



Publisher Fundamentals

For questions about material presented in this booklet, or for additional questions on another Microsoft Office software product, please contact Laura Ballard at 480-461-7690.

**This manual was created using excerpts from Introduction to Publisher 2002,
created by the Technology Training Services department at the Maricopa
Community College District Office.**

**For the full version of the manual, visit
<http://www.dist.maricopa.edu/training/usersupport.htm>**

Training Objectives

This workshop has been designed to present the following competencies:

1. Start and exit Publisher 2002.
2. Use the quick publication option to create a new publication.
3. Identify the Publisher window components.
4. Navigate within the Publisher window.
5. Customize the Publisher window.
6. Move, resize, and rotate objects.
7. Delete objects and text frames.
8. Enter, format, and edit text in a quick publication.
9. Save a publication.
10. Insert, resize, and change clip art.
11. Order and group objects.
12. Insert and edit WordArt.
13. Insert and edit a table.
14. Insert or update a company logo.
15. Use the print preview option.
16. Print a publication.

Publisher 2002

Desktop Publishing Program

Publisher is a page layout, or desktop publishing program, that enables you to create publications using text and graphics created in other programs, as well as elements created in Publisher. You can type text directly into Publisher, or you can use a word processor such as Microsoft Word and insert that text into a Publisher page. You can create simple graphics directly in Publisher, and you can also insert digital pictures, pictures you have scanned and pictures created using a graphics program. With Publisher's tools, graphic and text elements are positioned precisely on the page, and you may easily move them around, change their size, and alter their appearance.

Publisher vs. Word

Publisher is not a word processing program; in fact it works very different than Microsoft Word. With a desktop publishing program, you are able to precisely lay graphics, objects and text frames on a page. However, Publisher does work in conjunction with Microsoft Word by allowing you to both import from Word and access Word to edit existing text within a text frame in the publication.

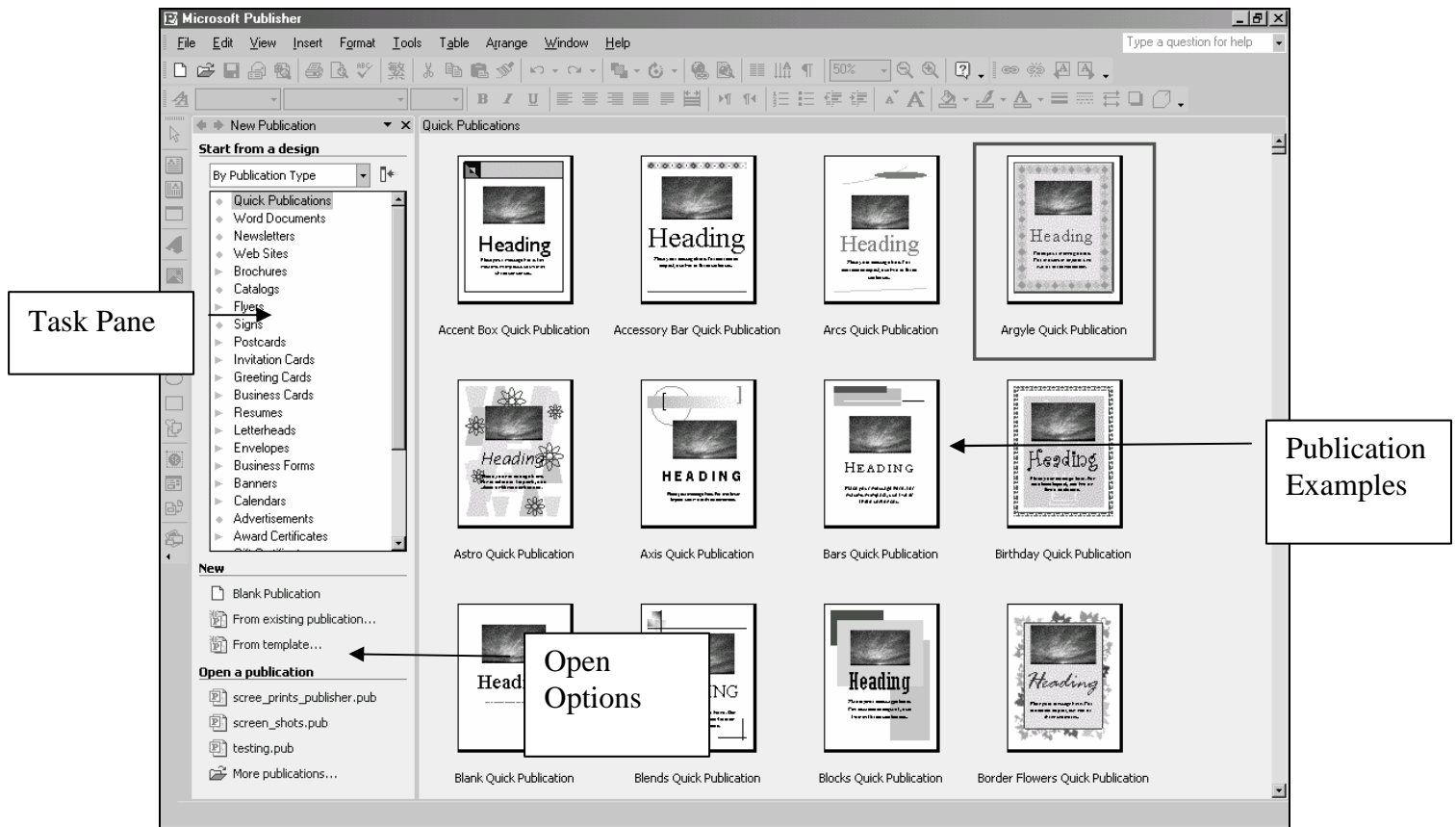
Note

Publisher typically does not come as a standard installation. However, it is included in the District's Microsoft Licensing Agreement. If you wish to have Publisher installed on your computer, you will need to check with your college help desk.

Steps to Start Publisher

1. From the Start Menu on the Taskbar, select Programs and then Publisher.
 - The Publisher application will open to the Quick Publications window with the New Publication Task Pane located on the left-hand side.
2. Choose from three major options:
 - Start from a design and use the Quick Publication tool to create a publication.
 - Start from a New publication using a blank document, an existing document, or a template.
 - Open an existing publication.

EXERCISE - Start Publisher 2002



1. From the Start Menu on the Taskbar, select Programs and then Publisher.
 2. In the Task Pane, click on the Flyers option.
 3. From the sub list that displays, click on the Fund-raiser option.
 4. Click on the Tournament Flyer thumbnail located in the Fund-raiser Flyers window.
- The Tournament Flyer will load.

