

Microsoft **Publisher 2002**

Desktop **Publishing**

A Step-by-Step Guide

A guide for
smart people!!



INTRODUCTION TO MICROSOFT PUBLISHER 2002

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Note: This User Guide is a work in progress—chapter 9 to ? will be available depending on demand. Any suggestions or future chapters/modules are welcome.

INTRODUCTION TO MICROSOFT PUBLISHER

1

SCREEN LAYOUT

Starting Publisher - Quick Publications

Standard Screen - Menu Bar

Customize Tool Bar/Zoom Controls

Setting-up Options - Preferences

Mouse Pointer Shapes

Right Mouse Button

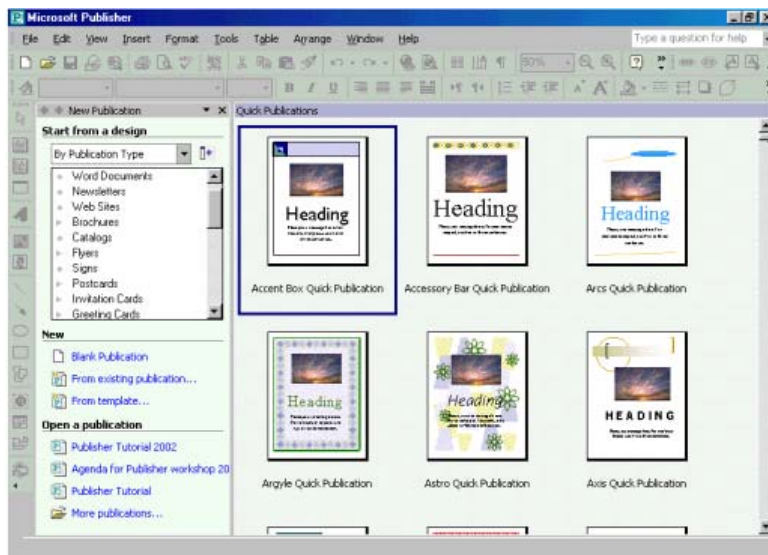
Review Exercise #1

STARTING PUBLISHER 2002

1. Use the mouse, double click on the *Publisher* icon--this will start *Publisher 2002*.

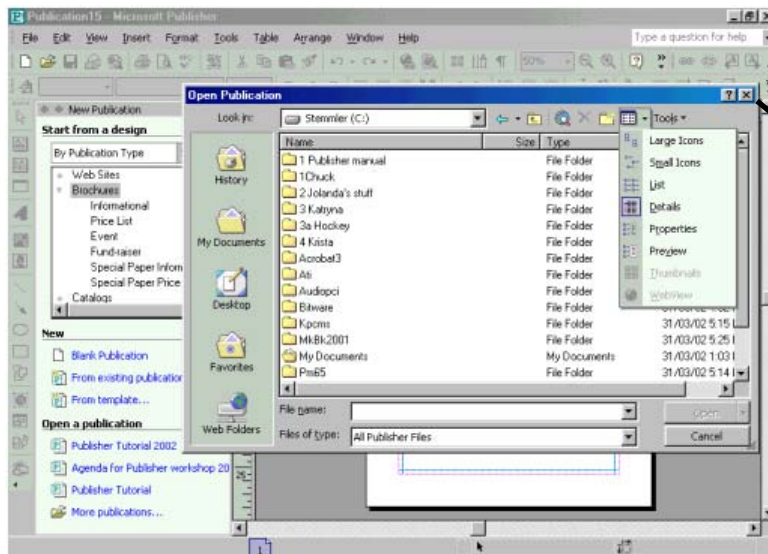


2. *Publisher* may automatically “default” or open into the *Quick Publications* screen. For the purpose of this exercise, take the time now to scroll through the available “options” by moving the elevator buttons up or down on the side bars.



Scroll bars:

Sometimes called elevators; you can use these to “look” through the selection of *Quick Publications*..

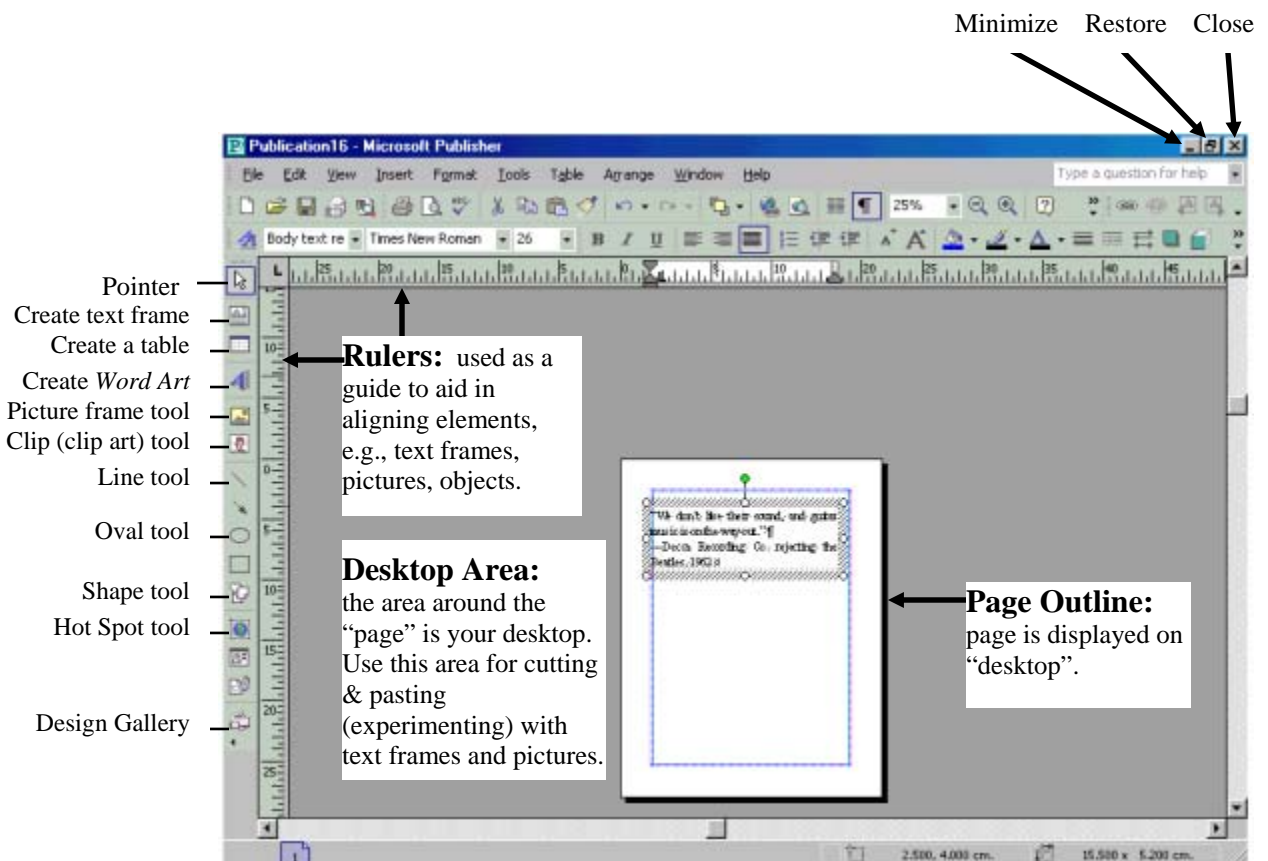
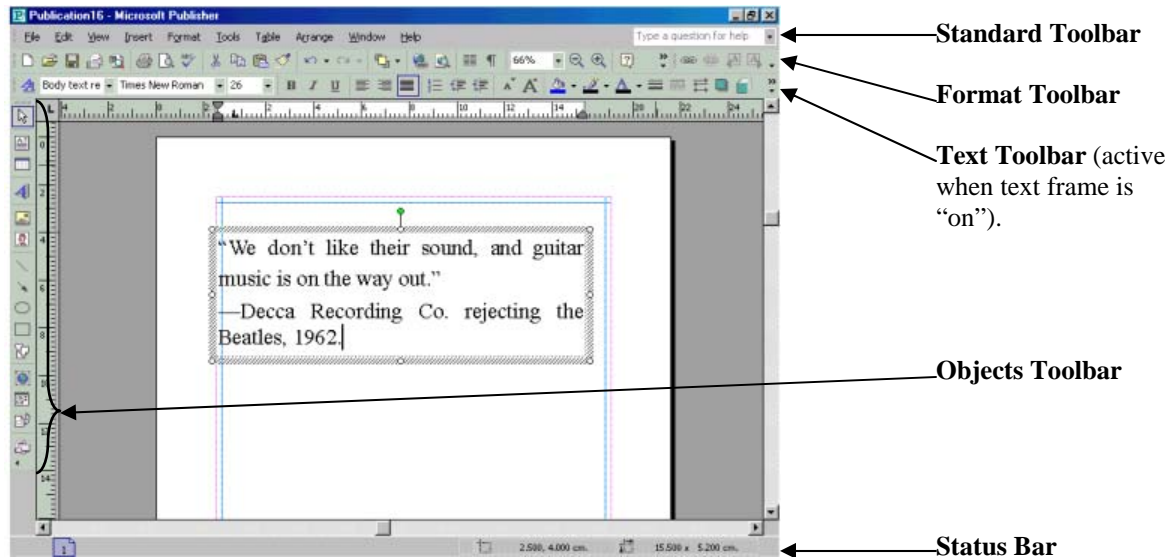


Mouse click on the “X” button to close dialogue box(s). Close the *Quick Publications* box and choose *More Publications*.

[More publications...](#)


STANDARD SCREEN -- MENU & TOOL BARS

1. The “standard” screen may vary depending on the default options that are selected. Several items are consistent, for example, the basic menu bars.

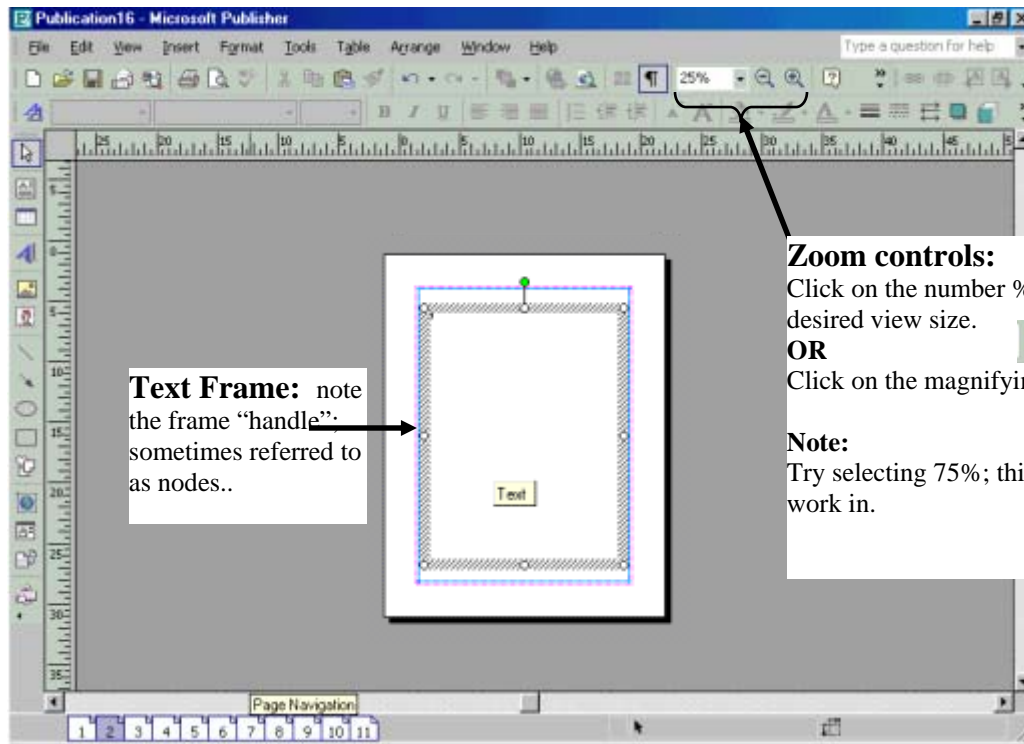
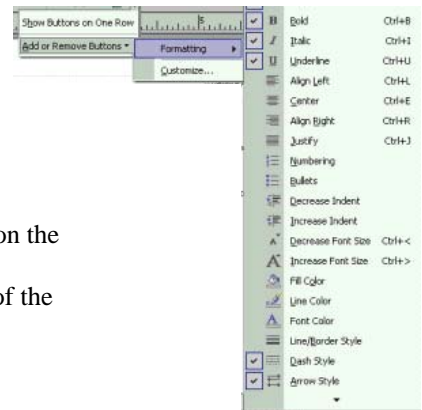


CUSTOMIZE TOOL BARS

1. The top tool bar will vary depending on the object/element selected, for example, a text frame is active (nodes indicate the active object).

This  shape, *Toolbar Options*, permits the user to “add or remove buttons.”

Clicking on this toolbar option button will display “buttons” available (not already on the toolbar) for the active element, e.g., displayed to the right is the tool bar for basic formatting of a text frame; items (buttons) with the check-mark will appear as part of the



Zoom controls:

Click on the number %, e.g., **25%** and select desired view size.

OR

Click on the magnifying tools. 

Note:

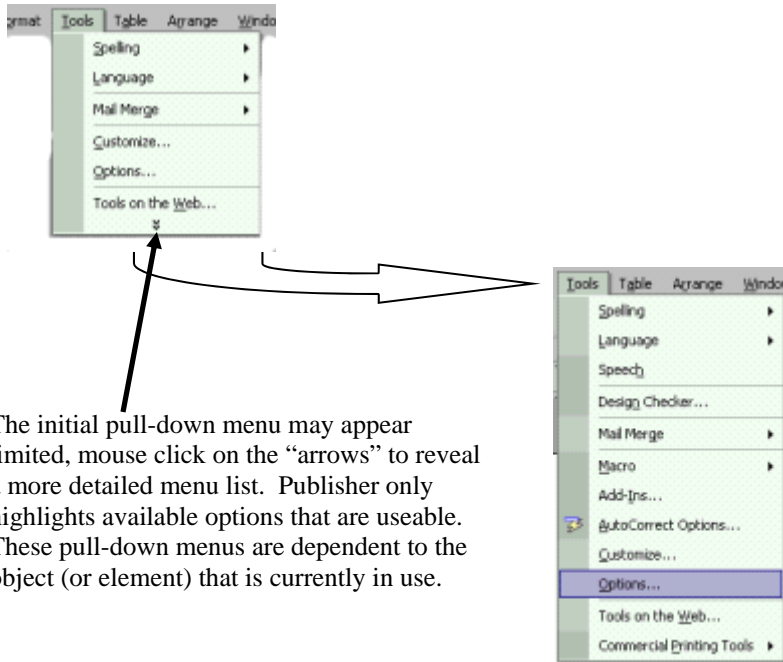
Try selecting 75%; this is usually adequate to work in.

