

Getting Started with Microsoft® Publisher 2003

This document is a beginner's guide to using Microsoft Publisher® and assumes no previous knowledge of desktop publishing.

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Getting Started with Microsoft® Publisher

This document describes the basic steps in using Microsoft Publisher - a desktop publishing application which allows you to create artistic documents such as brochures, flyers, and newsletters. It contains instructions on how to create an A5 publication from scratch and how to create and print a poster, both of which give experience of using many of the tools, which ensure a professional quality publication. Instructions are also given on how to open and modify one of Publisher's many pre-designed publications.

Many of the commands and toolbars in Publisher are similar to other Microsoft Office applications, so new users will find text editing familiar. However, Publisher is much more flexible, in that text, graphics and even tables are all independent elements. It is the precise manoeuvring and positioning of these elements that enable complicated layouts to be achieved in a professional manner.

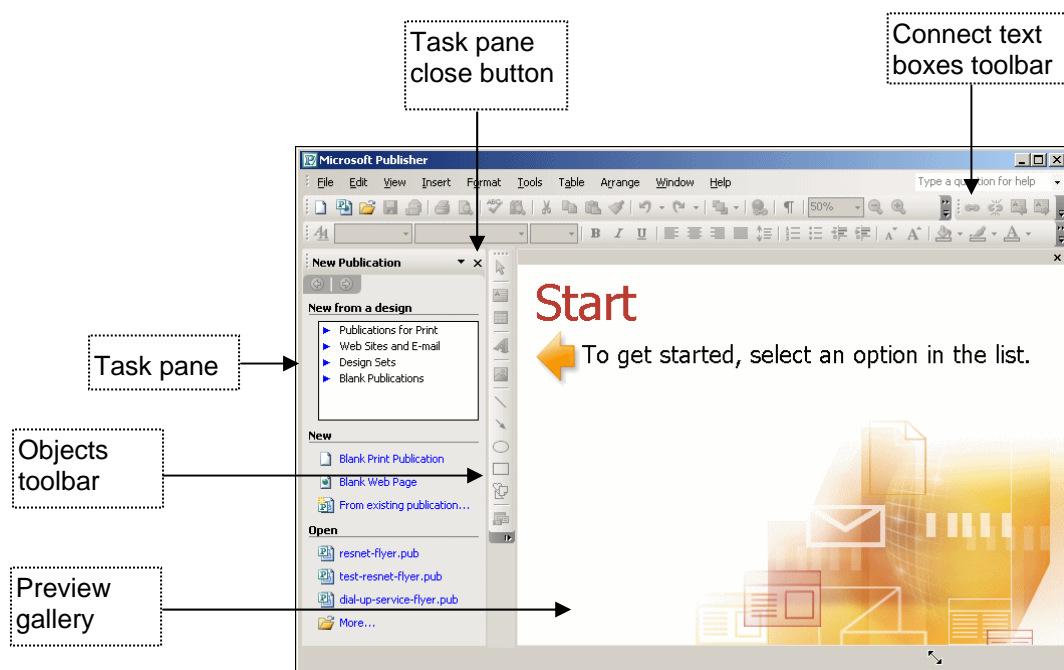
BEFORE YOU BEGIN

If you wish to use the services of a professional printer to print your publication, the University and College print service "Inprint+Design" (<http://www.inprintdesign.com>) offers a competitive full colour printing service in sizes up to A0. Please contact them to discuss your needs before creating your publication on 01274-235781, or 01274-235301.

OPENING PUBLISHER

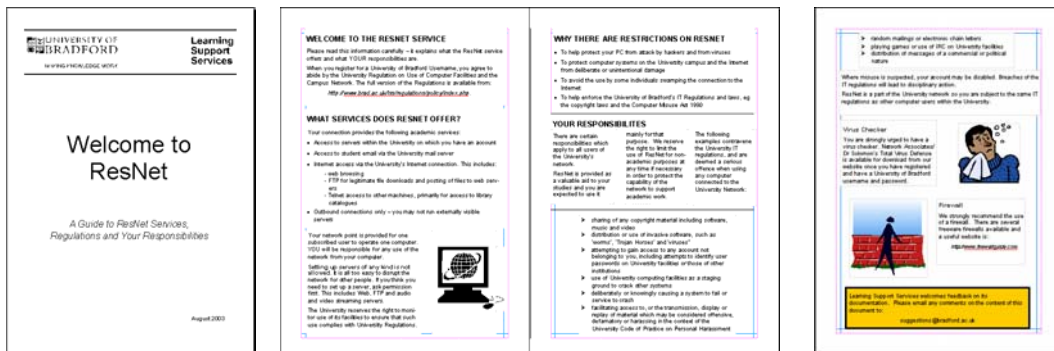
To open Microsoft Publisher click on the **Start** button and choose **All Programs, Office Tools, Microsoft Office Publisher 2003**.

The left-hand side of the opening screen contains the task pane, from where you will select the type of publication you want to create. You can choose to open one of Publisher's many pre-designed publications and replace the text and graphics with your own information, or you can use a blank publication to create a publication from scratch.