Publisher Quick Publication Option

Quickly Fill in Content!	The Microsoft Quick Publication option is a helpful feature when you are trying to put together a publication quickly. The Quick Publication option allows you to select a type of publication along with the design, color scheme and font scheme. Using the Quick Publication option, you will only need to fill in the necessary content for your publication. The design elements and layout are already configured! The options for the Quick Publication are located in the Flyer Option Task Pane in the left portion of the Publisher window.
Modifiable Designs	Better yet, you can also rearrange graphics and text frames that have been preformatted in the Quick Publication option. All publication elements are completely modifiable.
Flyer Options	In the Flyer Options, there are a variety of ways to customize the Quick Publication. The customizing areas include: Graphics, Customer Addresses, and Tear Offs.
Graphic	Under Graphics, you can choose to include a space for a graphic that is set in the original Quick Publication design, or you may choose to leave the graphic out.
Customer Address	Under Customer Address, you can insert a space to display the customer's address if you will be mailing a flyer or postcard. Depending on the type of Quick Publication selected, inserting the customer address may add a page to the publication.
Tear Offs	Under Tear Offs, you can choose to add a detachable form to the publication. Publisher has a wide variety of detachable forms to select from: coupons, sign up forms, registration etc...
Publication Design	The Design refers to what type of objects and graphics are used in the publication layout. It also determines how the objects, graphics and text frames are placed on the publication. The design specifications determine a font style, color and size as well.
Color Scheme	The Color Scheme refers to the various colors that make up the template you selected. These colors refer to the color of shapes, lines and text.
Font Scheme	The Font Scheme option allows you to select from a variety of complimentary font combinations. These fonts will be used in the publication in various locations.

Publisher Quick Publication Option Continued...

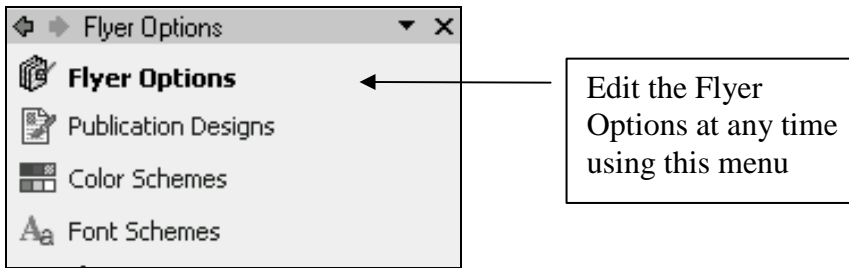
Personal Information

When starting Publisher for the first time, it will prompt you to fill in your Personal Information. The Personal Information refers to the name, phone number, office location and company of the individual that is creating the publication. Once this information is filled in, it will display on all new publications in the appropriate location specified by the chosen design. If you need to edit the information, you can go to the Edit Menu and select Personal Information.

Steps to Use the Quick Publication Option

1. Select a publication design; it will load in the publication window.
2. Customize the publication using the Task Pane options available: Flyer Options, Publication Design, Color Scheme, and Font Scheme.
3. If you wish to change or update your Personal Information, go to the Edit Menu and select Personal Information.
4. In the Personal Information window, make changes or updates to the necessary fields and click on Update.
5. Edit the publication and add personalized content.

EXERCISE - Use the Quick Publication Option



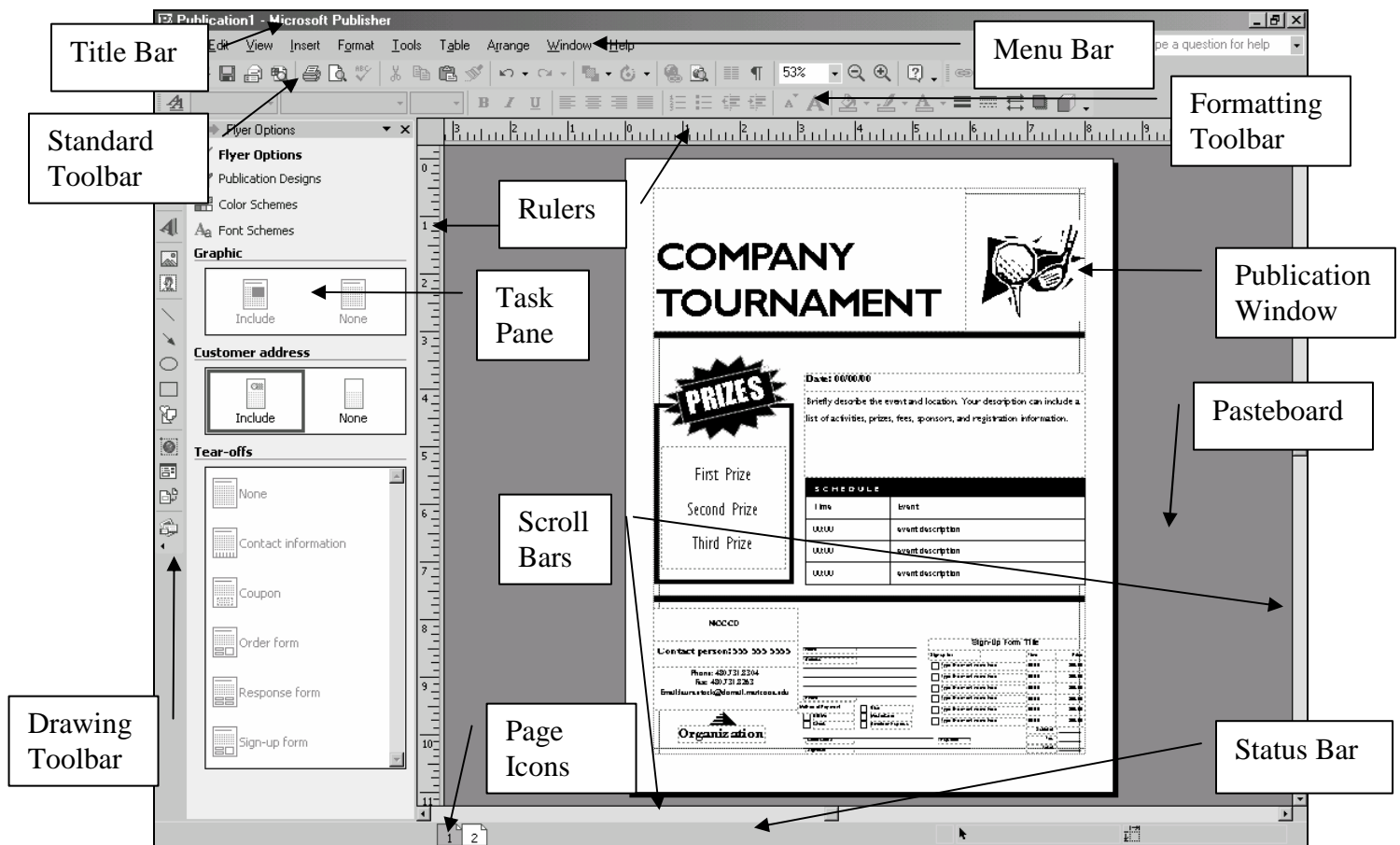
1. When using Publisher for the first time after installation, a warning message will display telling you that Publisher will automatically enter your personal information into the publication. Click on OK.
 - If the warning message doesn't display...Go to the Edit Menu and select Personal Information.
2. In the Personal Information window, enter your department information in the available fields and click on Update.
 - Note that these fields will save in Publisher and display in different areas of a publication depending on the design you select.
3. From the Flyer Options Task Pane, under the Customer address area, click on the Include option.
 - A second page will insert.
4. Again, in the Flyer Options Task Pane, click on the Color Scheme link.
5. Beneath the Apply a color scheme area, click on various color schemes. Select a color scheme from the available list.
6. Click on the Font Schemes link in the Flyer Options Pane.
7. Beneath the Apply a font scheme area, click on various font schemes. Select a font scheme from the available list.
8. Now, you can begin editing your flyer.
 - You may edit any of the Flyer Options (Design, Color Scheme, etc....) at any time using the Flyer Options Task Pane located in the left portion of the Publisher Window. Just click on the option you want to edit and the editing options will display below the menu.

