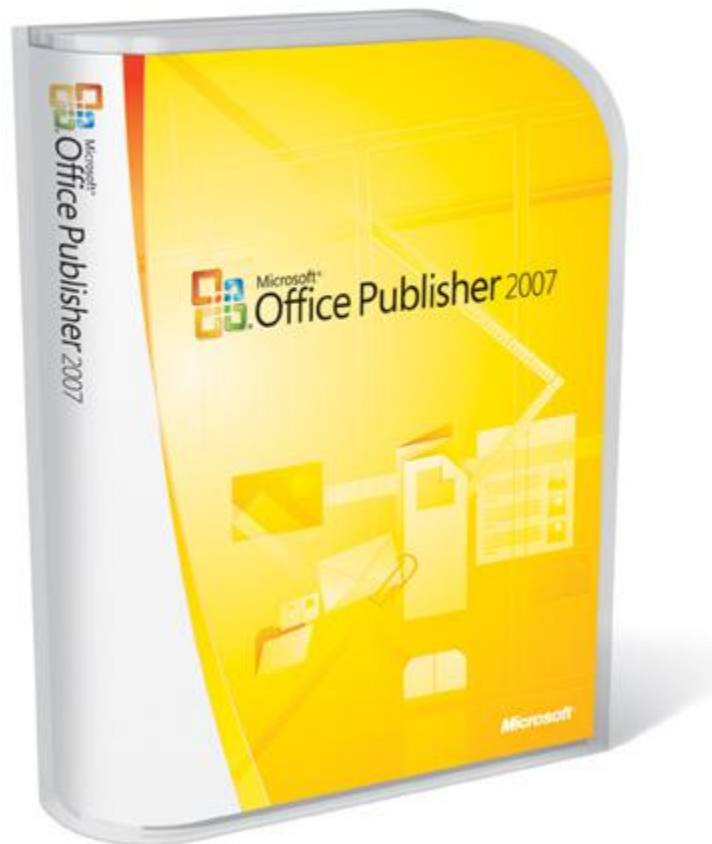




Software Application Tutorial

Microsoft Introduction to Microsoft Publisher 2007



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Microsoft Publisher 2007

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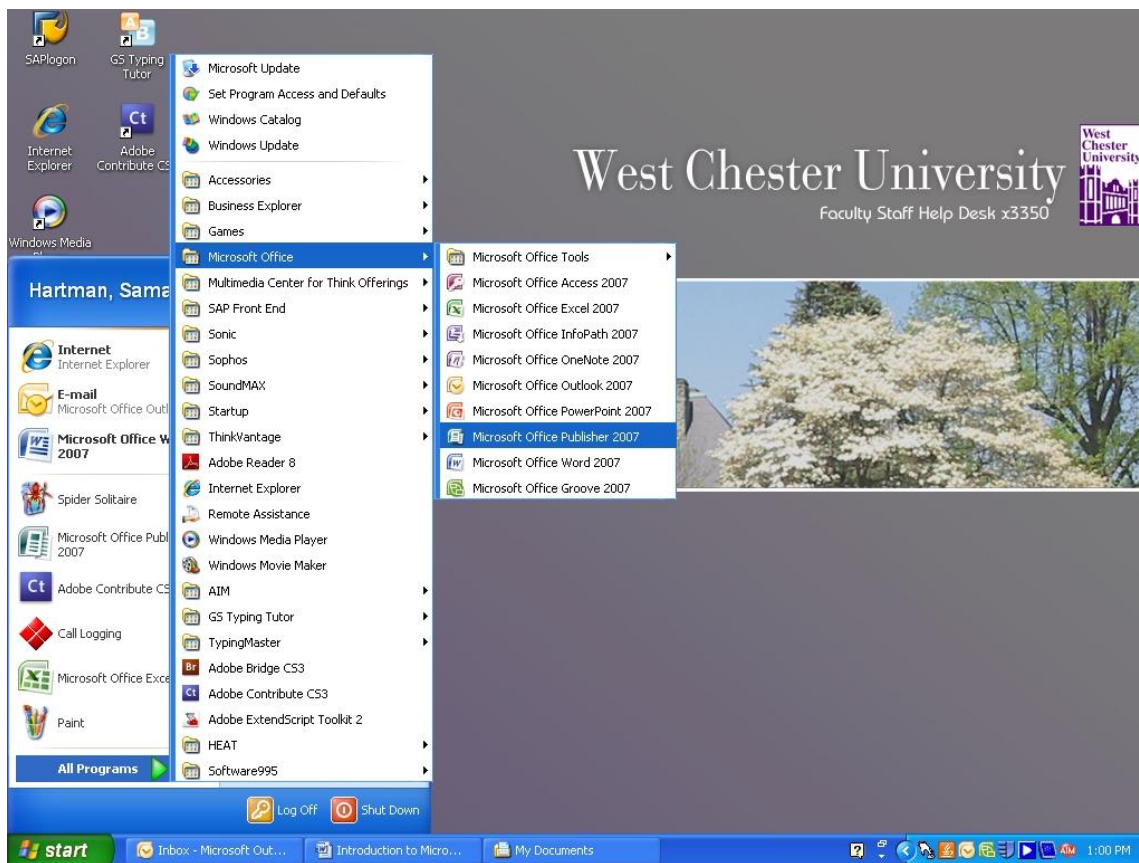
Introduction

Microsoft Publisher 2007 is a publishing program that allows users to create professional documents such as newsletters, flyers, brochures, gift certificates, and business cards. This unique program includes several different pre-designed templates that make it quick and easy to create a professional-looking document.

