



Publisher Newsletters

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.**

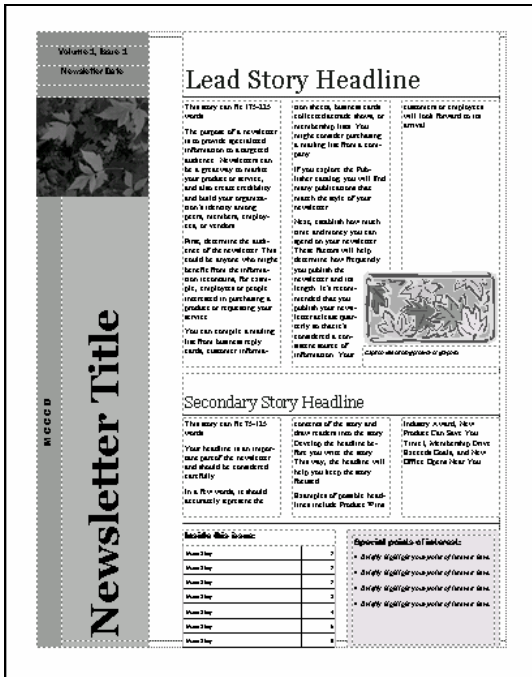
**For the full version of the manual, visit
<http://www.dist.maricopa.edu/training/usersupport.htm>**

Plan Your Publication

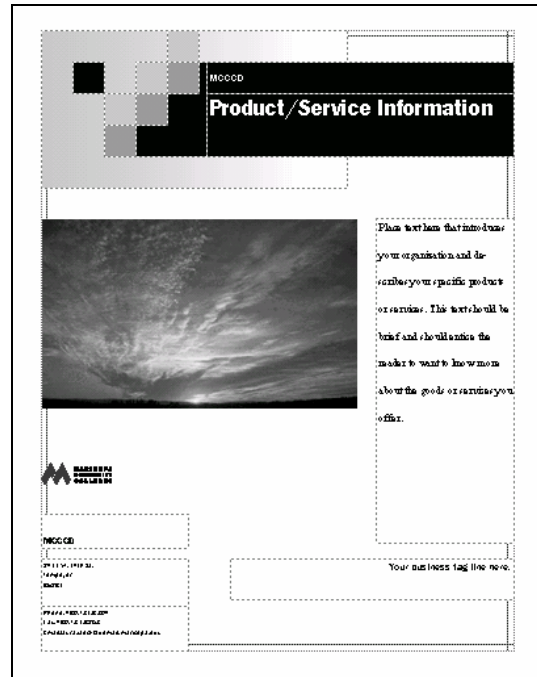
Before you begin creating a publication, you need to plan it out. Some areas for consideration are: purpose of publication, audience, type and format and layout.

Purpose	Have a reason for the publication or something worthwhile to say?
Audience	The audience must be homogenous. The publication, for example, should not be directed to both clients and internal employees.
Newsletter Types	There are three basic types of newsletters: marketing, public relations, and internal relations.
Font	Stay with one or two fonts per publication. Pick a serif for body text, and if using two fonts, a sans serif for headlines. If using one font, use a larger size for headlines and make it bold for emphasis.
Nameplate	The nameplate usually consists of the title of the publication as well as date, volume number, logo, organization name, etc. It usually is at the top or side of the first page and takes from one-fourth to one-third of the page.
Masthead	The masthead usually consists of publication information such as publisher, editor, artist, subscription information, frequency of publication, etc. and may be located on the second or last page of a newsletter.
Format and Layout	Sketch out the layout for your publication on paper. Decide upon the number of columns. Three columns are the most readable and popular. Decide upon the positioning of the nameplate, masthead, and any items that will appear in each issue. If designing a newsletter, decide what items should be saved as a template and what items should go on the master pages.

Graphic Layout Ideas



Newsletter



Flyer



Postcard

Master Pages

What Are They?

Master pages are the unnumbered page(s) that hold design specifications for every page in your publication. These pages are identified by the **L** and **R** icons for double-sided mirrored margins and by the **R** icon for single-sided pages. The default in Publisher is for a single master page to display. In the Arrange Menu under Layout Guides, you can select to have two master pages.

What Do They Do?

Master pages contain any text, graphics, page number settings, ruler guides, and column guides that need to appear on every page of the document. If the publication is longer than two pages, you can save time by making basic settings on master pages. However, if you want to apply settings on a numbered page that are different from the master page, you may “ignore” the master page and add your own settings and specifications.

Items on the Master Page

Master page items can only be accessed and modified on the master pages themselves by clicking on the appropriate master page icon and bringing the master page up on the screen.

Accessing Master Pages

To access a master page, select Master Page from the View Menu or use the Keyboard command: Ctrl + M. Use these keys to toggle back and forth between the publication and the master pages. Once the master page(s) is accessed, you can click on the **L** or **R** master page icon at the lower left corner of the screen to bring it forward for editing.

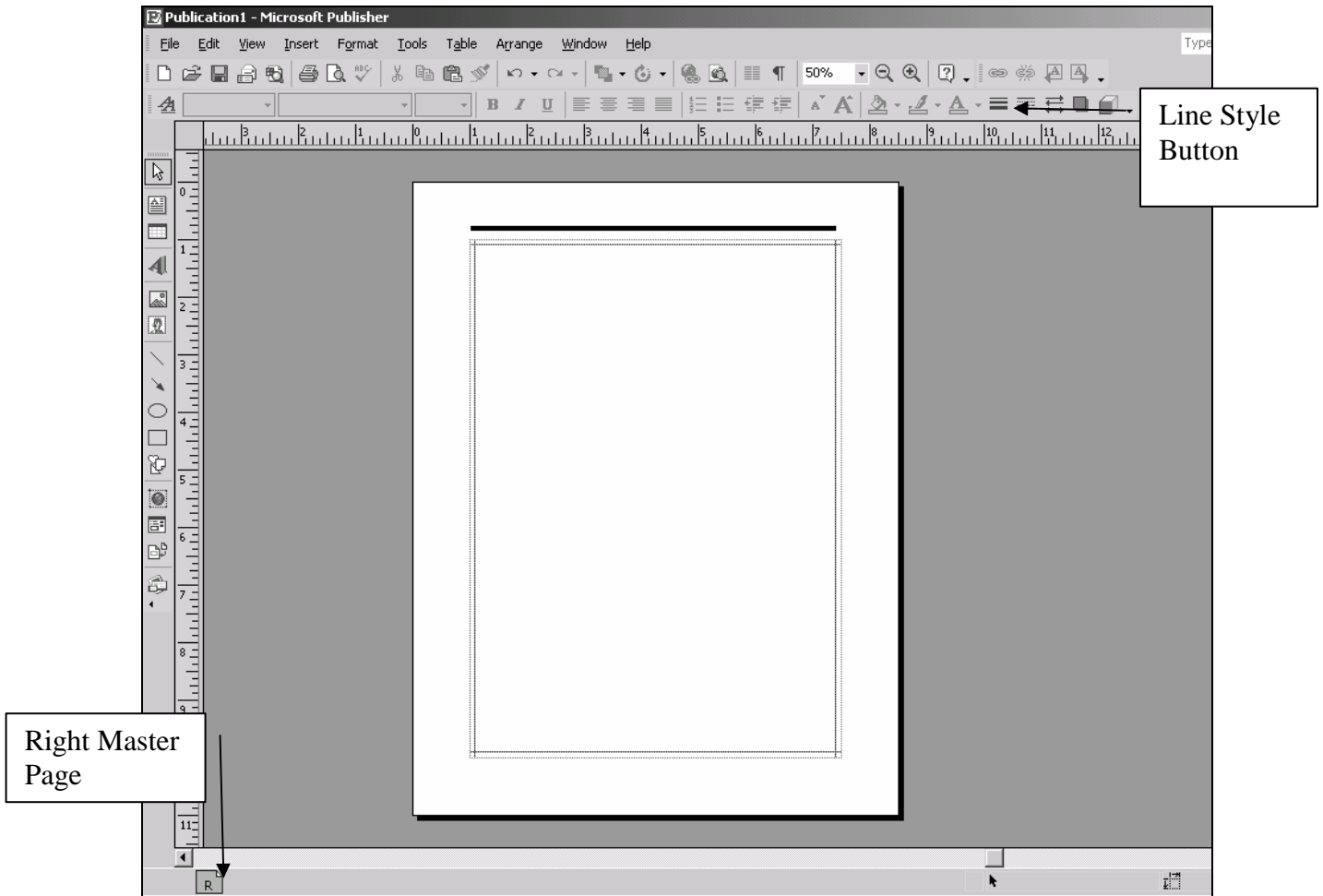
Not For Printing


Master pages cannot be printed. They are merely pages used for setup. The items on the master pages will appear on every page of the document and will be printed along with the items on the numbered pages. Any text, graphics, or guides that you place on a numbered page appear or are printed on that page only.

Steps to Use the Master Pages

1. From the View Menu, select Master Page **OR** press Ctrl + M.
2. Add another master page: From the Arrange Menu, select Layout Guides.
3. Select the Create Two master pages With Mirrored Guides checkbox.
4. Type in any text and create any graphic elements you want to appear on every page. You may also want to set column and ruler guides on the master pages.

EXERCISE – Use Master Pages



1. Start Publisher and begin a new publication by selecting the Blank Publication option in the New Publication Task Pane.
2. Press Ctrl+ M to access the Master Page.
 - Notice the Page Icon now has an “R” on it instead of the number 1.
3. Click on the Line tool in the Drawing Toolbar.
4. Draw a rule in the top page margin above the pink page border.
5. From the Formatting Toolbar, click on the Line/Border Style button .
6. Select the 6 point line style from the pop-up menu.
 - This line will now display on the regular page as well as any new pages inserted into the publication.
7. Press Ctrl + M to access the regular page.

Page Layout

Layout Guides Window

There are many options to choose from when setting up the publication's page layout. Most of these options are in the Arrange Menu under Layout Guides. The Layout Guides window has options for adjusting the page margins, setting mirrored margins and creating 2 master pages, and adding layout guides in the form of light blue column or row guides.

Page Margins

By default the margins in a publication are set to 1 inch. You can adjust all margins (left, right, top and bottom or inside, outside, top and bottom if mirrored margins is selected) by using the up/down arrows next to each margin.

Mirrored Guides

You may also add another master page by creating mirrored guides. This creates an inside margin on each page with the same measurements as well as adds a left master page next to the right master page.