CREATING A SIMPLE A5 LEAFLET FROM SCRATCH

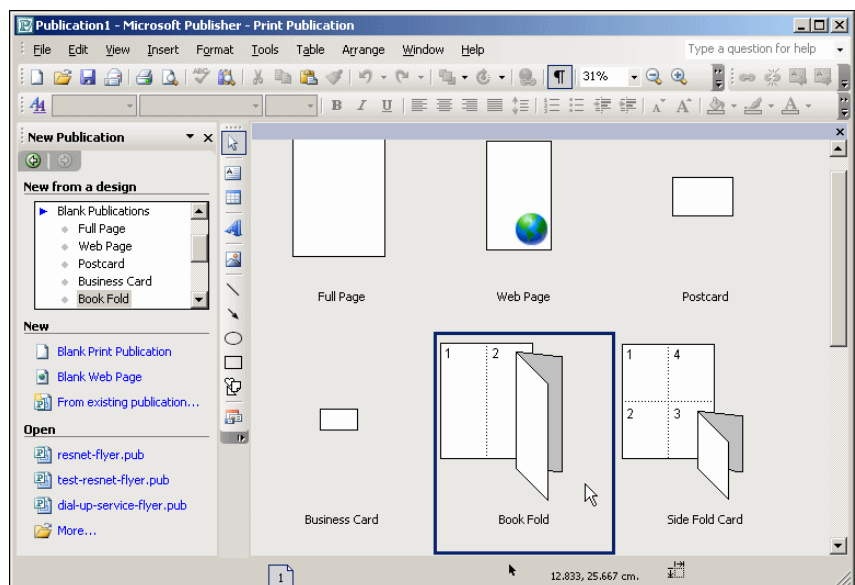
The following instructions describe how to produce an A5 double-sided leaflet similar to the example displayed below.



1. In the task pane under **New from a design**, click on **Blank Publications**.

2. In the drop-down list select **Book Fold**, and then click on the Book Fold design in the Preview Gallery.

3. When asked if you want to automatically insert pages, answer **Yes**.



A narrow representation of a sheet of paper now appears in the window.

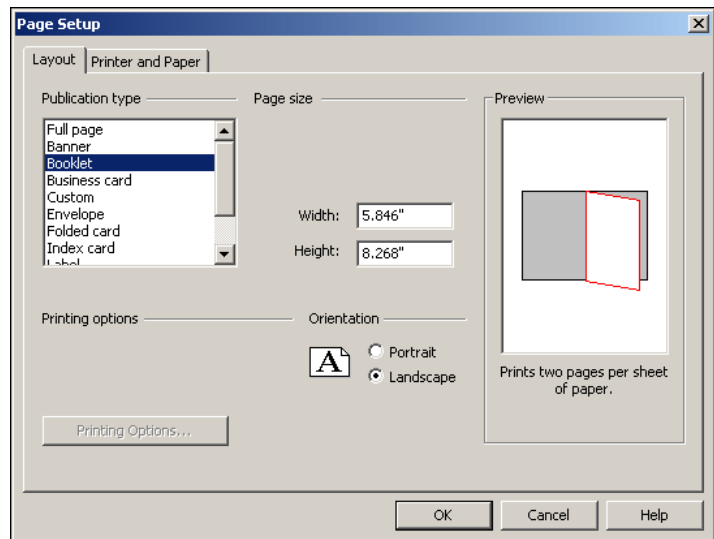
SETTING UP THE PRINTER AND PAPER SIZE

As with any new document, it is important to set up the correct printer at the start of a document's creation, as the layout may be affected if this is done later.

1. Click on the **File** menu and select **Page Setup**.
2. On the Printer and Paper tab select the name of the correct printer, and ensure the paper size is set to A4.
3. Click on the Layout tab and change the orientation to Landscape.

Note: Publisher can produce documents of almost any size and for some publications, (eg banners and posters) options under Page Size will become available.

4. View the example in the Preview window, which now gives a true representation of the A5 publication you are about to create.
5. Click on **OK** to return to the publication window and **Save** your file.

