



Microsoft Publisher 2016

An Introduction

IN FOCUS COURSEWARE

Designed to fast-track you through the process of learning about computers and information technology, the *In Focus* range is a unique and innovative concept in learning.

A quick reference summary of key procedures is provided at the bottom of each page together with handy tips and additional information.

Each title in the *In Focus* series can be used as:

- a classroom workbook for instructor-led teaching and training;
- a self-study guide for self-paced learning;
- a tutorial guide for distance education programs;
- a resource collection of just-in-time support and information for help desk users and support staff;
- a handy, desk-side reference for computer users.

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Microsoft Publisher 2016
An Introduction

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WATSONIA PUBLISHING

MICROSOFT PUBLISHER 2016

AN INTRODUCTION

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READ ME FIRST

In case you're not familiar with the terminology, *Read Me First* is quite often the name given to a computer file that contains important information for people to know prior to using an application.

This section contains some important information to help you use this book so we thought we'd start with a *Read Me First* section.

What skills and knowledge you will acquire...

The skills and knowledge acquired in Microsoft Publisher 2016 - An Introduction are sufficient to be able to use and operate the software effectively.

What you'll need to know before beginning this course...

Microsoft Publisher 2016 - An Introduction assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

The objectives of this guide...

At the completion of this course you should be able to:

- work with the basic features of **Publisher**
- create a new publication
- create publications based on different layout and design options
- understand how to work with text
- understand different techniques for working with text
- create, use and modify a table
- insert and modify shapes
- insert building blocks into a publication

What you get in a chapter...

Each chapter begins with a summary page listing the topics covered in that chapter. The chapter then consists of single-page topic sheets pertaining to the theme of the chapter.

What you'll need to have before commencing this course...

Many of the topics in this learning guide require you to open an existing file with data in it. These files can be obtained from your instructor and need the product code for this course which is Publisher2016.

As you work through this guide...

It is strongly recommended that you close all open files, if any, prior to commencing each new chapter in this learning guide. Each chapter, where relevant, has its own set of exercise files and any from a previous chapter are no longer required.

Where to from here...

Have a look at the next page which explains how a topic page works, ensure that you have access to the exercise files (see above), and you're ready to make a start.

WORKING WITH TOPIC SHEETS

The majority of this book comprises single-page topic sheets. There are two types of topic sheets: **task** and **reference**. The layout of both is similar – an overview at the top, *detail* in the centre and

additional reference (optional) material at the bottom. Task sheets contain a *Try This Yourself* step-by-step exercise panel in the detail area as shown below.

OPENING A DOCUMENT

Although there are a number of different ways to open a Word file, which include using the Start menu or clicking directly on an icon of the file, perhaps the best and simplest way to do it is from within the Word program itself using the File > Open command. The Open dialog box has tools that help you to identify file types and location.

Try This Yourself:

- 1 Select File > Open to display the Open dialog box
- 2 Click on the drop arrow for Look in to display a list of possible locations available to your computer where documents may be found
- 3 Click on Drive C (C:) or its equivalent on your computer
- 4 The contents of drive C: will now be displayed in the Open dialog box...
- 5 Double-click on Course Files For Word 2000 – this is the folder where files for this course can be found
- 6 The contents of the folder Course Files For Word 2000 will now be displayed...
- 7 Click on W002 Document Essentials_1.doc to select it as the file that you wish to open, then click [Open] to open the document on the screen

For Your Reference...

To open a document in Word:

1. Select File > Open to display the Open dialog box
2. Locate the file and folder (if necessary)
3. Click on [Open]

Handy to Know...

There is more than one way to open a document in Word. Alternatively you could:

- Click on the Open tool
- Select a recently opened file from the File menu.

Skillgate Learning Centres Page 10 Chapter 2: Working With A Document

- 1 Topic name
- 2 General topic overview provides an introduction to the topic
- 3 *Try This Yourself* (Task-based topic sheets) is a detailed step-by-step practice exercise for you to work through. In *Reference* topic sheets this is usually replaced by a box with reference information.
- 4 In *Task* topic sheets screen shots and graphics provide a visual clue as to what will happen when you work through the *Try This Yourself* practice exercise. In *Reference* topic sheets the screen shots and graphics are used to visually represent information and concepts.
- 5 The *For Your Reference* (optional) element provides a quick summary of the steps required to perform a task. These usually only appear in Task-based topic sheets.
- 6 The *Handy To Know* (optional) element provides additional information such as alternate ways of accomplishing a task or further information providing handy tips.



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NOTES:

CHAPTER 1

INFOCUS

GETTING STARTED WITH PUBLISHER

Microsoft Publisher is used to create a range of **publications** such as flyers, business cards, calendars and greeting cards.

Publisher is designed to make it easy for anyone to create professional publications. It includes a range of **templates, designs** and **blank publications** that can be used as the basis for your publication. All you need to provide is content.

In this session you will:

- ✓ gain an understanding of **Publisher**
- ✓ learn how to start **Publisher 2016**
- ✓ gain an understanding of the **Publisher Start** screen
- ✓ learn how to create a new blank publication
- ✓ gain an understanding of the **Publisher** screen
- ✓ gain an understanding of how **Publisher** works
- ✓ learn how to use the ribbon
- ✓ learn how to show and collapse the ribbon
- ✓ gain an understanding of the **Backstage** view
- ✓ learn how to access the **Backstage** view
- ✓ gain an understanding of the status bar
- ✓ learn how to exit safely from **Publisher**.

UNDERSTANDING PUBLISHER 2016

Effective communication through the medium of the printed word is enhanced by appealing, thoughtfully laid-out and well-presented documents. In the past, skilled craftsmen were

given the task of preparing newsletters, creating brochures, developing advertisements and the like. Today much of this work is accomplished using the computer and a variety of software packages.

Publisher 2016 Overview

Expensive desktop publishing packages, such as **PageMaker**, **Ventura**, **Quark Xpress**, and **InDesign** are used to create elaborate and sophisticated documents in a fraction of the time that it took to create similar documents manually in the past.

However, these packages require a high degree of skill and expertise to operate effectively. Using them for the social club flyer, the quick product advertisement or the company price list may be difficult and inefficient – but more importantly, result in unnecessary expense in both production and time.

Publisher can best be described as an intermediate version of the more powerful desktop publishing software packages. While it lacks some of the sophistication of the other packages, it still embodies most of the features. The real advantage of it lies in the fact that it is easier to use if you want to create simple publications.

Uses For Publisher

Publisher is ideal for home, small business and even corporate use. Here are just some of the possible uses for Publisher:

- Product flyers
- Price lists
- Notices
- Bulletins
- Covers for manuals
- Invitations
- Posters
- Company forms (e.g. invoices, stationery, order forms etc.)
- Travel itineraries
- Product specials
- Newsletters
- Press releases
- Letterheads
- Personalised greeting cards
- Emails
- Photo albums

STARTING PUBLISHER IN WINDOWS 10

To create or edit a publication, the first thing you must do is start Publisher. The first time you use Publisher you will need to open it from the taskbar **Search the web and Windows** bar or

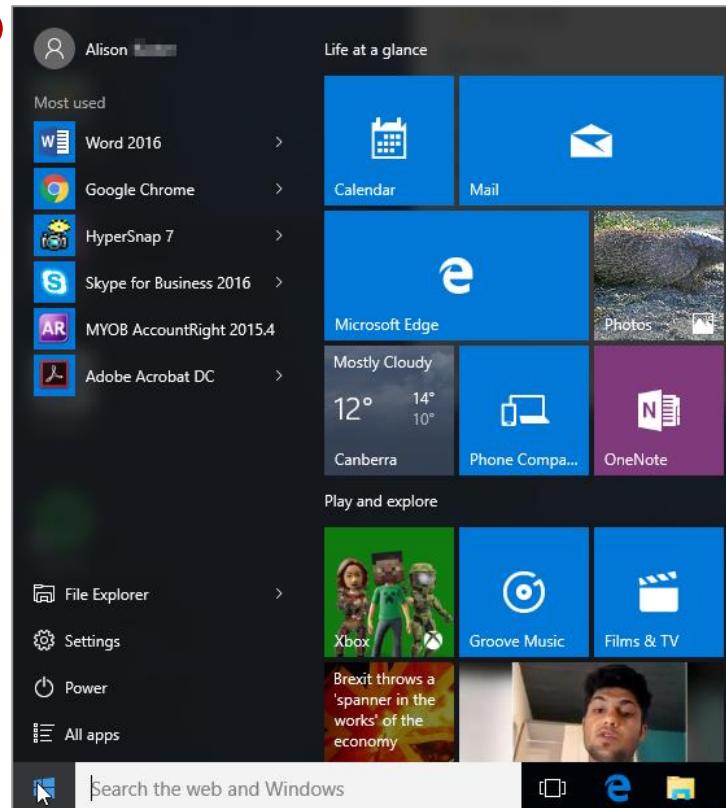
the **All apps** list in the **Start** menu. You can then choose to pin it to the **Start** menu or the taskbar so that you can access it more quickly and easily the next time you use it.

Try This Yourself:

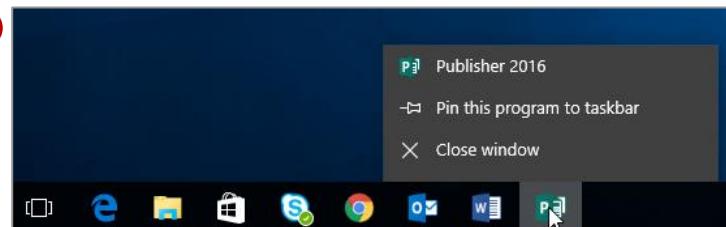
Before you begin, ensure that your computer is switched on and the desktop is displayed...

- 1 If there is no **Publisher** icon in the taskbar at the bottom of the desktop, click on the **Windows** icon in the taskbar, as shown, to display the **Start** menu
- 2 Click on **All apps** to display a list of all the apps on your computer
- 3 Scroll down to the **P** section
Publisher 2016 is listed here...
- 4 Click on **Publisher 2016** to start Publisher
- 5 Right-click on the Publisher icon in the taskbar to display a menu of options, as shown, then select **Pin this program to taskbar**
- You can now click on this icon to open Publisher from the desktop. This icon will remain in the taskbar unless you remove it...
- 6 Repeat step 5 to select **Close window** to close Publisher
- 7 Click on the **Publisher** icon in the taskbar to open Project again

1



5



For Your Reference...

To add a **Publisher** icon to the **desktop taskbar**:

1. Display the **Start** menu, then click on **All apps**
2. Right-click on **Publisher 2016**
3. Select **Pin to taskbar**

Handy to Know...

- You can start Publisher by clicking in the taskbar **Search...** bar, typing **publisher**, then clicking on Publisher in the list of search results.
- You can pin Publisher to the **Start** menu by displaying the **All apps** list, right-clicking on **Publisher 2016** and selecting **Pin to Start**.

UNDERSTANDING THE START SCREEN

Most times you open Publisher, a **start** screen will display. From this initial screen, you can choose what kind of publication you want to work with. You can choose to work with one of your

most recently accessed files, open a publication that has already been created and saved, find online templates, or create a new publication using the available templates.

Publisher 2016 Start Screen

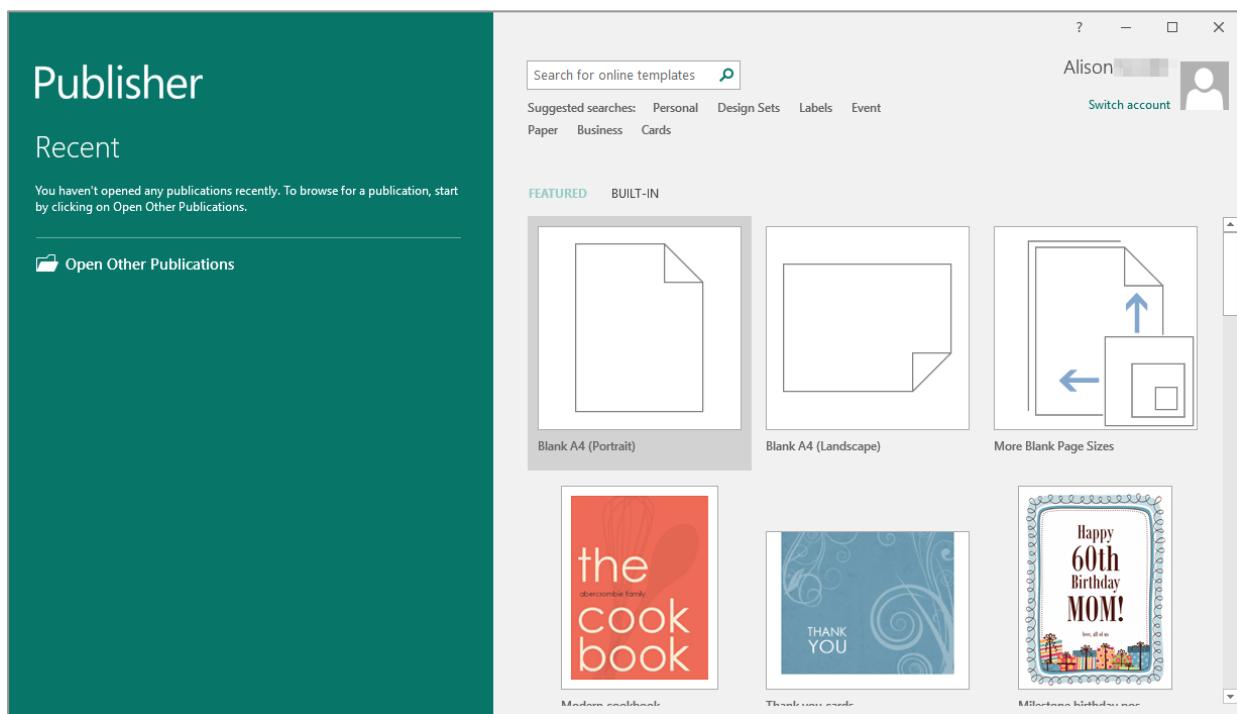
The Publisher 2016 **start** screen is very helpful if you want to quickly access files you have worked on recently or create a new publication based on one of the available templates, including the default **Blank A4 (Portrait)** publication template.

If you have already worked on a publication or several publications in Publisher, a list of recent files will display below **Recent** in the green pane to the left of the screen. If you haven't worked on any publications yet, you can still open existing publications by clicking on the link, **Open Other Publications**, located below **Recent**. This lets you open an existing file that has been saved to your computer or OneDrive.

The main pane of the Publisher **start** screen displays thumbnail previews of available templates you can use to create a new publication. It also contains the search for online templates box.

Templates are layouts that have already been created which you can customise to suit your needs and then enter relevant content. If you want to start with a clean slate you can choose from one of the **Blank** publication templates, but you'll probably find you'll prefer to work with templates that contain pre-existing layouts most of the time as it saves time and effort.

In the top right corner of the screen you'll see information about the account you've used to sign into **Windows** as well as **Help**, **Minimise**, **Restore Down**, and **Close** tools.



The Publisher **start** screen will only display when you launch the **Publisher 2016** application directly – that is, by clicking on the Publisher tile in the **All apps** list of the **start** menu or in the search pane, or clicking on the taskbar icon if the application has been pinned to the taskbar.

Publisher 2016 can also be started in **Windows 10** by double-clicking on a Publisher publication in **File Explorer**. When this occurs Publisher 2016 will start with the publication open on the screen and the **start** screen shown above will be bypassed.

CREATING A NEW BLANK PUBLICATION

Files created in Publisher are called **publications**. All publications created in Publisher are based on a template. A template defines the basic layout of a publication. To start

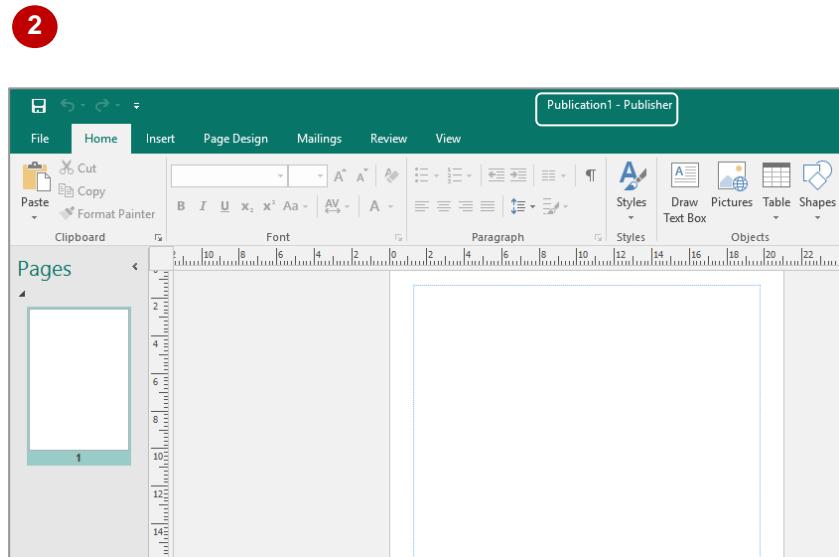
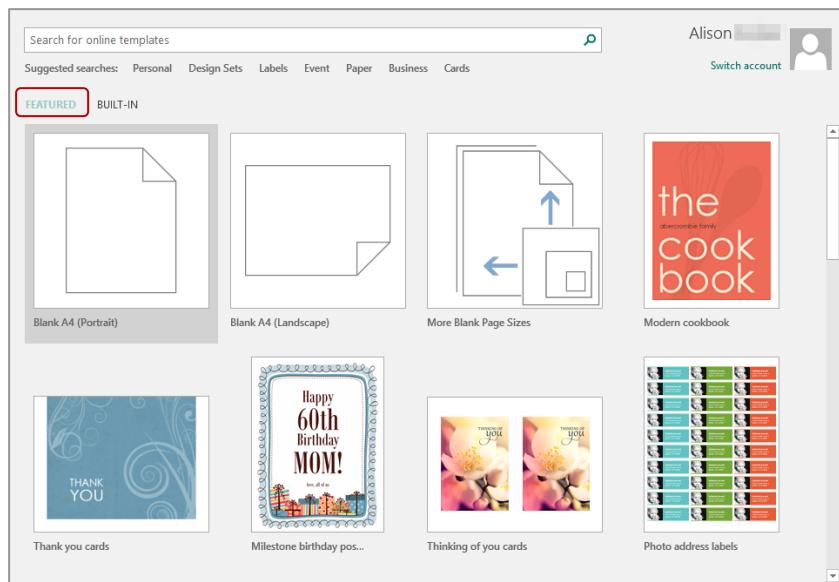
a simple publication from scratch, choose a blank template. Blank templates come in a range of different sizes, enabling you to choose a size that suits your requirements from the start.

Try This Yourself:

Before starting this exercise, ensure Publisher has started and the Publisher start screen is displayed...

- 1 View the variety of templates available on the **Publisher start** screen
- 2 Ensure **FEATURED** is selected in the main pane, as shown
- 3 Click on **Blank A4 (Portrait)**

A new blank publication will open. Notice that the publication is automatically assigned a temporary name, which is displayed in the title bar



3

For Your Reference...