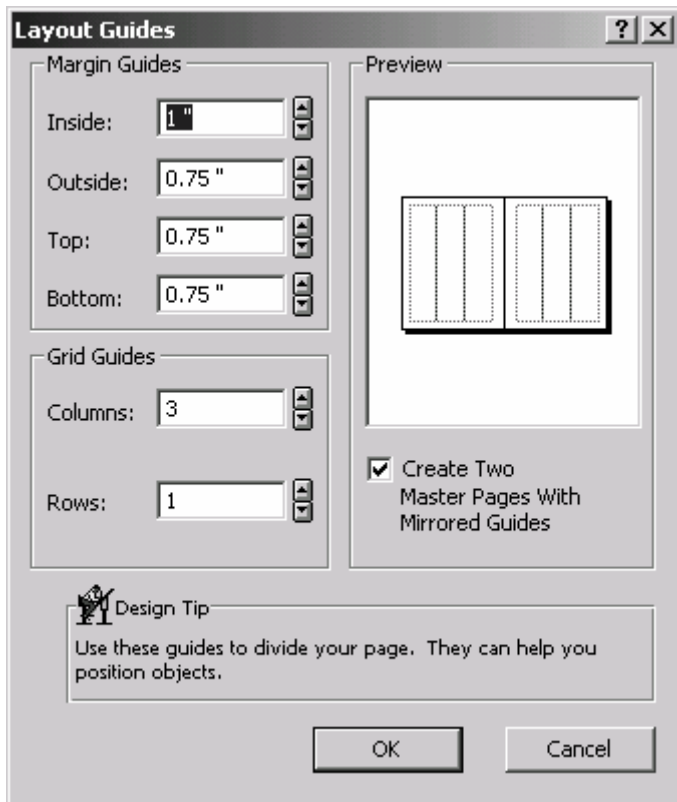
Columns and Rows

Add guides for columns or rows on your page using the options in the Grid Guides section. Guides help to break the publication into sections where you can insert text or images in a column format.

Steps to Setup the Page Layout

1. From the Arrange Menu, select Layout Guides.
2. Make any of the following changes: adjust the page margins, select mirrored guides and add rows and/or columns to the publication.
3. Click on OK.

EXERCISE – Page Layout



1. Insert a second page by going to the Insert Menu and selecting Page.
2. From the Insert Page window, click on OK.
3. From the Arrange Menu, select Layout Guides.
4. Select the "Create Two Master Pages With Mirrored Guides" checkbox.
5. Set the Inside Margin to 1" and all other margins to .75.
6. In the Grid Guides section, make 3 columns.
7. Click on OK.
8. Press Ctrl + M to access the master pages.
 - Notice there are two master pages now and that the horizontal line also displays on the new master page.
9. Adjust the positioning of the horizontal rule on both pages so that it runs above the pink column guides.

Page Numbering

Insert Page Numbers on Master

You can add page numbers to a publication by inserting page numbers on the master pages. When you insert page numbers on master pages, a pound sign displays on the page. When you view your publication pages, this pound sign is replaced by the actual number of the page you are viewing.

Page Numbering Options

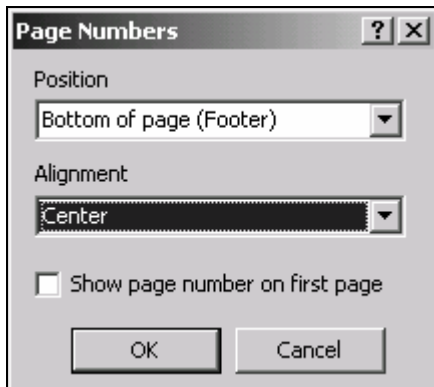
You have the option of leaving the first page unnumbered. You can specify whether you want the page number in the header or footer of the page and you can customize the alignment.

After adding page numbers to the master pages, you can insert and delete pages while keeping the numbering in order!

Steps to Insert Page Numbering on Master

1. Press Ctrl + M to select the master pages.
2. From the Insert Menu, select Page Numbers.
3. From the Page Numbers window, use the drop-down menus to select the location where you want the page numbers to display.
4. Select the “Show page number on first page” checkbox if you want the page number to show on the first page.
5. Click on OK.

EXERCISE - Page Numbering



1. If you are not on the master pages, press Ctrl + M.
2. Click on the L icon to view the left master.
3. From the Insert Menu, select Page Numbers.
4. Select Bottom of page (Footer) from the Position drop-down menu.
5. Select Center from the Alignment drop-down menu.
6. Leave the Show page number on first page checkbox selected.
7. Click OK.
8. Click on the R icon to go to the right master.
9. From the Insert Menu, select Page Numbers.
10. Select Bottom of page (footer) from the Position drop-down menu.
11. Select Center from the Alignment drop-down menu.
12. Leave the Show page number on first page checkbox selected.
13. Click OK.
14. Press Ctrl + M to view the publication.
15. From the Zoom drop-down menu in the Standard Toolbar, select 100%.
16. Scroll down the page to view the page number in the footer.

Ignore Master Page

If you do not wish for the master items to display on a certain page of the publication (such as the first page), you can select Ignore Master Page in the View menu. If you want to redisplay the master page items, reselect the Ignore Master Page option in the View Menu.

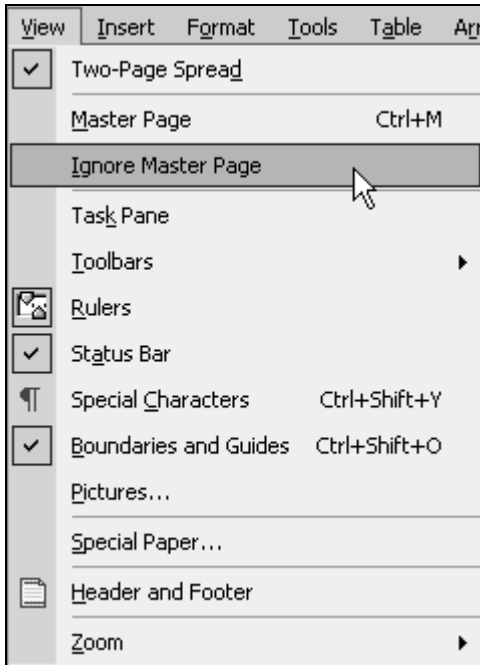
Steps to Ignore Master Page

1. Click on the icon for the page in which you want to ignore the master items.
2. From the View menu, select Ignore Master Page.

Steps to Redisplay Master Page

1. Click on the icon for the page in which you want the master items to redisplay.
2. From the View menu, select Ignore Master Page.

EXERCISE- Ignore Master Page



1. Click the page 1 icon.
2. From the View menu, select Ignore Master Page.
3. Click on the page 2 icon and notice that the master items still display.

Save as a Template

Be Consistent!

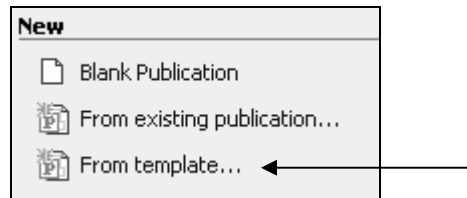
When creating a publication for your department you will want to be consistent with the design each time you produce the publication. Whether it is an annual publication or a monthly publication, it is smart to create a template that keeps certain design characteristics consistent.

Saves Time!

The purpose of a template is to cut down on production time. If you keep certain design elements consistent, they can be saved and reused each time! For instance, in the previous exercises, we added a horizontal line to the master page and added column guides. These design elements can be saved in a template and will redisplay in each publication so they don't need to be added each time.

Template Folder

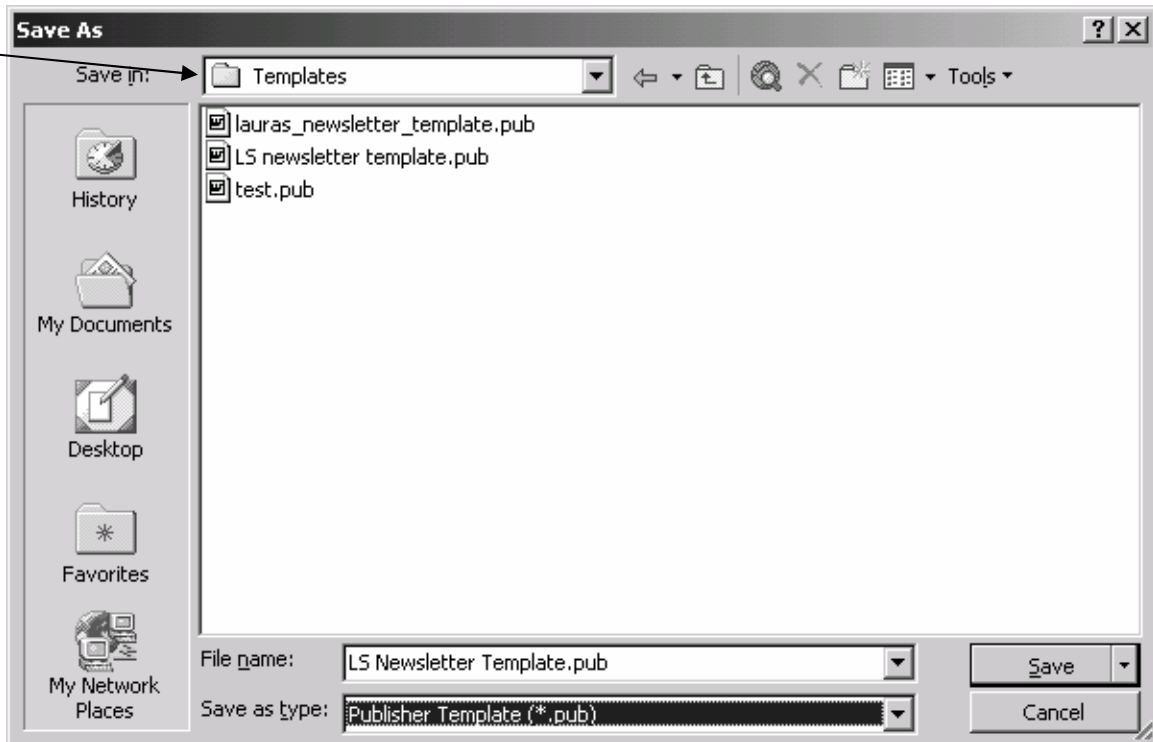
When saving a Publisher file as a template, the file is saved into a template folder within the Publisher application. You simply save the publication using the Save option in the File Menu and then change the file type to Publisher Template (*.pub). In order to access the template to create a new publication, you will need to select the New From template option available in the Publisher Task Pane:



Steps to Save as a Template

1. From the File Menu, select Save As.
2. In the File Name field, give the publication a name.
3. In the Save as type field, select Publisher Template (*.pub).
 - Notice the Templates folder will display in the Location field.
4. Click on Save.

EXERCISE – Save as a Template



1. From the File menu, select Save As.
 2. In the File name field, enter: [YourInitial's] Newsletter Template.
 3. In the Save As window click on the Save as type drop-down arrow and select Publisher Template (*.pub).
 4. Click on Save.
- This template will save to a special Templates folder in the Publisher program and can be accessed from the From Template option located in the Task Pane when you start Publisher.

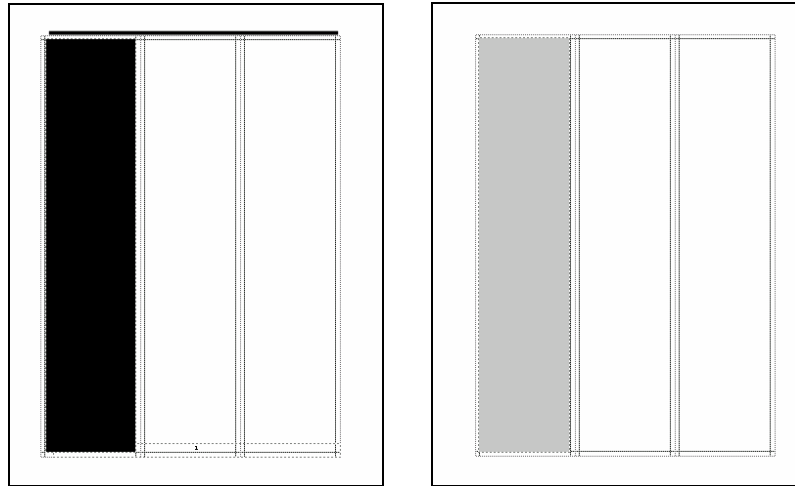
Screened Boxes

Text Box Tool


A screened box is a graphic object drawn with the Text Box tool and filled with a fill color or shade. Text is superimposed to create emphasis or attract attention to an important item or heading. You may use reverse text on a screened or solid black background where the text will display white.

