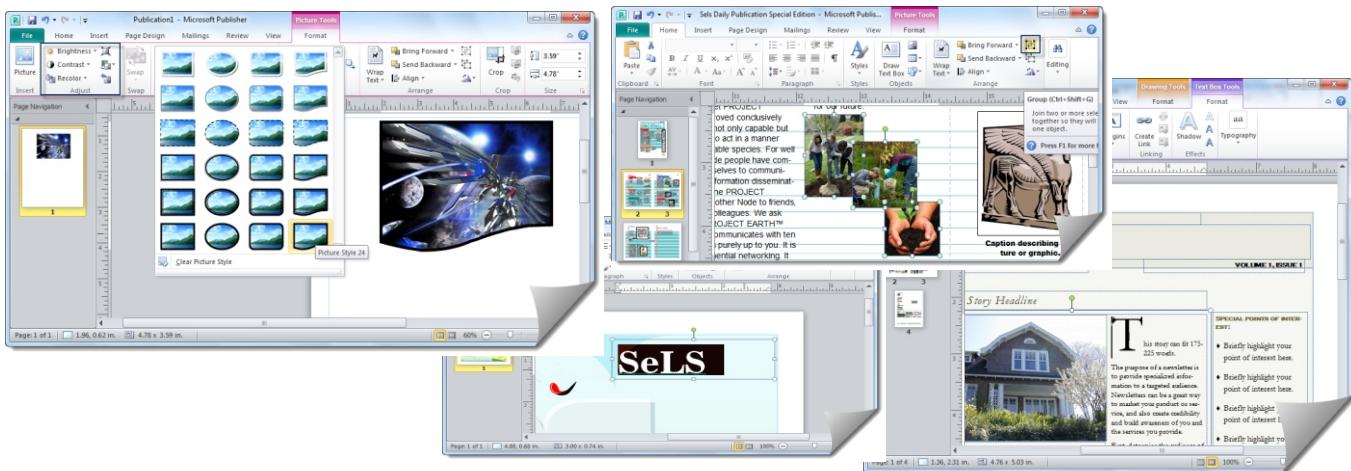


Lesson 2

Word Watch

- Tweak text
- Flow text
- Text Link
- border
- magnification
- crop
- boundaries
- text wrapping
- Artistic Effects
- Stack
- flowing text
- Building Block Object
- Slide Sorter View



Working with Text, Objects and Pictures

Learning Objectives

After completing this lesson, you should be able to:

- add text in a Publication;
- flow text to the other text boxes;
- tweak your text; and
- add a drop cap in a Publication.
- insert and modify a picture;
- add a border to an object;
- create a building block object;
- flow text around an object; and
- add and create a table in a publication.

Adding Text

Creating a new publication based on a design or template, Publisher inserts a layout for the text and displays placeholder text in the text boxes, also called objects or *frames*. The placeholder text gives you an idea of the text formatting that the design applies and what sort of text you might place in the text box. As you build your publication, you will almost certainly want to replace the placeholder text with your own text. After you add your text, you can apply formatting to it as well as move and resize it.

Add Text

- Click the text object that you want to edit.

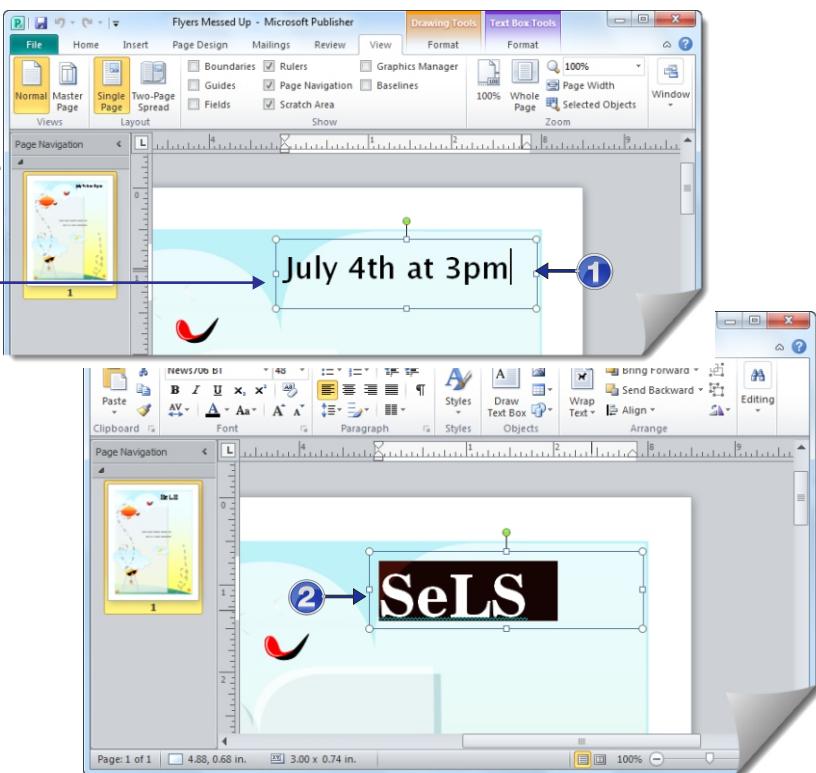
You may need to zoom in first to see the text object.

Publisher surrounds the selected object with handles.

Publisher highlights the placeholder text within.

