

Publisher

Computer Training Solutions



1. Creating a Basic Publication

- ✦ Create a Publication from a Publication Design Templates
- ✦ Replace Design Object Placeholders
- ✦ Create a Blank Publication
- ✦ Add Text
- ✦ Insert a Picture from a File

2. Modifying a Publication's Layout and Structure

- ✦ Insert and Delete Pages
- ✦ Insert a Text File
- ✦ Size and Move Text Boxes and Picture Frames
- ✦ Connect Text Boxes
- ✦ Divide Text Boxes into Columns
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3. Editing Content in a Publication

- ✦ Edit Text in a Publication
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- ✦ Find and Replace Text
- ✦ Check Spelling

4. Formatting a Publication

- ✦ Format Text
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- ✦ Insert Symbols
- ✦ Indent Paragraphs
- ✦ Change Spacing Between Paragraphs
- ✦ Control Paragraph Flow
- ✦ Create Paragraph Styles
- ✦ Format Text Boxes

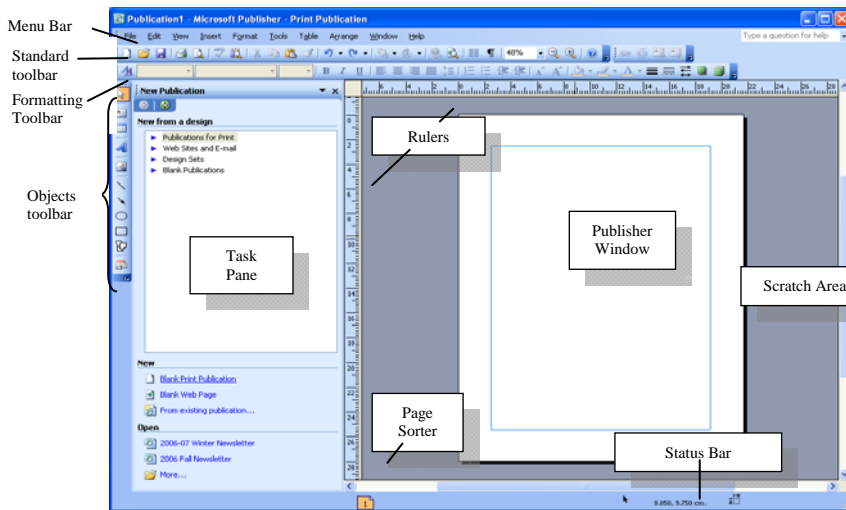
5. Formatting Pictures in a Publication

- ✦ Format Picture Frames
- ✦ Crop a Picture
- ✦ Wrap Text Around a Picture
- ✦ Insert WordArt
- ✦ Insert a Design Gallery Object

6. Checking and Printing a Publication

- ✦ Check the Design of a Publication
- ✦ Verify Pictures
- ✦ Create a Newsletter to Email
- ✦ Preview and Print a Publication

Publisher Application Window



General Keyboard Shortcuts

Open a Publication	Ctrl + O
Save a Publication	Ctrl + S
Print a Publication	Ctrl + P
Close a Publication	Ctrl + W
Undo	Ctrl + Z
Help	F1

Navigation Shortcuts

The Previous Page	Ctrl + Page Up
The Next Page	Ctrl + Page Down
Go to Page	F5 or CTRL + G

Edit/Format Shortcuts

Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Copy selected text or object	Ctrl + C
Cut selected text or object	Ctrl + X
Paste text or object	Ctrl + V
Delete selected text/object	Ctrl+Shift+X

Publication Designs

- Start a new publication based on a pre-designed one
In the **New Publication** task pane on the left, under **New from a design**, click the category you want, and then click a publication type.
- Change the color scheme
In the **Publication Options** task pane, click **Color Schemes**. Under **Apply a color scheme**, choose the color scheme you want.
- Change the font scheme
In the **Publication Options** task pane, click **Font Schemes**. Under **Apply a font scheme**, choose the font scheme you want.
- Find a specific task pane
Click the down arrow at the top of the task pane, and then click the task pane you want.

Tip If you don't see the task pane, on the **View** menu, click **Task Pane**.

Objects Toolbar

The **Objects Toolbar** is located on the left-hand side of the screen. If the toolbar is not present, open the **View** menu, select **Toolbars** then click on **Objects**. To create various objects, first select the tool. Then, with the cursor in the shape of a plus sign (+), click and drag on the publication to define its size.

