

Introduction to Microsoft Publisher

2/05



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Introduction to MS Publisher

Creating a Brochure Using Publisher 2003

This tutorial was designed for students who have a basic understanding of and experience using the windows platform. The goal of this handout is to acquaint you with the software and allow you to develop the skills you will need to successfully use Publisher 2003 to create, layout and edit a brochure for publication.

Publisher 2003 is a WYSIWYG (What You See Is What You Get) editor which means that you will see what your publication looks like as you are creating it and what it will look like once it is published.

After completing this lesson, you should be able to:

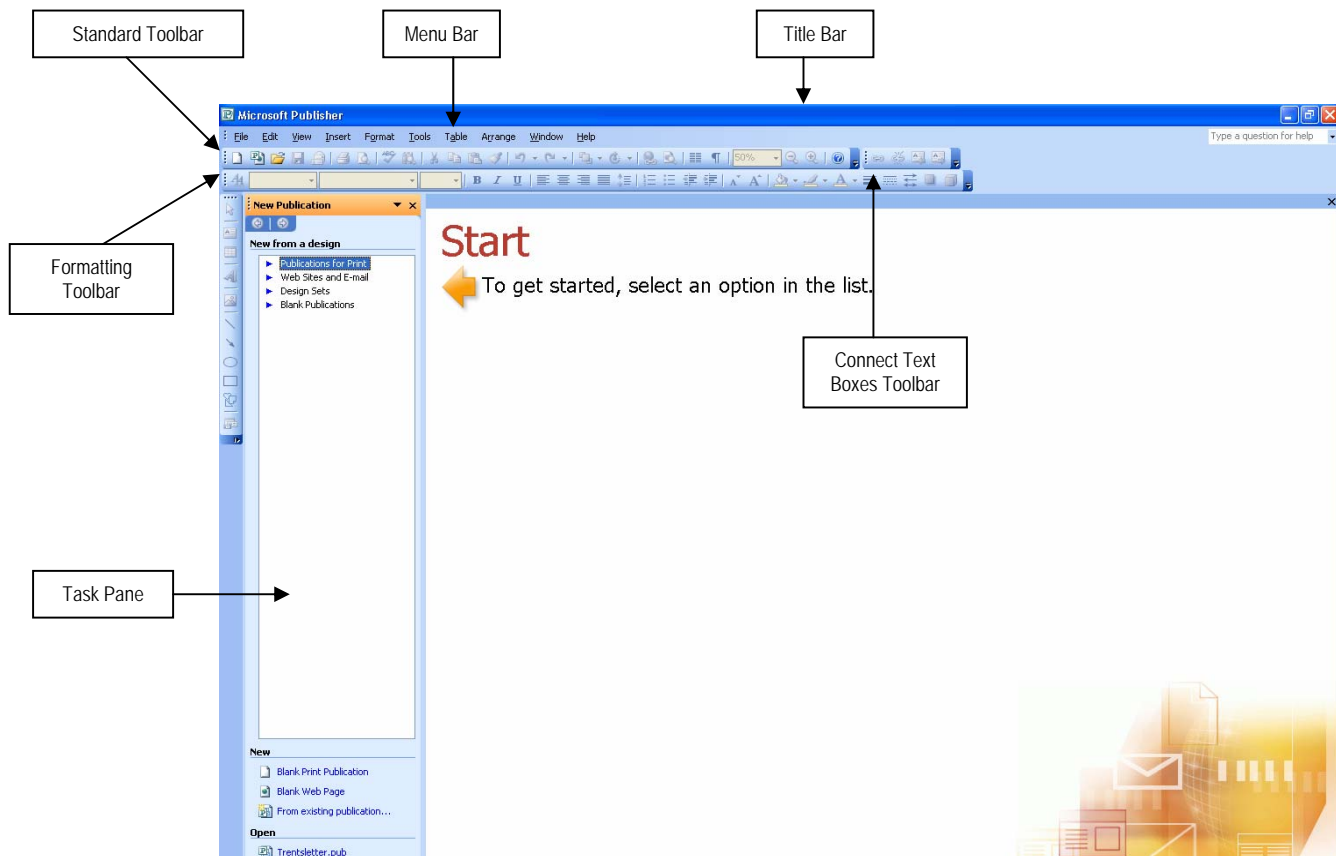
- **How to create a one-page publication using design templates**
- **How to edit content of an existing publication**
- **How to insert and format text**
- **How to handle text overflow**
- **How to insert and format pictures/images/clipart**
- **How to create a blank publication**
- **How to print the publication**



