

# **Introduction To Publisher 2007**







**The Twinsburg Public Library**

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**Price: \$2.00**

# Getting Your Bearings

## Lesson Objectives

-  Start Publisher and begin a new publication.
-  Create a one-page publication with the Quick Publication option.
-  Replace text and pictures.
-  Save, print, and close a publication.


This lesson introduces you to the basics of Microsoft Publisher 2007 as you create a quick reminder for students to bring research materials to class. You will use the Quick Publication Wizard to create a flexible one page publication, learn how to personalize your publication using toolbars and commands.

By following these step-by-step instructions you and your students will create professional looking publications in no time.

## Use It!

This lesson walks you through creating a Quick Publication. When you have finished this lesson, you will have a one-page publication created using the Quick Publication Wizard.

## To start Publisher 2007

1. Turn on your computer.
2. On the Windows Taskbar, click **Start**, point to **Programs**, **Microsoft Office** and then click **Microsoft Publisher**.  Publisher 2007 opens, with the Microsoft Publisher Catalog window open.



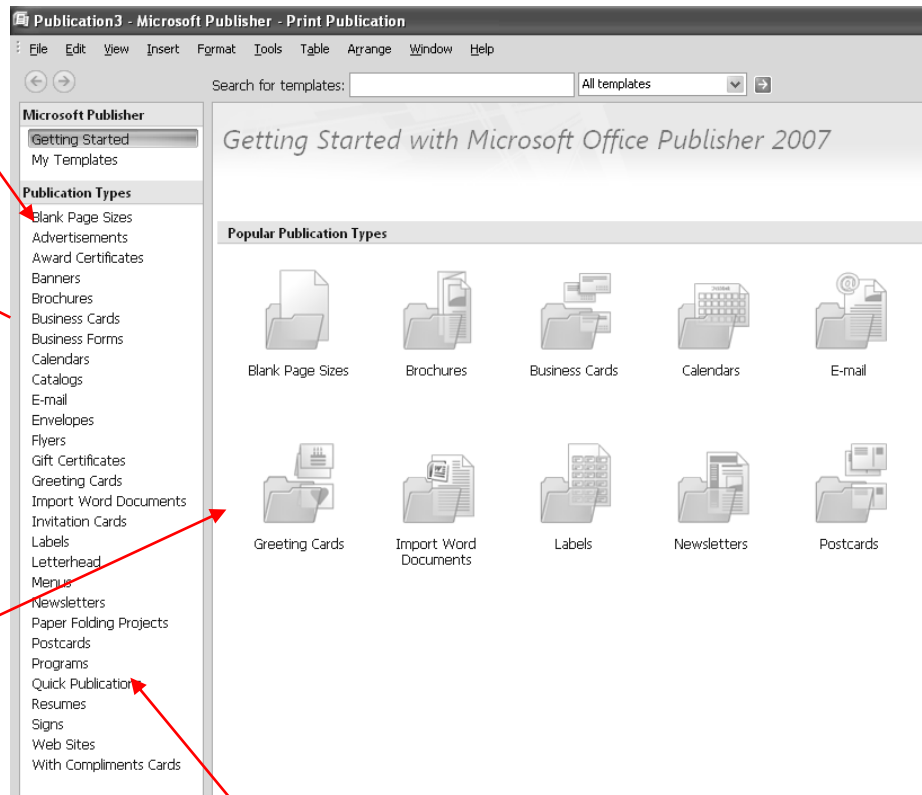
## Exploring the Publisher Catalog

The Publisher Catalog is a visual directory of publication designs. It appears each time you start Publisher 2007. You can use the Publisher Catalog to open existing publications or create new ones.

Select the **Blank Page Sizes** link to create a publication without using wizards.

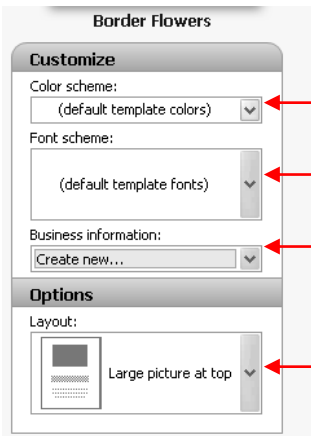
Select the **Publications by Type** to create a set of publications, such as letterhead, business cards, and a brochure, all with a common design theme.

Select a variety of **Popular Publications**



## TO DESIGN A QUICK PUBLICATION FLIER

1. If the Catalog is not already visible, click **New** on the **File** menu.
2. In the Wizards pane, click **Quick Publication**.
3. In the right pane, a variety of designs appear from 3 areas: **Newer Designs**, **Classic Designs** and **Blank Sizes**. You can browse each design by *single clicking* on them. Each design will be displayed within the right frame.
4. Click on the **Border Flowers** design so that it displays itself on the right frame. Before we apply it to our work area, there are several options to consider.



