

5. Move your mouse pointer to any edge of the WordArt frame and click and drag it to the upper left side of the page.

6. Move your mouse pointer to the middle of the bottom border until it becomes a *RESIZE* pointer, and click and drag down until the frame is the entire length of the page.

EXERCISE:

Helpful Hint:

You may also type the number of degrees to rotate in the *ANGLE* text box.

1) On Page 3 of the newsletter, move the headline to the top of the page, and the text frames holding the story below beneath the headline.

2) Enlarge the clip art frame in the bottom right corner.

3) Vertically flip this clip art.

4) *On Your Own*: On Page 4 of the newsletter, move the WordArt frame above the Mailing Address frame.

5) Move the Mailing Address frame down.

6) Rotate the WordArt frame 330°

7) Save your changes.

♦ Formatting Object Borders

OVERVIEW

Many Publisher objects are inserted with invisible frames. However, you may choose to format the borders of the frames to appear in a variety of colors and thicknesses. Drawn objects often have thin, black borders that you may wish to format differently as well.

STEPS

1. Click to select the object frame to be formatted.

2. **To apply a visible border to the frame**, click the *LINE/BORDER STYLE* button ☰ in the Formatting toolbar.

3. Select a style from the list, or click *MORE STYLES* for additional options.
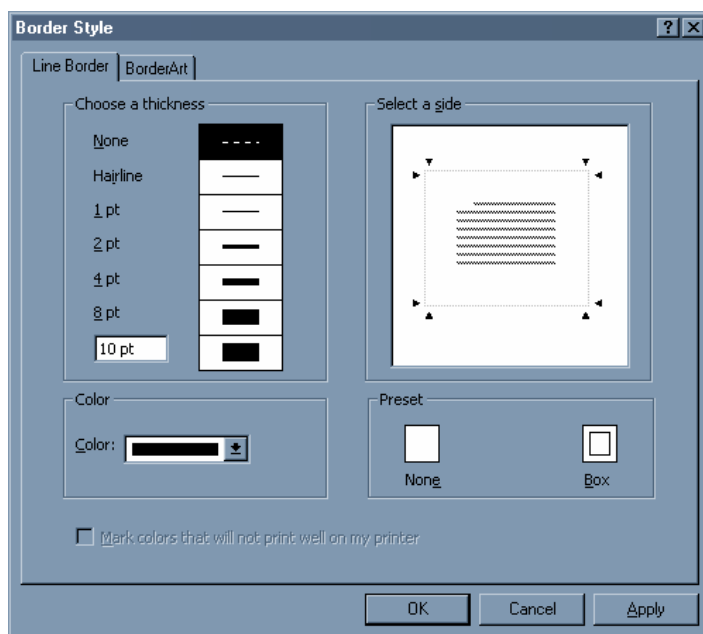
4. **To add artwork to a border**, click *LINE/BORDER STYLE*, *MORE STYLES*, *BORDER ART*.

Helpful Hint:

To create Border Art from a ClipArt graphic, click on *CREATE CUSTOM*, and then *CHOOSE PICTURE*. Choose the desired clip from the gallery and click *INSERT CLIP ART*.

Helpful Hint:

When choosing colors for the fill of a text frame, consider the contrast between the fill and the text colors.
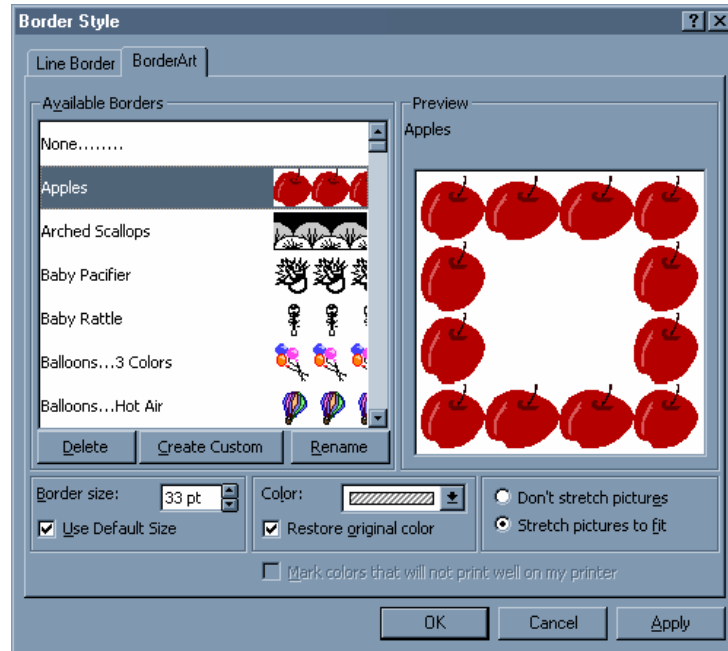
5. Scroll through the *AVAILABLE BORDERS*, and click to select one. Click *OK*.

6. **To change the color of a border**, click the *LINE COLOR* button in the Formatting toolbar.

7. Select from the *SCHEME COLORS*, or click *MORE COLORS* for additional choices.

♦ Formatting an Object's Fill

OVERVIEW

The background of your object frame is transparent by default. You may wish to format the background with color and/or a pattern by modifying the fill.