Notes

The Publisher 2002 Window

Window Components

The Publisher window is made up of a variety of Toolbars and functional areas: The Menu Bar, Standard Toolbar, Formatting Toolbar, Drawing Toolbar, Task Pane, Publication Window, Status Bar, Scroll bars, and Rulers. The screen print below displays the Publisher Window and labels its components



Title Bar The Title Bar indicates the application's name and the title of the saved file or the word Publication1 if the file has not yet been saved.

Menu Bar The Menu Bar has expandable menu options that allow you to perform various tasks within Publisher such as saving, changing views, adding toolbars, inserting pictures and objects and more.

Standard Toolbar The Standard Toolbar has numerous buttons you can use to execute frequently performed actions such as saving, copying and pasting, printing, arranging, and more.

The Publisher 2002 Window Continued...

Formatting Toolbar

The Formatting Toolbar has button and menu options that allow you to apply specific formatting options within your publication such as changing font, adding fill color, specifying alignment style, and more.

The Drawing Toolbar

The Drawing Toolbar is similar to the Drawing tools used in most Microsoft applications, but has some specific options and functions related to Publisher. You can insert a table, insert a picture from Clip Art or from a file, and use the drawing tools to create circles, squares, and other shapes.

Rulers

The Rulers allow you to precisely place objects on the Publication area. You can extend the rulers as guides onto the Publication area as well. The Rulers can be turned off and on using the View Menu.

Task Pane

The Task Pane provides access to the editing features of the publication including the Publication Design, the Color Scheme, and Font Scheme.

Publication Window

The Publication Window is the area where you make edits and additions to your publication. You may zoom in and zoom out when editing text and moving objects on the publication page.

Pasteboard

The Pasteboard is the gray area surrounding the Publication Window. You can place items in this area for future use.

Status Bar

The Status Bar contains page icons used to navigate between pages within the publication. It also displays the X and Y-axis location of either the selected item or the cursor on the publication page

Navigate the Publisher Window

Zoom While working within Publisher, you will need to zoom in and out of your publication to easily see the text as well as view the entire layout of the page. You can zoom using the View Menu or the keyboard shortcuts.

View Menu:

- Zoom to a specific percent
- Zoom so the width of the page fills the screen
- Zoom so that the entire publication is viewable

Keyboard Shortcuts:

- CTRL + Shift + L: zooms to view the entire publication
- F9 key will zoom to the object that is selected, pressing F9 again will zoom back out to previous view

Scrolling You can easily scroll across or up/down the screen using the bottom and right scroll bars.

Page Icons Use the Page Icons at the bottom-left of the Publication Window to easily jump from page to page within your publication. The Page Icons have numbers on them so you can go to a specific page.

Hide/Show the Task Pane You may toggle back and forth between hiding and showing the Task Pane by going to the View Menu and selecting Task Pane.

Steps to Use the Zoom Option

If you want to Zoom Out to view the entire page:

- From the View Menu, select Zoom and then Whole Page, **OR** Press the CTRL + Shift Key + L.

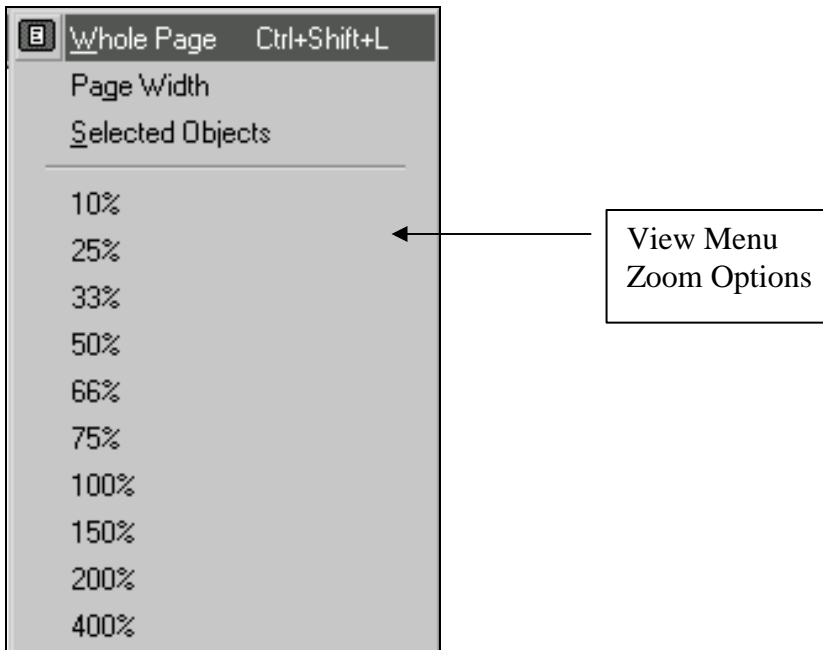
If you want to Zoom to a specific location:

- From the View Menu, select Zoom and then to Selected Objects **OR** Select the object or the Text Frame and press the F9 key.

If you want to Zoom gradually to a specific percent:

- From the Zoom Menu, select a percentage to zoom to.

EXERCISE - Navigate the Publisher Window



1. From the Publication, click on an object or a text frame.
2. Press the F9 key to zoom into the location.
3. Press the F9 key again to return to the previous view.
4. From the View Menu, select Zoom and then Page Width.
5. Press CTRL + Shift + L to fit the entire publication within the viewable window.

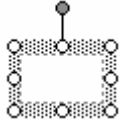
Move, Resize and Rotate Objects

The Moving Van



You will notice that as you run the pointer over the Publication area and rest it on the border of an object, the pointer turns into a Moving Van icon attached to a four-sided arrow. This Moving Van indicates that you may click the left mouse button and drag the object (text frame, table frame, etc...) to a new location.

Selection Handles



Once you click on an object, small circles, known as selection handles, will display at the corners and mid sections of each line segment. Use the selection handles to change the size and shape of an object by shortening or extending a line segment of the object. A rotation handle will also display as an extended line segment with a green circle located at the top of the object. Use this handle to manually rotate the object clockwise or counter-clockwise.

Design Gallery Objects

Design Gallery Objects are preformatted objects that serve a variety of purposes. Design Gallery Objects in Publisher include: table of contents, attention getters, pictures with captions, reply forms, mastheads and marquees... just to name a few! These objects have a preformatted design that includes color, lines, font and graphics. You will get to select a new attention getter from the Design Gallery Objects in the following exercise.

Steps to Move an Object

1. Place the mouse pointer over the border of an object.
2. Once the cursor changes to the Moving Van icon, click and drag the object to a new location.

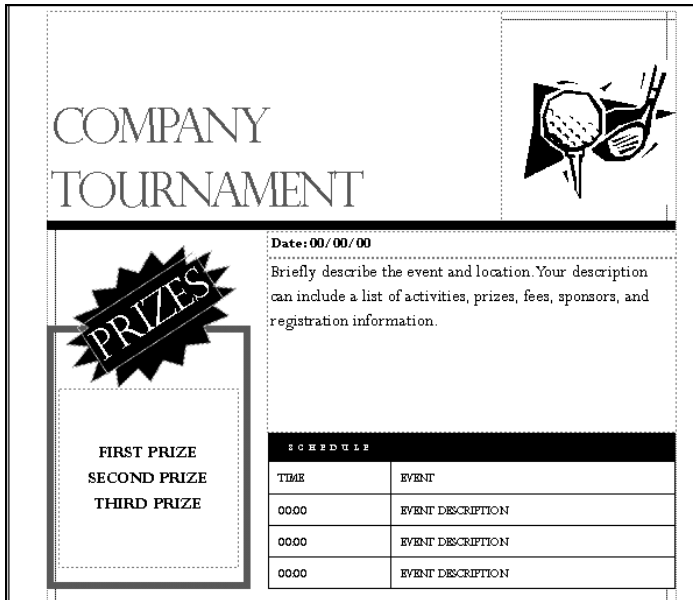
Steps to Resize an Object


1. Click on the object to select it.
2. Click on one of the white circle selection handles and drag the line segment out to enlarge the object or in to shrink the object.