5. You can adjust a variety of settings within the **Customize & Options** area(s) by selecting the **down arrow (s)** to adjust the: **Color scheme, Font scheme, Personal information and/or Layout** options.

Once you are done exploring these areas, please...select the original default settings and then click the **Create** button.



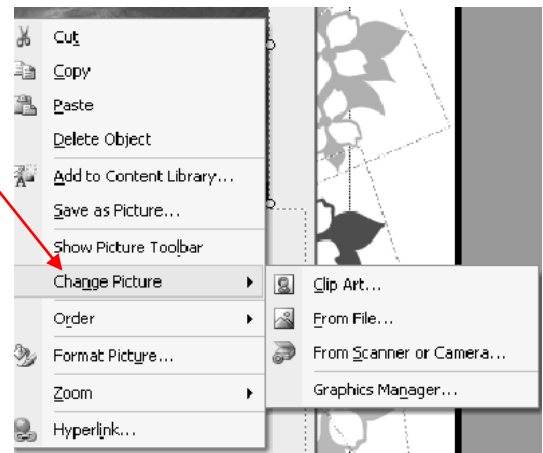
6. Notice to the left of your window the **Format Publication** option tabs. They give you the ability to change your **Page Options, Color Schemes, & Font Schemes**.

Go ahead and click the down arrows to view these options. Once you're done browsing, click back on the original settings.

6. Let's begin by selecting the word: **Heading** and type over it with your new heading; followed by replacing the sentence too!

7. Last but not least...let's replace the picture. Position mouse on picture, click on it (to activate it) and then right click with your mouse button. You will see a set of directions.

Select...**Change Picture...Clip Art**. This will bring up the Clip Art gallery in the left frame.





8. Type in the word: **boat** and hit your enter key or click the **Go** button. You should see something like this.
9. Click on the image that you want to replace it with. This may take a minute or two for this option to apply.

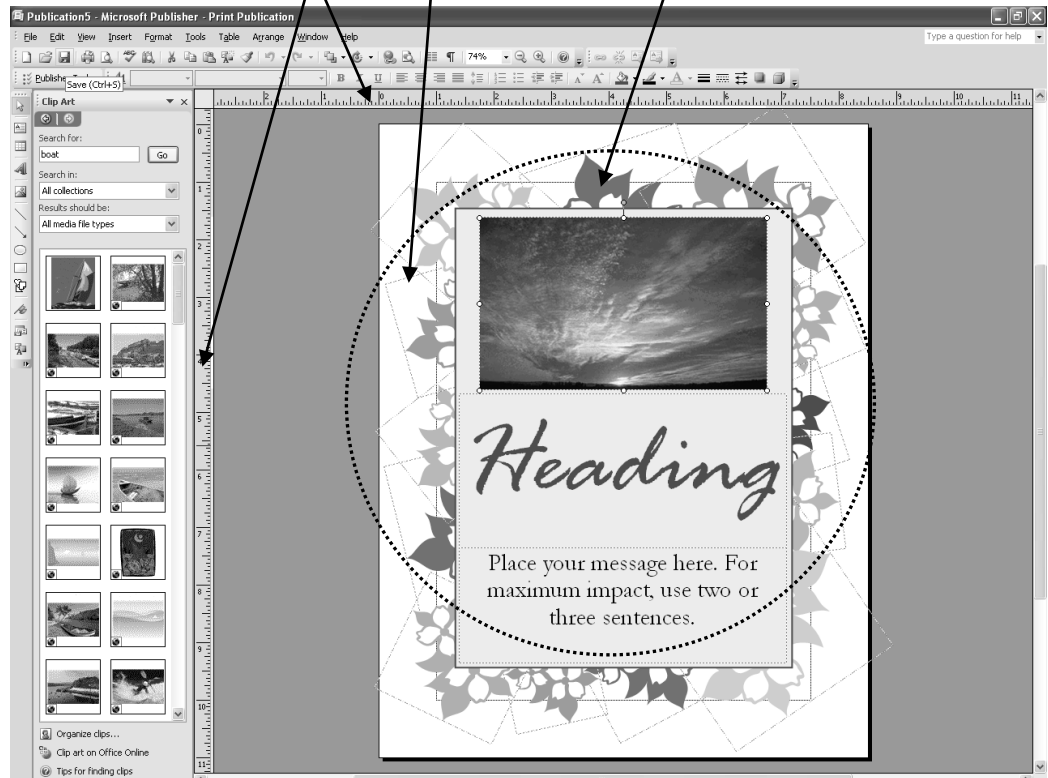
### *To save your publication*

1. On the **File** menu, click **Save** (or click on the **Save** icon).
2. In the **File Name** box, type a name for your publication.
3. If necessary, switch to the drive and folder you want to save the file in.
4. Click the **Save** button to save the file.  
You now have a working document called a Quick Publication.