To *create a blank publication*:

1. Open **Publisher** so that the **Publisher start** screen is displayed
2. Ensure **FEATURED** is selected in the main pane
3. Click on one of the **Blank** templates in the list of templates

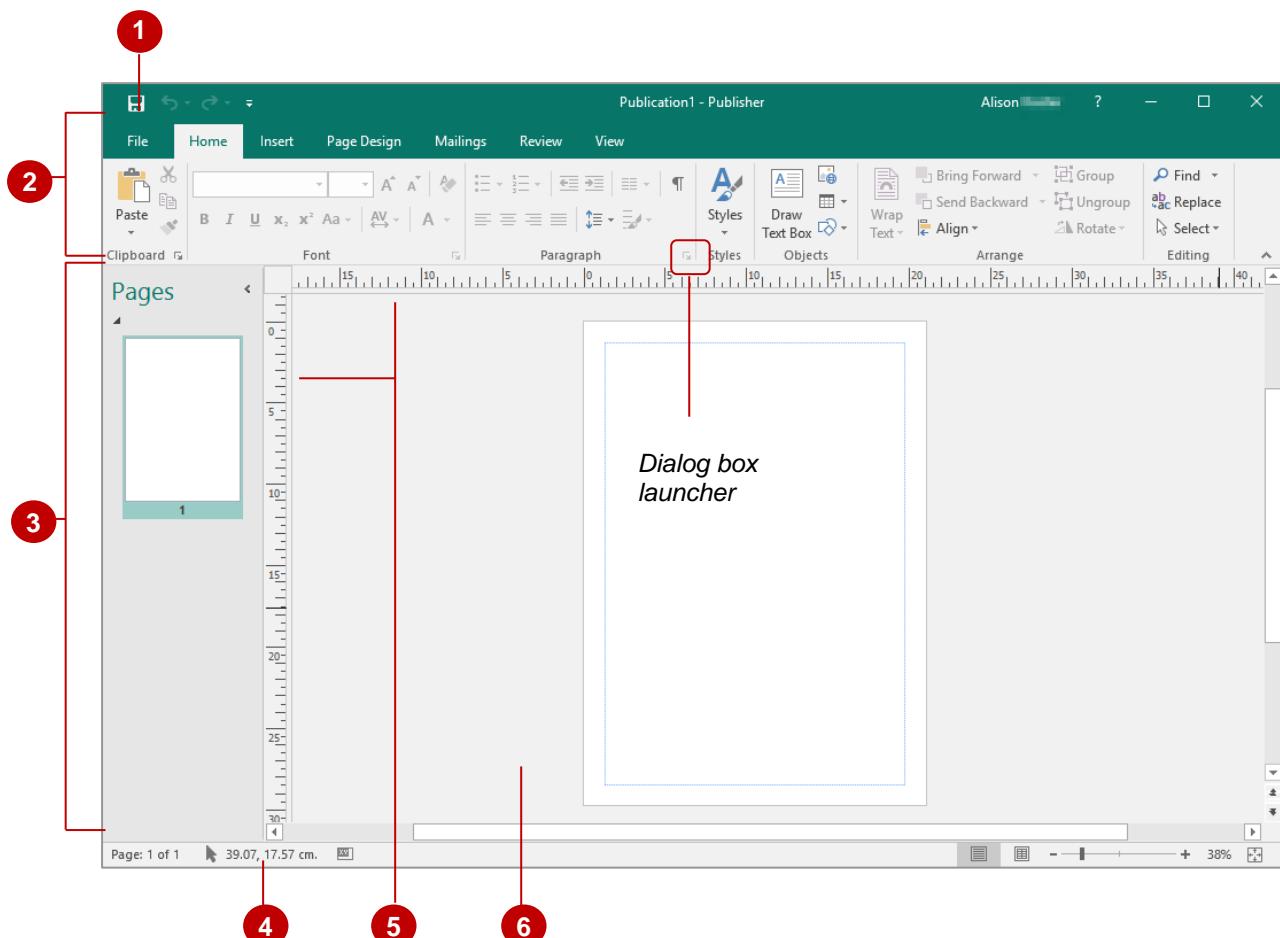
Handy to Know...

- If you already have a publication open and want to create a new one, click on the **File** tab to open the **Backstage** view, click on **New**, then select a **Blank** template.
- You can use the keyboard shortcut **Ctrl + N** to display the Publisher **start** screen.

THE PUBLISHER 2016 SCREEN

The Publisher screen is the area that you use to create and modify your publications. Whether you use a template or a blank publication, you will use this screen to make changes to your

publication. The screen is made up of several key components, which are described on this page. Some of these components, such as the ribbon, are common to all Office 2016 applications.



- 1 The **File** tab is used to access the **Backstage** view which contains file management functions, such as saving, opening, closing, printing, sharing, and so on. There is also information contained here such as your document **Properties**. **Options** are also available so that you can set your working preferences for Publisher.
- 2 The **ribbon** is the tabbed band that appears across the top of the window. It is the control centre of Publisher. You use the **tabs** on the ribbon to access the **commands** that are categorised into **groups**. Some groups have a **dialog box launcher** icon in the corner, which you can click on to display a dialog box with more commands and options.
- 3 Each of the pages in your publication is represented by a thumbnail in the **Pages** navigation pane. When you click on a page's thumbnail in this pane, Publisher displays the page in the publication window. These thumbnails can also be used to reorder the pages in a publication.
- 4 The **status bar** provides feedback about what you are doing on the screen. For example, if you are drawing a text box, the status bar will display the coordinates and size of the box. The status bar also contains the **View** buttons and the **Zoom Slider**, which are used to change the view or to increase/decrease the zoom ratio for your publication.
- 5 The **rulers** along the top and down the left side of the publication window allow you to measure horizontal and vertical page dimensions so that you can place objects with precision.
- 6 The **publication window** displays the current page of the publication and the surrounding **scratch area** or working area, which can be used for temporary placement of objects.

How PUBLISHER 2016 WORKS

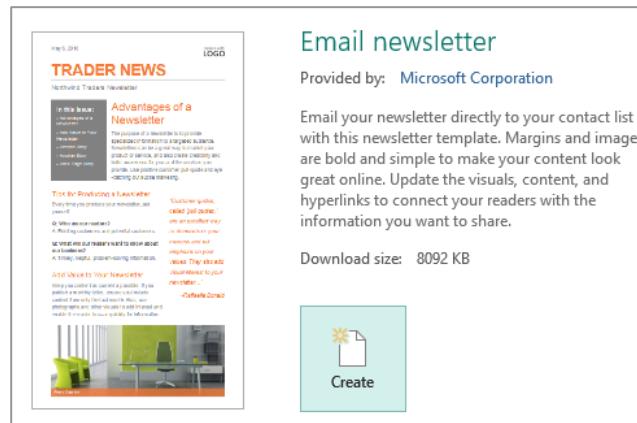
The Publisher screen has three key areas. The data you type is placed on a page. The data can be manipulated using commands on the ribbon. The page is part of a larger entity known as a publication

or file, and changes to the file are controlled in **Backstage** view. These key components are described on this page.

The Page

If you create a new blank publication, it will appear as a blank **page** in the publication window and the **Pages** navigation pane will display on the left side of the screen.

You can also create a new publication from a template, such as this business newsletter shown to the right. As with a blank publication, the page with the template on it will appear in the publication window with the **Pages** navigation pane on the left. Specific information will appear by default on the page, and you can edit it or add your own data as desired.



Email newsletter

Provided by: Microsoft Corporation

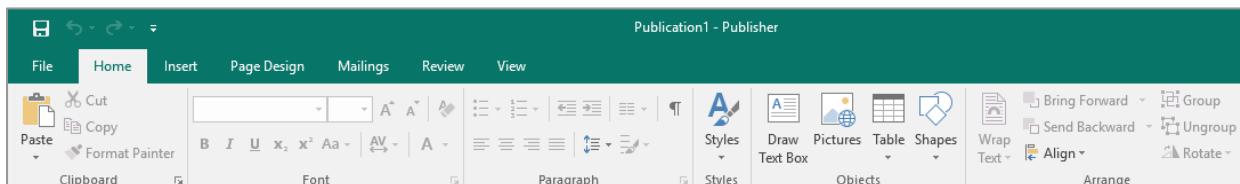
Email your newsletter directly to your contact list with this newsletter template. Margins and images are bold and simple to make your content look great online. Update the visuals, content, and hyperlinks to connect your readers with the information you want to share.

Download size: 8092 KB



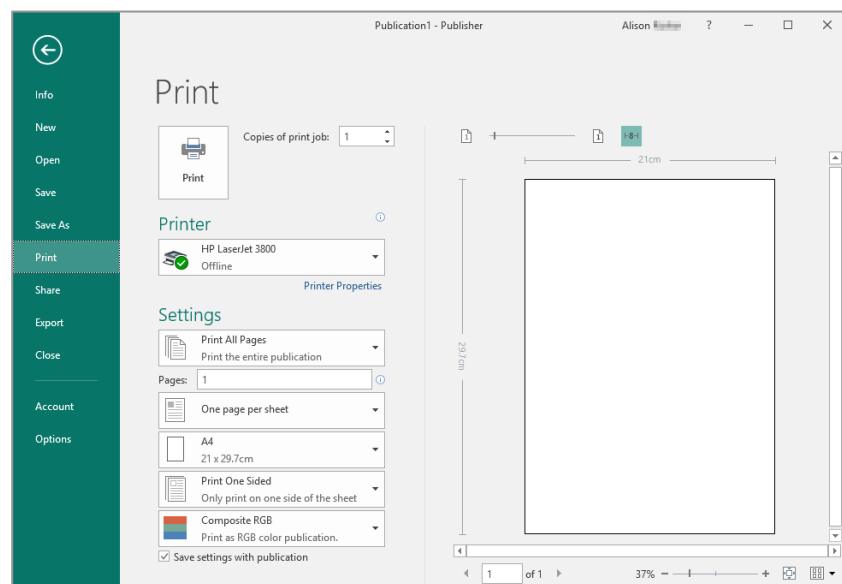
The Ribbon

When you need to do something with the data on a page, such as format it, colour it, move it, copy it, and much more, you'll find all of the relevant commands on the ribbon. The ribbon has the commands organised thematically using a series of tabs across the top.



Backstage View

When you want to do something with your publication, such as save it so that you can access it again later, print it, share it with a colleague, or send it to your boss, you will need to access the **Backstage** view of Publisher. The **Backstage** view is accessed using the **File** tab on the ribbon. Rather than displaying commands on a ribbon, **Backstage** occupies the entire screen and has a series of options down the left side which allow you to perform a number of operations. In our sample to the right, the **Print** option is active, and that is why you can see a preview of the publication and a number of print-related options on the screen.



USING THE RIBBON

The ribbon is the command centre for Publisher. It provides a series of **commands** organised into **groups** that are placed on relevant **tabs**. Tabs are activated by clicking on their name to display

the command groups. **Commands** are activated by clicking on a button, tool or gallery option. Everything you could possibly want to do in Publisher will be found somewhere on this ribbon.

Try This Yourself:

Before starting this exercise ensure Publisher has started and you have a blank publication open...

- 1 Examine the **groups** of commands on the **Home** tab

These are the most commonly used commands...

- 2 Click on the **Insert** tab

The commands on this tab are used to create pages, tables, illustrations, building blocks, headers and footers, text objects and links, and to add things such as apps and media to your publication...

- 3 Click on **Shapes** in the **Illustrations** group to display the **Shapes gallery**

This gallery includes a huge range of shapes...

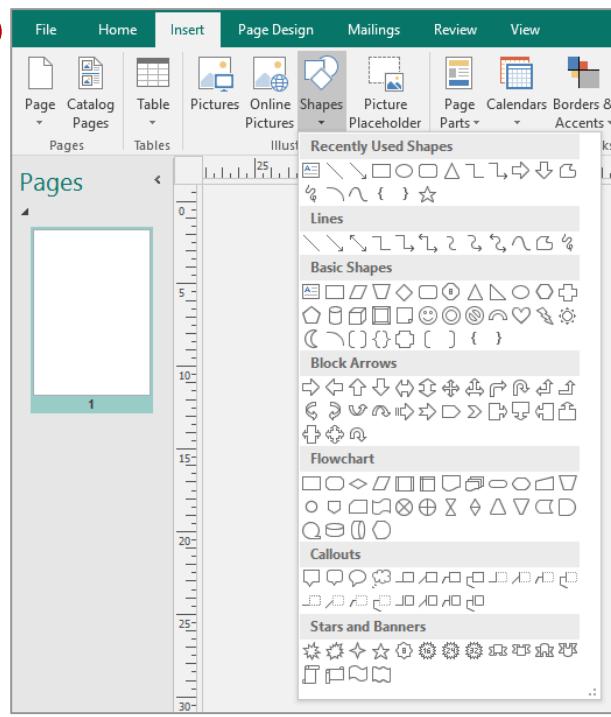
- 4 Click on each of the tabs and examine the commands

Some of these open 'dialog boxes'...

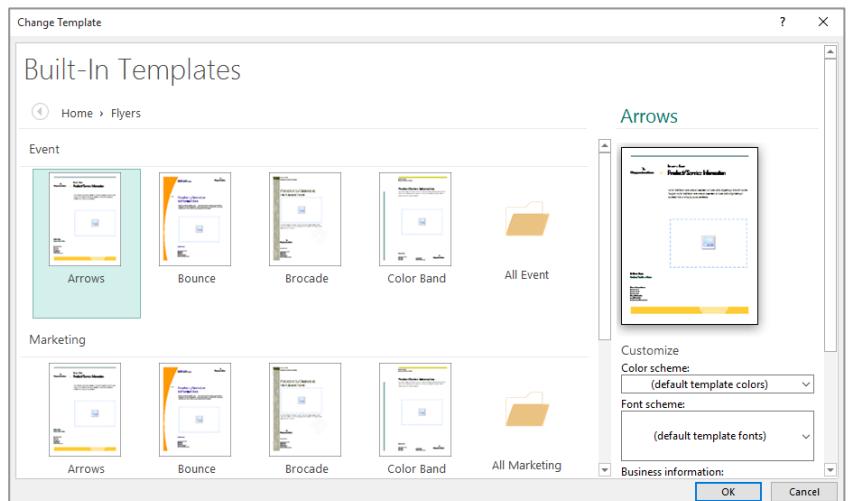
- 5 Click on the **Page Design** tab, then click on **Change Template** in the **Template** group to display the **Change Template** dialog box

- 6 Click on **[Cancel]**, then click on the **Home** tab

3



5



For Your Reference...

To use the **ribbon**:

1. Click on a **tab** to display the **commands**
2. Click on a **button** to activate a **command**, display a **gallery** or display a **dialog box**

Handy to Know...

- Additional tabs, known as contextual tabs, appear on the ribbon in specific circumstances. For example, if you insert a picture, the **Picture Tools: Format** tab will appear. This provides quick access to all of the tools you may need to modify and work with a picture.

SHOWING AND COLLAPSING THE RIBBON

The ribbon, valuable as it is, does occupy a reasonable amount of space. To maximise your working space you can minimise the ribbon so only the tabs are visible, minimise it as a once-off

operation or have it constantly minimised and display the commands only briefly when a tab is selected.

Try This Yourself:

Before starting this exercise ensure Publisher has started and you have a blank publication open...

- 1 Click on **Collapse the Ribbon** in the bottom right corner of the ribbon, as shown

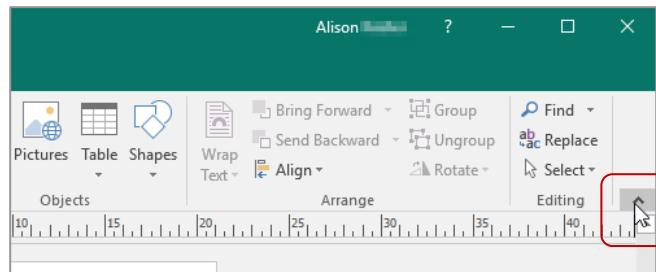
Though the tabs remain visible, the rest of the commands are hidden...

- 2 Click on one of the ribbon tabs
The ribbon, including the tabs and commands, will display temporarily ...

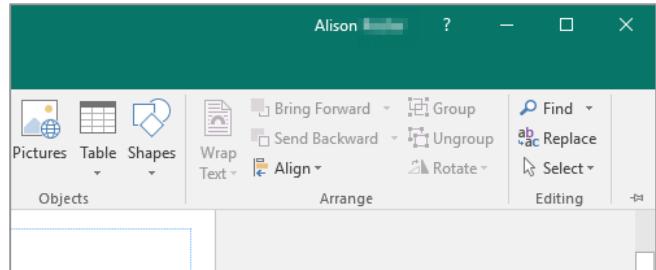
- 3 Click anywhere in the publication to hide the ribbon commands again
Now let's display the ribbon with tabs and commands permanently...

- 4 Click on one of the ribbon tabs, then click on **Pin the ribbon** in the bottom right corner of the ribbon, as shown

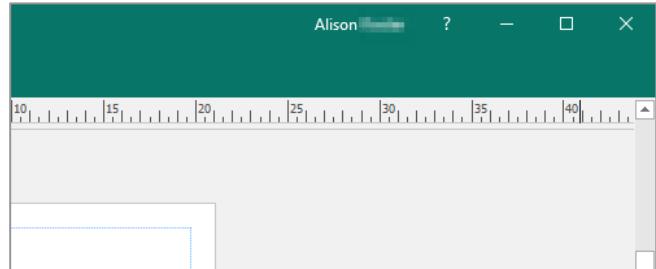
1



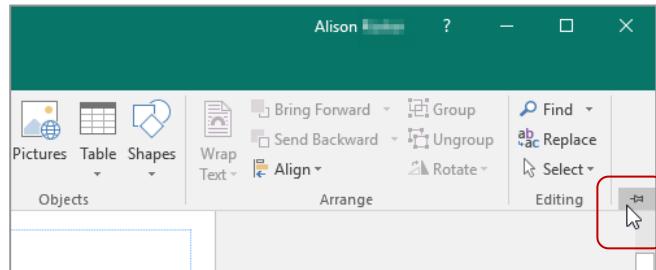
2



3



4



For Your Reference...

To **hide** the ribbon:

- Click on **Collapse the Ribbon** in the bottom right corner of the ribbon

To **display** the ribbon:

- Click on **Pin the Ribbon** in the bottom right corner of the ribbon

Handy to Know...

- If you wish to quickly collapse the ribbon to display only the tab names, you can either press **Ctrl + F1**, or double-click on any tab except for the **File** tab. These functions can also be used to expand the ribbon again.

UNDERSTANDING THE BACKSTAGE VIEW

The ribbon lets you work on the content in a publication so that you can add more content, format it, insert pictures into it, copy it, and much more. The **Backstage** view, which is accessed

using the **File** tab, lets you do something with the file you create. You can save it for later use, print it on paper, send it via email, and more.

