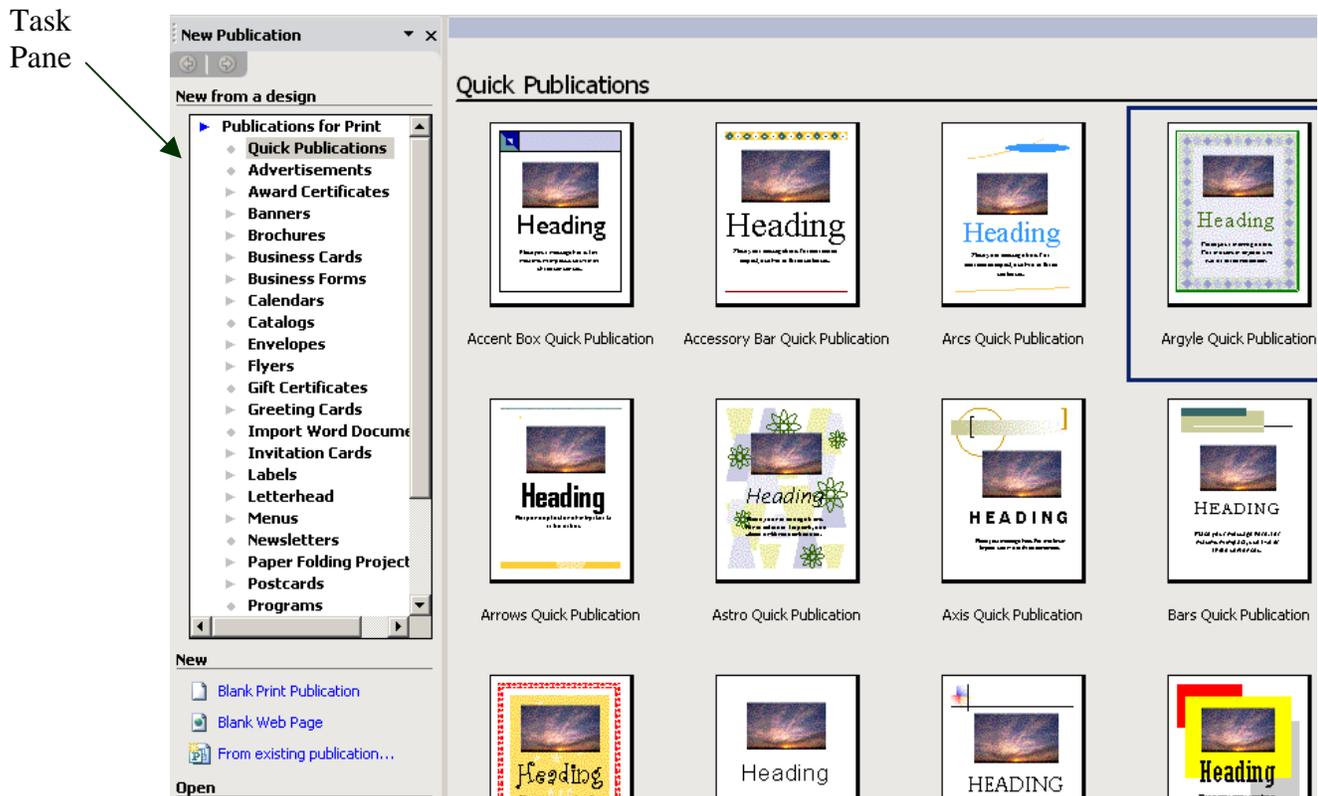


# Microsoft Publisher 2003®

Click on the Start button on the Task Bar and trace up to the word Programs. Find Microsoft Publisher (it may be in the folder labeled Microsoft Office and/or farther to the right). Click once to open Publisher. The simplest way to start is to select a project on the left, a design on the right and then Start Wizard.