Formatting Options

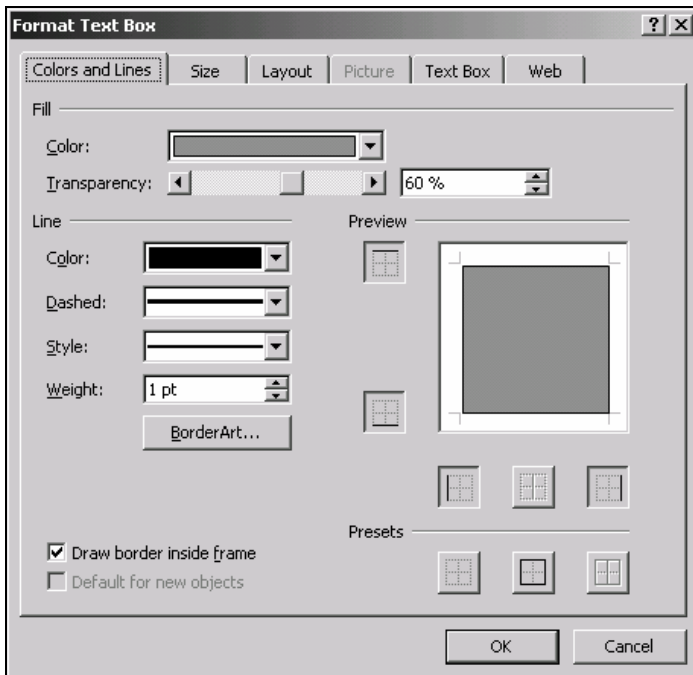
In the Drawing Toolbar, select the Text Box tool to create a screened box. You can then add a fill color and tint to the text box. If you select a solid dark background, you can reverse the text color using the font color option in the Formatting Toolbar to choose a light color font.



Steps to Draw Screened Boxes

1. From the Drawing Toolbar, click on the Text Box tool .
2. Position the mouse pointer (crosshair) on the page and press and drag to draw the text box.
3. From the Format Menu, select Text Box.
4. In the Format Text Box window, from the Colors and Lines tab, select any fill, tint, or line options.
5. Click OK.

EXERCISE - Screened Boxes



1. Click on the page 2 icon at the bottom of the screen.
2. Click on the Text Box tool in the Drawing Toolbar.
3. Draw a rectangular text box to fill the first column on page 2.
4. From the Format Menu, select Text Box.
5. From the Colors and Lines tab, select black for the Fill Color.
6. Set the Transparency to 60%.
7. Select Black for the Line Color.
8. Select 1pt for the Line Style.
9. Click OK.
10. Click on the page 1 icon.
11. Click on the Text Box tool in the Drawing Toolbar.
12. Draw a rectangular text box to fill the first column.
13. From the Format Menu, select Text Box.
14. From the Colors and Lines tab, select black for the Fill Color.
15. Click OK.

Drop Shadow Boxes


Add Emphasis

Three-dimensional effects can be achieved by adding a shadow effect to a shape. Shadow effects can add emphasis to content and make it look as if the information is floating above the page.

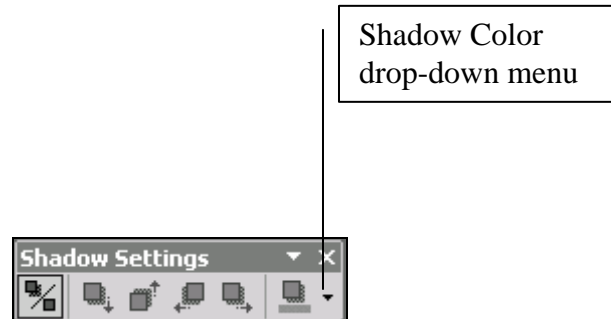
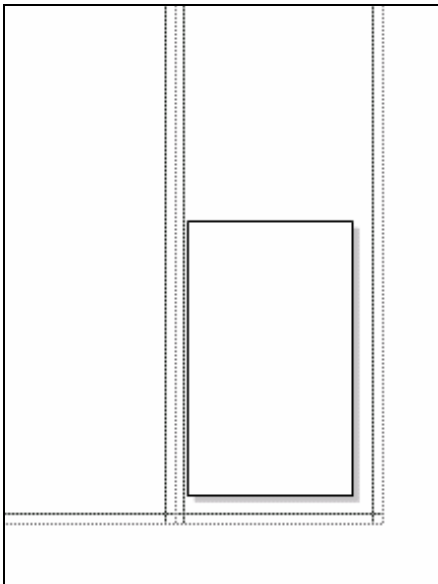
Table of Contents


Drop-shadow boxes are used many times to make the table of contents in a publication stand out. If the table of contents is shadowed, the reader's attention is drawn to it immediately. Readers can then see the contents of the publication and decide where to go from there.

Steps to Create a Drop Shadow Box

1. From the Drawing Toolbar, click on the Rectangle Tool .
2. Draw a rectangle.
3. From the Format Menu, select AutoShape.
4. From the Colors and Lines tab, select a color for the Fill Color.
5. Select a weight for the line.
6. Click OK.
7. With the rectangle still selected, click on the Shadow Style button in the Formatting Toolbar.
8. Select a shadow style.
9. Click on the Shadow Style button again and select Shadow Settings.
10. Select a shadow color using the drop-down menu of the Shadow Color button on the Shadow Settings floating toolbar.

EXERCISE - Drop Shadow Box



1. Click on the page 1 icon.
2. Click on the Rectangle tool in the Drawing Toolbar.
3. In the third column, draw a box starting at the 7" mark on the vertical ruler and ending $\frac{1}{4}$ inch from the right and bottom page margins.
4. From the Format Menu, select AutoShape.
5. In the Fill Color drop-down menu, select a white background fill.
6. In the Line Style field, select 1 point.
7. Click OK.
8. From the Formatting Toolbar, select the Shadow Style button .
9. Select Shadow Style 6 from the pop-out menu.
10. Select the Shadow Style button again and select Shadow Settings.
11. From the Shadow Settings floating toolbar, select a darker shadow color from the Shadow Color drop-down list.
12. Close the Shadow Setting floating toolbar by clicking on the close button in the top-right corner.
13. This shadow box will eventually be the table of contents, so click on the Text Box tool in the Drawing Toolbar and then click on top of the drop-shadow box.
14. Click on the Save button.

Rotate Text

Rotation Tool vs. Arrange Menu

Text may be rotated in two ways. One way is to use the Rotation tool connected to the Text Box and the second option is to use the Arrange Menu to rotate or flip the object. The Rotation tool is a quick way to rotate, but if you want precise control over the degrees of rotation, it is better to use the Arrange Menu options.

Distorted Text

Unlike objects, text can become distorted if rotated at an extreme angle. It is best to use the Arrange Menu in order to rotate the text in 90 degree increments.

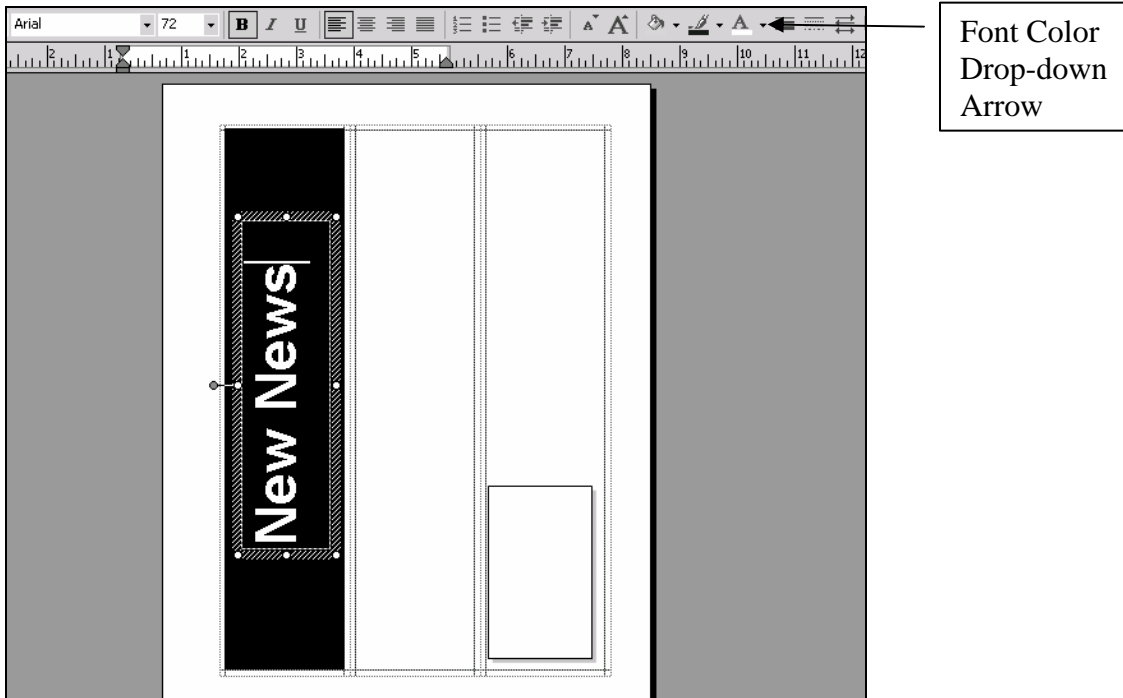
Steps to Rotate Objects Using the Rotation Tool

1. Select the object to be rotated.
2. Click on the Rotation Handle extending from the top of the object.
3. Press and drag the handle to the desired rotation.

Steps to Rotate Objects Using the Arrange Menu

1. Select the object to be rotated.
2. From the Arrange Menu, select Rotate or Flip and then one of the following options from the submenu: Rotate Right, Rotate Left, Flip Horizontal, Flip Vertical.

EXERCISE - Rotate Text



1. Click on the page 1 icon.
2. Select the Text Box tool from the Drawing Toolbar.
3. In the Pasteboard area, draw a large text block by pressing and dragging the mouse.
4. At the blinking cursor, type **New News**.
5. Select the text you just typed.
6. From the Formatting Toolbar, select Arial, Bold, 72 pt font.
7. From the Formatting Toolbar, click on the Font Color drop-down arrow and select white.
8. Resize the text box using the selection handles so that it fits the text.
9. From the Arrange Menu, select Rotate or Flip and then over to Rotate Left.
10. Select the text box.
11. Drag the text box onto the black screened box, centering it in column 1.
12. Click on the Save button.
13. Close the document.

Insert Text

Type or Insert a Word Document!

You have two options for inserting text. You have drawn a text box and entered text within the publication, but you can also insert text that was created and saved in Word. This text, saved as a Word document, can be inserted into a text box within your publication.