STEPS

1. Click to select the object frame to be formatted.

2. Click the *FILL COLOR* button in the Formatting toolbar.

3. Select a color from the current *SCHEME COLORS*, or click *MORE COLORS* for additional color choices.

4. **To apply shading or a pattern to the background fill**, click the *FILL COLOR* button in the Formatting toolbar, and click *FILL EFFECTS*.
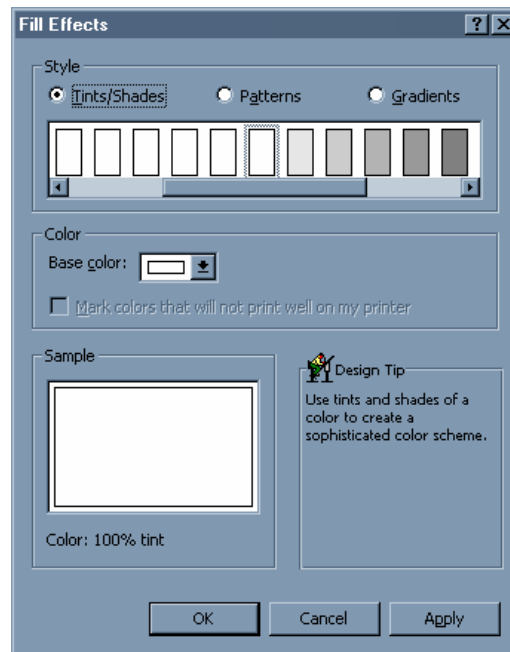
5. Select the *TINTS/SHADES*, *PATTERNS*, or *GRADIENTS* radio button.

6. Click to choose the pattern you like, and identify the color(s) to use. Click *OK*.

✓ **Lesson Example**

Now that you have the WordArt frame exactly where you want it on Page 4, you want to format it's border and fill.

STEPS

1. Click to select the WordArt frame.

2. Click the *LINE STYLE* button, then click *MORE STYLES*.

3. Click *4 PT* for the thickness, then click the drop-down arrow for *COLOR*, and click one of the *SCHEME COLORS*. Click *OK*.

4. Click the *FILL COLOR* button, and click to select a contrasting *SCHEME COLOR*.

EXERCISE

1) On Page 2 of the newsletter, add the Border Art *Diamonds in Gray*.

2) Change the line color to any scheme color.

3) Add a fill effect to the WordArt frame.

4) *On Your Own*: On Page 1 of the newsletter, change the fills of the stars around the title to the same color as the title text.

5) Change their black borders to the same color.

6) Save your changes.

♦ Aligning Objects

OVERVIEW

It can be difficult to move objects so they line up perfectly with one another or with the page itself. Publisher provides you with a tool to make this simpler.

STEPS

1. Click the object to align. If aligning several objects, hold the *SHIFT* or *CTRL* key and click each additional object.

2. Click *ARRANGE*, *ALIGN OBJECTS* in the Menu bar.
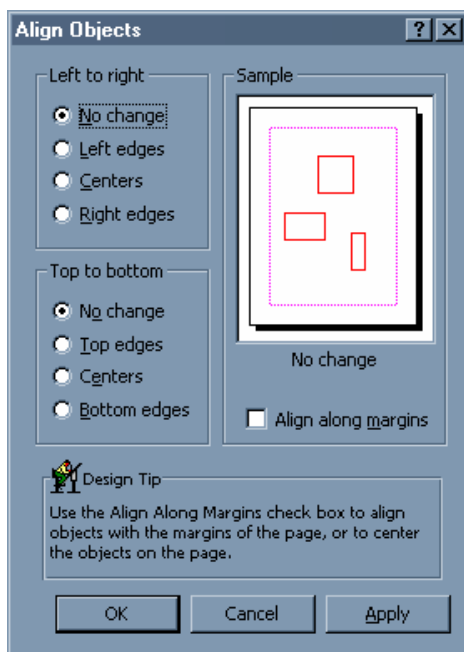
3. **To line up objects horizontally**, click the appropriate radio button under *LEFT TO RIGHT*.

4. **To line up objects vertically**, click the appropriate radio button under *TOP TO BOTTOM*.

5. To align an object(s) with the page itself, choose the appropriate radio buttons under *LEFT TO RIGHT* and *TOP TO BOTTOM*, and click to check the *ALIGN ALONG MARGINS* check box.

6. Click *OK*.

♦ Grouping and Ungrouping Objects

OVERVIEW

Once your objects are arranged correctly in your publication, you may want to group several of them as one object. As a single object, you are able to move the entire group and keep the spacing consistent, or resize all objects within the group to the same degree.

STEPS

1. Move the mouse to the first object you wish to group and click.

2. Hold down the *CTRL* or *SHIFT* key, and click on all other objects to be included.

3. Click the *GROUP ICON* . You may move and resize as usual.

4. **To ungroup objects**, click on the group you wish to separate.

5. Click the *UNGROUP ICON* .

✓ **Lesson Example**

You want your graphic to line up with your text, and you want to be sure headlines stay with their corresponding stories and graphics.