Introduction to MS Publisher

Creating a New Publication

Publisher can be used to create a variety of publications. The first step is to determine the type of publication you will be creating. Before we begin designing the document, let's identify key elements in the Publisher environment.



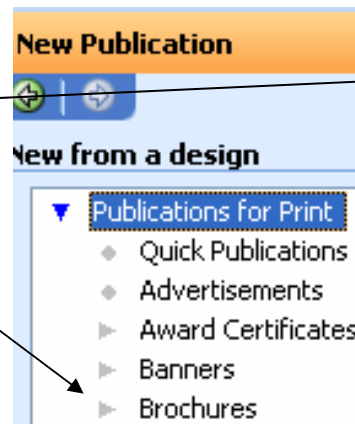
Title Bar	Displays the name of the Publisher publication and the application.
Menu Bar	Provides access to Publisher's feature and dialog boxes.
Standard Toolbar	Contains buttons that provide quick access to some of the most frequently used commands.
Formatting Toolbar	Contains buttons that provide quick access to some of the most frequently used formatting commands.
Connect Text Boxes Toolbar	Contains buttons for linking and unlinking text boxes.
Task Pane	Provides commonly used commands in a window. Its location and small size enables you to use these commands while still working on your publication.



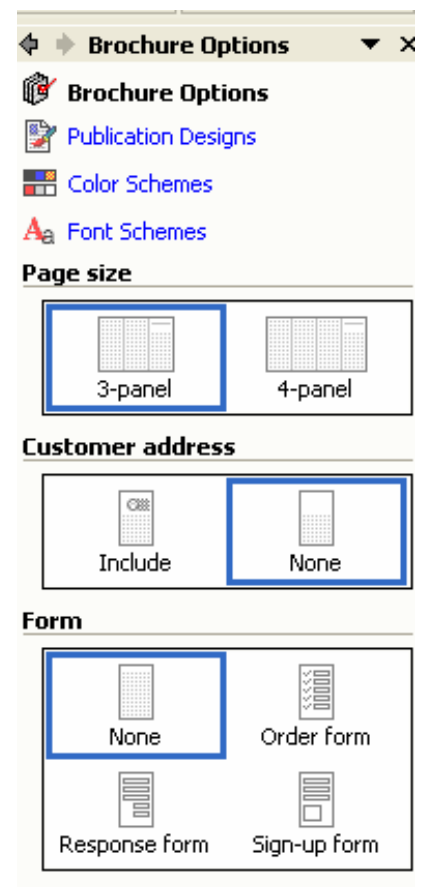
Introduction to MS Publisher

Using Design Templates

1. Select **Publications for Print** from the task pane on the left side of the screen.
2. Select the type of publication – brochures.
3. Scroll through the categories of brochures and select a design set.



4. Use the Brochure options panel to customize your publication.
 - a. Choose the number of columns.
 - b. Choose page size
 - a. Choose your address options.
 - b. Choose form type if desired.



5. Go to **File>Save** and save your publication.

**** Note:** The same procedures can be followed to create a newsletter or other type of publication. ******

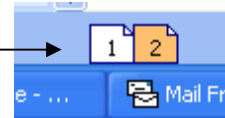


Introduction to MS Publisher

Customizing your brochure

Now that you've created the basic brochure layout, you can drop in headlines, articles, and clip art to customize your brochure.