Page Navigation:

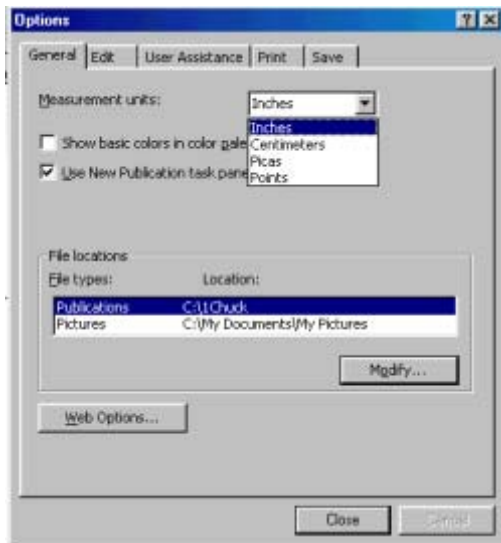
Click on the number to go to the page of choice. Yellow dialogue bar, *Page Navigation*, becomes active by placing the mouse pointer over an object; in this case, the “pages.”

SETTING-UP YOUR OPTIONS - PREFERENCES

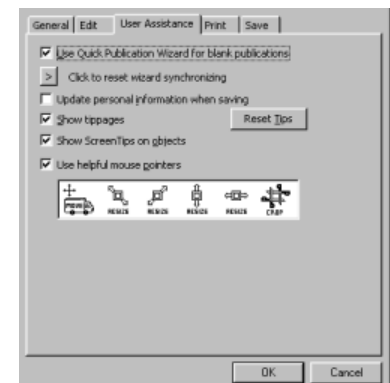
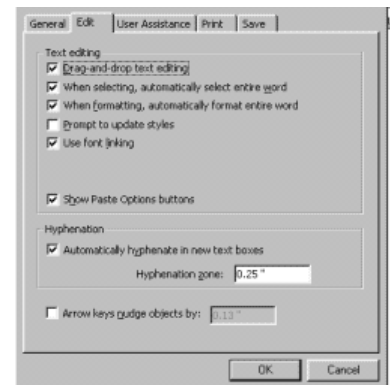
1. Mouse click on **T**ools from the main menu bar, and select **O**ptions.



The initial pull-down menu may appear limited, mouse click on the “arrows” to reveal a more detailed menu list. Publisher only highlights available options that are useable. These pull-down menus are dependent to the object (or element) that is currently in use.



General options allows the user a choice for units of measure, click on the down arrow to reveal the different units.

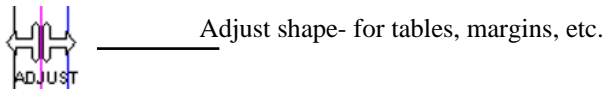
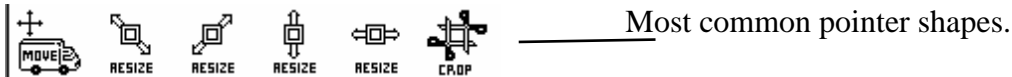


IDEA:

It is always wise to save every ten to fifteen minutes; at this time, just “click” in the box beside *Remind to save publication*, a check mark will confirm selection.

MOUSE POINTER SHAPES

1. The mouse pointer will change as you move the pointer across the desktop area of the screen; the pointer will return to its "normal" shape while on the tool bars (for the purpose of selecting). The following are common pointer shapes.



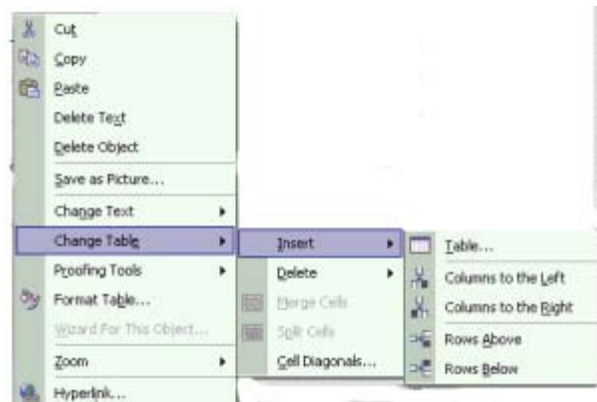
Select a table row or column.



Pour text into a connected (empty) text frame.

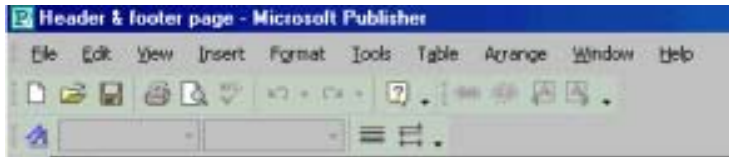
RIGHT MOUSE BUTTON

1. A single click on the right mouse button opens a "short-cut" menu box. The short cuts that appear are those that affect the present application being used, e.g., the table frame short-cut is displayed below..



REVIEW EXERCISE:

1. Customize your basic toolbar from: the “standard tool bar”



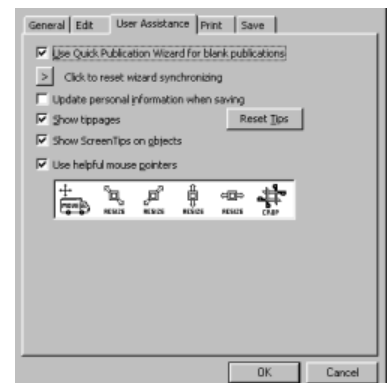
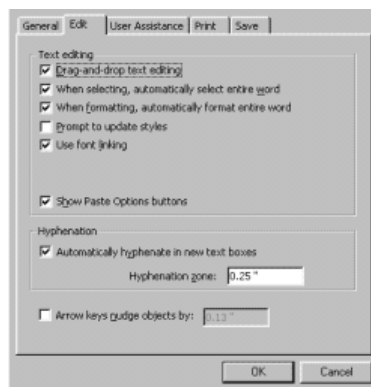
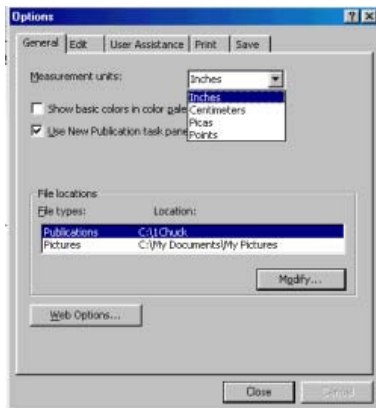
to a “customized toolbar” — one that suits your preferences.



2.

Set your user options to the following: (or your own preferences).

- a) measurement in “inches”
- b) turn-off automatic hyphenation
- c) turn-off “show tippages”
- d) turn-on the “print trouble shooter”
- e) set “Save AutoRecover” to every 5 minutes.



INTRODUCTION TO MICROSOFT PUBLISHER

PAGE LAYOUT & SAVE

Page Setup

Inserting Pages

Saving Your Publication

Theory—Visual Weight

Rule of Thirds

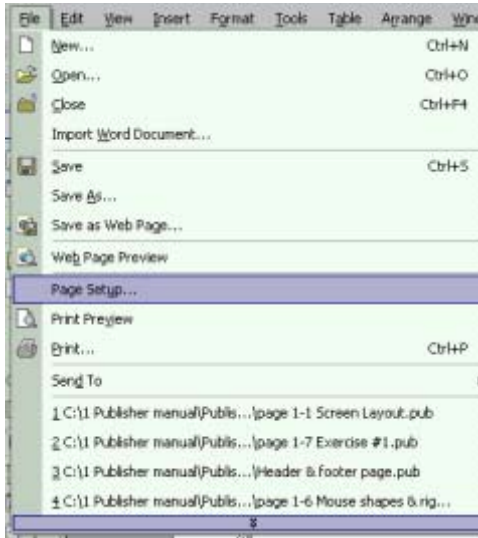
Exercise 2a—layout & saving

Exercise 2b—thumbnails

2

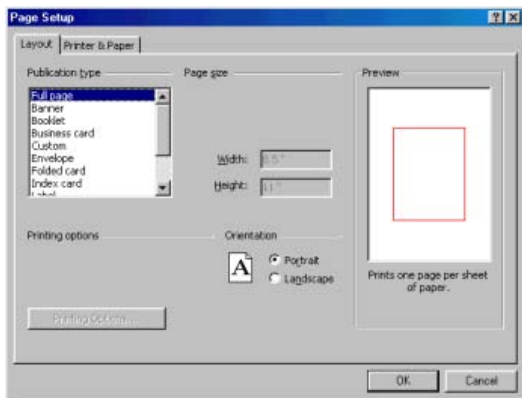
SETTING-UP YOUR PAGE

1. Use the mouse, single click on File from the top menu bar, select *Page Setup*.

**IDEA:**

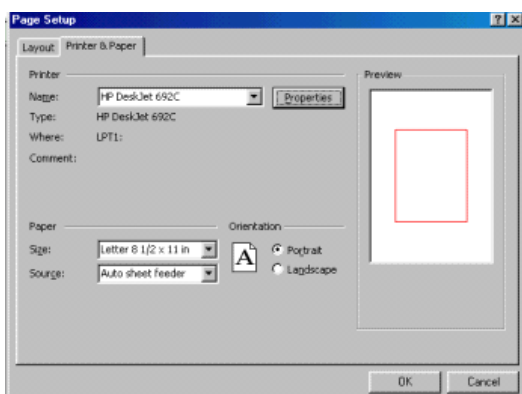
Getting started begins with setting up your page. When creating a publication, you should have a basic layout in mind where your text and graphics (elements) are placed.

2. Review the options but use *Full Page* and *Portrait* for this exercise. *Normal* refers to paper size and/or fold, and *Portrait* means the larger the dimension is the height, e.g., 8 1/2 x 11 inches.

**NOTE:**

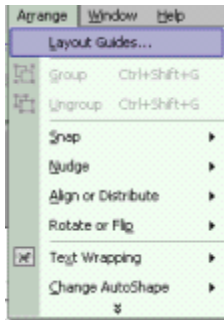
Some programs (Adobe) refer to *Portrait* as *Tall*, *Landscape* as *Wide*.

3. Select the correct printer for the computer/classroom. Try clicking on the printer *Properties* button—you can change printer preferences (colour, quality, etc.)



SETTING-UP YOUR PAGE CONTINUED:

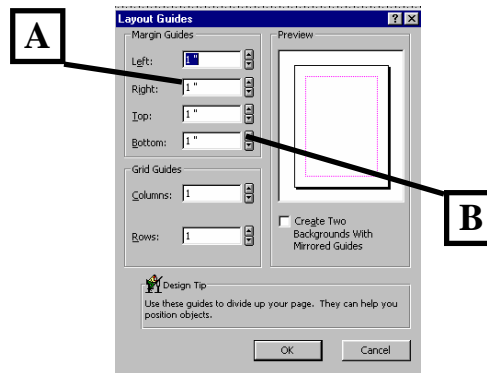
3. Use the mouse, single click on **A**rrange from the *Standard Toolbar*, select **L**ayout Guides....



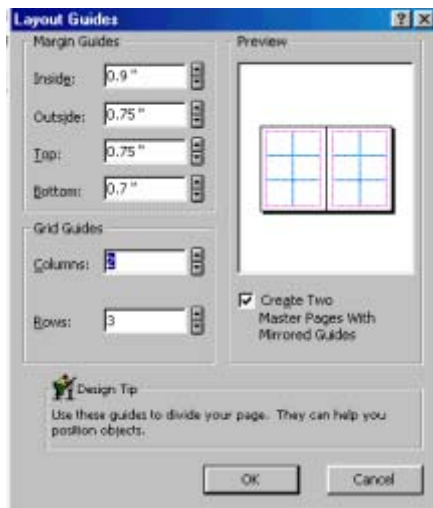
4. *Margins Guides* - Select the four margins you wish by:

A) typing to replace highlighted number; *Tab* key down or mouse click to next “guide”;

B)- clicking on the arrows.



*This step will be useful to establish guides to work with:
The pink are margins, the blue are grid lines—these WILL not print on your publication.*

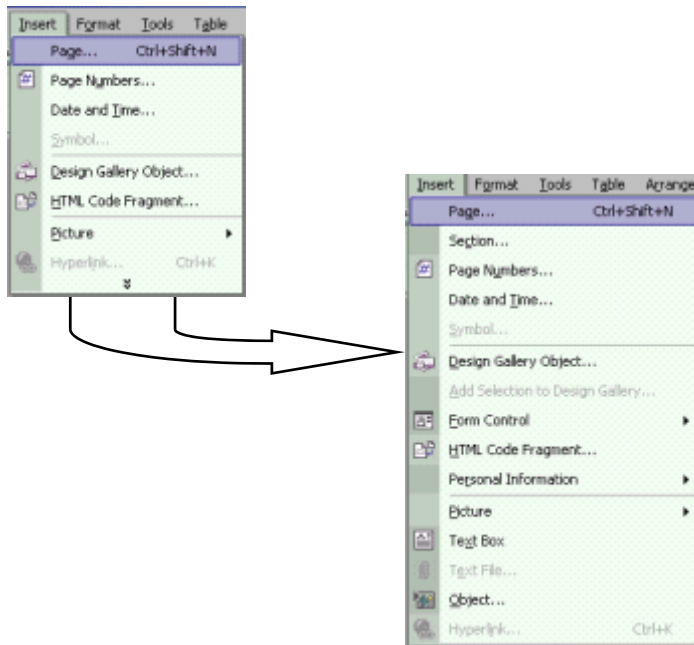


IDEA:

A good page design generally will start with nonprinting horizontal and vertical lines forming a grid. By positioning most elements at grid intersections, you can easily add logic, order, and consistency to your page design.