STEPS

1. On Page 1 of the newsletter, click to select the graphic in the lower left.

2. Hold down the *CTRL* key and click the two text frames to the right.

3. Click *ARRANGE*, *ALIGN OBJECTS*.

4. Under *TOP TO BOTTOM* click the *TOP EDGES* radio button. Click *OK*.

5. Hold the *CTRL* key and click the Message from the Commissioner text frame.

6. Click the *GROUP* button.

7. Move your mouse pointer to any edge and move this group as close to the bottom margin as possible.

EXERCISE:

1) Ungroup the graphic in the Department Update story from it's associated caption, and delete the caption frame.

2) Align this graphic and the associated story's top edges.

3) Group the Department Update headline, story text frames, and graphic.

4) *On Your Own*: On Page 3, group the headline and two story text frames.

5) Move the group to the left margin of the page.

6) Ungroup the graphic at the bottom of the page from its caption, and delete the caption text frame.

7) Align the centers of this graphic and the group above horizontally.

8) Save your changes.

LESSON 6: COMPLETING A PUBLICATION

OBJECTIVES: Add a reply form.
Employ the Design Checker.
Discuss Foreground vs. Background.
Perform a Mail Merge.

♦ Reply Forms

OVERVIEW

If you would like readers of your publication to respond in some way, you may add a Reply Form to your publication. In the Design Gallery, Publisher has reply forms pre-formatted and ready to insert.

STEPS

1. Click *INSERT*, *DESIGN GALLERY OBJECT*.
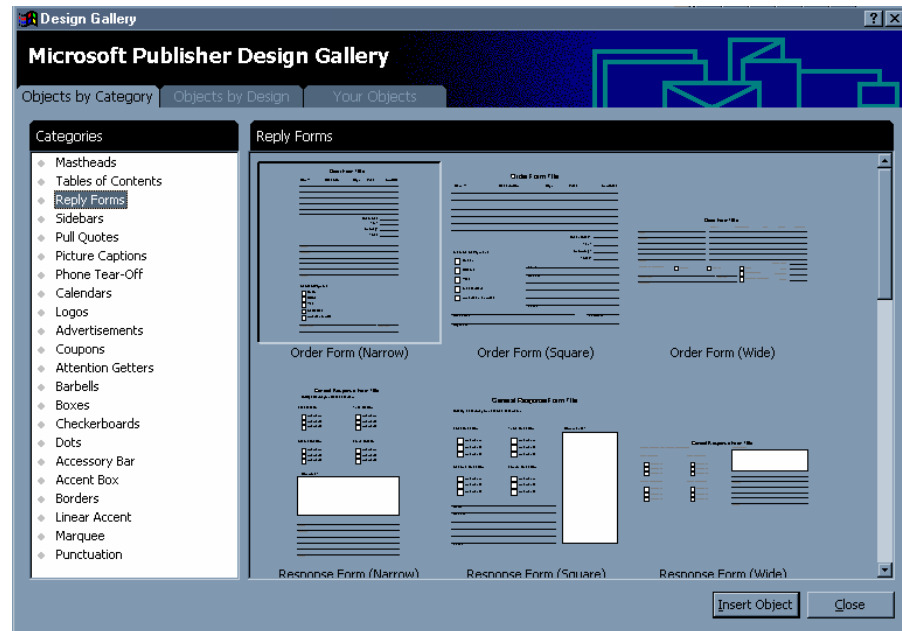
2. On the *OBJECTS BY CATEGORY* tab, click once on *REPLY FORM*.

3. Click the style of reply form to insert.

4. Click on the *INSERT OBJECT* button `Insert Object`.

5. Once the object has been inserted, it can be formatted like any of the other objects placed in your publication.

♦ **Background vs. Foreground**

OVERVIEW

To this point, all of the objects you have added have been placed in the foreground of your publication, where they appear only once. However, there are certain pieces of information that belong on every page. The most typical example of this is consecutive page numbering. Placing this type of object in the background requires that you only add it once rather than on each page individually.

STEPS

1. Click *VIEW*, *GO TO BACKGROUND*.

2. **To add page numbers to your publication**, insert a text frame to place the page number.

3. Click *INSERT*, *PAGE NUMBERS*.

4. Insert any other objects you want to appear on every page.

5. **To return to the foreground**, click *VIEW*, *GO TO FOREGROUND*.

Helpful Hint:

If you want to remove the background from one page of the publication, place an empty text box in the foreground.

Helpful Hint:

Ctrl + M toggles back and forth between the background and the foreground.

♦ Design Checker

OVERVIEW

Sometimes when you resize text frames, add a continued notice, or copy
information into text frames, text may seem to disappear.   Publisher will let
you know that there is missing text with the Text in Overflow icon [A···]. A
quick and easy way to check and see if there is any text in overflow is to use
the Design Checker.

