

Intro to Publisher 2003- Rockaway Township Library Computer Class



What is Microsoft Publisher? It is a Microsoft Office program that helps you design and publish professional-looking print and web-based materials such as brochures, flyers, stationery, newsletters, calendars and more.

NOTE Familiarity with Microsoft Word is recommended before using Publisher.

Link to RT Library Word Tutorial <http://www.rtlibrary.org/word%202003%20tutorial.pdf>

To Open Publisher:

1. Click the green **Start** button in bottom left corner of screen
2. Point to **All Programs**. Select **Microsoft Office**.
3. From the **Microsoft Office** submenu, select **Microsoft Office Publisher**

Two toolbars in Publisher are virtually identical to those in other Office programs

STANDARD Toolbar has buttons for opening, saving, printing, and editing publications.



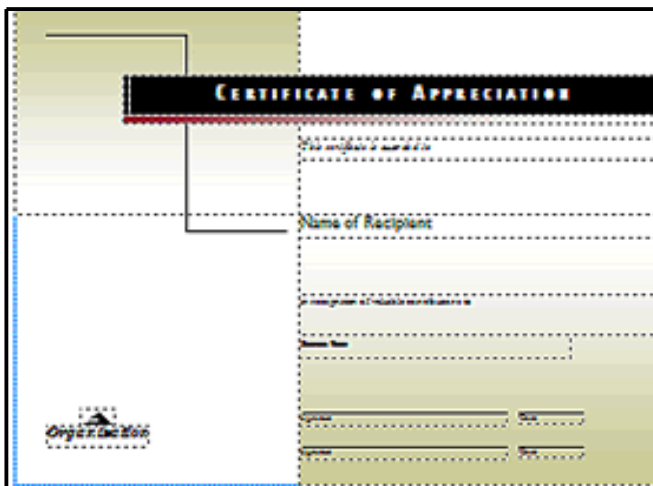
FORMATTING Toolbar applies formatting to text, paragraphs, and objects.

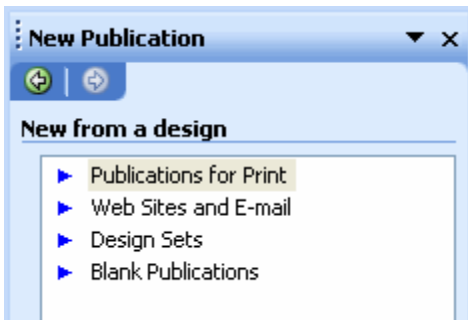


Creating a new publication using the wizards

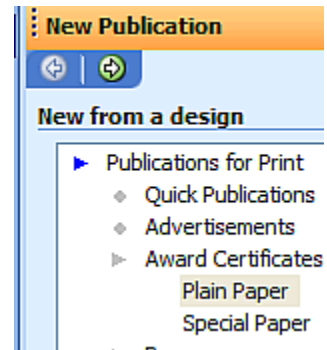
Publisher provides many pre-built design choices. To quickly create a new publication, just select a design and replace the placeholder text and graphics:

PROJECT 1 – Create an Award Certificate with “Quick Publications”

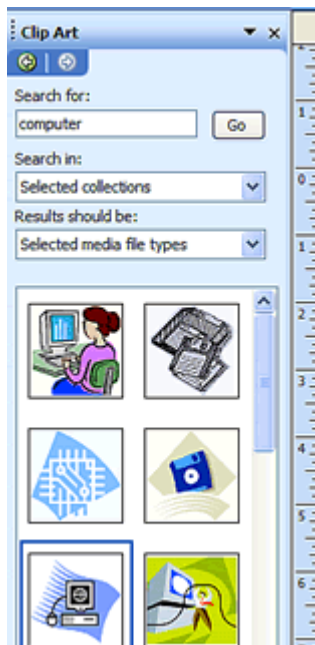
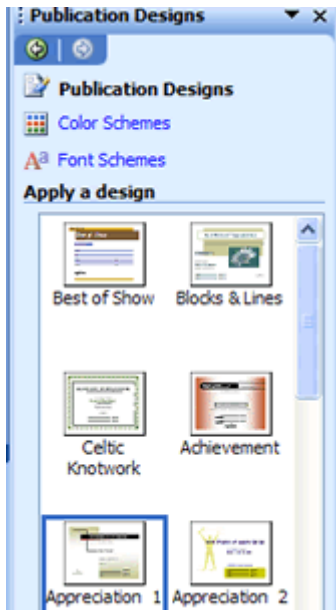




1. From the File menu, select **New**.
2. In **New Publication**, select a publication type from the **Publications for Print** menu.