INSERTING A PAGE

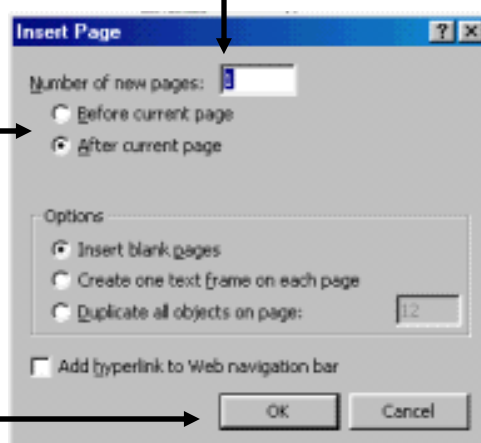
1. Use the mouse, single click on Insert from the Standard Toolbar, select *Page....Ctrl+Shift+N*



Number of Pages:
You may add from 1
to 999 pages.

Location of Insert:
You may specify
where to insert
pages.

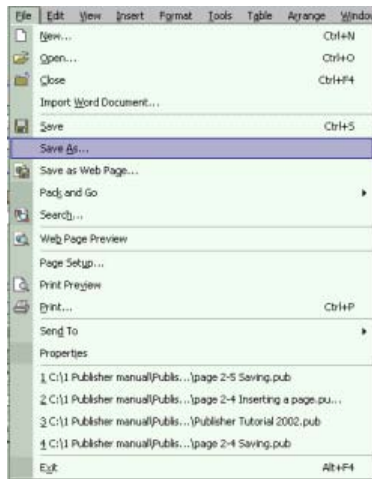
Complete Task:
To finish page insert-
press *OK*.



To Close:
Change your mind?
Press either the X or
Cancel.

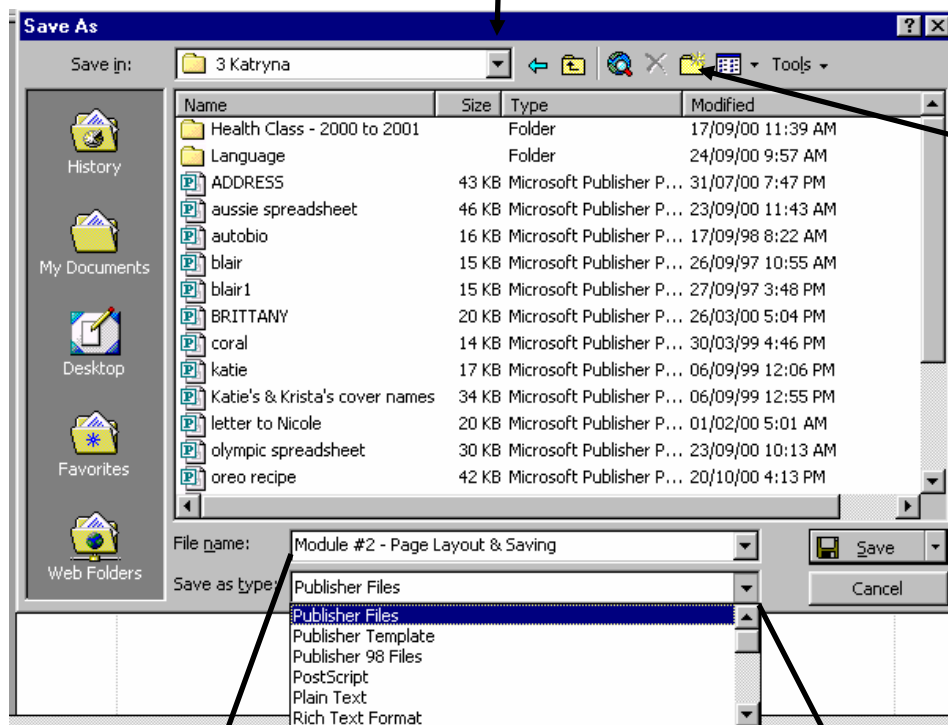
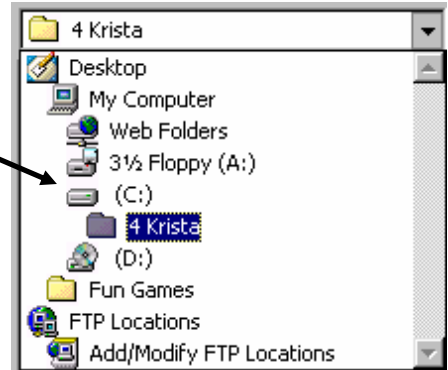
SAVING YOUR PUBLICATION

1. Use the mouse, single click on File from the top menu bar, select (mouse click) Save As...



Folders (Directories):

To change save location within C drive--click on the arrow and choose the drive or folder location.



Create a Folder:

This "folder tool" icon enables you to create a new folder--within current drive or folder.

Publication Name:

Type in a name that you want to use. You do not have to type the extension, e.g., .pub You may use up to 250 characters--this includes spaces, upper & lower case.

Note: You can not use alpha numeric characters, for example, . / \ ~ :

File Types:

This menu enables you to select the type of file you want to create, e.g., save as a WordPerfect, Word, or Publisher 98 file instead of a Publisher 2002 file.

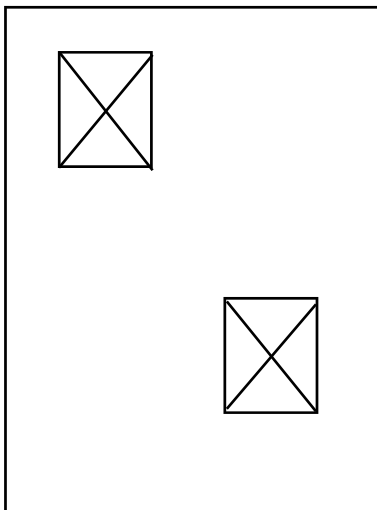
THEORY—VISUAL WEIGHT/BALANCE:

VISUAL WEIGHT - Balance according to size & density of graphic(s).

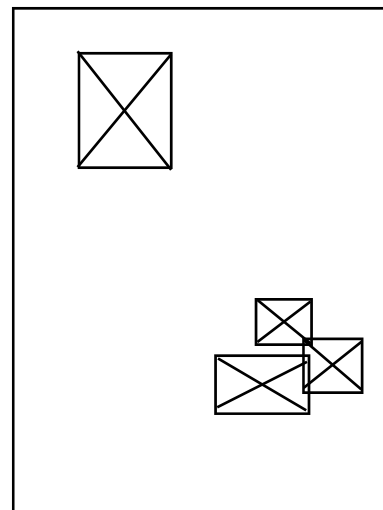
DENSITY

- dense element has more weight than a less dense element.
- reverse type has more density than regular type-impact
- page position - the center and top of the composition has less weight than the sides and bottom
- smaller light element, placed at the edge or bottom can balance a large element at the middle or top
- just above centre, about 1/3 from the top is visual center on a page (rule of thirds)
- anomaly - a single element that stands apart from a group of elements - has great visual weight from other elements (National Geographic)

SYMETRICAL BALANCE



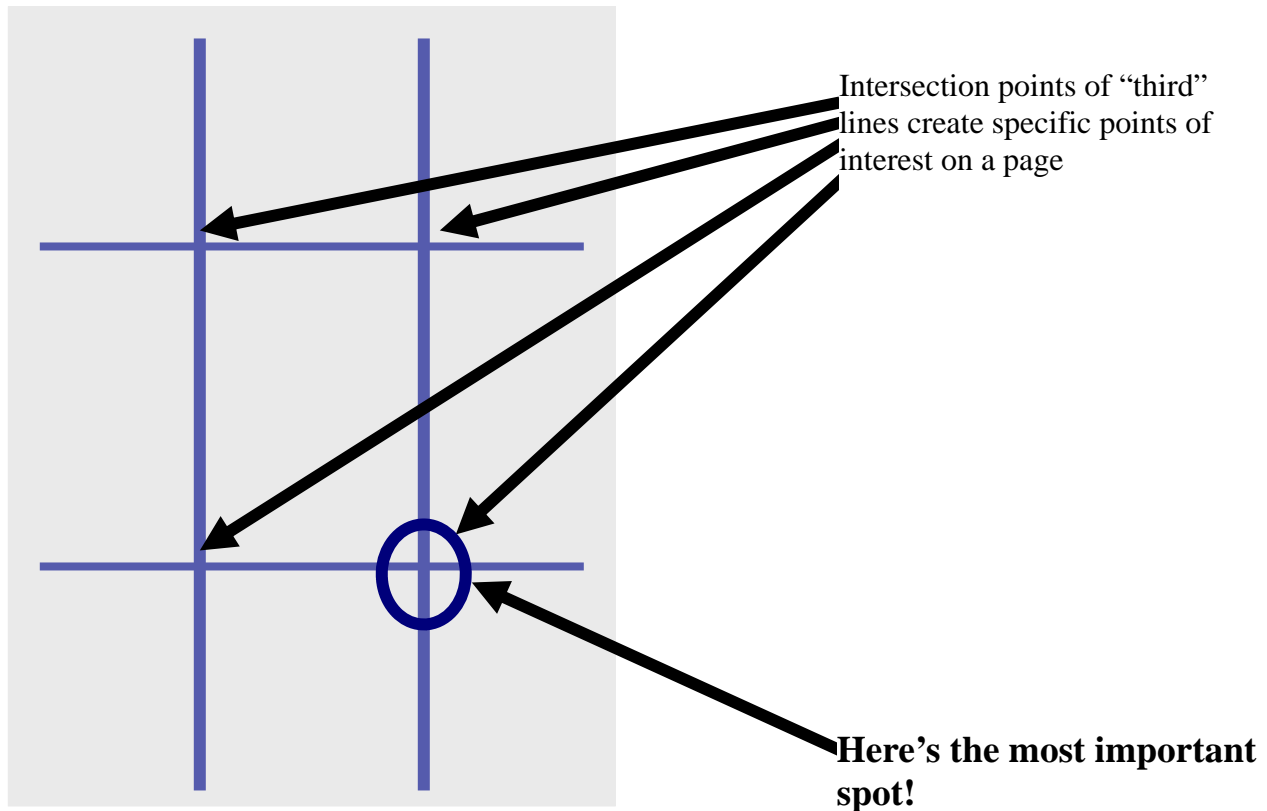
ASYMMETRICAL BALANCE



THEORY—RULE OF THIRDS:

Utilize the “***Rule of Thirds***” for page layout/design.

- it applies to page layout in much the same way as composing a shot for video production
- try to place objects in a well organized way on the page, with emphasis on the “third” points
- direct the reader’s focal point by placing graphics that “face” into the page.

**NOTE:**

Compare the text (including type face) and the graphic elements on full page advertisements for the “rule of thirds.”

REVIEW EXERCISE #2a:

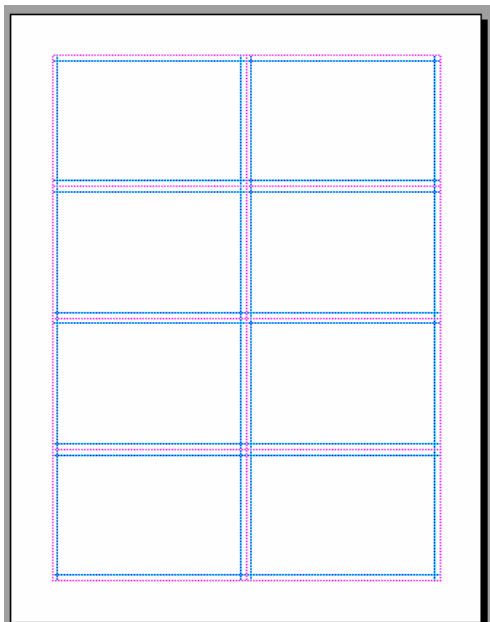
1. For the purpose of this exercise, please select/choose the following:

- A) Make all margins 2 cm. or .75 inch (your choice)
- B) Make 2 columns and 4 rows.

Your work should look like this:

Margins (pink)

Grid lines (blue)



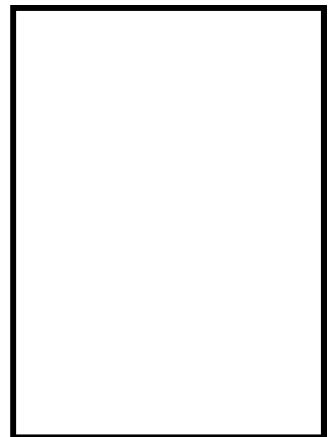
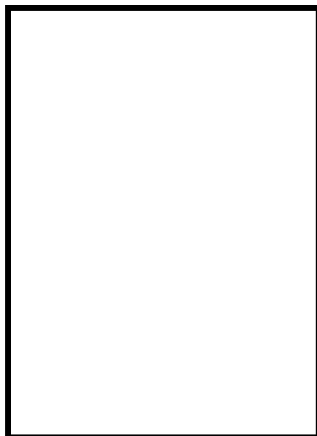
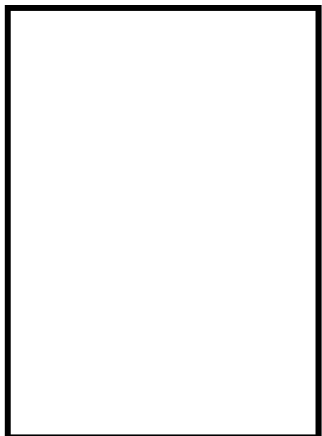
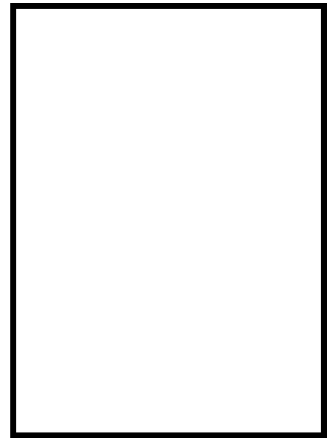
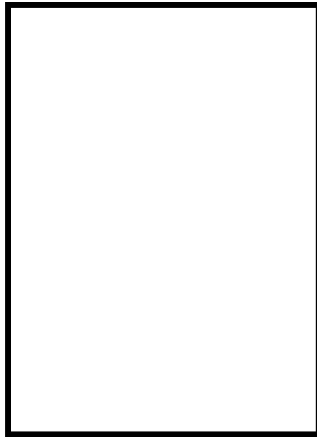
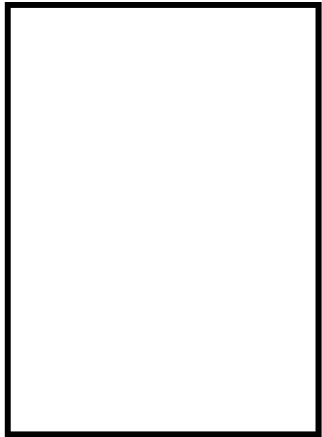
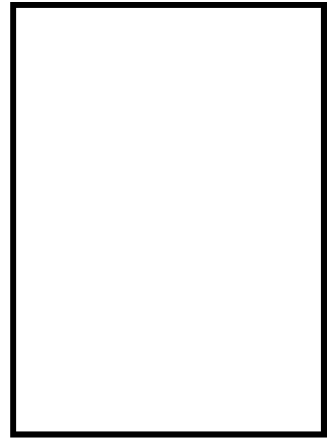
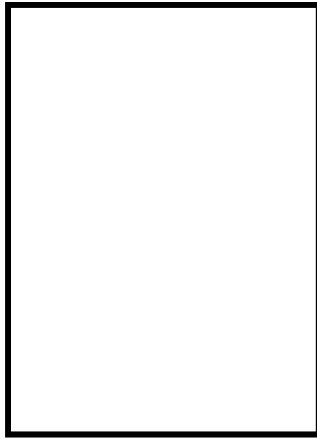
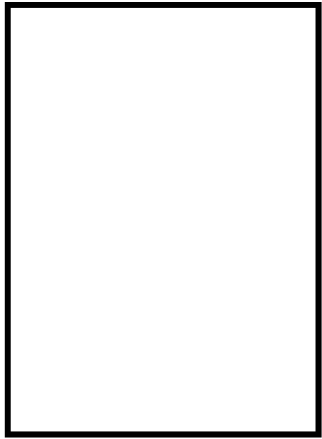
2. Personalize your location to save in the “Student Folder.”