### **EXPLORE THE PUBLISHER WINDOW**

With the Publisher Quick Publication, you created a layout for your quick publication. You can now modify your publication on your own with Publisher 2007 tools, or you can return to the new publication pane and make any global changes to your publication - modify the Design, Color Scheme, Page Size, or Layout - without disturbing your content, or you can use Publisher's other wizards. Take a moment to explore the elements of the Publisher window.

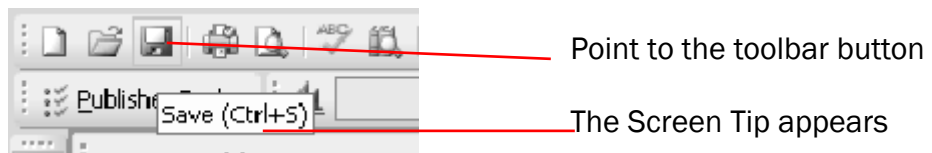
Rulers      Publication      Publisher main window



Depending on your publishing needs, skills, and experience, you can choose to modify your publications using the Publisher tools and toolbars. Each publication type also has a unique set of wizards. More complex publications, such as newsletters or catalogs, have more wizards than simpler publications, such as business cards and letterhead. You'll find wizards located in the left pane of the screen. They are available to you any time during the design process. ScreenTips and the Office Assistant provide additional help and are described in greater detail below.

## ScreenTips


When you position your pointer next to any button on the toolbars, a small box appears with the name of each button. The box is called a ScreenTip. If you do not see ScreenTips, you can change the settings to show them.



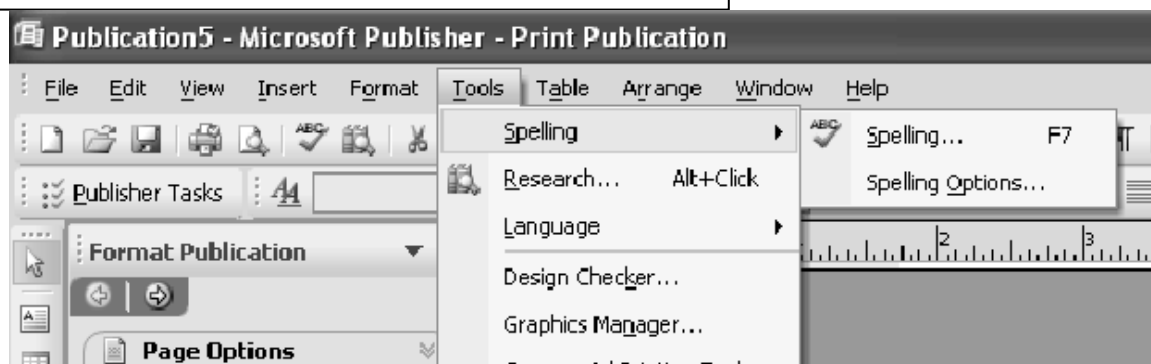
## To change the ScreenTip settings

1. On the **View** menu, click **Toolbars...Customize**.
2. Click **Options**.
3. Click **Show ScreenTips on Toolbars**, click **Show ScreenTips on Toolbar**, and then click **Show Shortcut keys in ScreenTips**.
4. Click **Close**.

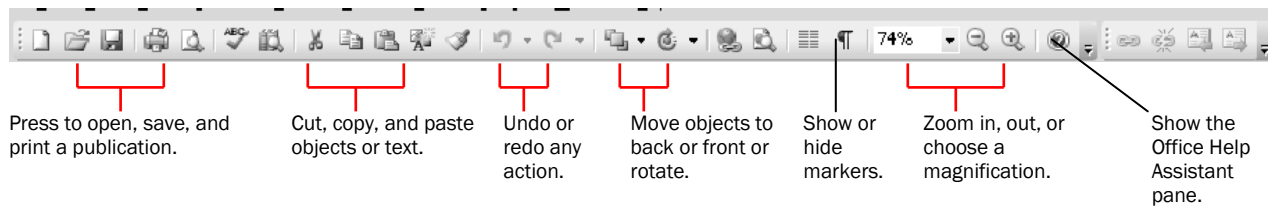
## Toolbars and Personalized Menus

The **Menu** bar contains a list of menus that will help you create, edit, and format publications. As you click on each menu, additional options appear. Each option can show more choices, depending on what you are doing in Publisher 2007. If a menu option looks faded (is grayed out), the option is not currently available to you, but it will be available for other activities. If you see a chevron  at the bottom of the menu, it indicates a personalized menu. Hover for a moment and more options will appear.

