

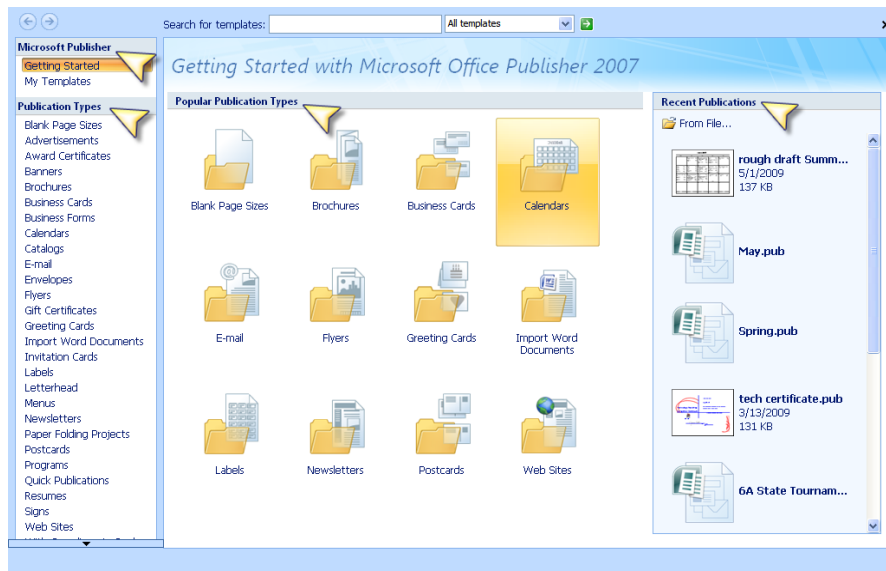
Microsoft Publisher 2007

What is it?

Microsoft® Office Publisher 2007 is the business publishing and marketing materials program that helps you create, design, and publish professional marketing and communication materials. You can create materials for print, e-mail, and the Web with an intuitive, task-based environment that guides you from initial concept to final delivery in-house without professional design and production expertise.

Even though Publisher looks and behaves in a fashion similar to that of other Windows software you may be familiar with, there are some differences you have to get used to.

Publisher is a graphics program with robust text functions. As a result, you will find more toolbars, more buttons on the toolbars, and a slew of commands unique to Publisher.



Publisher 2007 Opening Window

In the “Getting Started” window, there are 4 main areas to be aware of. 1) Microsoft Publisher; 2) Publication Types; 3) Popular Publication Types and 4) Recent Publications. These will change once you select a publication type.

Section #1 Microsoft Publisher: allows you to always quickly return to this start up window and to access any templates you save.

Section #2 Publication Types: Queries, or narrows your search efforts by previewing only the publication types you desire.

Section #3 Popular Publication Types: is just that, folders with the most popular Publisher templates

Section #4 Recent Publications: is a quick way to find your most recent Publisher work. (sometimes we forget where we saved them ☺)

First

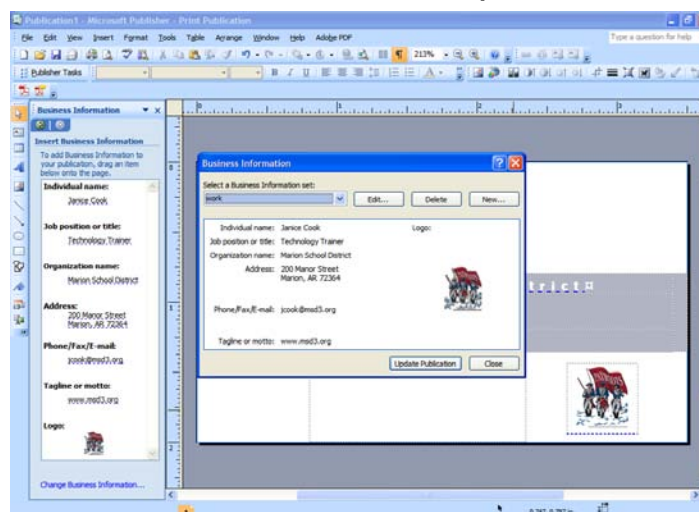
Personal and/or Business Information

Many of the publications you create using Publisher will include the same personal or company information. Instead of re-entering this information for each new publication, you need enter it only once, in an *information set*. Whenever a new publication requires an item from the information set, Publisher automatically pulls it from the stored record and plugs it in. Similarly, to update personal or company information throughout the publication, you need only update it once, in the information set.