Accessing Microsoft Publisher 2007

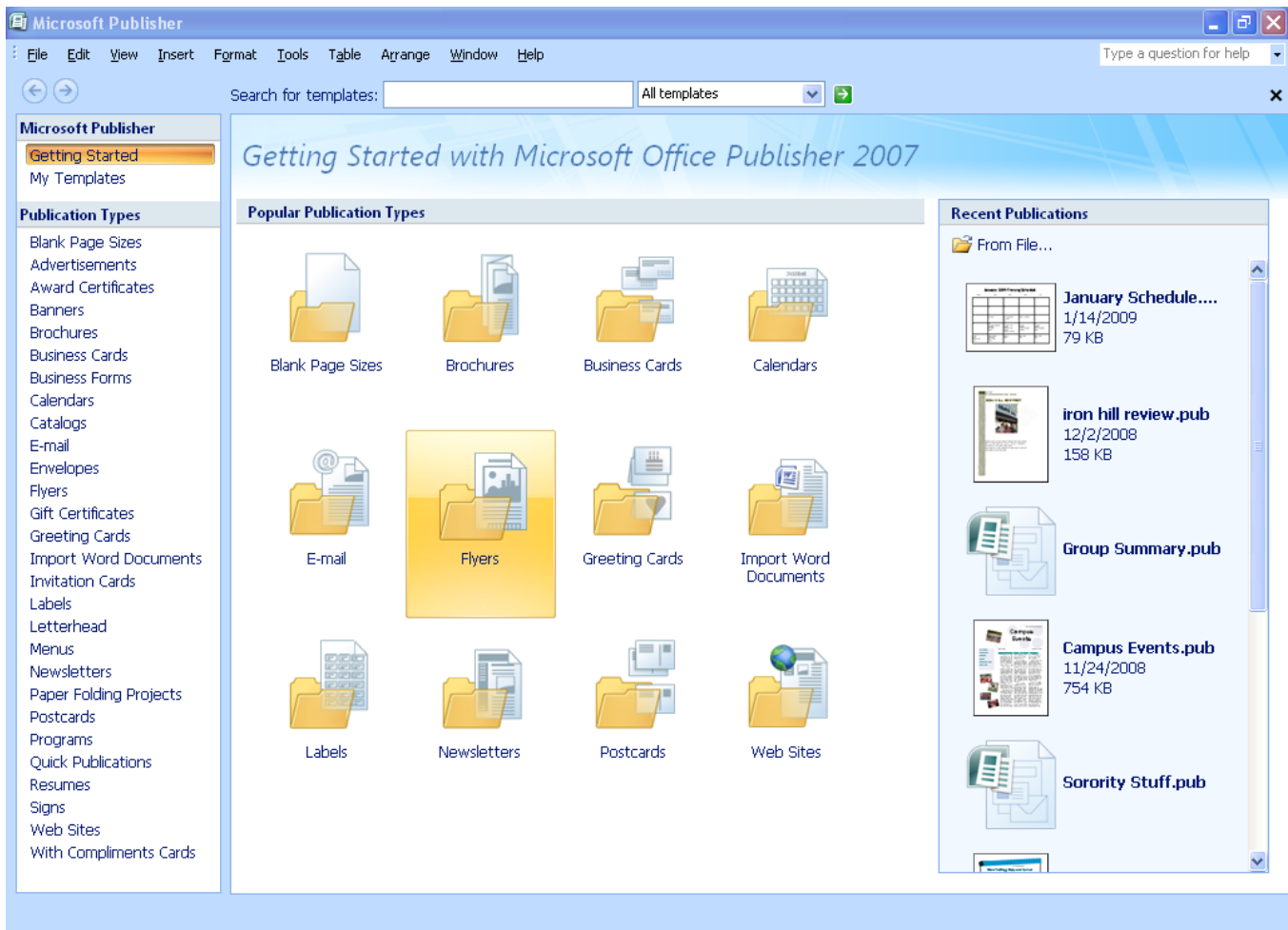
Opening Publisher may vary from the instructions below depending on the computer you are working on.