- Type your own text. Publisher replaces any placeholder text with the new text that you type.

You can click anywhere outside of the text object to deselect the text box. You can continue entering text to build your publication. To edit the text at any time, you can click the text box and make your changes.



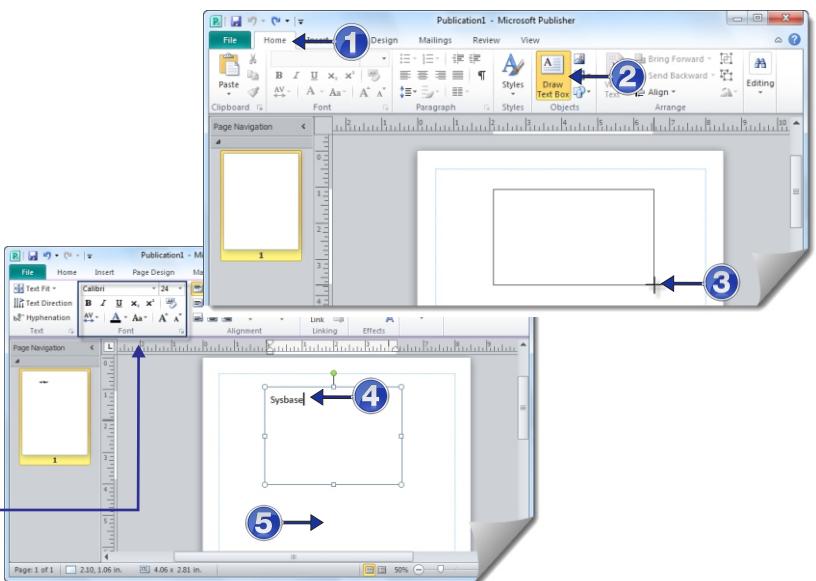
Adding a New Text Box

You can add new text boxes to a publication and type your own text. For example, you may need to add a new text box to an empty area in your layout to include additional information, or you may need to add new text boxes to a blank publication.

Add a New Text Box

- Click the Home tab.
- Click the Draw Text Box button in the Objects group.
- Click and drag the text box to the size that you want to insert.
- Type the text that you want to insert into the text box.

You can apply formatting to the text.

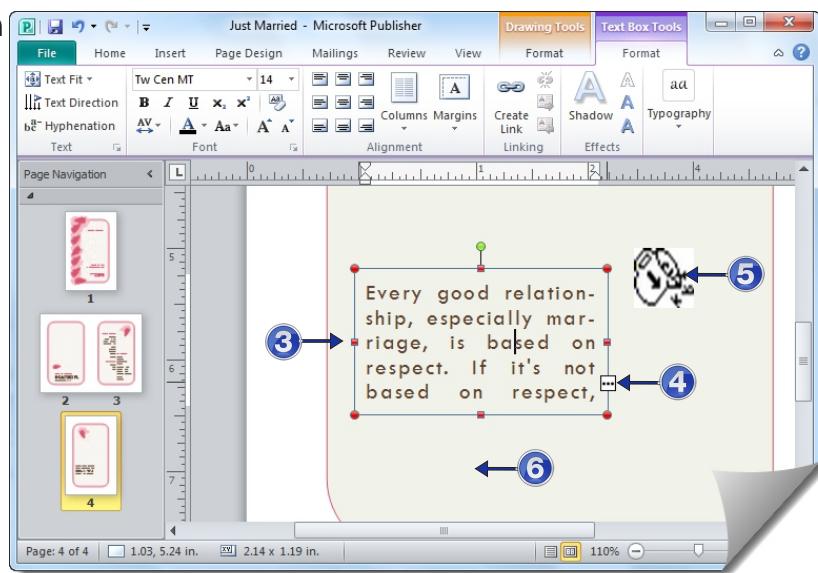


Flowing Text Among Text Boxes

Even though you put text in text boxes so that you can arrange them on the page as you like, you can easily flow long text into two or more connected boxes. This enables you to continue a story from one side of a page to the other, from one sidebar to the next, or from one page to another. Publisher makes this process easy for you by providing buttons you can click to flow text into other text boxes. Alternatively, you can correct the problem of overflow text by creating a new text box adjacent to the existing one, linking the two text boxes, and flowing the extra text into the new text box. You use the Format tab's Linking tools to navigate and connect text boxes in a publication.