## Creating a Project Using the Wizard



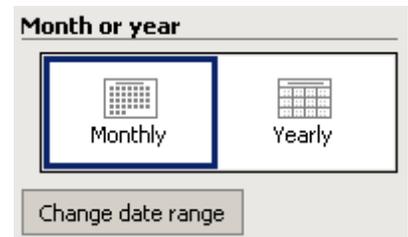
1. When you first open Microsoft Publisher, you are given the option of using a **wizard** to help you with your publication. The categories of each type of publication you can create using a wizard are shown. Some of the categories have sub-categories. Select **Publications for Print**. Then choose the **design** of your choice by double clicking the mouse.
2. Stay in the Task Pane on the left and select the various options for your project.
3. When done click the X in the upper right corner of the Task Pane.
4. When you get to the screen with **Personal Information** you may choose to **update** the information about you on your own computer. Whenever you use a wizard in the future it will automatically fill in the correct personal information.

## Basic Publisher Tips

1. You can **magnify** your projects by selecting the **F9** key. This toggles from magnified to de-magnified.
2. **The Workspace:** The gray area around your document is known as the workspace. You can drag elements of your design to this area. They remain here for later use but do not print.
3. You can **move** any design elements around on your calendar by clicking on it once and when you see the **4 headed arrow** dragging it. You could also select items and delete them.
4. Text:
  - a. Click in an existing text box.
  - b. Add Text by clicking on the A tool on the side and dragging a new text box.
  - c. Note: If you click out of the text box the text formatting bar will disappear.

## 5. Calendar Hints

- a. Add additional months and changing Dates: Open the **Task Pane** by going to **View** and selecting **Task Pane**. Click Change Date Range to select a new date or add more months.
- b. **To add text** to your calendar click in the cell and begin typing. Text can be changed by using the text formatting bar.
- c. In adding **graphics** be sure to NOT click in the date box but click on an empty space. Then select: Insert/clipart. Resize your graphic and drag it where you want it.



## 6. Graphics

- a. From the Insert Menu select Picture and then Clip Art
- b. To resize your graphic put the mouse over a corner handle. Whenever you see the two headed arrow you can resize.
- c. To move the graphic, put your mouse over it so that you see the four headed arrow. Then drag it wherever you want.

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## Creating a Project without a pre-chosen design

1. On the Opening Screen select **Blank Publication** and then **Full page**.
  2. Select the **Color Scheme, Font Scheme, etc.**
  3. Close the Task Pane.
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# Text Tricks

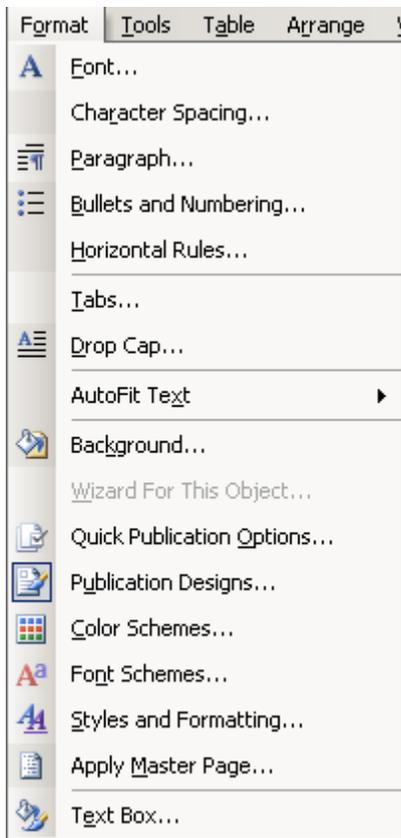
## Creating a Text Block

Select the A tool from the tool palette on the left side of the screen. With the crosshairs draw a textbox.

## Formatting Text



- Simple text formatting can be done by selecting the text and using the formatting tools on this tool bar.
- Note: You will only see this toolbar if you have clicked inside a text box. It will disappear when you click somewhere else on the screen.