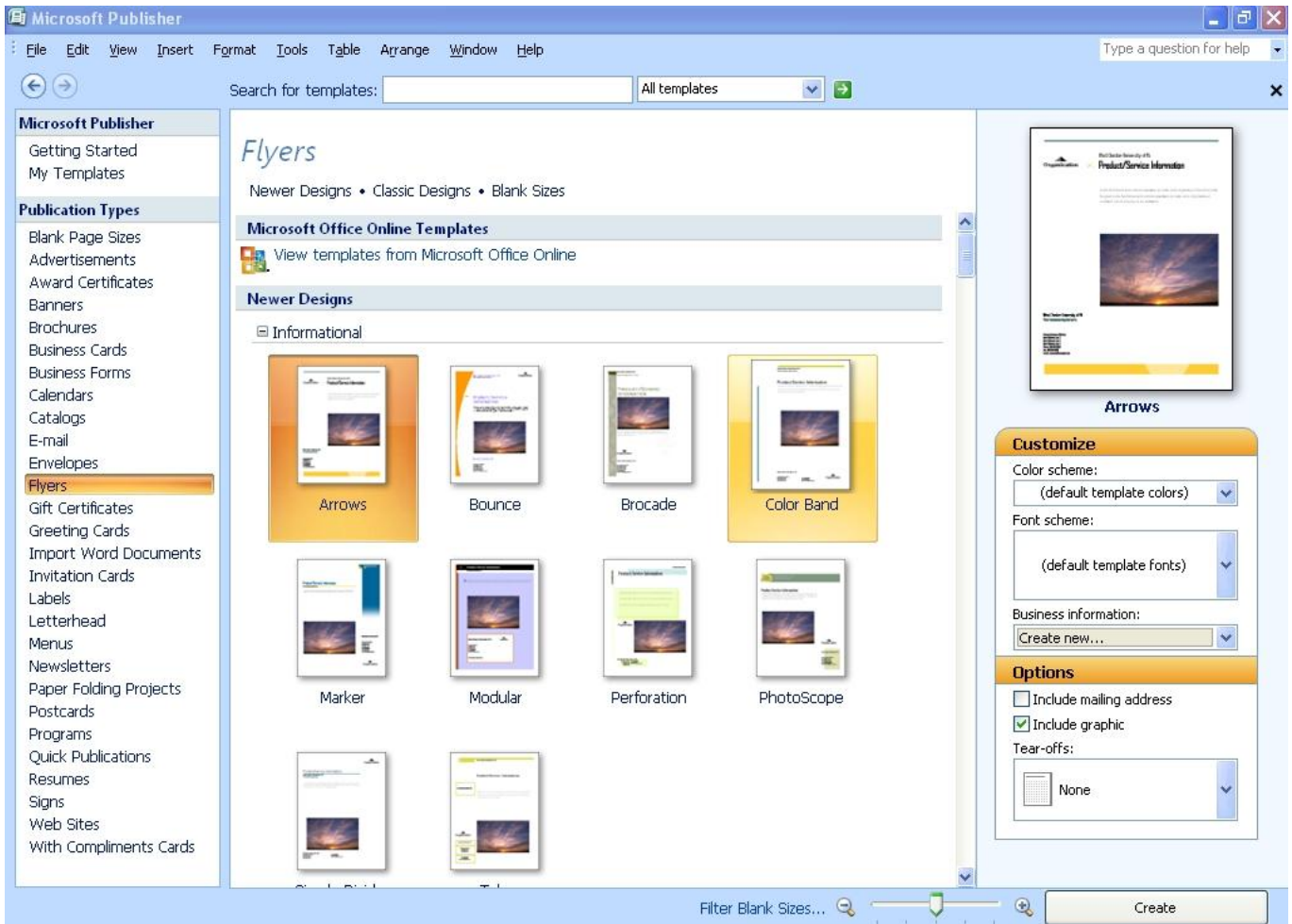
1. From the *Start* menu, select **All Programs » Microsoft Office » Microsoft Office Publisher 2007**. Publisher opens and the *New Publication* task pane appears, offering many pre-formatted designs to use in creating your publication.



