

# Getting Started with Microsoft<sup>®</sup> Publisher 2007

*This document is a beginner's guide to creating artistic documents such as newsletters, brochures and posters using Microsoft Publisher<sup>®</sup>. It assumes no previous knowledge of desktop publishing.*

## COPYRIGHTS

"The University of Bradford retains copyright for this material, which may not be reproduced without prior written permission".

Microsoft Publisher screen shot(s) reprinted by permission from Microsoft Corporation. Microsoft is a registered trademark and Windows is a trademark of Microsoft Corporation".

Learner Support Services welcomes feedback on its documentation. Please email any comments on the content of this document to:

[suggestions@bradford.ac.uk](mailto:suggestions@bradford.ac.uk)

If you need to view this or any other LSS documents in an alternative format, please see: <http://www.brad.ac.uk/lss/>.

# CONTENTS

Getting Started with Microsoft® Publisher .....	1
Learning Outcomes .....	1
Before You Begin .....	1
Opening Publisher .....	1
Creating a Publication Using a Predesigned Template .....	2
Working on the Publication .....	3
Moving between Pages .....	3
Deleting or Adding Pages.....	3
Text Boxes .....	4
Replacing Existing Placeholder Text .....	4
Deleting a Text Box or other Object.....	4
Creating a New Text Box.....	4
Resizing a Text Box.....	4
Moving a Text Box .....	5
Changing the Appearance of a Text Box .....	5
Linked Text Boxes .....	5
Adding a Continued Notice to a Text Box .....	6
Working with Columns .....	6
Multiple Text Frames .....	6
Single Text Box Divided into Columns.....	6
Graphics.....	7
Inserting a Picture from File.....	7
Inserting Clip Art .....	7
Replacing an Existing Image or Object.....	7
Precise Resizing and Positioning of an Object .....	7
Wrapping Text around an Object .....	8
Grouping Objects.....	8
Creating a Publication from Scratch .....	9
Margins .....	10
Increasing or Decreasing the Working Area.....	10
Working on Different Pages .....	10
Creating the Objects .....	11
Fine Tuning a Publication .....	11
Aligning Objects .....	11
Nudging Objects.....	12
Using the Ruler Guides .....	12
Using the Design Gallery.....	12
Creating a Poster from Scratch .....	13
Setting up the Printer to Print a Poster .....	14
Printing a Publication.....	14
Reprinting Part of a Large Publication.....	14



# Getting Started with Microsoft® Publisher

Microsoft Publisher enables you to quickly create professional looking publications such as newsletters, booklets and posters even if you have no previous experience of desktop publishing. It and comes with a range of pre-designed templates containing images and placeholder text which you then replace with your own or alternatively, you can create your own publication from scratch.

Many of the commands and toolbars in Publisher are similar to other Microsoft Office applications, so new users will find text editing familiar. However, Publisher is much more flexible, in that text, graphics and even tables are all independent elements. It is the precise manoeuvring and positioning of these elements that enable complicated layouts to be achieved in a professional manner.

## LEARNING OUTCOMES

After working through this guide you should be able to:

- Open and modify one of Publisher's many pre-designed templates
- Create text boxes and columns and fine tune the content
- Flow text from one text box to another
- Add pictures and control text wrapping
- Create an A5 booklet from scratch
- Create and print a poster

## BEFORE YOU BEGIN

If you wish to use the services of a professional printer to print your publication, the University and College print service "Inprint+Design" (<http://www.inprintdesign.com>) offers a competitive full colour printing service in sizes up to A0. Please contact them to discuss you needs before creating your publication on 01274-235757.

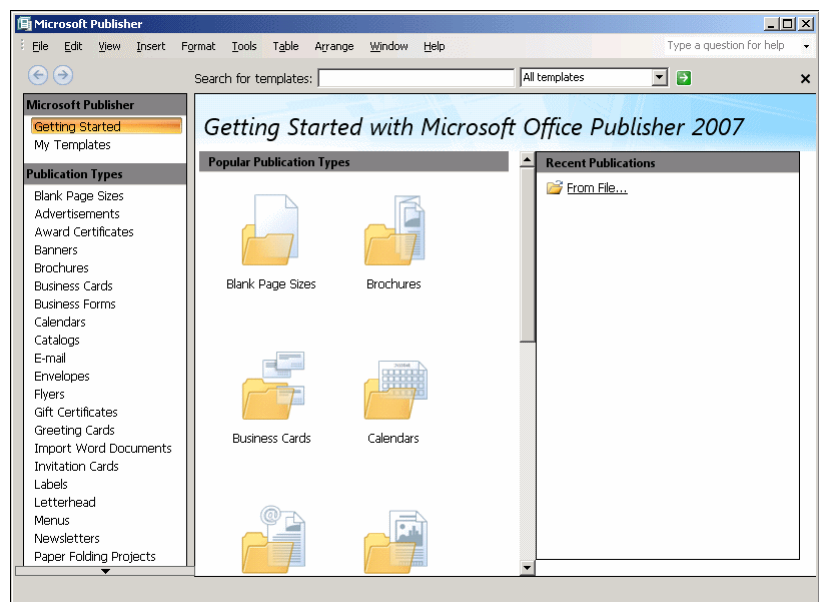
## OPENING PUBLISHER

To open Microsoft Publisher click on the **Start** button and choose **All Programs, Microsoft Office, Microsoft Office Publisher 2007**.

In the opening screen, the left hand pane shows the different categories of Publication Types.