3. In **Award Certificates**, select design "Appreciation 1"
4. Cut Headline "Certificate.." ; Type "Certificate of Achievement" (NOTE the original typestyle is applied to the new text)
5. Type your name on Name of Recipient line
6. Change text on next line to "For completion of the computer course Introduction to Publisher" (increase type size to 16 pt)
7. Change text to "Rockaway Township Library, Rockaway, NJ"
8. Delete logo object in lower left corner
9. Add a clip art picture to the award certificate. How?



Click "**Insert**" menu on top toolbar, Select "**Picture**" then "**Clip Art**" to open search box shown at left

Type the word "computer" in search box.

Click on the image chosen and drag it into position on the document

NOTE The element boxes on a Publisher design can be ungrouped or changed individually, by clicking on a box's outline.

10. Proof, save and print your first Publisher document!

PROJECT 2 – Create a Yard Sale Flyer with “Quick Publications”

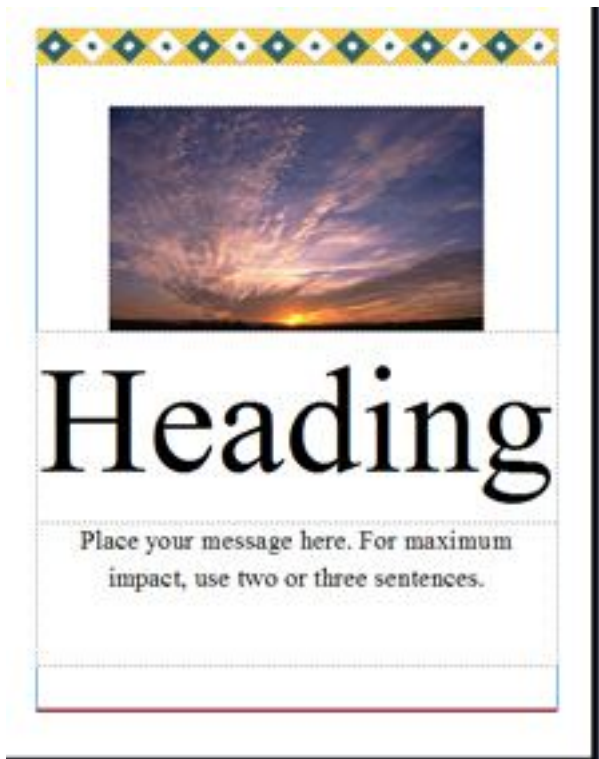
Select **Quick Publications** from the Menu

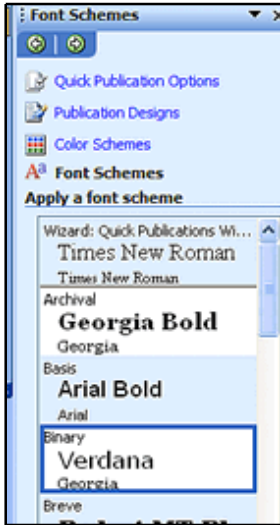
This opens the **Quick Designs** preview gallery, which displays 76 design templates you can use as is, or modify to meet your needs.



**Accessory Bar Quick Publication
at Start**

**Accessory Bar Template with our
text and clip art added**





How to Create Yard Sale Flyer (Accessory Bar Design)

1) In “Heading” box, type “ Yard Sale” then change the type size to 60 pt bold,

Type Address on lines 2 & 3 change type o 40pt type and no bold

2) Click on “Font Schemes” in left box,

3) Type in date and item information (22 pt type) and select Verdana typestyle

4) Resize the Heading box and text box below to make the text visible

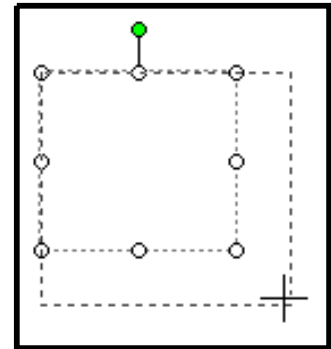
How to Resize text boxes

When you select a text box, white circles, called **handles**, appear along the boundary.