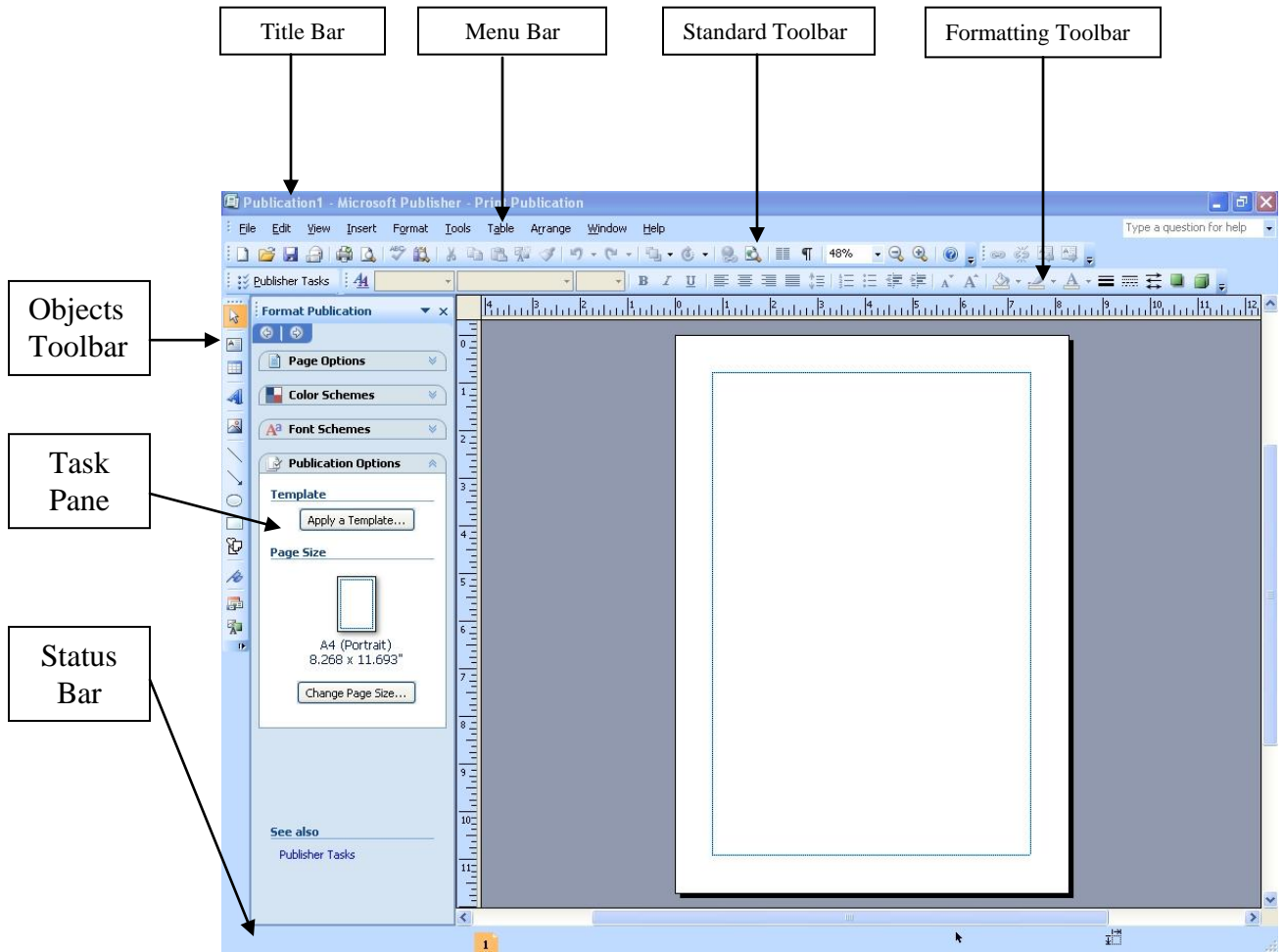
Using Publication Type Wizard

- Under *Publication Types* or *Popular Publication Types* select a category from the list below (e.g. gift certificate, greeting card, brochure, etc.)
- Select desired design template from center pane, to the right of the Publication Types.
- Click **Create** in the lower right corner
 - The different design templates are organized by design type (e.g. Newer Design, Classic Design, Blank Sizes) and Template type (e.g. Informational, Special Offer, Sale, etc.)
 - Note: This handout will discuss creating a flyer; however this information can be applied to creating other publications.





Microsoft Publisher Toolbars



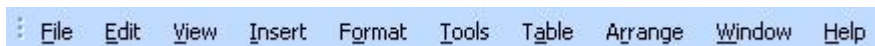
Title Bar

The Title Bar displays the document's name, and contains the *Close*, *Restore* and *Minimize* buttons.



Menu Bar

The Menu Bar contains menus with additional commands in the form of a drop-down list.



Standard Toolbar

The Standard Toolbar contains frequently used buttons that are common functions in Publisher and throughout Microsoft Office. This toolbar is similar in most Office 2007 programs.



Displaying a Toolbar

From the *View* menu, select **Toolbars** » *desired toolbar*

Formatting Toolbar

The Formatting Toolbar contains buttons for common text formatting options in Publisher and throughout Microsoft Office. This toolbar is similar in most Office 2007 programs.



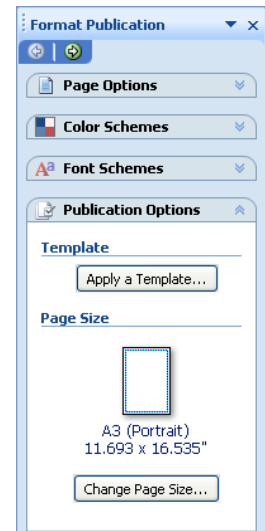
Object Bar

The Object Bar contains each of the tools you will use to create and manipulate text and graphics in Publisher.