Steps to Rotate an Object

1. Click on the object to select it.
2. Place the cursor over the green rotation handle extending from the top of the object.
3. When the cursor turns into a circular arrow, you may click and drag the rotation handle either clockwise or counter-clockwise.
4. Release the mouse button when the object is at the appropriate.

EXERCISE - Move, Resize and Rotate Objects



1. Click on top of the word “Date” in the publication to reveal the selection handles.
2. Press the F9 key to zoom to the location.
3. Place the cursor over the top border of the text frame until it turns into the Moving Van Icon.
4. Using the Moving Van, click and drag the text frame to just beneath the horizontal line located underneath “Company Tournament.”
5. Click inside the Text Frame below the Date Text Frame to display the selection handles.
6. Place the cursor over the upper-middle selection handle until you see a double-sided arrow with the word “resize” attached to it.
7. Click and drag the selection handle up to the bottom border of the Date Text Frame.
8. Scroll left and click on the Prizes Burst.
9. Click on the magic wand  to view the Attention Getter options in the task pane.
10. Click on various Attention Getters to view them in the publication window.
11. Select the Attention Getter you want and click on the close button in the task pane.
12. Place the cursor over the green rotation handle extended from the top of the attention getter.
13. Click and slightly rotate the Burst counter-clockwise.

Select Objects and Text Frames for Deletion

Selecting Objects

To select an object for deletion, you can simply click on the object. If you want to select a Text Frame, you must select the border of the Text Frame and not the text. If you click on the text, you will notice that a cursor displays in the Text Frame. If you click once directly on top of the border, this will select the Text Frame and allow you to delete the frame.

Multiple Objects

You also can select multiple objects and Text Frames for deletion. Just hold down the Shift Key while clicking on the multiple objects or Text Frames you wish to delete.

Steps to Select an Object or Text Box for Deletion

1. Click on either the object or the border of a text frame to select it.
2. Press the Delete Key.

Steps to Select Multiple Objects for Deletion

1. Click on the first object's border you want to select.
2. Press the Shift Key and click on the other objects you want to select.
3. Press the Delete Key.

EXERCISE - Select and Delete Objects

Name	
Address	
Phone	

Sign-Up Form Title	
Sign up for:	Time
<input type="checkbox"/> Type the event name here	00:00
<input type="checkbox"/> Type the event name here	00:00
<input type="checkbox"/> Type the event name here	00:00
<input type="checkbox"/> Type the event name here	00:00
<input type="checkbox"/> Type the event name here	00:00
<input type="checkbox"/> Type the event name here	00:00

1. Zoom into the publication or flyer by selecting 150% from the Zoom option in the toolbar.
2. Scroll down to the bottom of the flyer.
3. Click on the Method of Payment Text Frame.
4. Press the Shift Key and begin clicking on all payment-related fields (i.e. credit card #, price fields, etc...)
5. Once all payment-related fields are selected, press the Delete Key.
6. Resize the “Sign-Up Form Title” field so that it is aligned with the time field.

Enter Text in a Quick Publication

Text Boxes

Text Boxes are the frames that hold text in a publication. Text Boxes can be resized, moved and deleted. When selected, selection handles display at the corner points and mid sections of each of the lines.

One-Click to Edit

The text in a quick publication is formatted so that it may be edited using a one-click action. Instead of highlighting the words you are replacing, click once on top of the text to highlight the words within the text frame and then type the replacing text. This option allows for quick editing of a quick publication.

AutoFit Text Options

When typing text into a Text Frame, you have a few AutoFit options: None, Best Fit, and Shrink Text on Overflow.

- **None:** When typing into a text Frame tool, the font size remains static even if all of the text cannot fit into the visible area of the frame.
- **Best Fit:** When typing the text, this option will enlarge or shrink the font size so that it best fills the Text Frame.
- **Shrink Text on Overflow:** When typing, this option will shrink the overflowing text to a font size that will allow for all text to be visible in the Text Frame.

These options are located in the Format Menu, under the AutoFit Text option.

Hyphenation

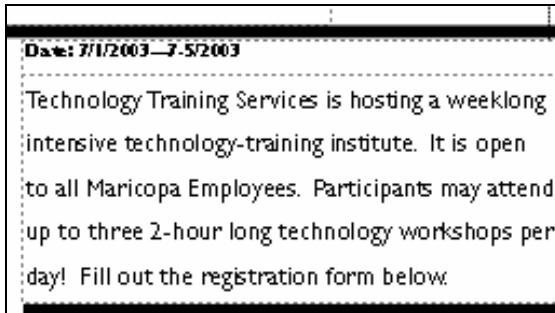
By default, Publisher will hyphenate text as it word-wraps within a text box. Text can look jumbled when hyphenation is used too excessively; therefore, you may want to turn this feature off. You can apply the changes to an entire text box or select individual words. This feature is located in the Tools Menu under the Language option.

Steps to Enter Text in a Quick Publication

Steps to Enter Text in a Quick Publication

1. After customizing the publication using the Quick Publication options, click on the text you want to edit.
2. From the Format Menu, select AutoFit Text and then select one of the AutoFit options from the submenu.
3. Begin entering the text you want to display (it will replace the highlighted text within the Text Frame).
4. From the Tools Menu, select Language and then Hyphenation.
5. Deselect the checkbox next to Automatically hyphenate this story **OR** click on the Manual button to select individual words to de-hyphenate.

EXERCISE - Enter Text in a Quick Publication



1. Zoom out of the document by pressing Ctrl + Shift + L.
2. Click once on the text "Company Tournament."
3. From the Format Menu, select AutoFit Text and verify that the Shrink Text On Overflow option is selected with a checkmark.
4. Type: Technology Training Services, press the Enter Key and then type: Summer Institute.
5. Click on 00/00/00 in the date text box.
6. Press the F9 key to zoom.
7. Enter: 7/1/2003 – 7/5/2003.
8. Click on the text directly below the date to enter the description of the event.
9. From the Format Menu, select AutoFit Text and then Best Fit.
10. Type: Technology Training Services is hosting a week-long intensive technology-training institute. It is open to all Maricopa employees. Participants may attend up to three 2-hour long technology workshops per day! Fill out the registration form below.
11. From the Tools Menu, select Language and then Hyphenation.
12. Deselect the checkbox next to Automatically hyphenate this story and click OK.
13. Scroll to the left to view the Prizes attention getter.
14. Click on the word Prizes and type: New Classes
15. Click on the words First Prize, Second Prize and Third Prize and type: Advanced PowerPoint, Excel, and Access!
16. With the cursor still inside the Text Frame, go up to the Format Menu, select AutoFit Text and select Best Fit.