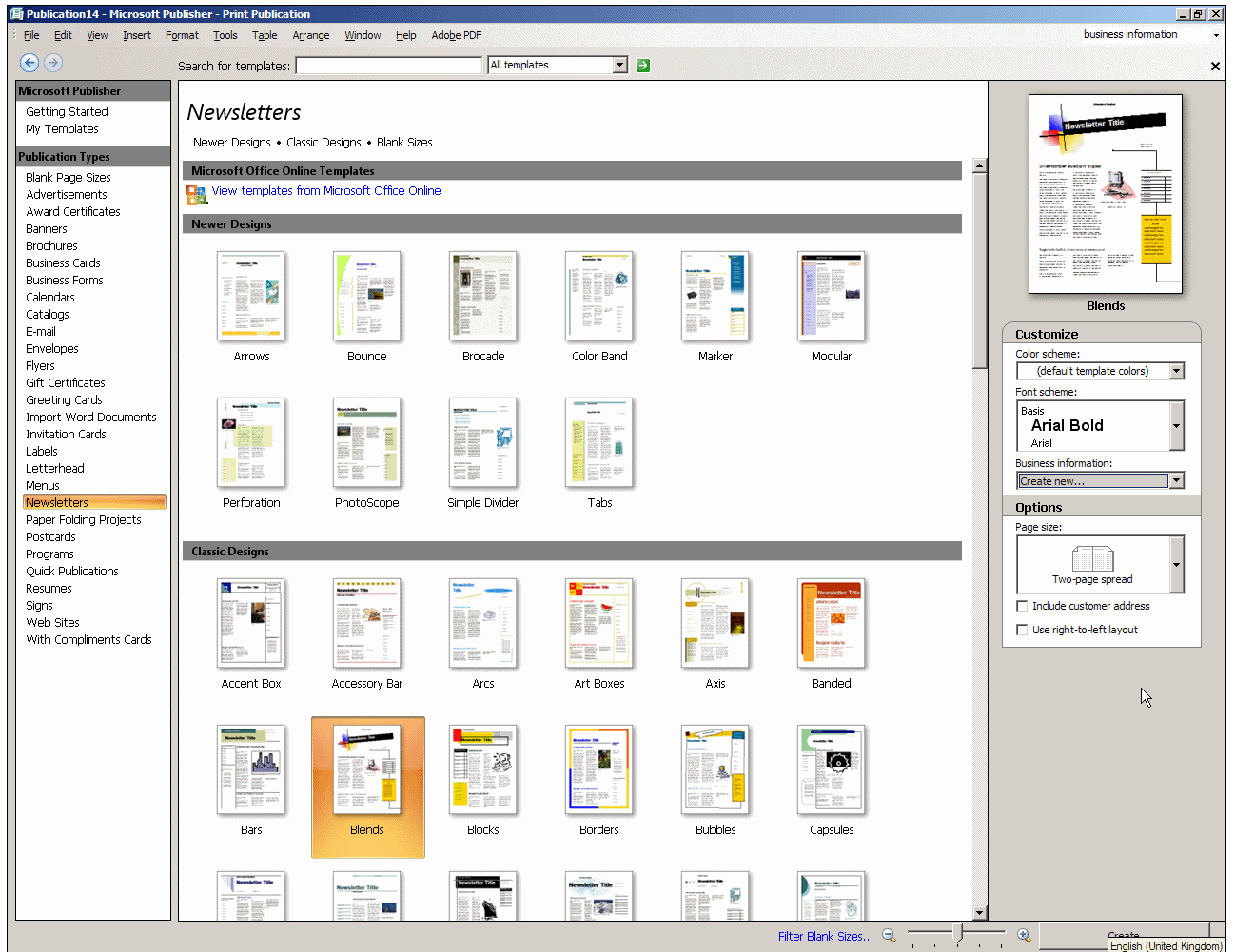
When one of these is selected, the middle pane will display thumbnail images of ready made templates.

The right-hand pane will show any previously used publications.



## CREATING A PUBLICATION USING A PREDESIGNED TEMPLATE

1. In the Publication Types pane select a category—eg to create a bulletin choose the **Newsletters** option.
2. Scroll up and down the thumbnail examples in the central pane and then click an appropriate one.



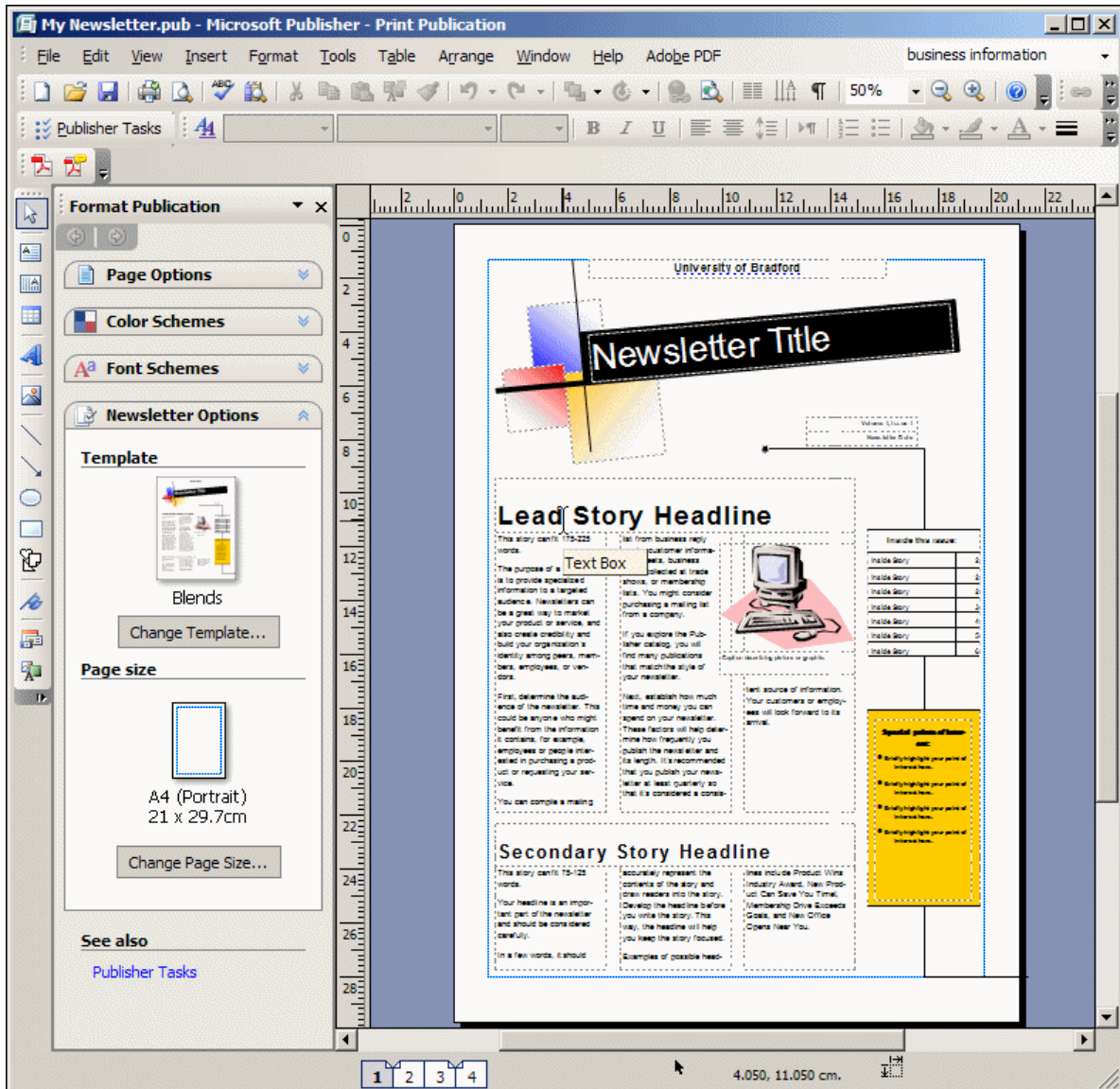
3. Observe the larger preview at the top of the right-hand pane.
4. If you want to change the current colour or font, under **Customize**, click the **Color scheme:** or **Font scheme:** arrows and choose alternatives from the lists.
5. Click on the **Create** button in the bottom right-hand corner to launch the template.