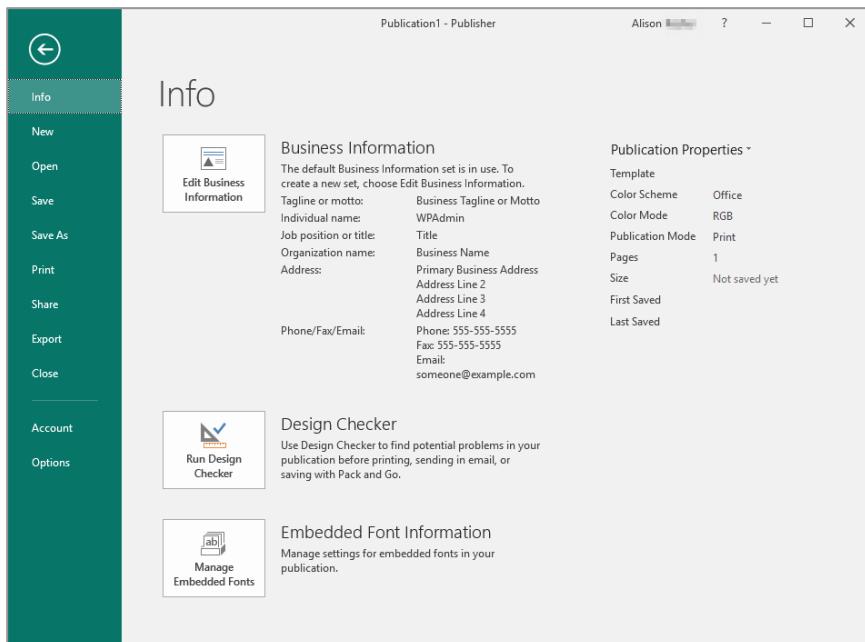
The Backstage View

The **File** tab on the ribbon is not a normal tab – as you can tell by the fact that it is coloured. Clicking on the **File** tab launches a mini-program within Microsoft Publisher known as **Backstage** view. **Backstage**, as it's known for short, occupies the entire screen.

To the left of the **Backstage** is a navigation pane which is made up of **tabs**. These tabs provide you with access to various operations, such as printing, saving and sharing. They can also provide you with information about your publication such as the file size.

Clicking on one of these tabs displays a range of options associated with the particular operation.

The whole underlying purpose of **Backstage** is to let you protect your data, share it with others, and provide you with valuable information about your publication. Depending on what type of publication it is and what has been done to it, different information may display when the **Info** tab is selected.



Backstage Tabs

The **Backstage tabs** provide more options for working with a publication:

Info	Provides status information about the current publication and lets you manage versions and permissions.
New	Lets you create a new publication and provides access to a gallery of inbuilt templates as well as ready access to a range of online templates.
Open	Provides a list of recent publications as well as the option to search through your Computer, OneDrive or other place, to find what you are looking for.
Save	Saves your current publication (if already saved to a location) or prompts you to save to a location.
Save As	Allows you to name your publication and save it to a location.
Print	Lets you print the current publication and preview it.
Share	Lets you share your publication with other people via email, as a PDF or XPS.
Export	Allows you to publish as PDF, XPS or online, or change the file type of your publication, as well as options for saving and printing.
Close	Closes your current publication.
Account	Contains product and user information.
Options	Presents you with a range of options which assist in the creation and editing of your publication.



ACCESSING THE BACKSTAGE VIEW

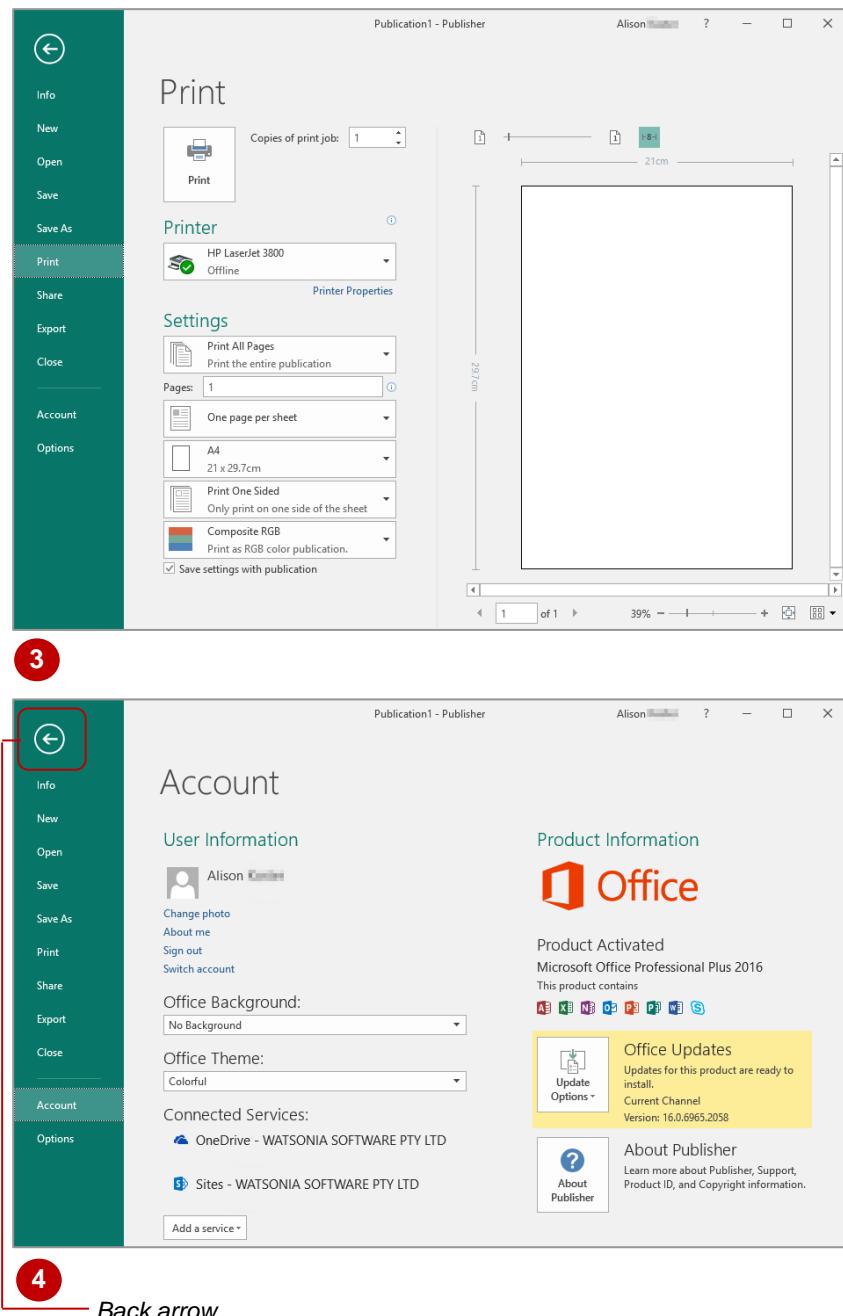
The **Backstage** view provides you with options for working on your publications and key information about the status of Publisher. It is usually accessed by clicking on the **File** tab to

the left of the ribbon, but it can also appear when keyboard shortcuts for specific commands are used.

Try This Yourself:

Before starting this exercise ensure Publisher has started and you have a blank publication open...

- 1 Click on the **File** tab to display the **Backstage**
- 2 Ensure **Info** is selected in the left green pane to view information relating to your publication, such as the **Properties**
- 3 Click on **Print** to see the printing options
A preview of how the publication will print will appear...
- 4 Click on **Account** to see the account options and product licensing information
- 5 Click on the **Back** arrow at the top of the green pane to close **Backstage** and return to the publication



For Your Reference...

To access the **Backstage**:

1. Click on the **File** tab
2. Click on the desired tab in the green pane to the left of the screen

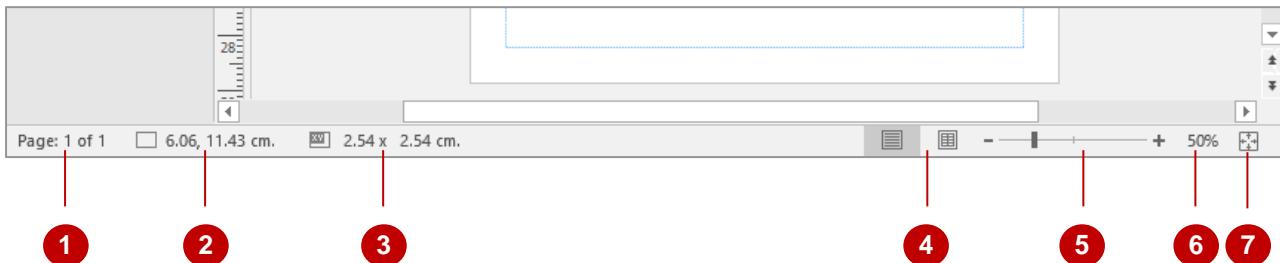
Handy to Know...

- You can close the **Backstage** by pressing **Esc**.

UNDERSTANDING THE STATUS BAR

The **status bar** is the bar across the bottom of the Publisher window. It is a useful aid that displays information such as the current page number and details about a selected object. It also lets you

zoom in and out of the page. The status bar includes tools that can change the publication view. You can customise the status bar to change the information that is shown.



1 *Page Number*

The **page number** indicates how many pages are in the publication, and which page is currently being displayed. You can click on the page number to open and close the **Pages** navigation pane.

2 *Object Position*

The **Object Position** displays the current location coordinates of the object that is currently selected. Clicking on the **Object Position** will open the **Measure...** dialog box, which allows you to modify the measurements of the selected object. If no object is selected, the **Object Position** will display the current location coordinates of the mouse pointer.

3 *Object Size*

The **Object Size** displays the size of the currently selected object. As with **Object Position**, clicking on **Object Size** will open the **Measure...** dialog box.

4 *Layout Tools*

The **Layout** tools allow you to change the way you view the publication. You can choose to view the publication either as a **Single Page** or as a **Two-Page Spread**.

5 *Zoom Slider*

The **Zoom Slider** indicates the current zoom level, where the centre mark indicates 100%. You can either drag the marker to the left or right, or click on a specific point on the slider to set a zoom percentage. You can also click on the plus or minus symbol at either end of the slider to **zoom in** or **zoom out**.

6 *Zoom Level*

This button displays the current zoom percentage. If you click on the button, the **Zoom** dialog box will appear so that you can select a specific zoom percentage.

7 *Show Whole Page*

Clicking on **Show Whole Page** sets the zoom so that the entire current page is visible in the window.

What appears on the status bar can vary greatly. Don't be alarmed if the one on your screen doesn't exactly match the example shown above.

One way you can change your status bar is by right-clicking on the status bar itself and from the shortcut menu selecting any additional tools you may want to add to it.

EXITING SAFELY FROM PUBLISHER

After you have finished working on a publication, you need to exit safely from Publisher, to avoid not only losing your work, but also potentially damaging your computer. Like other Windows

based applications, Publisher has a special **exit** command that you should use. You will usually be prompted to save your work if you haven't already.

Try This Yourself:

Before starting this exercise, ensure Publisher has started and you have a blank publication open...

- Type your name

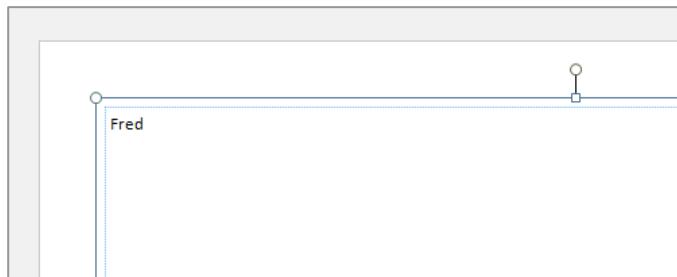
A text box will appear over the whole page, with your name in the top left corner. Doing this has made a change to your publication, which means you will be prompted to save when you attempt to exit...

- Click on **Close** in the top right corner of the Publisher window

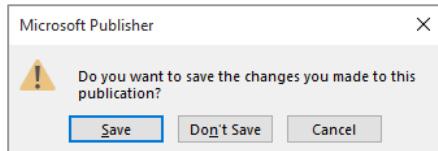
You will now be prompted to save your publication if you wish to retain your data. The message you receive will look like the one shown. We have no reason for keeping this publication so we won't bother saving it...

- Click on [**Don't Save**] to exit from Publisher

1



2



For Your Reference...

To **exit** from **Publisher**:

- Click on **Close** in the top right corner of the Publisher window
- If you want to keep your changes, click on [**Save**], then specify a publication name and location; otherwise click on [**Don't Save**]

Handy to Know...

- You can close Publisher using the keyboard shortcut **Alt + F4**.

NOTES:



CHAPTER 2

IN FOCUS

YOUR FIRST PUBLICATION

The ability to create a new publication is pivotal to working successfully within Publisher. There are several basic skills you will need to master in order to achieve this. These include being able to type and edit text, work with objects, print, and the ability to save information for future use (not necessarily in that order).

In this session you will:

- ✓ gain an understanding of how to plan a publication
- ✓ gain an understanding of publication types
- ✓ learn how to add and edit business information
- ✓ learn how to create a publication from a template
- ✓ gain an understanding of the **Save As** place
- ✓ gain an understanding of the **Save As** dialog box
- ✓ learn how to save a new publication
- ✓ learn how to insert text
- ✓ learn how to format text
- ✓ learn how to undo and redo actions in a publication
- ✓ learn how to save an existing publication
- ✓ learn how to view a preview of a publication
- ✓ learn how to print a publication
- ✓ learn how to close a publication safely.

TIPS FOR PLANNING A PUBLICATION

While it may be tempting to start creating a publication without planning it first, thinking about what you want to create before you get started will save you time and energy later on. Without a

clear idea of your intentions and requirements, you may find yourself making changes that you otherwise would not have had to make, and end up with an unsatisfactory publication.

Aspect	Impact on Publication Design
Purpose	Identify what you are trying to achieve with this publication. Are you trying to provide information, persuade people to make a decision or choice, motivate or inspire individuals or teams, or set up a web page for reference purposes? The purpose of your publication will determine its framework.
Theme	Once you decide on the purpose of your publication, it is important to choose a design that complements and is appropriate for that purpose. For example, a template with bright colours and pictures might be great for communicating the new plans for a children's classroom or childcare centre, but would be inappropriate for an accountant's annual report.
Audience	Consider who you are designing the publication for. Are they knowledgeable about the subject or complete novices? What is their age, background, location and position in the company? The design and language that you use must reflect on who you are trying to communicate with.
Key Ideas	Consider what the most important idea that you are trying to communicate is. What other ideas do you introduce that are also key to the success of the publication? These ideas must be the primary focus of your publication and presented in a way that demands the attention of the audience.
Action Required	Consider what action you want to take place as a result of your publication. Do you want people to support your proposal? Do you want feedback on the information you have provided? Maybe you need to include details that provide a plan of action or contact information.
Time Frame	The amount of time you have to complete the publication has a significant impact on how you can prepare it. Do you have time to be pedantic about the graphics or do you need something out in a hurry? Will you create your own design, or settle on a standard design and allow more time to prepare the content?
Stationery	Consider the type of stationery you are planning to use. Do you require special paper or pre-scored cards? Do you have them in stock? Do you have labels that you need to match the dimensions of?
Form of Publication	If you need matching sets of publications, think about what you need overall. Are you looking to create a greeting card, flyer, tri-fold A4 page or letterhead with matching envelopes? If you can't find exactly what you have in mind in one template category, you may find that you can use a template for a different type of publication for your project. For example, a top fold card will create pages that are exactly one quarter of an A4 page. You could use these to create four identical images on one sheet of paper.

UNDERSTANDING DIFFERENT TYPES OF PUBLICATIONS

Publisher provides you with a large assortment of templates that you can use to create various types of publications. These templates can be accessed from the **New** place in the **Backstage**

and have been organised into different sections in order to make them easier to navigate.

Accessing Publisher Templates

You can access Publisher templates by either displaying the Publisher **start** screen, or clicking on the **File** tab, then clicking on **New**. Within the **New** place, templates have been organised into two sections – **FEATURED** and **BUILT-IN**. The **FEATURED** section is designed to provide you with easy access to templates that you use regularly. It contains an assortment of blank template options as well as commonly used templates, and any templates that you have used recently. The **FEATURED** section is a good starting place if you use the same template on a regular basis (for instance, if you publish a monthly newsletter), or if you need to create a publication of a high standard quickly and easily; however, your choices are limited by the range that is supplied, and you risk displaying a lack of personal creativity by following strongly defined styles. This section will not display if you are not connected to the internet.

The **BUILT-IN** section differs from the **FEATURED** section, as rather than displaying thumbnail previews of particular templates, it displays a list of categories of different types of publications. These categories are listed alphabetically so that you can easily find the type of publication you are looking for. Clicking on a category will display thumbnail previews of templates based on the category they belong to. For example, clicking on the **Award Certificate** category will display an array of different award certificate templates with different layouts.

If you cannot find the appropriate template for your publication under either **FEATURED** or **BUILT-IN**, you may wish to search for more online. You can use the **Suggested searches** options to find other **Brochure**, **Label**, **Card**, **Certificate**, and **Flyer** ideas, or you can use the **Search for online templates** box to search for something more specific.

BUILT-IN Categories

The **BUILT-IN** section contains an alphabetically ordered list of 26 different template categories, which are listed below. Some of these categories in turn contain a list of subcategories (for example, the **Brochures** category contains **Informational**, **Price List**, **Event** and **Fundraiser** subcategories), as well as standard blank templates and blank templates sorted by stationery provider (allowing you to ensure your publication exactly fits the stationery you will be printing it on). The templates stored in these subcategories can be edited and modified in a variety of ways.

- Advertisements
- Award Certificates
- Banners
- Brochures
- Business Cards
- Business Forms
- Calendars
- Catalogues
- E-mail **
- Envelopes
- Flyers
- Gift Certificates
- Greeting Cards
- Import Word Documents
- Invitation Cards
- Labels
- Letterhead
- Menus
- Newsletters
- Paper Folding Projects
- Postcards
- Programs
- Quick Publications
- Resumes
- Signs
- With Compliments Cards

** Whereas the other 25 types are known as **Publications For Print**, E-mail designs are typically for use in an online environment and are therefore structured somewhat differently.

ADDING AND EDITING BUSINESS INFORMATION

Publisher can hold a record of your personal or business details – name, organisation, address, phone, e-mail and the like. Once it is saved as a **Business Information Set**, you can then enter

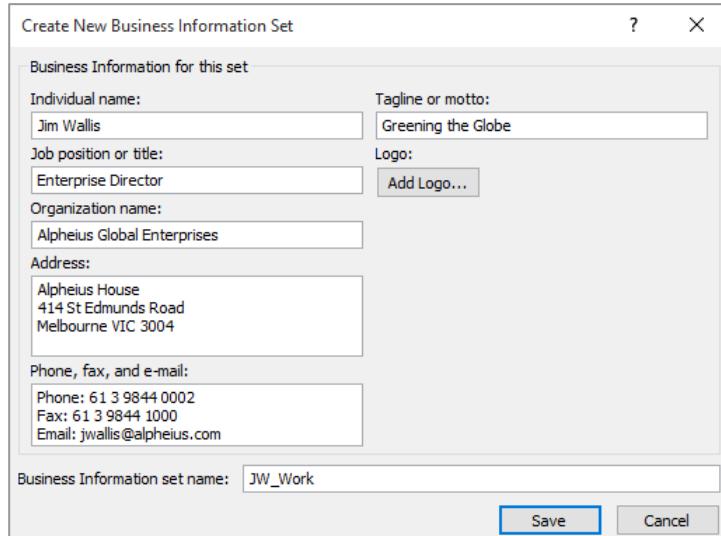
this information automatically into any publication you create. If you are signed in with your Microsoft Account, Publisher may automatically import information from there for your information set.