- a) create your own folder (use your name)
- b) save Publisher file as a different file format.

3. Use the “thumbnail” page to create your personalized page layout design. Change the layout guides to reflect your “best thumbnail.” (see reverse side, or page 2—7)

REVIEW EXERCISE #2b:

2. Sketch thumbnail diagrams to design/layout a newsletter.



INTRODUCTION TO MICROSOFT PUBLISHER

TEXT TOOL

Creating Text

Importing Text

 Cutting & Pasting

 Importing a Text File

Connecting Text Frames

Formatting Text

Aligning Text

Formatting Text Frames


Theory—Type Face

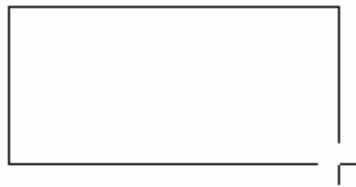
Exercise—#3a Text Project

 #3b Newsletter

3

CREATING TEXT

1. Use the mouse, single click on *Text Box* button from the Object Toolbar; when you move the pointer away from the icon (into the desktop area), the pointer will turn into a small cross-hair. 
2. Move the cross-hair pointer into the page outline area of document. *Click'n Drag* + left mouse button--hold down the left button, and drag to the desired size of text frame. A box will appear, complete with "handle bars;" small squares that are often called nodes



Text frame appearance while left mouse is depressed; note the shape of the **cross-hair** (mouse pointer).

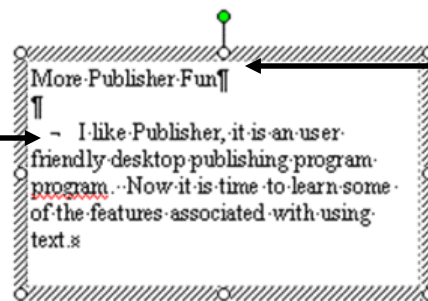
Text frame appearance after left mouse button is released; note the nodes that appear around the box.



3. To resize the text frame, move mouse pointer onto a node (pointer will change to resize shape); click & hold left mouse button--drag to new shape and release mouse button.
4. You may now type text into this box: Refer to example below.

Special Characters:

Special Characters, similar to word processing programs, do not print. Only act as a guide for keyboarding text.



Hard Return/Enter:
This *Special Character* symbol represents a paragraph

You may turn the *Special Characters* feature off by either clicking on the paragraph tool or by the key command: **Ctrl+Shift+Y**

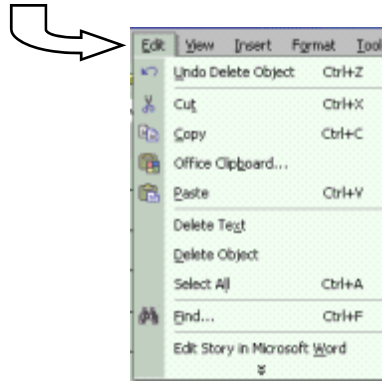


IMPORTING TEXT

Publisher is a desktop publishing program; to maximize your efficiency, use a word processing program, such as Word, for “large” amounts of text. Although you can type text into a *text frame*, you may want to import text from another program or file; two easy methods are:

A) CUTTING AND PASTING

1. Work in both *Publisher* and *Word* (MS Office) programs simultaneously, “blocking” text in *Word* and saving to the clipboard--copy in the *Edit* menu or *Ctrl+C* or *Copy* in the fly-out menu (right mouse button click).



Blocking Text: Left mouse button single click at the beginning of the text. Move cursor to desired location (middle of story, and *Shift+left mouse click* ; this will select a large section of text.

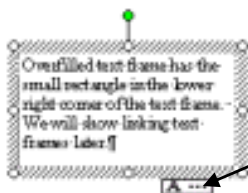
or

Click'n drag (left mouse button) across and/or down text to highlight

or

double-click on a single word

2. Switch back to *Publisher*, either by selecting *Publisher* in the *start-up bar* of *Windows 95/98* or switching by pressing *Alt+Tab* (toggle between programs).
3. In *Publisher*, create a text frame, or click on an existing text frame to activate--text frame must be active (nodes visible) to import/paste text. Pasting may be accomplished by key commands, etc.; pasting methods similar to copy or cutting methods from step #1.



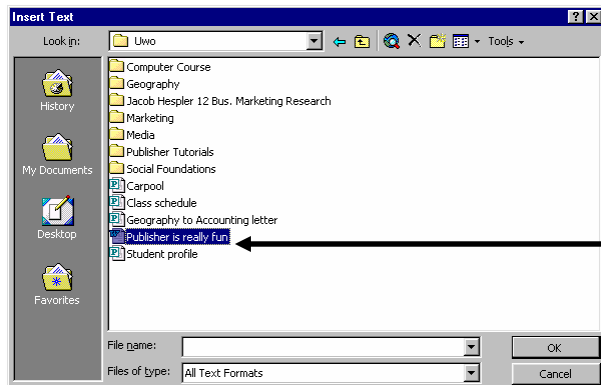
Text Frames:

Should your imported text “overflow” the text frame, the **A...** inside a rectangular box will appear near the bottom right corner of the text frame.

IMPORTING TEXT -- CONTINUED

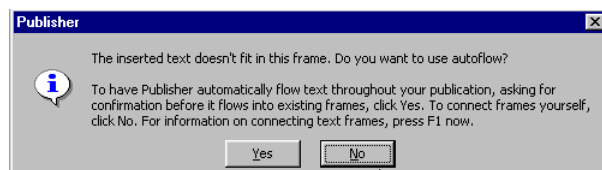
B) IMPORTING A FILE

1. Create a text frame, or click on an existing text frame to activate--text frame must be active (nodes visible) to import text.
2. Mouse click on *Insert* (Standard Toolbar) and select *Text File* (mouse click). The following dialog box will appear.



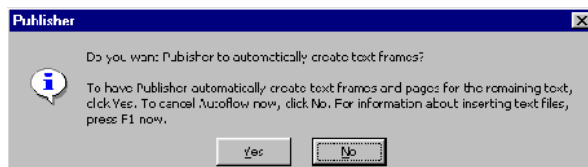
Double click (left mouse button) on the file to import. This will “automatically” fill the text frame with text.

3. Should the text frame be too small, the following dialog box will appear. This will give you a choice to either: resize existing text frame; create another text frame and connect text frames together; or have *Publisher* add another text frame (this usually results with another page being added).



Pressing Yes will create new page with a text frame connected to the existing text frame.

Pressing No will permit you to resize existing text frame or connect to another text frame (gives the user the control).



This dialog box will confirm the *Autoflow* “action” from the earlier dialog box

CONNECTING TEXT FRAMES

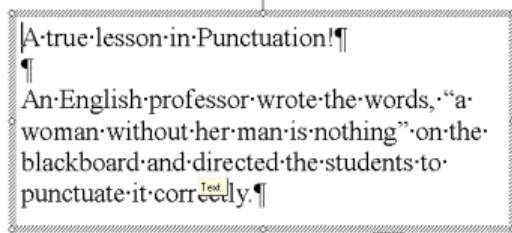
1. If the text frame is “overflowing” with text (remember, rectangle with the letter A...); you can connect (link) text to another text frame.



2. Create another text frame, and select connect text frame icon from the top menu bar.



Connect text frame toolbar

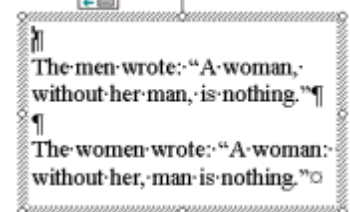


Text will flow from “cup” into empty text frame

The mouse pointer changes to a pitcher



Rectangle symbol indicates connected text frame.



FORMATTING TEXT

1. Basic or “standard” text/paragraph buttons are similar to word processing programs. Text must be selected (blocked) before alignment changes can occur.



Font & Font Size

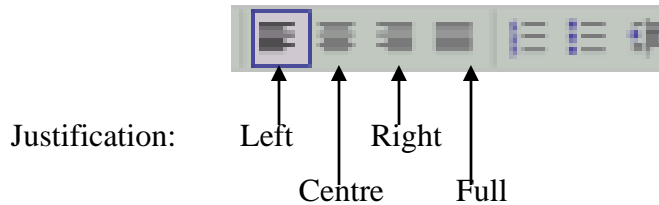
Alignment Buttons

List Buttons

Fill & Colour Buttons

FORMATTING TEXT– ALIGNING TEXT

1. You can select or block (highlight) text then choose the desired alignment by clicking on the “buttons” found on the *Text Toolbar*.



In Shakespeare's time, mattresses were secured on bed frames by ropes when you pulled on the ropes, the mattress tightened, making the bed firmer to sleep on. That's where the phrase, 'goodnight, sleep tight' came from.

Full or Justified alignment will create a “natural” frame or square shape to text. Good for newsletters and newsprint columns as this creates a controlled or organized look to a publication.

The sentence,
"The quick brown fox jumps over the lazy dog,"
uses every letter in the alphabet.
Developed by Western Union to
test telex/twy communications.

Centre alignment is best suited for titles, as well as small amounts of text, e.g., business cards, invitations (formal appearance).

The only 15 letter word that can be spelled
without repeating a letter is 'unconquaintable'

Left or Flush Left alignment is the most readable or considered the best for general writing. The straight left margin and the “ragged” right side tends to create a natural “flow” to text.

.....May 24th 2002

Right or Flush Right alignment should be limited in its' use as your eyes tend to scan pages of text from left to right; use for: date and captions around pictures.

INVESTOR WARNING

The following is a warning to investors which has come from reliable sources. Notice how Enron has heightened national interest in stocks.

BEWARE!! If you hold any of the following stocks, you may want to review your holdings.

- American Can
- Interstate Water Co.
- National Gas Co.
- Northern Tissue Co.

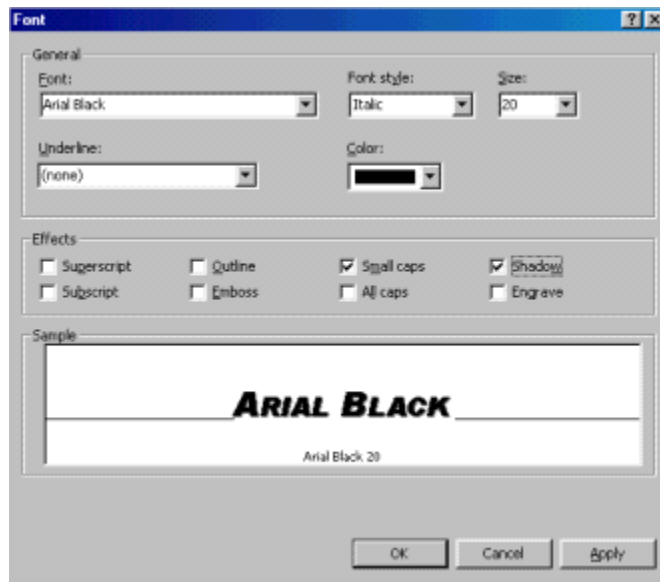
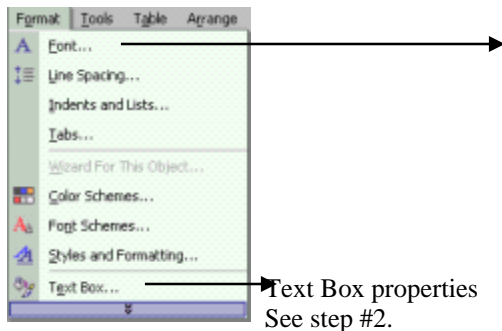
Because of the current uncertain market upturn at this present time, we advise you to sit tight on your American Can, hold your Water and let go of your Gas.

You may be interested to know that Northern Tissue touched a new bottom today, and millions were wiped clean.

Bulleted or Numbered lists help organize topics as well as centralize the readers' focus to data within a publication.