Tool	Function
	Select Objects Selects lines, shapes, graphics, and text boxes. Selected items can be resized and have their attributes changed.
	Text Box Creates text boxes.
	Insert Table Creates tables.
	Insert WordArt Adds <i>WordArt</i> to your publication.
	Picture Frame Creates a frame in which a picture may be inserted.
	Line Tool Creates a line.
	Arrow Tool Creates an arrow.
	Oval Tool Creates circular and oval shapes.
	Rectangle Tool Creates rectangular shapes.
	AutoShapes Creates a variety of different shapes EXAMPLE: Hearts, lightning bolts, thought boxes
	Design Gallery Object Inserts a wide array of different objects from the <i>Microsoft Publisher Design Gallery</i>
	Item from Content Library Allows you to search the <i>Content Library</i> to insert need items

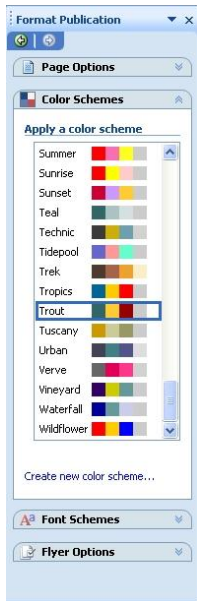
Task Pane

The task pane provides quick access for complicated functions and can include *Help, Clip Art, Find and Replace, Graphics Manager, Publication Designs, Styles and Formatting*, and many others.



Status Bar

The Status Bar shows the size and position of the object on the Work Pane.



After selecting the desired publication type:

- You can edit the color scheme of the publication by clicking on *Color Scheme* in the task pane.
- Select the desired color scheme

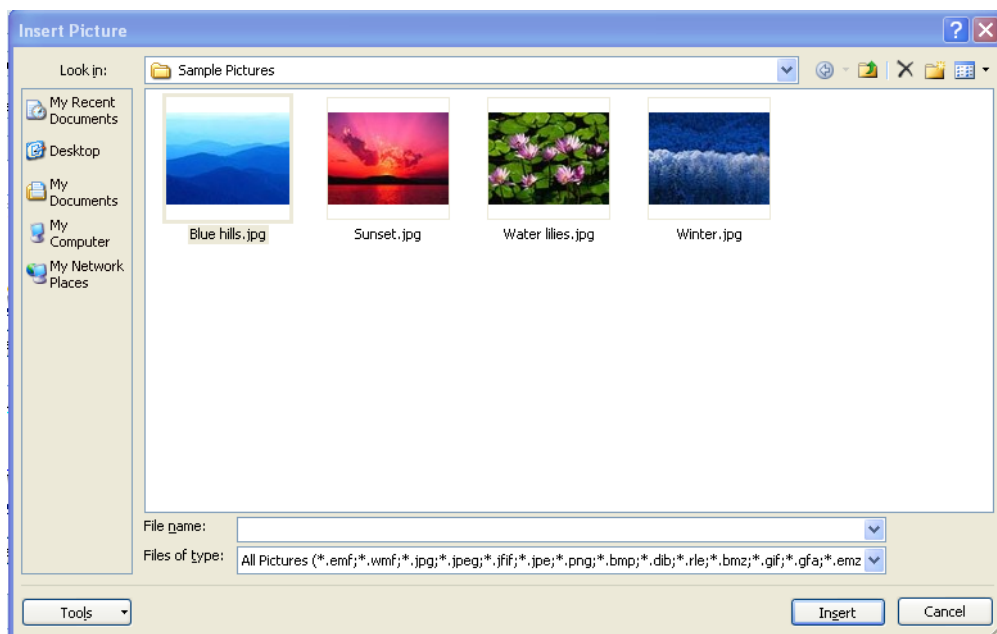
Using/Editing Personal Information

- From the *Edit* menu select *Business Information* and change or edit your information in the boxes based on what information is designated for each slot.

- Editing Logos:
 - To remove a logo:
 - Click **Remove**
 - A window will appear to remove the logo, click **Yes**.
 - Click **Save**



- Changing the logo:
 - Click **Change....**
 - Browse to the folder or file that contains the desired image and click **Insert**.
 - **Note:** The image must be saved to your computer.



- Click **Save**
- Another box will appear
 - Here you will select a “*Business Information set*”
 - Each business information set consists of components- your name, job title, organization name, etc.
 - The information you type into each set is stored for you so you can add it to a publication when needed

- To create a new business information set, click New and add your data into the text boxes provided.
- Click **Update Publication** to finalize it.



▲ Using the Task Pane

The task pane is used for changing color and font formats, inserting clip art or switching other formatting within the document.


To open or close the Task Pane:

- From the *View* menu, select **Task Pane** to show or hide the Task Pane

▲ Working with Text Boxes & Pictures

Insert Text Box/Picture

- Insert a Text Box:

- Click the Text Box button  from *Objects* Toolbar
 - **HINT:** If the *Objects* toolbar is not visible, from the *View* menu, select **Toolbars » Objects**
- Move the tool across the screen and click on the document where the text box should appear
- Hold the left mouse button and draw the text box to the desired size
- A cursor will appear in the text box

- Insert a picture:

- Click on the example picture in the publication.