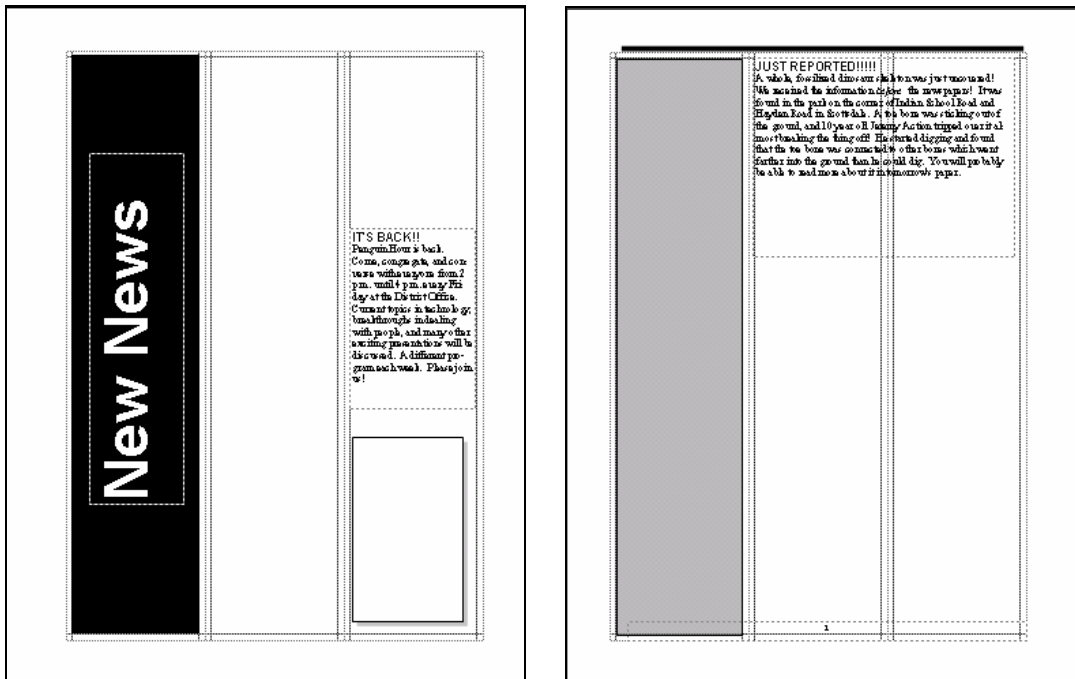
Text Flow Options

Once you have drawn a text box within your publication and positioned it in the correct location for the text to display, you can use the Insert Menu to insert text from a Word document. Depending on how long the text is, you may need to create additional text boxes or resize the original text box to accommodate the text. If the text box is too small, Publisher will prompt you to use the AutoFlow feature which will identify blank text boxes in the publication that can be filled with the remaining text. You can choose to manually flow the text by inserting additional text boxes and linking them together while flowing the remaining text into them.

Steps to Insert Text

1. From the Drawing Toolbar, click on the Text Box tool.
2. On the Publication area, click and drag to draw a text box.
3. From the Insert Menu, select Text File.
4. Locate the Word document.
5. Double-click on the file.
 - If the file is larger than the text box, Publisher will prompt you to use the AutoFlow option.
6. Click on Yes if you want to use the autoflow option, click on No if you want to manually place the text in the document.

EXERCISE – Inserting Text



1. Open a new publication using the newsletter template. From the File Menu, select New.
2. From the New Publication Task Pane, select the From Template option.
3. Select the template you just created: [YourInitials] Newsletter Template.
4. Click on page 1 of your newsletter.
5. From the Drawing Toolbar, click on the Text Box tool.
6. In the third column, draw a text box to fill the column from the 3 ½ inch mark to the 6 ½ inch mark.
7. From the Insert Menu, select Text File.
8. Locate and double-click the Penguin Story file in the Publisher Class folder.
9. Click on page 2 of your newsletter.
10. From the Drawing Toolbar, click on the Text Box tool.
11. Draw a text box across the top of columns 2 and 3 down to the 4 inch marker.
12. From the Insert Menu, select Text File.
13. Locate and double-click on the Fossil Story file in the Publisher Class folder.
14. Save your publication as [your initials] newsletter to the Publisher Class folder.

Link & Unlink Text Boxes

Overflowing Text Icon



If you have inserted a text file that doesn't fit into a text box, you can flow the text into a linked text box. To indicate the text exists but doesn't fit into a text box, Publisher places an icon at the bottom of the text box. The icon is the letter "A" with three dots following.

Linking Text Boxes

Linked text boxes can be placed anywhere on the publication, even on another page! The linking option identifies all linked text boxes and allows you to move forward or backward through the links. To link text boxes, use the Create Text Box Link button in the Standard Toolbar. You first need to select the text box you will be linking from, then click on the Create Text Box Link button. The icon becomes a cup overflowing with letters. Click on an empty text box and the remaining story will fill the text box.

Moving Between Linked Text Boxes

At the top of linked text box you will see an icon with a backward arrow. When clicked, this button will take you back to the original linked text box. The original text box will have an icon with a forward arrow at the bottom of the text box.

Steps to Link and Unlink Text Boxes

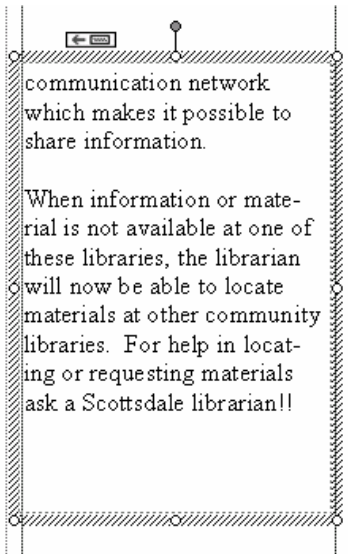
To link text boxes:



1. Click on the overflowing text box.
2. From the Standard Toolbar, click on the Create Text Box Link button.
 - The overflowing cup will display.
3. Locate and click on the empty text box in which you want the remainder of the story to display.

To unlink text boxes:

1. Click on the text box border.
2. Press the Delete Key.
 - The text will displace back into the original text box as overflowing text.

EXERCISE – Link and Unlink Text Boxes



1. Click on the Page 1 icon.
2. From the Drawing Toolbar, click on the Text Box tool.
3. In column 2, draw a text box starting at the 3 inch mark and ending at the 6 inch mark.
4. From the Insert Menu, select Text File.
5. Locate and double-click on the Library Story document in the Publisher Class folder.
6. When Publisher prompts you to use AutoFlow, click on No.
 - Notice the overflowing text icon at the bottom of the text box.
7. Click on the Page 2 icon.
8. From the Drawing Toolbar, click on the Text Box tool.
9. Draw a text box in column 3 starting at the 4 inch mark and ending at the 6 ½ inch mark.
10. Click on the Page 1 icon and click on the overflowing text box in column 2.
11. From the Standard Toolbar, click on the Create Text Box Link button .
12. Click on the Page 2 icon and click on the empty text box.
13. Click on the Go to Previous Frame icon  that displays at the top of the Text Box.
14. Click on the Save button.

Insert Continued On Page... Text

Continued on Page Text

When you need to continue a story or article from one page to another, you may wish to add text that points the reader to the location of the remainder of the article. The ‘Continued on page...’ text displays on the line below the last line of the first text box of the article. The text is enclosed inside parentheses and italicized, which offsets it from the article’s text.

Example: *(Continued on page 2)*

On the page where the article is continued the continued text is placed on the line above where the article resumes.

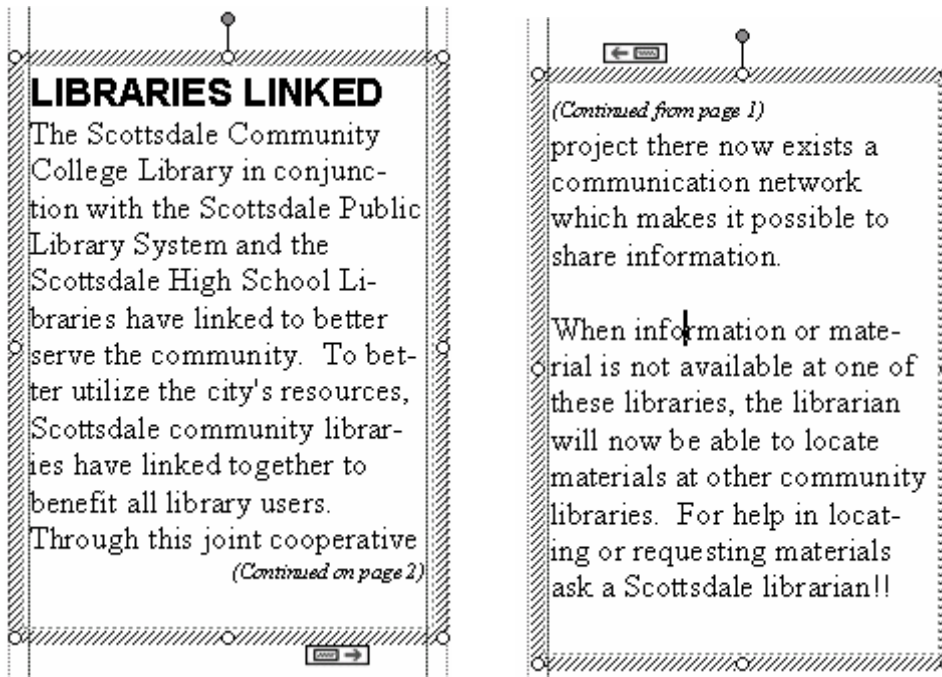
Example: *(Continued from page 1)*

Add the “Continued on page” text to a text box, using the Format Text Box option. In the Format Text Box window, select the Text Box tab and then select the ‘Include “Continued on/from page”’ checkboxes.

Steps to Insert the Continued on Page...Text

1. After you have subdivided an article and continued it on another page, select the first text box.
2. From the Format Menu, select Text Box.
3. From the Format Text Box window, click on the Text Box tab.
4. Select either the Include “Continued from or on page...” checkbox.
5. Click OK.

EXERCISE – Insert Continued on Page... Text



1. Click page 1 in your newsletter.
2. Select the text box that is the beginning of the story about the libraries.
3. From Format Menu, select Text Box.
4. Click on the Text Box tab.
5. Click the Include "Continued on page..." checkbox.
6. Click OK.
7. Press F9 to zoom in and see the text.
8. Click on the Go to Next Frame icon.
9. From the Format Menu, select Text Box.
10. Click on the Text Box tab.
11. Click the Include "Continued from page..." checkbox.
12. Click OK.
13. Click on the Save button.

Edit Story in Microsoft Word

Edit in a Larger View!

Once you have inserted or typed text into your publication, you can edit it within the publication or you can use Microsoft Word to edit the story. If you have a lot of text to add or edit, it is usually best to do so within Word. The editor opens your text file full screen in a regular document window as opposed to the tiny text box in the window of your publication. It's much easier to see and manipulate text in Word.