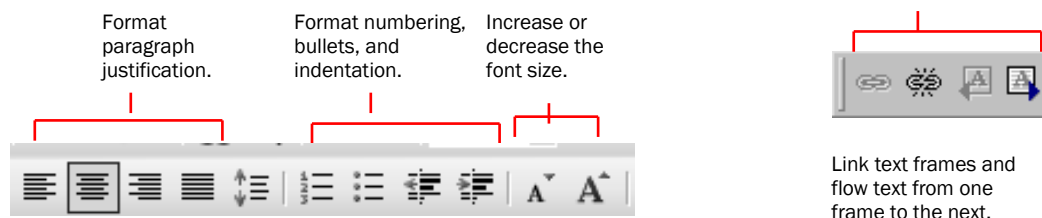
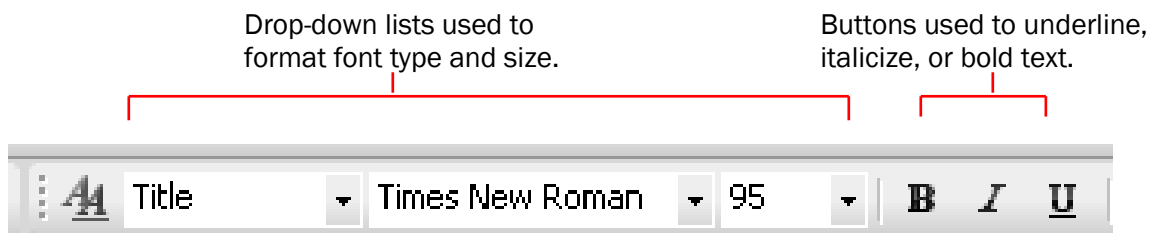
Explore the **Menu** toolbar by clicking on the **Tools** option to see the related operations. Moving pointer across other menu titles will open up those related options.



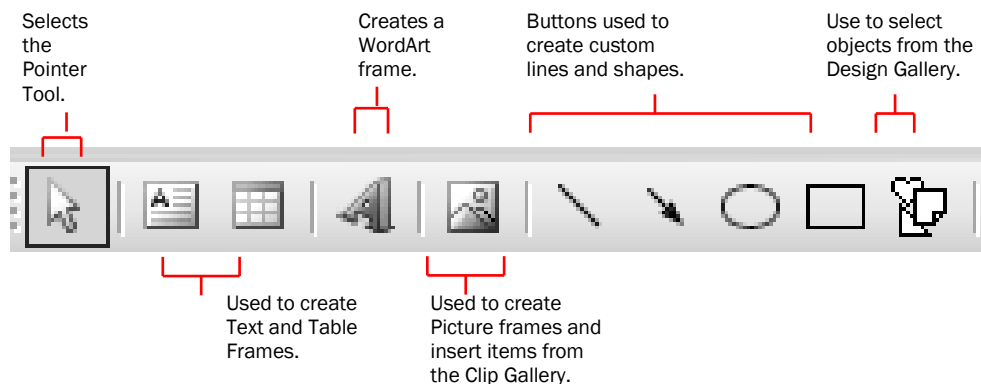
The **Standard** toolbar contains buttons that give you quick access to Publisher 2007's most commonly used functions, such as opening, saving, and printing.



The **Formatting** toolbars contains buttons that change according to what the type of frame you have selected (text frames for text editing, picture frames for picture editing). Each button acts on the text or object you select.



The **Objects** toolbar is located on the left side of the screen and can also float on the screen. You can also place it with other toolbars. The **Objects** toolbar contains buttons that help you create frames, place objects, and format for the web.



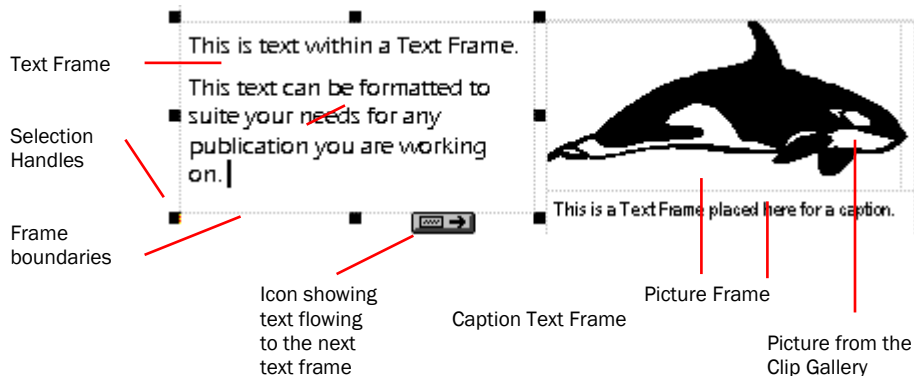
## Zooming to Change the View

In Publisher 2007, viewing text and graphics is easy when you increase and decrease the magnification of the image on screen with Zoom mode. Located on the **Standard** toolbar, Zoom shows the current magnification of your page. The percentages for increasing and decreasing the size of the image are preset. This does not change the actual size of the image. There are several ways to change the view:

- On the Standard Toolbar, click the Zoom drop-down arrow next to the percentage number and click on the desired new view number.
- Click the plus sign (+) on the Standard Toolbar to increase the magnification (view size) of the newsletter up to 400%.  
-Or-  
Click the minus sign (-) on the Standard Toolbar to decrease the view size to as small as 10%.
- Right-click the publication and then click Whole Page, Page Width, Actual Size, or Selected Objects.
- Click an object in your publication. Press F9 to zoom to 100%.
- Working with Frames

Word-processing programs, such as Microsoft Word, allow users limited control over page layout. In Publisher 2007, you have much greater flexibility because all objects on a page are contained in frames.