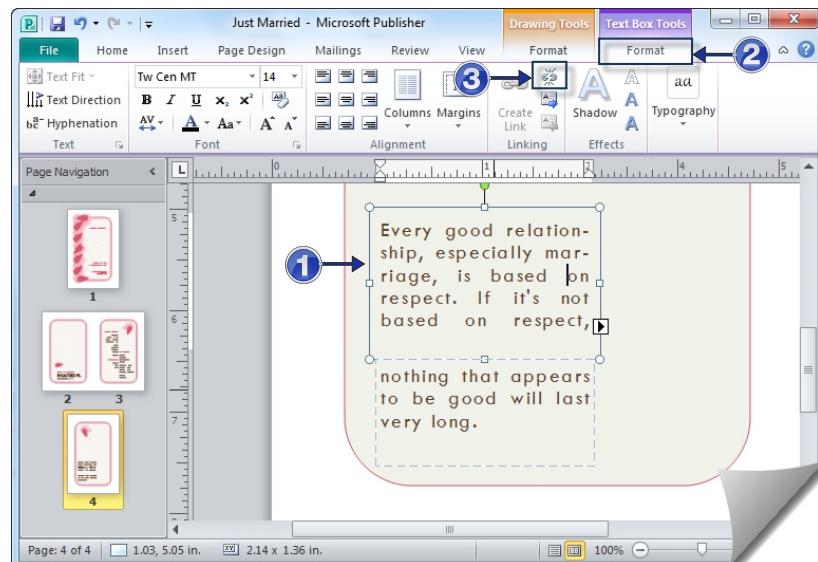
Flow Text

- 1 Copy the text (press **Ctrl+C**) from its source a Word document, for example.
- 2 With your publication open in Publisher, create the text boxes you'll need .
- 3 Click in the first text box, and paste your text (by pressing **Ctrl+V**).
- 4 Click the Text In Over flow button.
- 5 The pointer changes to a pitcher (☞), which lets you know that the text is ready to "pour" into the next frame and establish links between frames.
- 6 Click in the next frame and the text flows automatically. If the Text In Over flow button appears again, continue clicking and "pouring" until all the text has been placed.



Break a Text Link

- 1 Click the first text box that you want to disconnect.
- 2 Click the Text Box Tools Format tab.
- 3 Click the Break button.



Publisher breaks the text link.

Tweaking Your Text

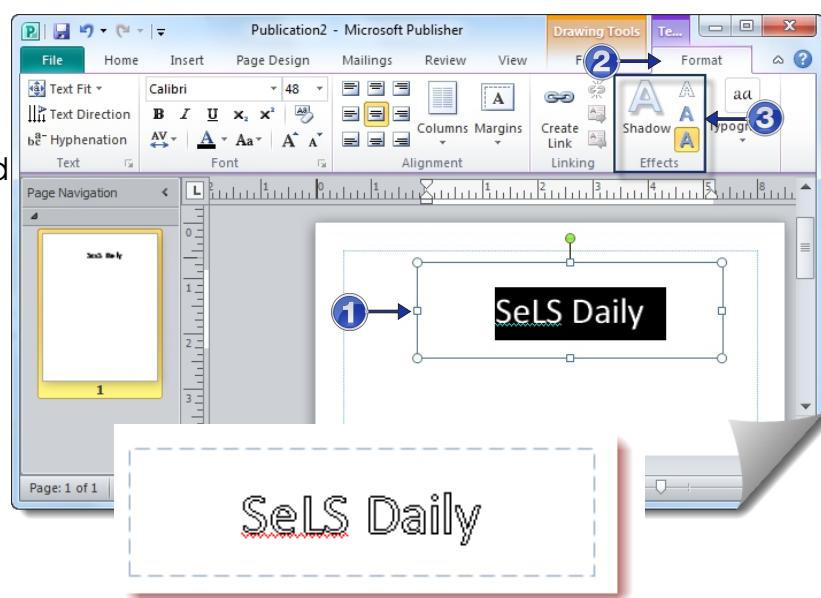
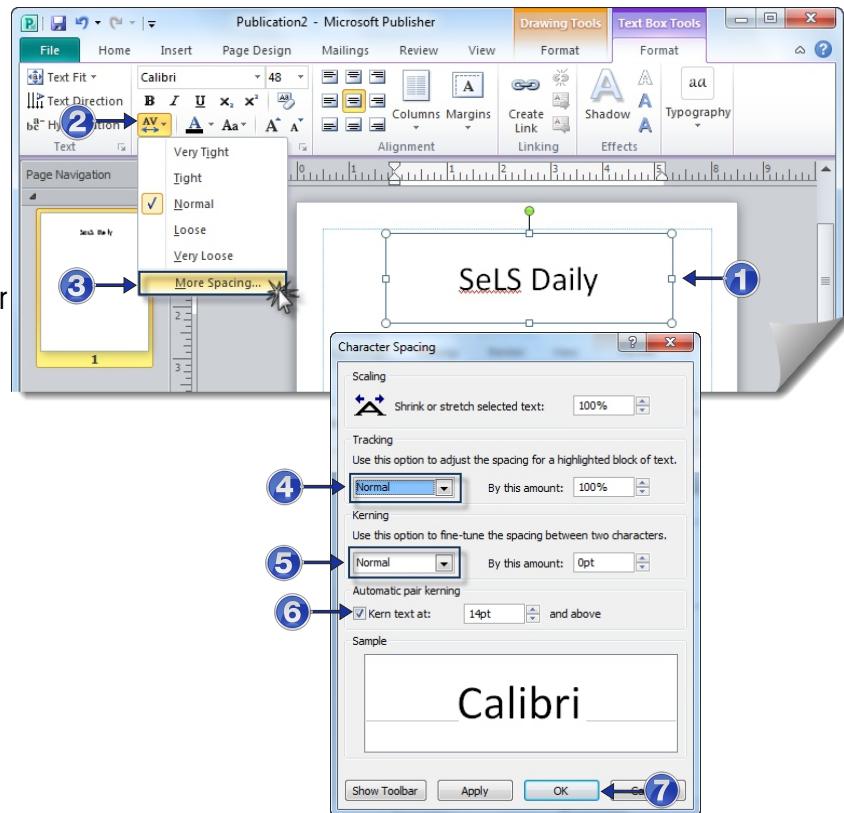
In a Publication, the text is the most important object, though pictures add life to it, its main purpose is to convey to the readers the message that the writer wants to deliver through the written text. Even if your publication includes many pictures, it's important that the text you add looks as good as it can. Start by choosing a clear, easy-to-read font. Then, you can improve the overall look of your text by tweaking some tough but important details: namely, the scaling, tracking, and kerning of the characters.