FORMATTING TEXT FRAMES

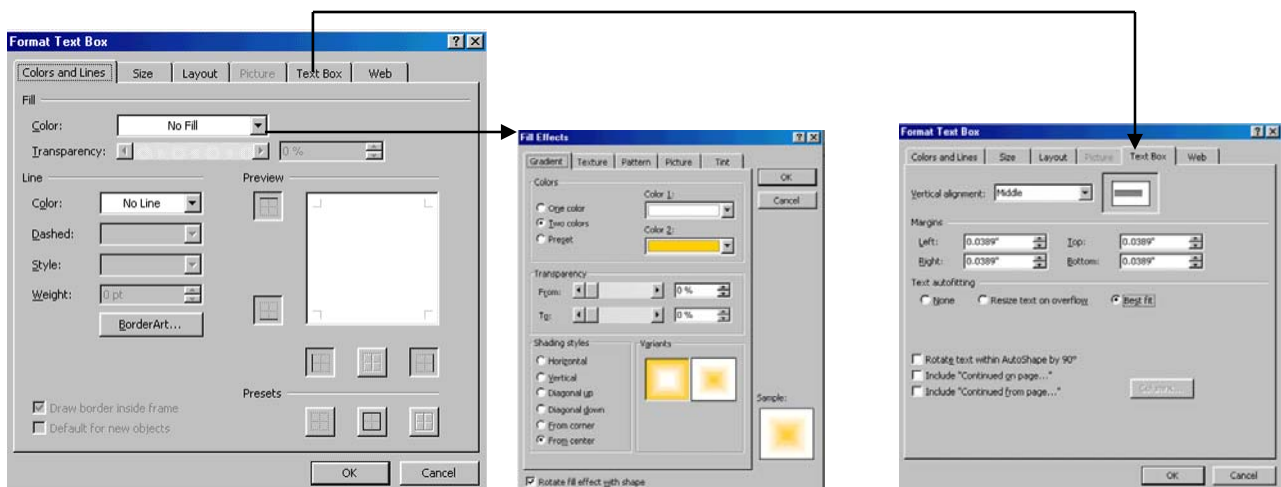
1. Highlight or block text, then select *Format* from the Standard Toolbar. Choose *Font* and select the desired effect, e.g., small caps. This is useful to manipulate text for titles—create a title graphic from a text box.



Below is the result of changing some of the effects.



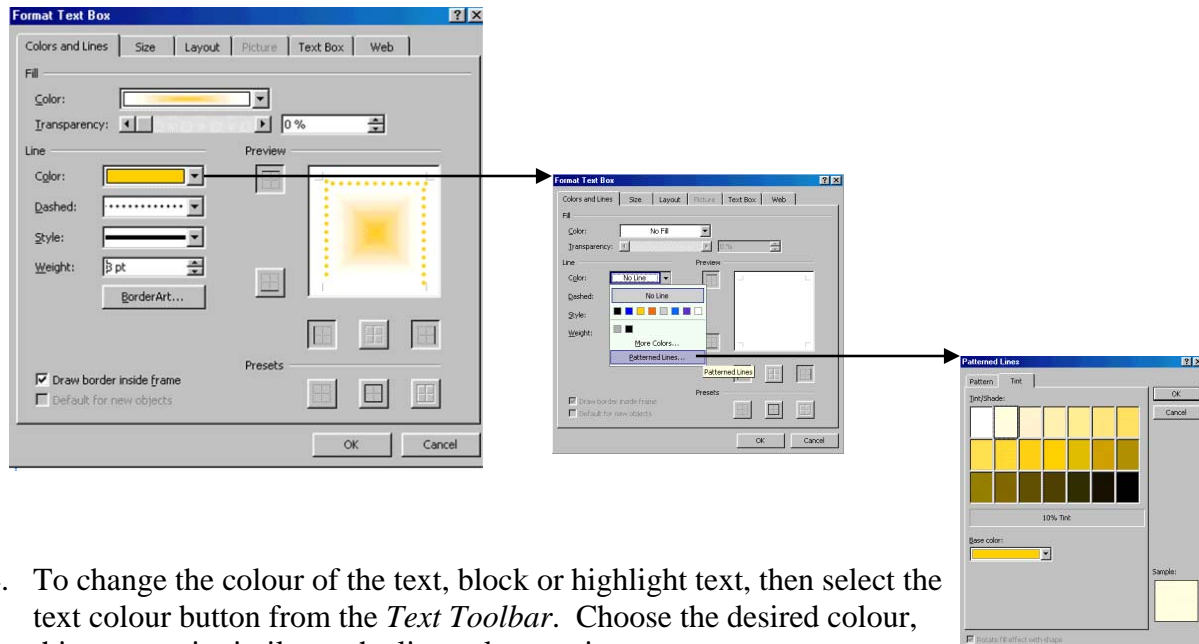
2. To manipulate text box properties (add a fill colour and centre text etc.) choose the *Text Box...* pull out from the *Format* menu. The following dialogue box will appear.



Example of the formatting.

TEXT BOX—LINE/BORDER STYLE

3. From the *Format Text Box* select the “down arrow” from the *Line & Color* button.



4. To change the colour of the text, block or highlight text, then select the text colour button from the *Text Toolbar*. Choose the desired colour, this process is similar to the line colour option.



PLAYING POSSUM

When opossums are playing 'possum, they are not "playing."
They actually pass out from sheer terror.

NOTE:

Many of the text frame properties can be manipulated from the short-cut buttons on the *Text Toolbar*.



THEORY—Type Face:

4 Categories:

1) Serif

 **Type Face**

e.g., Times New Roman (font style), due to the “feet”, this type face tends to be easier to read (eyes will flow with “feet” on text).

2) San Serif

Type Face

e.g., Arial (font style), due to the absence of “feet”, this type face style tends to be assertive, thus it is best suited for titles and headings.

3) Script

Type Face

e.g., Kunstler Script (font style), this script type face, will appear to resemble written letters (not printed). This type face is hard to read when small, thus it’s use should be minimal.

4) Decorative

Type Face

e.g., Curlz MT (font style) is fancy or decorative type face that is should be used for titles— thus, minimal or limited usage throughout a publication is expected. Decorative type face can also be “created” by using WordArt (Object Toolbar).

REVIEW EXERCISE #3a:

1. Type can “say” anything. Try to create several text frames that will best replicate the following. You may even consider colours that will accent the text.

ASSERTIVE
fashionable SENSITIVE delicate Romantic
Elegant
jaunty
Traditional
Straightforward
Expansive Earthy
Compact Nostalgic

REVIEW EXERCISE #3b:

Use the files (on disk) to insert graphics and text (called elements).

M S P U B L I S H E R

What is a Newsletter?

SPECIAL POINTS OF INTEREST:

- Briefly highlight your point of interest here.
- Change the “bullet” style to personalize your work.
- Aligned elements will organize page layout.
- Maximum of 3 fonts throughout a publication.



This story can fit 175-225 words.

The purpose of a newsletter is to provide specialized information to a targeted audience. Newsletters can be a great way to market your product or service, and also create credibility and build your organization's identity among peers, members, employees, or vendors.

First, determine the audience of the newsletter. This could be anyone who might benefit from the information it contains, for example, employees or people interested in purchasing a product or requesting your service.

You can compile a mailing list from business reply cards, customer information sheets, business cards collected at trade shows, or membership lists. You might consider purchasing a mailing list from the company.

If you explore the publisher catalog, you will find many publications that match the style of your newsletter.



Next, establish how much time and money you can spend on your newsletter. These factors will help determine how frequently you publish the newsletter and its length. It's recommended that you publish your newsletter at least quarterly so that it's considered a consistent source of information. Your customers or employees will look forward to its arrival.

Publishing Made Easy

This story can fit 75-225 words.

Your headline is an important part of the newsletter and should be considered carefully. In a few words, it should accurately represent the contents of the story and draw readers into the story. Develop the headline before you write the story. This way, the headline will help you keep the story focused.

Examples of possible headlines include Product Wins Industry Award, New Product Can Save You Time!, Membership Drive Exceed Goals, and New Office Opens Near You.

INTRODUCTION TO MICROSOFT PUBLISHER

4

TABLE TOOL

Create Tables

Moving Around in a Table

Format Grid

Create Table Header (merge cells)

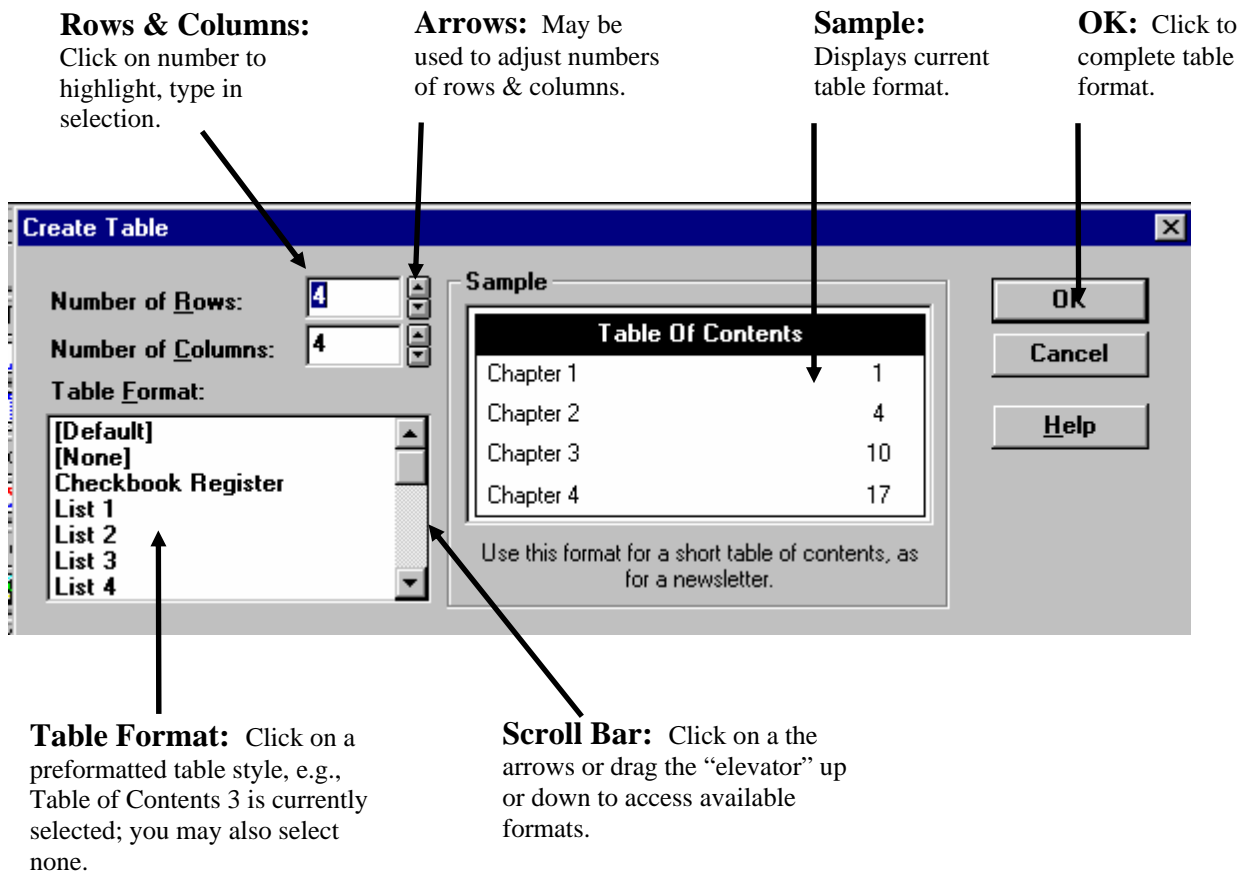
Review Exercise

CREATE A TABLE

1. Similar to creating a Text Frame, you click on the Table button (left of screen).



2. The mouse will change to a cross-hair, hold down left mouse button, then drag to desired size. A dialogue box will appear when you release mouse button (finished sizing table). This dialogue box will permit you to choose the initial table format:



3. Create a table, approximately 6 cm. (2.5 inches) down, extending to each margin in width. In the dialogue box, select **[None]** in **Table Format** (do not use any preformatted styles). Select the number of rows to be 6. Select the number of columns to be 4.

4. Notice the table is similar to the table option in *Word 2000*. Tables are basically a set of multiple text frames connected together. All border and text operations (formatting) apply to tables.

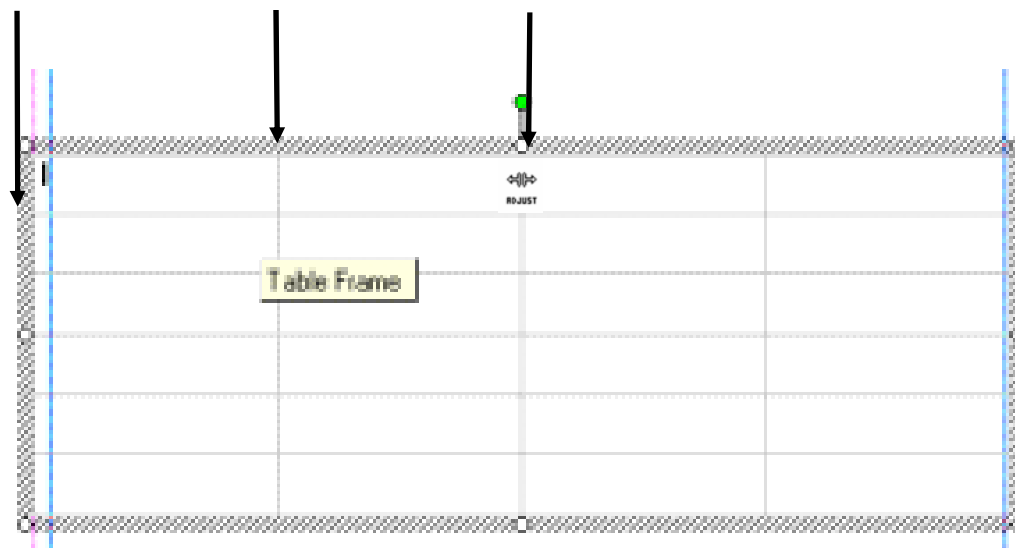
Your table—from step #3 on page 4-2 — should now appear as the following:

Resize Rows & Columns:

To alter the row/column size, move pointer to handle edge of row/column; pointer will change, left button click+drag to desired size.

Resize Table:


To alter the table size, move pointer to handle bar (node), left button click+drag to desired size. Selecting the green node will rotate the table.