You may also create multiple Business/Personal Information Sets.

This information will be automatically added to a publication when needed without you having to re-type the information.

1. Go to **Edit > Business Information** this will open the "Create New Business Information" Dialog Box
 - a. The first time you open Publisher you may be prompted to complete this information
 - b. Complete the information in all the boxes except the Logo box. If any information does not apply, delete it.
 - c. Below the Logo box, click **Change**.
 - i. Navigate to the picture/diagram you want to use as a logo, click Open or Select
 - ii. You do not have to include a logo.
 - d. In the **Business Information** set name box at the bottom of the dialog box, replace Custom 1 with a name that represents the information you have just entered and click Save.
 - e. When the information is correct, click **Update Publication**.

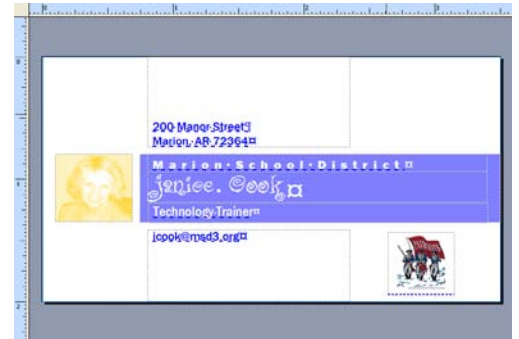


Important Note: Publisher uses **text boxes or objects** to place text and graphics into publications. Very similar to SMARTNotebook. All objects are movable, editable and "deletable". Publisher will hide text if the textbox becomes too small.

Your first publication: Business Card

1. **Start Publisher:** Publisher is part of the Microsoft Office installation. To start work in Publisher, simply click the **Start Button**, mouse to **All Programs** > **Microsoft Office** > click on **Microsoft Publisher 2007**. The "Getting Started" window will open.
2. **Select Business Card template:** Once in Publisher, double click the "Business Cards" folder located in the center "Popular Publications" section. This will take you to a display of the Business Card templates.

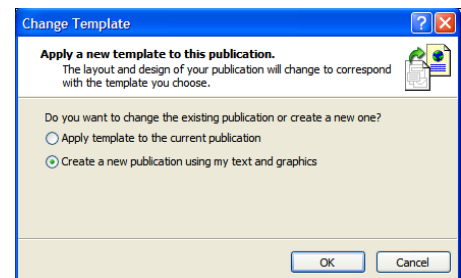
- In the task pane now located on the right side of the window there is a preview of your business card with your business/personal information already inserted.
- Using this task pane you may change the color scheme, font scheme, business information set and layout. All with the simple click of the mouse.



3. Double click the "Brocade" style card to select it and open the template.
 - You will see marquee/dotted lines for each textbox in this template
 - i. Anything within a textbox may be changed.
 1. For instance, I want to change the main font.
 - Select the font and change as you always do using the Standard Toolbar.
 - This will not change the font scheme, only the selected font.

Every object is movable and editable, even the template itself.

- Right-click the text box with your email address text and select "**Format Textbox**" > **Textbox** > change the vertical alignment to middle
- Change the template by clicking the "**Change Template**" button located in the **Business Card Options Task Pane** located on the left of the window
 - Change to a template style that you like
 - Read the pop-up that appears and make the most appropriate selection for your project.



Save your work as **Business Card 6-10** in your H:// storage area.