Try This Yourself:

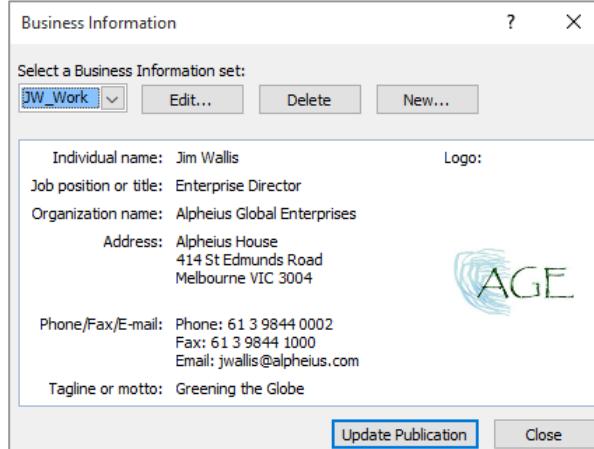
Before starting this exercise, ensure Publisher has started...

- 1 Create a blank publication, then click on the **Insert** tab
- 2 Click on **Business Information** in the **Text** group, then select **Edit Business Information** to display the **Create New Business Information Set** dialog box
If the Business Information dialog box is displayed instead, click on [New...] to display the Create New Business Information Set dialog box...
- 3 Select the text in **Individual name**, type **Jim Wallis**, then complete the dialog box as shown
- 4 Click on **[Add Logo]** to display the **Insert Picture** dialog box
- 5 Navigate to the course files folder, click on **Alpheius Logo.jpg**, then click on **[Insert]**
- 6 Click on **[Save]** to display the **Business Information** dialog box
- 7 Click on **[Close]** to close the dialog box and return to the publication

3



6



For Your Reference...

To *create a business information set*:

1. Click on the **Insert** tab, then click on **Business Information** in the **Text** group
2. Select **Edit Business Information**, then fill out the details as required
3. Click on **[Save]**, then click on **[Update Publication]** or **[Close]**

Handy to Know...

- The **Business Information** dialog box enables you to create new profiles or edit current profiles. Clicking on **[Update Publication]** will update the publication with the details from the currently selected **business information set**.

CREATING A PUBLICATION FROM A TEMPLATE

Publisher provides you with a range of different templates to make creating effective publications quick and simple. All you need to do is select the template that will best suit your needs. Once you

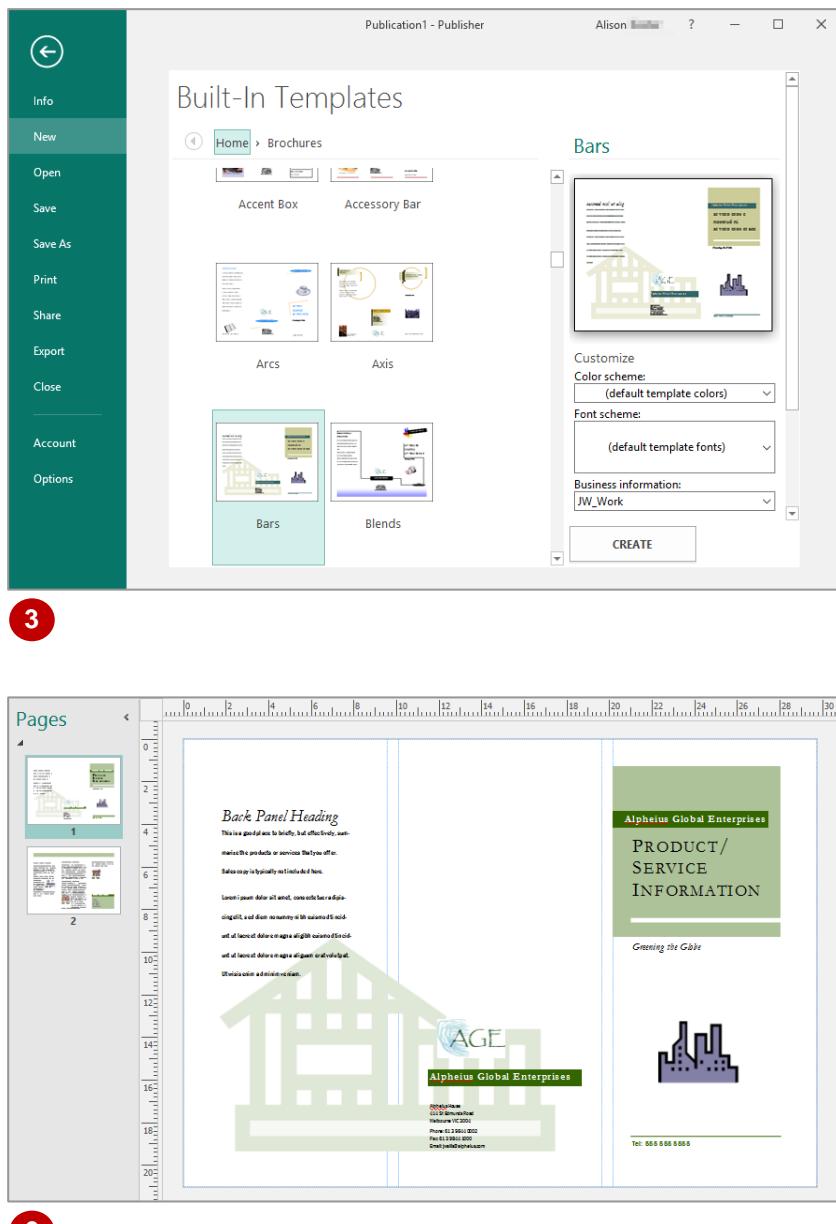
have chosen a template, you can modify aspects of the publication such as the **colour scheme** and the **font scheme**.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open a new, blank publication...

- 1 Click on the **File** tab, click on **New**, then click on **BUILT-IN** to view the categories of locally stored templates
- 2 Click on **Brochures** to display thumbnail previews of built-in brochure templates
- 3 Click on **Bars** under **More Installed Templates** to select this template
- 4 In the right pane, click on the drop arrow for **Colour scheme**
- 5 Scroll down to and click on **Moss** to apply this colour scheme
Notice that all of the thumbnails are updated to demonstrate the selected colour scheme...
- 6 Click on **[CREATE]** to create a new brochure based on the **Bars** template
Notice that the JW_Work business information set is used by default



For Your Reference...

To *create a publication*:

1. Click on the **File** tab, then click on **New**
2. Select a category
3. Select a publication design, if available
4. Adjust the other settings using the right pane, then click on **[Create]**

Handy to Know...

- In addition to the templates that are built in to Publisher, you can download more templates for free from Office.com.

THE SAVE AS PLACE

The **Save As** place will display when you open the **Backstage** and click on **Save As**. It gives you easy access to locations (known as **places** in Office) where you can save your publications,

such as the folders on your computer or **OneDrive**, and provides you with the option of adding other places to save your publications to, such as **SharePoint**.

The Save As Place

The **Save As** place displays automatically when you choose to save a new publication for the first time by clicking on the **File** tab and clicking on **Save**. The **Save As** place will also display if you save an open, existing publication to a new storage location by clicking on the **File** tab and clicking on **Save As**.

The **Save As** place lists storage places in the middle pane of the **Backstage** so they are easily accessible. By default, Microsoft lists **OneDrive** at the top of the list. When you click on either **OneDrive** or **This PC**, a list of recently accessed folders in that place will appear in the right pane, as well as the option to [Browse] the folders.

OneDrive

OneDrive, or **OneDrive.com**, is an online file storage system hosted by Microsoft. Currently, Microsoft provides you with 7GB of free cloud storage (or 20GB for Office 365 users) on OneDrive to store your files and photos, sync files across your computers or storage devices, share specific files with friends and colleagues, and edit and collaborate on Office files. You can access the latest version of your files from any device with an internet connection, including mobile devices. You can also create new files directly in OneDrive.

Before you can upload files to OneDrive, you will need to create a **Microsoft account** (which you will be prompted to do the first time you try to save a file to OneDrive). From then on you can go to OneDrive and sign in with your Microsoft account to access, view and share your online files.

Adding A Place

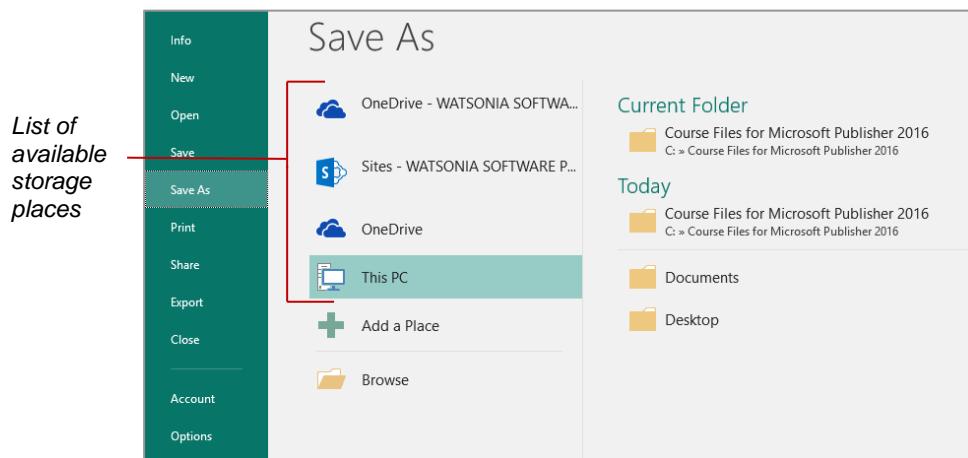
By default, the **Save As** place lists your **OneDrive** and **This PC** as places you can save your publications to. However, you also have the option of adding **SharePoint** to this list. Clicking on **Add a Place** beneath **Save As** will open a dialog box that will take you through the steps necessary for adding **SharePoint**. Once it is added, **SharePoint** will appear in your list of available places.

Current Folder

If you have been working with a publication that has already been saved to a folder, the **Save As** place will remember the location and display it under **Current Folder** at the top of the right pane so that you can easily access it.

Recent Folders

If you have been working with publications stored in various folders, these folders will be listed under **Recent Folders** in the right pane. You can save your publication to one of these folders by clicking on it under **Recent Folders** and the **Save As** dialog box will open with that folder already selected. By default, five folders will display under **Recent Folders**. However, you can change this by clicking on **Options** in the **Backstage** and clicking on **Advanced**. Under **Display**, set the number of recent folders you wish to display between **0** and **20**.



THE SAVE AS DIALOG BOX

Once you have created a publication, it is vital that you save it if you plan to keep it. By saving a publication, you move the information from temporary memory to a source of more

permanent memory (such as the computer's hard drive). To save the publication you must access and use the **Save As** dialog box, as described below.

Finding A Folder

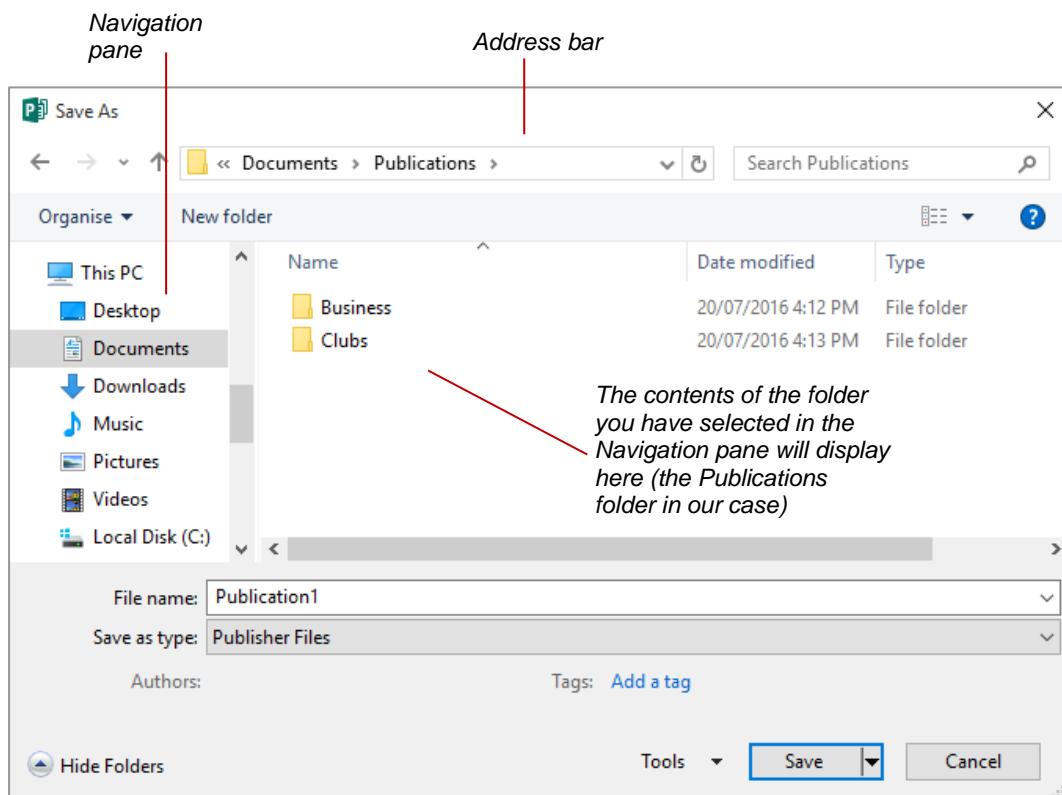
No matter where you want to save your publication, you will have to use the **Save As** dialog box. This dialog box allows you to choose a name for your publication and the location in which you wish to store it so that you can easily access the publication again.

The **Navigation pane**, located on the left side of the dialog box, enables you to browse through the files and folders in your computer or OneDrive in order to choose an appropriate location in which to save your publication.

When you point to the **Navigation pane**, some folders will display a small, light grey, right-pointing arrow – this indicates the folder contains subfolders. When you click on this arrow, the folder will expand to display a hierarchy of subfolders. The arrow will then change to a small, dark grey, down-pointing arrow.

Click on a drive or a folder in the **Navigation pane** to identify the folder in which you want to save the file. The current contents of the folder will display in the pane to the right of the dialog box.

You can also use the **Address bar** at the top of the dialog box to move up or down one or more levels in the folder structure if desired. To do this, simply click on the name of the folder you wish to open in the **Address bar**. For instance, in the example below clicking on **Documents** in the **Address bar** would take you back to the **Documents** folder.



SAVING A NEW PUBLICATION ON YOUR COMPUTER

Few things are more frustrating in the world of computers than doing an hour's work and then losing it all because the computer crashes. This is one reason why it is important to save your

work regularly. Saving your work moves the information from the computer's short-term memory (known as RAM), to long-term memory such as the hard drive so you can access it again later.

Try This Yourself:

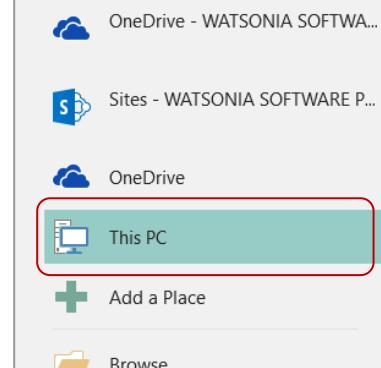
Same File

Continue using the previous file with this exercise, or open the file Your First Publication_1.pub...

- 1 Click on the **File** tab, click on **Save As**, then ensure **This PC** is selected under **Save As**, as shown
- 2 Click on **[Browse]** to open the **Save As** dialog box
- 3 Type **Brochure** in **File name**
- 4 Click on **Local Disk (C:)** under **This PC** in the **Navigation pane** to display the folders on the C: drive
The list of folders will appear in the pane on the right...
- 5 Double-click on **Course Files for Microsoft Publisher 2016** in the right pane
- 6 Click on **[Save]** to save the publication to the **Course Files** folder
Notice the new name appears in the title bar at the top of the screen

1

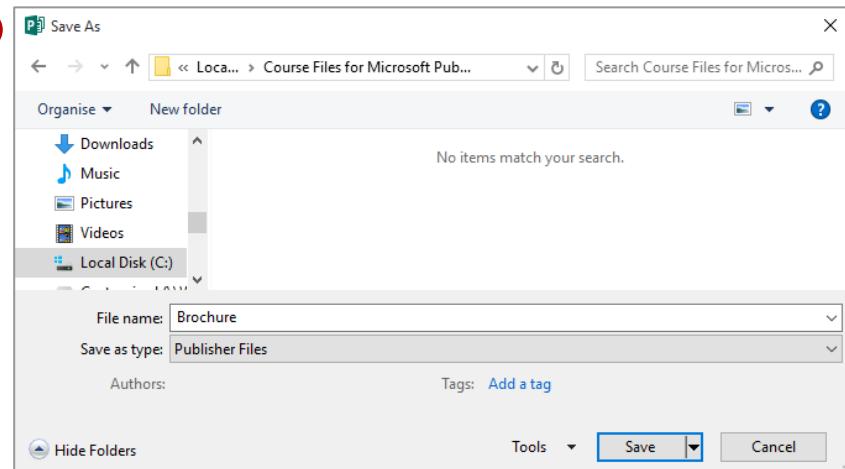
Save As



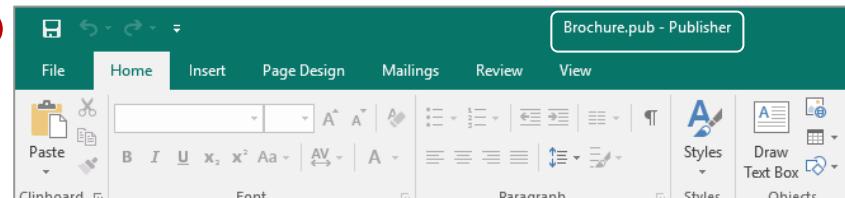
Today

- Course Files for Microsoft Publisher 2016
C:\Course Files for Microsoft Publisher 2016
- Documents
- Desktop

5



6



For Your Reference...

To save a publication:

1. Click on the **File** tab, then navigate to the **Save As** dialog box
2. Locate the desired save location
3. Type a **File name**, then click on **[Save]**

Handy to Know...

- You can press the keyboard shortcut **Ctrl + S** or click on **Save** in the **Quick Access Toolbar** to quickly save a publication.

INSERTING TEXT

Most publications that you create will require you to enter text, whether it be a heading, an article or a price list. In Publisher, text must be entered into a **text box**. The vast majority of the

templates provided by Publisher already have text boxes in them, allowing you to simply replace the default placeholder text with your own information.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Your First Publication_2.pub...