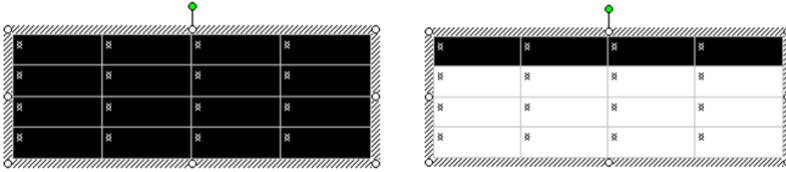


Moving Around in a Table

Centre text from left to right	Centre middle	Fill colour—see paint bucket on <i>Toolbar</i>	
You can move about the table by pressing the Tab key to go to the next cell.	You may also move to a cell by clicking with the mouse.	Notice how the table cell size automatically adjusts while typing text.	
	Arrow keys work too.		
Ctrl+Tab key permits text to be indented within a cell.		Now is a good time to check out the pull-down menu for Table . This is an example of merging cells.	
	With the grow to fit		

FORMATTING GRID AND BORDERS

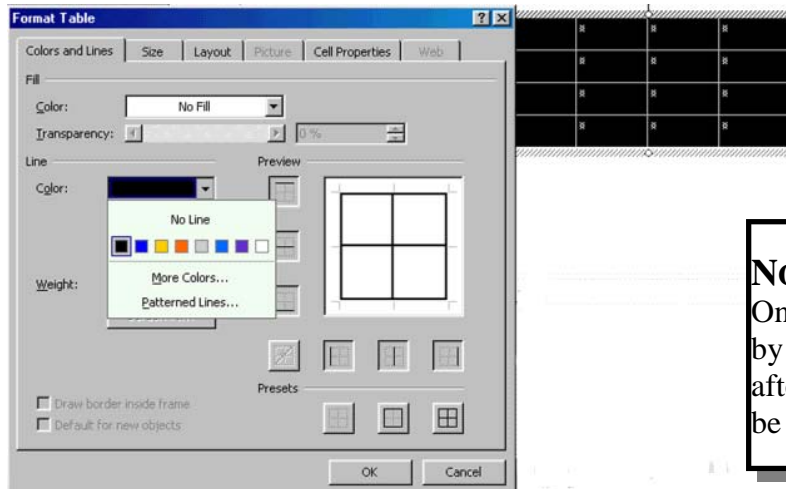
1. With the table selected, move the mouse pointer over the top of the column (or beside for row). The pointer will change into a black arrow. 
Hold-down the left mouse button and drag over the remaining columns to highlight (black fill).



2. Choose **Format** from the *Standard Toolbar*. Select **Table...** bar to open the “next” dialogue box.



3. Similar to the text frame dialogue box, the *Format Table* dialogue box permits the user to “customize” the look of the table and control of the text (*Cell Properties*) within the table.

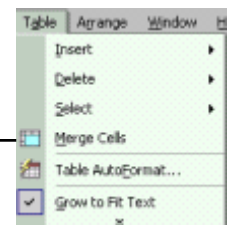
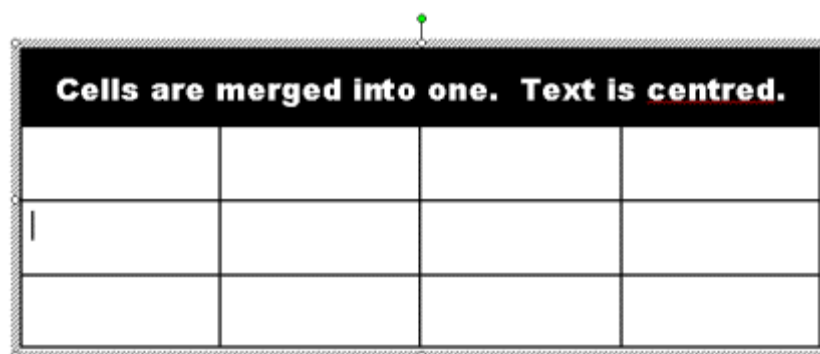


NOTE:

Only the selected table cells will be affected by the selected formatting, for example, after selecting grid, the line colour can also be changed.

CREATING A TABLE HEADER

1. Choose **Table** from the *Standard Toolbar*. Select **Merge Cells**. The highlighted (selected cells) will become one row.



REVIEW EXERCISE:

1. Replicate the following table below—feel free to make changes to maintain usefulness.

MY TIME TABLE			
PER. 1	Course	Code/Section	Teacher
PER. 2			
PER. 3			
PER. 4			
PER. 5			
Personal Goals for Semester			
Phone Numbers:			
Name	Number	Name	Number

INTRODUCTION TO MICROSOFT PUBLISHER

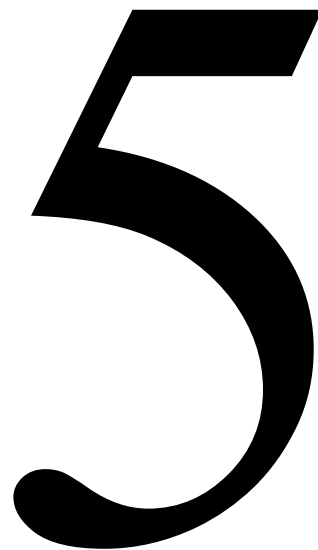
IMPORTING OBJECTS

Import:

- Pictures from files
- Clipart
- Objects (from menu)

Text Wrap

Review Exercise



IMPORTING PICTURES FROM FILES:

1. Select the *Picture Frame* button from the *Objects Toolbar*.
2. Similar to creating a text frame, the mouse will change into a “cross-hair.”
3. Hold down the left mouse button; drag to desired size. The following dialogue box will appear: (As soon as you release the mouse button—finished sizing box.)
4. Select the picture by either double-clicking the left mouse button or single click to choose (highlight in blue) and then mouse click on *Insert*.



To choose specific picture types, select the desired file/graphic format from the “Files of type” bar.


Use the arrow, and the slider bar (elevator) to access available files; note some “filters” may need to be installed.



Importable Files

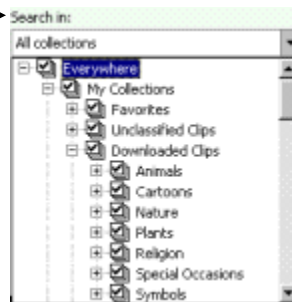
- Microsoft PhotoDraw Format (.mix)
- Compressed Microsoft Windows Enhanced Metafile (.emf)
- Windows Bitmap (.bmp)
- Windows Metafile (.wmf)
- Computer Graphics Metafile (.cgm)
- CorelDraw Format (.cdr)
- Encapsulated PostScript (.eps)
- Enhanced Metafile (.emf)
- FPX Format (.fpx)
- Graphics Interchange Format (.gif)
- JPEG File Interchange Format (.jpg or .jpeg)
- Kodak Photo CD (.pcd)
- Macintosh Picture and Compressed Picture (.pict)
- Portable Network Graphics (.png)
- Tag Image File Format (.tif or .tiff)
- PC Paintbrush (.pcx)
- WordPerfect Graphics (.wpg)

INSERTING CLIP ART:

1. Select the *Clip Organizer Frame* button from the *Objects Toolbar*. 
2. The following, *Insert Clip Art*, dialogue box will appear along side the *Objects Toolbar*.

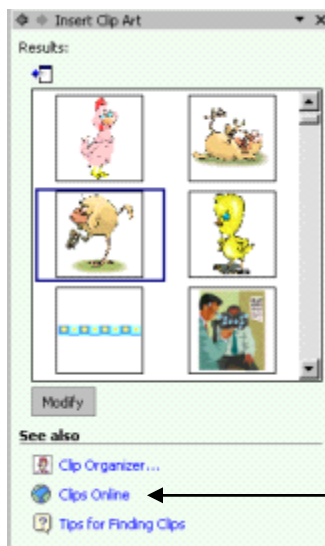


3. Utilize the ***Search in:*** option to locate desired clip art.

**NOTE:**

Only the “checked” boxes will appear in the clip art “search.”

4. Select the ***Search*** for the following dialogue box to appear.



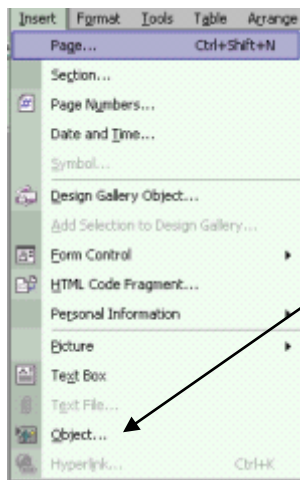
5. Double click with the left mouse button to insert the desired clip art.

**NOTE:**

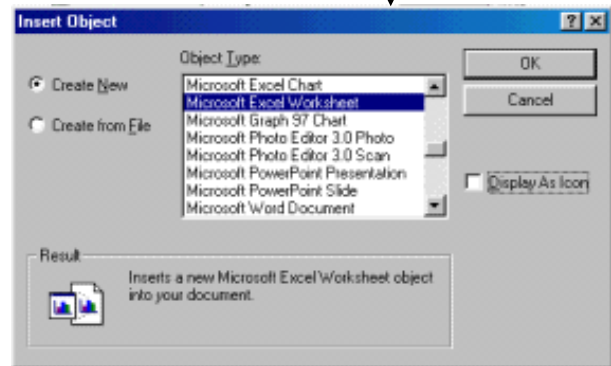
Choose *Clips Online* to “automatically” start the internet browser in Microsoft’s web site to download “new” clipart and other images—free.

INSERTING OBJECTS:

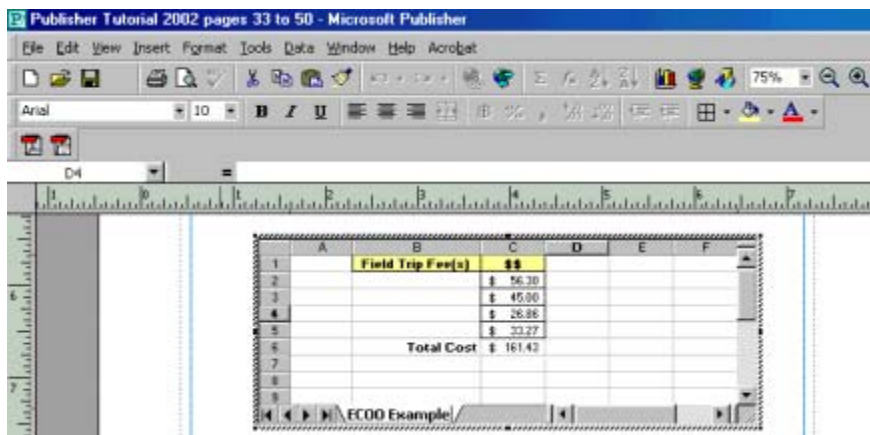
1. Select *Insert* menu from the *Standard Toolbar*.



2. Right mouse click on the *Object...* to open the following dialogue box.



3. Scroll down using the elevator (scroll bar) and highlight/select desired object. You can also insert files from other programs. Choose *OK*.
4. Either double click on desired object or choose object then *Insert* bar. For this example, a *Microsoft Excel Worksheet* is used. The *Excel* toolbars are now active as this object is embedded in the Publisher document. Perform functions as if you're working in Excel, mouse click within Publisher to return to your publication.



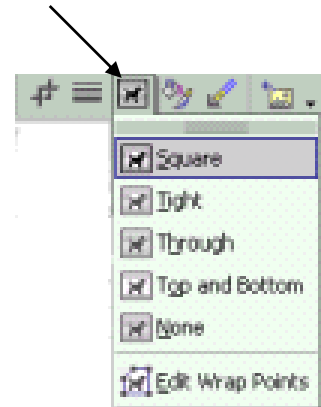
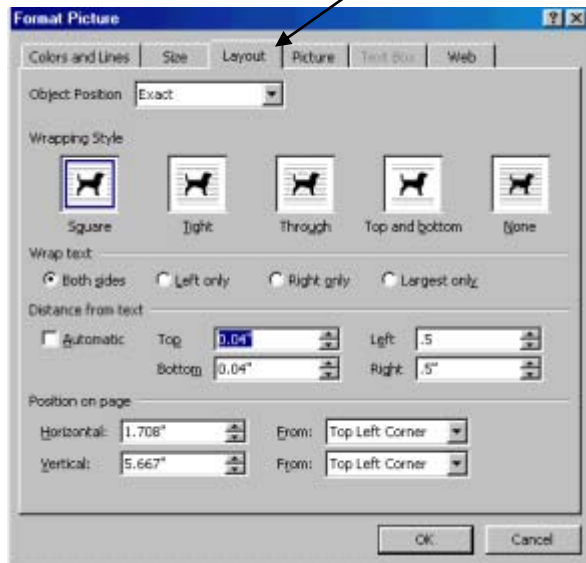
5. Double click on the Excel worksheet to reactivate Excel. Or Single click on object to manipulate as a single graphic, e.g., the worksheet has been cropped.

	Field Trip Fee(s)	\$\$		
		\$ 56.30		
		\$ 45.00		
		\$ 26.86		
		\$ 33.27		
	Total Cost	\$ 161.43		

Field Trip Fee(s)	\$\$
	\$ 56.30
	\$ 45.00
	\$ 26.86
	\$ 33.27
Total Cost	\$ 161.43

TEXT WRAP:

1. To wrap text around an object (graphic), mouse click “striped square dog” button on the Objects Toolbar.
2. Select the desired text wrap effect, remember the graphic must be selected (active).
3. For more text wrap options, mouse click on the *Format Picture* button and select the *Layout* tab. The following dialogue box will appear.



An example of Text Wrap.

To create an effective publication, you should wrap text around a picture. This is an example of a two column text layout similar to a newsletter with the graphic (picture) in the middle of the columns. Before you use the graphic, you may want to “crop” an area of the picture you do not wish to retain.

To crop, click on the crop tool, pointer should now appear as two pair of scissors when



the pointer is moved to a “node”. Cropping will be similar to adjusting (resizing) any “box”; whether the box is a picture or an text box, mouse actions are similar. This example shows the picture between text frames and/or columns. Text is

Justified to create an organized look (margin) around graphic.

REVIEW EXERCISE:

1. Use the files (on disk) to insert graphics and text (called elements); resize and utilize text wrap to replicate the newsletter example.