Improve the Look of the Text

- 1 Select the text that you want to improve.
- 2 On the Text Box Tools Format tab, click the Character Spacing tool in the Font group.
- 3 Select More Spacing.
- 4 Select a type of tracking, or enter a percentage, to adjust the distance between all the characters of the selected text.
- 5 Select a type of kerning, and the amount of kerning, to fine-tune the space between the two selected characters without changing the dimensions of the characters themselves.
- 6 Select the Kern Text At check box, and set the minimum point size for character pairs that tend to look "gappy" because of their shapes (for example, VA, WA, To, Te) so that they'll always be automatically kerned.
- 7 Click OK.

Add Text Effects

- 1 Select the text or click in the word that you want to change.
- 2 Click the Text Box Tools Format tab.
- 3 Choose one of the following tools in the Effects group:
 - Shadow, adds a drop shadow to the text.
 - Outline, turns the selected text into outlined characters.
 - Engrave, makes the text look as though it is set into the publication.
 - Emboss, makes the text appear to stand out from the publication characters of the selected text.



Adding a Drop Capital Letter

Drop Capital Letter is also called a drop cap, this formatting style is often used to mark the opening paragraph of a publication.

Add a Drop Cap

- 1 Click anywhere in the paragraph that you want to change.
- 2 On the Text Box Tools Format tab, click Drop Cap, and then select the drop cap format that you want.

Create a Custom Drop Cap

- 1 Click anywhere in the paragraph that you want to change.
- 2 On the Text Box Tools Format tab, click Drop Cap.
- 3 Select Custom Drop Cap.
- 4 In the Select letter position and size section:

1 Choose Dropped to have the drop cap drop below the first line in the paragraph, Up to have the drop cap rise above the first line in the paragraph, or Lines to specify how many lines the drop cap should drop or rise.

2 In Size of letters, choose how many lines high the drop cap should be for any of the three placement option.

3 In Number of letters, choose how many of the first letters of the paragraph should be formatted as drop caps.

- 5 In the Select letter appearance section:

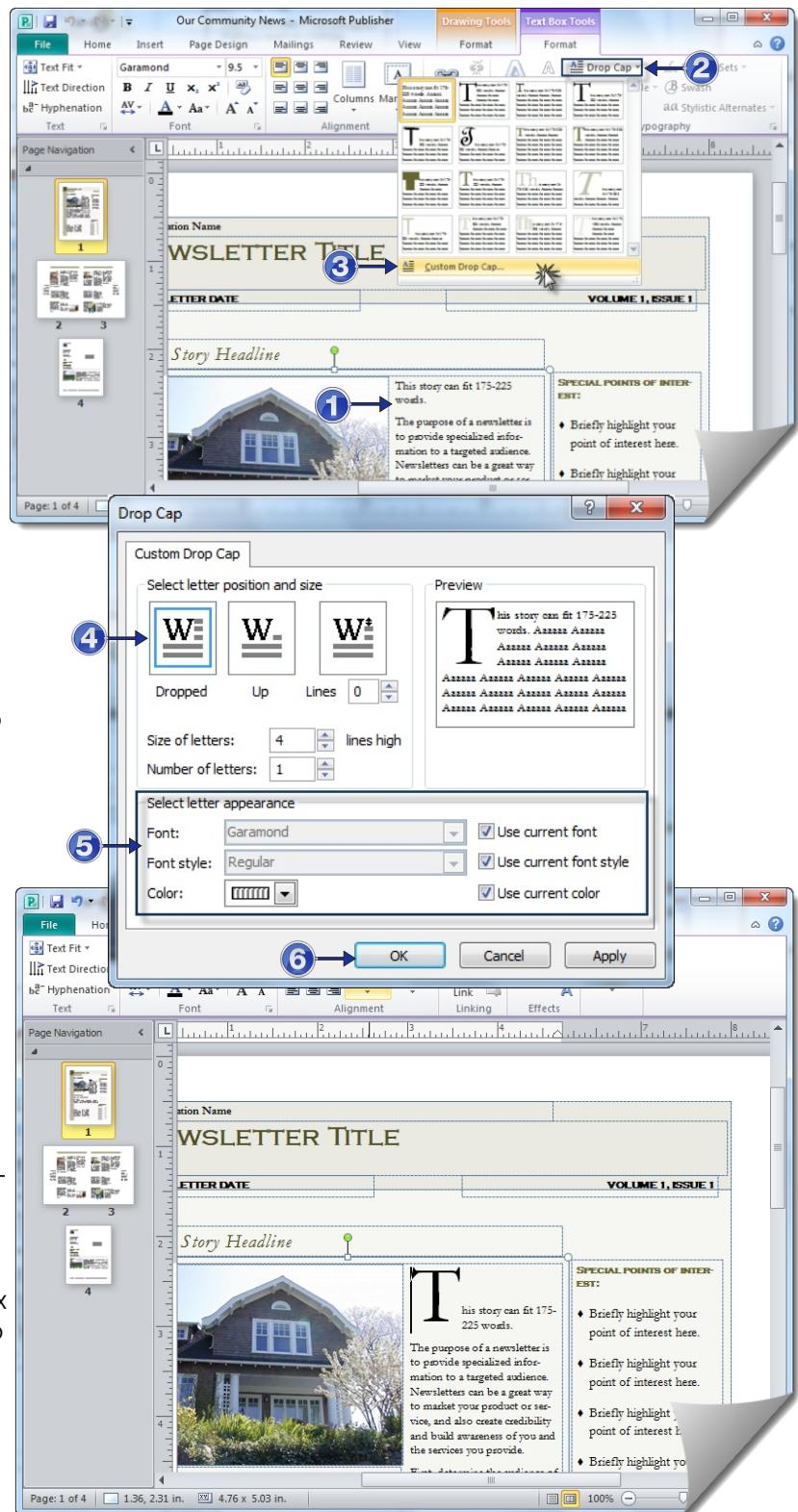
1 Clear the Use current font check-box to select a different font for the drop cap.