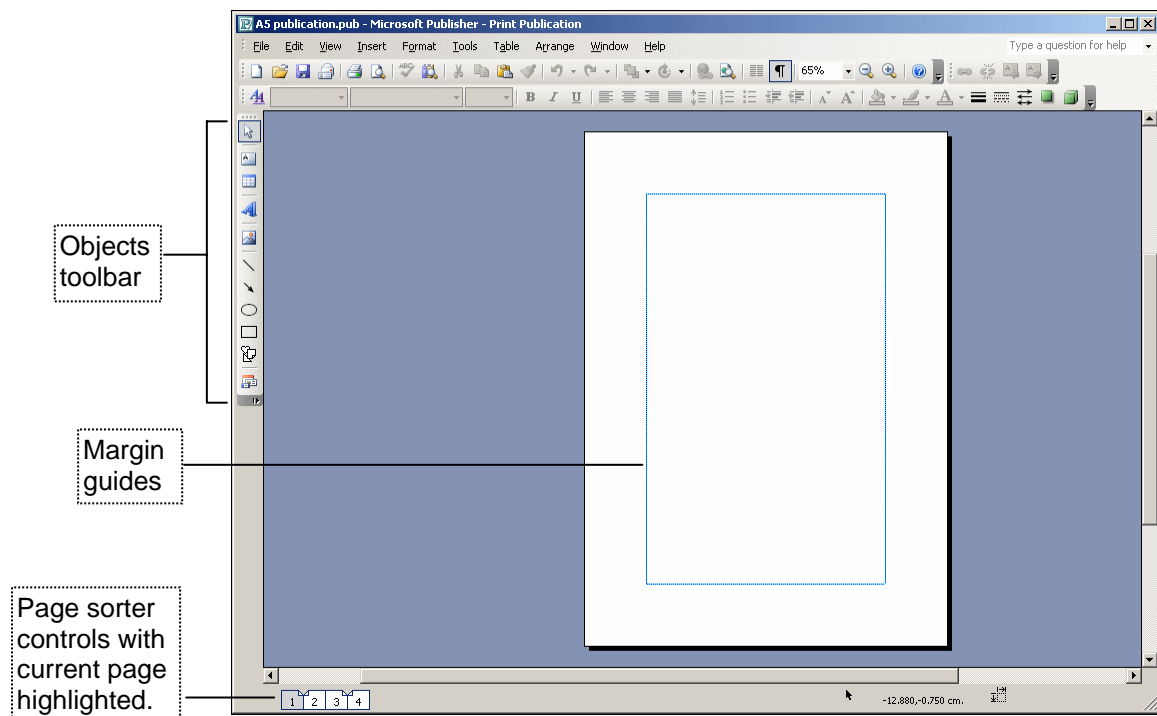


WORKING ON THE PUBLICATION

Important Note

Working with Publisher can be very absorbing, but you should remember to give yourself regular short breaks in order to avoid eyestrain and upper limb disorders. Get into the habit of saving your work frequently and while this is happening, stand up, stretch and focus the eyes on distant objects.

As the task pane is not required at the moment, click on its **Close** button.



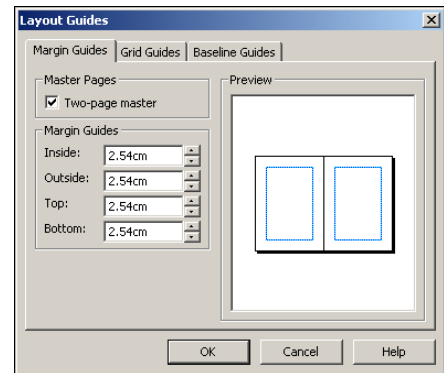
Margin Guides

Observe the "non-printable" blue margin guides; these appear on every page and determine the working area. The content of the publication is placed within these guides to ensure a consistent layout. If required, the guides can be changed, and additional ones displayed to form a grid.

Note: Before beginning a publication it may help to sketch a rough copy of the layout on paper - this will help you to plan where to place the layout guides.

Increasing or Decreasing the Working Area

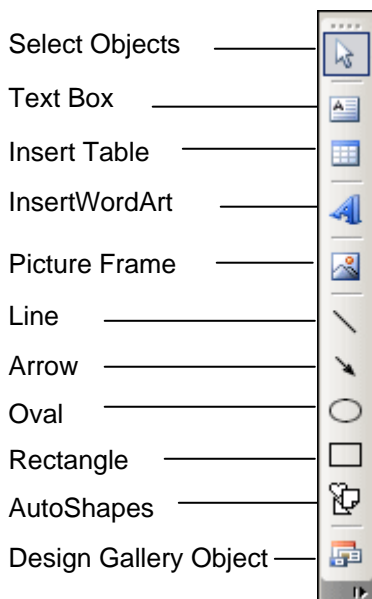
1. Click on **Arrange** on the menu bar, and then choose **Layout Guides**.
2. On the **Margin Guides** tab, enter new measurements.
3. If the publication is going to contain columns, click on the **Grid Guides** tab and add the appropriate number of columns under **Column Guides**.
4. Click on **OK**.



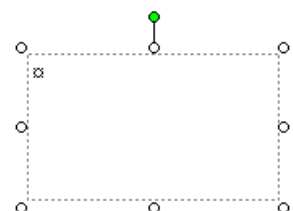
Remember, these guides do not print - they are for layout purposes only.

CREATING A TEXT OBJECT

Everything in a Publisher document is an individual element, whether it is a block of text, a graphic, or a table. These elements are inserted into a publication using the Objects toolbar at the left-hand side of the screen.



After clicking on the relevant button on the toolbar, the mouse is positioned in the document, and with the left-mouse button held down, dragged diagonally to create the object.



When the mouse is released, the object will then be inserted, surrounded by re-sizing handles.

Note: Some objects present you with further options, eg the Table object will display a "Create Table" dialog box, asking you to specify the number of columns and rows.

Now create the "title" of your document (in this example: "Welcome to ResNet") in a text box.