LAUNCHING CHICKENS

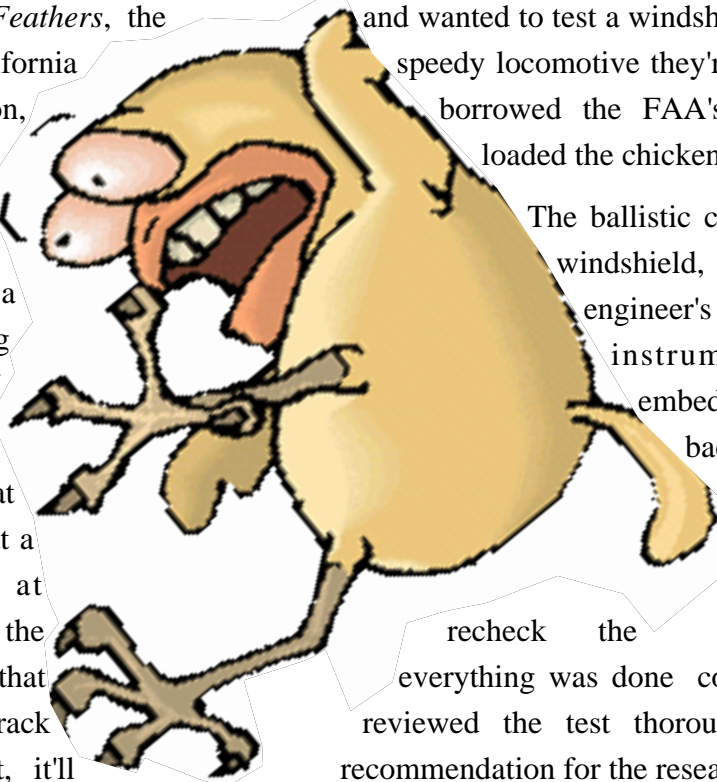
YOUR NAME HERE

TODAY'S DATE

A Costly Lesson in the Dangers of Frozen Poultry

In a recent issue of Meat & Poultry magazine, editors quoted from *Feathers*, the publication of the California Poultry Industry Federation, telling the following story. It seems the U.S. Federal Aviation Administration has a unique device for testing the strength of windshields on airplanes.

The device is a gun that launches a dead chicken at a plane's windshield at approximately the speed the plane flies. The theory is that if the windshield doesn't crack from the carcass impact, it'll survive a real collision with a bird during flight.



It seems the British were very interested in this and wanted to test a windshield on a brand new, speedy locomotive they're developing. They borrowed the FAA's chicken launcher, loaded the chicken and fired.

The ballistic chicken shattered the windshield, went through the engineer's chair, broke an instrument panel and embedded itself in the back wall of the engine cab. The British were stunned and asked the FAA to recheck the test to see if everything was done correctly. The FAA reviewed the test thoroughly and had one recommendation for the research team:

"Use a thawed chicken".

If They Knew Then What We Know Now

"Heavier-than-air flying machines are impossible."

Lord Kelvin,
President, Royal Society, 1895.

"Airplanes are interesting toys but of no military value."

Marechal Ferdinand Foch,
Professor of Strategy

"No flying machine will ever fly from New York to Paris."

Orville Wright

INTRODUCTION TO MICROSOFT PUBLISHER

6

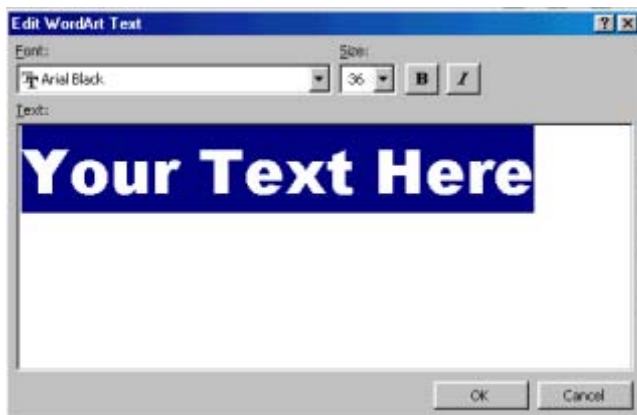
WORDART

Creating WordArt

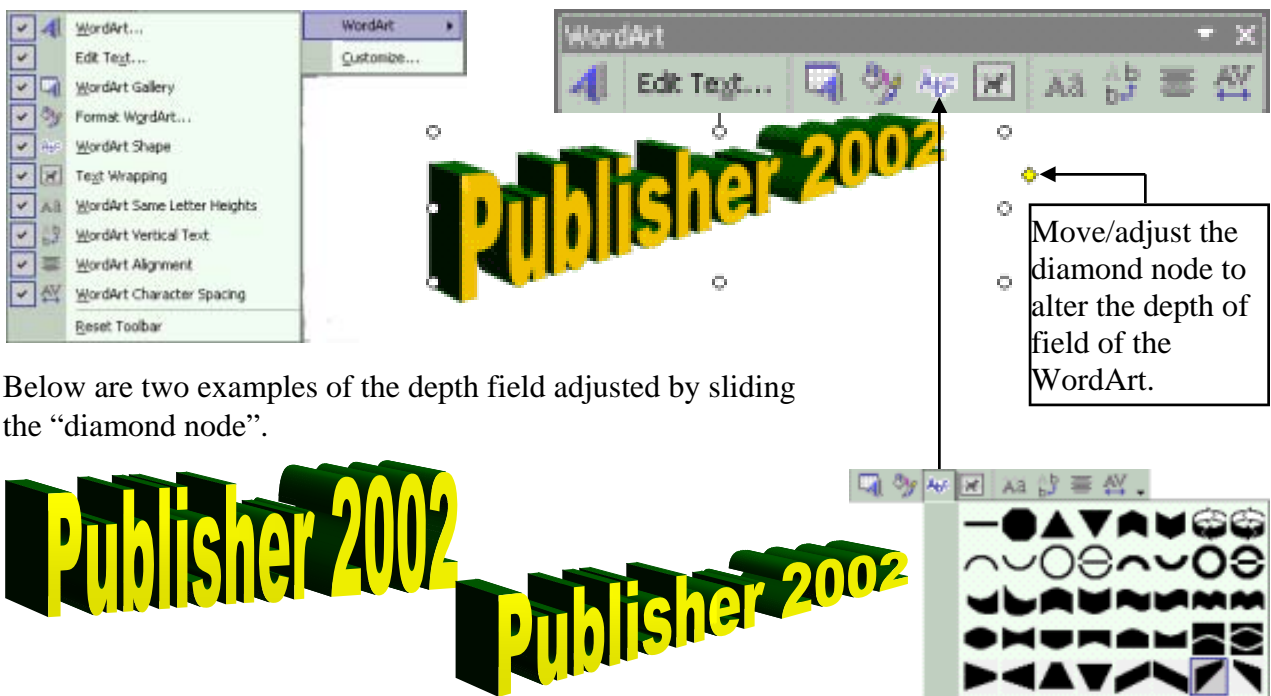
WordArt toolbar

CREATING WORDART:

1. Select the *Insert WordArt* button from the *Objects Toolbar*.
2. The *WordArt Gallery* will “instantly” appear.
3. Select one of the thirty possible “formats” for text; double click on your choice or click *OK*.
4. The following dialogue box will appear, change text as desired.



5. Once you press OK, the changes you made will appear as follows (Publisher 20002); notice *WordArt* toolbar above the “active” *WordArt* (nodes visible). You can customize the toolbar to your preferences, then “dock” the toolbar (move and place) within the *Standard Toolbar*.



6. Below are two examples of the depth field adjusted by sliding the “diamond node”.

INTRODUCTION TO MICROSOFT PUBLISHER

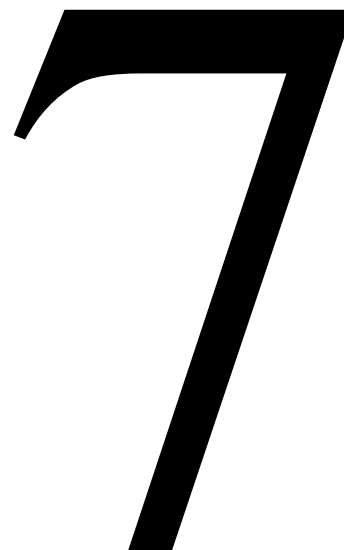
DRAWING TOOLS

Drawing/Creating:

- Lines
- Arrows
- Ovals
- Rectangles

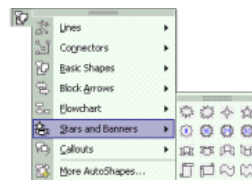
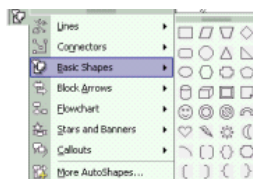
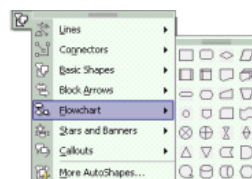
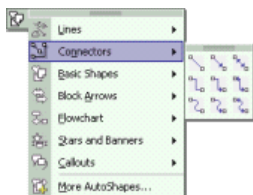
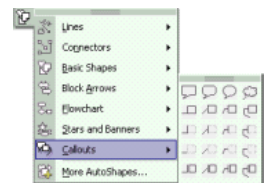
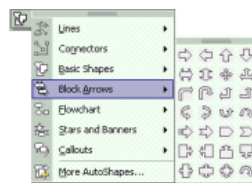
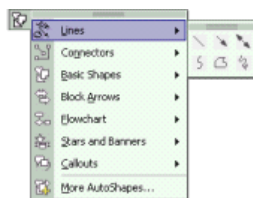
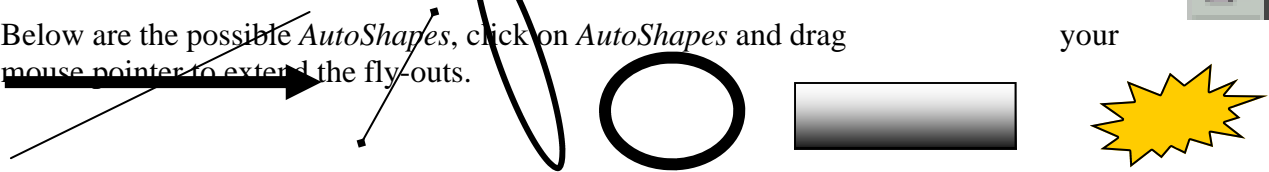
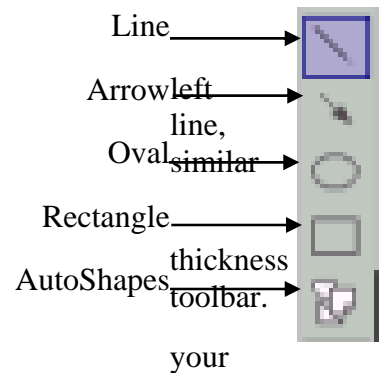
AutoShapes

Review Exercise



DRAWING OBJECTS:

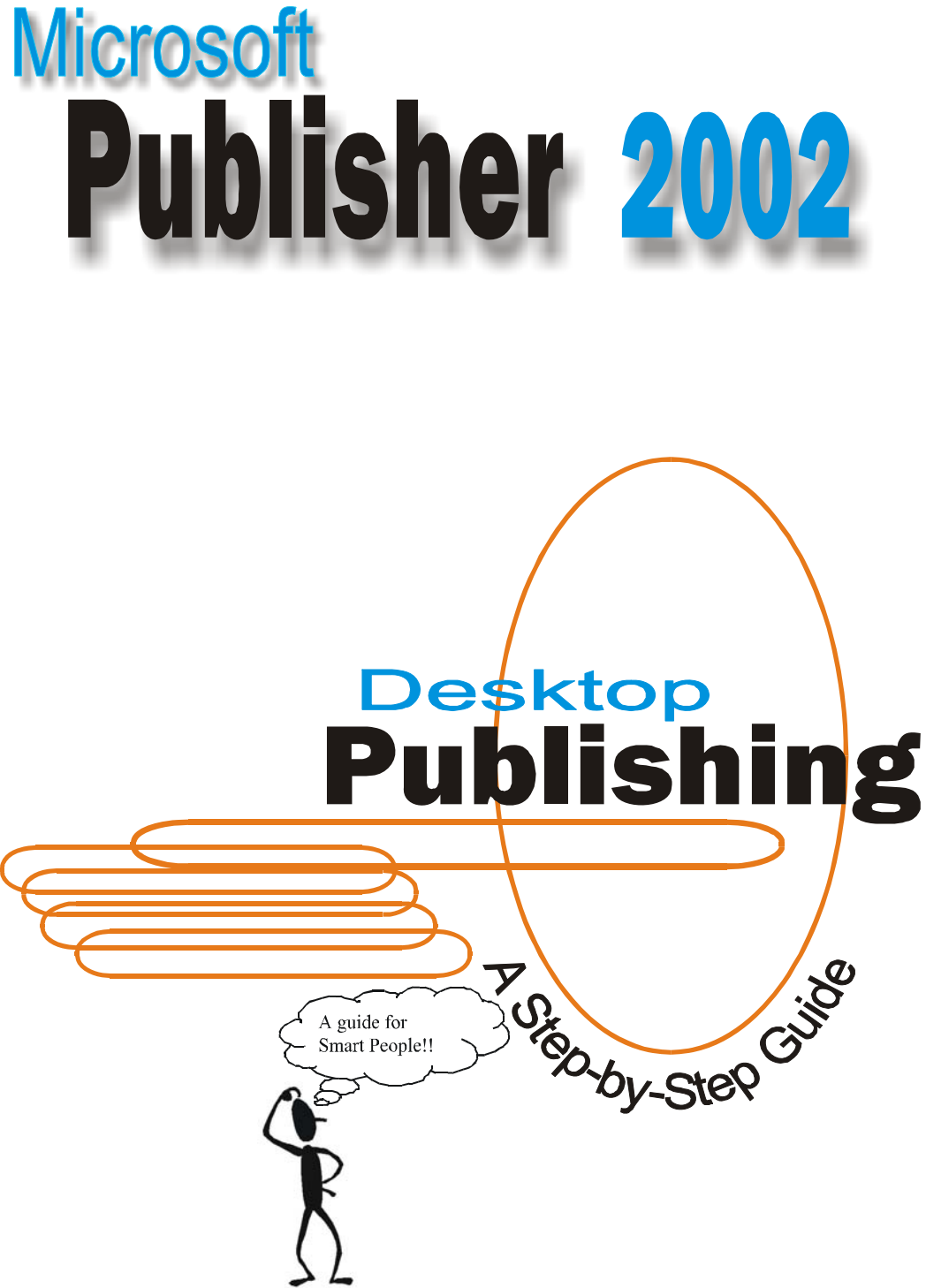
1. Select the *Line* button from the *Objects Toolbar*.
2. The mouse pointer will change into a cross-hair. Hold down the mouse button, then drag shape (line) to desired size (length). The arrow, oval, rectangle, and autoshapes drawing tools work in a manner.
3. Similar to formatting a frame or border, you may adjust the ~~of the object by utilizing the Fill and Border Buttons in the Format~~ *AutoShapes* ~~thickness~~ *toolbar*.
4. Below are the possible *AutoShapes*, click on *AutoShapes* and drag mouse pointer to extend the fly-outs.



The Callout *AutoShape* is a “text” frame within the shape of the callout cloud (shape). All of the text formatting attributes can be utilized within these shapes.