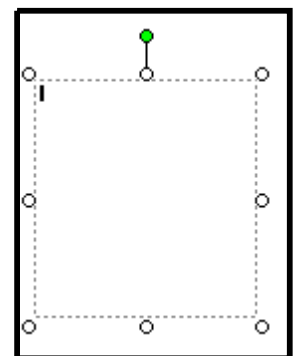
Use handles to resize a text box (or an image) by clicking and dragging the handles until the object has the dimensions you want.

Middle handles on an object resize the height and width of the object, while corner handles let you resize both simultaneously.

To increase both the height and width of a text box, you could click the handle in the bottom right-hand corner and drag outward:



Release the mouse button, and the box is resized:

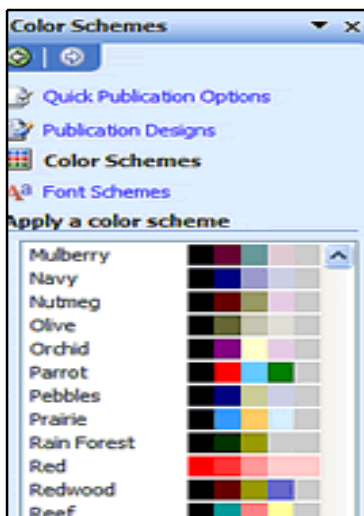
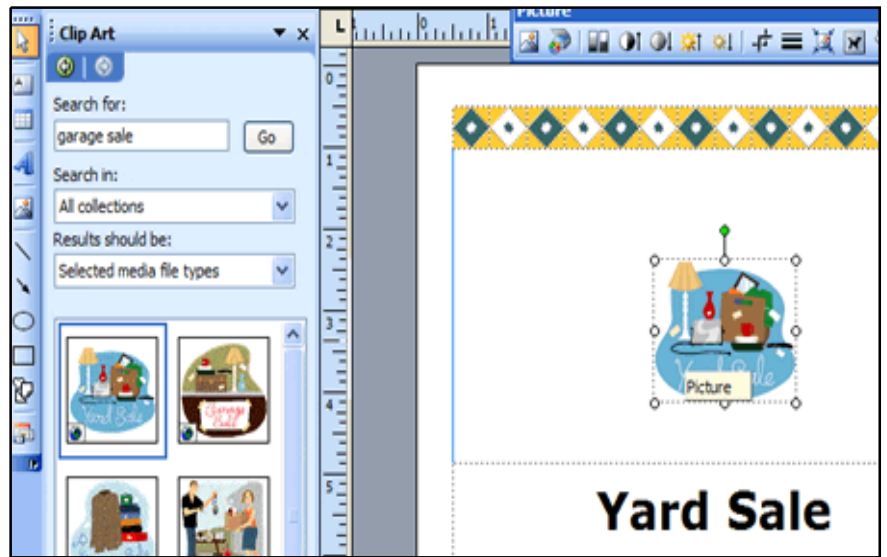


5) Click on photograph and “Cut” to remove image

6) On **Standard Toolbar**, click “Insert” “Picture” “Clip Art”

7) Type “Garage Sale” in search box.

8) Select an image and insert into empty box. To resize, click image corner and drag to size desired.

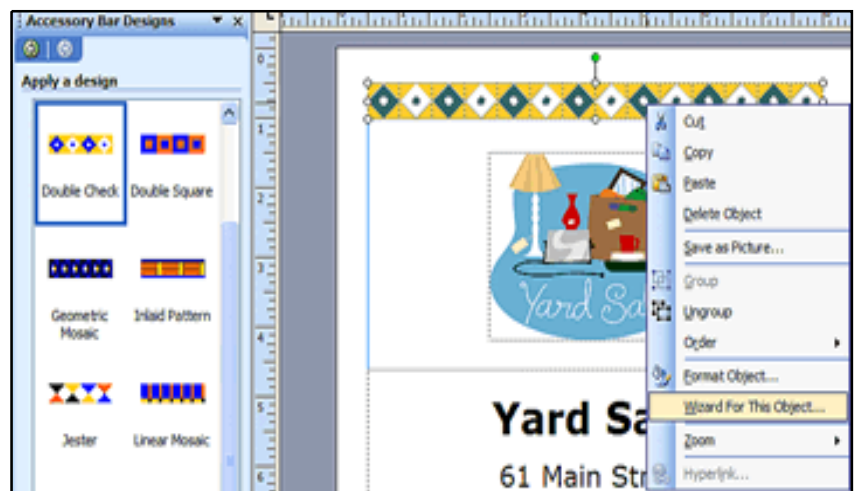


9) Change the color scheme from preset “Trout” colors
Click on **Color Schemes** and highlight color palette called “Parrot”

10) To Change Top Design Bar,

Right click on it and select “Wizard for this Object”

Apply a Design by selecting “Inlaid Pattern” from choices on the left



11) Name and Save your publication

Enter a file name into the **File name** field.

