Tech Ninjas
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# MS Publisher: Desktop Publishing for The Classroom

## Special points of interest:

- Publisher can create a variety of paper documents: newsletters, brochures, menus, calendars, letters, and lots more!

- Ideas for use in the classroom in the back.

## Contents:

## What is It?/Getting Started

Microsoft Publisher is an easy to use desktop publishing program. You can create a variety of print documents in Publisher.

To get started with publisher we need to open the Program. To do that go to the Start menu and then choose All Programs, then Microsoft Office and then Microsoft Publisher 2003.



Publisher will start-up with the New Publication Wizard, asking what kind of project you would like to complete. Click the triangle next Publications for Print.
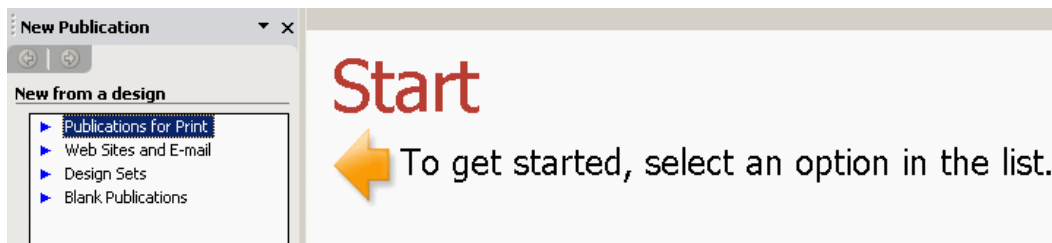


A list of different types of documents appears. Those choices may also have additional, more specific types of documents. Choose the document style that most closely fits with what you want to do. Once you have selected a type you will be presented with a list of design options to choose from in the main part of the screen.
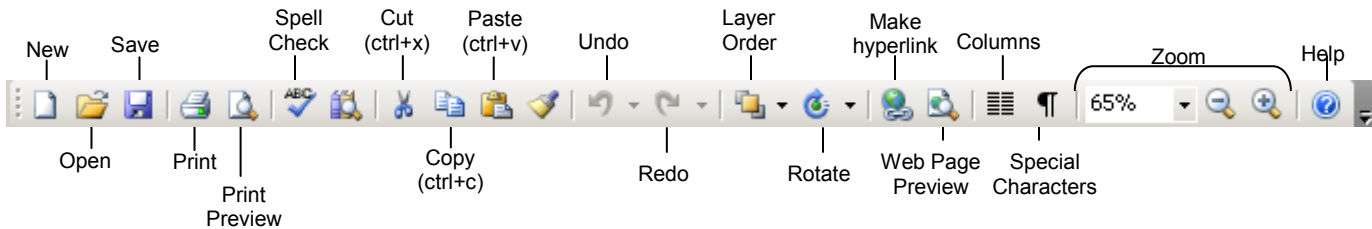