REVIEW EXERCISE:

1. Use WordArt, and the Drawing/Object tools to create a title page or book cover. See example.



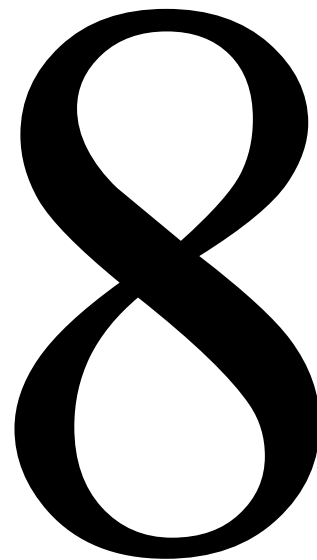
INTRODUCTION TO MICROSOFT PUBLISHER

WIZARDS

Using a Wizard from *Task Pane*:

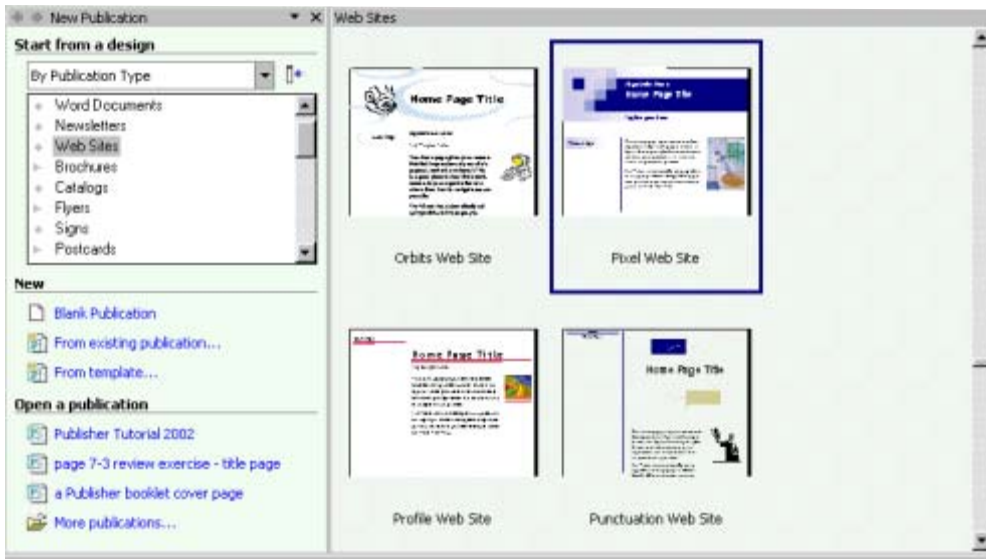
- Creating a Web Page
- Background for Web Pages
- Adding Web Pages & Saving

Design Gallery



CREATING A WEB PAGE:

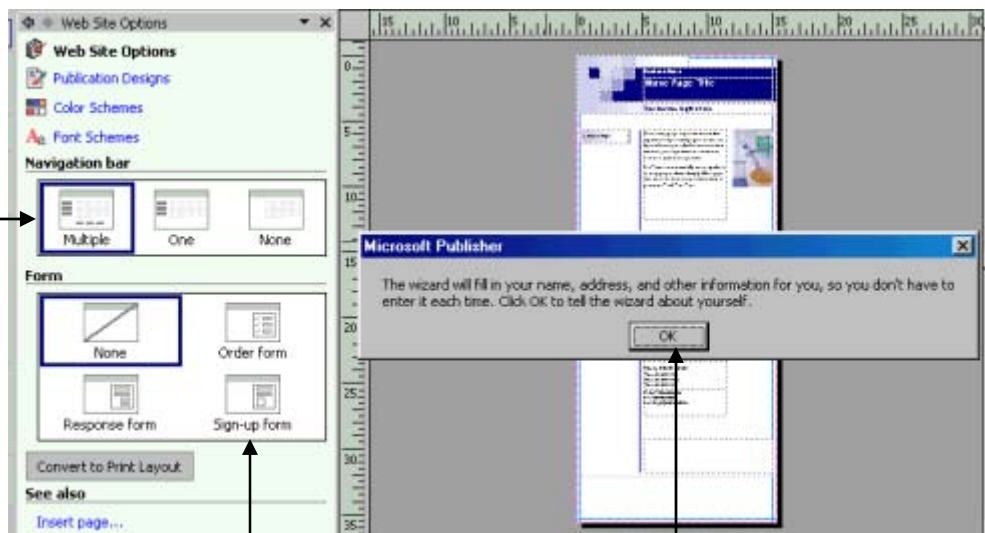
1. From the opening start-up page, choose which wizard you want to use from the *Task Pane*, **Start from a Design**. For example, *Web Sites*.



2. Double click on the desired template from the *Design Gallery* panel, this will start the creation of the web site chosen.

NOTE:

For multi-page web sites, use the Multiple navigation bars. This will make it easier for the person visiting your web site to “move” around from page to page.



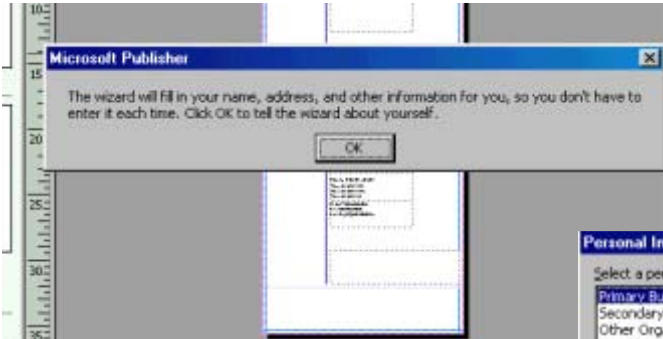
If you click on any of the available forms, Publisher will add another page to your current publication

Choose *OK*: Publisher will provide a dialogue box for the user to add personal information. publication.

BACKGROUND FOR WEB PAGES:

- Click *OK* to tell the wizard about yourself. This will allow *Publisher* to use this information for this publication (web site) as well as future publications as the wizards require—Time saver.

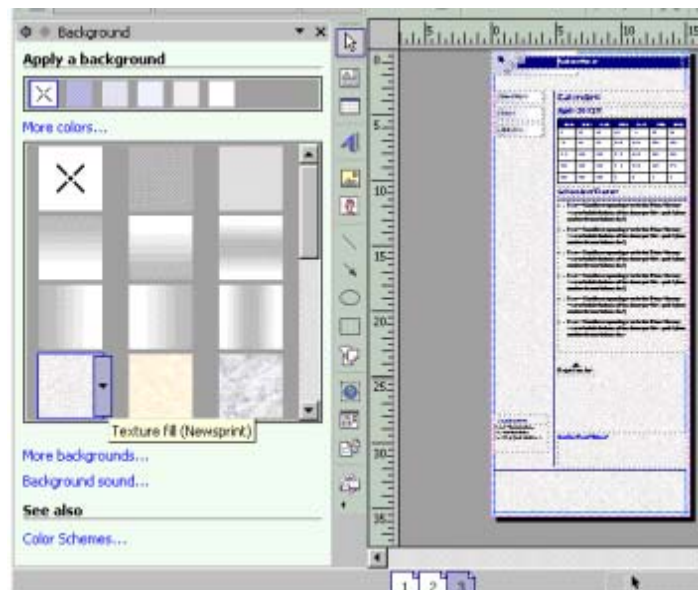
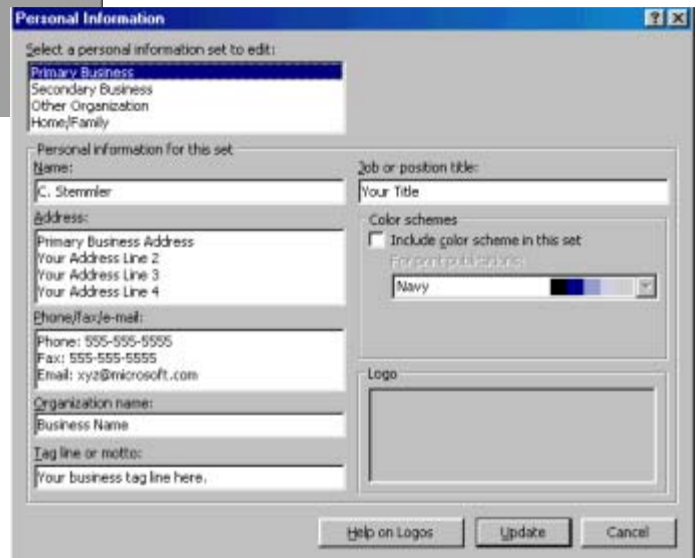
4.



You may also add a “background” to your web page/site. This option may add a personal or professional “touch” to your web design.

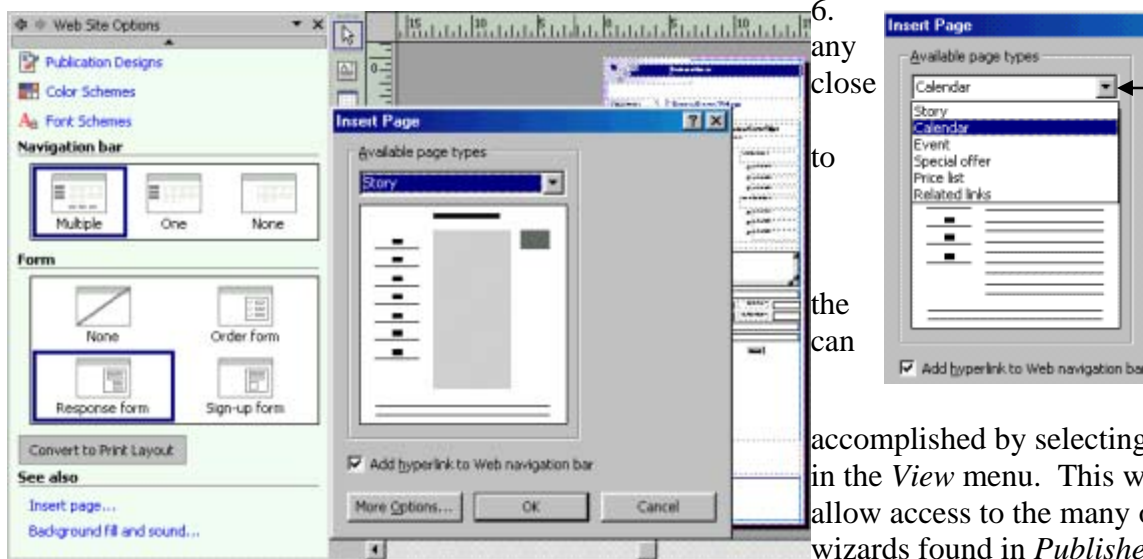
NOTE:

This information will usually be added within the personal information found on most web sites. For example, near the bottom of the page, Web Master, or company information.



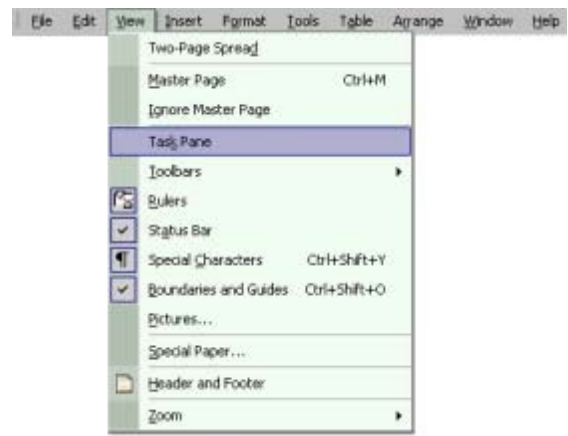
ADDING WEB PAGES & SAVING:

5. To add pages, either go to *Insert* on the *Standard Toolbar*, see page 2-4. Or, from the *Task Pane*, choose *Insert page...* and the following dialogue box will appear, notice the several options.



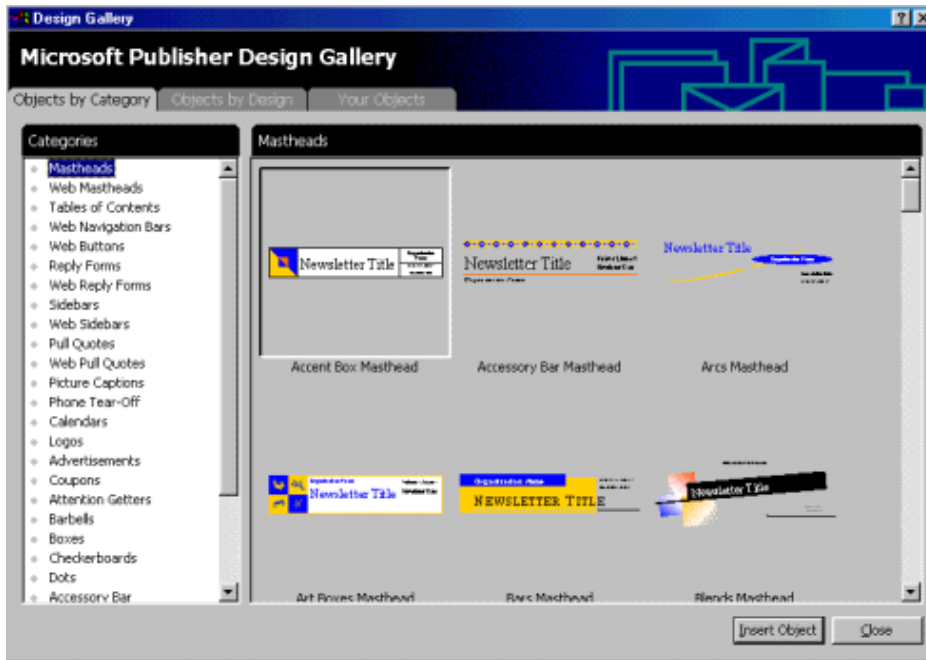
7. Saving your web site is similar to any other publication. With the exception that Publisher will prompt you or provide options to retrieve data from your internet service provider; as well as posting your web site options. Just follow the directions as desired.

Note: any installed graphics will be “automatically” converted to either gif or jpg format; this will minimize download time.



DESIGN GALLERY:

1. You can choose several design elements (objects) from the *Design Gallery*, click on the *Design Gallery Object* button.
2. The following dialogue box will appear. Choose one of the mastheads for the top of the page (title); build a newsletter from the *Design Gallery*.



3. Selecting on Objects by design will allow you to “build” your newsletter to your personal requirements.