STEPS

1. Go to *TOOLS*, *DESIGN CHECKER*.

> **Design Checker**   [?][X]
>
> Check which pages?
>
> ⊙ A̲ll
>
> ○ P̲ages
>
>   f̲rom: [1]   t̲o: [4]
>
> ☑ Check b̲ackground page(s)
>
> [O̲ptions...]   [OK]   [Cancel]
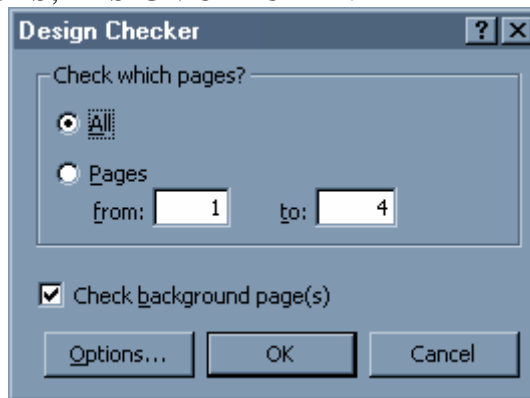
2. Select *ALL* so the Design Checker will check all of the pages in the
    publication, and then click *OK*.

3. If the Design Checker finds an issue, it will describe the problem,
    suggest a fix, and even go to Help if you click on *EXPLAIN*. Click
    IGNORE or *IGNORE ALL* to bypass the problem, *CONTINUE* to
    move on to the next issue, or *CLOSE* to exit the Design Checker.

> **Design Checker**   [?][X]
>
> Problem:
> This frame is empty.
>
> [I̲gnore]   [Ignore A̲ll]
>
> [Continue]   [C̲lose]
>
> Suggestions:
> Delete the empty frame. For more information,
> click Explain.
>
> [E̲xplain...]
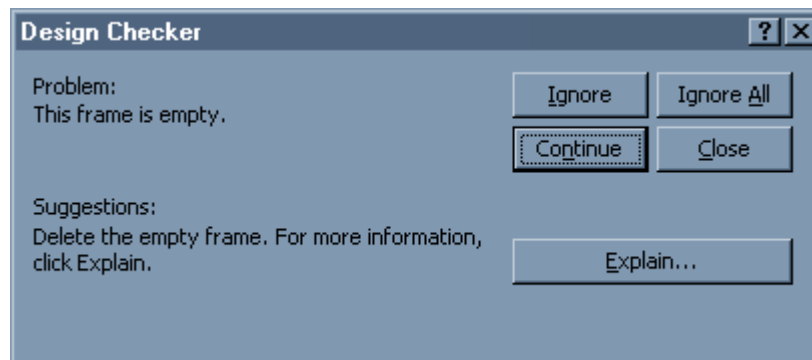
✓ **Lesson Example**

You want to add a reply form to your newsletter.

STEPS

1. Click *INSERT*, *DESIGN GALLERY OBJECT*.

2. On the *OBJECTS BY CATEGORY* tab, click once on *REPLY FORMS*.

3. Click *REPLY FORM, NARROW*, and click the *INSERT OBJECT* button.

4. Resize the form appropriately by pointing at a resizing handle at any corner or side and clicking and dragging to the desired size.

EXERCISE:

1) Insert page numbers in the lower right corner of each page.

2) Run the Design Checker and make corrections as you see fit. (HINT: Click Ignore All when told that 2 spaces appear after punctuation)

3) *On Your Own:* Move the objects on Page 3 to the top of the page.

4) Add a Phone Tear-Off form to the bottom of the page.

5) Elongate this form left to right.

6) Move the graphic out of the way as needed.

7) Save your changes.

♦ Mail Merge

OVERVIEW

A mail merge can be done in Publisher to generate labels, certificates, or any other item that will go to numerous people or places. You may begin with an existing list of names and addresses or create one right in Publisher.

STEPS

1. Insert a text frame where you want the merge information to appear, or click on an existing text frame for this purpose.

2. Click *MAIL MERGE*, *OPEN DATA SOURCE*.
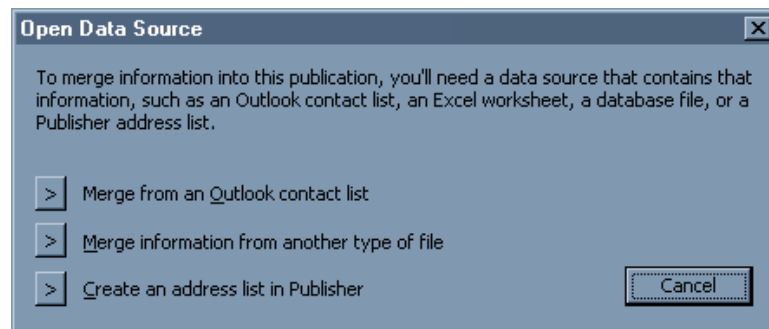
3. **To merge to Outlook**, click *MERGE FROM AN OUTLOOK CONTACT LIST*.

4. Select the desired list, and click *OK*. Continue at step 10.

5. **To merge to an existing list of data**, click *MERGE INFORMATION FROM ANOTHER TYPE OF FILE*.