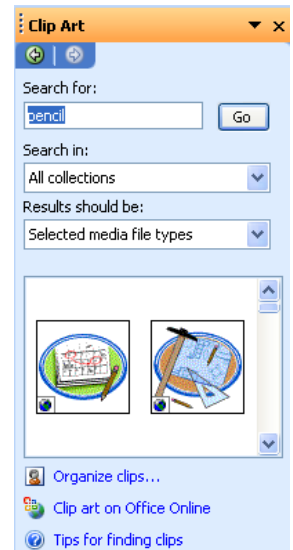
- Select Object** tool – Can be used to select various objects.
- Text Box** tool – Insert text boxes. Each text box can be customized for size and the text within can be formatted as desired.
- Insert Table** tool - Insert tables. Once the size of the table has been inserted in the publication **Create Table** options appear.
- Insert WordArt** tool – Can be used to insert a variety of WordArt text.
- Picture Frame** tool – Provides users with options of inserting an image. Options include inserting clip art, a picture from file or a scanner or camera.
- Line, Arrow, Oval and Rectangle** tools – Insert specific objects. Once inserted, the properties (such as line thickness and color) of the object can be modified by double-clicking on it.
- AutoShape** tools – Insert a variety of AutoShape objects such as octagons, smiley faces, hearts, block arrows, call outs, and stars.
- Design Gallery Object** tool – Can be used to insert **Publisher**-specific objects such as Reply Forms, Phone Tear-Off, Calendars, and Picture Captions.

Shortcuts for Objects

Nudge Selected Objects	Arrow Keys
Bring object to front	ALT + F6
Send object to back	ALT + Shift + F6
Select all objects	CTRL + A
Group selected objects	CTRL + Shift + G
Switch between making an object transparent or opaque	CTRL + T

Adding Clip Art

1. From the **Insert** menu, select **Picture**→**Clip Art**.
2. **Clip Art** options will appear in the Task Pane.
3. Insert a search word or phrase and click **Go**.
4. Locate an image to be inserted.
5. Click and drag the clip art to the desired location.
6. Click and drag the white handles to resize the inserted image.



Start a New Publication

1. To start a new publication based on a pre-designed one:
2. Start Microsoft® Office Publisher 2003.
3. In the New Publication task pane on the left, under New from a design, click the category you want.
4. Then click a publication type from the New Publication task pane.

Replace Design Objects

To replace text in a text box:

1. Select the text in the text box you wish to change.
2. Type new text.

To replace clip art images in a picture frame:

1. Select the picture frame containing the clip art image you wish to change.
2. Right click the image to display the context menu and select Change Picture→Clip Art to display the clip art task pane.
3. In the Clip Art task pane's Search For text box, type a word or phrase that describes the image you wish to find and click Go to begin search.
4. In the Results area, click the desired clip art to insert it.

Saving a Publication

To save a publication for the first time, or with a different name, or to a different location:

1. Choose File → Save As.
2. Select a folder from the Save In drop-down list.
3. Type the filename, click Save.
5. To save an existing publication with the same name:
4. On the Standard toolbar, click the Save button.

Create a Blank Presentation

To create a blank publication:

1. Choose File→New to display the New Publication task pane.
2. In the New Publication task pane on the left, under New from a design, select Blank Publications.
3. In the preview gallery, select a publication type.

Add Text

1. If necessary, create a text box.
 - a. On the objects toolbar, click the Text Box button.
 - b. Point the crosshair mouse pointer in the place where you want the text box to appear and drag to make it the size desired.
2. Type the desired text in the text box.

Insert a Picture from a File

1. On the Objects toolbar, click the Picture Frame button.
2. Select Picture From File.
3. Using the crosshair mouse pointer, drag the mouse diagonally until the picture frame is the approximate size you want it.
4. In the Insert Picture dialog box, navigate to and select the picture you want.

5. Click Insert to insert the graphic in the frame.
6. If necessary, resize your picture frame.

Insert, Delete & Move Pages

To insert pages in a publication:

1. Select the correct page sorter tab.
2. Choose Insert→Page.
3. Type the number of pages you want to insert in the Number of New Pages field.
4. Make desired changes and click OK.