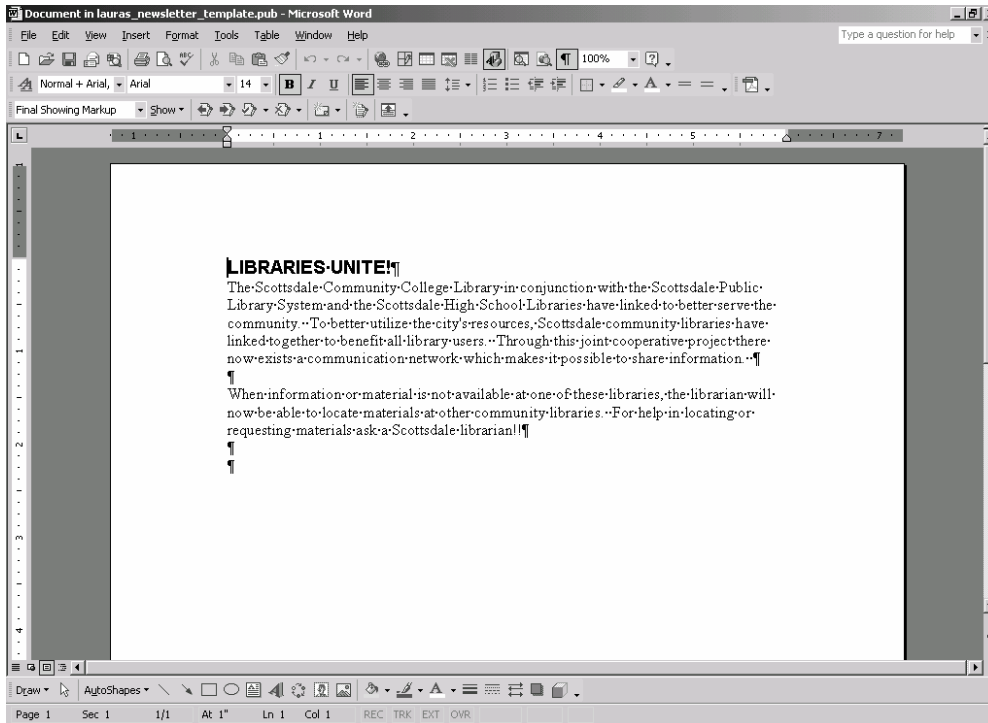
Apply the Changes

Once you have edited the story, you can simply close out of the document by clicking on the close button in the upper-right corner. The edits will now be incorporated into the text located within your publication. If additions were made and the text no longer fits within the text box parameters, you may have to resize the text box or flow the text into another one.

Steps to Edit the Story in Microsoft Word

1. Click inside the text box that holds the text you want to edit.
2. From the Edit Menu, select Edit Story in Microsoft Word.
3. Edit the text.
4. From the File Menu, select Close and Return to [publication file name].
5. Click on the close button in the upper-right corner to close Word.
 - The Publisher window will redisplay.

EXERCISE –Edit Story In Microsoft Word



1. Click on the Page 1 icon.
2. Click inside the text box in column 2.
3. From the Edit Menu, select Edit Story in Microsoft Word.
4. Change the title of the story to: Libraries Unite!
5. From the File Menu, select Close and Return to [publication file name].
6. Close Word (you will see that the document you were editing closed, but Word stayed open).
7. Back in the publication window, check to see that the change has been made.

Insert Pictures

Insert Menu vs. Picture Frame Button

You can insert pictures using the Insert Menu or the Picture Frame tool. With the Insert Menu option, the picture is randomly inserted onto the publication page. You can then move or resize it as needed. With the Picture Frame tool, you can draw a square or rectangle shape in which to place the image in the precise location and with the exact proportions needed. With the Picture Frame tool, there is no need for resizing or moving because the size and location are determined before you insert the picture.

Square Wrapping Default

Inserted pictures are set to have text wrap squarely around them. Because of this, if a picture is inserted over text, the text will be displaced. Many times, text boxes will need to be resized to include the displaced text or the text will need to be flowed into additional text boxes.

Inline Pictures

If you wish to include a picture as part of a block of text, you can use the Shift Key to select the text and the picture and then group them together. The advantage of placing a picture as an inline picture is that it will be “attached” to the text. If the text is moved, the picture will move with it.

Step to Insert a Picture Using the Insert Menu

1. From the Insert Menu, select Picture and then From File.
2. Locate the image file in the saved location.
3. Double-click on the file to insert it.
4. Resize and/or move the image as needed.

Step to Insert a Picture Using the Picture Frame Button

1. From the Drawing Toolbar, click on the Picture Frame tool.
2. In the publication area, draw a square or rectangle approximately the size and in the location you want the picture to be.
3. The Insert Picture window will display. Locate the image file in the saved location.
4. Double-click on the file to insert it.

EXERCISE – Insert a Picture


LIBRARIES UNITE!

The Scottsdale Community College Library in conjunction with the Scottsdale Public Library System and the Scottsdale High School Libraries have linked to better serve the community. To better utilize the city's resources, Scottsdale community libraries have linked together to



benefit all library users. Through this joint cooperative project there now exists a communication network which makes it possible to share information.

(Continued on page 2)

1. Click on the page 1 icon.
2. From Drawing Toolbar, click on the Picture Frame Button .
3. In the Second column, draw a square starting at the 4 inch mark and ending at the 6 inch mark.
4. Click on the My Documents button.
5. Locate and double-click on the Library.gif file in the Publisher Class folder.
6. Click on the library story text box.
7. Because the picture displaces most of the text, drag the bottom-middle selection handle of the text box down to the 7 ½ inch mark.

Move and Resize Pictures

Easily Move a Picture

Moving an inserted picture is done the same way as moving clip art. Click the graphic to select it and when the Moving Van displays, drag the picture to the desired location.

Resize and Retain Proportions

Resizing a picture is similar to resizing clip art, but it is extremely important to retain the original proportions of the picture. To do this, you must hold down the Shift Key while dragging one of the corner selection handles. You can also use the Format Picture option located in the Format menu to constrain the proportions by entering a specific numerical value for the picture.

Steps to Move a Picture

1. Select the picture to be moved.
2. Place the cursor over the picture to display the Moving Van; and then press and drag to move the picture.

Steps to Resize a Picture

1. Select the picture to be resized.
2. Hold down the Shift Key as you press and drag a corner selection handle.

OR

1. From the Format Menu, select Picture.
2. Click on the Size Tab and change either the height or width of the picture.

EXERCISE - Move and Resize a Picture



1. Click on the Page 1 icon.
2. From the Insert menu, select Picture and then From File.
3. Locate and double-click on the penguin.gif file in the Publisher Class folder.
4. Move the picture to column 3 and place it above the article.
5. Resize the picture to fit inside column 3 by pressing the Shift Key and dragging the corner selection handle inward.
6. Click on the Save button.

Text Wrapping Options

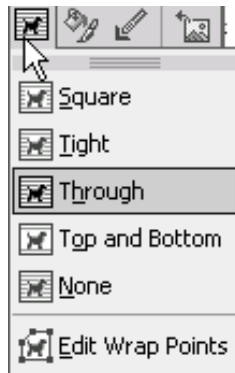
Insert Text Before Pictures!

Pictures drawn or placed in Publisher have no graphic boundaries when text is inserted on top of them. When text is placed where a graphic exists, the text will flow right over the graphic. However, when inserting pictures after text has been inserted, you may format the picture to have text wrap around it.

Text Wrap

There are six text wrapping options to choose from the Text Wrapping button on the Picture Toolbar. The first allows text to flow as a square perimeter around the picture. The second will wrap text tight around the picture. The third allows text to flow through the picture. The fourth option wraps the text above and below the picture. The fifth option is for no text wrap which will allow the picture to cover the text. The last option allows you to customize a text wrap border. You can edit various points of the border around the picture to create a cropped image where the text can flow very close to the picture. Customizing a border will be discussed in detail later in this manual.

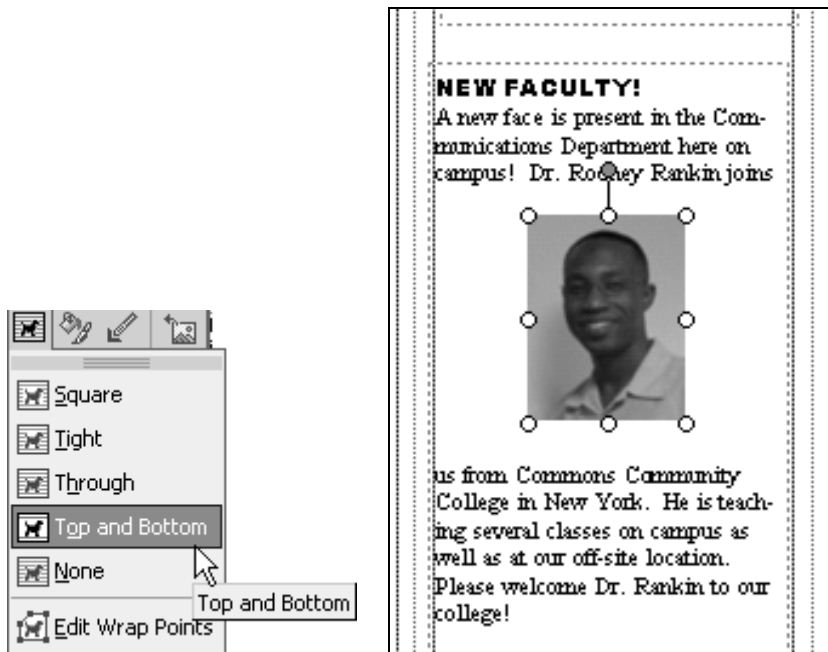
Text Wrapping Options



Steps to Select a Text Wrapping Style

1. Click on the picture you want to wrap text around.
2. From the Picture Toolbar that displays, click on the Text Wrapping button.
 - If the Picture Toolbar doesn't display: From the View Menu, select Toolbars and then Picture.
3. Select the text wrapping option from the drop-down menu.

EXERCISE - Text Wrapping Options



1. Click on the page 2 icon.
 2. From the Drawing Toolbar, click on the Text Box tool.
 3. Below the remainder of the Library article in column 3, draw a text box to fill the rest of the column.
 4. From the Insert Menu, select Text File.
 5. From the Insert Text window, locate and double-click on the file named New Faculty.
 6. From the Insert Menu, select Picture and then From File.
 7. Locate the picture file named Rankin and click on Insert.
 8. Move the Picture directly beneath the first few sentence of the article.
 9. Align the picture in the center of the text.
 10. With the picture selected, click on the Text Wrapping button on the Picture Toolbar and select Top and Bottom.
- You may need to shrink the picture in order to display all the text within the text box parameters.

Edit Wrapping Points on a Picture

How it Works

The picture's boundary is similar to a rubber band. By selecting the Edit Wrap Points wrapping option from the Picture Toolbar, you may add multiple editable wrapping points to the border of a picture. You can create a custom boundary by stretching and dragging these points with the mouse to achieve the shape you want. Essentially you are cropping a square border to fit tightly along the picture's intricate curves. The text can then flow around these curves.

Set a Tight Wrapping Style

If text has already been placed, each time you drag a handle, the text will automatically reflow to conform to the shape of the boundary. However, you will need to set a new wrapping style after you edit the wrapping points if you want the text to flow tightly against the edges of the new picture. Without setting a Tight Wrap for the text, the text will loosely wrap around the picture.