**QuickTip:**

*To navigate through documents with multiple pages, you will need to use the page navigator located in the lower left hand corner of the Publisher window.*
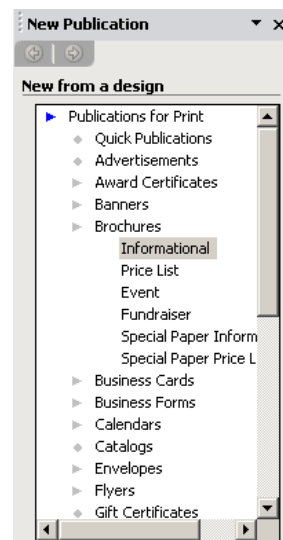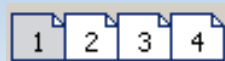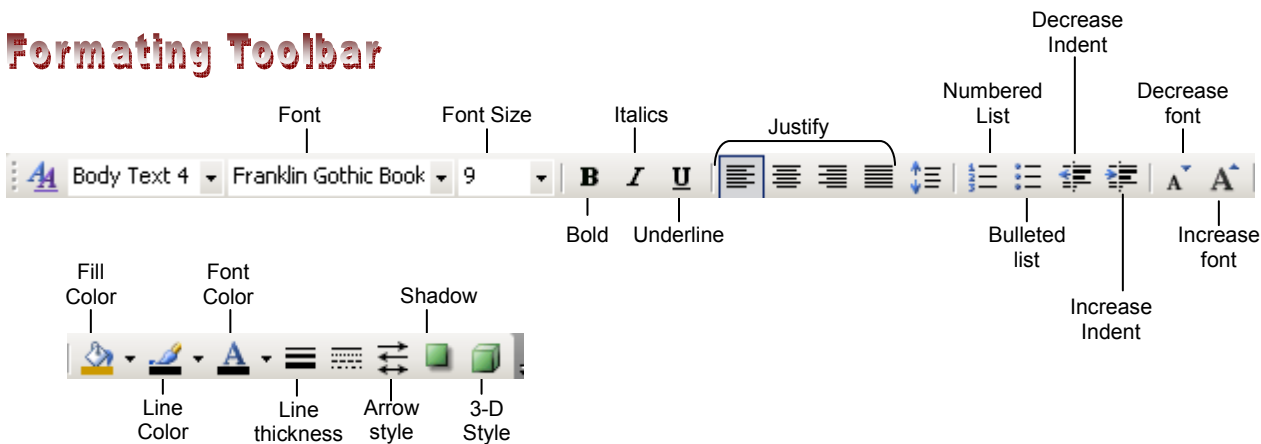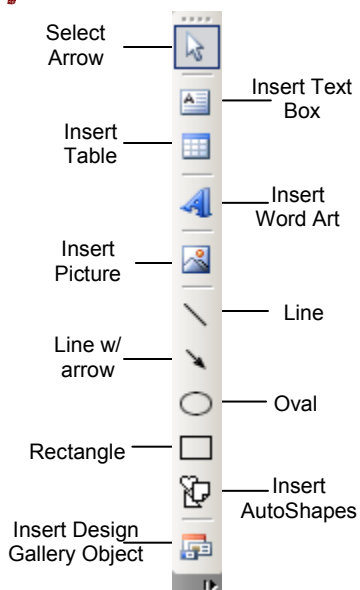
# The Toolbars

If you are familiar with other Microsoft applications, then you should recognize the toolbars that you are likely to encounter.
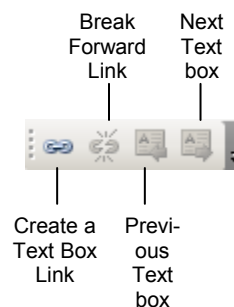
**Standard Toolbar** (labeled buttons):

New, Save, Spell Check, Cut (ctrl+x), Paste (ctrl+v), Undo, Layer Order, Make hyperlink, Columns, Zoom 65%, Help
Open, Print, Print Preview, Copy (ctrl+c), Redo, Rotate, Web Page Preview, Special Characters

# Formating Toolbar

Body Text 4 — Franklin Gothic Book — 9

Font, Font Size, Italics, Justify, Numbered List, Decrease Indent, Decrease font
Bold, Underline, Bulleted list, Increase Indent, Increase font

Fill Color, Font Color, Shadow
Line Color, Line thickness, Arrow style, 3-D Style

# Objects Toolbar

Select Arrow
Insert Text Box
Insert Table
Insert Word Art
Insert Picture
Line
Line w/ arrow
Oval
Rectangle
Insert AutoShapes
Insert Design Gallery Object

# Text Box Connection Toolbar

Break Forward Link, Next Text box
Create a Text Box Link, Previous Text box

**QuickTip:**

*There are other toolbars that are available to you including: Picture, Shadow Settings, Word Art, and Task Pane. Some will appear when you have an object selected that is controls but you can also have other toolbars appear by going to View -> Toolbars.*
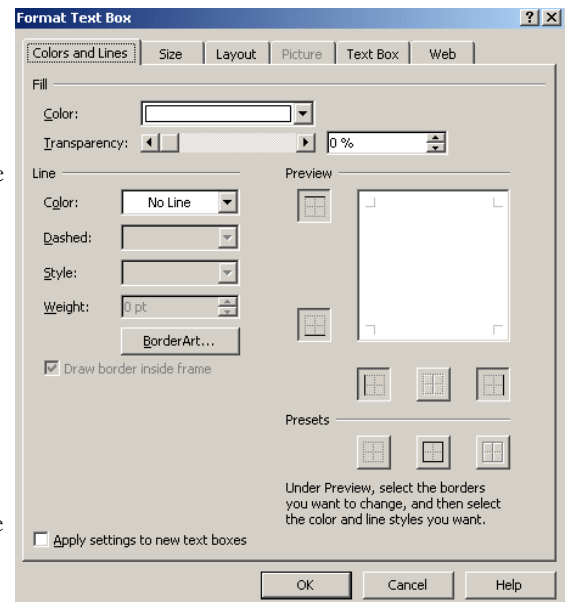
# Text Boxes

Publisher works a little differently than Word. In Word you can begin typing in the document, however in Publisher, you must a text box on the "canvas" before you can type. To do this, simply click the Insert Text Box button on the toolbar or choose Insert -> Text Box. This will change your arrow into a large plus sign. Click and drag to create the text box. You can now type within the box. You must be in a text box in order to type.