You can now replace the placeholder text and images with your own information.

Note: if at any time you decide you don't like your chosen design, or want to change the colours or font, you can easily change the template while keeping any modified content intact.

**IMPORTANT:** Before you start modifying the design, save the file and remember to save it regularly while working on it.

## WORKING ON THE PUBLICATION

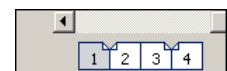


Note the Objects toolbar down the left-hand side of the window. This contains tools to insert text boxes, tables, and graphics, as well as specific drawing tools. (Hover the mouse over each tool to reveal a tool tip.)

Next to the object toolbar is the Task Pane, currently displaying the Format Publication options—from here you can alter the Colour and Font Schemes, load a different template, or change the page size.

### MOVING BETWEEN PAGES

At the bottom of the screen are the Page Sorter icons. Click on these to move to other pages in the document.



### DELETING OR ADDING PAGES

To delete a page, right-click on the relevant Page Sorter icon and select **Delete Page**.

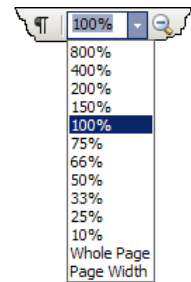
To add pages, right-click a Page sorter icon and select **Insert Page**.

## TEXT BOXES

### Replacing Existing Placeholder Text

1. If necessary, click the arrow in the **Zoom** box on the standard toolbar, and increase the magnification level in order to see the content more clearly.

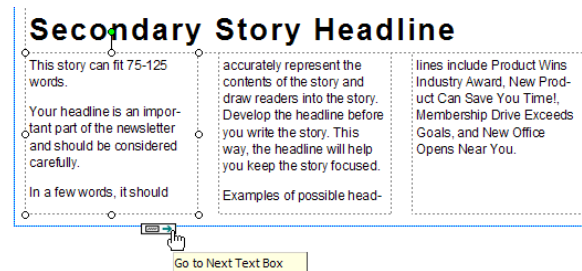
Use the scroll bars to position the document in the window.



2. Click the placeholder text and press the DELETE key.
3. Now click in the empty text box and start typing your text. (Options to change the font, adjust character or paragraph spacing, add bullets or insert a dropped cap are available from the **Format** menu.)

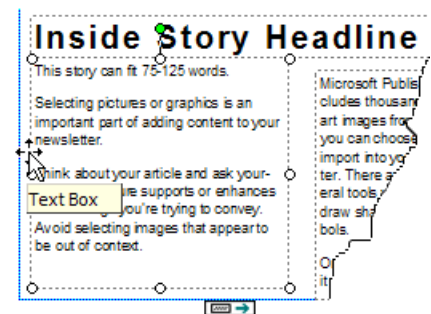
Note: When selected, some text boxes may display a "Go the Next Text Box" button. This tells you that the text boxes have been "connected" and that any overflow text flows into the next connected box.

(See the section on: "Linked Text Boxes" for further information.)





### Deleting a Text Box or other Object

1. Position the mouse on the edge of the item. (A tool tip will reveal the selected item.)
2. Click the item to select it.
3. Right click and choose **Delete Text** or **Delete Object** from the sub-menu.



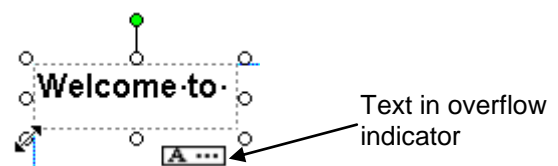
### Creating a New Text Box

1. Click the Text Box tool  on the Objects toolbar.
2. Position the cross-haired  cursor; hold down the left mouse button, and drag to create a rectangle.

### Resizing a Text Box

If the text box is not large enough to take all the text, a "Text in Overflow" indicator is displayed when the box is selected.

1. To rectify this, rest the mouse over one of the text box handles; when a double-headed arrow appears, click and drag to enlarge the box.



Once the text box can accommodate all the text, the Text in Overflow indicator will disappear.

Alternatively, to make a text box smaller, drag the selection handles inwards.

## Moving a Text Box

1. To reposition a text box, click inside to select it, and then move the mouse slowly towards the edge of the frame.
2. When it changes into a four-headed arrow, hold down the left mouse button and drag the whole object to the desired position. (See also: Aligning Objects.)



## Changing the Appearance of a Text Box

For added impact, you can apply colourful borders and/or a background, rotate the text, or change the text box margins. First select the Text Box, and from the **Format** menu, select **Text Box**.