1 In the status bar, click on **Zoom In** or **Zoom Out** until the zoom is set to **80%**

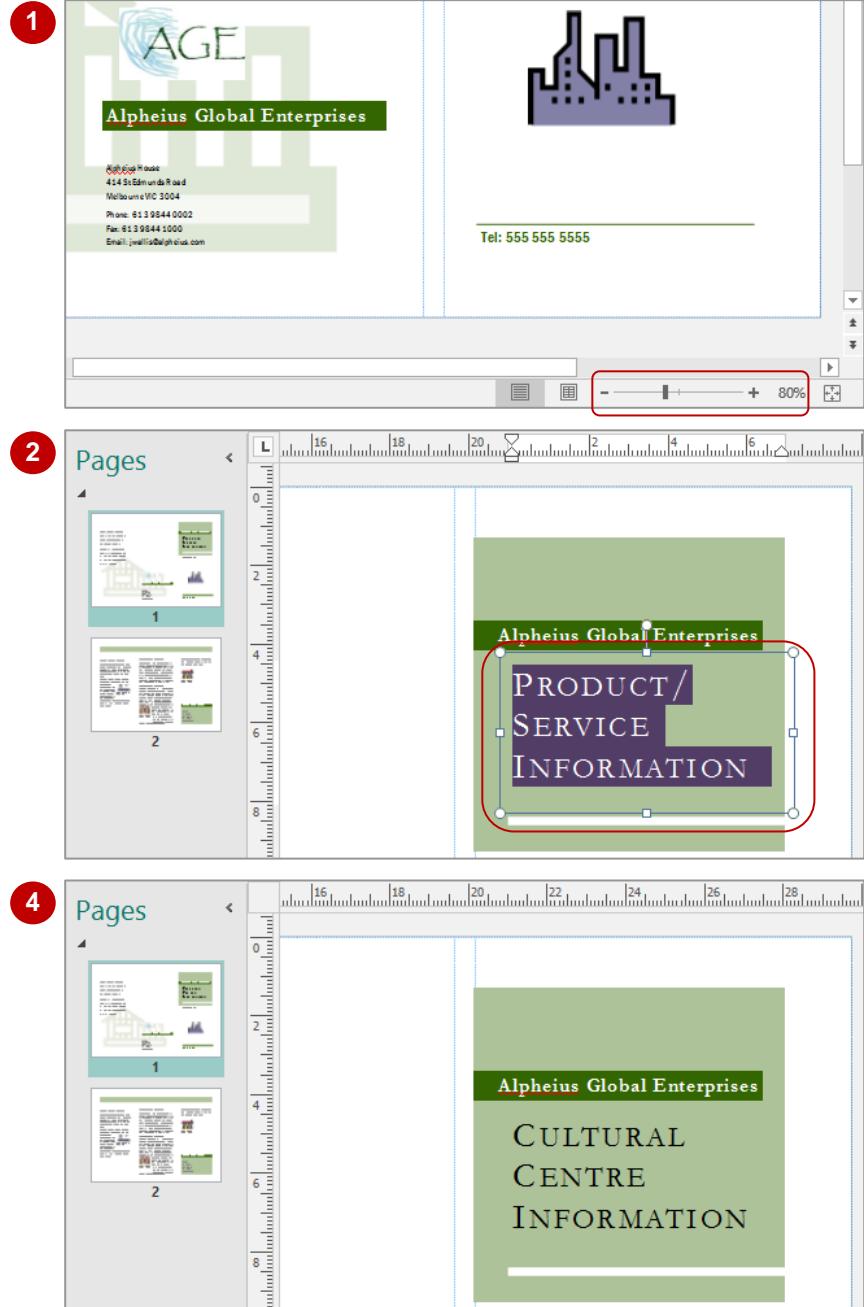
2 Click in the heading in the right panel of the brochure, as shown

The current heading will be selected and the edges of the text box will display...

3 Type **Cultural Centre Information**

The placeholder text is removed and the new text takes its place...

4 Click elsewhere in the publication window to see the changes more clearly



For Your Reference...

To **insert text**:

1. Click in the text box or the existing text that you want to replace
2. Type the desired text

Handy to Know...

- Options for modifying text boxes are available in the **Format Text Box** dialog box, which you can access by clicking on the dialog box launcher in the **Text** group on the **Text Box Tools: Format** tab.

FORMATTING TEXT

To **format** text means to change the font, text colour, and/or the font size. Text can be changed using the options in the **Font** group on the **Text Box Tools: Format** tab when a text box is active.

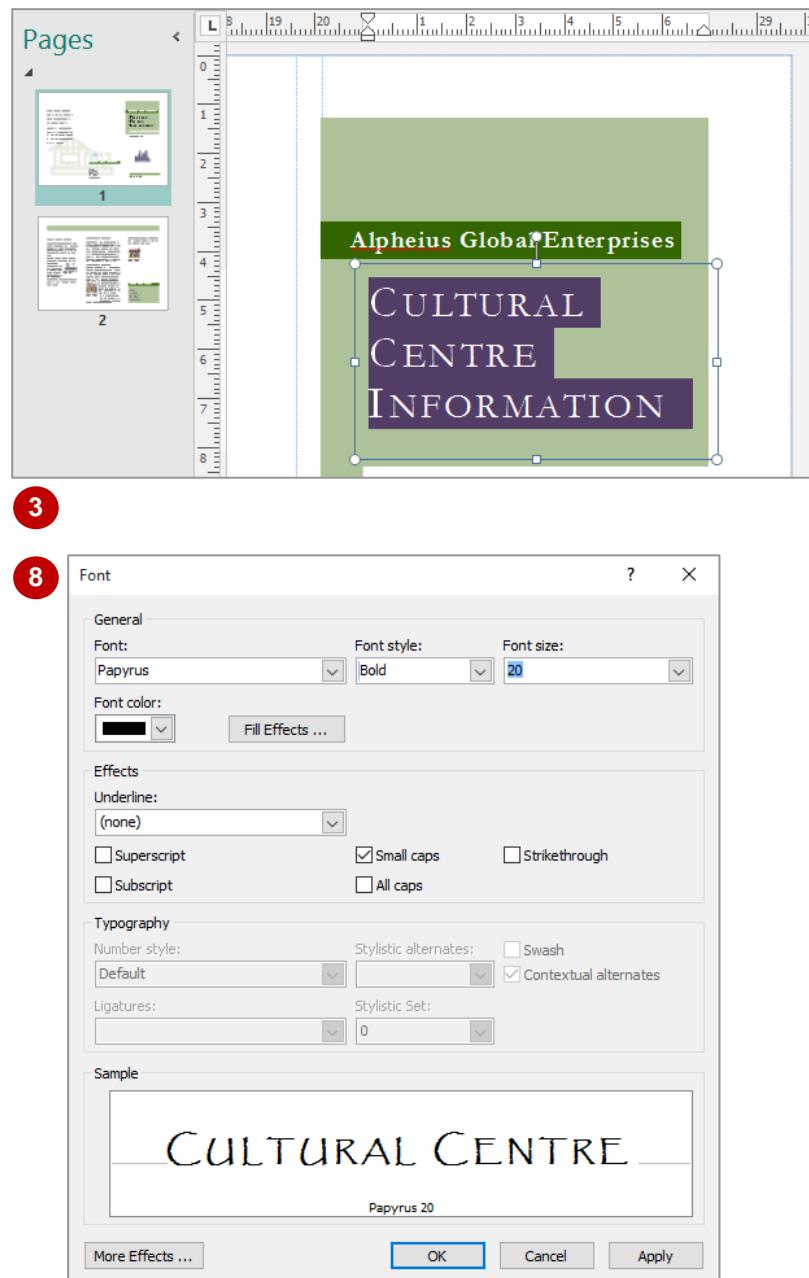
If you want to change the text within a text box, the text must first be selected – this indicates to Publisher that you want to format the text and not the text box.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Your First Publication_3.pub...

- 1 In the status bar, click on **Zoom In** until the zoom is set to **100%**
- 2 Click at the start of the **Cultural Centre Information** heading in the right panel of the page
- 3 Hold down **Shift**, then click at the end of the heading to select the text
- 4 Click on the **Text Box Tools: Format** tab, then click on the dialog box launcher for the **Font** group to display the **Font** dialog box
- 5 Click on the drop arrow for **Font**, then select **Papyrus**
- 6 Click on the drop arrow for **Font style**, then select **Bold**
- 7 Click on the drop arrow for **Size**, then select **20**
- 8 Ensure that **Small caps** is ticked
- 9 Click on **[OK]**, then click elsewhere on the page to deselect the text and view the changes more clearly



For Your Reference...

To **format** text:

1. Select the text
2. Click on the **Text Box Tools: Format** tab, then click on the dialog box launcher for the **Font** group
3. Select the desired options, then click on **[OK]**

Handy to Know...

- You can access the **Font** dialog box from the **Home** tab as well as the **Text Box Tools: Format** tab.
- Click on **Help** for more information about each of the font formatting options in the **Font** dialog box.

USING UNDO AND REDO

If you find that you have inadvertently deleted, changed or moved text or an object, you can undo the changes that were made and revert to a previous version of the publication. The **Undo**

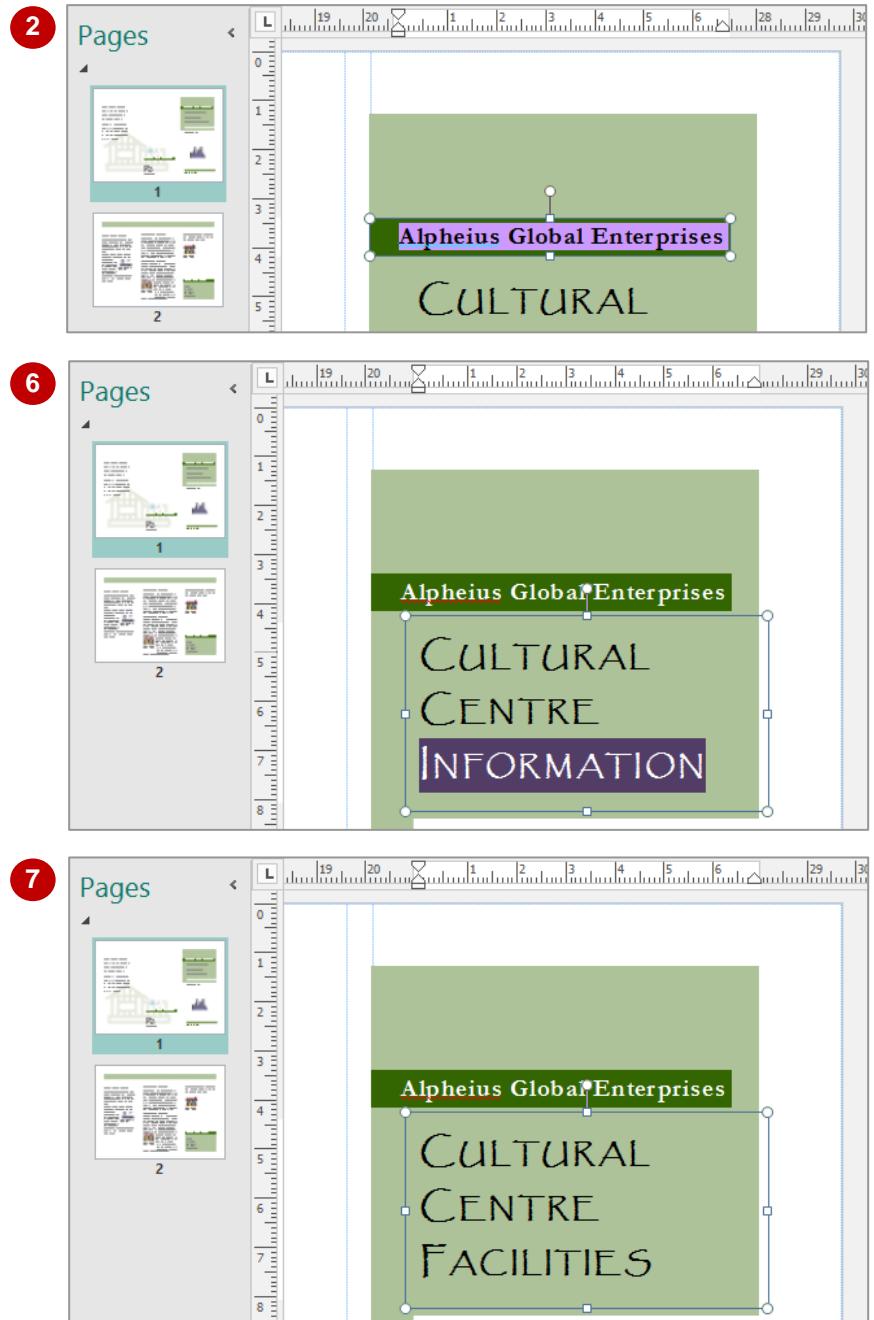
operation enables you to revert the publication back to the way it was before you made a change, while the **Redo** operation reverses an **Undo** operation, redoing the change.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Your First Publication_4.pub...

- 1 Ensure that the zoom is set to 100%
- 2 Triple-click in the text above the main heading to select it
- 3 Press **Del** to delete it
Let's undo the deletion...
- 4 Click on **Undo** in the **Quick Access Toolbar**
The deleted paragraph will be reinstated...
- 5 Select **Information** in the main heading, then type **Facilities**
- 6 Click on **Undo** in the **Quick Access Toolbar**
The text will revert back to the original wording...
- 7 Click on **Redo** in the **Quick Access Toolbar**
The text will change back to the new wording



For Your Reference...

To **undo previous actions**:

- Click on **Undo** in the **Quick Access Toolbar**

To **redo an undone action**:

- Click on **Redo** in the **Quick Access Toolbar**

Handy to Know...

- You can use the keyboard shortcut **Ctrl** + **Z** to quickly undo the previous action. Alternatively, hold down **Ctrl** and press **Z** repeatedly to undo consecutive actions.

SAVING AN EXISTING PUBLICATION

Once a publication has been named and saved for the first time, you can open and close it at will and work in full confidence that, unless it is deleted, it is reasonably safe from computer

crashes. However, you must still save the publication regularly while you are working on it to ensure you do not lose any information you have added since the last time you saved it.

Try This Yourself:

Same File Continue using the previous file with this exercise, or open the file Your First Publication_5.pub...

1 Double-click on the word **Facilities** in the main heading to select it

2 Press **Del**

The word is deleted...

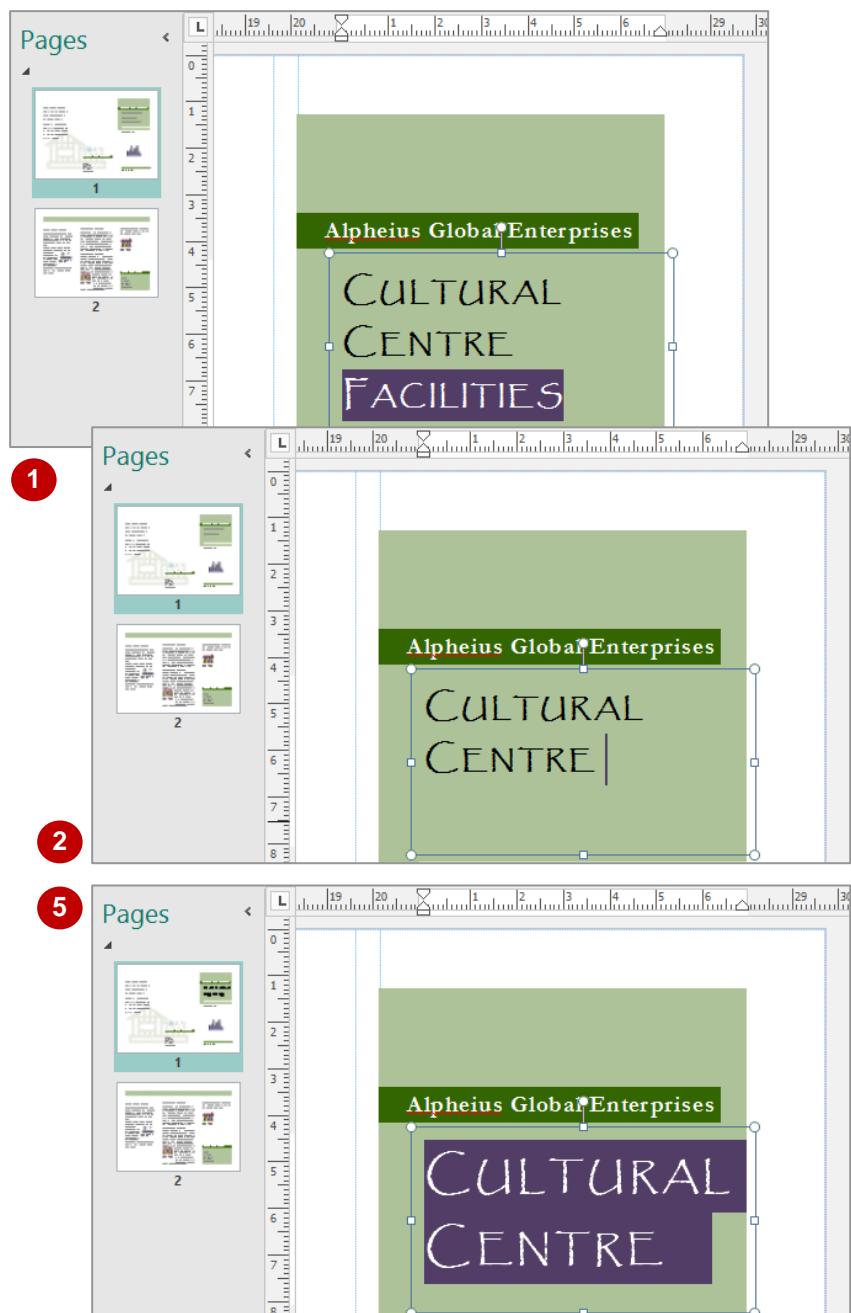
3 Click on the **File** tab to display the **Backstage**, then click on **Save** to save the changes made up to this point

Let's make another change and use a different method to save it...

4 Triple-click on the main heading to select it

5 Click on the **Home** tab, click on the drop arrow for **Size** in the **Font** group, then select **28**

6 Click on **Save** on the **Quick Access Toolbar** to save the publication again



For Your Reference...

To **save** an **existing document**:

- Click on the **File** tab, then click on **Save**, or
- Click on **Save** in the **Quick Access Toolbar**

Handy to Know...

- You can use the keyboard shortcut **Ctrl + S** to quickly save your changes.

PREVIEWING A PUBLICATION

The **Print** place in the **Backstage** view enables you to view the publication as it would appear on paper before you commit to printing it. The preview is determined by the printer you have

selected, so it gives you a more accurate idea of how the publication will print than by viewing it in the design window.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Your First Publication_6.pub...*

- Click on the **File** tab, then click on **Print**

A preview of your publication will be displayed in the right pane, with a range of options to the left...

- Use the **Zoom Slider** to set the zoom to **100%**, as shown

- Click on **Fit to Sheet** to return to a full page view, as shown

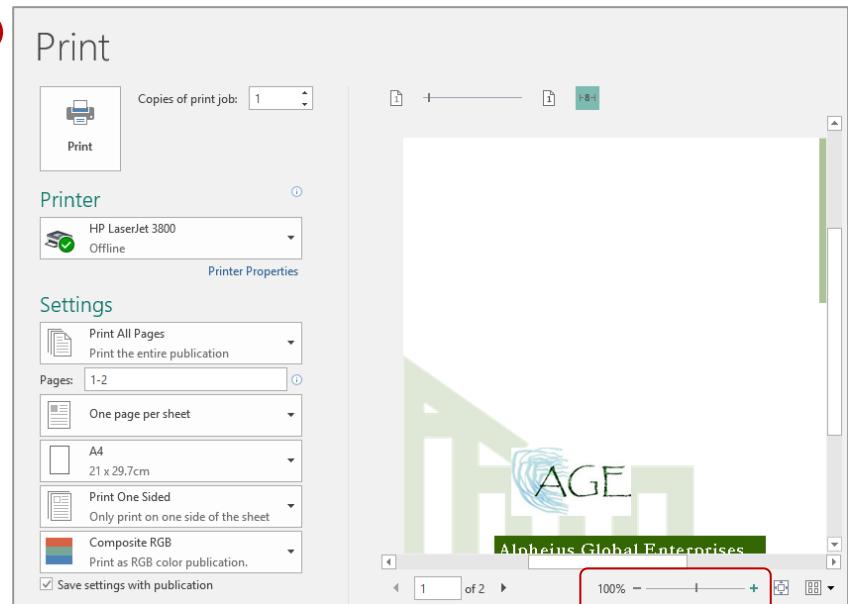
- Click on the drop arrow for **Composite RGB** in **Settings**, then select **Composite Greyscale**

This enables you to see how your publication would appear if printed in black and white...

