

Microsoft Publisher 2000 Part 3 Blank Publications - Publications from Scratch

Blank Publications

In this class we will apply everything we have learnt so far - editing, resizing, the gray work area. This class will include *MORE* use of the drawing toolbar. We will also learn how to insert additional pages, and make use of the Design Gallery to add sidebars, captioned photos, logos etc. that allow us to further customize a publication. We will **NOT** use a wizard to help us design a publication.

Blank Publications - No frames or text boxes - we are starting from scratch. We have to do more work, no preset designs to work on, but we can customize more.

Open a new PUBLISHER document

- From the menu, select *File*, then select *New*.
- Publisher catalog window appears - click on the 3rd tab *Blank publications*
- Select the **Full page** blank document.

Insert a new page - page 2

- From the menu select *Insert* and *Page*.
- We will keep the *Insert 1 page after current page* selection.
- Click **OK**.
- At the bottom of the screen click on *page 1* to return to it.
- From the drawing toolbar click on the **design gallery button** (final button on toolbar).

Design Gallery window

- **3 tabs: Objects by category, Objects by Design, Your Objects**

1st tab *Objects by Category* - look at different objects in each **category** - consider how you might use these inserted into your publication. Use the scroll bar to see all the objects.

2nd tab *Objects by Design* - look at different objects for each design. Which might be useful for your publication.

PAGE 1

From the 1st tab - *Objects by category*

Insert a design object - a masthead.

- Click on **Mastheads**.
- Select a masthead by clicking on it in the right pane and click *Insert Object*.
- **Move** the masthead to the **top of the page**.

Add two text boxes to this page.

- Click on **text box toolbar button** on drawing toolbar.
- Move onto page and "draw" the text box.
- Type: *Introduction*.
- **Repeat** this step again.
- But Type: *New*.
- *Resize both text boxes*.
- Click on **page 2**

PAGE 2

Insert a text box.

- Click on *text box toolbar button* on drawing toolbar.
- Move mouse pointer over page and "draw" the text box.
- Type: *Upcoming Events*.

Insert a captioned picture.

- Click on the *design gallery toolbar button* and select the *Picture Captions* category.
- Click on a *picture caption* from the right pane and click *Insert Object*.
- **Move/resize** as necessary.
- **Select** the text in the **caption area** of the picture and type: *This is our newest member*.
- **Right-click** on picture and select *Change Picture* - can select from file, camera or clip art.
- Select **Clip Art**; click on the **All categories toolbar button** in this window (hover mouse over buttons to see).
- **Select** a category and a piece of **clip art** to **replace** this picture.

Insert a logo.

- On drawing toolbar click on *design gallery* button again.
- Click on the **logos category**.
- **Select** a logo from the display and click *Insert Object*.
- **Move** the logo to the **bottom** of the page and **increase** its **size**.
- Note the **logo wizard button** under the logo - **click** on it.
- This allows you to change the logo style if you wish and insert a custom logo.

Move between the 2 pages of your newsletter and think about what changes you can make.

Congratulations! You have created a newsletter from scratch using Publisher.

Exercise #3 -free time to create a Publisher document.

HINTS:

- ❖ *To select text - highlight by left click and dragging the mouse over the text*
- ❖ *To move an object/text box point and click until the object/text box has its sizing boxes around it. Then move your mouse over the object until your pointer turns to one of the following -4-head arrow = move 2-head arrow = resize - then click n drag n release.*
- ❖ Remember in the left hand wizard pane - you can also change the color of the design

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