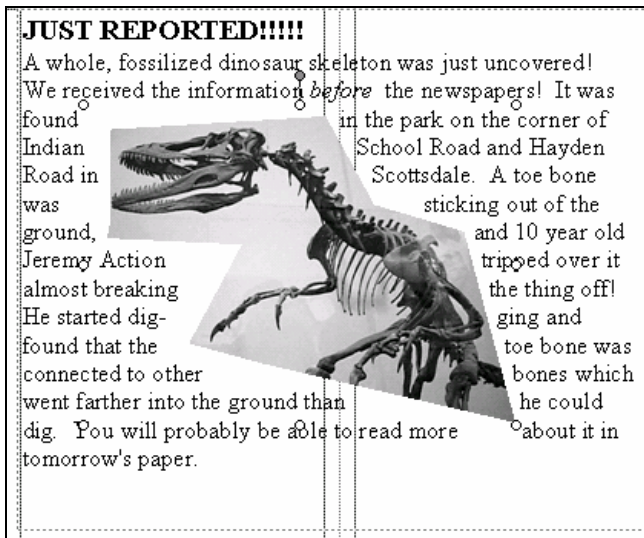
Beware!

Beware of the warning message that displays when you change the wrap style to Tight. You will be asked if you want Publisher to create a new boundary, if not, click on No. You want to click on No, because all your hard work editing the wrapping points will disappear if you click Yes!

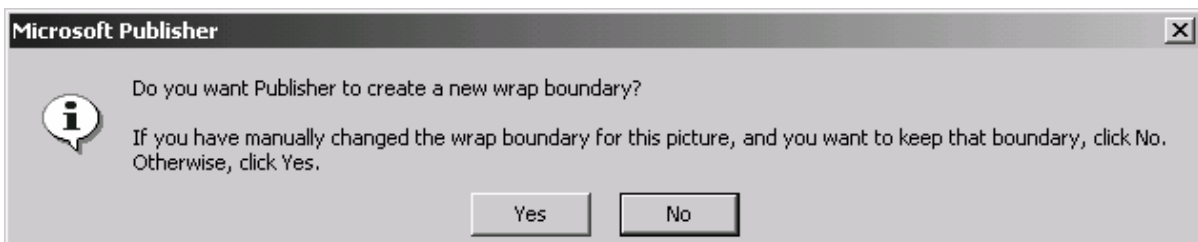
Steps to Edit Wrapping Points

1. Select the Picture.
2. From Picture Toolbar, click on the Text Wrapping button and select Edit Wrap Points.
 - The Picture's boundary will now be red with black square 'handles' marking the corners of the border.
3. Create additional handles by clicking on the red boundary and then dragging the handles inward or outward to conform to the shape of the picture. This can be tricky!

EXERCISE – Edit Wrapping Points on a Picture



1. Click on the Page 2 icon.
2. From the Insert Menu, select Picture and then From File.
3. Click on the My Documents button.
4. Locate and double-click on the Dinosaur.jpg file in the Publisher Class Folder.
5. Resize the picture to approximately 2 x 2 inches.
6. Drag the picture to the center of the “Just Reported” article at the top.
7. From the Picture Toolbar, click on the Text Wrapping button and select Edit Wrap Points.
8. Click on various areas of the border and drag inwards to crop out sections of the border so that the border closely fits around the dinosaur.
9. After customizing the border, click on the Text Wrapping button again and select Tight.
10. A warning message will display asking if you want Publisher to recreate the border; click on No.



11. Save the publication.

Crop Inserted Pictures

Crop Unnecessary Space!

You can crop or trim an inserted picture using the cropping tool from the Picture Toolbar. This doesn't change the size or proportions of the graphic. You just trim off the portions you do not want. The portions of the picture that you crop aren't deleted, they are just hidden from view within the publication. Hidden portions of the graphic can be brought back at any time using the cropping tool in reverse form by clicking on sections of the picture and dragging outward.

Reset Picture Button

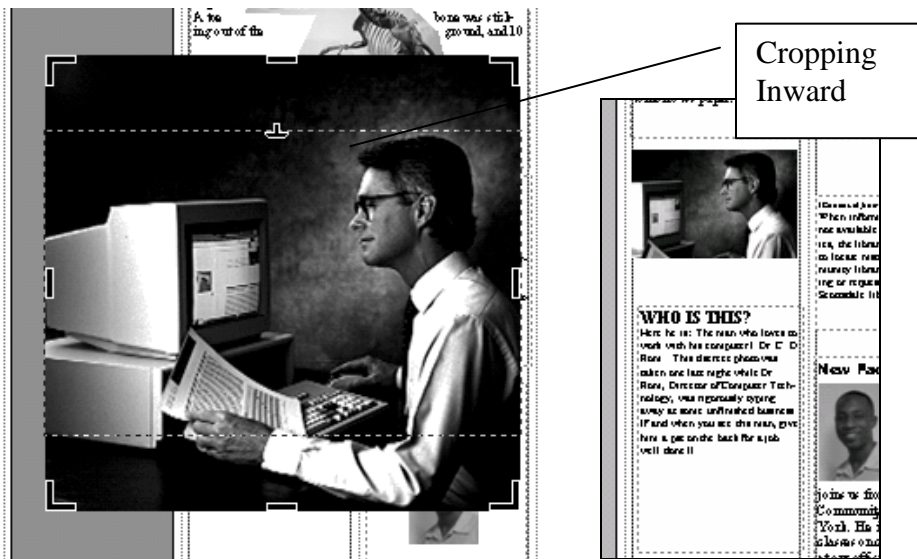



Once you have cropped your picture, you may find that you liked it better when the entire picture showed. Or perhaps you aren't pleased with your cropping job and would like to start over. The Picture Toolbar has a Reset Picture button that resets the picture to its original form!

Steps to Crop Images

1. Select the picture.
2. From the Picture Toolbar, click the Cropping tool.
3. Position the cropping tool on one of the square selection handles and press and drag the handle inward until only the portion of the graphic you want remains.
4. Continue cropping the various areas of the graphic.
5. When finished cropping, click on a blank area of the publication to deselect the cropping tool.

EXERCISE - Crop Inserted Pictures



1. Click on the Page 2 icon.
2. From the Insert Menu, select Picture and then From File.
3. Click on the My Documents button.
4. Locate and double-click on the Photo.tiff file in the Publisher Class folder.
5. Click on the Crop button  in the Picture toolbar.
 - Cropping handles will display in place of the regular selection handles.
6. Click on the top middle cropping handle and drag inward to the top of the man's head.
7. Click on the left border's middle cropping handle and drag inward to crop out the back end of the computer.
8. Click on the bottom middle cropping handle and drag inward to just below the man's shoulder.
9. Click on the Pasteboard to deselect the cropping tool.
10. Move and resize the picture to fit in the second column below the dinosaur story.
11. Click on the text box tool in the Drawing Toolbar.
12. Draw a text box in column 2 about an inch below the cropped picture down to the bottom of the column.
13. From the Insert Menu, select Text File.
14. From the Insert Text window, locate and double-click on the Dr. Rom Story file.

Styles and Formatting Task Pane

What is a Style?

A style is a collection of formatting instructions that have been saved and given a name. For example, suppose that you have just selected a heading in a document and applied formatting commands to change the font to Arial 18 pt., bold, center alignment. You will want all headings in the document to have those same formatting attributes; these formatting attributes can be saved as a style named Headings. Every time you need to type a heading in your document you can use the Headings style to apply those formats all at once. If you later redefine the formatting of that style, the changes will apply to all the Heading style text in the publication.

Styles and Formatting Task Pane

The name you assign to each style will display in the Styles and Formatting Task Pane. This pane may be displayed by selecting Styles and Formatting from the Format Menu. It will display in the left portion of the Publisher window. You can easily click on the name of the style in order to apply it to selected text within the publication.

Styles In Use

Publisher will keep track of the formatting you add to the text within your publication. It will list those formatting combinations as Styles In Use and give them a generic name. Styles you create and name while working within your publication will also display within this category.

All Styles

You can also use Styles you have created in other Microsoft programs by selecting the All Styles option.

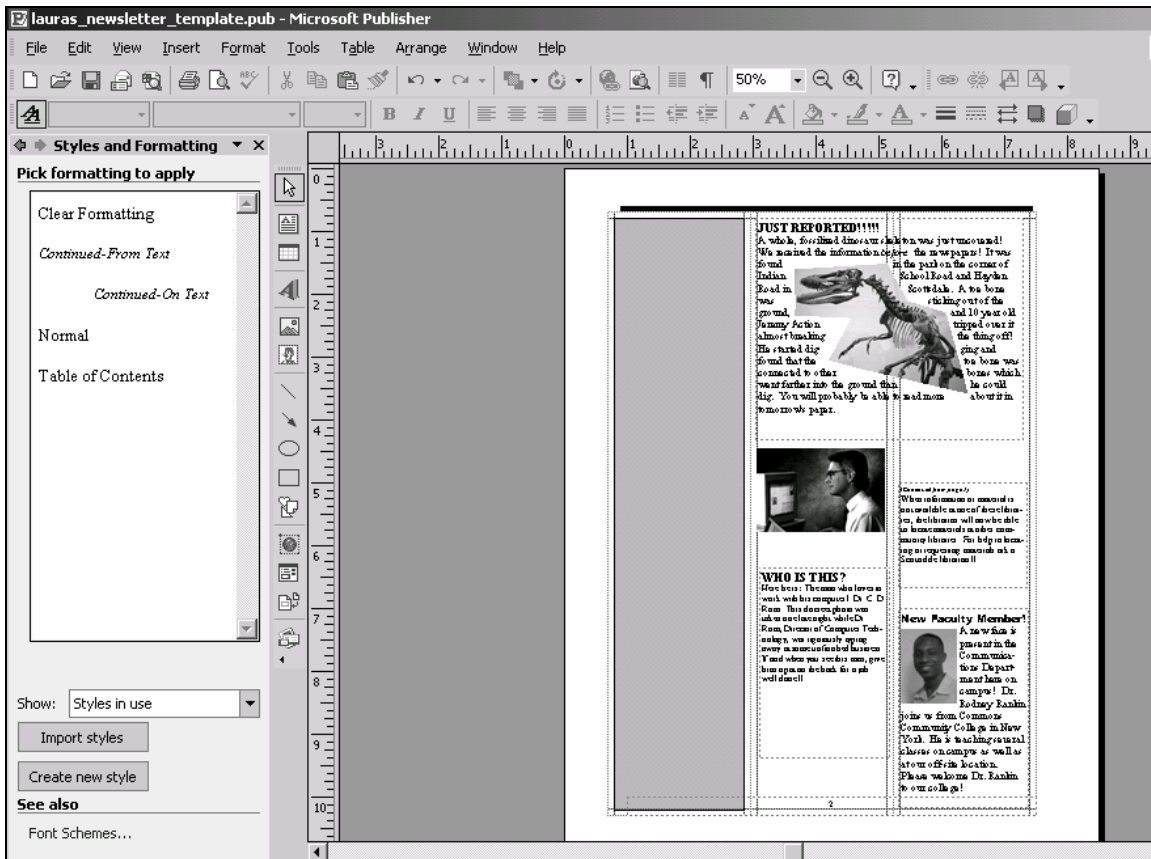
Steps to Display the Style Palette

1. From the Format Menu, select Styles and Formatting.
2. In the Show drop-down menu, select All Styles to display every style created within ALL Microsoft Office programs

OR

Select Styles In Use to display the styles being used in the current publication.