To add a border	Select the <b>Colors and Line</b> tab. In the <b>Line</b> section, click the <b>Color:</b> arrow and choose from the list, or click <b>More Colors</b> to view the complete range.  Select options under <b>Dashed:</b> <b>Style:</b> and <b>Weight:</b> and then observe the result in the <b>Preview</b> box.
To add a background	Select the <b>Colours and Line</b> tab. In the <b>Fill</b> section, click the <b>Color:</b> arrow and choose from the list, or click <b>More Colors</b> to view the complete range.
To rotate text inside a text box	Select the <b>Text Box</b> tab. In the <b>Text Autofitting</b> section, select <b>Rotate text within AutoShape by 90°</b> .  Alternatively, hold down the mouse on the green selection handle and drag to rotate the complete object.
To adjust the text box margins	Select the <b>Text Box</b> tab. In the Text Box Margins section, type in new values in the Top, Bottom, Right and Left boxes.

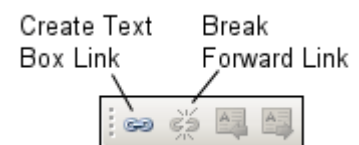
## Linked Text Boxes

When a text box contains more text than it can display, the Text in Overflow indicator appears at the bottom of the box.

Instead of increasing the text box size, hidden text can be forced to continue in another part of the publication, eg in the next column or on the next page. This is done by creating another text box, and then "connecting" the two.

1. Create another text box at the desired position, and then click in the text box which holds the first part of the text.
2. On the Connect Text Boxes toolbar, click on the **Create Text Box Link** button.

(If this is not displayed, click on **View, Toolbars, Connect Text Boxes**.)



The cursor will now change to a pitcher shape when moved over the empty text box. (If the new text frame is on another page, first click the relevant Page Sorter icon at the foot of the page.)

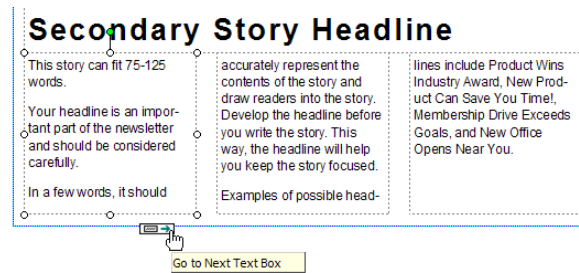


3. Click in the new text frame to fill with the overflowed text.

When you select a text box which is linked to another, it will display a Go to Next Text Box indicator at the bottom right-hand corner.

4. To move to the next connected box, click on the arrow.

Similarly, the upper left-hand corner will display a "Go to Previous Text Box" indicator to enable you to move to the previous connected text box.



## Adding a Continued Notice to a Text Box

You can add a "continued on" or "continued from" notice to help guide the reader through text boxes on different pages.

1. Select the text box, then click on the Format menu and select **Text Box**.
2. Select the **Text Box** tab and then click on the **Include "Continued on page..."** or **Include "Continued from page..."** options as appropriate.
3. Click on **OK**.

## WORKING WITH COLUMNS

In order to work with columns, you can either create text frames to fit columns defined by layout guides, or set up multiple columns in a single text frame.

## Multiple Text Frames

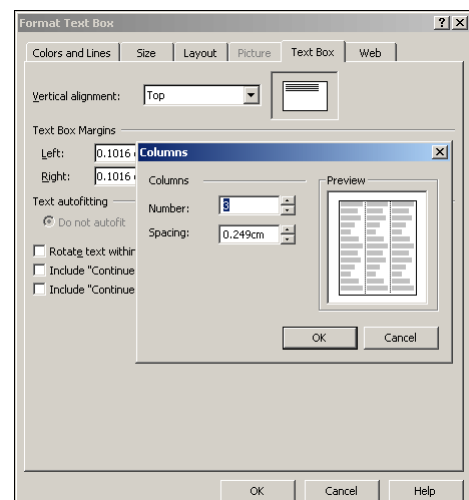
1. To add layout guides click on **Arrange, Layout Guides, Grid Guides**. Under **Column Guides**, select the desired number of columns.
2. Now create text boxes to fit the columns.

Note: In these columns, text does not automatically flow from one column to the next unless you "link" the text boxes. See the section: "Linked Text Boxes" for instructions on how to set this up.

## Single Text Box Divided into Columns

To divide a text box into columns, first select the text box, then click the **Format** menu and select **Text Box**.

1. Select the **Text Box** tab and then click on the **Columns** button.
2. Enter the number of columns and if necessary adjust the spacing measurements.
3. Click on **OK** to return to the publication.



## GRAPHICS

### Inserting a Picture from File

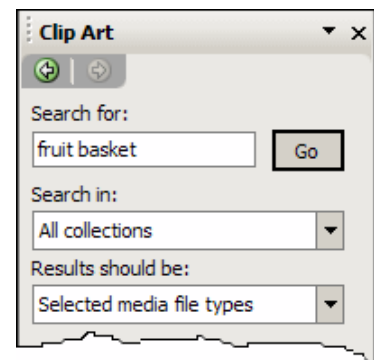
You can use this method to insert a graphic previously saved in a file.

1. On the Objects toolbar, click on the **Picture Frame** tool. 
2. From the sub-menu, choose **Picture from File**.
3. In your publication, drag the mouse to create a frame to hold the picture. When the mouse is released, the Insert Picture dialog box will be displayed.
4. Navigate to the correct folder, select the file and then click on **Insert**.

### Inserting Clip Art

1. On the Objects toolbar, click on the Picture Frame tool. 

2. From the sub-menu select **Clip Art**. This will open the Clip Art task pane.
3. In the **Search for:** box, enter a word that describes the required picture. (To restrict your search to specific collections, or to state what the results should be, click the arrows in the Search in: section and select or de-select the options as appropriate.)
4. Click on **Go**.



5. When the results of the search are fully displayed, clip on the desired picture to insert it in your publication.

### Replacing an Existing Image or Object

1. If you simply want to replace a placeholder picture with one of your own, right-click the picture and choose the **Change Picture** command.

Note: if the picture has been grouped with another object, eg a caption, you may need to "ungroup" it first. (See the section on "Grouping Objects".)