6. Click the name of the data source to which you want to connect, and click *OPEN*. Continue at step 10.

7. **To generate a new list of data**, click *CREATE AN ADDRESS LIST IN PUBLISHER*.
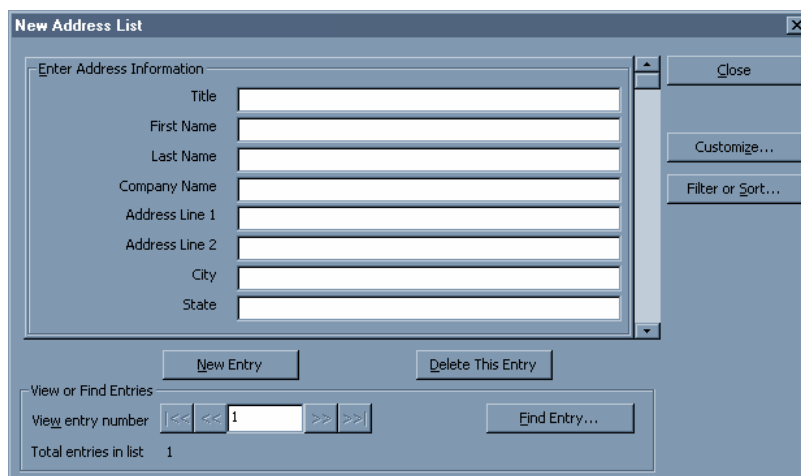
8. Type the information for the merge in the form provided pressing the *TAB* key to move from field to field. It is acceptable to leave items blank.

9. When your list is complete, click *CLOSE*.

10. Save the data source by typing a filename, selecting the appropriate file location, and clicking *SAVE*.
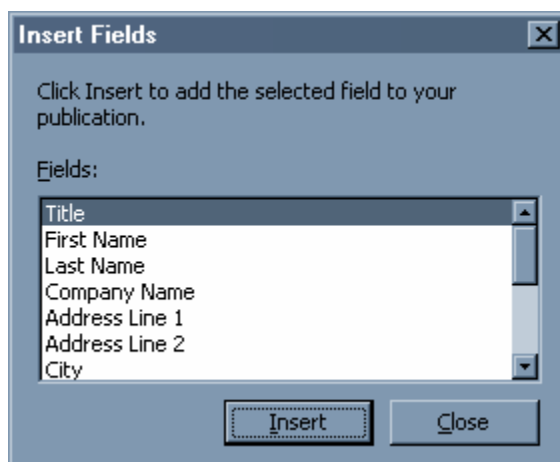
11. In the *INSERT FIELDS* dialog box, click the first field you wish to add, and click *INSERT*. Publisher inserts placeholder text called a field code into the selected text frame.

12. Type any spaces, punctuation, and returns necessary to lay out your fields correctly. For example, type a comma and a space between the field codes for city and state.

13. Repeat the insertion steps for each field code you wish to add.

14. When you have finished inserting field codes, click *CLOSE*.

15. **To edit the address list**, click *MAIL MERGE*, *EDIT PUBLISHER ADDRESS LIST*.

16. Click the name of the data file, and click *OPEN*.

17. Make the necessary changes, and click *CLOSE*.

18. **To insert a field you missed**, place your insertion point in the location you wish the field to go, and click *MAIL MERGE*, *INSERT FIELD*, Repeat the steps for inserting fields outlined above.

19. When ready to merge, click *MERGE* on the Mail Merge menu,. Field codes are replaced by information from the first entry of your data source.

20. **To view the other entries**, click the double arrows to move through the list.

21. **To print your publication**, click *FILE*, *PRINT MERGE*.

✓ **Lesson Example**

You would like to generate a list of the names and addresses of the people who will receive your newsletter.

STEPS

1. Move to Page 4 of the newsletter, and click the *MAILING ADDRESS* text frame.

2. Click *MAIL MERGE*, *OPEN DATA SOURCE*.

3. Click *CREATE AN ADDRESS LIST IN PUBLISHER*.

4. Type the following information into the form provided pressing the *TAB* key to move from field to field. Leave blank fields empty:

Title	**Mr.**	**Mrs.**	**Ms.**
First Name	**Joe**	**Jane**	**Jill**
Last Name	**Jones**	**James**	**Johnson**
Company	**ABC, Inc.**	**XYZ Company**	**Q Corp.**
Address Line 1	**123 Main St.**	**456 State St.**	**789 North St.**
Address Line 2	**Suite S**		
City	**Portland**	**Augusta**	**Bangor**
State	**ME**	**ME**	**ME**
ZIP Code	**04101**	**04330**	**04401**
Country			
Home Phone			
Work Phone			
E-mail Address			

5. Click the *CLOSE* button.

6. Save the data in the *C:\MY DOCUMENTS* folder using **Names** as the filename.

EXERCISE

1) Insert the fields you need into the selected text frame. (HINT: Don't forget the spaces and punctuation.)

2) Merge the data and preview the information.

3) *On Your Own:* Edit the address list, changing Mr. Jones' Zip Code to 04103 and Ms. Johnson's name to Mrs. Smith.

4) Preview the new data.

5) Save your changes.

LESSON 7: GIVE IT A TRY!

OBJECTIVE: Practice the Publisher lessons learned in class.