EXERCISE - Styles and Formatting Task Pane



1. From the Format Menu, select Styles and Formatting.
2. In the Show drop-down menu, select All Styles.

Create New Styles

Create New Style Options

There are a variety of formatting options available in the Create New Style window. These formatting options are listed below.

- Font and size button: modify the font, size, style, case, color and other effects.
- Indents and lists button: modify the alignment, indents, and spacing.
- Line spacing button: set spacing above and below text.
- Character spacing button: set the scaling, tracking and kerning of the text.
- Tabs button: modify tabs, indents, and left and right margins and leaders.
- Horizontal rules button: add and format a horizontal line to the style.

Based On Style Option

The “Based on style” option allows you to base a style upon one already created. For example, you may have added many features to the Headline style. Now, you want to create a sub-headline with most of the same features. To save time, you can base the second headline on the first and just make the necessary editing changes.

Style for the Following Paragraph Option

Styles are paragraph oriented. When you are entering text, the same style will apply to all paragraphs unless you select a different one. If you want a following paragraph to be a different style, you must select that style from the Styles and Formatting Task Pane after you press the Enter Key. However, you may also set the “Style for the following paragraph” option. This option will automatically format the following paragraph with the style selected for that option. For example, you type your headline with the Headline style. When you press the Enter Key, the following text will be formatted with the style you have set to follow.

Steps to Create a New Style

1. From Styles and Formatting Palette, click on the Create new style button.
 - The Create New Style window will display.
2. If desired, change the Based on style and the Style for the following paragraph options to the appropriate style.
3. Click the appropriate formatting button and make the desired formatting selections.
4. Click on OK.

EXERCISE – Create New Styles

Libraries.....	1
Penguins	1
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1. From the Styles and Formatting Task Pane, click on the Create new style button.
2. In the Enter new style name field, enter: TOC (for table of contents).
3. Click on the Font and size button. If necessary, make the following changes: Font-Times New Roman, Font Style – Regular, Size - 12 pt. Click OK.
4. Click on the Indents and lists button.
5. Change the Left Indent to .3 and click OK.
6. Click on the Line Spacing button.
7. Change the Between Line spacing to 2 sp and click on OK.
8. Leave the Style for the following paragraph as TOC.
9. Click on the Tabs button.
10. Enter 1.5 in the Tab stop position field and click on the Set button.
11. Select the Right alignment radio button and dot leader radio button and click on Ok twice.
12. Place the cursor inside the shadowed box on the first page and press the F9 key to zoom in.
13. Press the Enter Key twice.
14. From the Show drop-down menu in the Styles and Formatting Task Pane, select All Styles.
15. Click on the TOC style in the Styles and Formatting Pane.
16. Type the text located in the screen print at the top of the page and press the Tab Key after each subject and Enter Key after each page number:

Apply Styles

To apply styles to text that is already typed into the publication, you may select the word, sentence, or paragraph and then click the style you want from the Styles and Formatting Task Pane.

Steps to Apply Styles

1. Highlight the text you want to apply the style to.
2. Click on the Style from the Styles and Formatting Task Pane.

EXERCISE - Apply Styles

New News

LIBRARIES UNITE!
The Seaside Community College Library in conjunction with the Seaside Public Library System and the Seaside High School Libraries have held to bring some of the community. To bring out the city's resources, Seaside community libraries have held to bring out

PENGUIN HOUR'S BACK!!
Penguin Hour's back. Come, bring your, and come with everyone from 2 p.m. until 4 p.m. every Friday at the District Office. Come to see in technology, breakthrough in dealing with people, and many other exciting presentations will be discussed. A different program each week. Please join us!

Inside This Issue

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1. From the Styles and Formatting Task Pane, click on the Create new style button.
2. Name the new style: **Headline**.
3. Select no style for the Based on style option and Normal for the Style for the following paragraph.
4. Click on the Font and size button. Make the following changes: Font – Arial Black, Font Style – Regular, Size – 12pt.
5. Click OK twice.
6. Highlight each headline in your document and click on the **Headline** style.
7. Place the cursor at the top of the Table of Contents box on page 1 and click on the **Headline** style.
8. Type: **Inside This Issue**.
9. Click on the Save button.

Modify & Delete Styles

Modify Styles

You may modify an existing style by selecting the Modify option from the drop-down menu accessible from the drop-down arrow next to the name of the style in the pane. This will bring up a dialog window that shows the formatting in use. You can then edit those formatting options and save the changes to the same style name. Modifications made to a style will automatically update within the publication!

Steps to Modify Styles

1. From the Styles and Formatting Task Pane, select the style you want to modify.
2. Click on the drop-down arrow next to the style and select Modify from the menu.
3. From the Change Style window, make the formatting changes.
 - Text with this newly modified style applied will automatically update to reflect the changes.

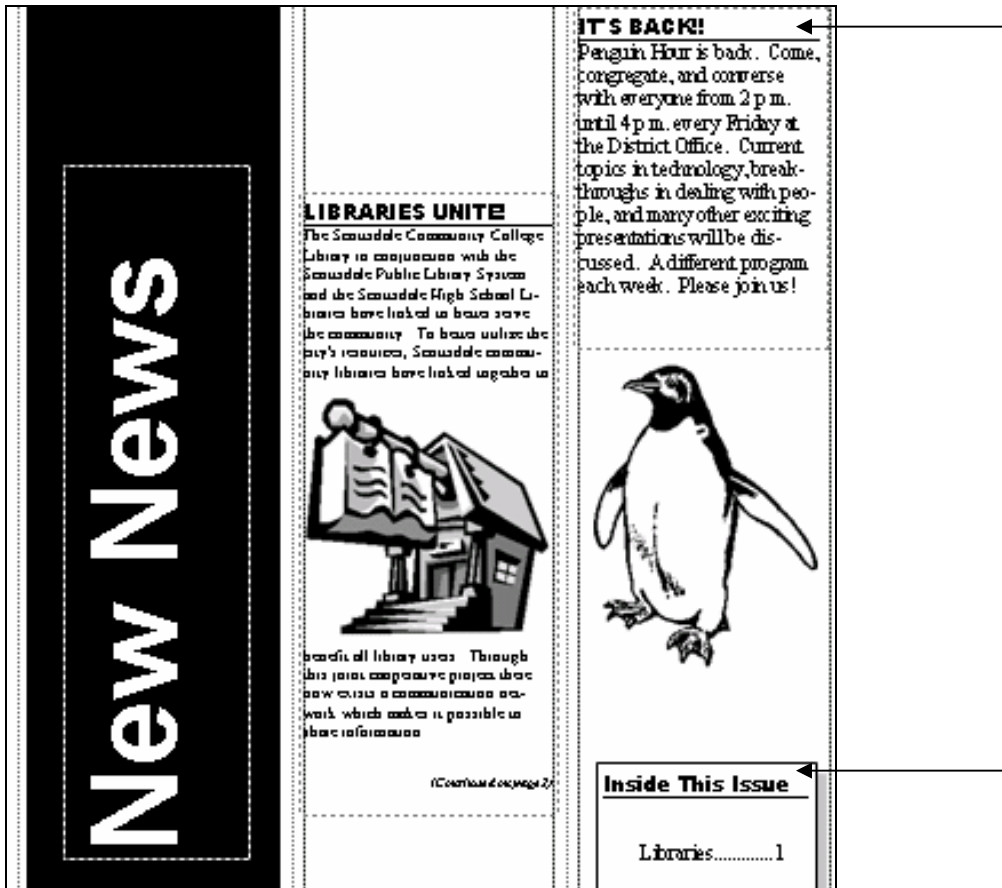
Delete Styles

You can remove an existing style at any time by selecting the style and selecting Delete from the drop-down menu. A warning message displays that asks if you are sure you want to delete the selected style. After you have deleted a style, all text based on that style will revert to the default “normal” font for the publication.

Steps to Delete Styles

1. From the Styles and Formatting Task Pane, select the style you want to delete.
2. Click on the drop-down arrow next to the style and select Delete.
3. A warning message will display asking if you really want to delete the selected style, click on Yes.
4. To bring the style back, click on the Undo button.

EXERCISE – Modify a Style



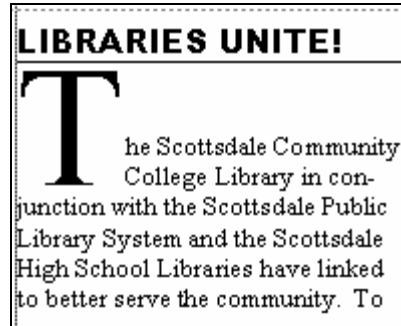
1. From the Styles and Formatting Task Pane, click on the Headline style.
2. Click on the drop-down arrow and select Modify.
3. From the Change Style window, click on the Horizontal Rules button.
4. Place a check in the Rule after paragraph checkbox.
5. Select .5 for thickness.
6. Click OK.
7. Click on the Line spacing button.
8. In the After paragraphs field, click on the up arrow until it reads: 2 pt.
9. Click on OK twice.
10. Click on both page icons to see that the modification automatically updated all Heading styles in the publication.
11. Click on the Save button.

Drop Cap

What is a Drop Cap?

A dropped capital letter, commonly referred to as a drop cap, is a formatting feature applied to the first letter of the first word in a paragraph. The first letter will display larger (up to three lines larger) and bolder than the rest of the letters in the paragraph. Many books use a drop cap on the first letter of the first word in each chapter. In a magazine or newsletter, the drop cap might be used at the beginning of each article.

Example Drop Cap



Customize or Use Pre-Formatted Style

To create a drop cap letter, place the cursor in front of the letter. From the Format Menu, select Drop Cap. This will display a Drop Cap window that shows various styles of drop caps. You may select from the pre-formatted drop caps located on the Drop Cap tab, or you can customize your own using the Custom Drop Cap tab.


Steps to Create Drop Caps


1. Place the cursor in front of the letter.
2. From the Format Menu, select Drop Cap.
3. Select a preformatted Drop Cap style from the initial window, or customize a drop cap by clicking on the Customize Drop Cap tab.
4. Click on OK.

EXERCISE - Drop Cap

LIBRARIES UNITE!

The Scottsdale Community College Library in conjunction with the Scottsdale Public Library System and the Scottsdale High School Libraries have linked to better serve the community. To better utilize the city's resources, Scottsdale commu-



1. Click on the Page 1 icon.
2. Place the cursor in front of the “T” in the beginning of the libraries story.
3. From the Format Menu, select Drop Cap.
4. Scroll through the pre-formatted drop caps.
5. Select the pre-formatted drop cap in the first column, third row down.
6. Click on OK.
7. Click on the Go to Next Frame button  to make sure the text isn't overflowing in the text box on the next page.
8. If the text is overflowing on the next page, make the text box a little larger.

The Masthead

What's in a Masthead?

The masthead consists of publication information such as publisher, editor, artist, subscription information, frequency of publication, etc. and may be located on the second or last page of a newsletter.

New Subscribers

When creating a Masthead, think about how you would like to receive new subscribers to your publication. Would you like them to call you by phone, email you or mail a subscription form? This is important to think about before you create your Masthead because keeping subscription requests organized will make things easier on you!