- The Picture toolbar will appear, it is a series of pictures, click on the first picture on the left.
 - When you hover your mouse over it, it should read **Insert picture**
- The “*Insert Picture*” box will appear, select the desired image and click **Select**
 - This will replace the example picture with the picture you have selected

OR

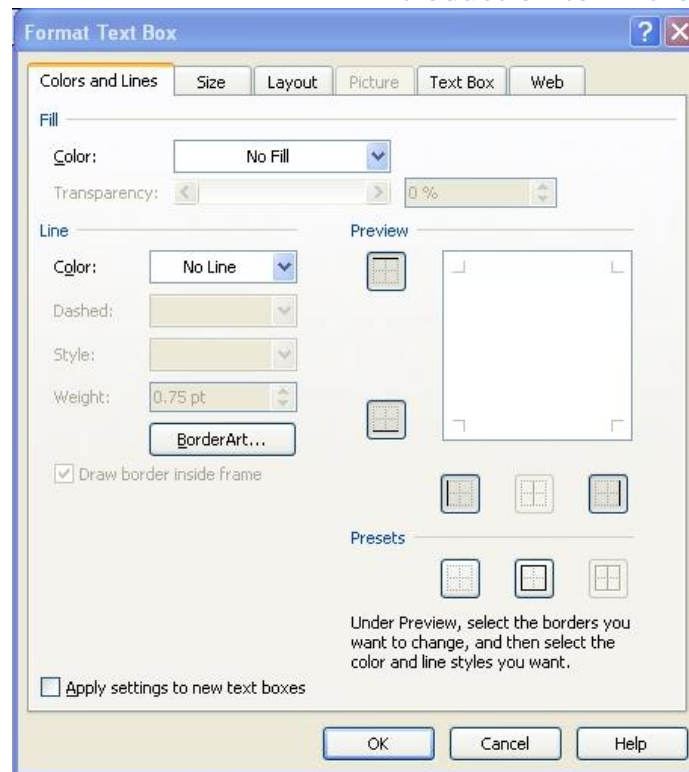
- Go to the **Insert** menu, select *Picture* and select **Clip Art...** or **From File...**
- The *Insert Picture* box will appear, select the desired image
- Click **Select**

Editing Your Text Boxes/ Pictures

- Insert your text into the text boxes, by clicking inside of the text box, this will highlight the example instruction text inside of the box, and begin typing.
 - To edit pictures, use the *Picture* toolbar, this appears when you click on a picture.
 - With this you can: Insert Pictures, Change the Color scale, Contrast, Brightness, Crop, Line/Border Style, Compress Pictures, Text Wrapping, Format Picture, Set Transparent Color and Reset Picture.
 - To resize pictures, click on the picture so that 8 white circles appear around the edges of the picture and a green circle above it. Click on one of the circles and expand the dotted box to the size desired.
 - The green circle changes the angle the picture is in on the page, click the green circle and rotate the picture to the position you want.

Format Text Box

- Right click on the text box and select **Format Textbox**
 - Within this function the line size, line color, and fill color can all be changed for the text box



Deleting a Text Box

- Select the text box but clicking on the outer perimeter of the box and hit delete or backspace

Formatting Text

Changing Text Format

- Highlight desired text and right click on the highlighted text
- Select **Change Text** then select the **Font** command
- Select desired font, size, color, etc.
- Click the **OK** button



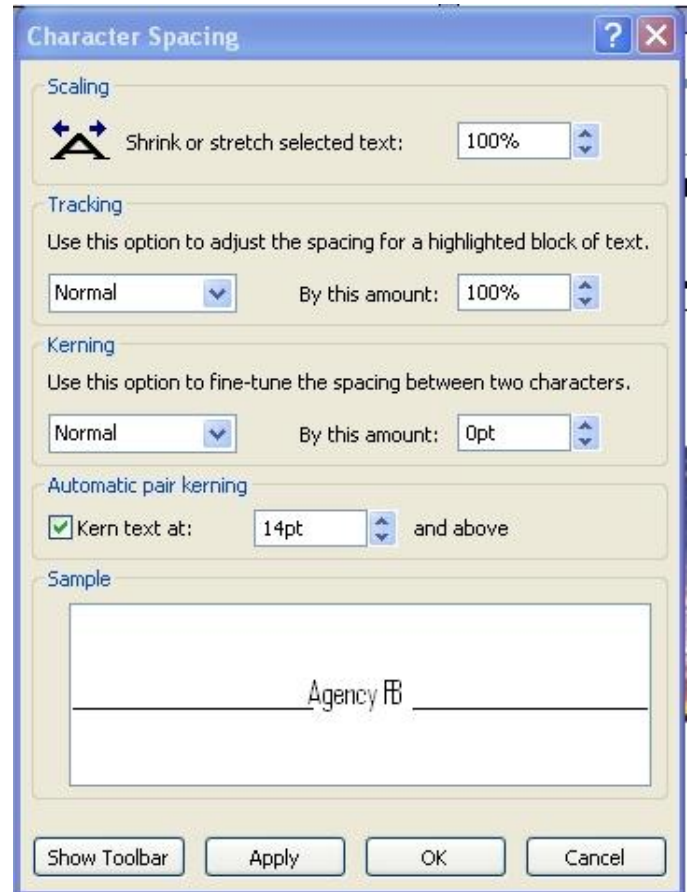
Inserting Drop Cap

- Right click inside the text box, select the *Change Text* command and select **Drop Cap**
- The *Drop Cap* box appears and several preformatted drop and initial capital letters are listed
- Select desired format and click the **Apply** button to view changes
- Click **OK** when finished




