

How to Use:



Microsoft Publisher 2007

Microsoft Publisher is a desktop publishing application which allows you to create artistic documents such as brochures, flyers, and newsletters. 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 maneuvering and positioning of these elements that enable complicated layouts to be achieved in a professional manner.

In this tutorial, learn how to:

- Adjust margins
- Resize, move, align, nudge, and delete objects
- Insert and work with graphics in your publication
- Wrap text around an object or graphic
- Use ruler guides
- Set up and work with columns
- Create and link text boxes
- Resize and position objects with precision
- Add borders and color
- Begin from scratch or work from a pre-designed template
- Change color, font, and design schemes



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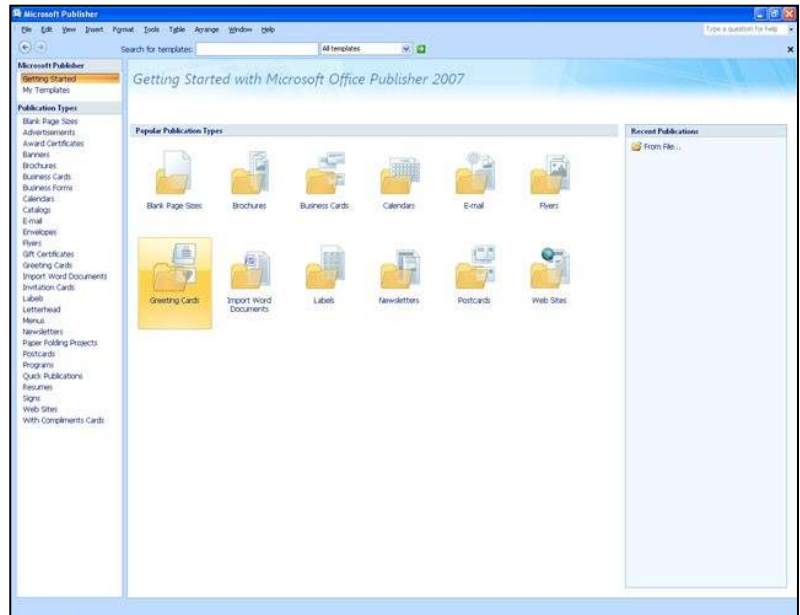
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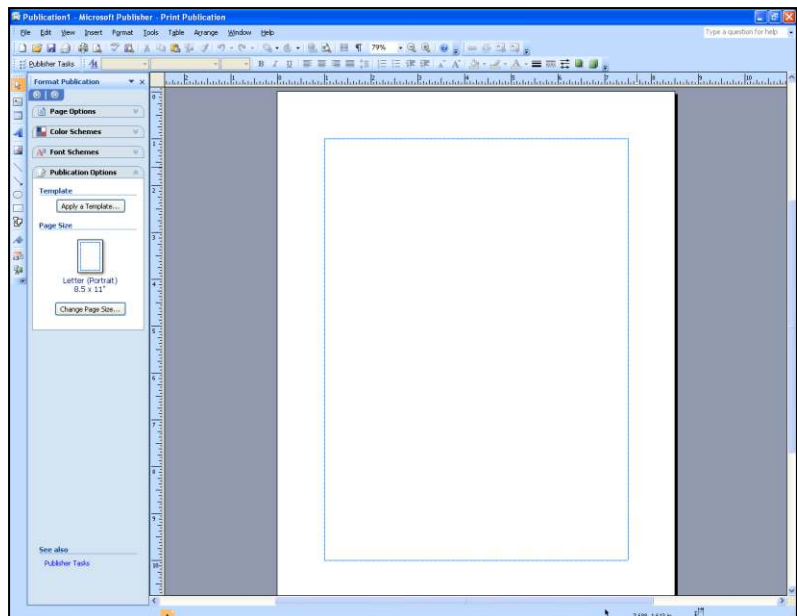
OPENING PUBLISHER

To open Microsoft Publisher, click on the **Start** button and the application from the **Programs** menu. There should also be an icon on the desktop.
 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.



WORKING ON THE PUBLICATION

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



MARGIN GUIDES

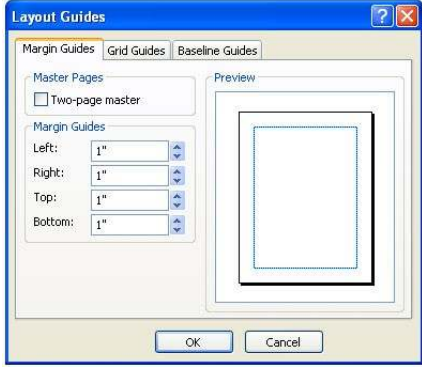
Observe the "non-printable" blue margin guides; these appear on every page and determine the working area. The content of the publication is placed within these guides to ensure a consistent layout. If required, the guides can be changed, and additional ones displayed to form a grid.

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 WORK 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.



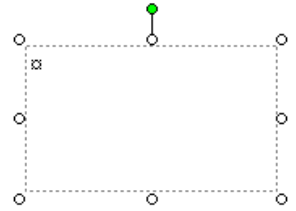
CREATING A TEXT OBJECT

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.

Select Objects	
Text Box	
Insert Table	
Picture Frame	
Line	
Arrow	
Oval	
Rectangle	
AutoShapes	
Design Gallery Object	

After clicking on the relevant button on the toolbar, the mouse is positioned in the document, and while holding the left-mouse button down, you can drag the cursor 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, e.g. 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.

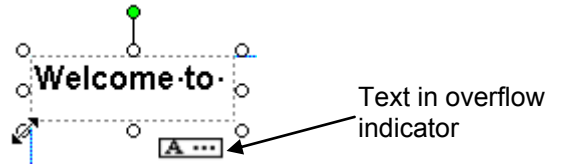
1. Ensure the first page is selected - if not, click 1 on the page sorter control buttons at the foot of the screen.
2. Select the Text box icon on the Objects toolbar and create the text box.
3. Use the buttons on the Standard toolbar to set the text size, font, alignment and enhancements.



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.

RESIZING OBJECTS

1. To fix 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 the mouse changes into a four-headed arrow, hold down the left mouse button and drag the whole object to the desired position.



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