You can add multiple frames for different types of information or objects, such as text, pictures, tables, or WordArt. You can also resize or move frames to create the desired layout for your publication.



## To Explore the Frames

1. Look at the Quick Publication you created. The Quick Publication contains several different frames and objects. Dotted lines show the boundaries of frames and page margins.
2. Click each frame and object of the Quick Publication. When you click a frame or object, options for working with that object appear below the **Standard** toolbar. Selection handles appear around objects.
3. Right-click each frame of the Quick Publication. A list of commands for working with the frame appears.
4. Click anywhere on the frame that contains the picture.
5. Press the plus sign (+) on the toolbar to zoom in on the frame.
6. Move the mouse over the center of the object. The pointer changes to an image of a moving van. When you see the moving van, you can move the object.
7. Hold down the left mouse button and drag the object. Experiment with moving the frame around on the page.
8. On the **Edit** menu, click **Undo Move**. This will move the picture back to its previous location. You can use the **Undo** command to undo up to 20 of your most recent actions.
9. Hold the mouse over one of the handles until the cursor changes to a Resizer.
10. Hold down the left mouse button and drag the handle to change the object.
11. On the **Edit** menu, click **Undo Resize**.



Press **F9** to zoom in to 100%, then press **F9** again to zoom out.



## Customize Your Publication

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### Changing text and graphics in a publication

Each Publication has frames for text, pictures, and graphic elements. The Quick Publication you created has four fields. The frame at the top of the screen contains graphic elements, the frame in the center of the screen contains a picture or clip art, and the frame at the bottom of the screen contains text. You can change the content of each of these frames to fit the needs of your publication.

## To Change the Text

### Note:

If you click outside the frame, it is no longer active.


1. Click anywhere in the text frame. The entire text will be highlighted.
2. Click the plus sign (+) on the toolbar to zoom in on the text frame.
3. In the text frame, type *Remember to bring research materials to class!*
4. Click the minus sign (-) on the toolbar or press F9 to zoom out and see the whole page.
5. Click anywhere in the Title frame.
6. In the title frame, type *Reminder*. Notice that the text automatically shrinks to fit inside the text box.



Only a portion of Publisher 2007's clip art is stored on your computer.

You may need to have the Publisher 2007 CD-ROM available in order to access much of the Clip Art or by accessing online clips through the **Clip art on Office Online** link at the bottom of the clip art pane.

## To Change the Graphic or Clip Art

1. Double-click anywhere on the picture frame. The new Microsoft Clip Gallery opens.
2. Click the **Search for clips** field, type *book*, and then press **Enter**.
3. Click the owl reading a book graphic and then click the **Insert clip** icon  or drag the new graphic on top of the current graphic in the publication. This replaces the original graphic. If you don't see that graphic, choose another one.
4. Close the Microsoft Clip Gallery.

## Customizing font size, text, and graphics

In Publisher 2007, you can change the look of your text by assigning a new size or by changing the font or character spacing. When you want to put a heading in a particular spot for a flyer or newsletter, you can use AutoFit Text to fit the text in the frame.

## To format font size

Publisher 2007 allows you to efficiently edit your publications. Whether you use the keyboard, shortcut keys, toolbar buttons, or built-in features like the **Text in Overflow** indicator, you can quickly and easily modify your publications.

1. Select the sentence you typed in the text frame.
2. On the **Formatting** toolbar, click the arrow next to **Font Size**, and then click **36**.  
You can experiment with different font sizes to see which size you prefer.
3. Right-click the selected text, point to **Change Text**, point to **Autofit Text**, and then click **Best Fit**. The text you typed will automatically grow or shrink to fit the frame.



## To Format Text

You can format text to fit the tone of your publication by choosing a new font. Some fonts are more formal, while other fonts have a casual tone.

1. Select the text in the text frame.
2. On the **Formatting** toolbar, click the arrow next to the **Font** drop-down box and then click **Tempus Sans ITC**. This is a simple, casual font. For a whimsical look, try the Curlz font, or for something more formal, try the Century Schoolbook font.

## To Change Your Publication's Design

1. If the task pane is not visible, click **view** and select **task pane**.
2. In the task pane, click **Publication Designs**.
3. Under **Design**, click **Argyle**. Notice the new layout applied to your Quick Publication. Try experimenting with different layouts to find one that appeals to you.
4. To return to the **Accessory Bar** layout, click **Accessory Bar** on the layout list.




