

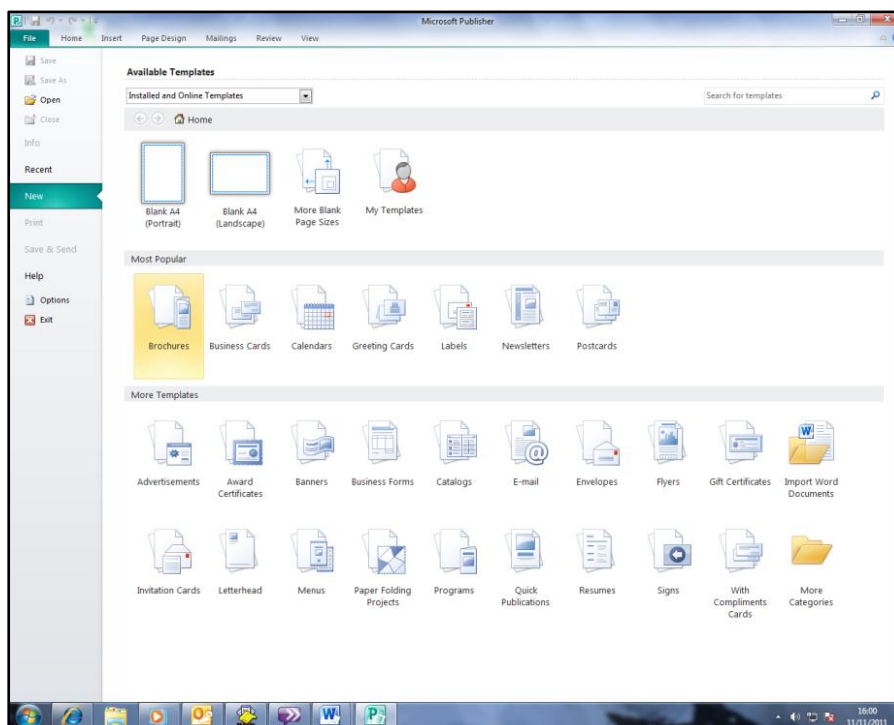
Creating a Simple Leaflet using Microsoft® Publisher 2010

This document is a brief guide to creating a simple professional looking leaflet. Microsoft Publisher comes with a range of pre-designed templates containing images and placeholder text which you then replace with your own.

Note: This document assumes no previous experience of desktop publishing. As such, some of the more advanced features of Microsoft Publisher fall outside its scope.

CREATING A BROCHURE USING PREDESIGNED TEMPLATE

1. Open Microsoft Publisher by clicking on **Start, All Programs, Microsoft Office, Microsoft Publisher 2010**.



The opening screen shows the different categories of Publication Types.

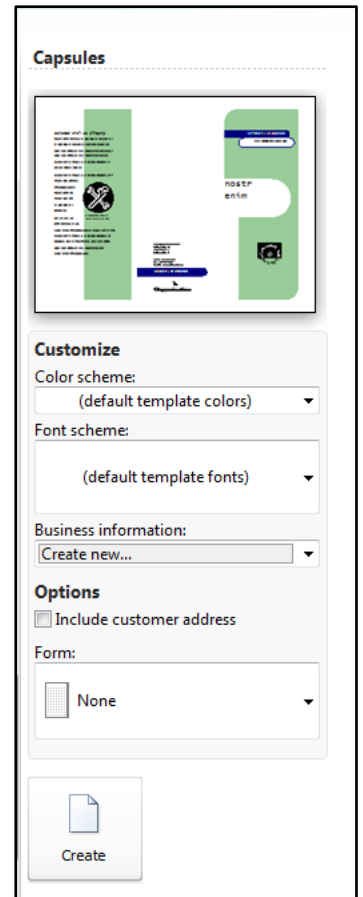
2. Select **Brochures**.