Character Spacing

- Right click inside the text box
- Select the **Change Text** command and then select **Character Spacing**
- Under *Kerning* use the drop-down arrow to select **Expand** or **Condense**
- Click the **Apply** button to view changes
- Click **OK** when finished



Using WordArt

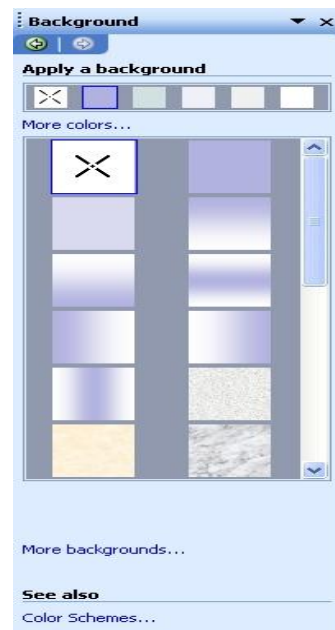
- Click the **Insert WordArt**  button from the **Objects toolbar**
- Select desired style and click the **OK** button
- In the *Edit WordArt* Textbox type your text and select desired font style and size
- Click **OK** button



- Click on **WordArt shape** icon from WordArt toolbar to change the shape of WordArt
 - o *Note:* The WordArt toolbar should appear when you click on the WordArt you have created
- Click on **WordArt format** icon from WordArt toolbar to change the format of WordArt

Using Backgrounds

- Click on **Format** from the **Menu bar**
- Select **Background** from from drop-down menu and the Background window will appear
- Select a color for the background from **More Colors** or add texture to the background in **More Backgrounds**
- Select the desired background by clicking on that background and with the right drop-down arrow select what pages to apply this background to

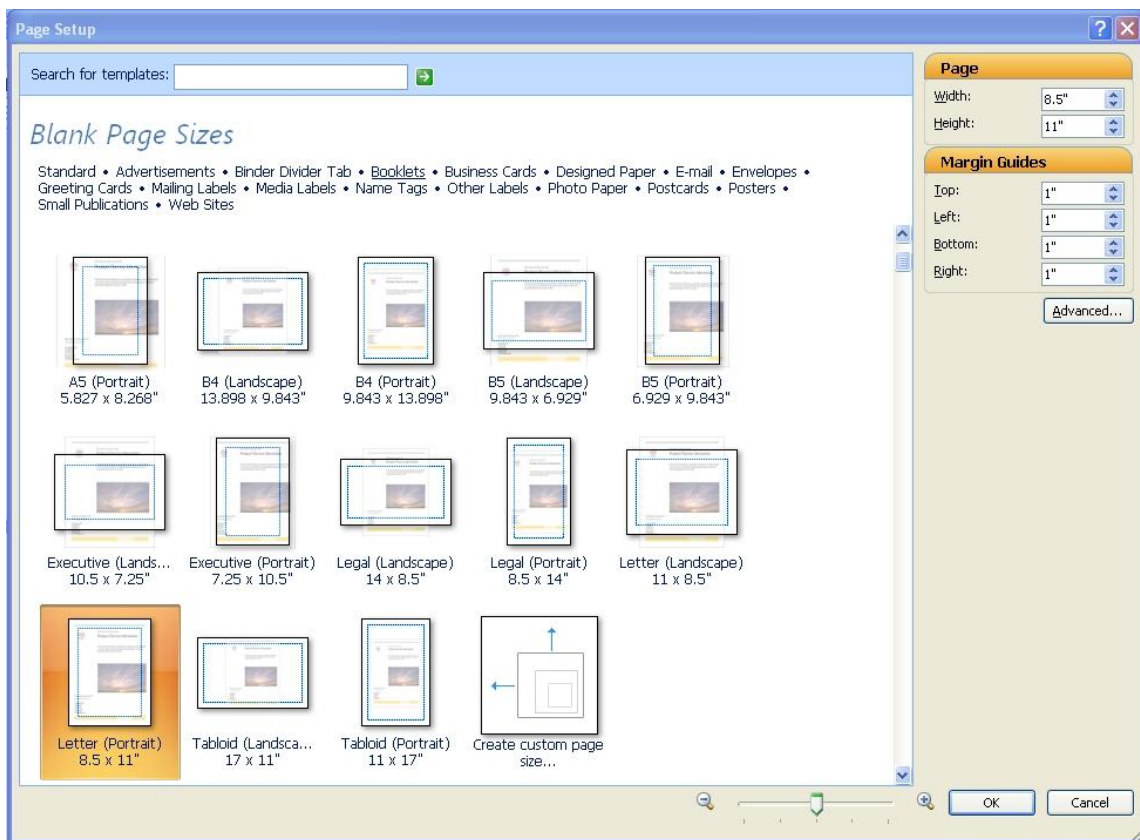


Saving an Existing Document

- From the **File** menu select the **Save** command
 - o The **Save** button on the **Standard toolbar** can also be used to save a document
 - **Note:** The **Save As** command can also be used when changing the location of the document