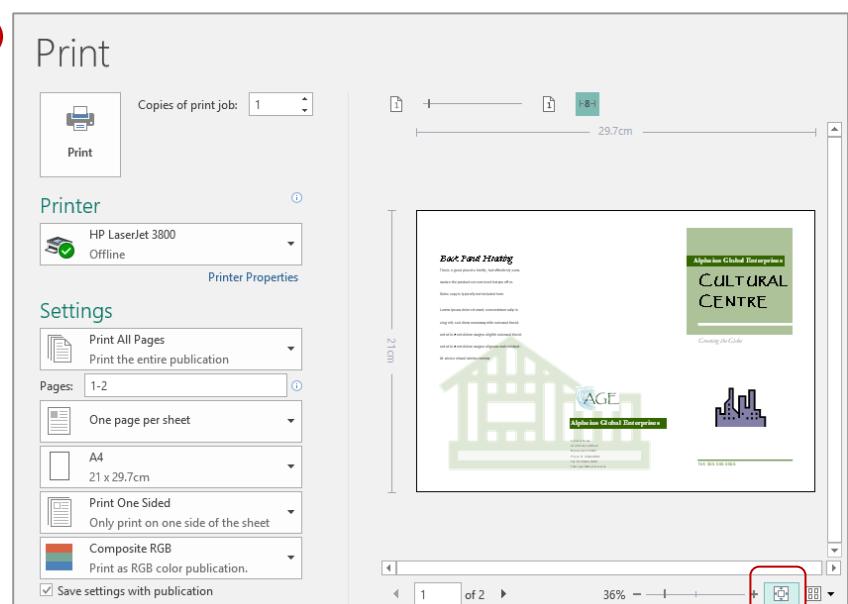
- Repeat step 4 to return the setting to **Composite RGB**

- Click on the **Back** arrow to close the preview

2



3



For Your Reference...

To *preview* a publication:

- Click on the **File** tab, then click on **Print**
- Click on the **Back** arrow to exit **Print Preview**

Handy to Know...

- As well as using the **File** tab to access the printing options in **Backstage**, you can also press **Ctrl + P**.

PRINTING A PUBLICATION

Traditionally, **printing** means producing your publication on paper, but in today's web and online world, it might mean printing to the web, printing to another file, or packing the publication

ready to be sent to professional printers. Publisher enables you to choose which printer to use, how many copies to make, which pages to print and even to specify special page options.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Your First Publication_7.pub...

- 1 Click on the **File** tab, then click on **Print**
The printer options shown will depend on the setup of your particular computer and printer. Notice that there are a range of options available for you to customise your printing process...

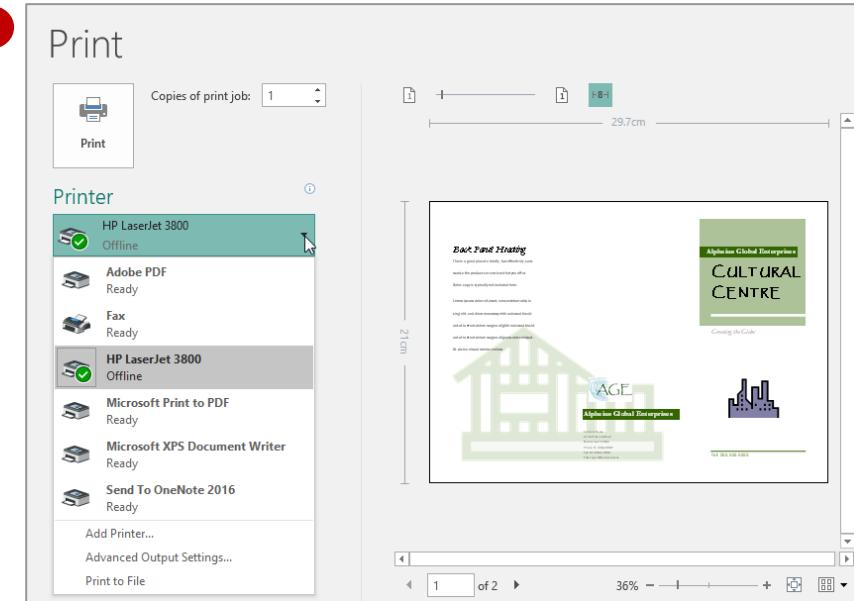
- 2 Click on the drop arrow under **Printer** to see a range of available places to print to

- 3 Select the desired printer

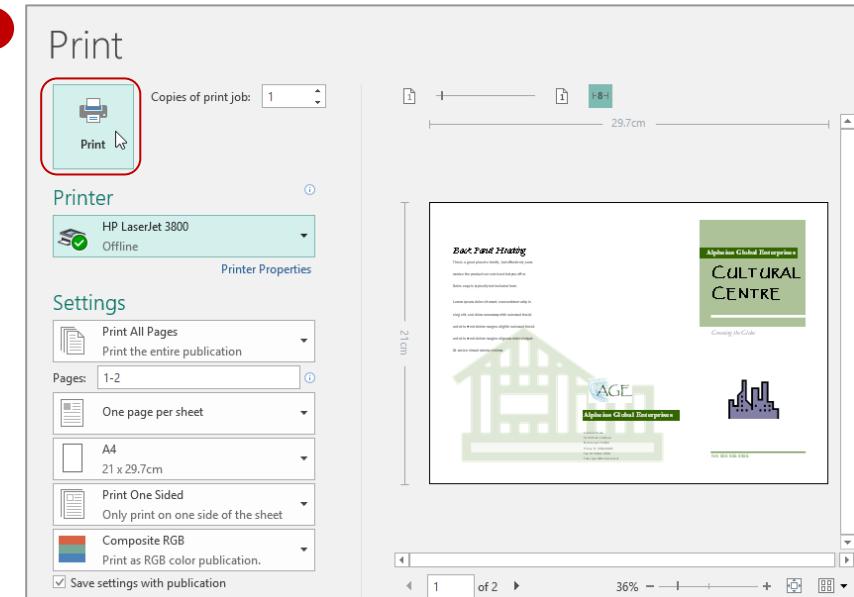
- 4 Select the desired options under **Settings**
You can choose to change from the default settings for a range of options, including which pages to print...

- 5 Click on [**Print**] to print the brochure, or click on the **Back** arrow to return to the publication without printing

2



5



For Your Reference...

To **print a publication**:

1. Click on the **File** tab, then click on **Print**
2. Select the appropriate settings
3. Click on [**Print**]

Handy to Know...

- The options listed under **Settings** in the middle pane of the **Print** place in the **Backstage** will vary depending on the type of publication you are printing.

SAFELY CLOSING A PUBLICATION

When you create a new publication, a separate Publisher window is opened. To ensure that you do not end up with multiple copies of Publisher open on your computer, you should close the

open publication when you have finished with it. When you close a publication you will be prompted to save any changes that you might not have already saved.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Your First Publication_8.pub...

1

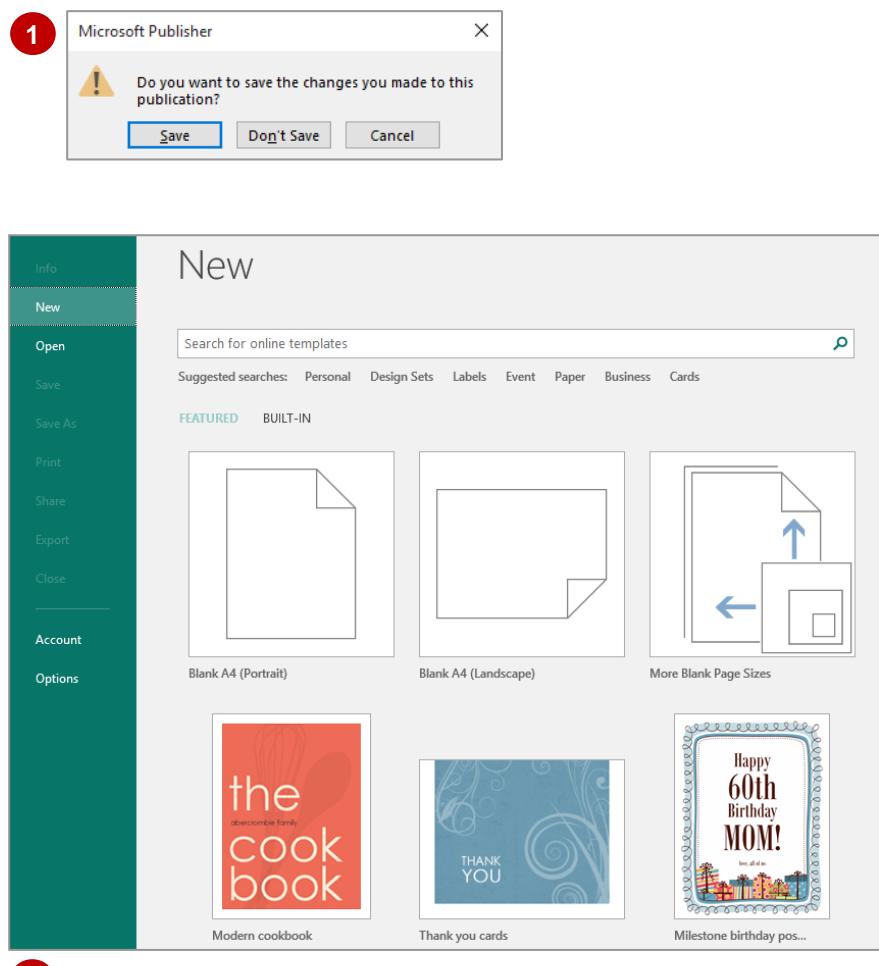
Click on the *File* tab, then click on *Close*

If you attempt to close a publication that has changed since it was last saved, or if you attempt to close an unsaved publication, a dialog box will appear asking if you want to save the changes...

2

If a message appears asking if you want to save changes to the publication, click on [Don't Save]

The open publication closes and is replaced by the New options in Backstage view



For Your Reference...

To **close a publication**:

1. Click on the **File** tab, then click on **Close**
2. If a message appears asking you to save your changes, click on **[Save]**, or
Click on **[Don't Save]**

Handy to Know...

- If you have more than one publication open, you can swap between them by clicking on the **View** tab, then clicking on **Switch Windows** > publication name.
- You can use the keyboard shortcuts **[Ctrl] + [W]** or **[Ctrl] + [F4]** to close a publication.

NOTES:



CHAPTER 3

IN FOCUS

DESIGN AND LAYOUT

There is much more to a publication than the visual elements such as the pictures and text. The “skeleton” of a publication, as it were, consists of the foundations that these elements are built onto, such as page size and orientation, margins and guides. These layout elements, along with design elements such as colour schemes, font schemes and backgrounds, provide a basis for your publication to which you can then go on to add objects and information.

In this session you will:

- ✓ learn how to change the page orientation
- ✓ gain an understanding of page sizes
- ✓ learn how to create envelopes
- ✓ learn how to create labels
- ✓ learn how to create folded cards
- ✓ learn how to change margin guides
- ✓ learn how to create grid guides
- ✓ learn how to create ruler guides
- ✓ learn how to use guides
- ✓ learn how to use colour schemes
- ✓ learn how to use font schemes
- ✓ learn how to create a fill background
- ✓ learn how to create an image background.

PAGE ORIENTATION

Most Publisher templates are designed to be printed on sheets of paper (the exception being the email templates). The default paper size is 21cm x 29.7cm, and is known as **A4**. The default

orientation of the page is **portrait**, with the shorter sides horizontal and the longer sides vertical. **Landscape** orientation turns the page so that the page is wider than it is tall.

Try This Yourself:

Open File

Before starting this exercise you MUST open a new, blank publication...

1

Click on the **Page Design** tab, then click on the dialog box launcher for the **Page Setup** group to display the **Page Setup** dialog box

The settings shown here are used by Publisher to create new standard, blank publications. Here we can see that the paper size is A4 with portrait orientation...

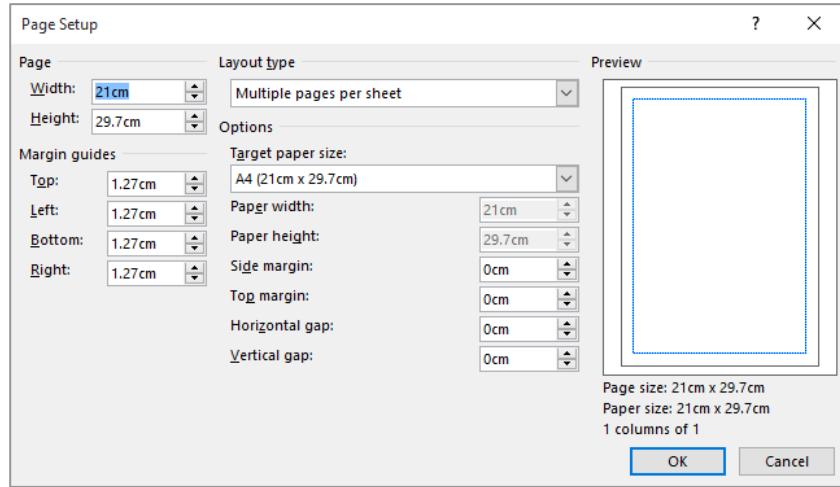
2

Click on [**Cancel**] to close the dialog box

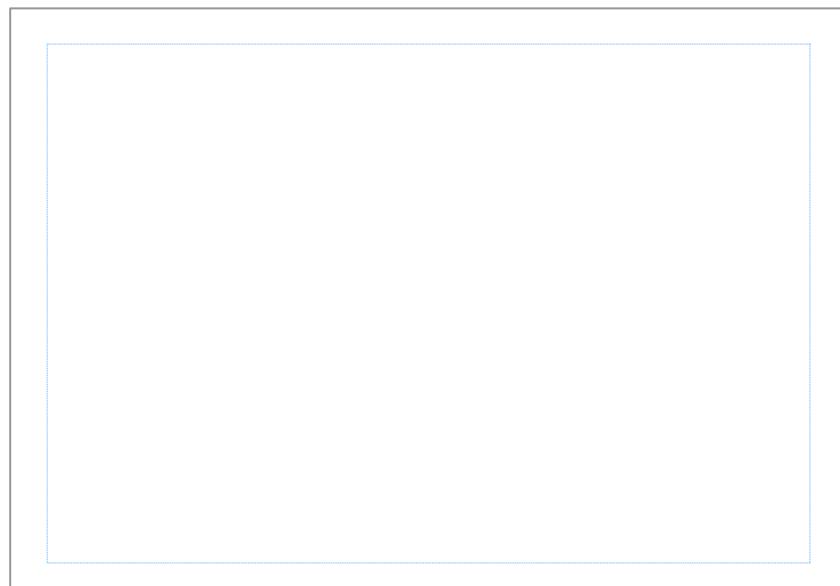
3

On the **Page Design** tab, click on **Orientation** in the **Page Setup** group, then click on **Landscape**

This orientation is useful for publications such as brochures and award certificates



1



3

For Your Reference...

To **change** the **page orientation**:

1. Click on the **Page Design** tab
2. Click on **Orientation** in the **Page Setup** group
3. Click on **Landscape** or **Portrait**

Handy to Know...

- If you think you will need to change the page orientation of your publication, it is advisable to do so before you insert anything or apply any changes – while it is still a blank page. Changing the orientation of a page which has objects on it will cause them to become displaced, forcing you to move them all.

UNDERSTANDING PAGE SIZES

Due to the wide range of stationery and print publication choices available, Publisher provides you with a number of **page size** options for your publications. These options help to ensure that

your publication will be printed on the right paper size, whether it be an envelope, a letter, labels, or a poster.

Page Sizes

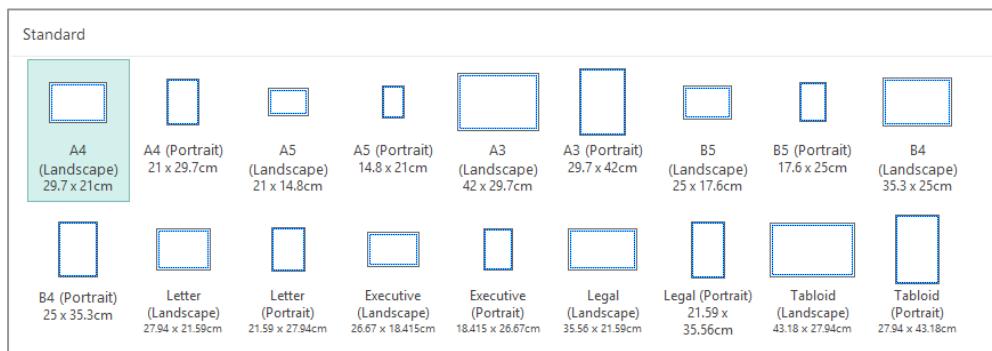
You can see the full range of paper and page sizes available in Publisher by clicking on **More Blank Page Sizes** in the Publisher **start** screen or in the **New** place on the **File** tab, or by clicking on the **Page Design** tab, clicking on **Size** in the **Page Setup** group, then selecting **More Preset Page Sizes**. The **More Blank Page Sizes** gallery is divided into four sections:

- **Standard Page Sizes**, which lists all the standard paper sizes on which you can create and ultimately print your publication;
- **Custom**, which allows you to create your own page size;
- **Publication Types**, which contains an assortment of blank publication templates; and
- **Manufacturers**, which provides you with blank publication templates designed to fit stationery from specific manufacturers, such as Post-It notes.

It is important to remember that the options in **Publication Types** and **Manufacturers** are just blank templates; for example, if you choose to make a large banner using a template from the **Posters** category in **Publication Types**, it will appear to be one large piece of paper as you are creating it, but it will print over several sheets of A4 paper.

Standard Page Sizes

Publisher allows you to choose from nine different standard paper sizes on which to create your publication: A4, A5, A3, B5, B4, Letter, Executive, Legal, and Tabloid. All of these are available in portrait and landscape orientation. Even if you use a template, your publication will be printed on one of these paper sizes, A4 being the default size. Before printing your publication, ensure that you have paper in the size that you intend to print on, and that your printer is capable of printing on this size.



Publication Types

This section groups a selection of blank templates into categories, such as mailing labels and posters. This can be useful if you want to create your own publication from scratch, but don't want the hassle of creating the required margins, guidelines, and so on. If you choose a template from this section and use it to create a publication, it will be printed on A4 paper (or other size of your choice) unless a different size is specifically stated. You can also access various stationery manufacturer options in some of the categories.

Stationery Manufacturer Templates

Here you can find a range of stationery templates sorted by manufacturer. You might like to use this option if you are creating a publication to be printed by a printing service, or if you have specific stationery which you need to align to. For example, if you are creating a set of mailing labels and you know that your label printer will print them on sheets of labels from Staples, you can select the specific product that you will be printing on so that your publication will be automatically aligned.

