

Computer Training

Microsoft Publisher 2007

INTRODUCTION

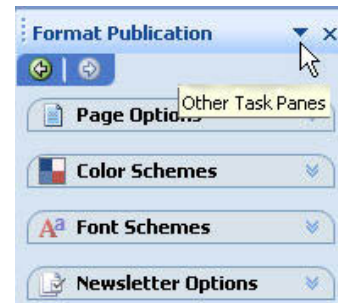
Microsoft Publisher 2007 is a desktop publishing program used to create professional looking publications and communication materials. The software utilizes an intuitive task-based setting to create publications by design or categories without professional design help.

WHAT'S NEW!

Publisher's new workspace centers the most popular publication types in large icons and now includes a new *Recent Publication* list to provide one click access to the most recent publications. The left side of the workspace lists all publication types. Other enhancements include a new *Content Library* to store reusable content, the ability to create a custom page size, and save publications in PDF or XPS format.

CREATING A NEW PUBLICATION

When Microsoft Publisher opens double-click on the desired icon, and then start customizing your new publication using the submenus found in the Task Pane. Each submenu provides additional options that allow the user to customize page layouts, color, and font schemes for each of the design sets.



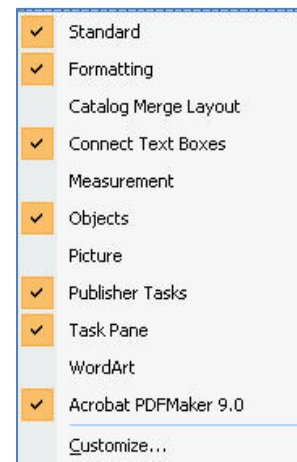
GETTING ACQUAINTED

The menu bars and toolbars resemble those of earlier Office products with commands executed by clicking on an active icon (label). The Standard Toolbar displays the familiar icons for cut, paste, print, and undo/redo. The only exception is the Formatting Toolbar whereas active icons change in accordance with the tool or object selected.

Click the menus View | Toolbars, and then place a checkmark to display any of the toolbars listed below.

Other toolbars include:

- 1) The Objects toolbar - used to create and select objects
- 2) The 3-D Settings toolbar - used to add 3-D effects like color, rotation, depth, and lighting to an object
- 3) The Shadow Settings toolbar - used apply shadows to a selected object



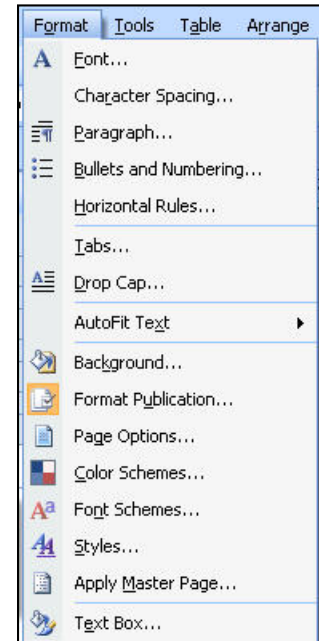
- 4) The Measurements toolbar - displays the location, width, height, rotation, text scale, and other measurements of a selected container for text or an image

FORMATTING TOOLBAR

Commands revolve around the tools or objects selected.

1. In the accompanying figure, only the commands for formatting text and the publication are active.
2. Selecting the proper command for formatting text allows the user to change *character spacing*, apply a *Drop Cap*, or apply the “*Best fit*” option to auto fit text to the Text Frame’s layout.
3. Publication options would include changing Templates, Page Layout, and Color Schemes.

Note: When working with pictures the *Picture Toolbar* provides the options to *recolor a picture*, *apply shadows*, and *change the picture’s size and position*.



OBJECTS TOOLBAR

The Objects toolbar contains the tools to *add or remove text, graphics, tables, lines, and other Design Objects* in your document.



POINTER TOOL

The Pointer Tool is used to select any text or graphic for deletion, resizing, or moving to another location. It allows you to select and modify objects and their frames.



TEXT BOX TOOL

The Text Box Tool is used to draw a new frame to hold text.