## ***Changing the Color Scheme***

1. Using the Quick Publication that you created, in the task pane click **Color Schemes**. The 67 available color schemes appear in the lower pane.
2. Click the color scheme you prefer. When you click the color scheme, the colors on the publication change to the new scheme. You can leave the new scheme or continue to try new color schemes until you find the one that suits you.

## **Saving Your Work, Printing, and Closing Your Publication**



Click the **Save** button  on the **Standard** toolbar to save your publication even more quickly.

When you saved the file for the first time, you should have named the file. After you've revised a publication, you'll want to save it again to retain the changes you have made.

### ***To Save Your Publication***


To make sure that your changes are saved, always follow proper procedures for closing your publication.

1. On the **File** menu, click **Save** or the save icon. If you previously saved your publication, you have now saved the additional changes you made to the publication and you are finished saving.

If you have not previously saved, continue to step 2.

2. In the **File Name** box, type a name for your publication.
3. If necessary, switch to the drive and folder you want to save the file in.
4. Click **Save** to save the file.



Click the **Print** button  on the **Standard** toolbar to print your publication even more quickly.

### ***To Print Your Publication***

1. On the **File** menu, click **Print**.
2. In the **Print** dialog box, choose the options you want and then click **OK**.

# Creating a Calendar

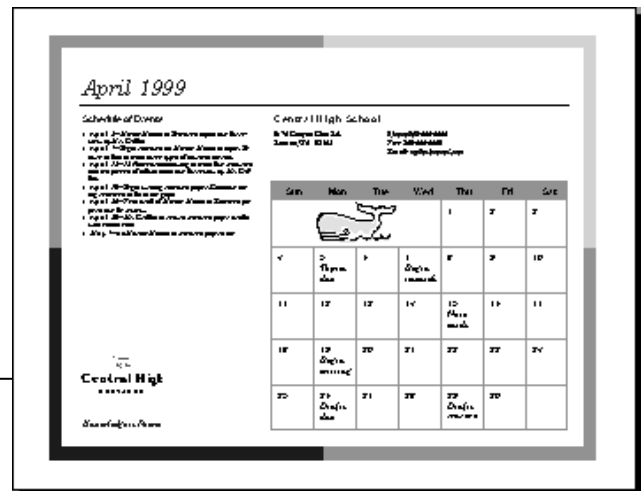


## Lesson Objectives

- Use the Calendar Wizard to create a monthly calendar.
- Customize your calendar with text and Clip Art.
- Add photographs to your calendar.
- Save and print your calendar.
- Publish your calendar on the World Wide Web.

Seeing events scheduled on a calendar often makes them seem more manageable. Publisher 2007 can help you easily create comprehensive calendars for tracking of all the events, as well as communicating scheduled assignments. By keeping due dates and other milestones visible, you and your students can plan better and be more in control of time and resources.

## Use It!



## Create a two-month calendar with the Calendar Wizard

Publisher 2007 makes it easy to create a calendar with one or more months in the same publication or a calendar for the entire year. You can create full-sized or pocket-sized customized calendars. In this lesson, you will use the Calendar Wizard to create an April-May calendar and customize it with text and pictures.

### *To Create a Calendar With the Calendar Wizard*

- On the **File** menu, click **New**.
- Click **Calendars**, and then click **Full Page**.
- In the middle pane, scroll down and double-click **Borders Calendar**.

4. You may be prompted to enter your **Business Information**. Please disregard this today by clicking **Cancel**, but keep this in mind if you are working at home. It's best not to fill in Business information on a public work station.
5. In the **Format Publication** pane, notice all of your options: **Page Options, Color Schemes, Font Schemes, Calendar Options**. We will leave Landscape as our page orientation, along with Monthly...but, let's change our date range.
6. Click **Calendar options...Change Template....Set Calendar Dates**.
7. In the **Start Date** list, choose **April**.
8. In the **End Date** list, choose **May**.
9. In the schedule of events section, click on **Include** box.
10. Last but not least...let's change the color of our publication by clicking on **Color Schemes**, followed by the color **Clay**.
11. Click **OK**.

### ***To Save Your Publication***



When you save a publication, give it a simple, memorable name and place it where you will easily

12. On the **File** menu or save icon, click **Save**.
13. In the **File Name** box, type a name for your calendar.
14. If necessary, move to the drive and folder in which you want to save your calendar.
15. Click the **Save** button to save the file.

### **Customizing Your Calendar**

Now that you've built your calendar with the Calendar Wizard, you'll want to customize it by adding events. With Publisher 2007, you can easily return to the wizard and add items wherever you want them to appear on the calendar. The calendar is set up as a table, such as one you might find in Microsoft Word, with each day functioning as a cell.