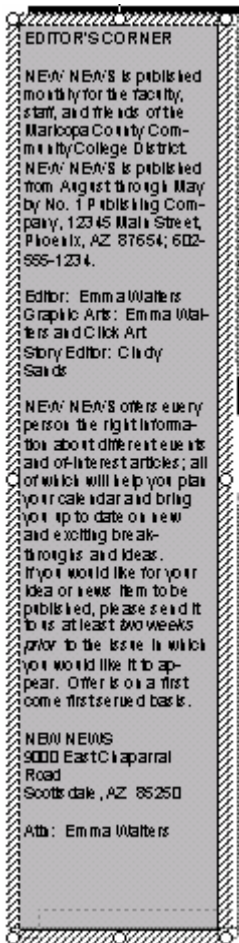
Include in Template

The Masthead is usually included within the newsletter template. However, when you created the template you hadn't yet learned how to insert text from another source.

Steps to Insert the Masthead

1. Create the Masthead documentation within Microsoft Word and save the file.
2. Create a Masthead area within the publication on the second or last page.
3. From the Drawing Toolbar, click on the Text Box tool.
4. In the Masthead area, draw a text box large enough to encompass the Masthead information.
5. From the Insert Menu, select text file.
6. From the Insert Text window, locate and double-click on the Masthead file.

EXERCISE – Insert the Masthead



1. Click on the Page 2 icon.
2. Click on the Masthead gray text box in column 1.
3. From the Insert Menu, select Text File.
4. Locate the file named: Masthead and double-click on it.
5. Format the text if necessary.

Finishing Touches

Captions A caption is a short line of text describing a photo or graphic. It may appear above, below, or beside the graphic. Captions are usually in italics and one or two point sizes smaller than the body text. You can add horizontal rules to offset the caption from the picture and other surrounding text as well.

Design Gallery Caption Publisher also has a variety of caption formats included in the Design Gallery Objects. The Design Gallery Objects menu can be located in the Insert Menu under Design Gallery Objects. There are a variety of preformatted objects available.

Down Lines Down Lines are hairline or .5 pt vertical lines that separate columns of text. This often makes text easier to read. The lines are drawn in the center of the column guides.

Steps to Create a Caption Style

1. From the Format Menu, select Styles and Formatting.
2. Click on the Create New Style button.
3. Select the formatting options for the caption.
4. Click on OK.
5. From the Drawing Toolbar, click on the Text Box tool and draw a text box below an image.
6. Click on the Caption Style and type the caption.

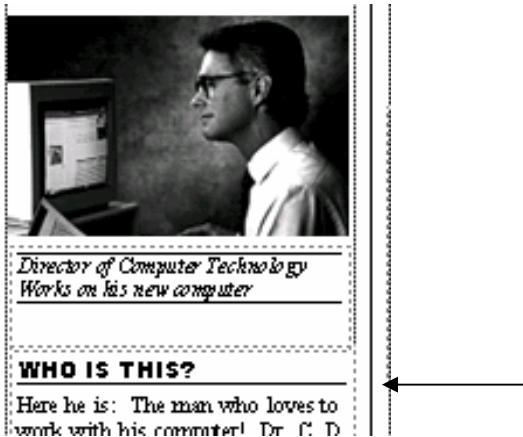
Steps to Use a Design Gallery Caption

1. From the Insert Menu, select Design Gallery Objects.
2. From the Design Gallery Object window, click on the Picture Caption category.
3. Select a Picture and Caption combination and click on OK.
4. Edit the picture and caption as necessary.

Steps to Add a Down Line

1. From the Drawing Toolbar, click on the Line button.
2. Within the publication area, click and drag to draw a line in between columns.

EXERCISE - Finishing Touches



1. From the Format Menu, select Styles and Formatting.
2. Click on the Create New Style button.
3. Name the Style: Caption.
4. Click on the the Font and size button and change the following: Font – Times New Roman, Font Style – Italic, and Size – 10pt. Click OK.
5. Click on the Horizontal rules button and select a .5pt line before and after the paragraph. Click OK twice.
6. From the Drawing Toolbar, click on the Text Box tool.
7. Draw a text box in between the picture of the man with the computer and the story.
8. Click on the Caption Style and type: **Director of Computer Technology works at his new computer.**
9. If you are zoomed into the publication, zoom out by clicking on Ctrl + Shift + L.
10. From the Drawing Toolbar, click on the Line button.
11. Draw a downline along the pink column guide beneath the fossil article in between columns 2 and 3.
12. Click on the Save button.
13. From the Standard Toolbar, click on the Print Preview button to view the newsletter.
14. From the Print Preview Menu, click on the Close button.
15. From the File Menu, select Exit.

Save as an Adobe PDF File

Publisher File vs. PDF

If you want to display your newsletter (or any publication type created in Publisher) electronically, it is best to save it as an Adobe PDF file (Portable Document Format). As discussed earlier, some people may not have Publisher installed on their computers and therefore will not be able to view a publication saved as a Publisher file.

Adobe Acrobat Reader

Adobe PDF files can be viewed easily with the free, downloadable Adobe Acrobat Reader software. When sending a PDF file through email or creating a link to it on a webpage, you should always include a link to download the Adobe Acrobat Reader software: <http://www.adobe.com/products/acrobat/readstep2.html>. This ensures that all readers can first download the reader before viewing the file. The Adobe Acrobat Reader is typically a standard installation and will already be on all machines. However, as a precautionary measure, always include the link to download and install the Reader.

Office XP Feature

A new feature within the Office XP suite makes it easy to create a PDF file from any Office program. You simply go to print the file and instead of printing it to a printer, you select to print to the PDFWriter. This feature saves the publication as a PDF file.

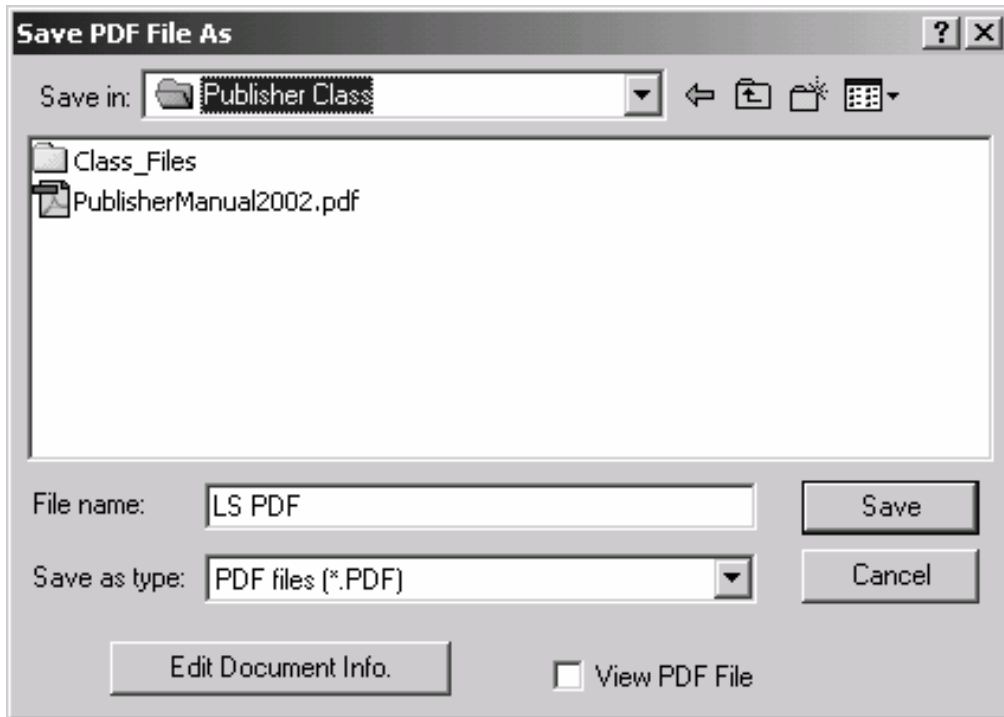
Adobe Acrobat Software

In order to create a PDF file you must have the Adobe Acrobat software installed. Unlike the free Reader, the Acrobat software must be purchased.

Steps to Save as an Adobe PDF File

1. Open the publication you want to save as a PDF file.
2. From the File Menu, select Print.
3. From the Print window, within the Print section, select Acrobat PDFWriter from the name drop-down menu.
4. Click on OK.
5. The Save PDF File As window will display; name the file and select a save location.
6. Click on Save.
7. The PDF file will generate.
8. Locate the PDF file in the saved location and open.

EXERCISE – Save as an Adobe PDF File



1. From the File Menu, select Print.
2. In the Printer section, from the Name: drop-down menu, select Adobe PDFWriter.
3. Click on OK.
4. In the Save PDF File As window, select the Publisher Class folder from the Save in: drop-down menu.
5. In the File name field, enter: [your initials] PDF.
6. Click on the Save button.
7. Minimize the Publisher window.
8. Locate the PDF file in the Publisher Class folder.
9. Double-click on the file to open and view the PDF.
10. Close the PDF file when finished viewing.

New News

LIBRARIES UNITE!

The Scottsdale Community College Library in conjunction with the Scottsdale Public Library



System and the Scottsdale High School Libraries have linked to better serve the community. To better utilize the city's resources, Scottsdale community libraries have linked to gather to benefit all

(Continued on page 2)



IT'S BACK!

Penguin Hour is back. Come, congregate, and converse with everyone from 2 p.m. until 4 p.m. every Friday at the District Office. Current topics in technology, breakthroughs in dealing with people, and many other exciting presentations will be discussed. A different program each week. Please join us!

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EDITOR'S CORNER

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NEW NEWS offers everyone the right information about different events and of-interest articles; all of which will help you plan your calendar and bring you up to date on new and exciting breakthroughs and ideas. If you would like for your idea or news item to be published, please send it to us at least two weeks prior to the issue in which you would like it to appear. Offer is on a first come first served basis.

NEW NEWS
9000 East Chaparral Road
Scottsdale, AZ 85250

Attn: Emma Walters

JUST REPORTED!!!!

A whole, fossilized dinosaur skeleton was just uncovered! We received the information before the newspapers! It was found in the park on the corner of Indian School Road and Hayden Road in Scottsdale. A toe bone was sticking out of the ground, and 10 year old Jeremy Accion tripped over it almost breaking the thing off! He started digging and found that the toe bone was connected to other bones which went farther into the ground than he could dig. You will probably be able to read more about it in tomorrow's paper.



Director of Computer Technology works at his new

WHO IS THIS?

Here he is: The man who loves to work with his computer! Dr. C. D. Rom. This discompt photo was taken one late night while Dr. Rom, Director of Computer Technology was vigorously typing away at some unfinished business. If and when you see this man, give him a pat on the back for a job well done!!

(Continued from page 1)
Library users. Through this joint cooperative project there now exists a communication network which makes it possible to share information.

When information or material is not available at one of these libraries, the librarian will now be able to locate materials at other community libraries. For help in locating or requesting materials ask a Scottsdale librarian!!

New Faculty!

A new face is present in the Communications Department here on campus! Dr. Rodney Rankin joins



us from Common Community College in New York. He is teaching several classes on campus as well as at our off-site location. Please welcome Dr. Rankin to our college!