**Font...** gives more style options for formatting text.

**Character spacing...** allows you to proportionally change the size of your text via tracking and

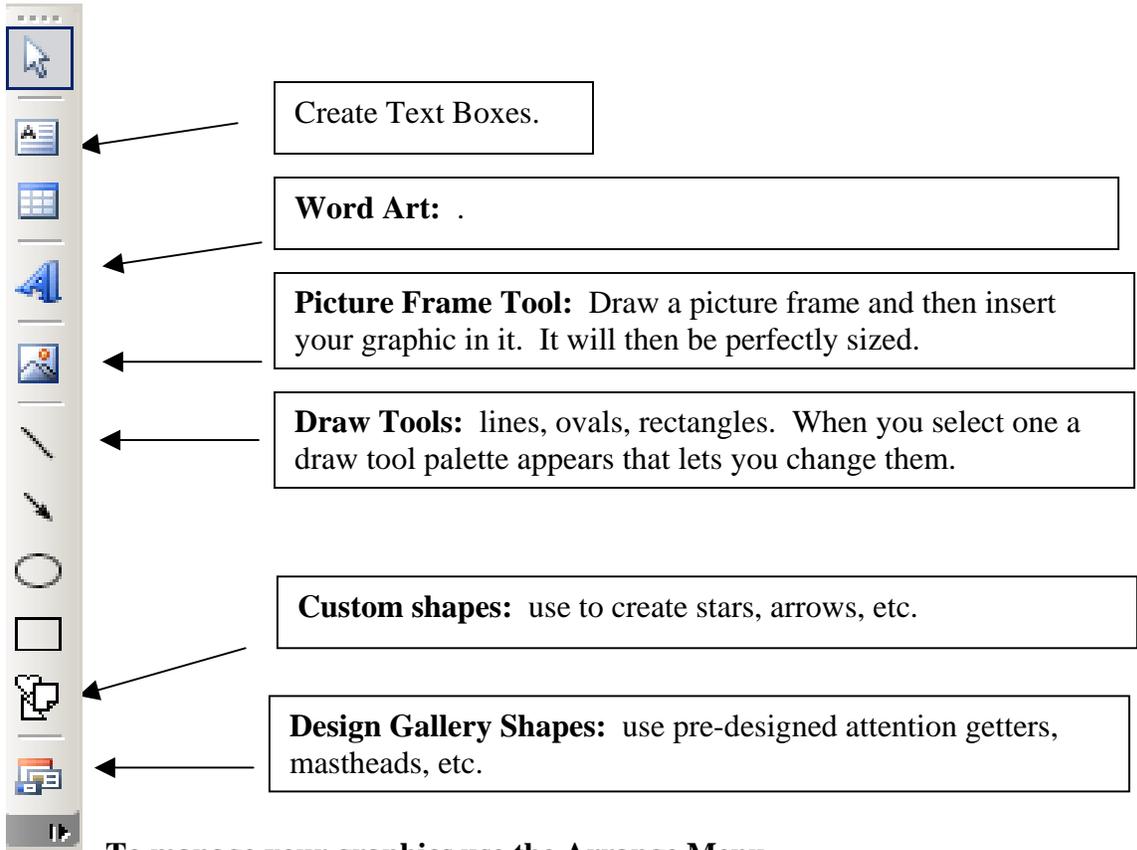
**Paragraph...** allows you to control the amount of space between lines.

**Bullets and Numbering...** lets you control the types of numbering and bullets used.

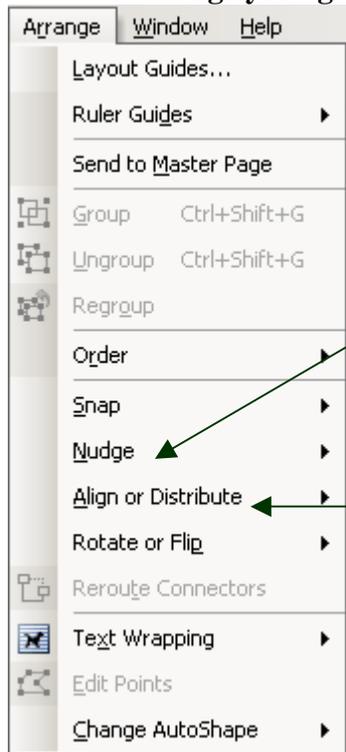
**Auto Fit Text...** text can shrink to always fit in the text box.