Make sure **Publisher Files (*.pub)** is selected as the file type. Click **Save**.

This design layout is sized to print 8 ½” x 11” i

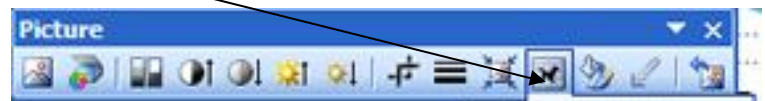
PROJECT 3- Add Tear Off Form to Yard Sale Flyer



Publisher OBJECTS Toolbar, displayed vertically on the left side , provides buttons for inserting objects like text boxes, picture boxes, shapes and Word Art



1) Right Click on image and Select "Edit Wrap Points" from Picture Toolbar



2) Cut image and insert it in middle box with Yard Sale copy

3) Move middle text box up

4) Type text "Call Smith..."

5) Click on Design Gallery Icon on Objects Toolbar and select "Phone tear off"

6) Type in desired name and phone number –NOTE it autofills text entered

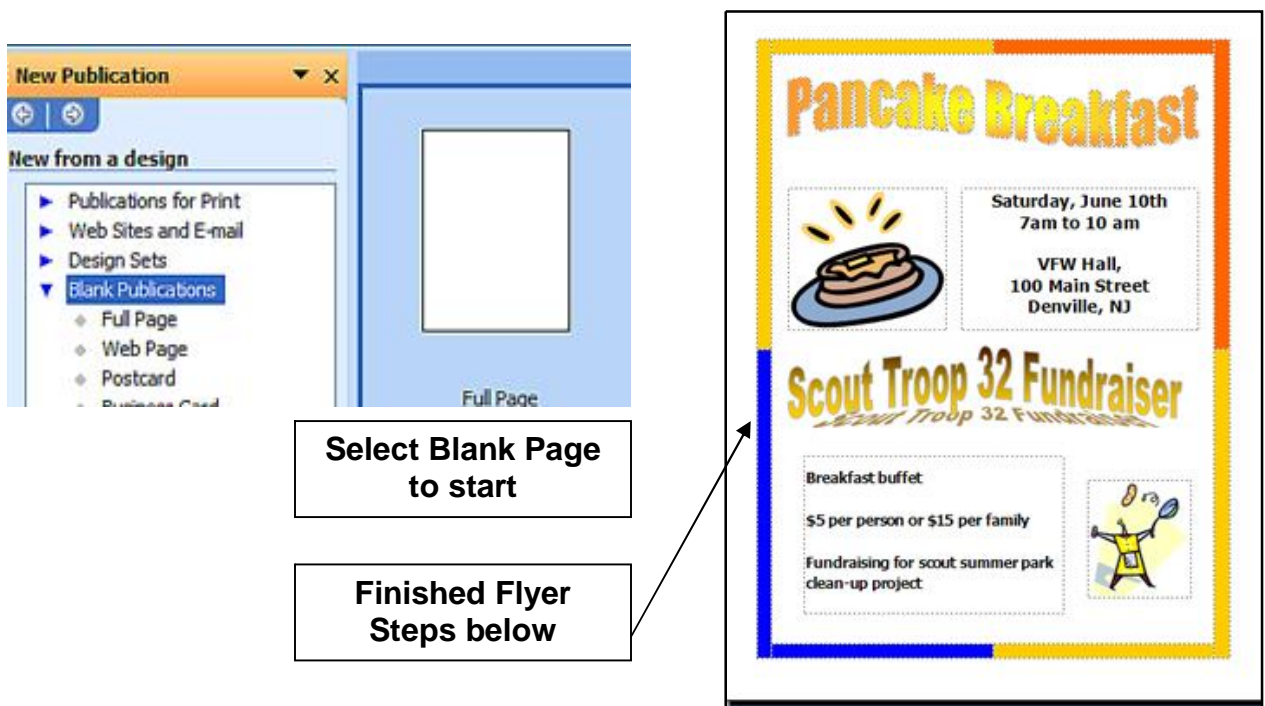
7) Copy phone tear off object and paste adjacent to create full vertical row



8) In Picture Toolbar, click on Lines to add a 1 pt black border on text boxes in middle and boxes around phone tear off form.


