

# MS Publisher

June 2001

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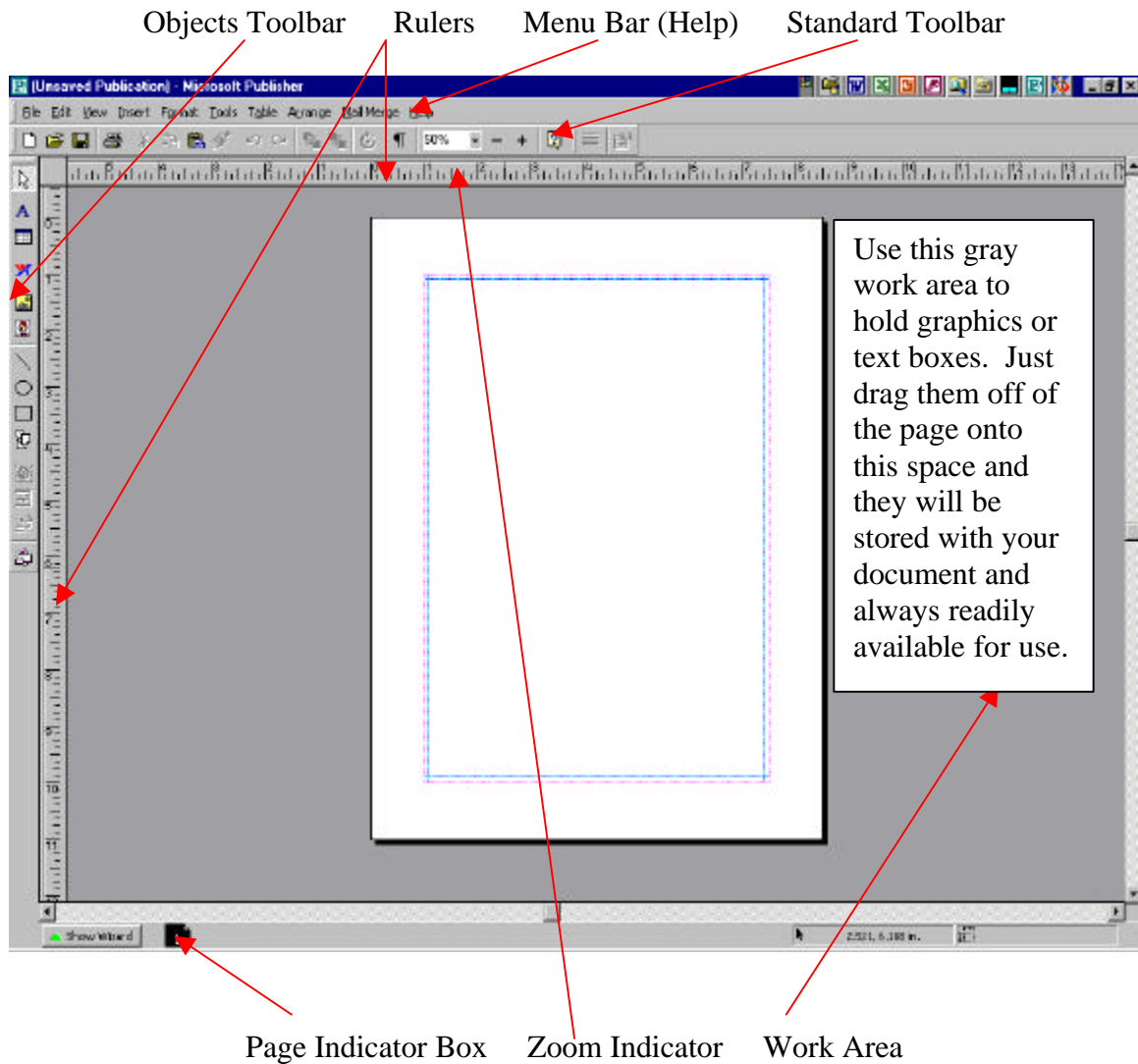
## Publisher Basics

### Starting Publisher

Once Publisher has been installed on your computer, access it by using the Start button (lower left corner of the screen), Programs, and MS Publisher. If Publisher has been installed to place an icon on the desktop, Publisher can then be accessed through the desktop icon.