To delete a page from a publication:

1. Select the page sorter tab of the page you wish to delete.
2. Choose Edit→Delete Page.

To move a page in a publication:

1. Select the page sorter tab.
2. Drag the page sorter tab to the new location in the page sorter.

Insert a Text File

1. If necessary, create a text box.
2. With the insertion point in the text box, choose Insert→Text File.
3. Navigate to the file that contains the text you wish to insert and double-click to insert.
4. Click yes or no in the dialog box according to the text flow options you desire.

Connect Text Boxes

1. Select the first text box with the Text Overflow button displayed.
2. Click the Create Text Box Link button on the Connect Text Boxes toolbar (the mouse pointer then turns to a pitcher).
3. Position the pitcher mouse pointer over the text box you want to connect and click once.

Divide Text Boxes into Columns

1. Display the Format Text Box dialog box (Double click the text box border or choose Format→ text box).
2. On the Text Box tab, click the Columns button and indicate the number of columns you want.
3. Click OK twice to return to publication.

Use Master Page

1. Choose View→Master Page to access the default master page.
2. Add or change design/layout elements as desired.
3. To return to publication, choose View →Master Page again or CTRL + M.

Apply Schemes

1. From the Format menu, choose either Font Schemes or Colour Schemes.
2. Select desired scheme from the task pane.

Formatting Text

1. Select the text you wish to format.

2. Use the Formatting toolbar or Format menu to make desired changes.

Formatting Text Boxes

1. Right click on the text box you wish to format.
2. Choose Format Text Box
3. Make desired changes from various sections and choose OK.

Working with Paragraphs

To indent paragraphs:

1. Place the insertion point in the desired paragraph.
2. Use the Increase Indent or Decrease Indent buttons on the Formatting toolbar. Or;
3. Choose Format→Paragraph and make desired selections.

To change the paragraph or line spacing:

1. Place the insertion point in the paragraph you wish to affect.
2. Choose Format→Paragraph and make desired selections.

Wrap Text Around a Picture

1. Select the picture frame you intend to wrap text around.
2. On the Picture toolbar, click the Text Wrapping button.
3. Select desired option.

Insert a Design Gallery Object

1. On the Objects toolbar, click the Design Gallery button.
2. On the Objects by Category tab, select the category of your choice.
3. From the Design Gallery, select a Design Gallery object.
4. Drag the object to a location of your choice.

Check the Design of a Publication

1. Choose Tools→Design Checker to check the publication for errors and display the Design Checker task pane.
2. Use the task pane to check and fix any errors.

Create a Template

1. Create a publication or open an existing publication that you want to use as a template.
2. Choose File→Save As.
3. Provide a template name in the File Name text box.
4. From the Save As Type drop down list, select Publisher Template.
5. Click Save.

Print Preview & Print a Publication

1. Click the Print Preview button on the Standard Toolbar, use the one page view or multiple page view.
2. Click Close to close Print Preview and return to publication.
3. Choose File→Print to print the publication with options.

Exercise 1

1. Open **Lab Editing**.
2. In the article text box at the top of page 2, type **February Employee Report**.
3. In the article text box at the bottom of page 2, insert **February Employee Report.doc**.
4. Click **No** when asked if you want to use autoflow.
5. Connect the text box on page 2 with the empty text box on page 3 so that the overflow text from the first box flows into the second.
6. Add a **Continued On Page** notice on page 2 and a **Continued From Page** on page 3.
7. Move the text box on page 3 above the horizontal ruler guide.
8. Add **Employee Report** as left-aligned header text to the Master Page and **2004** as right-aligned header text to the Master Page.
9. Move the blank page 4 so it becomes the new page 1.
10. Save the publication as **My Employee Report** and close the publication.

Exercise 2

1. Open **Lab Picture Format**.
2. Apply a border to the picture frame containing the books. Format the border in a colour, style and weight of your choice.
3. Crop the picture of the books to eliminate part of the background of the picture. The border of the picture should just surround the perimeter of the books.
4. Use the Insert WordArt tool to add the text **Books & Beyond** to the top of the page. Format the WordArt text to appear in a colour and WordArt style of your choice.
5. Add a Design Gallery Object with the category of **Borders** called **Borders Woven Corners** to the page.
6. Save the publication as **My Lab Picture Format** close it.