

Microsoft Publisher 2003

Part 1 Publications for Print

Used for desktop publishing. Helps you easily create, customize, and publish materials such as newsletters, brochures, flyers, catalogs, and Web sites, and then publish them easily on your desktop printer.

Open Microsoft Publisher document by **double clicking on the PUBLISHER icon** on your desktop.

The Publisher Screen

When you first open up Publisher you will see a **left pane "Catalog"** offering you different ways to select a particular MS Publisher document from the Publisher catalog.

- **Publications for Print**
- **Websites and Email**
- **Design Sets**
- **Blank Publications**

Window contains **2 panes**.

- The pane or, column, on the **left** is called the **Task Pane**.
- The **editing** area is located on the **right** hand side of the screen. This area is also called the **Publication Gallery** or the **Preview Pane**.

Click **Publications for Print** in the task pane

- Click **Flyers**, then select **Announcements and select a flyer**.

The task pane [left]

Number of **options**

- **Publication Designs** - we could change our type of flyer here.
- **Color Schemes** - different color schemes - select by clicking on.
- Also **Custom Color Scheme** to make additional color changes to the standard scheme.
- **Font Schemes** - different font schemes available.
- Note the changes that occur in the preview pane.
- To **Display the task pane** - select **View** from the menu and then **Task Pane**.
- Click the **down arrow** ▼ at the top of the task pane to display all possible tasks.
- **Close the task pane** by clicking the at the top corner.

"Publications for Print" offers template designs that you can add to, edit, and customize.

Preview Pane [right pane]

- **Preview and edit publication** - move frames, edit text, add clip art etc.
- **Margins** denoted by **pink and blue lines** near the edge of the page that help with layout.
To hide/show these lines: click on **View**, in the menu, and select **Show/Hide boundaries and Guides**
- The **grey area** around the page in the **preview pane** is our **work area** - we can move frames into this area to "stage" them or store them. **Anything left in this area will NOT print.**

Frames

- Unlike Word, **you cannot type directly onto the page**. Everything you add to the Publisher page must be placed in a **frame [or object]** of some kind.
- Frames are **moveable** and **resizable**. They can also be formatted - **filled with color**, have **borders** etc.
- Publications for Print and Design Sets have some **ready-made frames** on the publications.
- **Click over the text in a frame**. It is **highlighted**. Start to **type YOUR text**.
E.g. : Click over the Date: 00:00:00 and type today's date e.g.: December 13th 2007.
- Note that it is simply a **placemaker** - you do **not** have to type the time in the **exact** same format 00:00 pm; you could choose to use that area for something other than time.

Typing and editing

- If you make a mistake use the **arrow** keys (show on keyboard) and the **delete** and **backspace** keys to edit.
- If the **entire text does not highlight** use your mouse to point and select/highlight: **double click [word]**, **triple click [para]**, **Ctrl+A** etc to select all the text you want to edit or replace.
- To **Remove** the **organization logo** - to remove it you could:
 - **Right click** on the Org logo, and select **Cut**.
 - **OR move it into the grey work area** (saved for later but will NOT print)
 - *You can do this for **EVERY frame/text box/object** that you do not wish to use on a publication design from the catalog.*
- **Select/highlight text** and use your **format toolbar** to change **size, font, font color, center alignment**.

Editing shapes, objects, shapes

- To **select a shape** we simply point at **click** over the shape; **resizing boxes** appear around the edge of the shape.
- To **change the fill color**, click on the **fill toolbar button** [bucket].
- Click on **More Colors**, **select a color** from the palette. Click **OK**.
- **Move frames** - move your **mouse pointer** over a frame until you get the **MOVE** pointer (truck):
- **Resize frames** - **Select** a frame by clicking on it. Move **mouse pointer over resizing boxes**; it becomes a **double headed arrow**; click n drag n release to resize.

Logo Creation wizard

- **Click** to select the **logo/Organization frame** - underneath you will see a **logo creation wizard button** appear. **Click** the **wizard button** and the **logo options task pane** appears on the left.
- **Click** on **Logo Options** and look at the options. **Click** on **Logo Designs &** select a logo design.
- Changes appear in the preview pane.

EXERCISE #1 - Publications by Wizard - Business card.

Fort Collins Regional Library District

www.fcgov.com/library

Main Library

201 Peterson 221-6380

Información 416-2012

Harmony Library

A joint-use facility of Front Range Community College
& the Fort Collins Regional Library District

Harmony & Shields 204-8404



Reasonable accommodations will be made for access to services, programs, and activities and special communication arrangements will be made for persons with disabilities. Please call 221-6680 for assistance.