2 Clear the Use current font style check-box to select a different font style, such as bold or italic, for the drop cap.

3 Clear the Use current color check-box to select a different color for the drop cap.

- 6 Click to apply Drop Cap.

Note: When you create a custom drop cap, the custom style is added to the available drop caps list and you can use this style to create other drop caps in the current publication.



Inserting and Modifying a Picture

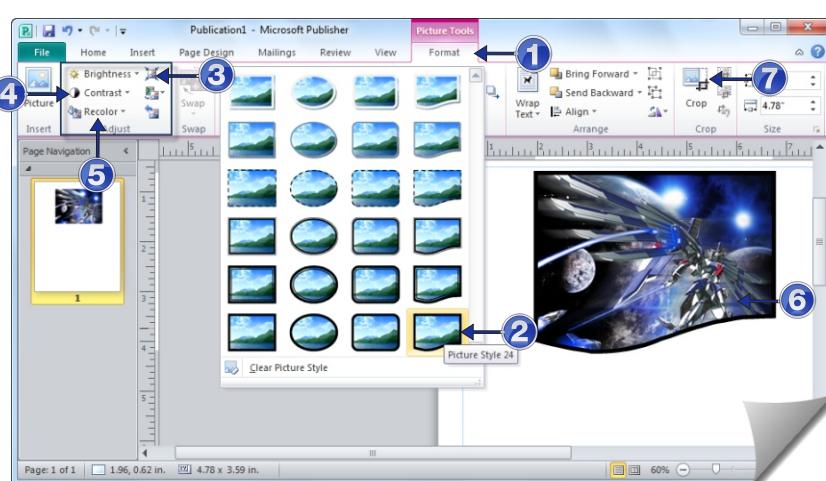
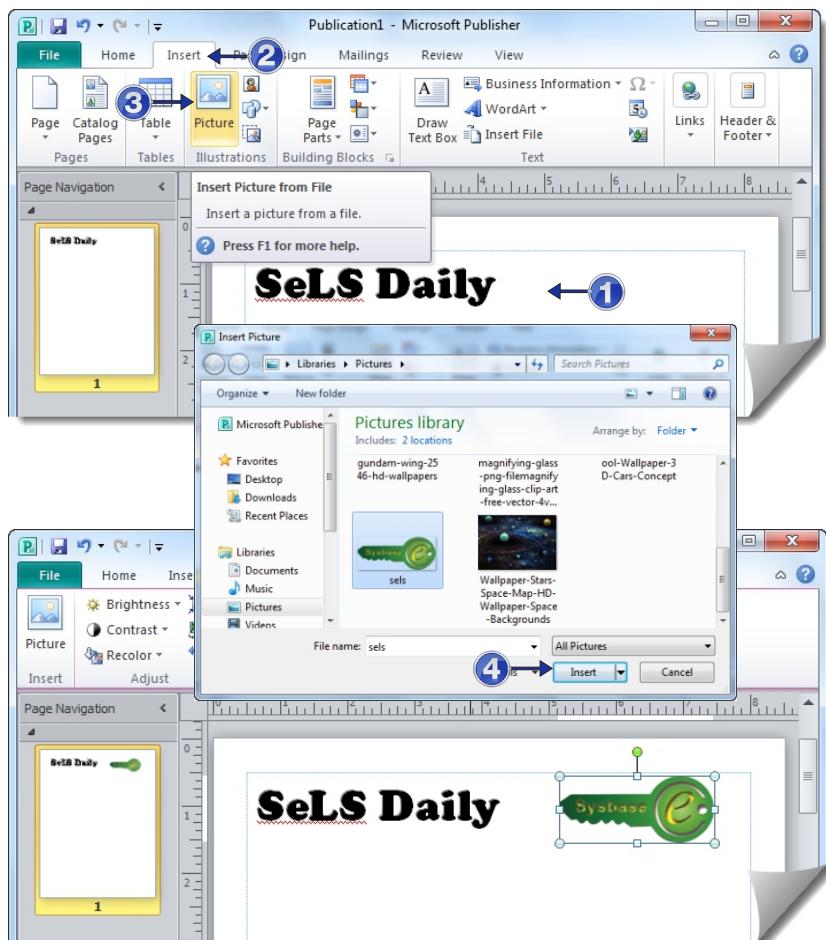
Pictures or images are treated as objects in Publisher. Office 2010 applications like Publisher include some great picture editing tools that make it simple for you to make your photos and drawings really shine. The picture-editing features enable you to adjust brightness and contrast, apply various artistic effects, rotate an image, and even crop an image in your publication.