You can move the text box around by clicking on the light gray dotted lines and dragging the box where you want it. You can drag on the white dots to make the text box larger or smaller. The green dot at the top of the text box will allow you to freely rotate the text box.

If you double click the dotted gray outline, you will get the text box format dialogue box where you can add fill colors, outlines, and choose the layout.

# Linking Text Boxes

You can link text boxes together so that when text fills one text box it will automatically flow into the linked text box.

To do this, select the text box you want the text to start in. Next, click the Create Text Box Link button on the toolbar. Your arrow will change to an icon that looks like a beaker With an arrow pointing down.

Now click in the text box you want the text to go into. If the box you are selecting is okay, the beaker will look like it is going to pour its contents out.

**Please note:** the text box that you select for the text to flow into must be empty.

To unlink a text box select its outline and then click the Remove Link button.

**QuickTip:**

*When at text box fills with text you will not be able to see any of the extra words. You can either resize a text box to make it larger to accommodate the text by using the white resizing dots or you can create a text box link to another text box. You will know a text box is full when you see the following icon below a text box.*
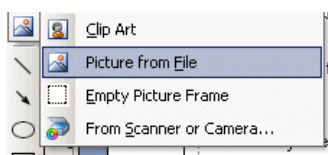
**QuickTip:**

*You can even link text boxes on different pages!*
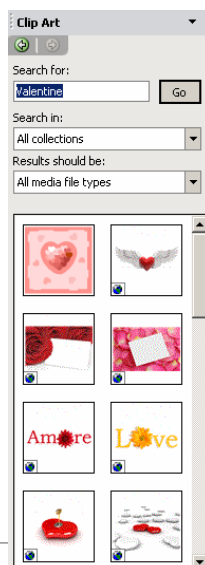
# Working with Images

To insert an image into publisher, click the Insert picture button. This will bring up a submenu:

If you choose Clip Art, the Task Pane will open and you can search for the clip art that you want. When you find the clip art, click on it and the image will be inserted into your document.

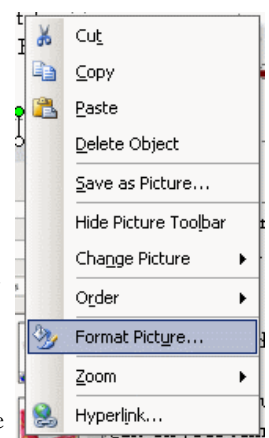If you choose Picture from File, your ar-row will change into a plus. Click and drag in your document where you would like the image to go. After you have selected an area, an Insert Picture dialogue box will open you can navigate on your computer where the picture is, select it and choose Insert.
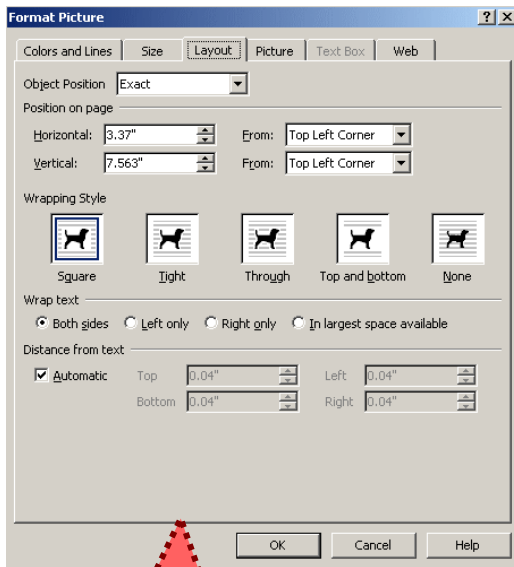
Right clicking on a image, and choosing Format Picture will open up the formatting window for that picture. Here you can change some of the formatting options for images.

# Working with Images (continued)

**Format Picture**

Colors and Lines | Size | Layout | Picture | Text Box | Web

Object Position: Exact

Position on page
Horizontal: 3.37"   From: Top Left Corner
Vertical: 7.563"   From: Top Left Corner

Wrapping Style

Square | Tight | Through | Top and bottom | None

Wrap text
○ Both sides   ○ Left only   ○ Right only   ○ In largest space available

Distance from text
☑ Automatic   Top 0.04"   Left 0.04"
              Bottom 0.04"   Right 0.04"

OK | Cancel | Help

The first tab "Colors and Lines" will allow you to add a line around your images.