Changing Templates: Click "Change Template" again but this time create a "Letterhead". Notice many of the same template styles are available and that your personal information is inserted.

Basic Publisher Skills

1. Open Publisher and create a newsletter using the Kidstuff template.
2. Change the color scheme to "Citrus".
3. Click in the Newsletter title box and type your title. (NOTE: you DO NOT need to remove the text that is there now, simply click in the textbox and begin typing.)

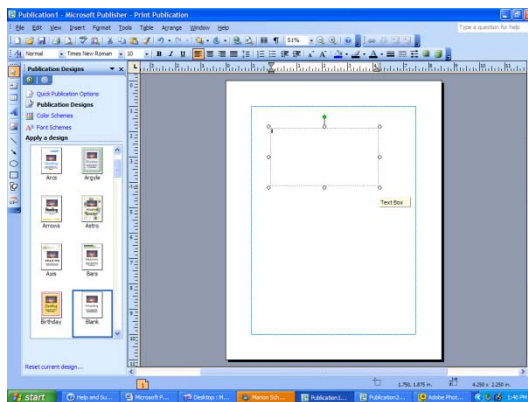
A. Adding and Replacing Text

1. Adding Text

In Publisher, text is always framed, in other words it must be contained in a text box. To insert a textbox into your document, you may follow either of the steps below.

1. Go to **Insert** on the menu bar and select **textbox**, or
2. From the **object toolbar** (on the left of the window) click the **textbox icon**.

To create the frame for your text, simply click and drag in the document where you want to add text. Text may be moved, edited, formatted, etc. from within the textbox.



Object Toolbar



2. Replacing Sample Text

When you open some Publisher templates sample text will be placed in key locations, such as the heading area. To complete the publication, you must replace this sample text with your own text.

☞ **To type in your text:**

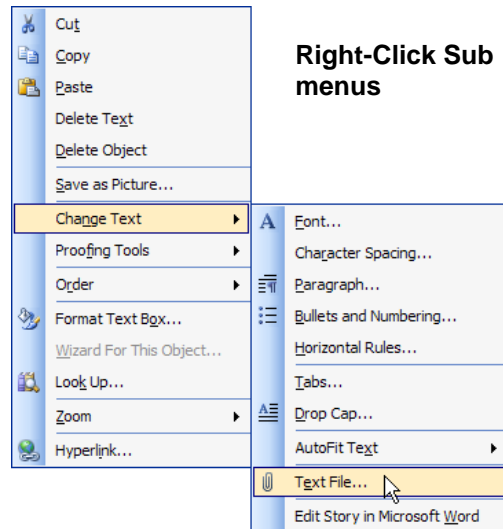
1. Click the textbox that contains the text you need to replace. All the text is automatically selected.
2. Type your text – what you type replaces the selected sample text. Click outside the frame to deselect the text.
3. Edits may be made using the backspace or delete keys as usual.

☞ **To insert a text file:** (great time saver, especially for newsletters)

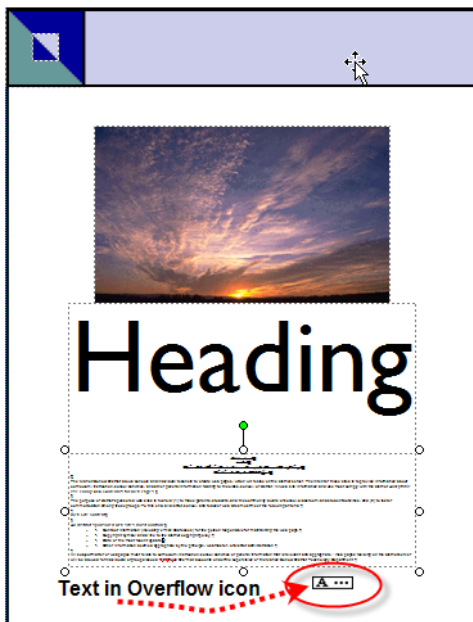
When creating a newsletter there is no need to retype articles, simply insert them into your Publisher newsletter.