- Click once to select a template from those available on screen.
Observe the pane on the right of the screen which previews your chosen template.
- Select an appropriate colour scheme from the **Color scheme**: drop down list.
- Select a font from the **Font scheme**: drop down list.
- From the **Form**: drop down list select any forms you wish to include if appropriate.

Note: Observe how the preview changes with each selection made.

- When satisfied with all the options selected, click on **Create**.

Note: Before starting to modify the design and its content, save the file and remember to save it frequently while working on it.



WORKING ON THE PUBLICATION

Moving Between Pages

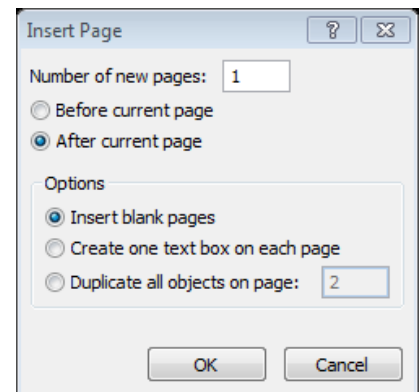
The Page Navigation pane on the left of the window contains a thumbnail of each page of the publication and allows easy movement between pages.

Adding and Deleting Pages

To add a page:

- In the Page Navigation Pane right click on the page you want to insert a page before or after.
- From the pop up menu select **Insert Page...**
- From the Insert Page box that appears select the appropriate options.
- Click on **OK**. The newly inserted page will appear in the Page Navigation pane.

Note: Pages can also be inserted by using the **Page** button on the **Insert** tab.



To delete a page:

- In the Page Navigation pane right click on the page to be deleted.
- From the pop up menu select **Delete**.

Change Page Order

1. In the Page Navigation pane, click and hold the left mouse button on the page to be moved.
2. Drag the page to its new position and release the left mouse button.

TEXT BOXES

As with all elements within Publisher text boxes can be manipulated individually. Any one text box can be rotated, contain columns or have different font effects applied to it, without this being duplicated in any other text box.

Replacing Existing Text

Publisher templates often contain several text boxes which already contain random text. This is to illustrate what a finished publication may look like and should be removed and replaced with your own text.

1. Highlight the text within the text box to be deleted.
2. Press the **Delete** key.
3. New text can now be pasted into the empty text box from another source or typed in directly.


Note: Notice that when you click in the text box two new tabs appear, Drawing Tools Format and Text Box Tools Format. These tabs bring together useful tools which can be found scattered across the other tabs.



Deleting a Text Box

1. Right click inside the text box to be deleted.
2. From the pop up menu select **Delete Object**.

Creating a New Text Box

1. From the Insert tab click on the **Draw Text Box** button.
2. Position the cross-haired  cursor where the text box is to go; 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, the text box handles appear red when the box is selected.

1. 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 box handles become white.

Alternatively, to make a text box smaller, drag the handle 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 the cursor changes into a four-headed arrow, hold down the left mouse button and drag the whole object to the desired position.

Linking Text Boxes

When a text box contains more text than it can display, the text box handles become red.

As alternative to increasing the text box size, the text can be continued in another part of the publication e.g. in another text box 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.
2. Click in the text box which holds the first part of the text.
3. On the Text Box Tools Format tab, click on the **Create Link** button.



The cursor will now change to a pitcher shape when moved over the empty text box.