9) Proof, name and save your revised document

PROJECT 4–Event Flyer with Word Art using a Blank Publication



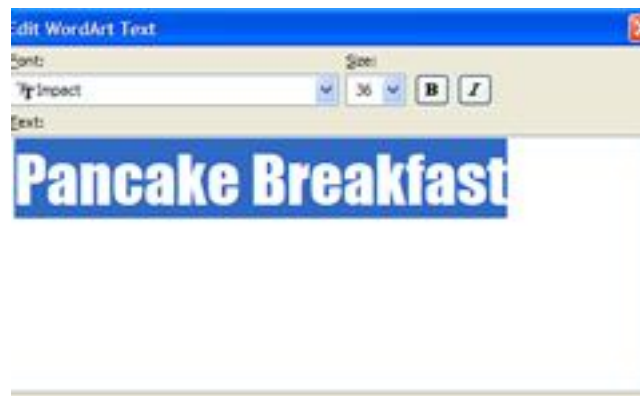
1) Insert WordArt for Headline “Pancake Breakfast”

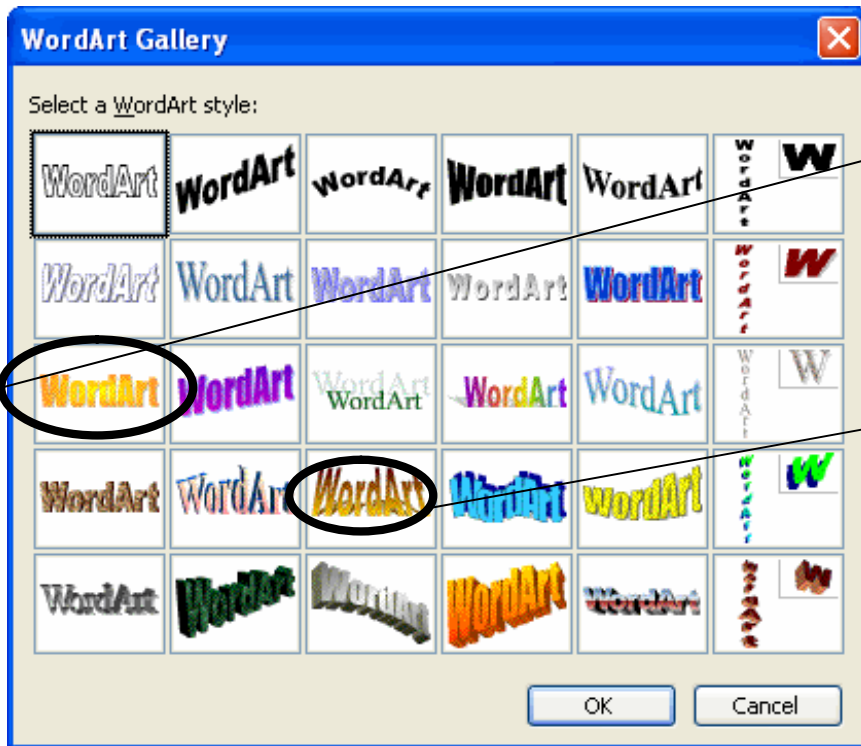
Use WordArt to apply pre-defined effects to text objects:

On the **Objects** toolbar, click the **Insert WordArt**  button.

This opens the **WordArt Gallery**: Select effects you want .Click **OK**. (See pg 8)

2) Type text to be converted to WordArt





Type for "Pancake Breakfast" text

Type for "Scout Troop" text



WordArt Toolbar to edit and change text effects selected

- 3) Right click A in toolbar to revise shape of WordArt Text
- 4) Search in Clip Art for two pancake images
- 5) Select "Borders" design for border of the flyer
- 6) Insert text box for date, time, location information
- 7) Insert text box for cost and fundraising information
- 8) Resize and select typestyle desired (Ari1 12pt used for body text). You're done!

Access this tutorial on the library website

<http://www.rtlibrary.org/computerclasses.html>

Free online tutorials on Publisher 2003 for more examples and practice

<http://office.microsoft.com/en-us/publisher/FX100649121033.aspx>

<http://www.learnthat.com/courses/computer/publisher2003/default.asp>

<http://www.officetutorials.com/publishertutorials.htm>