Notes

Format and Edit Text

Formatting and Editing Options

Formatting text in Publisher is the same as formatting text in Word. The options available include changing the font, the size, the style and color. You may also edit text in Publisher in much the same way as you do in Word by highlighting and changing the text.

Steps to Format Text

1. Highlight the text you wish to format.
2. From the Format Menu, select Font.
3. In the Font Window, select the formatting options you want to apply and click on the OK button.

Steps to Edit Text

1. Highlight the text you wish to edit.
2. Type the text you want to replace the original text with.

Format Painter



Use the Format Painter Button, located in the Formatting Toolbar, to copy a style of text to another block of text. For example, if you have set the Title of your flyer to be a sans-serif font, with a blue color and a size 14-point font, you can copy that formatting with the painter and apply it to another block of text.

Steps to Use the Format Painter Button

1. Place the cursor within a paragraph or word that contains the formatting you want to copy.
2. From the Formatting Toolbar, click once on the Format Painter button.
3. Highlight the block of text or word that you wish to apply the formatting to.
 - The formatting will automatically apply after you highlight the text.

EXERCISE - Format and Edit Text

Date: 7/1/2003—7-5/2003

Technology Training Services is hosting a weeklong intensive technology-training institute. It is open to all Maricopa Employees. Participants may attend up to three 2-hour long technology workshops per day! Fill out the registration form below.

SCHEDULE	
Time	Event
00:00	event description
00:00	event description
00:00	event description

1. Highlight the paragraph of text beneath the date.
2. From the Format Menu, select Font.
3. From the Font drop-down menu select a font type.
4. From the color drop-down menu, select a new color.
5. Click on OK.
6. With the text still highlighted, click on the Format Painter Button in the Formatting Toolbar.
7. Highlight all the words within the table cells beneath the word “Schedule.”
 - The text will have the same formatting applied.

Save a Publication

Save your publication often to ensure you don't lose any of your hard work.

AutoRecover Save

You can also set the AutoRecover Save to perform at a more frequent interval so that you won't lose any work. As a default the AutoRecover Save is set to save your publication every 10 minutes. Change the AutoRecover Save interval in the Tools Menu under Options and then within the Save tab.

Save Button



After saving the publication for the first time, you may use the Save button in the Toolbar. This button will quickly save the publication.

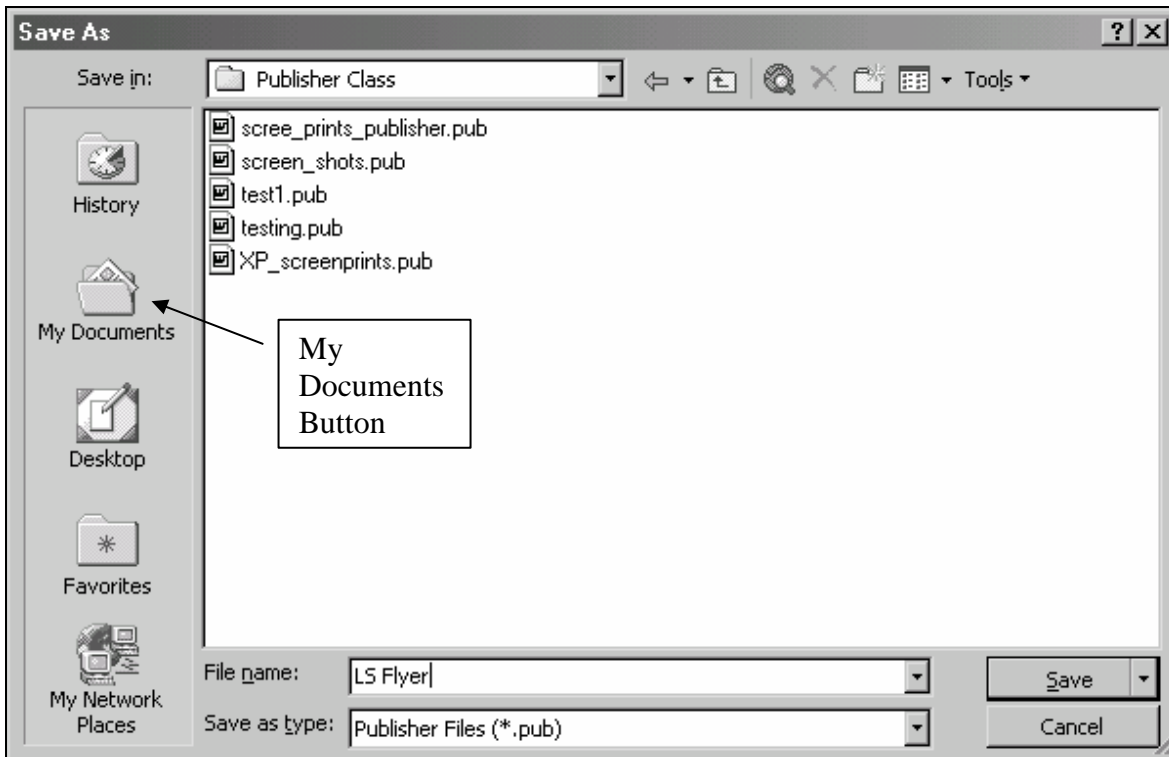
Steps to Save a Publication

1. From the File Menu, select Save.
2. Find the saving location and name the file.
3. Click on the Save button.

Steps to Set the AutoRecover Save Feature

1. From the Tools Menu, select Options.
2. Click on the Save Tab.
3. Change the minute interval for the Save AutoRecover info using the up/down arrows.
4. Click the OK button.

EXERCISE - Save a Publication



1. From the File Menu, select Save.
2. Click on the My Documents button.
3. Locate and double-click the Publisher Class folder.
4. In the File name field, name the file: [your initials] Flyer.
5. Click on the Save button.

Insert, Resize and Change Clip Art

Clip Organizer Frame Button



Use the Clip Organizer Frame Tool to browse the MS Clip Art Gallery by keyword(s). Accessing the Clip Organizer Frame is as easy as clicking on the Clip Organizer Frame button in the Drawing Toolbar. Once the Insert Clip Art Task Pane is open, type in a keyword and scroll through thumbnail image results to find the perfect clip for the publication. Once you find the clip you are looking for, insert it by clicking on the thumbnail image.

Resize or Change the Clip Art

After a piece of Clip Art is inserted, you may change the picture and/or resize it. Simply double-click on the Clip Art; this will give you access to the Insert Clip Art Task Pane and replace the picture. To resize the picture, use the selection handles to pull out the edges of the Clip Art.

Steps to Insert Clip Art

1. From the Drawing Toolbar, click on the Clip Organizer Frame Button.
2. In the Insert Clip Art Task Pane, type a keyword into the Search text field.
3. Click on the Search button.
4. Browse the thumbnail results in the Clip Organizer Frame and click on a thumbnail to insert the clip into the publication.