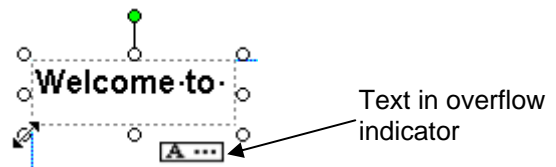
1. Ensure the first page is selected - if not, click 1 on the page sorter control buttons at the foot of the screen.
2. Select the Text box icon on the Objects toolbar and create the text box.
3. Use the buttons on the Standard toolbar to set the text size, font, alignment and enhancements.



Resizing Objects

If the text box is not large enough to take all the text, a "Text In Overflow" indicator is displayed when the box is selected.

1. To rectify this, rest the mouse over one of the text box handles, and when a double-headed resize arrow appears, click and drag to enlarge the box.



Once the text box can accommodate all the text, the Text in Overflow indicator will disappear.

2. Now add another text box beneath the title containing a description of the document - in this example: "*A Guide to ResNet Services, Regulations and Your Responsibilities*".

Moving an Object

1. To reposition an object, click inside to select it and then move the mouse slowly towards the edge of the frame.
2. When it changes into a four-headed arrow, hold down the left mouse button and drag the whole object to the desired position.



Aligning Objects

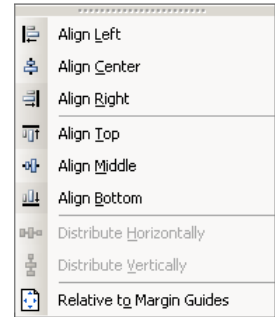
While the move option is useful for repositioning items, the aligning technique arranges objects in line with each other, or with the margins.

1. Click the first text object, and then hold down the SHIFT key while clicking the second one.

Both text objects now become interconnected.



2. On the menu bar, click on **Arrange**, followed by **Align or Distribute**.
3. To centre the selected objects horizontally with each other, click on **Align Center**.



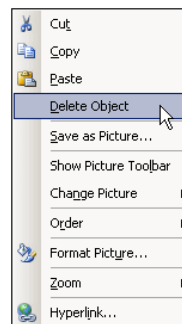
Note: You can also align selected objects relative to the margin by first clicking on **Relative to Margin Guides**, and then choosing another option from the menu.

Nudging Objects

To move an object into an exact position (ie one pixel at a time), click the edge of the object to select it, and then press the keyboard arrow keys.

Deleting Objects

1. To delete an object, click with the mouse to select it, and then "right" click to display the following short-cut menu.
2. Click on **Delete Object**.




INSERTING GRAPHICS

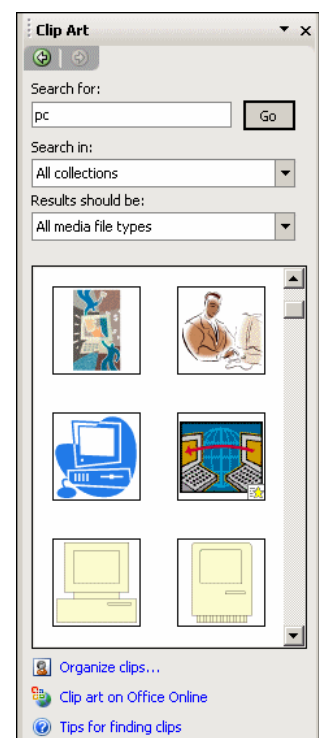
Publisher will import pictures in a variety of file formats including .jpg .gif .png .cdr .bmp and .tif. To see the complete list, go to the Help menu and in the Search for: box, type:

Graphics file formats and filters.

Try inserting a graphic onto the first page of your A5 leaflet using one of the following two methods.

Clip Art

1. On the Objects toolbar, click on the Picture Frame button  and then select **Clip Art** from the sub-menu. This will open the Clip Art task pane.
2. In the **Search for:** box, enter a word that describes the required picture. (To restrict your search to specific collections, or state what the results should be, click the arrows in the Search in: section and select or de-select the options as appropriate.)
3. Click on **Go**.
4. When the results of the search are fully displayed, clip on the desired picture to insert it in your publication.



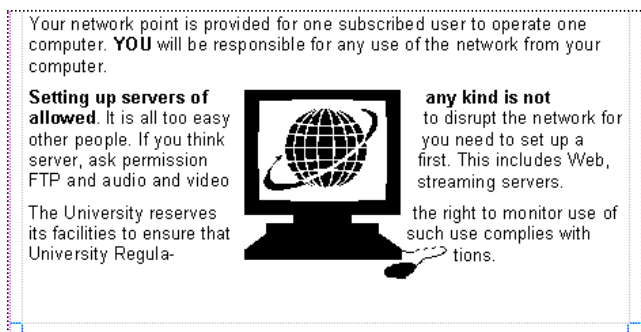
Picture from File

You can use this method to insert a graphic previously saved in a file.