INSERT TABLE

Clicking on the *Insert Table* button inserts a table in your publication. When activated you are required to fill in the number of rows and columns desired in the table.



PICTURE FRAME TOOL

Clicking on the *Insert Picture Frame* button enables you to insert clipart or an existing picture from a file, scanner, or camera. Another feature is the *Blank Picture Frame*, which allows you to use it as a placeholder for a future picture.



WORDART TOOL

The WordArt Tool button is the same tool used in Word to add graphic objects and logos by manipulating type and graphic elements. Click on the WordArt Toolbar button to add custom shapes, adjust text wrap, letter spacing, and height.



LINE TOOL

The Line Tool is used to draw *horizontal, vertical, or angled lines* in a publication. Click on the Line Tool button; draw the line with the mouse to the desired length and then release the mouse button to complete the line.



OVAL TOOL

The Oval Tool is used to create *oval and round* objects in a publication. Click on the Oval Tool button and hold down the shift key while drawing with the tool. This action allows you to constrain your drawing to create a perfect circle.



RECTANGLE TOOL

The Rectangle Tool creates a *four-sided object*. To draw perfect squares hold the shift key down while drawing with the tool.



BOOKMARKS

Bookmarks usually refer to an anchor placed within a web document that is used to hyperlink to a specific section within the document.



AUTO SHAPES

The Auto Shapes tool provides a variety of arrows, stars, and other geometric shapes that can be used to express ideas more vividly. Additional shapes are stored in the Clip Art Manager.



To begin drawing, select the shape that you want to draw. Next, position your cursor on the page where you want the object to begin. Click and drag the pointer until you reach the size then release the mouse. As with the other tools holding the Shift key down constrains the proportions of the object.

DESIGN GALLERY OBJECT

The Design Gallery Object tool adds *navigation bars, picture captions, calendars, etc.* These standard objects can be used to compliment one and another.



WORKING WITH FRAMES

1. Frames are created by using either the *Text Frame* or *Picture Frame* icons to create a holding area for *text* or an *object*.
2. To move a picture or object hold the left mouse button down and drag the frame to the new location and then release the mouse.

Quick Tip: If a copy of a frame or picture is needed on several pages, Publisher allows you to copy and repeat that element on other pages. First, click on the frame and then the menu Edit | Copy and then the page where the element is to be repeated, and then click on the menu Edit | Paste.

3. To resize an object place the pointer on either the upper or lower corner rectangles surrounding the object. When the cursor changes to a *two-headed arrow* hold the left mouse button down and drag one of the *corner handle diagonally* to resize the object.

Quick Tip: If the exact measurement or position is required, select the frame and then choose menus View | Toolbars | Measurements. Change the position or dimensions by typing in the new measurements or use the controls (arrows) in the dialog box.

INSERTING TEXT

If you are designing your publication from a template, notice that Publisher has example text in each frames placeholder. Publisher also estimates the number of words that will fit within that placeholder frame with an overflow.

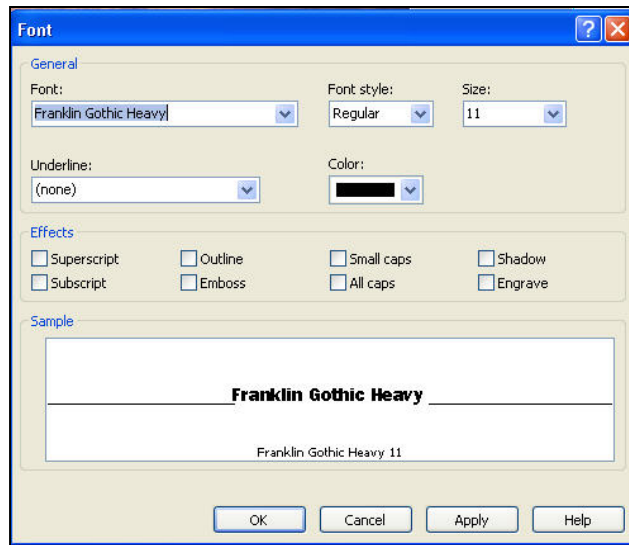
1. To enter text in a placeholder place the cursor in the text box and start typing.
2. Alternatively, you can also import a text file and insert it into your publication. Under the menu Insert, select Text File to open the Insert Text dialog box. Navigate to the file's location, select the file, and then click on OK. The text file is now inserted.