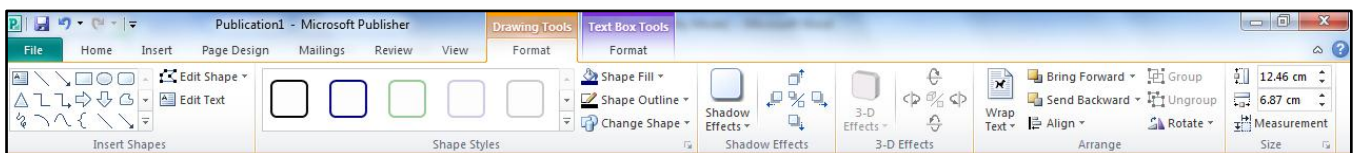


4. Click in the empty text box to fill it with the overflowed text.

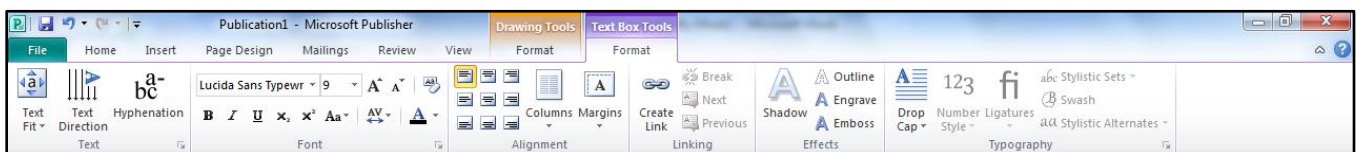
Changing the Appearance of a Text Box

Publisher offers many options for changing the way a text box appears. To explore these options click in the text box to be changed and select either the Drawing Tools Format tab or the Text Box Tools Format tab.

The Drawing Tools Format tab contains options such as changing the colour of the text box, adding a border with designs that range from very simple to very ornate and adding shadow effects.



The Text Box Tools Format tab contains options such as changing the direction of the text, text colour, font and adding columns.



GRAPHICS AND OTHER DESIGN ELEMENTS

Inserting a graphic

Inserting a Picture from File

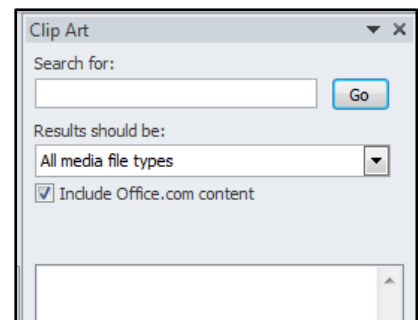
Use this method to insert a graphic previously saved in a file.

1. On the Insert tab, click on **Picture Holder**.
2. Left click on the icon in the centre of the picture holder.
3. Navigate to the correct folder, select the file and then click on **Insert**.

Inserting Clip Art

1. On the Insert tab, click on the **Clip Art** button. This will open the Clip Art task pane.
2. In the **Search for:** box, enter a word that describes the required picture.

Note: To restrict your search to specific collections, click the arrow in the Results should be: section and select or de-select the options as appropriate.



3. Click on **Go**.
4. When the results of the search are fully displayed, click on the desired picture to insert it in your publication.

Replacing an Existing Image or Object

1. To replace a picture with another one from a file, right click the picture and choose the **Change Picture** command from the pop up menu.

Note: If the picture has been grouped with another object, e.g. a caption, you may need to "ungroup" it first. See the section on **Grouping Objects**.

2. Navigate to the correct folder, select the file and then click on **Insert**.

Alternatively to replace an image with Clip art, select the image to be replaced and then click on a new image from the Clip Art pane.

Resizing and Positioning of an Object

Any object can be moved using the drag and drop method. Items can be resized by using the objects handles around the frame and can be rotated freely using the green handle at the top of the frame.

However for more precise resizing and positioning options:

1. Right click on the object and select **Format . . .** 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 ratio** 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.)

Alternatively items can be nudged into position one pixel at a time by clicking on the edge of the object to select it, and using the keyboard arrow keys.

Wrapping Text around an Picture

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.

1. Right click on the image. This will display the picture toolbar.
2. Click on the **Text Wrapping** button and choose one of the following options:

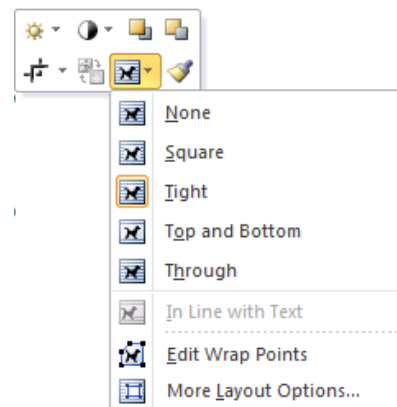
None: the picture is completely ignored by the text.