### The Publisher Window

This is the main Publisher window, where all desktop publishing operations begin.



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From the View option on the Menu toolbar, you may adjust the options and views available.

## *Frames*



Frames are the building blocks of Publisher documents. No writing can be accomplished on a blank page unless it is contained in a frame. Text frames are used to build and contain text. Once the frame has been drawn and text entered it can be edited, rotated, formatted, etc.

Graphic frames hold graphic images. Here you may choose between a Clip Art Gallery image or a Picture Frame to contain one of your own images.

All framing tools can easily be accessed from the Objects toolbar.

## **Publishing with the Catalog**

### *Using the Catalog*

By default, Publisher automatically opens the Microsoft Publisher Catalog when starting the application. The catalog allows you to create a publication based on a Microsoft Publisher template, or create a blank document using a template format. In addition to the catalog, Publisher may also automatically open a Wizard to guide you through the design steps of your publication.

The Catalog feature is turned off by selecting:

1. Tools from the Menu Bar
2. Select Options
3. Select the General tab
4. De-select the "Use Catalog at startup" feature
5. Click OK to save the change.

The automatic Catalog feature may be turned on at any time by using these same steps.

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The benefit of the Catalog is that it will help you quickly format a document. All of the elements in the catalog items can be edited to meet your specific need and tastes.

## *Creating a Publication*

To create a publication by using a Wizard:

1. Display the Catalog (if the Catalog is not displayed, open it by going to File on the Menu Bar and selecting New)
2. Select Publications by Wizard (these are already formatted working templates)
3. From the Wizards list, select the type of publication needed
4. In the Preview pane on the right, select the design to use
5. Click the Start Wizard button (lower right of the frame)
6. Follow the on-screen prompts, clicking the Next button after completing each step
7. Click the Finish button

## *Saving, Closing, and Opening Publications*

To save a publication:

- Display the publication
- Click the Save button in the toolbar

To close a publication:

- Click File in the Menu Bar
- Click Close in the File menu, or
- Click the Close button in the top right corner of the application

To open a publication:

- Click File in the Menu Bar
- Select Open from the File menu
- Locate and select the appropriate Publisher file

## *Using Design Gallery Objects*

The Design Gallery is similar to the MS Publisher Catalog but contains only elements of a publication. These design elements (such as a Masthead) can be removed from the Catalog selection allowing the designer more creativity using the Microsoft templates.

To access items from the Design Gallery:

1. Open your publication
2. Click Insert in the Menu Bar

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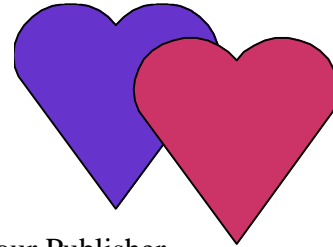
3. Click Design Gallery Object in the Insert menu
4. Select the Design Gallery tab you want
5. Click on the object to be inserted
6. Click the Insert Object button

After the Design Gallery item has been added to your publication design, use your mouse to position the item.

## Working with Frames

### *Drawing, Sizing, Moving, Deleting*

Frames can be edited, bordered, layered, made transparent, grouped, and formatted. They are the building blocks of your Publisher document.



Publisher provides four basic frame types: text, picture, table and WordArt. To draw a frame, with one click of the mouse select a frame icon (Text, Clip Art Gallery, etc.) from the Objects toolbar. Then, position your cursor on the page and “draw” the frame where you want the frame to be located by holding down the left-mouse button and dragging the cursor in an “L” shape. When you let go of the left-mouse button the “L” shape will fill in to be a complete rectangle. Or, you may diagonally drag your cursor on the page and the frame will appear.

Another option is to click once to select the frame tool and then click once on the document. This doesn’t position the frame as precisely but that can easily be done.

Frames are sized by selecting the sizing handles (those small square boxes around the outside of the frame). Click on the frame to select it and the sizing handles should appear. Position the cursor over a sizing handle until it turns into an arrow (and says “Resize”) and then drag the frame to the desired size. TIP: Dragging a frame diagonally will keep its contents proportional.

To move a frame, click on it to select it and position the cursor on the frame until the tiny truck icon appears (along with a four-headed arrow). Hold the cursor down and drag the frame to the desired position.