1. Click the frame that contains the text you need to replace. All the text is automatically selected.
2. Insert the text file

- a. **Right Click** inside the text box > mouse to **Change Text** > click on **Text File**. **OR** click inside the textbox where the file is to be inserted > go to **Insert** on the menu bar > **click Insert Text**.
- b. Locate the file that is to be inserted using the **Insert Text** dialog box, click **OK**. Publisher will automatically insert the file.



NOTE: At this point you must be very observant of the text box.



The **Text in Overflow** icon alerts you to the fact that there is too much text to fit into the textbox. This hidden text is not visible and will not print.

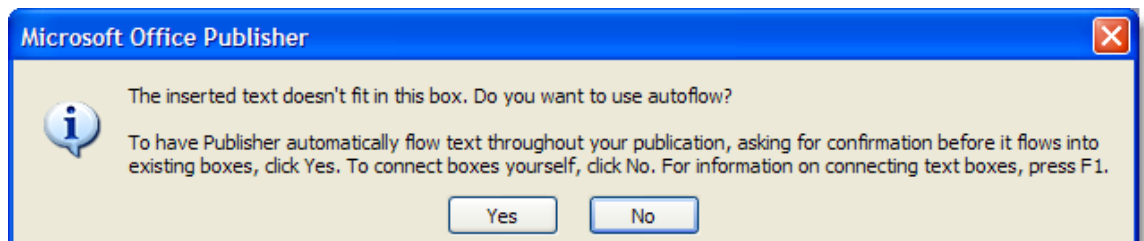
To solve this issue:

Method 1

The text box can be enlarged if there is room without jeopardizing the layout. Simply drag the sizing handles to the necessary size. The overflow icon will disappear when all text is displayed.

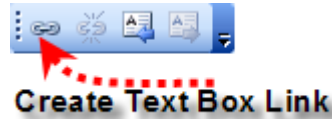
Method 2

Click **Yes** when the dialog box shown on the next page appears and Publisher will automatically flow text through your publication. Click **No** to connect the boxes manually.

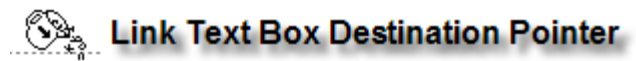
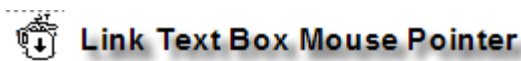


☞ **To connect the text boxes manually:**

1. First find the text box that you plan to link to.
2. Next, click in the "source" text box > click the **Create Text Box Link** button* located in the "Connecting Text Box" toolbar > navigate to the destination text box and click.



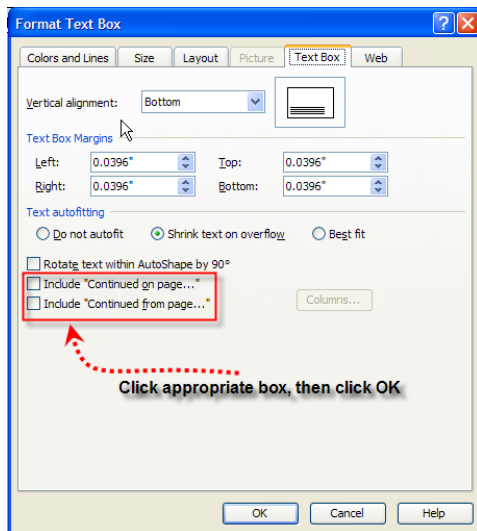
***NOTE:** When you click this button, the mouse pointer changes to what appears to be a coffee mug. When you navigate to an acceptable destination text box, the mouse pointer will "tip over".



3. Navigate to the destination text box and click.

☞ **To add "continued on" or "continued from"**

1. **Right click** in the text box and click **"Format Text Box"**
2. Click the **Text Box** tab > click the appropriate box > click **OK**.