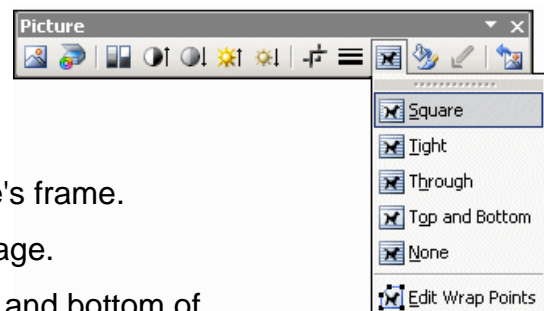
1. On the Objects toolbar, click on the Picture Frame button. 
2. From the sub-menu, choose **Picture from File**.
3. In your publication, drag the mouse to create a frame to hold the picture. When the mouse is released, the Insert Picture dialog box will be displayed.
4. Navigate to the correct folder, select the file and then click on **Insert**.

WRAPPING TEXT AROUND AN OBJECT

When a picture is placed on top of text, the text can be made to wrap around the contours rather than the frame of the picture as in the following example.



1. Click on the image to select it – this displays the picture toolbar.
2. Click on the **Text Wrapping** button and choose one of the following options:



Square: this wraps the text around the image's frame.

Tight: will wrap the text around the actual image.

Top and Bottom: the text appears at the top and bottom of the image only.

Through: this wraps the text around the perimeter and inside any open areas.

None: the picture is completely ignored by the text.

3. Notice the Edit Wrap Points button at the foot of the text wrapping options. This places small black handles along the picture outline.

When the mouse is positioned on a handle, you can then drag the boundary inwards or outwards to control the text wrapping even more.



Note: To add more handles to the boundary, hold down the CTRL key while clicking on the outline. To delete handles, hold down SHIFT+CTRL and click an existing handle.

RULER GUIDES

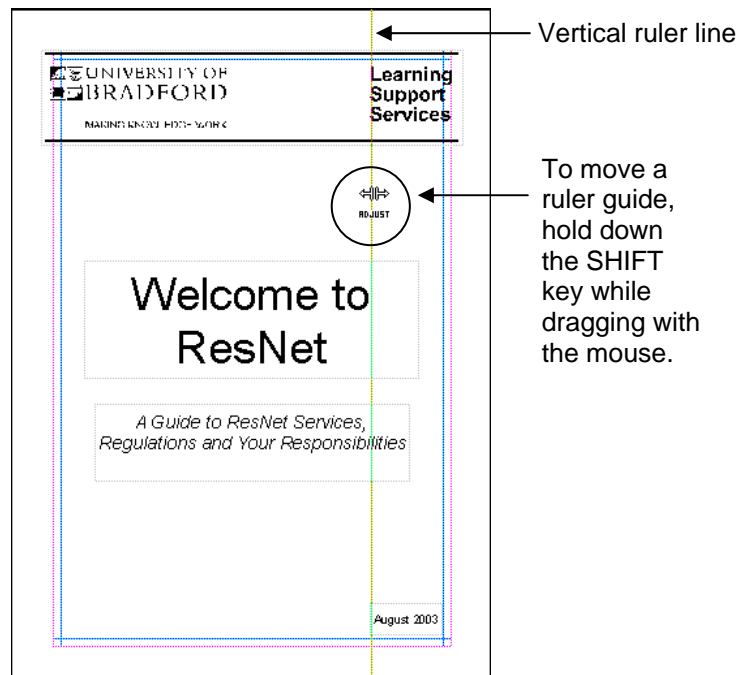
In addition to the margin guides, movable horizontal and vertical ruler guides can be displayed to help align objects against each other. Ruler guides are displayed in green, do not print and can be dragged across a page into any position.

1. In order to use the guides, the vertical and horizontal rulers must be displayed. If these are not, click on **View** and then on **Rulers**.
2. To create a vertical guide, position the mouse pointer over the vertical ruler and wait until it changes into a double arrow.



3. Hold down the left mouse button and drag into the publication.
4. To remove a ruler guide, right click on it and select **Delete Guide** from the pop-up menu.

(To remove all ruler guides, click on **Arrange, Ruler Guides** and then select **Clear All Ruler Guides.**)



WORKING ON DIFFERENT PAGES

To move between pages in a publication, simply click the relevant page number on the page sorter controls at the bottom left-hand side of the screen. (You may need to click on the scroll bar to bring the page fully into view.) If at any time you need to insert extra pages in a publication, click on the **Insert** menu and choose **Page**. Enter the number of pages and specify where they should be positioned.

Now start working on the other pages in the publication, adding text and images where appropriate.

WORKING WITH COLUMNS

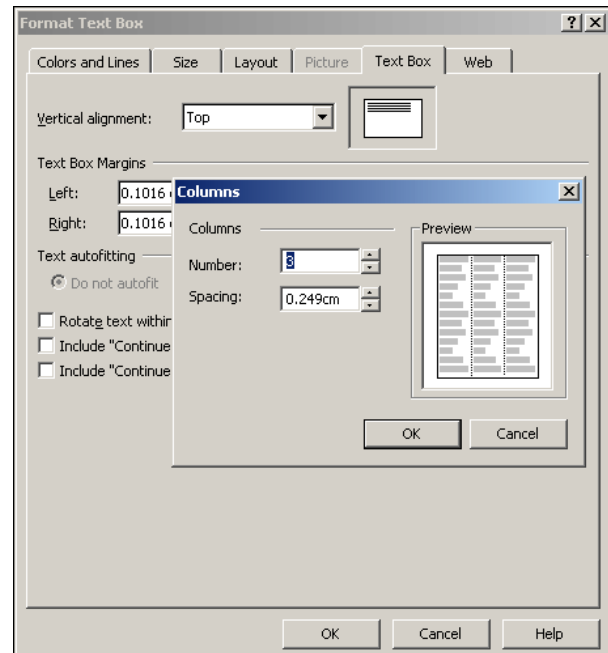
In order to work with columns, you can either create text frames to fit columns defined by the layout guides, or set up multiple columns in a single text frame.