EXERCISE:

Refer to Lesson 1 for assistance

1) Create an information flyer for your company using the Publications by Design tab and the Tilt Master Set.

2) Choose any color scheme you like.

3) Keep the placeholder for the graphic.

4) Add no form elements.

5) Do not add a customer address.

Refer to Lesson 2 for assistance

6) Save the publication as **My Flyer** in the C:\My Documents folder.

7) Adjust the page setup to legal paper size.

8) Insert a new page after the first page that duplicates all objects on the first page.

9) Print the first page of the publication.

10) Delete the second page of the publication.

11) Save your changes.

Refer to Lesson 3 for assistance

12) Replace the text in the Product/Service Information text frame with (**your Department**) **Information**.

13) Change the text in this frame to the font, size, style, and color of your choice.

---

14) Delete the text frame containing the "company tag line".

15) Insert the text from the ? Word file into the text frame beneath the picture.

16) Change this font as you like.

17) Turn off the hyphenation in this text frame.

18) Apply a drop cap to the first paragraph in this text frame.

19) Save your changes.

Refer to Lesson 4 for assistance

20) Draw a 4 pt horizontal line above the (your department) Information text that spans the entire text frame.

21) Match the color of this line to the line below this text.

22) Change the width of the lower line to 4 pt.

23) Replace the picture with one of your choosing (HINT: just like clip art, you simply double-click to open the gallery of choices).

24) Add WordArt in the blank area along the left side of the flyer that says Attention!.

25) Have the WordArt read from top to bottom, and change its color to something that complements the color scheme.

26) Create a Logo using the style and graphic of your choice, and changing the text "Organization" to State of Maine.

Refer to Lesson 5 for assistance

27) Move the Logo to the left side of the page.

28) Make the frame containing the picture smaller.

29) Apply the BorderArt of your choice to the Attention! WordArt.

30) Group the three separate frames in the bottom right corner together and move them to the upper right corner of the flyer.

Refer to Lesson 6 for assistance

31) Run the Design Checker on your flyer, making the appropriate changes along the way.

32) Save your changes.

LESSON 8: DELETING

OBJECTIVE: Maintain organized file directories.

STEPS

1. If necessary, close the open publication.

2. Click *FILE*, *OPEN*.

3. Click once on the name of the file to be deleted. Or, use the *CTRL* or *SHIFT* keys to select multiple files.

4. Press the *DELETE* key on your keyboard.

5. Click *YES* to confirm the deletion.

6. Click the *CANCEL* button to close the dialog box.

✓ Lesson Example

The newsletter has gone to the printer and a revision was made there. You want to delete the version without the change.

STEPS

1. Close all open publications.

2. Click *FILE*, *OPEN*.

3. Click once on *MY NEWSLETTER*.

4. Press the *DELETE* key on your keyboard.

5. Click *YES* to confirm the deletion.

6. Click the *CANCEL* button to close the dialog box.

EXERCISE:

1) Delete **My Flyer** and **New Newsletter** from C:\My Documents.

2) Close the Open dialog box.

3) *On Your Own*: Close Microsoft Publisher

4) Shut down your computer.

NICE TO KNOW

♦ Downloading Online Clip Art

OVERVIEW
The number of clip art objects has increased greatly in Office 2000. You can also access additional clip art on the Web very easily.

STEPS

1. **To insert clip art**, click once on the *INSERT CLIP ART* button on the Drawing toolbar.
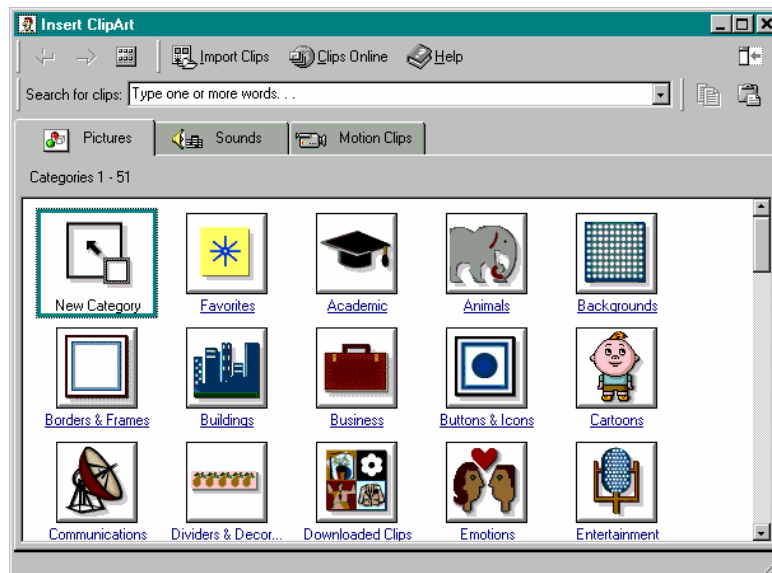
2. Click *CLIPS ONLINE* .