Quick Tip: Text Selection

- **Double clicking** on a word selects the word.
- **Click & Drag** selects a block of text, or you can click at the beginning of the text, hold the Shift key, and click at the end of the text block.
- **Triple clicking** in the text frame selects all the text.

CHANGING FONT ATTRIBUTES: COLORS, STYLES, AND ALIGNMENT

The Formatting toolbar provide the same options as the one used in Microsoft Word. These include the **B** bold button, *I* italics button, and U for underlining. Included on the toolbar is the Font button, which allows you to change font colors.



1. Highlight a line of text and then click the Font button to change the default color. Clicking the Font button without a selection will change all future text to the selected color.
2. For more colors, click the More Colors button. This will allow you to choose from basic colors or create new ones. You can also increase or decrease the luminance by moving the slider up or down in the luminance box.
3. Other attributes for effects can be accessed from the menu *Format* | *Fonts*. This opens the Font dialog box, which will display a preview in the Sample window.
4. To align text use the "Left", "Center", "Right", or "Justify" buttons located on the Formatting Toolbar.

ADDING TEXT MASTHEADS

Text mastheads are pre-designed elements used to dress up your publication. You can change the text and alter the design.

1. Click on the Design Gallery button on the toolbar to open the gallery.
2. Select an element then choose Insert Object from the dialog box.

WRAPPING TEXT AROUND GRAPHICS

When you position a graphic so it rests upon a text frame, Publisher automatically wraps the text around the picture frame so that the two do not overlap. Some pictures will entirely fill the position while others will have remaining white space left. This is because some graphics do not fill the frames entirely. Alternatively, you should choose to wrap the text to the picture instead of the text frame.

1. On the **Format** toolbar click the button "**Picture...**" or *right click* on the picture and choose "**Format Picture**". When the *Format Picture dialog box* opens select the tab "**Layout**" and then choose one of the "**Wrap text**" options listed.

USING TEXT FRAMES

1. Text frames are edited similar to picture frames. You can edit text by placing the cursor inside the frame and highlighting the text to bold, italicize, or add new bullets.
2. To link text to other text frames click on the frame to select it. Next click on the "*Create Text Box Link*" located on the Standard toolbar. This will change the mouse pointer to resemble a pitcher.
3. Click anywhere on an empty text frame "*to pour the text*" into another frame.
4. You can link any number of text frames this way.



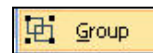
DISCONNECTING TEXT FRAMES

1. To disconnect a text frame select the first frame to be disconnected.
2. Next, click on the icon "*Break Forward link*" located on the Standard toolbar.
3. To jump to the next or previous frame click the icon *Go to Previous* or *Next Frame* button.



GROUPING OBJECTS

If you worked in Word or PowerPoint, the grouping of objects is not new to you.



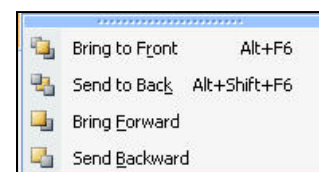
1. Click on the objects to select them. Then click the *Group icon* and then choose the menu *Group*. Clicking on the icon again will ungroup the objects.

Take notice, when you ungroup the objects that they are still selected. In order to move the objects independently click in an open area then move the desired object.

Quick Tip: The grouping of objects is useful when you need to reposition or adjust all the frames in relation to the top or bottom of a page.

LAYERING OF OBJECTS

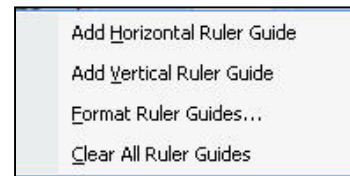
1. The stacking of objects, one on top of another is used to create a visual effect.