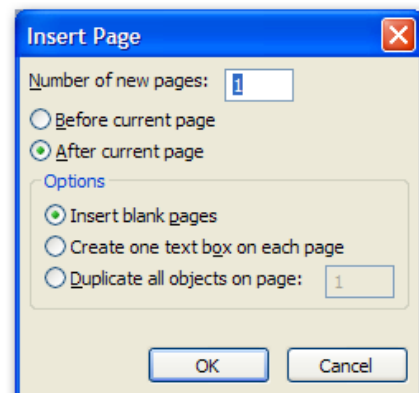


TIP: You can type this information directly into the text box however, if pages are added, the page numbers will not be correct. By having Publisher insert the "Continued..." information, pages will automatically be updated and correct! 😊

B. Inserting and moving pages.

Publisher documents will open with a default number of pages set. It varies depending upon the type of document you are creating. Publisher allows you to insert multiple pages, set where the pages should be inserted and what layout to use.

1. To insert a new page into your document:



- ✓ From the menu bar select **Insert > Page** and complete the Insert Page dialog.
 - ✓ Using the keyboard shortcut **CTRL + Shift + N** will add a new blank page.
 - ✓ Right-click the page icon located at the bottom of the page and select **Insert Page**
2. To move within your document
- ✓ Go to **Edit > Go to Page**
 - ✓ **Keyboard Shortcut: CTRL+G** and select appropriate page.
 - ✓ Click the appropriate **page icon** at the bottom of the window.
 - ✓ Press **CTRL + Page Up/Down** to move within the document.

Removing pages

To remove any page from the document along with all text/graphics go to **Edit** on the menu bar and select **Delete Page**.

C. Changing and/or inserting a picture.

The Publisher templates often include a picture placeholder. This can be deleted, or changed to a picture appropriate for your publication.

☞ *To change the existing placeholder picture:*

1. Right click the placeholder.
2. Click **Change Picture > From File > Browse** to appropriate picture > double click it to insert.

☞ *To insert a picture:*

1. Click insertion point in desired location. Insert picture using

Method 1:

Click **Insert** on the menu bar > **picture > From File > Browse** to selected picture. Or

Method 2:

Click the **Picture Frame** button on the **Object Toolbar** located on the left of the Publisher window > Click the desired location > drag out your approximate size > browse to selected picture.

D. Working with textboxes and objects

1. Removing Objects

You can customize any publication by deleting and/or resizing objects (textboxes and/or pictures).

☞ *To remove any text box:*

1. **Right click** within the text box that needs to be removed > click **Delete Object**.

2. Moving and Nudging Objects

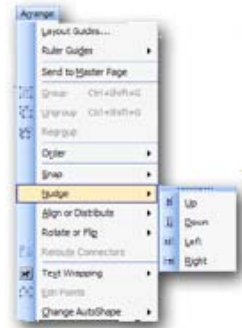
1. To move any object (textbox, graphic, etc.) in the document

- ✓ **Click on the object to select it.** Move the mouse pointer until it changes to a "4-headed arrow" and simply **drag and drop** the object to the desired location.



2. To *Nudge an object

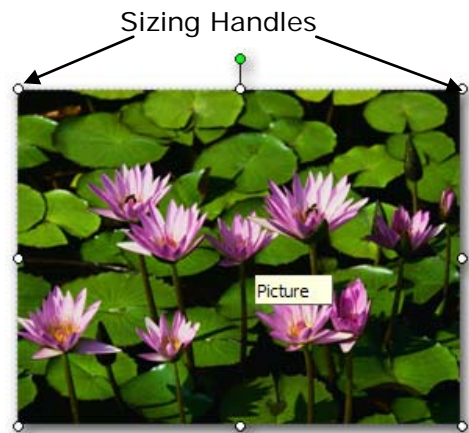
- ✓ Use the **arrow keys** on the keyboard to move selected object in .1" increments. To move in larger increments, press and hold the **Shift** key along with the appropriate **arrow**.
NOTE: this is the preferred method.
- ✓ Click **Arrange** on the menu bar > mouse down to **Nudge** and select appropriate **direction**.