3. If it appears, click *OK* in the *CONNECT TO THE WEB* dialog box.

4. If it appears, click *ACCEPT* for the Addendum.
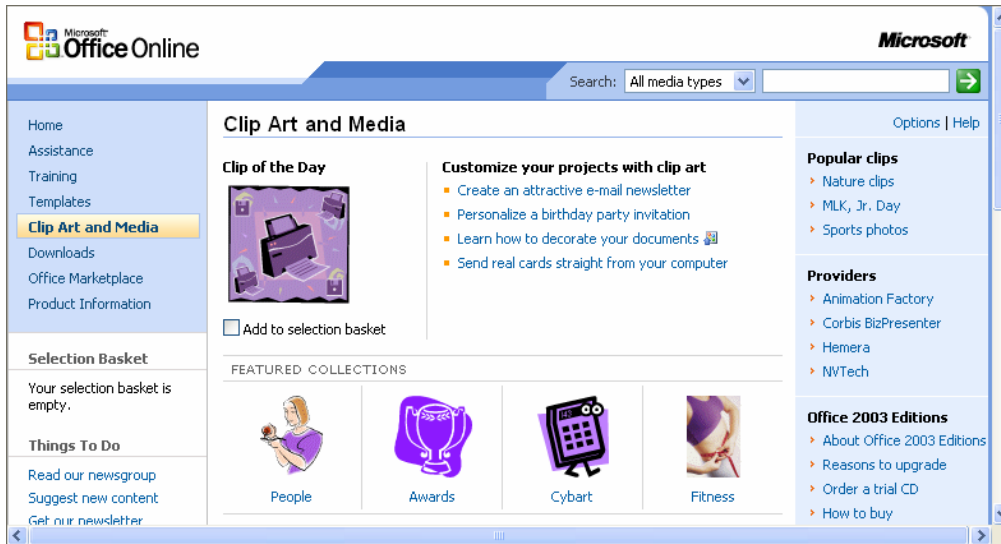
5. Type a keyword in **SEARCH** and click the **CLICK TO SEARCH** button.

6. Click the checkbox of the clip art item(s) that you want to download.

7. Click **DOWNLOAD # CLIP(S)**.

<table>
<tr>
<td>

Did You Know?

Downloaded clips will automatically appear in the appropriate category(ies) as well as in the **DOWNLOADED CLIPS** category.

</td>
<td>

</td>
</tr>
</table>

8. Information will appear about size and time to download. Click **DOWNLOAD NOW**.

9. In the File Download dialog box, click the **OPEN** button.
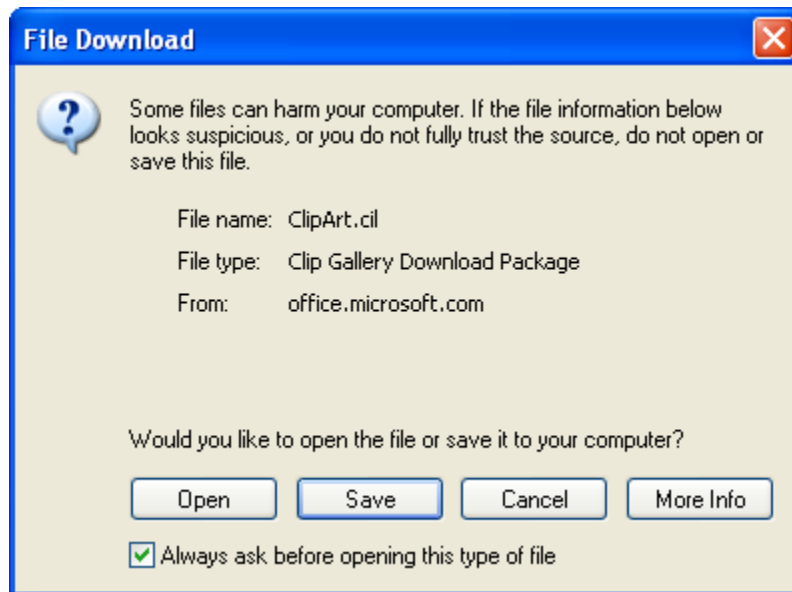
10. Click on the picture you want, click the **INSERT** button.

11. Close the **INSERT CLIP ART** window and the Internet connection.

♦ Determining Color Types

OVERVIEW

It is essential to communicate with your commercial printing service to determine the type of color process they use when printing. The two color types are RGB and CMYK. RGB stands for Red, Green, and Blue. CMYK stands for Cyan, Magenta, Yellow, and Black. The software that the printing service uses determines which color type is used, and you will want to change this accordingly.

STEPS

1. Click *TOOLS* on the Menu bar.

2. Point to *COMMERCIAL PRINTING TOOL*, and then click *COLOR PRINTING*.

3. Click *COMPOSITE RGB* or *PROCESS COLORS*

   (*CMYK*).

4. Click *OK*.

> **Helpful Hint:**
>
> If you are not sure how the color on your screen matches what your color printer prints, go to *FORMAT*, *COLOR SCHEME*, *PRINT COLOR SAMPLER*

♦ Pack and Go

OVERVIEW

If you need to take your publication to another computer or to a commercial printing service, you will need to use Pack and Go. Pack and Go embeds all of the fonts and links all of the graphics to one file. This ensures that the publication will look the same on every computer. Publisher automatically compresses your publication and copies everything, including graphics, onto a disk. It also copies a program to unpack the files.