### ***To Add Dates and Events to Your Calendar***

16. In the calendar's Schedule of Events, select the word "date" in the 1st bullet and then type *April 5*.
17. Click in the text area next to the date you just entered and type *Marine Mammal Research topics due for review by Mr. Whale*.

18. On the Calendar, click to the right of the date April 5<sup>th</sup>, press **ENTER**, and then type *Topics Due*.
19. Continue to add events in the Schedule of Events and on the calendar dates until all of the significant events are included on the calendar.
20. On the **File** menu, click **Save** to save the changes you made to your calendar.

### ***To Add Art to Your Calendar Dates***

21. On the **Insert** menu, point to **Picture**, and then click **Clip Art**.
22. In the **Search for** box, type a word or phrase that describes the clip you want.
23. To narrow your search, do one or both of the following:
  24. To limit search results to a specific collection of clips, in the **Search in** box, select the collection you want to search.
  25. To limit search results to a specific type of media file, in the **Results should be** box, select the check box next to the types of clips you want to find.
26. Click **Go**.
27. In the **Results** list, click the clip to insert it.
28. The clip art appears on the calendar. Place pointer on image, hold mouse button and drag to desired location. You can resize the image by resting pointer on any of the four corners of image and pointer will turn into a double arrow. Hold button down and drag to desired size.
29. On the **File** menu, click **Save** to save the changes you made.

## Creating a Business Information Set

Publisher 2007 allows you to store four Business Information sets. Each profile includes information such as your name, address, phone and fax numbers, e-mail address, and job title. You can also include a logo and color scheme. When a Business Information set is complete, the information is automatically inserted in the appropriate area on your publication.

Fill in each field in the set. You can leave any field empty. There is even an Add Logo option should you have a logo image to include.

**Create New Business Information Set**

Business Information for this set

Individual name: TPL

Tagline or motto: Your business tag line here.

Job position or title: Your Title

Logo: Add Logo...

Organization name: Business Name

Address:

Primary Business Address  
Your Address Line 2  
Your Address Line 3  
Your Address Line 4

Phone, fax, and e-mail:

Phone: 555-555-5555  
Fax: 555-555-5555  
E-mail: someone@example.com

Business Information set name: Custom 1

Save Cancel

### *To Create a Business Information Set*

30. On the Menu bar, click Edit and select: **Business Information**.
31. In the **Business Information** dialog box, replace the current information in each field with your own information.
32. If you do not want one of the fields to be included, delete the information in that field.
33. Click **Save** to update the calendar with your Business information.

# Publisher - Creating a Newsletter

## Getting Started

1. Click **File** and then **New**.
2. The Publisher New Publication Wizard opens and then Click on **Newsletter**.
3. Select “**Summer Newsletter**” template.
4. Select the Color Scheme “**Parrot**.”
5. Click “**Include**” box for placeholder of customer address.
6. Click “**Create**” button.
6. Your Summer Newsletter should be displayed.
7. Click “Newsletter Title” and type in your newsletter title.
8. Click “Lead Story Headline” and type in your headline title.
9. Left Click the news column located under your headline and type your brief summary.

## Viewing the Page

It may be easier for you to zoom in on your article that you’re creating. Try this!

1. Press F9 to zoom in and out look at actual page size.
2. Click the minus to minimize. Click the + to enlarge.
3. The small pages with numbers at the bottom of your screen denotes page 1, 2, 3 & 4.
4. Click page number two to view the second page.
5. Click page one to go back to the first page.
6. Click the minus or plus sign to get your newsletter to 50%.



## Formatting Headlines

1. Click on your headline.
2. Change font style to your style with a “Right” click and select change text, then font. Scroll the titles and select.

## Deleting Nonsense Text

Try this! Left click the space below the “Second Story” headline (the body of the article) and press delete. This deletes this story’s text should you want to remove this from the publication.

*Be aware of how your eye flows across the page and try to ensure that the content moves easily from the headline to the last paragraph of the text.*

- Put the most important information at the top of the page.
- Items of lesser importance should be kept lower on the page; they often benefit from a smaller headline.
- Start new articles at the top of the page.

- If an article continues on another page, and the page it jumps to contains another article, start the new article on the top of the page and put the jumping story on the bottom.
- Try not to clutter a page with too many items, and make sure any secondary items support the main article instead of distracting the reader.
- Be aware of how objects in photos or graphics can direct the eye. Keep directional devices (arrows and other pointers) aimed toward the inside of the page.

## More Practice

1. Now single click the “page 2” icon and single click the “Inside Story” headline and replace it with your own title.
2. Highlight the text frame so that you can see the handlebars.
3. Go to the menu bar and select Format and click no line. Select a color box and desired line thickness.



These four buttons are shortcuts to fill, line color, font color size and line/border style. They appear once an image/graphic is selected.