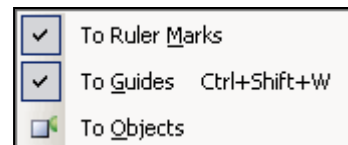
2. Layering allows you to determine the position of the object in relationship to those in the stack.
Drag a frame onto another frame and this forms a layer. An example could be a text frame on top of a picture. Notice how the one frame seems to disappear. You need to rearrange the layers to make it visible.
3. To accomplish this select the object and then click on the menu *Arrange | Order* and then the commands *Bring to Front*, *Send to Back*, *Bring Forward*, or *Send to Back*.
4. To make a layer visible beneath a frame, click the text frame and press **Ctrl+T**.

USING RULER GUIDES

1. Under the menu *Arrange | Ruler Guides* click on one of the options listed to add a horizontal or vertical guide. The option to format and clear all ruler guides is also located in this menu.



2. To adjust a ruler guides location place the cursor on the line and when the arrow changes to a two-head arrow drag the guide to the new location.
3. If you cannot reposition the guides, they may be in the locked position. To unlock the guides click on the menu *Snap* and remove the checkmarks from the submenu.



USING THE LAYOUT GUIDES

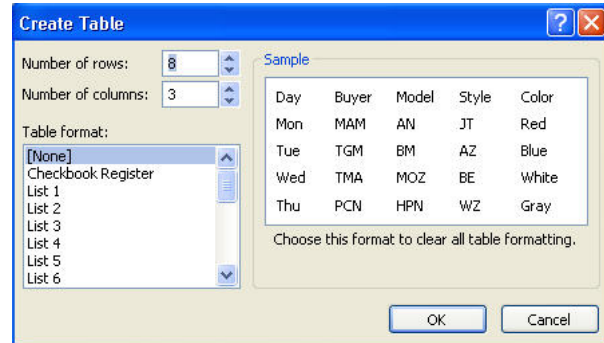
1. These are the *non-printing blue and pink lines* used to help keep your page design consistent throughout your project.
2. Like the *Ruler Guides*, we can use them to snap frames into alignment. Under the menu *Tools* click on *Snap to Guides* and proceed using the Ruler Guides.
3. To change the position of a layout guide click on the menu *View* and then click on *Go to Background*.

NUDGING AN OBJECT INTO PLACE

1. Select the object. Next hold down the *Alt* key and use the keyboard arrows to move the object a pixel at a time.
2. Another option is to click on the menu *Arrange | Nudge* and use the menus provided.

WORKING WITH TABLES

1. Click the **table icon** on the *Objects Toolbar*. When the *Create Table dialog box* opens enter the number of columns and rows you need. Click on the *OK button*.

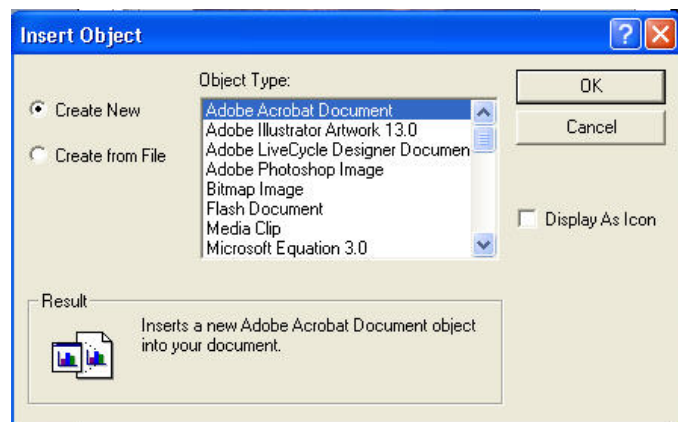


ADDING NEW PAGES TO YOUR PROJECT

1. Under the menu *Insert*, select *Pages* and then use the drop the down arrow to make the appropriate choice.
2. When the table is selected all columns, rows, and *gridlines* are visible.
3. When the table is not selected, the *gridlines remain visible but do not print*. In order to make the gridlines print a *border needs to be added* to every cell.
4. Click in a cell to enter some text then press the *Tab key* to move to the next cell. Press *Shift+Tab* to return to the previous cell.
5. As you add text, the cell height changes accordingly.
6. To select an entire column or row click on the appropriate bar. The entire row or column now becomes selected.
7. To change the entire look of a table you can format the table with *borders*, *fills*, and *different colored text*.