STEPS

1. Click *FILE, PACK AND GO*.

2. Select *TAKE TO A COMMERCIAL PRINTING SERVICE* or *TAKE TO ANOTHER COMPUTER*.

3. Answer the Wizard's questions.

4. Once the publication has been successfully packed, you have the choice to print a composite. Click ***OK*** to print, or remove the checkmark, then click ***OK***.

Microsoft Publisher

♦ Prior to Developing a Publication

1. Determine its purpose

   The first step in creating a publication is to determine the purpose of your publication. What is the result that you would like to see from creating this publication? Is it to inform? To introduce? To impress? Keep in mind "People do things that they feel will benefit themselves." You want to create a publication that people will read!

2. Determine the Audience

   The next step is to determine who will be reading this publication. Since readers are interested in the benefit, focus on how or what you do can help them. Questions to ask yourself are:

   - Are the readers prospective clients?
   - Are the readers in need of the service you are providing?
   - What is the education level of the prospective readers?

3. Determine the type of Publication

   There are several types of publication that can be created. These include

   - Newsletters
   - Brochures
   - Catalogs
   - Flyers
   - Signs
   - Cards (invitation, business)
   - Letterhead
   - Business Forms
   - Banners
   - Advertisements
   - Certificates
   - Menus
   - Programs

♦ Questions to ask the Printing Service

- Is there going to be color involved in the publication?
- How many colors?
- How many pages?
- How many copies are needed?
- What type of paper will the publication be printed on?
- What is the weight?
- What is the color?
- What is the finish?
- When will the publication arrive at the printer?
- When is the publication needed?
- What type of software is being used?
- Is your software compatible?

♦ Setting a Timeline

It is critical to develop a timeline to use while producing the publication. This will work as a guide to keep you on top of the many steps involved. You will want to determine the amount of time to be spent on the following steps and the completion date for each. Appendix B is a helpful tool for recording information.

- Gathering information for the publication.
- Obtaining the necessary pictures and graphics.
- Planning the layout.
- Determining and planning inserts.
- Creating the publication.
- Evaluating the publication.
- Formatting the publication.
- Proofreading the publication and final edits.
- Finalizing with the commercial printing service.
- Delivering the publication to the printer and performing proofs.

Did you consider?
Time for the unexpected.

The key to a successful publication is to be in constant contact with the commercial printing service.

♦ **Font Guidelines**

- Serif fonts (those with "feet", i.e. Times New Roman) are good for body text.

- Sans serif fonts (without "feet", i.e. Arial) are better for headlines, headings, subheadings, and captions.

- Limit the number of different typefaces used in a single publication to no more than three or four.

- Color: Keep the psychological impact of colors in mind when planning your publication. For example, red and yellow are strong colors that attract attention; blue is rarely used in association with food. Research shows that people prefer white, gray, or beige as page backgrounds.

- Keep in mind your audience when determining font size.

  - For a predominantly older readership of 65 and over or for audiences with known visual handicaps, set body text in sizes from 14 to 18 points.
  - Use 11 to 12 point type for readers in the 40-65 age range.
  - For most general audiences, body copy set at 10 or 11 points is good.
  - For beginning readers of any age, a larger type size around 14 points is good.

- Use one family of font throughout your publication except for headings to make the publication cohesive. You can change the size, weight, bold, and italics to change the look.

- Headlines should be at least 14 point; a good measure is usually between 18 and 36 point.

- Set headlines in upper and lower case, not all caps. All caps slow the reading speed down. Title case is easier to read, because the eye identifies words by their upper outline; readers must comprehend them letter-by-letter instead of at a glance. Headlines with a beginning capital for each word signal people to read each word separately, not the whole line as one message.

♦ Proofreading Tips

- Use the spell checker and grammar checker as a first screening, but do not depend on them.

- Read it out loud and also silently.

- Read it backwards to focus on the spelling of words.

- Have others read it.

- Read it slowly.

- Use a screen (a blank sheet of paper to cover the material not yet proofed).

- Point with your finger to read one word at a time.

- Do not proof for every type of mistake at once—do one proof for spelling, another for missing/additional spaces, consistency of word usage, font sizes, etc.

- Keep a list of your most common errors (or of the writers you are proofing) and proof for those on separate "trips."

- Print it out and read it.

- Read down columns in a table, even if you are supposed to read across the table to use the information. Columns may be easier to deal with than rows.

- Give a copy of the document to another person and keep a copy for yourself. Take turns reading it out loud to each other. While one of you reads, the other one follows along to catch any errors and awkward-sounding phrases.

- First, proof the body of the text. Then go back and proof the headings.

- Double-check fonts that are unusual (italic, bold, or otherwise different).

- Carefully read type in very tiny font.

- Be careful that your eyes don't skip from one error to the next obvious error, missing subtle errors in between.

- Double-check proper names.

- Double-check little words: "or," "of," "it," and "is" are often interchanged.

- Double check boilerplate text, like the company letterhead. Just because it is frequently used does not mean it has been carefully checked.

- Closely review page numbers and other header/footer material for accuracy and correct order.