2. If you have a saved image file, select **From File** and navigate to the directory to select it.

Alternatively, you can select the **Clip Art** option and search for a relevant picture in the **Clip Art Task** pane.

### Precise Resizing and Positioning of an Object

1. To change the exact size and position of an object, right-click on it and then choose the **Format . . .** option from the sub-menu.
2. Choose the **Size** tab and enter exact dimensions to resize, scale or rotate the object. (If you select the **Lock aspect ration** box, this will keep the Height and Width settings in the same proportion.)
3. Choose the **Layout** tab to position the object precisely on the page, by entering specific measurements in the Horizontal and Vertical boxes. (Click on the **From:** box arrows to select the part of the page from which the Horizontal and Vertical settings are calculated.)

## Wrapping Text around an Object

When a picture is placed on top of text, the text can be made to wrap around the contours rather than the frame of the picture as shown in the example opposite.

1. Click on the image to select it—this displays the picture toolbar.
2. Click on the **Text Wrapping** button and choose one of the following options:

**Square:** this wraps the text around the image's frame.

**Tight:** will wrap the text around the actual image.

**Top and Bottom:** the text appears at the top and bottom of the image only.

**Through:** this wraps the text around the perimeter and inside any open areas.

**None:** the picture is completely ignored by the text.


3. Notice the Edit Wrap Points button at the foot of the text wrapping options. This places small black handles along the picture outline.

When the mouse is positioned on a handle, you can then drag the boundary inwards or outwards to control the text wrapping even more.

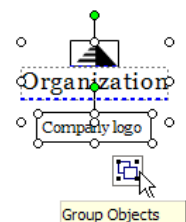
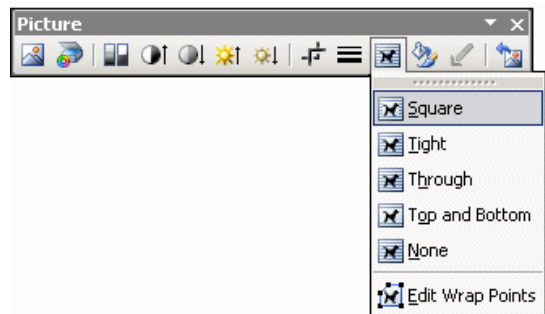
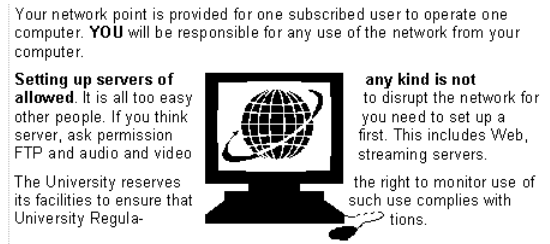
Note: To add more handles to the boundary, hold down the CTRL key while clicking on the outline. To delete handles, hold down SHIFT+CTRL and click an existing handle.

## Grouping Objects

Objects which need to be kept together can be "grouped" so they become one unit.

1. Hold down the SHIFT key and select each item to be included in the group.
2. Click on the **Group Objects** icon  in the lower right-hand corner of the selection.

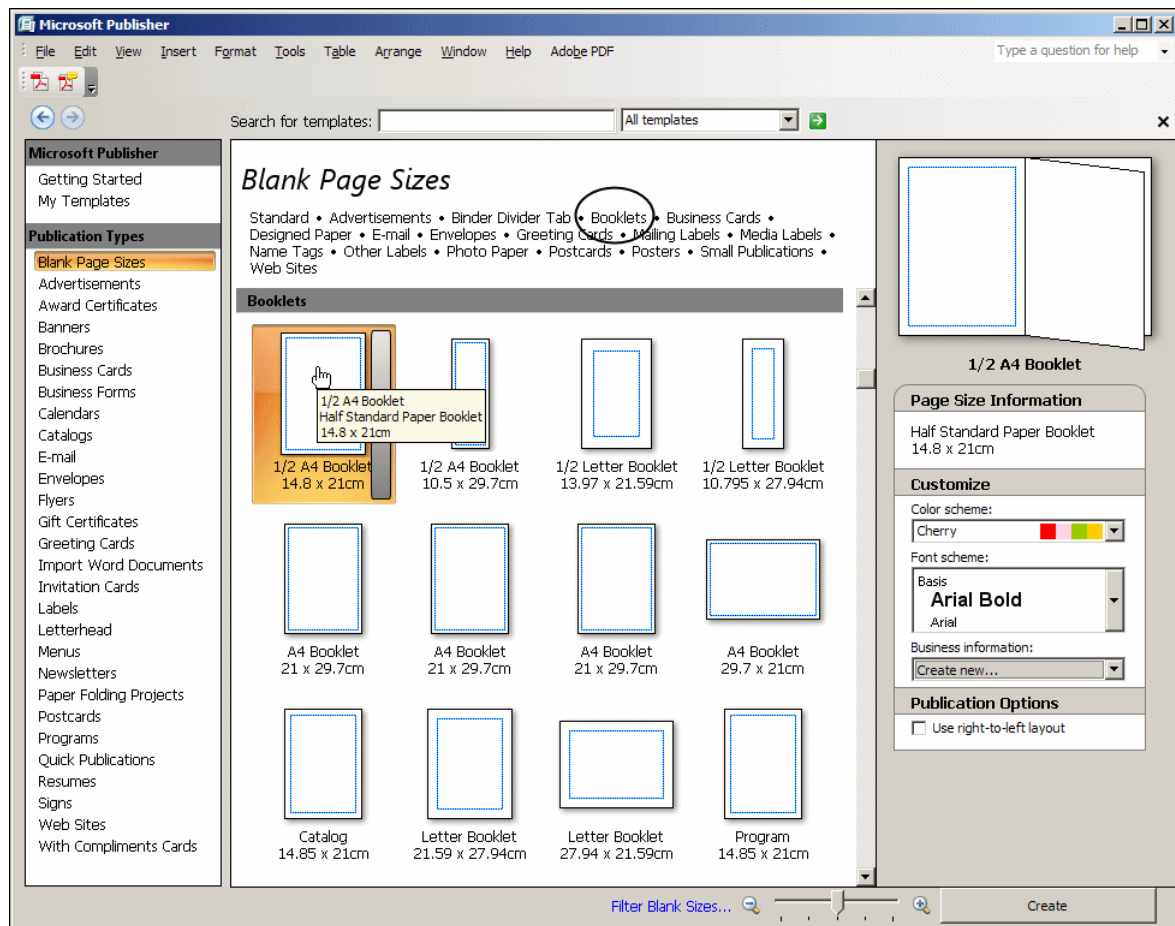
To remove a "group" click in the group so it is selected, click **Ungroup Objects** icon and then click outside the selection.