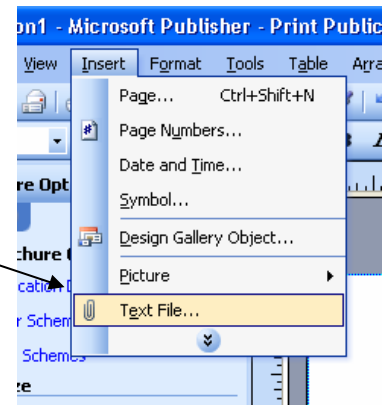
- To customize your brochure, zoom in on the publication in one of the following ways:
 - ❖ Click the Zoom box next to the plus and minus signs and then select a magnification from the list.
 - ❖ Press F9.
- Click on page 2 (bottom left of publication work area).
- Click the placeholder text "**Main Inside Heading**" and type the main heading or title for your brochure (e.g., Student Technology Center). AutoFit is activated, so the text gets smaller as you type to fit in the text box.
- Click the placeholder text "**Secondary Heading**" and type in the title for the next section of information.
- Continue clicking placeholder text and typing in your information. When entering your column text, you may type directly into the text boxes provided or you may copy text from another program such as Word. Each column is called a **story**. A **story** may take up only one frame or it may take up several, linked frames.
- Go to **File>Save** to save the work you have done so far.



To insert text from another program

You can type your brochure text in another program (such as Word, WordPerfect, or email) and copy it into Publisher. When using another program to type your brochure text, do not do any special formatting such as bullets, special fonts or margins.

- Select the text in the program and choose the **Copy** feature (in Word, this is **Edit>Copy** or **Ctrl C**).
 - Go to your publication window and select the column where you wish to insert text. Go to **Edit>Paste**. The text should appear in your Publisher column.
- OR
- Choose **Insert** from the **Menu Bar** and select **Text File**.
 - You may find that the text is too long for the column you have selected. Publisher will ask you if you would like to use AutoFlow or not. If you want Publisher to automatically create columns to fit your text, then click **Yes**. If you want to place the columns yourself (i.e., if you want to continue a story from page one to page three), then click **No**.



Connecting text frames


Publisher allows you to type or insert text into one frame, continue it in another frame, and finish it in still another frame.

- To connect text frames, type or insert text into the first frame.
- Once the text reaches the end of the frame, any remaining text will go into the overflow area.
- To connect the overflow text to another frame, click **Connect Text Frames**. Your cursor will change to a pitcher.





Introduction to MS Publisher

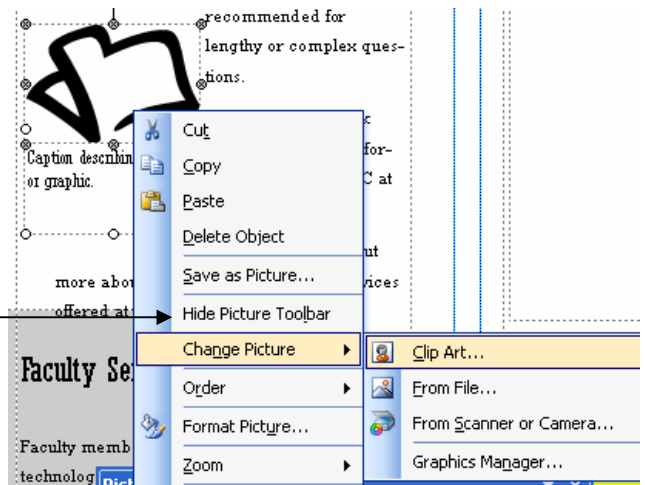
4. Click the frame where you wish to “pour” your text. The overflow text will “pour” into the new frame. When you are finished, you will see the **Go To Next Frame** icon  which allows you to jump from one connected frame to the next.
5. Since the frames are connected, the length of the columns (or frames) are also connected. If you lengthen the first frame of the column, the second frame will shorten. If you shorten the first frame of the column, the second frame will lengthen to accommodate the overflow text.