Insert a Picture

- 1 Display the page on which you want to add the picture.
- 2 Click the Insert tab.
- 3 Click Picture.
- 4 In the Insert Picture dialog box, navigate to the folder that you want, click the picture, and click Insert.
- 5 Adjust the picture on the page by resizing it and dragging it to the location where you want it to appear.

Modify a Picture

- 1 With the picture selected, click the Picture Tools Format tab.
- 2 Add a picture style by clicking the example you like in the style gallery.
- 3 Adjust the brightness of the image.
- 4 Change the contrast to clarify the picture.
- 5 Apply a color wash by clicking your choice in the Recolor gallery.
- 6 Click the rotate handle, and drag the picture in the direction that you want it to rotate.
- 7 Click Crop to display the cropping handles on the image, and drag the handles until the image shows only the portion you want to keep. Press Enter to complete the crop.



Adding a Border to an Object

Adding a border in any object in Publisher is now easy. You can add a border to any object in a publication, including text boxes, clip art, and pictures, to add emphasis or make the publication more appealing to the reader. Publisher comes with several pre-designed borders, which you can apply to your publication. These include borders of various colors, shapes, and thicknesses, with or without background shading. Alternatively, you can create your own custom borders — for example, making each border line a different color or thickness.

Add a Border

- 1 Select the object to which you want to apply a border.
- 2 Click the Format tab Picture Tools.
- 3 Click a border in the Picture Styles, Shape Styles list. You can click the Shape Outline button (□) to view available line styles and weights. You can click the Change Shape (□) button to view available shapes for the border. Publisher applies the border to the object.



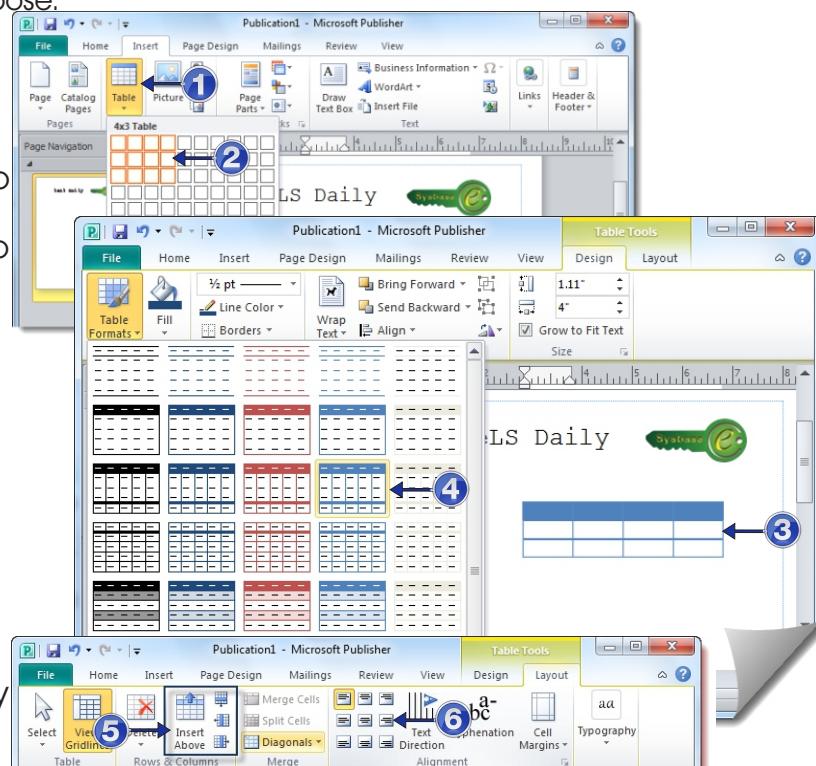
Adding a Table

You may want to use a table to organize and present your information with the greatest possible clarity in a publication. Publisher comes with a series of design formats that help you create exactly the type of table you need for your specific purpose.

- 1 With your publication open in Publisher, click the Insert tab and click Table in the Objects group.
- 2 On the grid that appears, drag to select the number of columns and rows that you want to add to the table.
- 3 Add your content to the table.
- 4 Click the Table Tools Design tab, and choose a table format that you want to apply.

Insert the Table

- 5 Add columns and rows by using the tools in the Rows & Columns group of the Table Tools Layout tab.
- 6 Align content in the table cells by using tools in the Alignment group.



Creating a Building Block Object

Objects that can be seen in many of your publication can be tough when it comes to layout. If you find yourself using an object you have created over and over, you can save that object as a Building Block object and reuse it as needed. For example, if you use the same headline in every publication you create, you can save it as a Building Block object; then, you can insert it into a publication anytime you need it. Anything you save as a Building Block object is accessible from any other Publisher files and its pages you open.

Create a Building Block Object

- 1 Click the element that you want to save.

- 2 Click the Insert tab.

- 3 Click a button in the Building Blocks group.

Click Page Parts if the Building Block object that you want to create is a heading, sidebar, or something similar.

Click Calendars if the Building Block object you want to create is a calendar.

Click Borders & Accents if the Building Block object that you want to create is a border or accent.

Click Advertisements if the Building Block object that you want to create is a coupon or other advertisement.