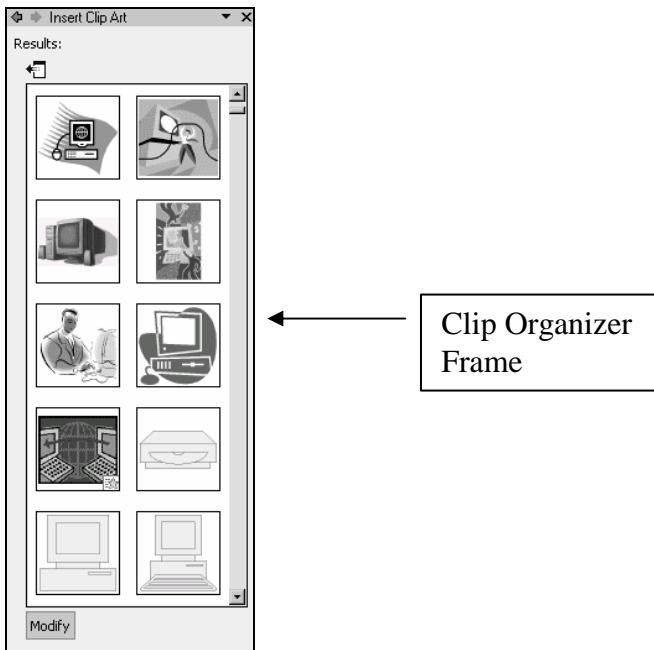
Steps to Resize Clip Art

1. Click on the clip art you want to resize.
2. Use the round selection handles to either shrink or enlarge the clip art.

Steps to Change Clip Art

1. Double-click on the clip art you want to change and the Insert Clip Art Task Pane will display.
2. Type a keyword into the Search text field and click on Search.
3. Browse the thumbnail results in the Clip Organizer Frame and click on a thumbnail to replace the selected clip.

EXERCISE – Insert, Resize and Change Clip Art



1. Double-click on the Golf clip in the top-right corner of the publication.
 - The Insert Clip Art Task Pane will display in the left pane of the Publisher window.
2. In the Search text field, type: computer and click on the Search button.
3. Use the scrollbar to scroll through the thumbnail images in the Clip Organizer Frame.
4. Click on the thumbnail image of a computer that you would like to place in your publication.
5. The computer clip will replace the golf clip, resize if necessary by clicking and using one of the corner selection handles.
6. Deselect the computer clip by clicking on any blank space in the publication.
7. Click on the Clip Organizer Frame Button.
8. In the Search text field, type: teacher and click on the Search button.
9. Use the scrollbar to scroll through the thumbnail images in the Clip Organizer Frame.
10. Click on the thumbnail image of a teacher that you would like to place in your publication.
11. Click and drag the teacher clip so that it overlaps on the computer clip.
12. Resize the teacher clip as necessary using one of the corner selection handles.

Order and Group Objects

Ordering Objects

When using a desktop publishing program, you will find that you often layer objects, clip art or text frames. Determine the layering order based upon the order in which you wish the items to display. Using the Order option in the Arrange menu, easily order the layers of objects, clip art, or text frames using the following options available:

- Bring to Front (first layer)
- Send to Back (last layer)
- Bring Forward (bring forward one level)
- Send Backward (send backward one level)

Grouping Objects



You may also group layered items or objects relatively close to one another. Select the group objects option that displays when two or more separate items are selected. Grouped objects can be moved around the publication as one object.

Steps to Order Objects

1. Select the object you want to order.
2. From the Arrange Menu, select Order and then over to one of the desired options:
 - Bring to Front, Send to Back, Bring Forward, Send Backward

Steps to Group and Ungroup Objects

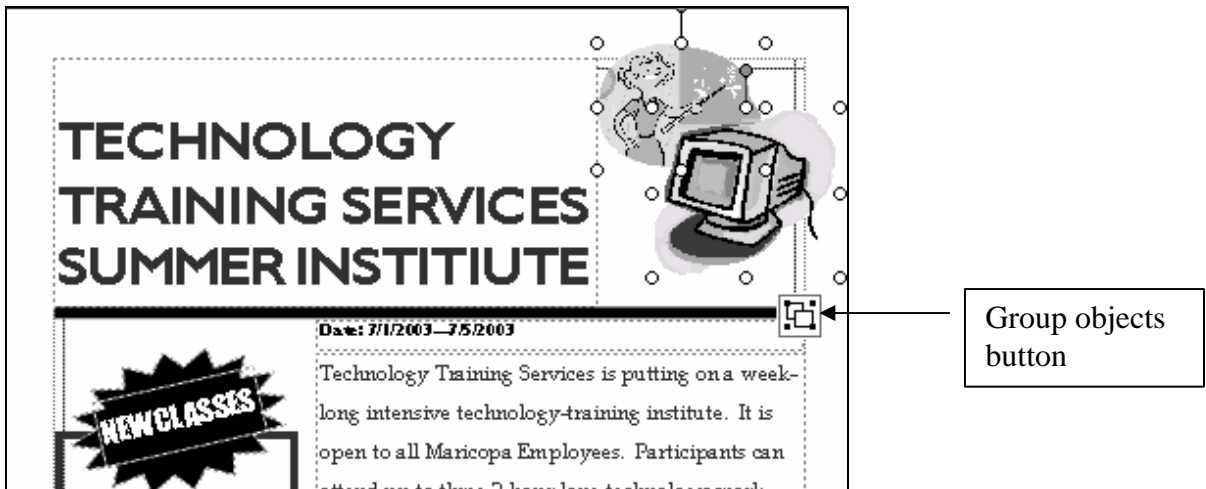
To group:


1. Select the objects that you want to group together by holding down the Shift Key and clicking on the items.
2. Click on the Group Objects button that displays beneath the selected items.
 - One set of selection handles will now display around both items.
3. Click in the middle of the grouped objects and drag to move them to a new location.

To ungroup:

1. Click on the grouped objects.
2. Click on the Ungroup Objects button.

EXERCISE - Order and Group Objects



1. From the overlapping clips, click on the top clip.
2. From the Arrange menu, select Order and then Send Backward.
3. Holding down the Shift Key, select the other piece of clip art.
4. Click on the Group Objects button that displays .
5. Click in the middle of the grouped clip art and drag it to the upper-right corner of the screen so that it doesn't interfere with the title of the flyer.

Insert and Edit WordArt

WordArt Button



WordArt is a nice enhancement to use in a publication. It can add color to a title or draw attention to important information.

WordArt can be easily inserted and edited in a publication by using the WordArt button in the Drawing Toolbar.

WordArt Toolbar

Once WordArt has been inserted, make changes to it using the WordArt Toolbar. To view the WordArt Toolbar, simply click on the inserted WordArt. If the Toolbar doesn't display, go to the View Menu, select Toolbars and then WordArt. This toolbar has a variety of functions available. Place your mouse over the buttons to see the screen tip description of each button. You can edit the font style and size; change the shape and spacing, and even change the fill and line colors.

Steps to Insert and Edit WordArt

1. From the Drawing Toolbar, click on the WordArt button.
2. Select a WordArt style by clicking on the thumbnail image and click on the OK Button.
3. Select a Font Type, Size and Font Style.
4. Delete the words "Your Text Here" and replace with the appropriate text.
5. Click on the OK button.
6. Click on the center of the WordArt and drag it to the appropriate location.
7. You can resize the WordArt using the selection handles.
8. You can rotate the WordArt by using the green rotation handle at the top.

Steps to Access and Use the WordArt Toolbar

1. Click on the WordArt.

OR

From the View Menu, select Toolbars and then WordArt.

2. Use the buttons to edit the WordArt as necessary.

EXERCISE - Insert and Edit WordArt



1. Click on a blank area of the publication window.
2. From the Drawing Toolbar, click on the Insert WordArt button.
3. Select a WordArt Style and click on the OK button.
4. Type: Summer Institute.
5. Select a font type, size and style. Click OK.
6. Delete the words: Summer Institute from the original title of the flyer.
7. Click in the center of the WordArt and drag it just below the words: Technology Training Services.
8. Use the selection handles to resize the WordArt so it fits in the space.