## CREATING A PUBLICATION FROM SCRATCH

Instead of using one of Publisher's pre-designed templates, you can start with a blank publication and design the layout as you please. The following instructions describe how to set up an A5 double-sided booklet.

1. In the Publication Types pane, select **Blank Page Sizes**.
2. Under Blank Page Sizes, select the **Booklets** option, and then click on:  
**½ A4 Booklet 14.8 x 21cm.**

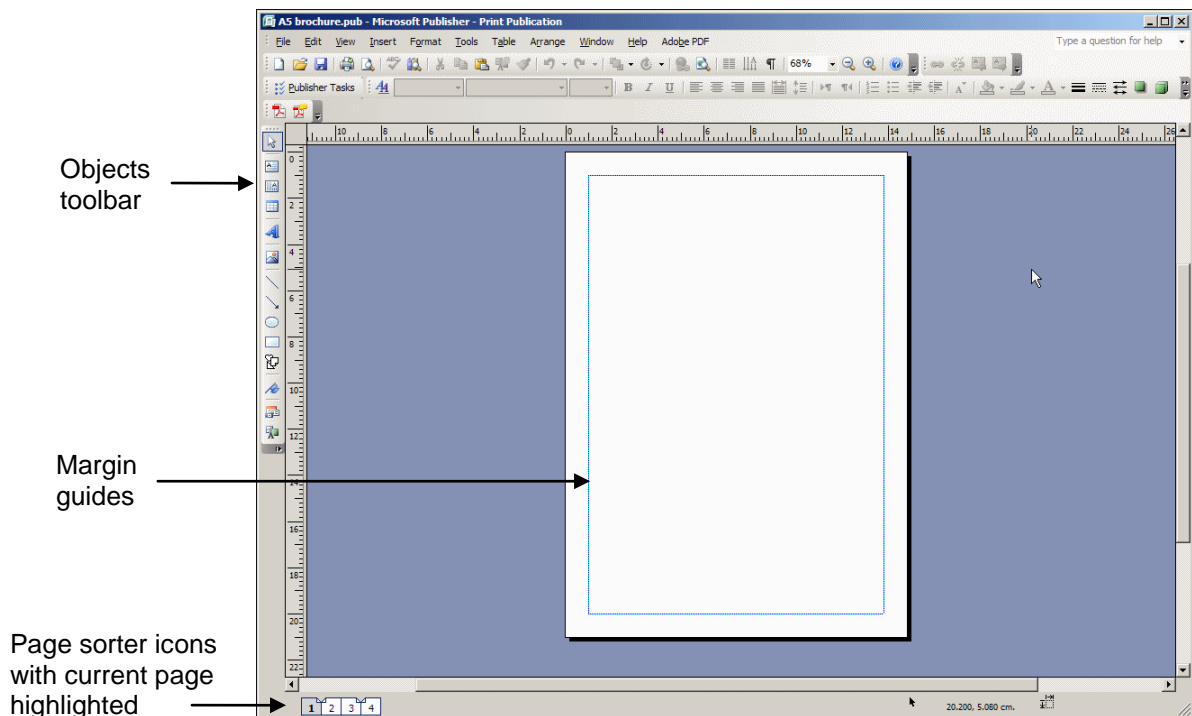


3. Observe the preview at the top of the right-hand pane, and then click on **Create**.
4. When asked if you want to automatically insert pages, answer **Yes**.

### Important Note

Working with Publisher can be very absorbing, but you should remember to give yourself regular short breaks in order to avoid eyestrain and upper limb disorders. Get into the habit of saving your work frequently and while this is happening, stand up, stretch and focus the eyes on distant objects.

As the Format Publication task pane is not required at the moment, click on its **Close** button.



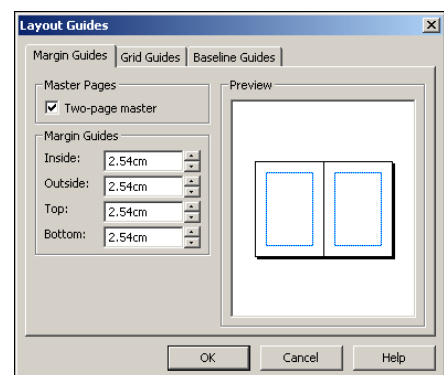
## MARGINS

Observe the "non-printable" blue margin guides; these appear on every page and determine the working area. The content of the publication is placed within these guides to ensure a consistent layout. If required, the guides can be changed, and additional ones displayed to form a grid.

Note: Before beginning a publication it may help to sketch a rough copy of the layout on paper - this will help you to plan where to place the layout guides.

## INCREASING OR DECREASING THE WORKING AREA

1. Click on **Arrange** on the menu bar, and then choose **Layout Guides**.
2. On the **Margin Guides** tab, enter new measurements.
3. If the publication is going to contain columns, click on the **Grid Guides** tab and add the appropriate number of columns under **Column Guides**.
4. Click on **OK**.



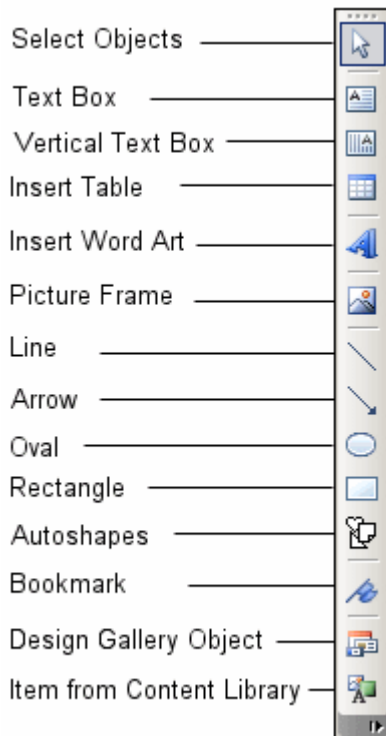
Remember, these guides do not print - they are for layout purposes only.