Inserting pictures and clip art

To Replace Design Object Placeholders:

Replacing a clipart image or photo in a picture frame:

1. Select the image you wish to change.
2. Click the image again to display the **Picture Toolbar**.
3. Right click on the image and choose **Change Picture/From File** or other option—



To insert a picture:

1. First create a picture frame. Go to the **Objects** toolbar, click **Picture Frame**. Position the mouse pointer and click where you want one corner of the frame to appear, hold down the mouse button while you drag the mouse diagonally until the frame is the size you want, and release the mouse button.

OR

- If the frame already exists, click it.
2. Go to **Insert>Picture>From File**.
3. Click the name of the picture file you want to add. Note: You may need to browse to find the drive or folder your picture is stored in.
4. Click **Insert**.

To insert clip art:

1. Create a Clip Gallery frame using the **Objects** toolbar. If the frame already exists, double-click it. The Clip Art Gallery window appears.
2. Click the tab for the type of clip you want.
3. Click the category you want.
4. Scroll through the category, click the clip you want, and then click **Insert clip**.

The clip is inserted in your publication. If the Clip Gallery is covering your publication, click outside the Clip Gallery window.



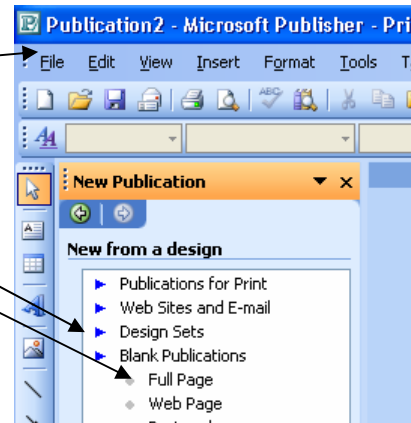
Introduction to MS Publisher

Creating a Blank Brochure

You may find that none of the pre-made designs match the style or format you are looking for. Publisher gives you the option to start a blank publication and add design elements to create a publication to meet your specifications.

To create a blank brochure:

1. Choose **File/New** from the **Main Menu** and then select **Blank Publications**.
2. Select the publication type from the design gallery **Full Page**.
3. Next select **File/Page Setup** and select the **Landscape** radio button for orientation.



Using the Rule Guides:

Ruler guides allow you to align page elements properly and place object precisely on a page. These guides are not displayed by default; when they are turned on they are for display purposes only and will not print.

To display ruler guides:

1. Choose **Arrange/Ruler Guides/Add Vertical Ruler Guide**
2. Repeat for Horizontal Ruler Guide

Using Margin Guides:

All text added to your brochure must be inserted into a text box. Margin guides are non-printing lines that are used to define the margins on a page. Margins for a blank print publication are set a to one inch for left, right, top and bottom by default. You may need to override the default margin guides based on your publication needs.

To change margin guides:

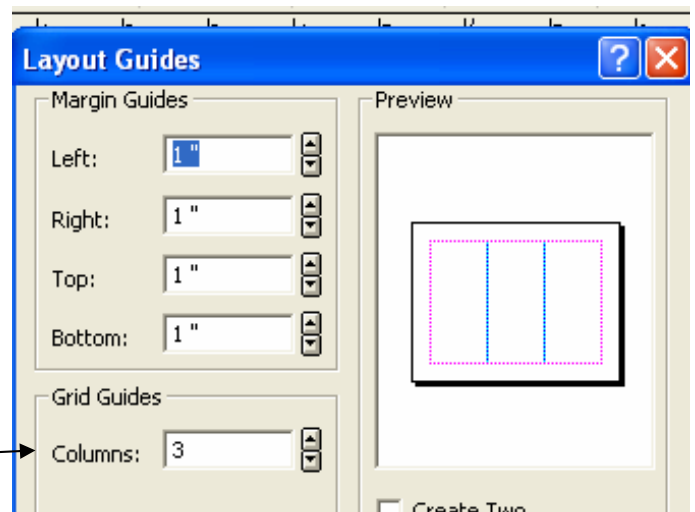
1. Choose **Arrange/Layout Guides**
2. Set the margins as desired

Using Column Guides:

Columns and Margin Guides make up the most important part of the underlying layout grid. Setting up columns will assist you in to divide your brochure in equal columns for placement of text boxes and graphics.