Delete a frame by clicking on it to select it (when a frame is selected the sizing handles appear) and click the delete key on the keyboard.

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## ***Grouping and Rotating Frames***

Grouping frames together allows you to “lock” them together so that they become one frame. This feature allows you to move groups of frames together instead of one at a time.

To group a set of frames:

1. Hold down the Shift key and click on each frame to be added to the group
2. Right-mouse click on the group after the items have been selected
3. Select Group Objects from the menu, OR
4. Click on the “lock” at the bottom of the framed group to lock them together.

To edit any element of a group it must first be unlocked. Select the group and click on the lock at the bottom of the framed group to unlock it, OR right-mouse click on the group and select Undo Group Objects.

Rotate the frame by:

1. Click once on the frame to select it
2. Position the cursor on a frame corner handle
3. Hold down the ALT key and the Rotate icon should appear
4. Drag the cursor and frame into the desired position

## ***Adding Margins, Colors, and Shadows to Frames***

Margins are added to a text frame to position text within the frame. Select the text frame so that the sizing handles appear and right-mouse click on it. Select Change Frame and then select Text Frame Properties. Set your margins to position your text.

To add color to a frame select the Fill Color icon (the paint bucket). Select your preferred color by clicking on it.



Shadows add another dimension to a frame and are fun to use with graphics. Create the shadow by selecting the frame and then selecting the Format menu, and Shadow.

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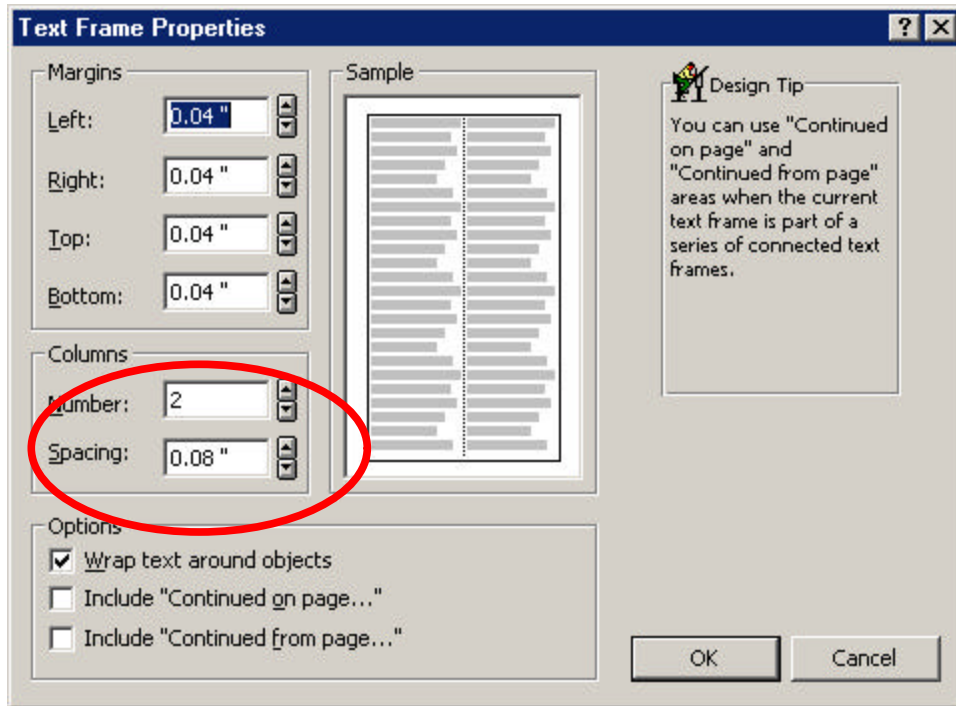
## *Displaying Borders Around Frames*

Borders can be simple lines, shadowed lines, or fancy border art. Simply highlight the frame you'd like to border by clicking on it, and then right-mouse click and select Change Frame. From the menu then select Line/Border style where you can then select the width and color of your border or click on the Border Art tab for a large selection of graphic borders.

## **Working with Text and Graphics**

### *Adding Columns to a Text Frame*

Click on the frame to select it and then right-mouse click on it and select Change Frame. Then select Text Frame Properties. From the Text Frame Properties box select the number of columns and the spacing between columns.