Multiple Text Frames


1. To add more layout guides click on **Arrange, Layout Guides, Grid Guides**. Under **Column Guides**, select the desired number of columns.
2. Now create text boxes to fit the columns.

Single Text Box Divided into Columns


1. To divide a text box into columns, first select the text box, then click on the **Format** menu and select **Text Box**.
2. Select the **Text Box** tab and then click on the **Columns** button.
3. Enter the number of columns and if necessary adjust the spacing measurements.
4. Click on **OK** to return to the publication.




LINKING TEXT BOXES

When a text box contains more text than it can display, the Text in Overflow indicator appears at the bottom of the box. 

Instead of increasing the text box size, hidden text can be forced to continue in another part of the publication, eg in the next column or on the next page. This is done by creating another text box, and then "connecting" the two.

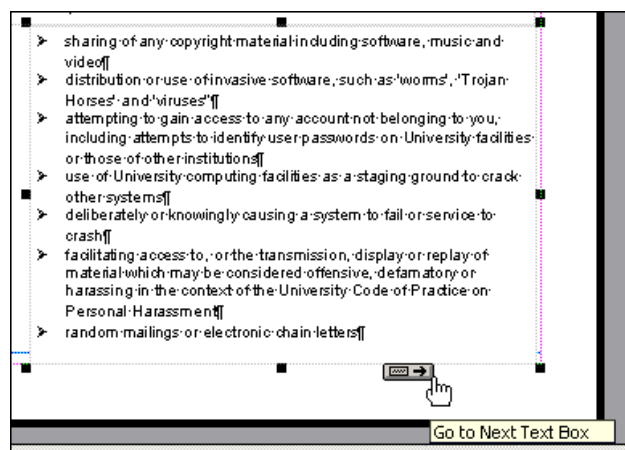
1. Create another text box at the desired position, and then click in the text box which holds the first part of the text.
2. On the Connect Text Boxes toolbar, click on the **Create Text Box Link** button . (If this is not displayed, click on **View, Toolbars, Connect Text Boxes.**)

The cursor will now change to a pitcher shape when moved over the empty text box. (If the new text frame is on another page, first click the relevant Page Sorter Control marker.) 

3. Click in the new text frame to fill with the overflowed text.

When you select a text box which is linked to another, it will display a Go to Next Text Box indicator at the bottom right-hand corner.

4. To move to the next connected box, click on the arrow.



Similarly, the upper left-hand corner will display a "Go to Previous Text Box" indicator to enable you to move to the previous connected text box.

Adding a Continued Notice to a Text Box

You can add a "*continued on*" or "*continued from*" notice to help guide the reader through text boxes on different pages.

1. Select the text box, then click on the Format menu click and select **Text Box**.
2. Select the **Text Box** tab and then click on the **Include "Continued on page..."** or **Include "Continued from page..."** options as appropriate.
3. Click on **OK**.

PRECISE RESIZING AND POSITIONING OF AN OBJECT

1. To change the exact size and position of an object, right-click on it and then choose the **Format . . .** option from the sub-menu.
2. Choose the **Size** tab and enter exact dimensions to resize, scale or rotate the object. (If you select the **Lock aspect ration** box, this will keep the Height and Width settings in the same proportion.)
3. Choose the **Layout** tab to position the object precisely on the page, by entering specific measurements in the Horizontal and Vertical boxes. (Click on the **From:** box arrows to select the part of the page from which the Horizontal and Vertical settings are calculated.)

ADDING BORDERS AND COLOURS

1. To add a border to an object, ensure it is selected, then right-click on it and choose the **Format...** option from the sub-menu.
2. Select the **Colors and Lines** tab.
3. In the Line section click on the **Color:** arrow and choose a colour for the border. Explore the other options in the Line: section (Dashed, Style and Weight) and observe the results in the Preview window before clicking on **OK** to implement the change.
4. To add a colour fill to an object, in the Fill: section click on the **Color:** arrow. Choose one of the palette colours, or experiment with the **More Color** and **Fill Effects** options.
5. View the results in the Preview window before clicking on **OK** to apply the change.