* **Nudging keeps the object in line, whereas moving will allow movement in all four directions.**

3. Resizing Objects

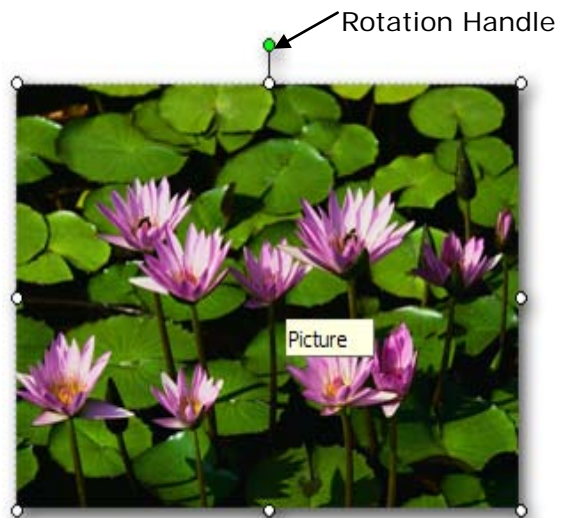
1. Easy method: **Click** the object to select it > **drag** the corner handle to resize the object proportionately.
2. For more exact sizes: **Click** the object to select it > **Right click** > **Format Textbox (or object)** > click the **Size tab** > key in necessary proportions.



4. Rotating and Flipping objects

There may be times when a mirror image of your object would be more effective or having it on an angle would be very nice. Rotating and flipping images makes this a simple task. As always when dealing with objects, **click to select the object**.

- ☞ **Method 1:** Click the **rotation handle** (green) and **drag** to appropriate angle. The mouse pointer will change to a round pointer.



- ☞ **Method 2:** Click **Arrange** on the menu bar > select **Rotate or Flip** > make appropriate selections
- ☞ **Method 3:** click either of the middle “handles” and drag to the opposite direction.

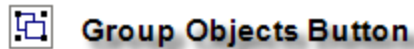


5. Grouping Objects

Grouping can save you much time and many headaches when editing and customizing your publication. Grouping simply takes multiple objects and treats them as one. This allows you to move only one object rather than several. It works the same as in any other Microsoft application.

☞ To group objects:

1. **Click** on the objects you want to group. This is accomplished by holding the **CTRL Key** and clicking the objects. You will see the sizing handles around the objects that are selected.
2. With your objects selected, click the Group Objects button or **Right Click** > **click Group**.



Notice now there is only one set of sizing handles.

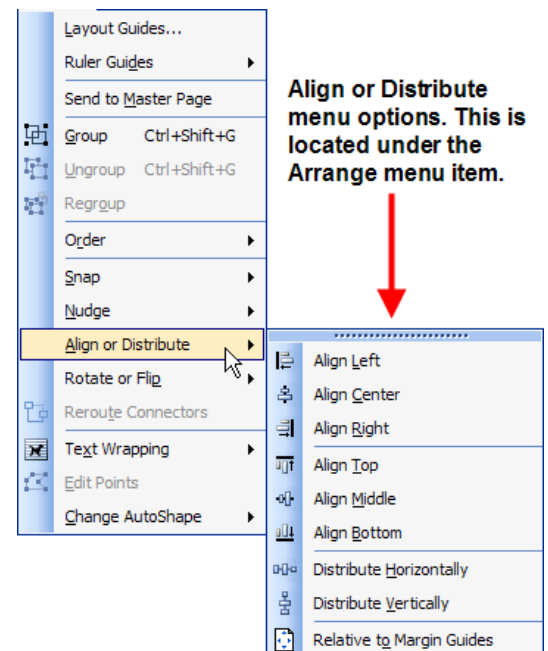
6. Aligning Objects

Remember for the most part you will use Publisher to design publications for print. It is imperative that your layouts be balanced, even and consistent. Many amateur publishers/designers probably use the “eye-ball” method for aligning objects. This may look fine on the monitor however, when you see the printed version, you can tell that the items were not aligned properly.