To display column guides:

3. Choose **Arrange/Layout Guides**
4. Enter the number of columns for your brochure in the **Columns** box under **Grid Guides**.

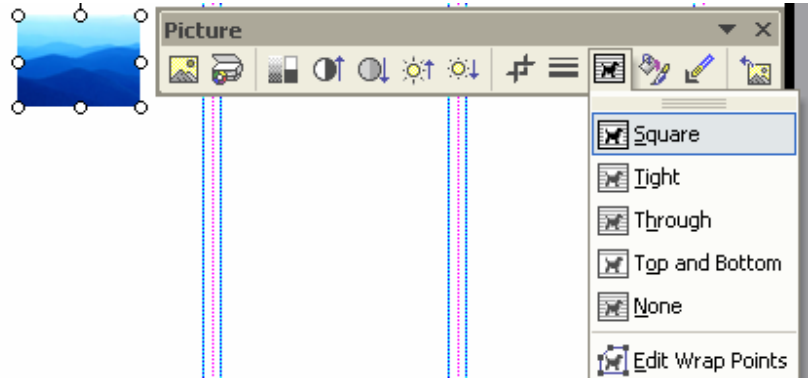




Introduction to MS Publisher

Wrapping text around a picture:

1. Select the picture frame to wrap text around.
2. On the picture toolbar select the text wrapping button or right click on the picture and choose **Format Picture** and select the **Layout** tab and choose the desired layout.



Printing Brochures:

The 3-panel brochures are designed to print in Landscape mode (sideways across the length) on a standard 8 1/2" by 11" piece of paper. Standard settings is 1/4" margins all the way around.

To Print your Brochure:

From the main menu click **File/Open** and select **PRINT**. Click on the properties box to select the paper type and print quality - Best, Normal or Draft.

Depending on how your printer is set up, print - page 1-1 then place the page back into the paper tray to print side 2-2.

Tip: Print your trial copy in DRAFT mode to save unnecessary ink wastage.

Your brochure is now ready to fold and give to your potential customers or clients.

Visit: <http://office.microsoft.com/en-us/assistance/HP030746221033.aspx> for additional commercial printing information.

Checking your spelling

1. If you misspell a word or Publisher 2000 does not recognize it, a red wavy line appears directly beneath the word on the screen.
 2. Right-click the underlined text to see suggested options.
- OR
3. Go to **Tools>Spelling>Check Spelling**. The Spell Checker only checks one story at a time. Once you have finished spell checking a story, Publisher will ask you if you want to check all stories.
 4. Click OK to continue checking spelling. The Check Spelling dialog box appears when a misspelled word is found. You can change, ignore, or add the word to the dictionary.
 5. If a misspelled word is not recognized (no spelling suggestion), you can right-click on the word and select Check Spelling. Then type the word in the Change To field and click Change.



Introduction to MS Publisher

Getting more help

There are many places you can go to get help.

In Publisher:

To get help in Publisher, go to **Help>Microsoft Publisher Help** or press the **F1** key.

On Campus:

Call or drop by the Student Technology Center and get help from a tutor. The STC is located in Z-214. The phone number is 964-2299.

Online:

You can also find tutorials, tips and design advice here:

<http://office.microsoft.com/en-us/assistance/CH790018091033.aspx>

<http://www.bcschools.net/staff/PublisherHelp.htm>