## WORKING ON DIFFERENT PAGES

To move between pages in the publication, click the relevant page number on the page sorter icons. To insert an extra page at any time, click on the **Insert** menu and choose **Page**. Enter the number of pages and specify where they should be positioned. To delete a page, right-click the relevant page sorter icon and choose **Delete** page.

## CREATING THE OBJECTS

Everything in a Publisher document is an individual element, whether it is a block of text, a graphic, or a table. These elements are inserted into a publication using the Objects toolbar at the left-hand side of the screen.



Click the relevant button on the toolbar, position the cursor in the document, and with the left-mouse button held down, drag diagonally to create the object.

When the mouse is released, the object will then be inserted, surrounded by re-sizing handles.

Some objects present you with further options, eg the Table object will display a "Create Table" dialog box, asking you to specify the number of columns and rows.

*For more specific information on inserting and manipulating text boxes and graphics, see the earlier sections: "Text Boxes" and "Graphics".*

## FINE TUNING A PUBLICATION

### ALIGNING OBJECTS

While the move option is useful for repositioning items, the aligning technique arranges objects in line with each other, or with the margins.

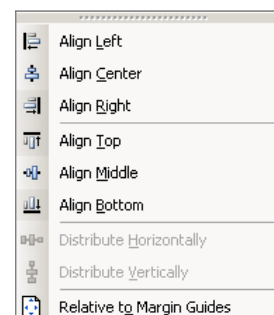
1. Click the first object, and then hold down the SHIFT key while clicking the second one.

Both objects now become interconnected.



2. On the menu bar, click on **Arrange**, followed by **Align or Distribute**.
3. To centre the selected objects horizontally with each other, click on **Align Center**.

Note: You can also align selected objects relative to the margin by first clicking on **Relative to Margin Guides**, and then choosing another option from the menu.



## NUDGING OBJECTS

To move an object into an exact position (ie one pixel at a time), click the edge of the object to select it, and then press the keyboard arrow keys.

## USING THE RULER GUIDES

In addition to the margin guides, movable horizontal and vertical ruler guides can be displayed to help align objects against each other. Ruler guides are displayed in green, do not print and can be dragged across a page into any position.

1. In order to use the guides, the vertical and horizontal rulers must be displayed. If these are not, click on **View** and then on **Rulers**.

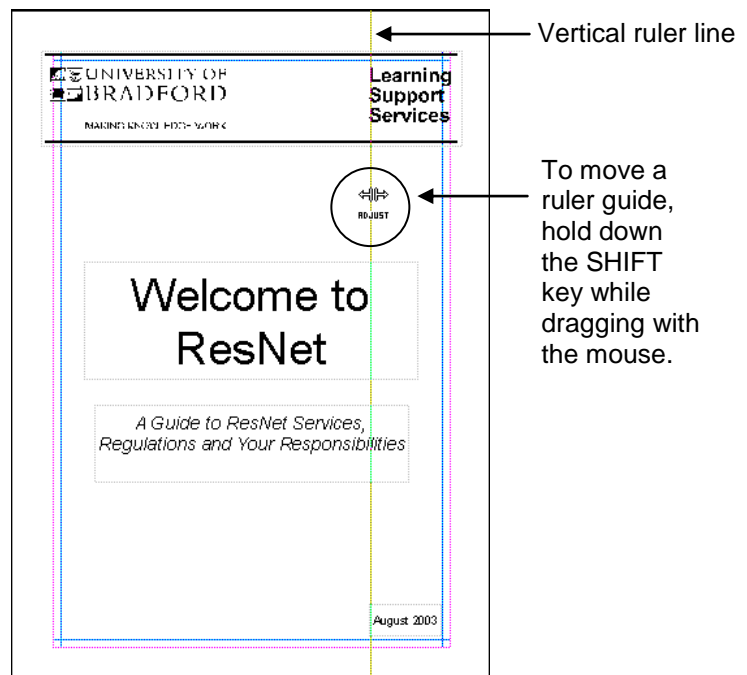
2. To create a vertical guide, position the mouse pointer over the vertical ruler and wait until it changes into a double arrow.



3. Hold down the left mouse button and drag into the publication.

4. To remove a ruler guide, right click on it and select **Delete Guide** from the pop-up menu.

(To remove all ruler guides, click on **Arrange, Ruler Guides** and then select **Clear All Ruler Guides**.)



## USING THE DESIGN GALLERY

Publisher has a number of ready designed objects that you can add to your publication.