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.




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.

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 Drawing Tools Format tab and click on the **Group** icon  in the Arrange section.

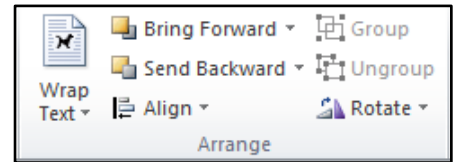
To remove a "group" click in the group so it is selected, click **Ungroup** icon and then click outside the selection.

Changing the Order

If you are creating a leaflet with many design elements you may find that an element that should be in the background is hiding a text box that should be visible.

To correct this, the order of the elements needs to be changed.

1. Click on the element that needs to be moved to select it.
2. On the Drawing Tools Format tab in the Arrange section notice the two buttons Bring Forwards and Send Backwards.



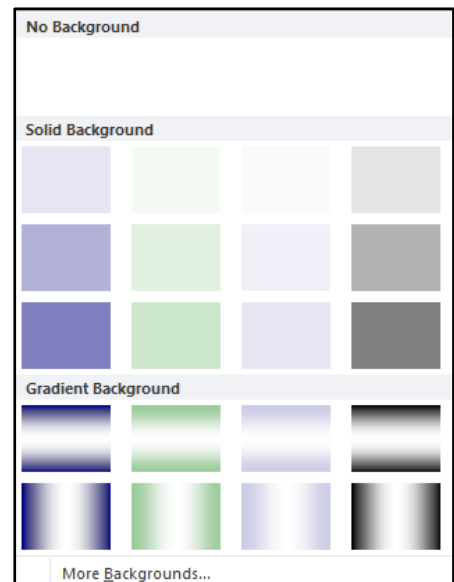
Each of these buttons has a drop down list which, depending on how many elements you have sat on top of one another, allows you to reorder them precisely.

Backgrounds

A background can be added to the leaflet; however it should be noted that although the colour fills the screen, when printing there will be a white margin around the edge, which is outside the printable area.

1. From the Page Design tab, click on the **Backgrounds** button.
2. The backgrounds drop down menu displays basic backgrounds based on the colour scheme used to create the leaflet.

Note: Be aware that using backgrounds with a gradient or other pattern may be less accessible and cause problems for some reader with visual or cognitive impairments.



3. Select an appropriate background or click on **More Backgrounds...** for more texture and colour options.

Colour Schemes

Sometimes a colour scheme that was selected at the time of beginning to create the leaflet no longer works well with the design and content. The colour scheme applied to the leaflet can be changed at any time.

1. From the Page Design tab, notice in the Schemes section some of the available alternative colour schemes.
2. Click on the **More** arrow key next to the colour schemes to see the entire gallery of available colour schemes.
3. Roll over any of the colour schemes to see it previewed on your leaflet.

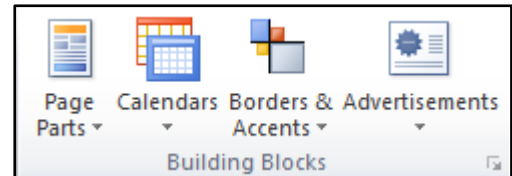


4. Click on a colour scheme to apply it. Alternatively click on the **Create New Color Scheme...** to create one from scratch.

Additional design elements

In-built in to Publisher are many other design elements which can be added. These can found on the Insert tab, in the Building Blocks section. These elements include:

- **Page parts** - Tables of contents, Reply forms and more...
- **Calendars** – Displaying either a single day or one month.
- **Borders and Accents** - to add impact and decoration.
- **Advertisements** – Coupons, Buy now button and more...



ADDITIONAL INFORMATION

Microsoft Publisher contains templates for creating many types of publications such as newsletters, posters, banners, flyers and letterheads. It is not necessary to use a template and publications can be created entirely from scratch.

For additional help using this programme it is suggested that Microsoft's own in build help system is used. To activate Help press F1.