**Drop Cap...** creates a larger first letter for a special effect.

# GRAPHIC TRICKS

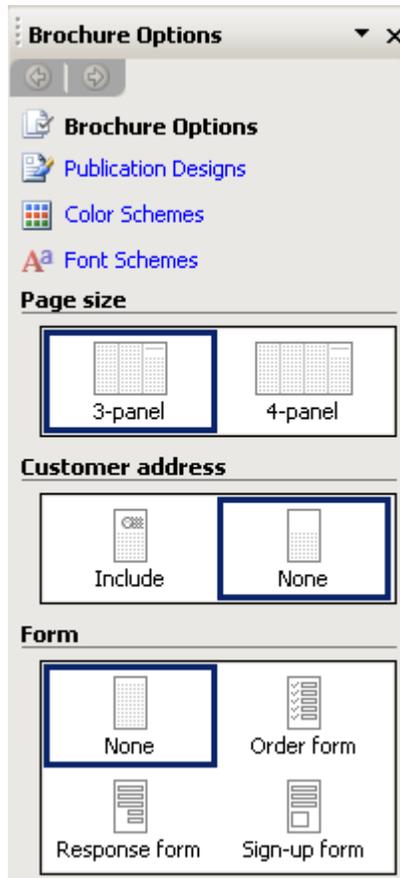


**To manage your graphics use the Arrange Menu.**



**Nudge:** To nudge objects in small increments, select the object and hold down the Alt key. Press the arrow keys to move the object.

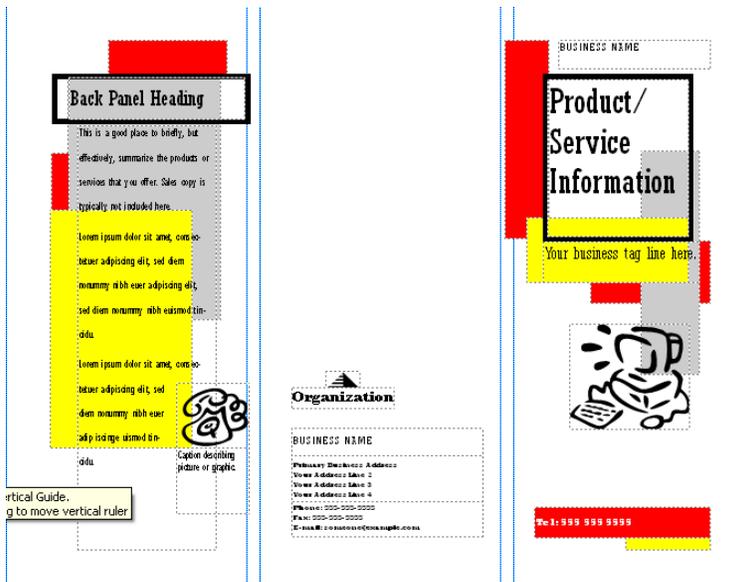
**Align Objects:** Select multiple objects by clicking on the first object. Then hold the shift key while selecting the rest of the objects. They will all now be selecting. From the Arrange menu select Align Objects. You can then get them to all line up perfectly.



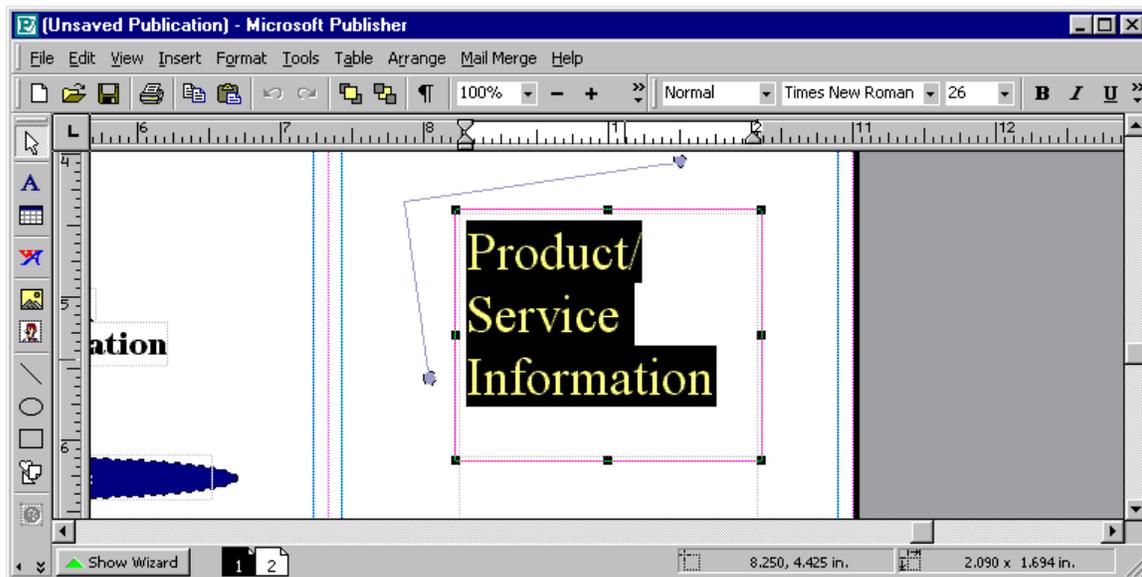
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## Creating a Brochure