The Size tab will allow you to precisely control the size of your images.

The Layout tab can be very useful. Here you can choose the text wrapping style of an object (text boxes too). You can set the wrapping style to Square (making a square around the image), tight (moving the text very close the image), Through (text comes even closer), Top and Bottom (the image will not

have wrapping on the sides), and None (no wrapping).

You can further change the wrapping by having text wrap on both sides, left only, right only, or in the larges space available.

You can choose the exact distance the text will come to an image by un-checking Automatic and then customizing as needed.

Use the resizing white dots to resize an image. Use the green dot to freely rotate the image.

If you have an image with a color background that you would like to remove, use the "Set Transparency Color" tool in the Picture toolbar. After selecting this tool, you

can click on an image's background and Publisher will remove that color. You can only choose one color though so the background must be the same color in the whole image.

Delete Object
Save as Picture...
Hide Picture Toolbar

Save as type: JPEG File Interchange Format

*Remember, you can add text to a shape by right-clicking on the shape and choosing "Add Text" and then start typing.*

# Lines and Shapes

Lines
Connectors
Basic Shapes
Block Arrows
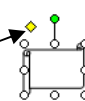Flowchart
Stars and Banners
Callouts
More AutoShapes...

Using any of the drawing tools to the left (line, line with arrow, circle/oval, square/rectangle, and Auto-shapes) are all similar. Select the tool you want to use and then click and drag in the work area to draw the shape you want. Clicking Auto-Shape will bring up a sub-menu of shapes that you can choose from. Some of the AutoShapes will have yellow
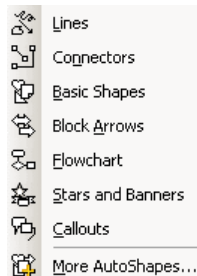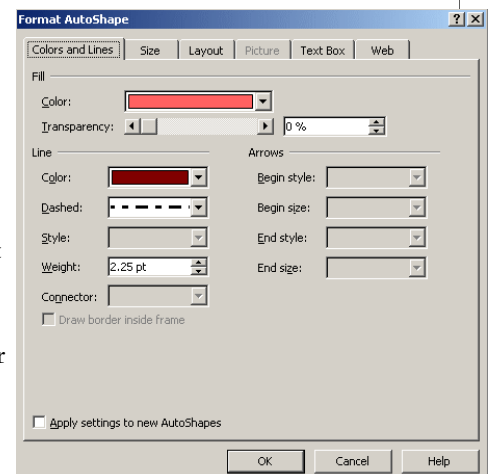
dot that you can drag to customize that particular shape.
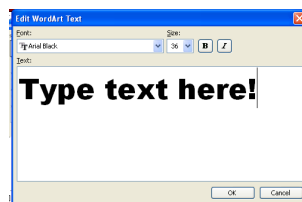
Right-clicking on a line or shape and choosing "Format AutoShape" will bring up the Format AutoShape window that has many of the same functions of all the other Format window. If you add text to an Auto-

Shape you can change the Vertical Alignment on the Text Box tab.

**Format AutoShape**

Colors and Lines | Size | Layout | Picture | Text Box | Web

Fill
Color:
Transparency: ◄ ► 0 %

Line
Color:
Dashed:
Style:
Weight: 2.25 pt
Connector:
☐ Draw border inside frame

Arrows
Begin style:
Begin size:
End style:
End size:

☐ Apply settings to new AutoShapes

OK | Cancel | Help

# WordArt

WordArt allows you to create text that acts more like an image. To create a WordArt, click the Insert WordArt button. The WordArt Gallery will appear so that you can choose a style that you can customize later. Select one and click OK. Next you will be given the Edit WordArt text window. Here you can change 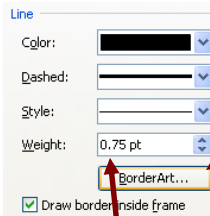both text and font style. Click okay when you are finished editing your text. Once inserted , WordArt acts just like a picture. Right click the WordArt and choose Format WordArt to change outlines and colors. Don't forget, you can add picture to WordArt, you can save it at a picture and use on your website or Notebook file, and you can also control the text wrapping around your Word-Art as needed.

# BorderArt

You can easily create festive borders in Publisher as well using BorderArt. First draw a rectangle around the page or object you want to create a border around. (You can also draw a rectangle and then add text to that rectangle as well.) Right click the border of the rectangle you drew and choose Format AutoShape. Click the button on the Color and Lines tab that says BorderArt. You will be given a list of several border designs to choose from. Select the one you want and choose OK. You can adjust the size of the border by changing the line weight number. When you have that set, choose OK. A fancy border will now appear around your rectangle.