- 4 Click Add Selection to Building Block Gallery.

Note: The precise name of this option varies depending on what button you click in Step 3.

The Create New Building Block dialog box appears.

- 5 Type a name for the item.

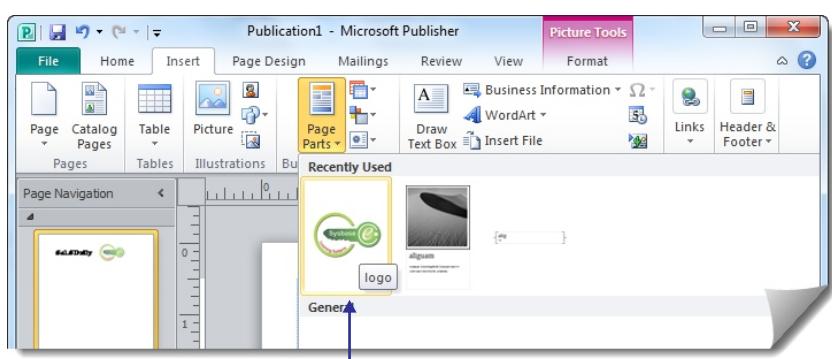
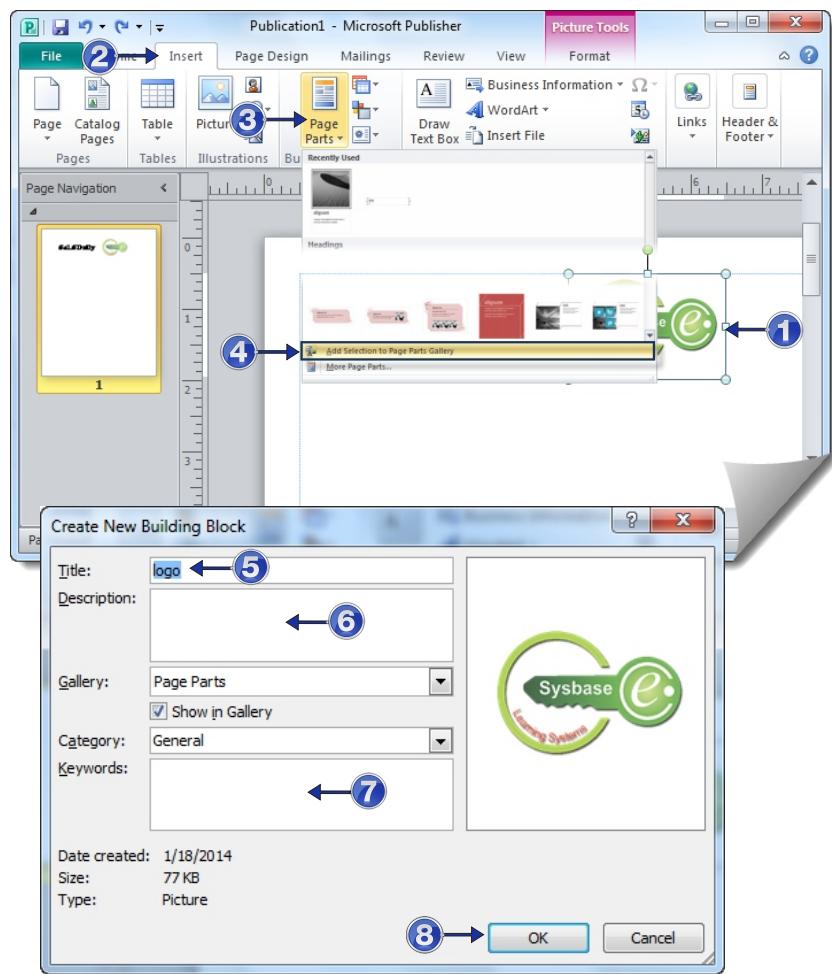
- 6 Type a description for the item.

- 7 Choose a category for the item and enter keywords that describes the item.

- 8 Click OK.

Publisher creates the Building Block object.

You can view the item by clicking the button you clicked in Step 3.

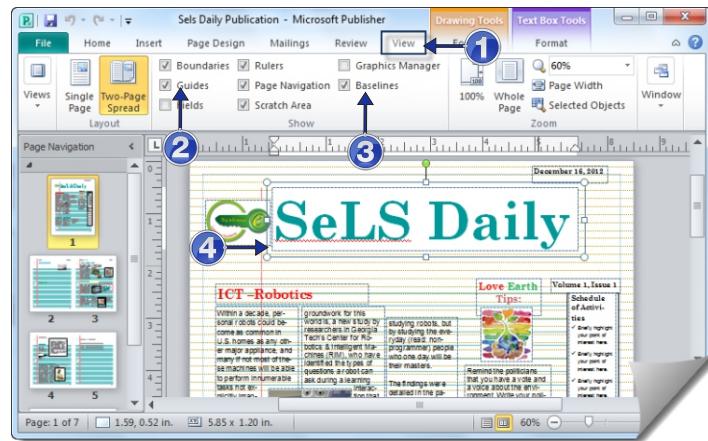


Arranging Objects on the Page

Publisher 2010 includes a number of tools that help you make sure the objects on your page are lined up nicely together. You can begin by displaying the boundaries of all your objects so that you know where one ends, and another begins. Then, use margin guides to specify the amount of space between your content and the edge of the page; use grid guides to line up objects either horizontally or vertically; use baseline guides so that the lines of text align horizontally across the page, even if they're in different text boxes; and use the ruler guides to align each object to a specific measurement.