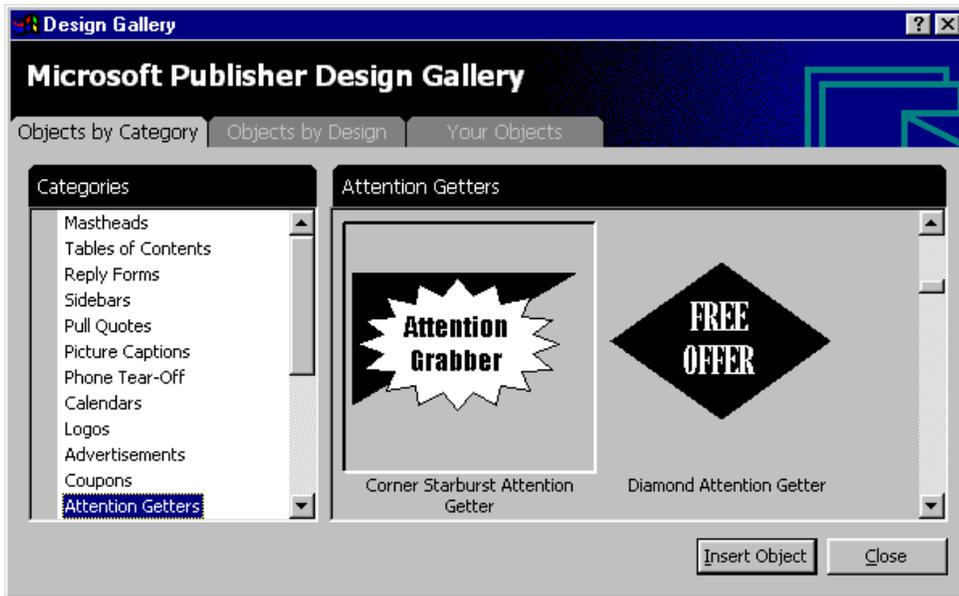
1. On the opening screen select **Brochure** and then **trifold**. In addition, you are shown samples of the brochures in the right side. No matter which one you choose, they are all very customizable. Select the thumbnail image.
2. The Task Pane allows for your choice of a color scheme and the size of your paper (3 fold or 4 fold). It also asks if you need a placeholder for an address. Microsoft Publisher 2000<sup>®</sup> will let you create a list of names and addresses to merge to or you can use an existing list. You will also be given the option of adding an Order Form, a Response Form, or a Sign-up Form. One of the questions the wizard asks you is for personal information such as your name, address, etc. It will place this information in the appropriate places based on the publication you are making.



3. At this point, you can **overwrite** the sample text for your publication. To quickly zoom in on the section that you wish to edit, click one time on the text and then use the **F9** key on the keyboard.
4. If there are two pages to the publication click on the **Page Two Navigation button** on the bottom of your screen.



5. **Deleting:** To delete a text box or graphic simply click on it and hit the Delete button.
6. To add a design, click on Design Gallery Object on the left side of your screen.



7. You can select an object by Category as shown above, or you can select one based on the design by clicking on the Objects by Design tab. In the tri-fold

brochure I selected the Arcs Design.

8. The **Attention Getters** category is also a nice option. Again, you can customize the colors of anything you select by right mouse clicking on the graphic and changing the frame fill color or the color of the lines, etc.