CREATING ENVELOPES

You can choose to create **envelopes** from a publication template or from scratch. The most commonly used envelopes are C6, which is a quarter of an A4 page, and DL, commonly known

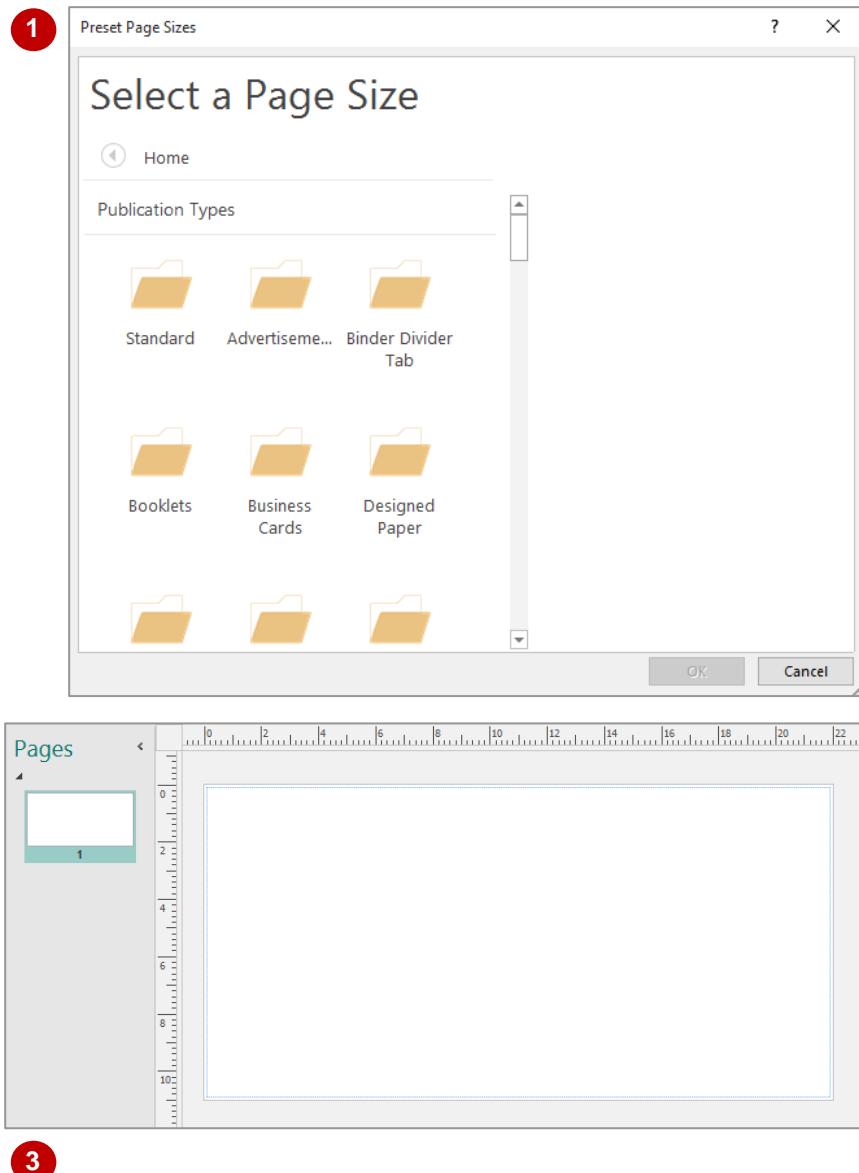
as a business-sized envelope, which is about a third of an A4 page. Once you have an envelope-sized publication set up, you can modify it just like any other publication.

Try This Yourself:

Before starting this exercise ensure that a blank publication is displayed...

- 1 Click on the **Page Design** tab, click on **Size** in the **Page Setup** group, then select **More Preset Page Sizes** to display the **Preset Page Sizes** dialog box
- 2 Click on **Envelopes** in **Publication Types** to see a gallery of envelope size options
- 3 Click on **DL 22 x 11cm** to select it, then click on **[OK]**

The envelope is now ready for you to add any design elements you like



For Your Reference...

To *create envelopes*:

1. Click on the **Page Design** tab
2. Click on **Size** in the **Page Setup** group, then select **More Preset Page Sizes**
3. Click on **Envelopes** in **Publication Types**
4. Click on the desired envelope size, then click on **[OK]**

Handy to Know...

- Before attempting to print envelopes, ensure that your printer is equipped to do so. If it isn't, you may need to get your envelopes printed by a commercial printing service.

CREATING LABELS

Labels can be created using a publication template or from scratch. The label options in Publisher are designed for **Letter** paper (8½ x 11 inch) or for **A4** paper (21 x 29.7 cm). You must

be careful to select label dimensions that match your actual sheets of labels and adjust the side, top and inner margins if necessary.

Try This Yourself:

Before starting this exercise you ensure that a blank publication is displayed...

1 Click on the **Page Design** tab, click on **Size** in the **Page Setup** group, then select **More Preset Page Sizes** to display the **Preset Page Sizes** dialog box

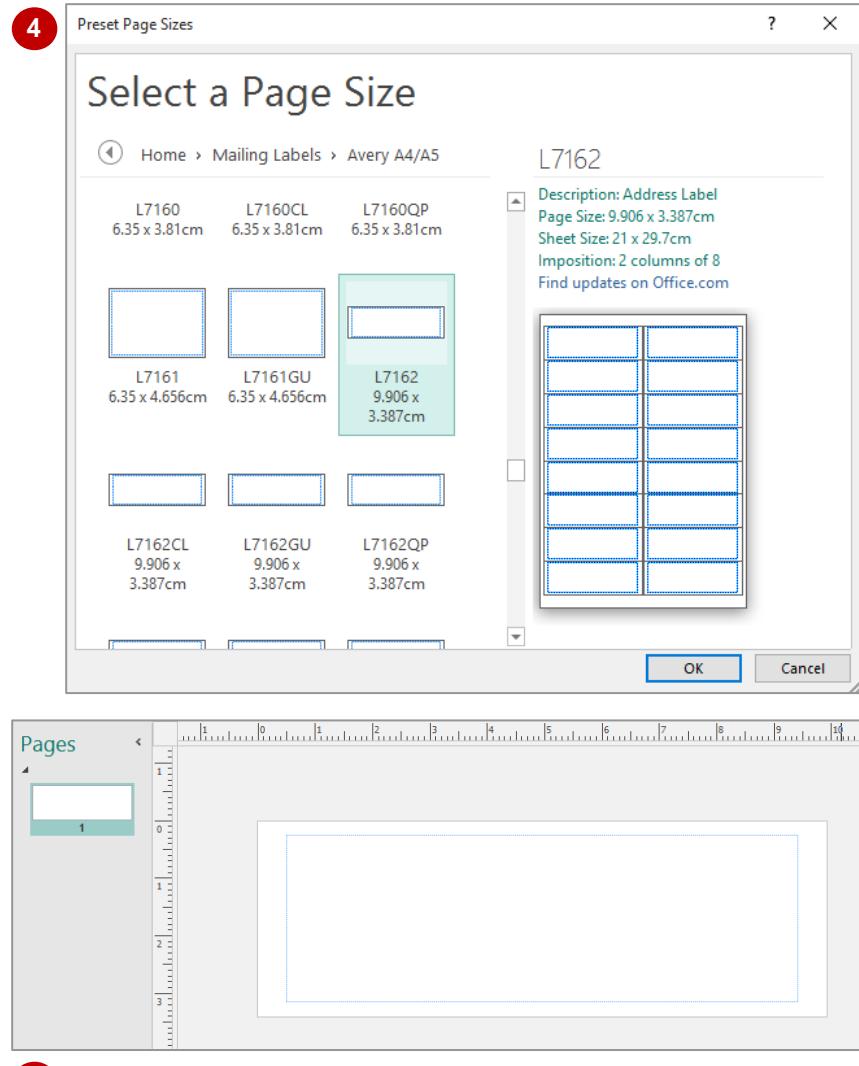
2 Click on **Mailing Labels** in **Publication Types**

3 Click on **Avery A4/A5** in **Manufacturers**

4 Scroll to and click on **L7162** to select it

The preview shows us that 16 labels will print on each page...

5 Click on **[OK]** to create the label



For Your Reference...

To *create labels*:

1. Click on the **Page Design** tab, click on **Size** in the **Page Setup** group, then select **More Preset Page Sizes**
2. Click on **Mailing Labels**, then click on a **Manufacturer**
3. Click on a label type, then click on **[OK]**

Handy to Know...

- Avery labels prefixed with **J** or **L** are designed for A4 paper.

CREATING FOLDED CARDS

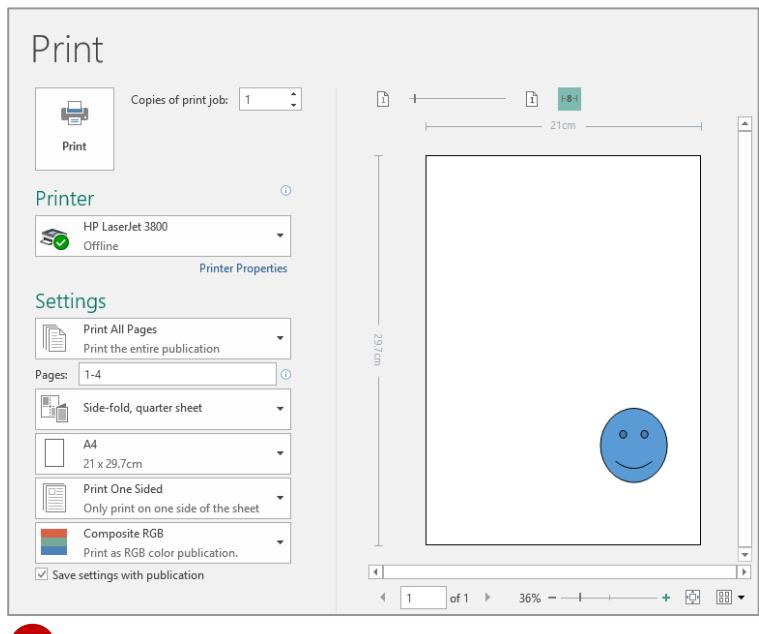
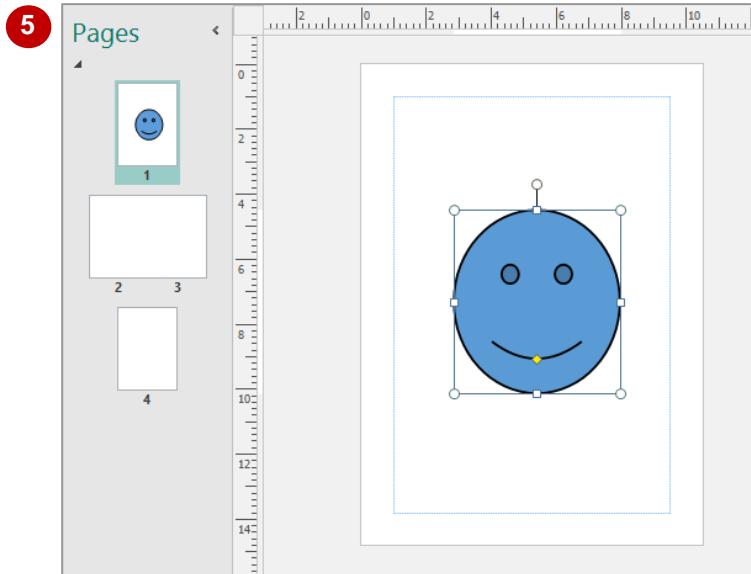
The **Booklet** and **Folded Card** options are used to create books or cards. It is important to remember the difference between publication pages and sheets of paper when making these

publications, as one sheet of paper can hold two or four publication pages. When you print the publication, the paper is folded so that the pages are in order.

Try This Yourself:

Before starting this exercise ensure that a blank publication is displayed...

- 1 Click on the **Page Design** tab, click on **Size** in the **Page Setup** group, then select **More Preset Page Sizes** to display the **Preset Page Sizes** dialog box
- 2 Click on **Greeting Cards** in **Publication Types**, click on **1/4 A4 Side Fold 10.5 x 14.8cm** to select it, then click on [OK]
- 3 A message will be displayed asking if you want to automatically insert three more pages, as the publication requires four...
Click on **[Yes]** to add three more pages to the publication and create a card
- 4 Let's see how the card works...
Click on the **Insert** tab, click on **Shapes** in the **Illustrations** group, then click on the **Smiley Face** in **Basic Shapes**
- 5 Click and drag to draw the shape as shown
- 6 Click on the **File** tab, then click on **Print** to view a preview of the publication
The first page of the publication only takes up a quarter of an A4 page...
- 7 Press **Esc** to close the **Backstage**



For Your Reference...

To *create folded cards*:

- 1 Click on the **Page Design** tab, click on **Size** in the **Page Setup** group, then select **More Preset Page Sizes**
- 2 Click on **Greeting Cards** in **Publication Types**, click on a type of card, then click on [OK]

Handy to Know...

- There are different types of folding cards. You can choose half or quarter sized pages, as well as choosing between A4 and Letter sized paper.

CHANGING MARGIN GUIDES

The **margin guides** are the blue lines on the top, bottom and sides of each page in a publication. These guides allow you to keep a consistent amount of blank space on each side of the page,

and allow you to align objects in relation to each other and the page. The margin guides are set to **Moderate** by default, but you can change them to another preset option or create your own.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open a new, blank publication...

- Click on the **Page Design** tab

Let's see what the page looks like with wider margins...

- Click on **Margins** in the **Page Setup** group, then click on **Wide**

The margin guides move inward and the margins become bigger. Now let's see what narrow margins look like...

- On the **Page Design** tab, click on **Margins** in the **Page Setup** group, then click on **Narrow**

The margins move outward...

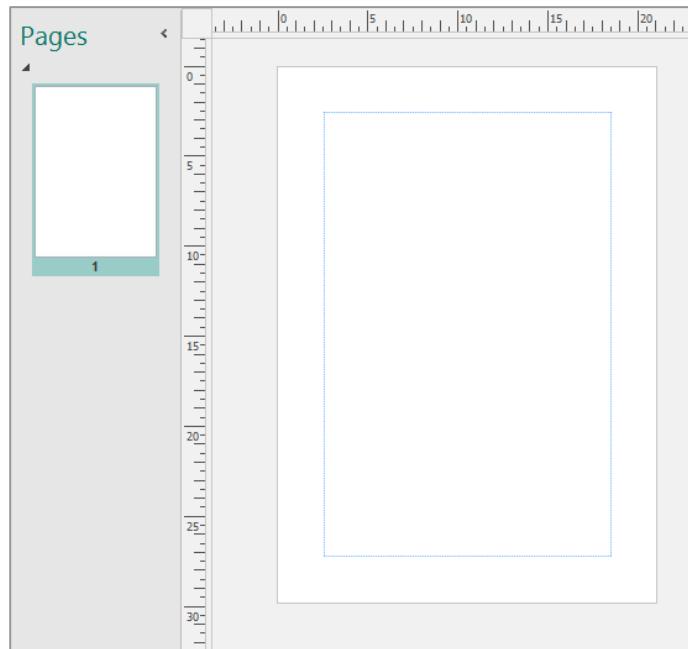
- Repeat step 3 to click on **None**

The margin guides move to the very edges of the page. This option is not advisable for a print publication as not all printers are capable of printing to the edges of pages...

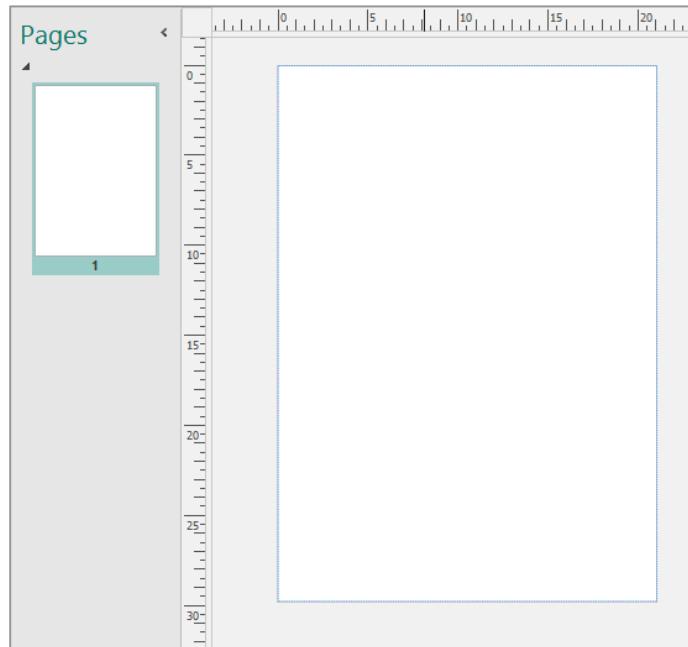
- Repeat step 3 to click on **Moderate**

The margin guides return to their original positions

2



4



For Your Reference...

To **change** the **margin guides**:

- Click on the **Page Design** tab, then click on **Margins** in the **Page Setup** group
- Click on **Wide**, **Narrow**, **Moderate** or **None**, or
Select **Custom Margins** to create your own

Handy to Know...

- The margin guides do not appear on the printed publication.
- When you drag an object and it aligns with a margin guide, the guide will turn a darker shade of blue until you release the mouse button. This is to help you with alignment.

CREATING GRID GUIDES

Grid guides are used to assist in the placement of objects on the page of a publication. When you create a new publication from scratch there are no layout guides presented other than the

margin guides around the page. If you require additional guides, you can create them using **Grid Guide** settings in the **Layout Guides** dialog box. You can create as many guides as you need.

Try This Yourself:

Before starting this exercise ensure that a blank publication is displayed...

- 1 Click on the **Page Design** tab, click on **Guides** in the **Layout** group, then select **Grid and Baseline Guides** to display the **Layout Guides** dialog box

This displays the current guides – grid guides are currently set to one column and one row...

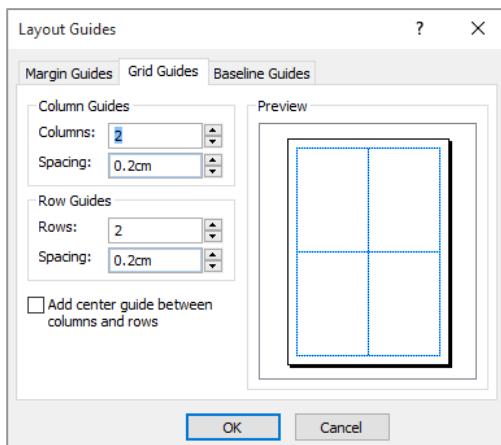
- 2 Click on the up spinner arrow for **Columns** to change the value to **2**
- 3 Click on the up spinner arrow for **Rows** to change the value to **2**
- 4 Click on [OK] to apply the new guides to the publication

Let's see what happens if we insert another page...

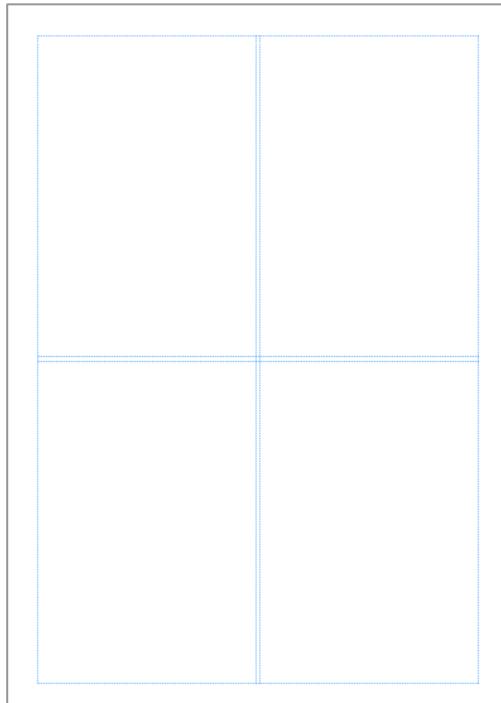
- 5 Click on the **Insert** tab, then click on the top half of **Page** in the **Pages** group to insert a new, blank page

The grid guides also appear on this page

3



4



For Your Reference...