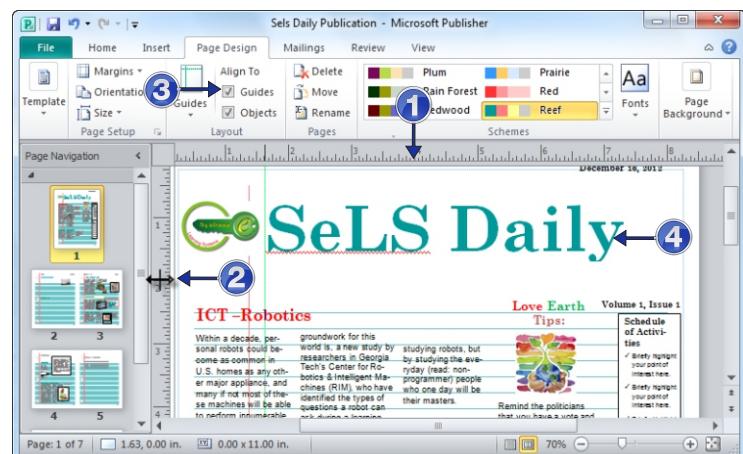
Setup your Guides

- ① Show the boundaries of the objects on your page by clicking the View tab and clicking Boundaries in the Show group.
- ② Click Guides to display the margin guides as well as the vertical and horizontal guides when you drag an object on the page.
- ③ Click Baselines to display lines at the base of all your lines of text. This helps you align the content of your publication across multiple columns.
- ④ As you drag or resize an object in your document, notice how it aligns with the grid guidelines.



Position an Object at an Exact Location

- ① Click in the horizontal ruler, and drag a horizontal guide to the location you want on the page.
- ② Click in the vertical ruler, and drag a vertical ruler guide to the location you want on the page.
- ③ Click the Page Design tab, and make sure that Align To Guides is selected in the Layout group.
- ④ Move or resize the object so that its boundaries align with a horizontal or vertical ruler guide, or to the intersection of a horizontal and vertical guide.



Stacking and Grouping Objects

One great feature in Publisher is its ability in giving you to stack, or layer, several objects and to adjust the order in which they're stacked.

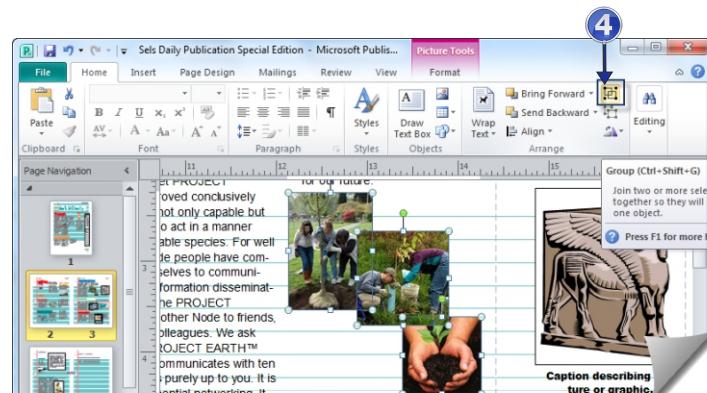
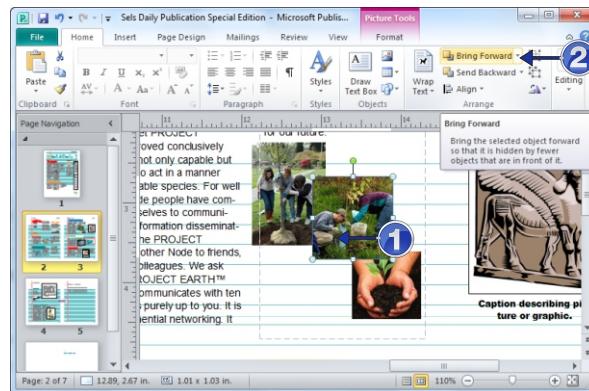
Stack and Group Objects

- 1 With your publication open on the screen, click an object that you want to layer.
- 2 Drag one object on top of another object.
- 3 With the first object still selected, click Send Backward in the Arrange group of the Home tab.



Arrange and Group the Objects

- 1 Drag another object to layer with the first two.
- 2 Click the bottommost object, and click Bring Forward in the Arrange group.
- 3 Press Shift, and click each object in the stack so that all three are selected.
- 4 Click Group in the Arrange group. The objects are combined into one object, and you can move and resize them as a single item.



Flowing Text Around an Object

You can add style and sophistication to your publication by flowing the text of your story around an object—a picture or shape, for example. You do this by setting the text wrapping for the object.

Set the Text Wrapping

- In a publication that contains a text box and the object that you want the text to wrap around, right-click the object, and choose Format Picture from the list.
- On the Layout tab, select the text-wrapping style you want.
- Specify how you want the text to wrap around the object.
- If you selected the Square wrapping style and would rather not use the automatic setting, clear the Automatic check box, and set the values for how closely the text will wrap around the object.
- Click OK.
- Drag the object into a text box that contains text, and adjust the position of the object so that the text wraps around the object in exactly the way you wanted.