## Inserting Bulleted Text

1. Single click the text area below your new headline and press delete to clear column.
2. Click the bullet icon on the menu bar. Type the following in that column:

Classroom Events  
 Schedule  
 Birthdays|  
 Star Kids  
 Awards  
 Photos  
 Scanned Pictures  
 Book Lists

## Changing a Graphic Selection and Editing Graphic

1. “Double Click” the graphic. This will open up “Clip Art.”
2. “Single Click” and click insert.
3. Right click on the graphic to get the formatting selections.
4. Select Change Frame, and Picture Frame Properties.
5. Select the first option, wrap text around Entire Frame (if not selected) then Click “OK.”
6. Double click the caption under image and type new caption: Newspaper Ideas (zooming in may be necessary to see text).

## **Inserting Word Art**

Let's make some room.

1. To do this, Click on the third "Inside Story Headline," press Delete and Click the text box and press the "Cut" icon.
2. Select the WordArt icon on the object toolbar.
3. Draw a frame at the bottom of the page above the three columns.
4. When the window pops up "Enter Your Text Here", type: Preserve Wildlife...Throw a Party.
5. Click the down arrow next to Plain text and select a different text shape.
6. Click Update Display

## **Changing Background**

Now let's Click on "Page 4" icon and click the + icon to zoom in.

1. Click on "Back Page Story Headline" this will highlight the black sidebar and select Format on the menu bar.
2. Select fill color and choose the yellow tone to change it!

## **Saving Your Newsletter**

1. Save your newsletter.
2. Click the "Save" icon, give your newsletter a file name and Click the word "Save" at the bottom and go to page two. Practice editing,
3. Now let's practice editing, deleting and formatting our newsletter from what we've learned! The Finished Newsletter!

## Keyboard shortcuts for Microsoft Publisher

To do this	Press
Display the <b>Find and Replace</b> task pane, with the <b>Find</b> option selected under <b>Find or Replace</b> . These keyboard shortcuts might not work if another task pane is already open.	F3 or CTRL+F or SHIFT+F4
Display the <b>Find and Replace</b> task pane, with the <b>Replace</b> option selected under <b>Find or Replace</b> . These keyboard shortcuts might not work if another task pane is already open.	CTRL+H
Check spelling.	F7
Display the <b>Research</b> task pane to find synonyms.	SHIFT+F7
If there is an insertion point in a text box, this keyboard shortcut selects all text in the current story (story: Text that's contained within a single text box or a chain of linked text boxes.). If there is no insertion point in any text box, it selects all the objects on a page.	CTRL+A
Make text bold.	CTRL+B
Italicize text.	CTRL+I
Underline text.	CTRL+U
Make text small capital letters, or return small capital letters to upper and lower case. This keyboard shortcut is not available in Web view.	CTRL+SHIFT+K
Select the <b>Style</b> box on the <b>Formatting</b> toolbar.	CTRL+SHIFT+S
Select the <b>Font</b> box on the <b>Formatting</b> toolbar.	CTRL+SHIFT+F
Select the <b>Font Size</b> box on the <b>Formatting</b> toolbar.	CTRL+SHIFT+P
Copy formatting.	CTRL+SHIFT+C
Paste formatting.	CTRL+SHIFT+V
Turn <b>Special Characters</b> on or off.	CTRL+SHIFT+Y
Return character formatting to the current text style.	CTRL+SPACEBAR
Apply or remove subscript formatting.	CTRL+=
Apply or remove superscript formatting.	CTRL+SHIFT+=
Increase space between letters in a word (kerning).	CTRL+SHIFT+] ]

Decrease space between letters in a word (kerning).	CTRL+SHIFT+[
Increase font size by 1.0 point.	CTRL+] ]
Decrease font size by 1.0 point.	CTRL+[
Increase to the next size in the <b>Font Size</b> box.	CTRL+SHIFT+>
Decrease to the next size in the <b>Font Size</b> box.	CTRL+SHIFT+<
Set center alignment for a paragraph.	CTRL+E
Set left-alignment for a paragraph.	CTRL+L
Set right-alignment for a paragraph.	CTRL+R
Set justified alignment for a paragraph.	CTRL+J
Set distributed alignment for a paragraph. This keyboard shortcut is only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.	CTRL+SHIFT+D
Set newspaper alignment for a paragraph (East Asian languages only).	CTRL+SHIFT+J
Display the <b>Hyphenation</b> dialog box. This keyboard shortcut is not available in Web view.	CTRL+SHIFT+H
Insert the current time.	ALT+SHIFT+T
Insert the current date.	ALT+SHIFT+D
Insert the current page number.	ALT+SHIFT+P
Display the <b>Mail and Catalog Merge</b> task pane open to step 3 of the mail merge procedure, if you have previously specified a data source.	CTRL+SHIFT+I
Insert a zero-width non-breaking space.	CTRL+SHIFT+0 (zero)
Set the current paragraph to single spacing.	CTRL+1
Set the current paragraph to double spacing.	CTRL+2
Set the current paragraph to 1.5 line spacing.	CTRL+5