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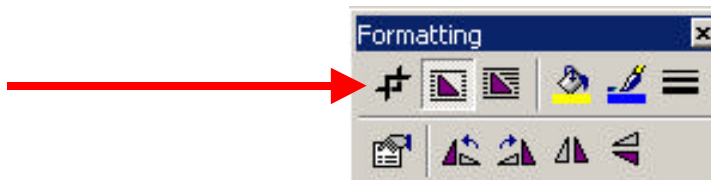
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## *Cropping Graphics*

Occasionally graphics need to be trimmed and not just resized. Trimming the graphic is called “cropping”. Once a graphic is cropped it may then be resized, emphasizing your selected focal point.

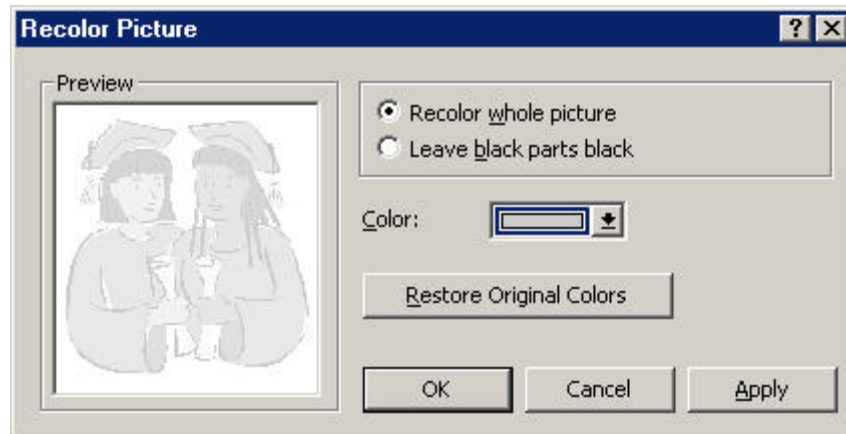
Graphics are cropped by the cropping tool, which resembles a double X (XX). The tool is found on the Formatting toolbar, which should automatically appear when working with a graphic. It can also be accessed by going to the View menu, selecting Toolbars, and selecting the Formatting toolbar.



## *Coloring Clip Art*

Most of the time when the coloring of a Clip Art Gallery item is changed it turns into a monochrome coloring effect. As a design element this can be useful, especially if working with a specific color theme throughout your publication.

Just select the graphic to recolor and right-mouse click on it. From the menu select Change Picture and then select Recolor Picture. Select the color you’d like from the color drop-down selector, and then preview. If you want to keep your selected color then click on the Apply button. Should you select a color you don’t like you can always return to the original color format by selecting the Restore Original Colors button.



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## Formatting

Here are some keyboard formatting shortcuts for Publisher:

- Align and Nudge Frames (Shortcut = ALT + arrow key)
- Insert Pages (CTRL+ Shift+ N)
- Background and Foreground (CTRL + M)
- Selecting All Text (CTRL + A)

### *Format Painter*

The Format Painter tool is a real time-saver. It can be used copy all of the formatting for a frame (such as font size, font style, font color, margins, etc.). With one click the Format Painter captures all of the formatting on the item and pastes that formatting on another frame or object.

To capture the formatting of an item select the item and then click once on the Format Painter. This is the small paintbrush icon in the Standard Toolbar, usually next to the Paste icon. Then, “sweep” the cursor/paintbrush over the item to be reformatted.

To use the Format Painter multiple times without having to click on it every time, select the item to be copied, and then click twice on the Format Painter. Now, every time the cursor/paintbrush is swept over an item it will be formatted like the original item. To release the Format Painter simply click on it again and the cursor returns to normal.

## Proofing

Be sure to thoroughly proof your publication. Use the Spell Check tool as insurance against errors. This is found in the Tools menu.

## Conclusion

Thanks for your attention and we hope that this information is useful.

If you have any suggestions or comments on this document or on the use of Publisher, please let us know. You may e-mail them to: [Kathy@capitalcomputerservices.com](mailto:Kathy@capitalcomputerservices.com)

Or call at (360) 866-6318, or (360) 789-9872.

It's been a pleasure working with you!