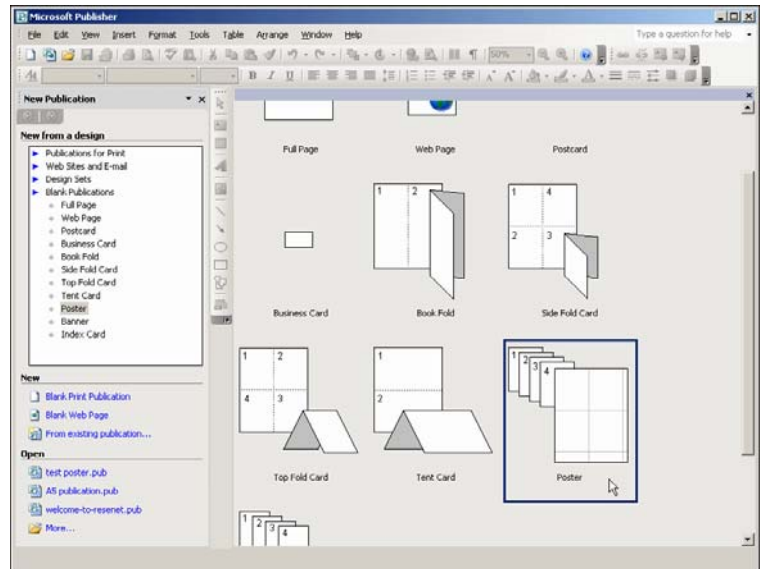
CREATING A POSTER FROM SCRATCH

The Computer Centre central printer can print on the following paper:

- A4 (297 mm x 210 mm) (11.69" x 8.27")
- A3 (420 mm x 297 mm) (16.54" x 11.69")

If a publication is larger than these sizes, Publisher will "tile print" the document, ie print on multiple sheets of paper. The edges of the sheets can then be trimmed and the publication taped together.

1. In the task pane under **New from a design**, click on **Blank Publications**.
2. Select **Poster** and then click once on the Poster design in the Preview Gallery.

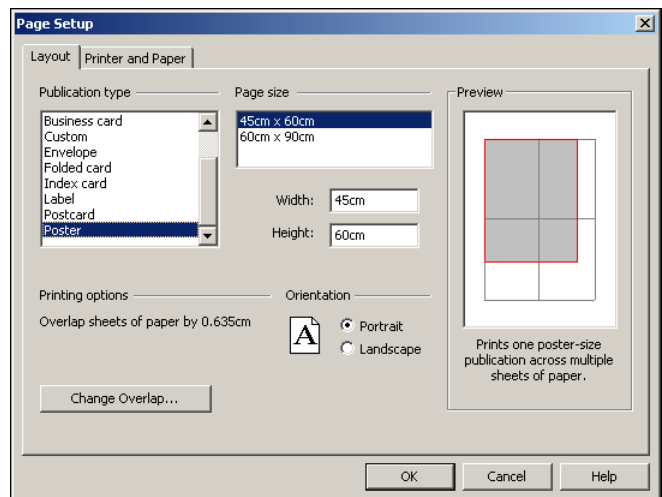


A blank sheet of paper will be displayed in the window.

3. Close down the task pane window.
4. Click on **File, Page Setup** and select the **Printer and Paper** tab.
5. Ensure you select the correct Printer and Paper Size and then click on the **Layout** tab.

Publisher has two pre-determined poster dimensions.

6. Select one of the options under Page size. (If these are unsuitable, click on **Custom** and enter specific dimensions in the **Width:** and **Height:** boxes.)
7. Observe the example in the Preview window and if necessary change the **Orientation** to decrease the number of pages required.
8. Click on **OK**.
9. Now save your file and create your poster.



PRINTING A PUBLICATION

The following instructions explain how to print to the Computer Centre's central printer.

Before printing your publication always have a look at it first in Print Preview. This is particularly important when printing documents such as banners and posters, which require multiple sheets, as it gives a true representation of how the document will be printed.

1. Click on the **File** menu and select **Print Preview**.
2. If you are printing a banner or poster, click on the Change Overlap button at the top of the Print Preview window. Observe the number of pages that will be required to print the publication; in some cases you may be able to decrease the overlap and reduce the number of pages.
3. After making any changes, close down the Print Preview window.
4. To print the publication, click on the **File** menu and select **Print**.
5. Ensure the correct Printer is selected and then click on the Properties button to select the printing options.
6. In the Print window, click **OK** to print the publication.

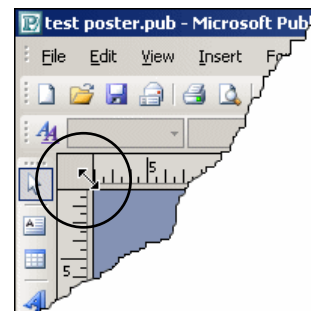
Reprinting Part of a Large Publication

In a publication made up of numerous sheets of paper, you can print a specific part rather than printing the whole document again. This is done by moving the horizontal and vertical rulers to define the tile to be reprinted.