Insert and Edit a Table

Embedded Table!

The Insert Table button allows you to embed a table into your publication. Tables are great for organizing information. Hide the borders and use them for aligning text or show the borders and apply a professional border style.

Editing Options

Tables in Publisher works just like tables within a Word document where you can merge, add, delete and split cells. Once the table has been inserted, edit it as necessary using the Table Menu in the Menu Bar.

Functions Like an Object

You can move the table around the publication page as if it were an object. Place your cursor over one of the edges of the table and once the cursor turns into the Moving Van, click and drag the table to the new location.

Steps to Use the Insert Table Button

1. From the Drawing Toolbar, click on the Insert Table button.
2. When you place your mouse cursor over the publication window, it will display a cross hair, click and drag to outline the space in which you want the table to occupy.
3. The Create Table options window will display, select the number of rows and columns you want to display in your table and you may also select a table format.
4. Click on Ok when you have selected all of your options and the table will display.

Steps to Edit the Table

1. Select the table or area of the table you wish to edit.
2. From the Table Menu, select the editing option you want to apply.

EXERCISE - Edit a Table

SCHEDULE		
Date	Time	Event
7/1-7/3	9am-12pm	Advanced PowerPoint
7/4-7/5	9am-12pm	Advanced Excel
7/1-7/5	1pm-4pm	Advanced Access

1. Click on the Schedule table in the publication.
2. Place the cursor in front of the word "Time".
3. From the Table Menu, select Insert and then Column to the Left.
4. Using the selection handle located in the middle of the table's right border, drag the table so it fits within the publication boundaries.
5. Highlight the top-shaded row and.
6. From the Table Menu, select Merge Cells.
7. In the second row, first cell, type the word: Date.
8. Finish the table by filling in the corresponding information from the screen print above.
9. If necessary, shrink the font size to 14 pt so that all text is visible.
10. Click on the Save button.

Insert or Update the Company Logo

Save the Company Logo

The Personal Information option in Publisher allows you to save your company's name and contact information such as address, fax, email, etc. It also allows you to save your company or department logo. This logo feature is nice because most MCCC produced publications are required to have the Maricopa logo. Adding a college or department logo to Personal Information saves time because the picture will be included in all new publications created using the Quick Publication feature. Whenever you use the Quick Publication feature, the Personal Information you have saved will display in specified areas of the publication. This information can be edited and deleted as necessary.

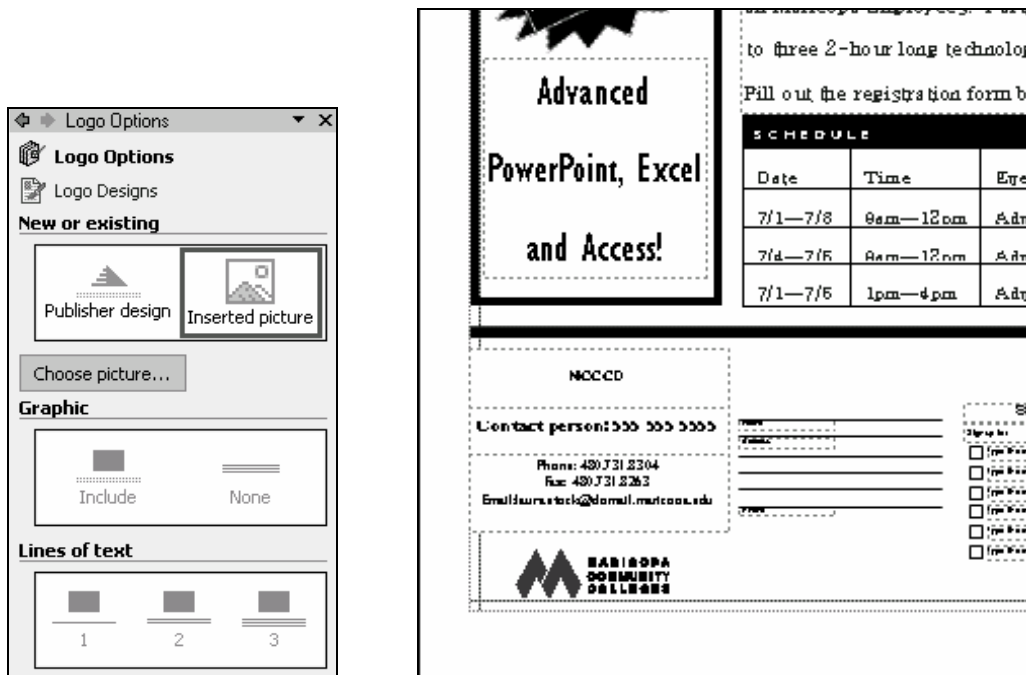
Edit the Generic Logo


If you haven't yet imported and saved your company logo in the Personal Information section, a generic logo will display in all new Quick Publications. This logo is easy to edit by just clicking on the logo and then the Wizard button. From the Wizard you can import a logo from a saved file or you can create one using a picture and text.

Steps to Insert and Edit the Logo

1. Click on the generic logo in the publication window.
2. Click on the Wizard button underneath the logo that displays when you click on the generic logo.
 - The Logo Options Task Pane will display in the left portion of the window.
3. Click on Logo Options.
4. Beneath the New or existing area, click on the Inserted Picture option.
5. Click on the Choose picture... button.
6. Locate the logo in the saved location.
7. Click on the Insert button.

EXERCISE - Insert a Logo



1. From the Publication window, click on the generic logo and then click on the Wizard button .
 2. From the Logo Options Task Pane, select Logo Options.
 3. Beneath the New or existing area, click on the Inserted picture option.
 4. Click on the Choose picture... button.
 5. Click on the My Documents button.
 6. Locate and double-click the MLogo file in the Publisher Class folder.
 7. Click on the Save button.
 8. A warning message will display asking if you would like for the logo to be saved in the Personal Information section. Click on the Yes button.
- Saving the logo in the Personal Information section will enter the logo into each new publication you create using the Quick Publication feature.

Print Preview

New in XP!



The Print Preview feature is a new option in Publisher XP. This feature displays the entire publication in grayscale without the borders, guides and special characters. It is a good idea to view your publication in Print Preview mode before printing to make sure everything is located within printing range.

Page Up/Page Down Buttons



If there is more than one page in your publication, use the Page Up and Page Down buttons in the Print Preview Toolbar to scroll through the pages. In Print Preview mode, Publisher will display one page per window as a default. This gives you the largest view of your publication while fitting it on one screen.

Whole/Multiple Pages



You may also view multiple pages per window. Use the Whole Page and Multiple Pages Button in the Print Preview Toolbar to view one page per window or multiple pages per window.