In the BorderArt dialogue box, if you choose the Create Custom button, you can find a different clipart to make a border out of in case none of the presets are good for your occasion.
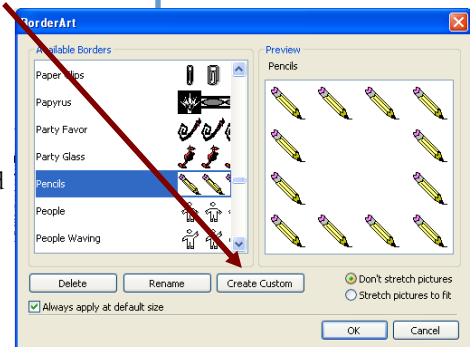
# Adding Design Gallery Objects

If you like the pull quotes or masthead titles found in a design template, you can quickly add them to any Publisher document. To do this click the Insert Design Gallery Object button. A widow will appear will a great many objects that you can drop into documents from the masthead titles to pre-designed logos, to coupons and advertisements.

Choose the object that you would like to add to your document and click the Insert Object button. Use these objects to draw attention to specific parts of a document. The QuickTips in this document were created with Design Gallery Objects. Some of these elements, like the logo can be customized. If you see a button with a magic wand on it, that means there is a wizard available to help you customize that element.
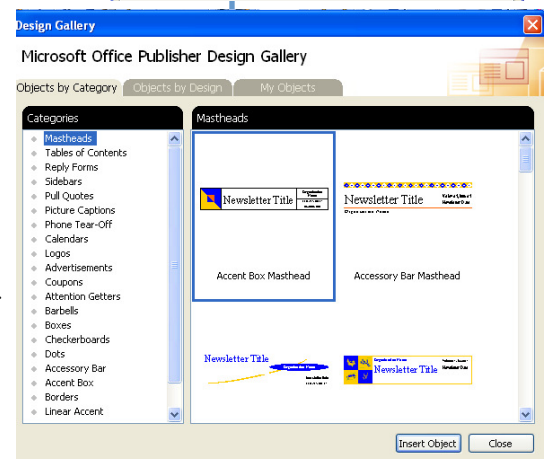
# Grouping

When working with several objects in Publisher, you might consider Grouping them together to move them around your document as one unit.

To do this, select multiple objects by clicking and dragging over the **entire** object. Objects that aren't completely included in your selection will not be selected or part of the group. In Publisher, when more than one object is se-lected, you will see a new button just below the selected objects. Clicking this button will make them as if they are one ob-ject. When items are grouped however, they cannot be independently ma-nipulated. To change only one object in a group, you will need to Ungroup the objects first. To do this, select the grouped object and click the new button located at the bot-tom of the group to separate the objects.

**Group**          **Ungroup**

# Publisher Projects

**Teachers can:**

- Create newsletters

- Create personalized letters (with mail merge and Excel)

- Create signs and ban-ners

- Create class calendars

- Create certificates

- Create classroom re-ward coupons

- Create tables (multiplication, peri-odic, etc.)

- Create tests and quiz-zes

- Create flashcards

**Students can:**

- Create and manipulate shapes and 3-D ob-jects.

- Need a quick research project? Students can create information brochures about a re-search subject.

- Create a card for a famous person's birthday.

- Create a book cover

- Use the catalog fea-ture to create a class book.

- Create a poster to "advertise" a book that students have read.

- Have students create a menu to practice us-ing money.

- Create a classroom newspaper/newsletter

**QuickTip:**

*Create a Drop Cap by going to Format—>Drop Cap.*

**QuickTip:**

*Visit Microsoft's website for other project ideas for use with Publsiher and other Office applications. Go to* http://www.microsoft.com/education/lessonplans.mspx

**QuickTip:**

*Getting tired of the same old templates in Publisher? Then you might take a look at Microsoft's website to download more templates that you can play with. Go to the Office Template site at the following address:* http://office.microsoft.com/en-us/templates/

**QuickTip:**

*You can create your own personalized newsletters, letters, labels and other documents using a feature in Office called mail merge. If you don't know how to mail merge, check out the Ninja tutorial!* http://edtechninja.com/pd/mail-merge

**QuickTip:**

*To insert a new page to your documents like a Newsletter, click Insert -> Page menu. Then choose what kind of page you would like to insert.*

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