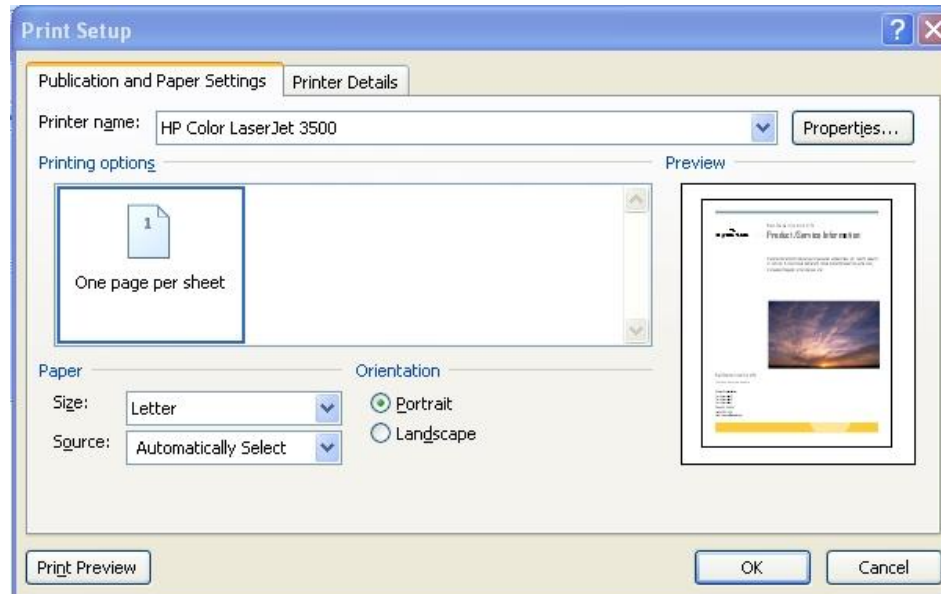
Page Setup

- From the **File** menu select the **Page Setup** command
- Select desired type of publication for print
- **Note:** Printing options are changed depending on the chosen type to be printed





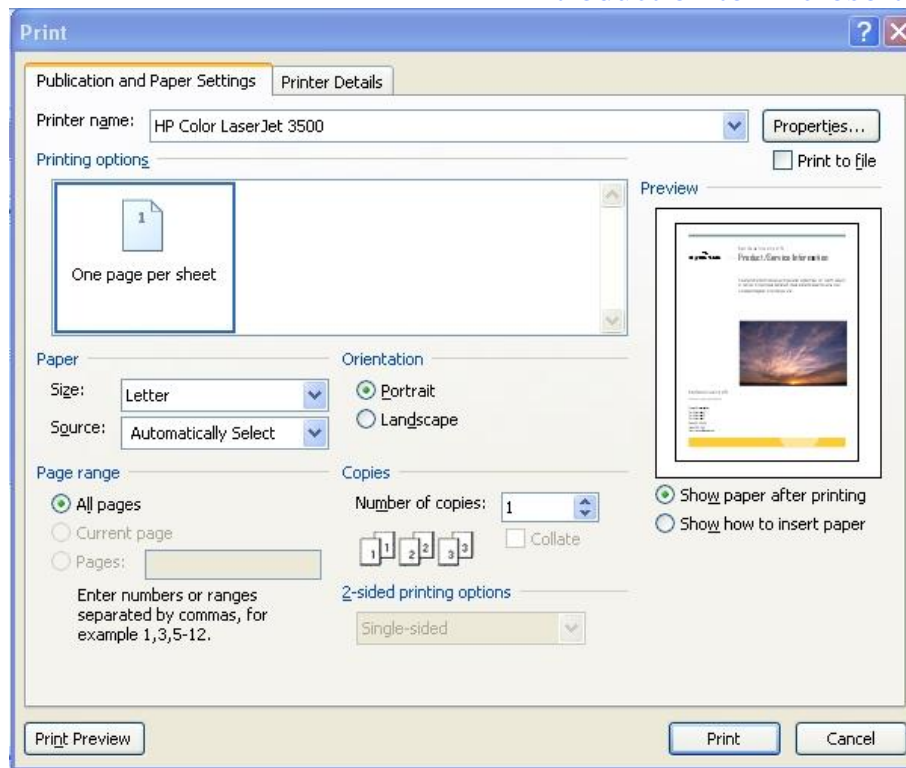
Print Setup

- Select **Portrait** or **Landscape** under *Orientation*
- Click **OK** button



Printing a Publication

- From the **File** menu select the **Print Preview** command
- Click the **Multiple Pages** icon  to see several pages at one time
- To view one page at a time click the **Whole Page** icon , then click **Close**
- From the **File** menu select the **Print** command
- Select the name of the printer and click **OK** button



Exiting Publisher

- Remember to save first!
- From the **File** menu select **Exit** OR click on the 'x' in the upper right corner

Opening an Existing Document

- From the **File** menu select the **Open** command
- The **Open** button on the **Standard toolbar** can also be used to open a document
- Locate the desired file using the drop-down list
- Select desired file and click the **Open** button