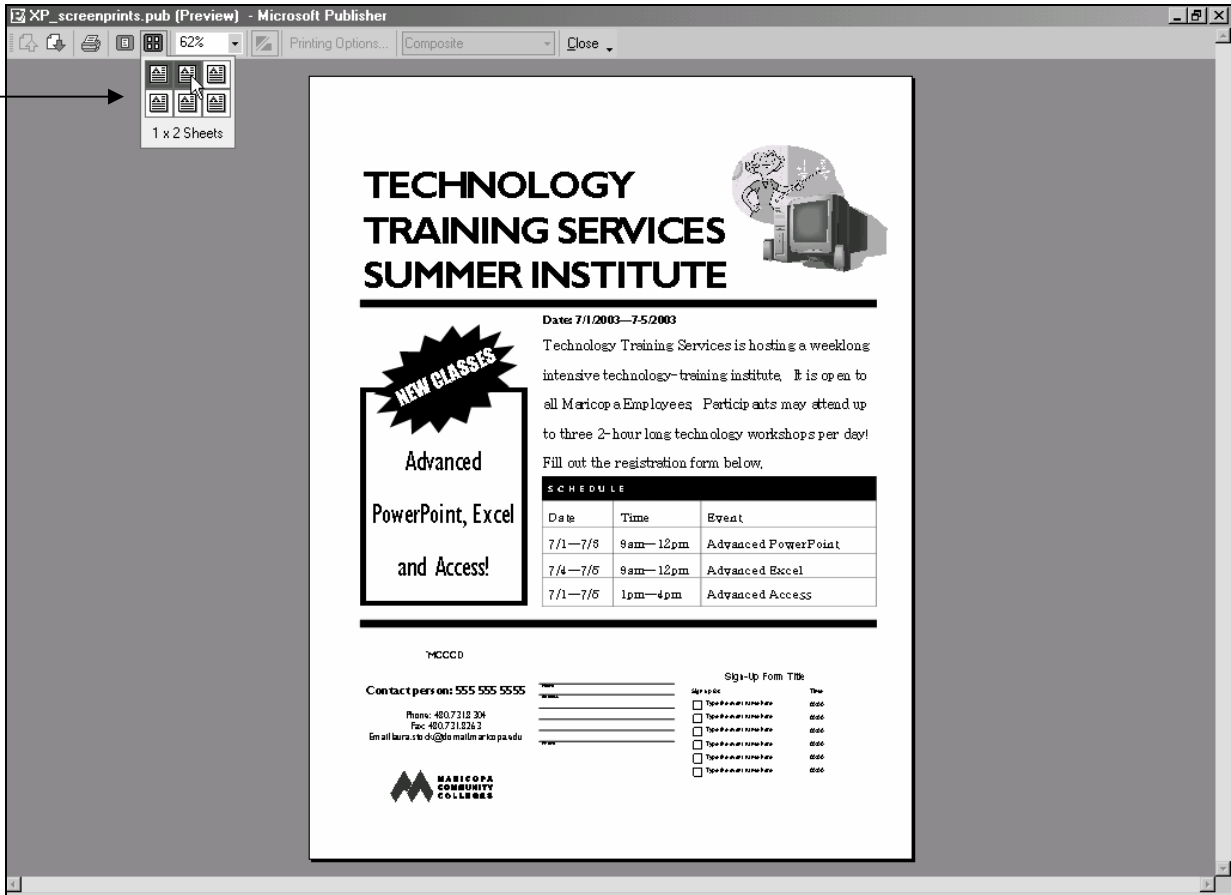
Zoom In and Out




You may zoom in and out of the publication by clicking on the publication. Clicking on the publication for the first time will zoom in and clicking on the publication again will zoom back out. You may also use the Zoom feature in the Print Preview Toolbar. This feature allows you to type a specific percentage to zoom in to.

Steps to Use Print Preview

1. From the Standard Toolbar, click on the Print Preview button.
2. Use the Print Preview Toolbar to scroll through the pages, view multiple pages, and zoom in and out of the publication.
3. Click on the Close button in the Print Preview Toolbar to return to the regular Publication window.

EXERCISE - Use Print Preview



1. From the Standard Toolbar, click on the Print Preview button .
2. Click on the page to zoom in on the document.
3. Click on the page again to zoom back out from the document.
4. From the Print Preview Toolbar, click on the Page Down button .
5. Again, in the Print Preview Toolbar, click on the Multiple Page button  and move your cursor over the top two pages and click on the second page highlighted.
6. Click on the Close button on the Print Preview Toolbar.

Print a Publication

Print Window

After reviewing the publication in Print Preview, it's time to print. When printing a publication, you have some basic options to choose from. To access the print options, go to the File Menu and select Print. From the Print dialog window, you can select the printer, the page range you wish to print, and whether to collate the copies printed.

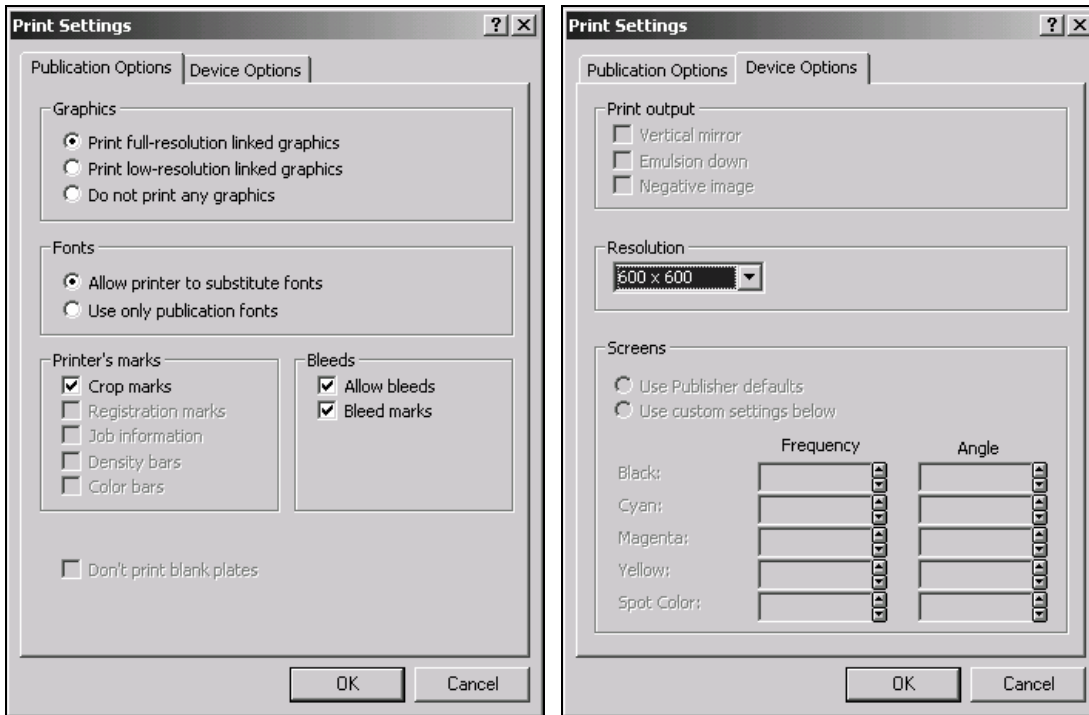
Advanced Print Settings

If you click on the Advanced Print Settings button, there are a few more Publisher-specific options available. In this window, you can select resolutions for graphics in the publication, keep printed fonts the same as the publication fonts and change the resolution of the entire publication.

Steps to Print a Publication

1. From the File Menu, select Print.
2. In the Print window, select the page range and collation options you want.
3. Click on the Advance Print Settings button.
4. Select the advanced options you want.
5. Click on OK twice to print.

EXERCISE – Print a Publication



1. From the File Menu, select Print.
2. Click on the Advanced Print Settings button.
3. Look through the options on the Publications Option tab.
4. Click on the Device Options tab.
5. Click on the Resolution drop-down arrow.
6. Click on Cancel twice.