INSERT OBJECTS COMMAND

This command found under the menu *Insert | Object* allows you insert objects from other programs that support Microsoft's Object Linking and Embedding (OLE) technology. These objects can be sounds, movie clips, text files, etc.



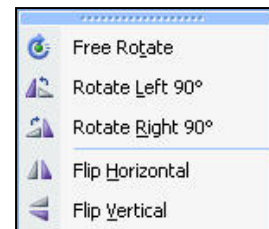
To insert an OLE object go to the Insert menu and click on Object. When the Insert Object dialog box appears, you are given a choice of inserting a file type from those listed in the box or creating a new file. If you elect to use the "Create New" or "Create From File", you will be prompted to create a new file or the location of the desired file. You can also click the Link box to have a link maintained between the original file and the one embedded into your document. This allows changes to be reflected in your document.

Colors, Borders and Shadows

All drawing objects created can have different colors, borders, or shadows applied. To apply any of these to an object first select it.

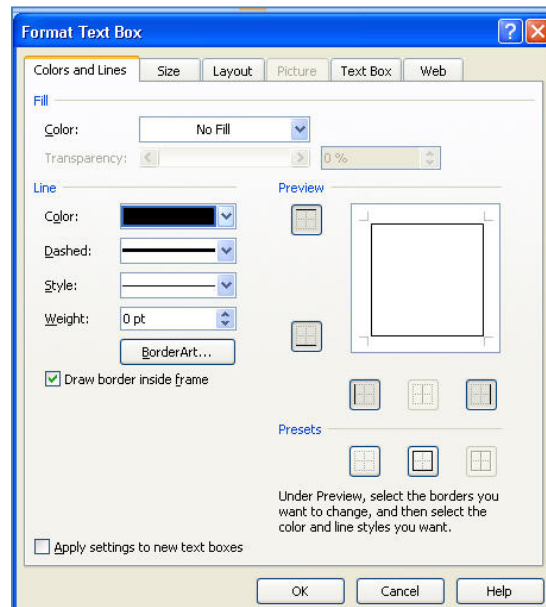
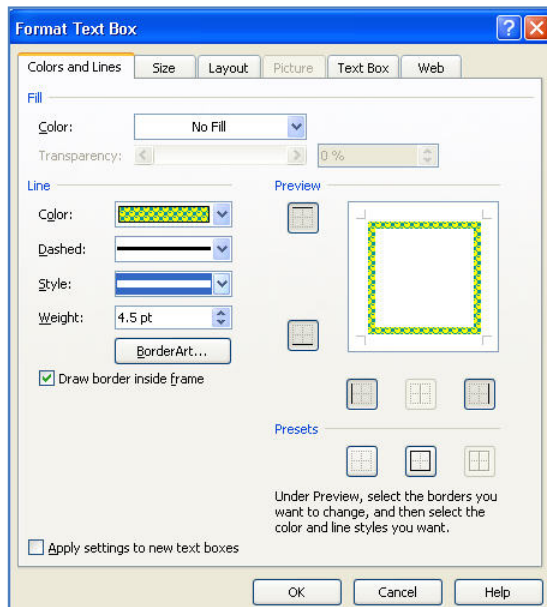
Next click on the Formatting toolbar, select from one of the three buttons shown. The first is the fill button, which allows you to add color to an object. The second changes line color and the third will allow you to change line styles.

To rotate an object, click on the down arrow next to the rotation icon located on the Standard toolbar. This will allow you to free rotate an object, rotate the object 900 counterclockwise, 900 clockwise, and flip the object horizontally or vertically.



To apply different borders first select the frame and then click on the Line/Border Style tool button located on the Formatting toolbar.

Quick Tip: To view and apply different styles click on the menu "More styles", to open the related formatting dialog box.



APPLYING PAGE NUMBERS

Page numbers can be inserted in either the foreground or the background pages. All page numbers are updated automatically as pages are deleted or added.

To insert a page number, use the text frame tool to draw and position where the number will be placed. Click on the menu Insert and then select page number. Publisher inserts an actual number in the text frame when working in the foreground. When working in the background Publisher inserts a number sign that is replaced during publishing.