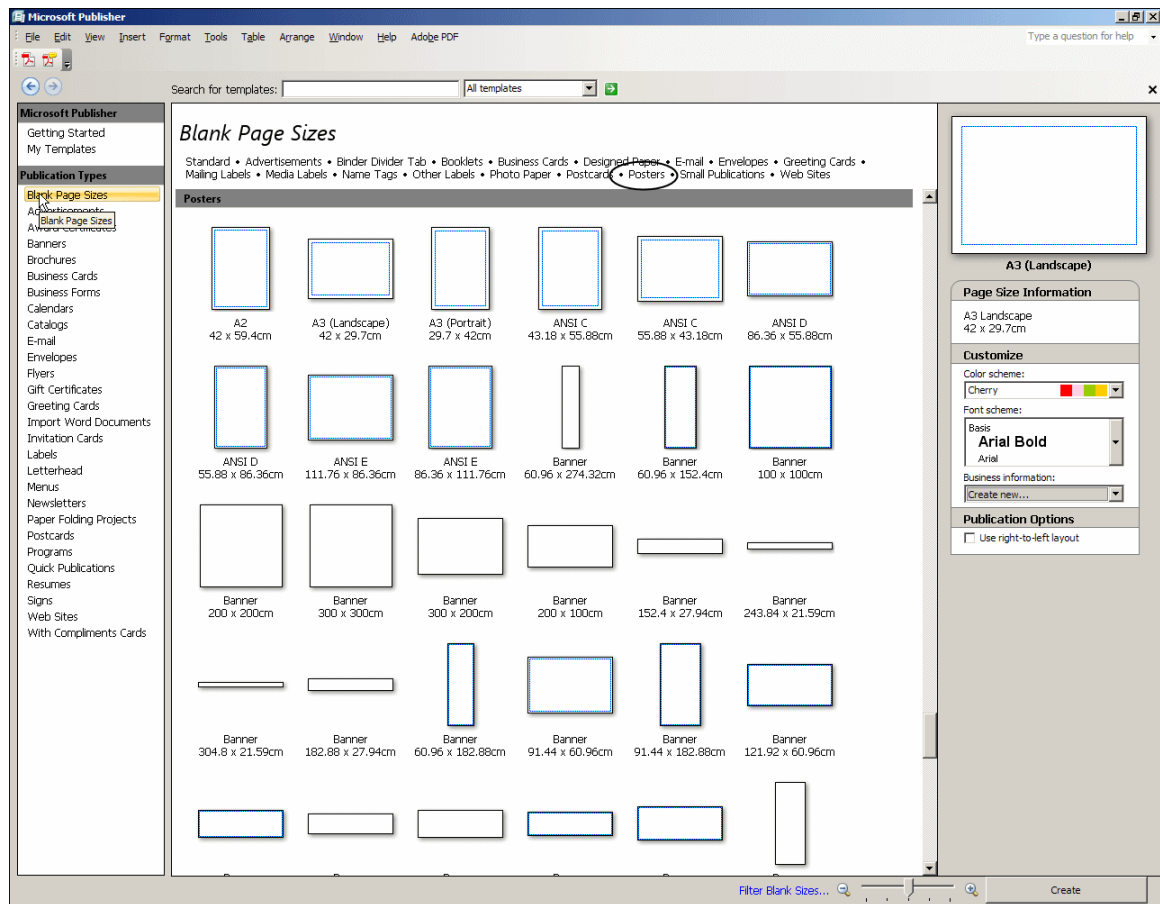
1. Click on the **Design Gallery Object**  on the toolbar.
2. Scroll through the list of designs, click an appropriate one, and then click on **Insert Object** to transfer it into your publication.

## CREATING A POSTER FROM SCRATCH

The IT Services central printer can print on the following paper:

- A4 (297 mm x 210 mm) (11.69" x 8.27")
- A3 (420 mm x 297 mm) (16.54" x 11.69")

If a publication is larger than these sizes, Publisher will "tile print" the document, ie it will be printed on multiple sheets of paper. The edges of the sheets can then be trimmed and the publication taped together.



1. In the Publication Types pane, click on **Blank Page Sizes**.
2. Under Blank Page Sizes, click on **Posters**.
3. Click on a suitable size or scroll down the list and choose **Create Custom Page Size** to set up your own measurements.
4. Observe the preview in the top right-hand corner and then click **Create**.

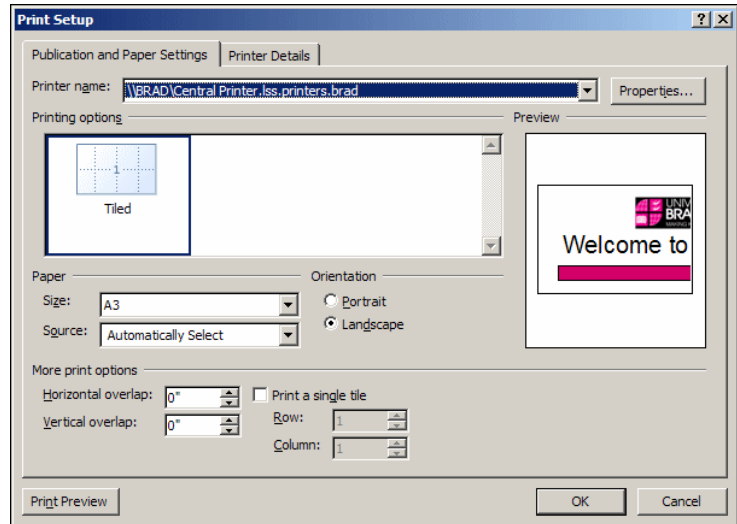
A blank sheet of paper with your specified dimensions will be displayed in the window. If at any time you decide to change the paper size, in the **Format Publication Task** pane, click on **Change Paper Size**.

5. You can now add text and images to the poster using the buttons on the toolbar to create the objects. Remember to save the file regularly!

*For more specific information on inserting and manipulating text boxes and graphics, see the earlier sections: "Text Boxes" and "Graphics".*

## SETTING UP THE PRINTER TO PRINT A POSTER

1. Click on **File**, **Print Setup**.
2. In the Print Setup box, ensure you select the correct:  
**Printer**,  
**Paper Size**, and  
**Orientation**.
3. Now click on the **Print Preview** button in the lower-left corner.



4. Observe the example in the Preview window to see how many pages the poster will print on, and if necessary, change the **Orientation** and/or Paper size to reduce the number of pages required.
5. Click on **OK**.

## PRINTING A PUBLICATION

The following instructions explain how to print to the Computer Centre's central printer. Before printing your publication always preview it. This is particularly important when printing documents such as banners and posters, which require multiple sheets, as it gives a true representation of how the document will be printed.

1. Click on the **File** menu and select **Print**.
2. Under Printer Name, select **Central\_Printer**.

Note: if you are printing an A5 booklet, under **2-sided printing options**, select: **Two-sided, flip short side**.

3. Click the **Print Preview** button in the lower-left corner for a final check.
4. If necessary, make any changes, and then click on **Print**.

## REPRINTING PART OF A LARGE PUBLICATION

In a publication made up of numerous sheets of paper, eg a poster, you can print a specific part rather than printing the whole document again.

1. In the Print dialog box, click on **Print Preview** and determine the row and column location of the "tile" you want to reprint.
2. Under **More print options** in the Print dialog box, click on **Print a Single Tile**, and then enter the correct **Row:** and **Column:** number.
3. Now click on **Print** to print the specified tile.