1. Ensure the rulers are displayed - if not click on **View** and select **Rulers**.

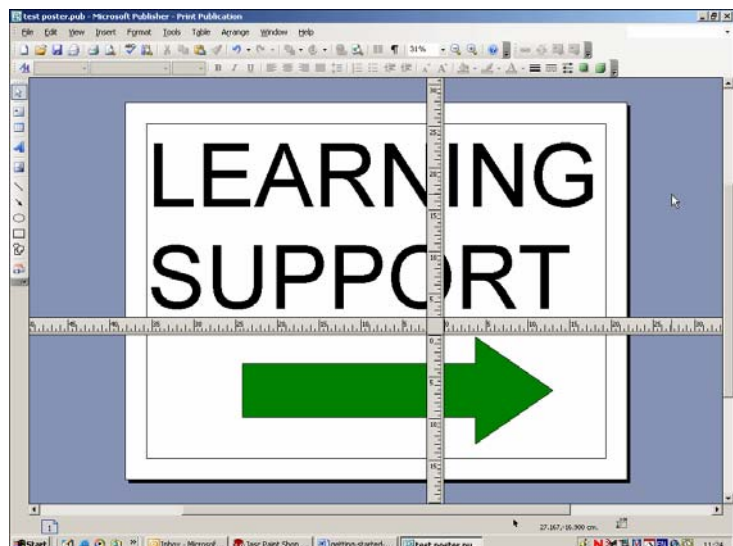
2. Position the mouse over the intersection of the horizontal and vertical rulers.

The mouse pointer will turn into a double-headed arrow.



3. Hold down the **CTRL+SHIFT** keys and drag both rulers until the upper-left corner of the area to be reprinted is against the intersection of the rulers.

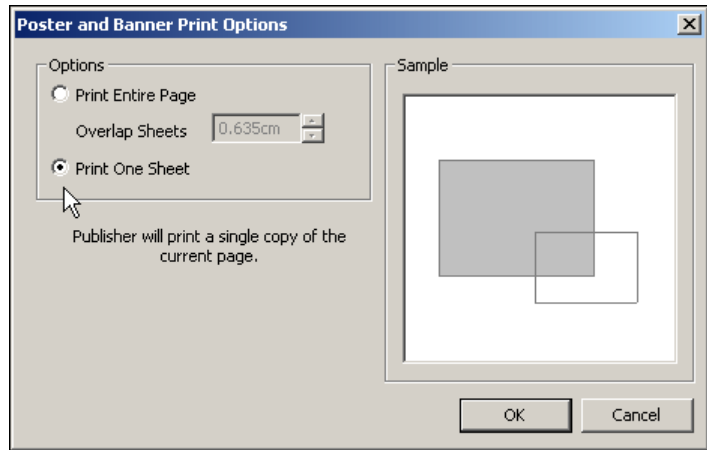
In the example opposite, the lower-right corner containing the arrowhead has been defined as the area to be printed.



4. Click on **File** and select **Print**. In the print dialog box, click on the **Change Overlap** button.

- In the Poster and Banner Print Options dialog box, select **Print One Sheet**.

Note: The Sample window will now display the position of the tile defined by the rulers.



- Click on **OK**, then **OK** again in the print window to print the tile.

USING A PRE-DESIGNED PUBLICATION

Instead of creating a document from scratch, you can open one of Publisher's pre-designed publications and modify to your own requirements.

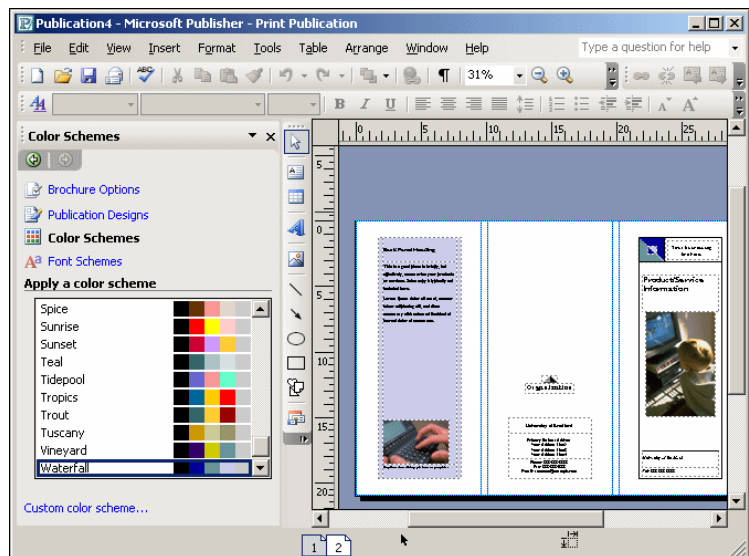
- After starting Publisher, in the New Publication task pane click on **Publications for Print**.
- Scroll down the list of Publications for Print, and click on items of interest to display the full range in the Preview window.
- In the Preview window, click on the desired publication and when it opens save your file.

The text and pictures can now be replaced with your own information. You can also automatically change the colour, font and design of the publication.

Automatically Changing the Colour, Font and Design Schemes

- In the task pane, select **Color Schemes**.
- Click on the various options to see the colour scheme applied to the publication.
- To change the publication fonts, click on **Font Schemes**.
- Scroll up and down the list, and click to apply.

Note: press the F9 key to zoom in and out.



- Click on **Publication Designs** to see the range of alternative designs – choosing a new one will not affect any modifications you have already made.