A great way to achieve this is by using the **Arrange** menu option.

☞ To align objects:

1. Click to select the objects that need alignment. (Remember hold the shift key and click to select multiple objects)
2. Go to **Arrange** on the menu bar > mouse down to **Align or Distribute** > click the appropriate alignment.



FYI

Zooming

Since Publisher is layout and design intensive, you will probably be zooming in and out on a regular basis. This allows you to easily view different areas of your document, or an entire page. There are several different methods to be familiar with.

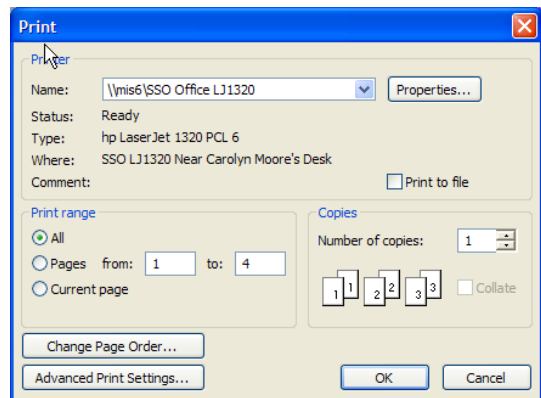
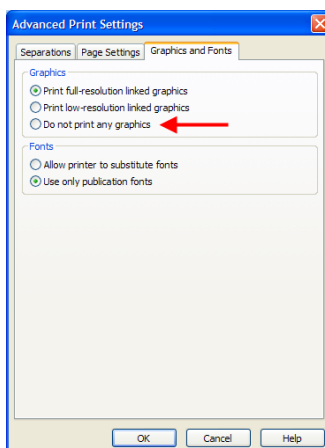
1. On the menu bar click, **View > zoom >** select desired percent/view.
2. From the standard toolbar, use the list arrow to select the desired percent/view needed.
3. To the right of the zoom box on the standard toolbar, use the two **magnifying glasses** to zoom in or out.
 - a. This option will allow you to zoom to selected areas.
 - i. Select the area that you want to zoom in to then click the magnifying glass to zoom to that particular area.
4. Using the **F9** key will take you from your current view to the 100% view and toggle back to the working view. This is especially helpful when working in Publisher.

Printing

NOTE: If you plan to have your publication professionally printed, check with your printer first to see which Advanced Print Settings they require.

Printing in Publisher is basically the same as printing with any other Microsoft application. There are two things you need to be reminded of however:

1. Clicking the **Printer** icon on the Standard Toolbar will print the entire document with all default settings!
2. Using the **File >Print** method, you can control not only how and where your document prints, but you can also change other important settings.



PRINT TIP #1: If you are printing a rough draft copy of a document and it includes several pictures and/or colored objects, I suggest that you go to the **Advance Print Setting** area and click on the **Graphics and Fonts** page tab and select the **Do not print any graphics**. Click OK. This will save you much toner and time.

PRINT TIP #2: When printing smaller items such as greeting cards, or invitations that will need to be cut out, it is very helpful to print **Crop Marks** this will guide you later when you are cutting the item out. They are not mandatory, just helpful.

This is accomplished by selecting the **Advanced Print Settings** and the **Page Settings** page. Click in front of the **Crop marks** item located in the Printer's marks area. Click OK.

Design Sets

Design sets allow you to have consistency in design when you are creating multiple documents. Example: You open a new business and you want the public to recognize your "mark", your logo, font, etc. Think about Wal-Mart, Fred's, Subway. Every time you see these names they are the same whether you are in Marion, Arkansas or Marion, California.

Design sets offer pre-designed templates for practically every type of business form.