To *create grid guides*:

1. Click on the **Page Design** tab, click on **Guides** in the **Layout** group, then select **Grid and Baseline Guides**
2. Adjust the settings as desired, then click on [OK]

Handy to Know...

- Grid guides appear on every page in a publication and they can only be moved in the **Master Page** view. If you only want guides on one page, you might prefer to use ruler guides.

CREATING RULER GUIDES

Ruler guides are similar to grid guides in that they are guidelines on the page which help you to align design elements. However, ruler guides are green instead of blue, are only inserted on one

page, and can easily be moved. You can insert ruler guides from the **Page Design** tab, or by clicking and dragging the rulers at the left and top of the publication window.

Try This Yourself:

Open File

Before starting this exercise you MUST open a new, blank publication...

- 1 Click on the **Page Design** tab, then click on **Guides** in the **Layout** group

A menu of ruler guide options is displayed...

- 2 Click on **3 Columns with Heading**, the second option in the first row

The ruler guides are applied to the page...

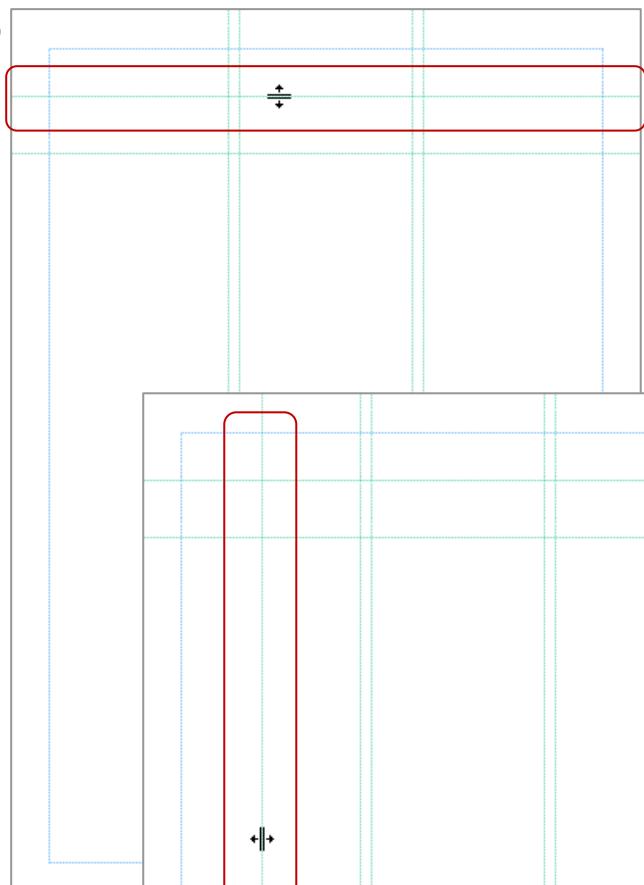
- 3 Point to the top horizontal ruler guide until the mouse pointer changes to a double headed arrow, then click and drag it up, as shown

Let's insert a ruler guide another way...

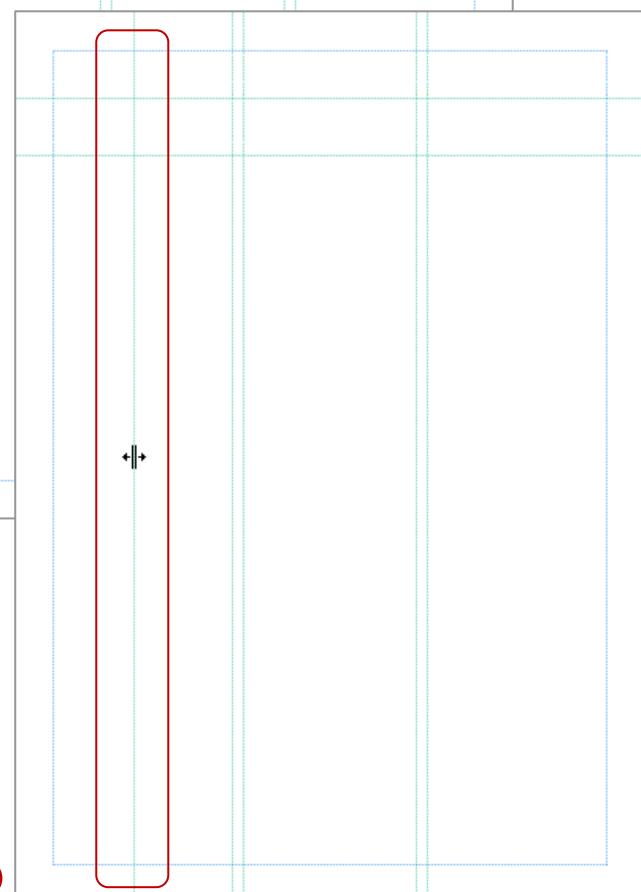
- 4 Point to the ruler to the left of the publication window until the mouse pointer changes to a double headed arrow

- 5 Click and drag to the right to create a ruler guide, then drag it onto the page, as shown

3



5



For Your Reference...

To *create ruler guides*:

- Click on the **Page Design** tab, click on **Guides** in the **Layout** group, then select a preset option, or
- Point to one of the rulers in the publication window, then click and drag onto the page

Handy to Know...

- Unlike grid guides, ruler guides only appear on the page on which they were inserted.

USING GUIDES

Once you have learned how to insert guides, you need to know how to use them. Guides are used to align objects to each other as well as to different points on the page. They will only be

activated if you move objects by dragging them with the mouse; you cannot use the guides while nudging objects using the arrow keys.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Design And Layout_1.pub...*

- 1** Select the text box closest to the bottom of the page

This text box contains information regarding times and prices for the exhibition...

- 2** Drag the text box down and to the left, so that the text box is centred horizontally on the page and the top of the text box aligns with the bottom grid guide, as shown

A pink guideline will appear down the centre of the page when the text box is centred...

- 3** Click and drag the pictures to align them, as shown

- 4** Select the text box containing the text **Featuring major projects...**, drag it to align it to the centre of the page, then align it to the bottom of the top grid guide

- 5** Click and drag the WordArt heading and the text box at the top of the page to align them to the centre of the page, as shown

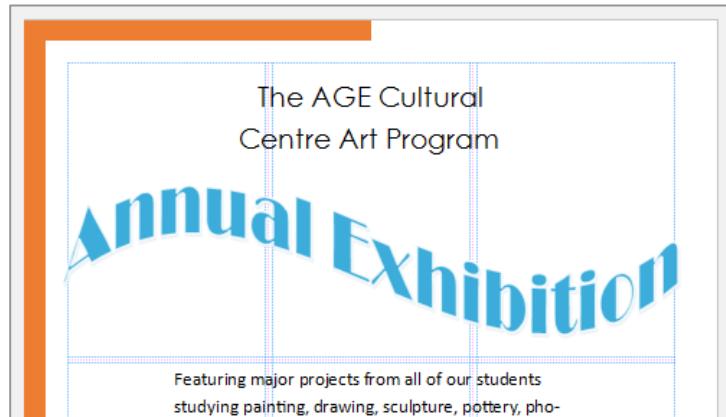
2



3



5



For Your Reference...

To align objects to guides:

1. Select the object
2. Drag it to the desired guide until the guide is activated

Handy to Know...

- Pink guides only appear in certain situations, such as when the edges of two objects are aligned, or when an object is aligned to the centre of the page.

USING COLOUR SCHEMES

Publisher provides you with a selection of **colour schemes** to choose from when creating your publication. Each colour scheme consists of eight complementary colours, which are automatically

applied to different elements of your publication. Different colour schemes are appropriate for different situations – some colour schemes are quite subtle, while others are very bright.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Design And Layout_2.pub...*

1

Click on the **Page Design** tab, then click on the **More** arrow for the **Colour Schemes** gallery in the **Schemes** group to display the full gallery of colour schemes

The current colour scheme is **Waterfall...**

2

Click on **Floral** under **Built-In (classic)** to apply this colour scheme

This colour scheme is a little too bright for an Employee of the Month certificate...

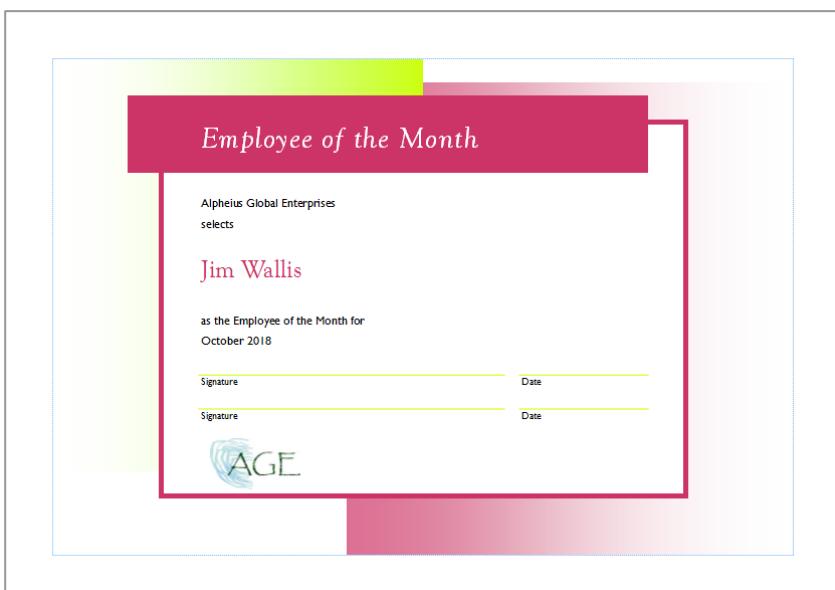
3

Repeat steps **1** and **2** to apply the **Civic** (under **Built-In**) colour scheme

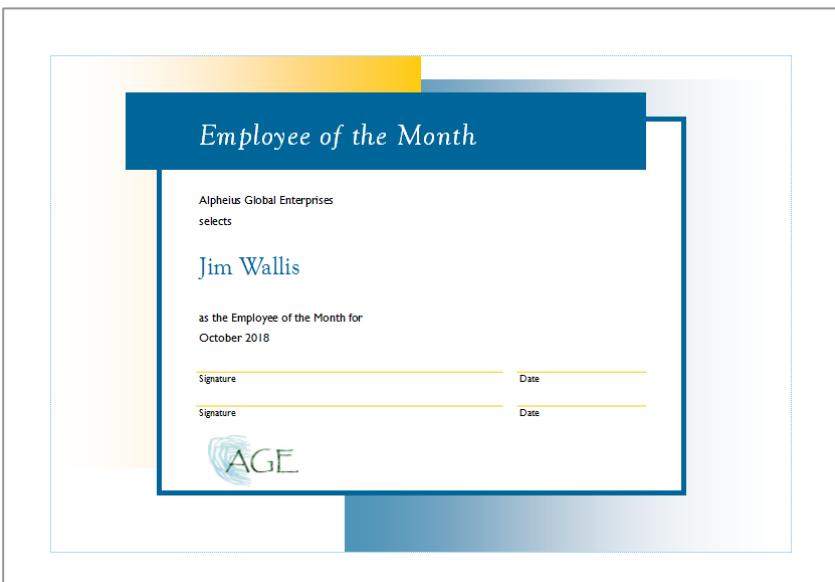
This colour scheme is much more subtle. Let's find something a little more interesting...

4

Repeat steps **1** and **2** to apply the **Tropics** (under **Built-In (classic)**) colour scheme



2



4

For Your Reference...

To **change** the **colour scheme**:

1. Click on the **Page Design** tab
2. Click on the **More** arrow for **Colour Schemes** in the **Schemes** group
3. Select a colour scheme

Handy to Know...

- You can preview different colour schemes using Live Preview – simply point to a colour scheme in the gallery without selecting it
- You can create your own colour scheme. After clicking on the **More** arrow for the **Colour Schemes** gallery, select **Create New Colour Scheme**.

USING FONT SCHEMES

Similar to the colour schemes, Publisher provides you with groups of fonts which work well together. These groups of fonts are known as **Font Schemes**. Each font scheme features a

heading font, which will be applied to the headings in the publication, and a body font, which will be applied to the rest of the text.

Try This Yourself:

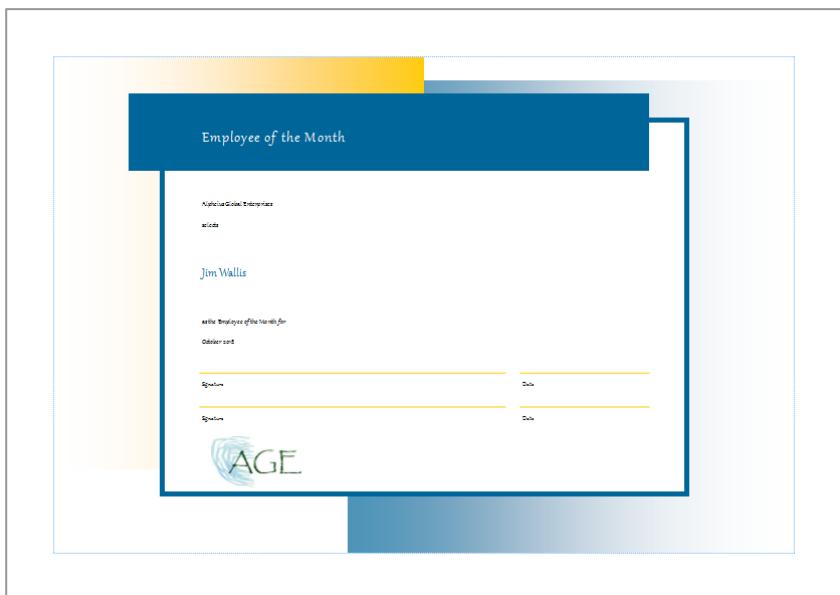
Same File

Continue using the previous file with this exercise, or open the file *Design And Layout_3.pub...*

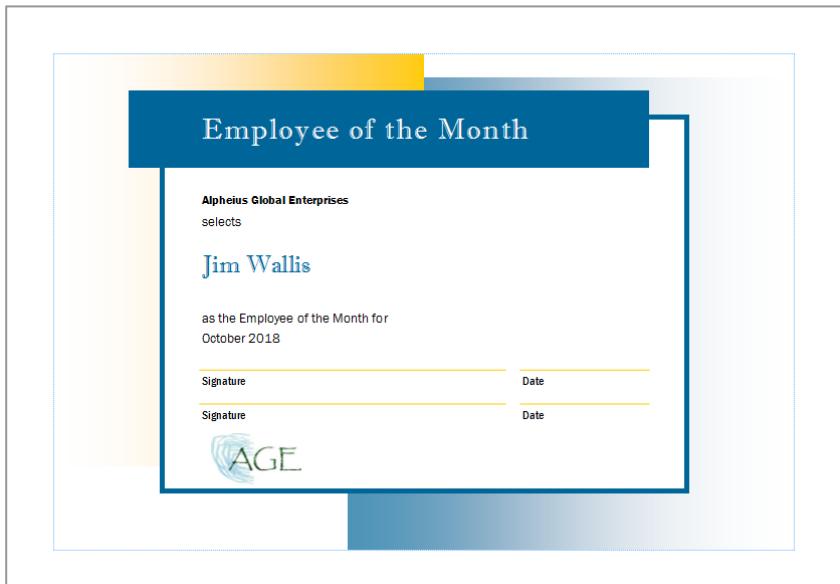
- 1 Click on the **Page Design** tab, then click on **Fonts** in the **Schemes** group to display a gallery of options
- 2 Click on **Calligraphy** under **Built-In** to apply this font scheme to the publication

This font scheme uses a font which is small by default. We could make all the text bigger, but we'll change to a different font scheme instead...

- 3 Repeat step 1, then scroll to and click on **Casual** under **Built-In (classic)** to apply this font scheme
- 4 Let's find a more appropriate font scheme for this publication...
- 4 Repeat step 1, then scroll to and click on **Offset** under **Built-In (classic)** to apply this font scheme



2



4

For Your Reference...

To **change** the **font scheme**:

1. Click on the **Page Design** tab
2. Click on **Font** in the **Schemes** group
3. Select a font scheme

Handy to Know...

- As with colour schemes, you can view font schemes in Live Preview and create your own font scheme. You might find this useful if you create several publications and need to consistently use the same fonts.

CREATING A FILL BACKGROUND

There may be times when you want to create a **background** for your publication, perhaps to make it stand out more or to make it more interesting to look at. A basic, subtle background,

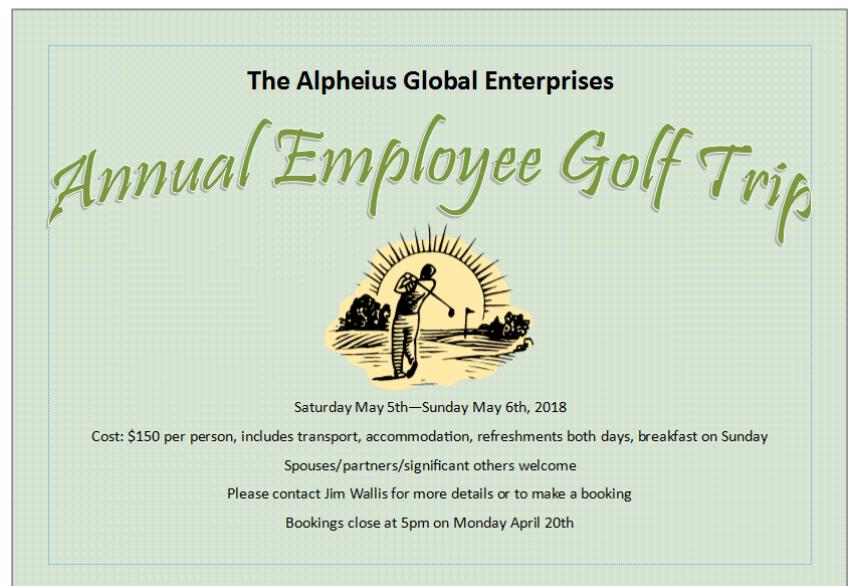
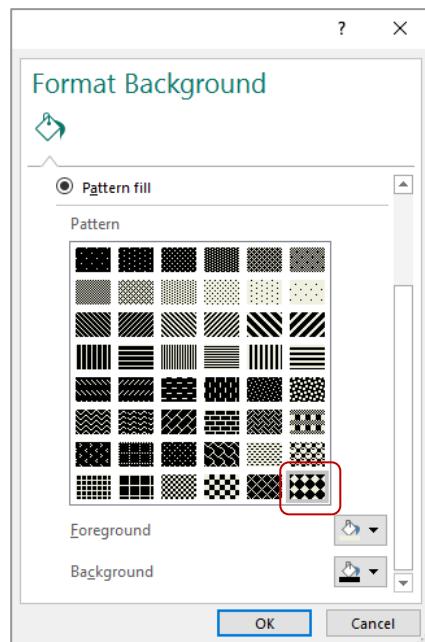
such as a fill or a pattern, can enhance your publication without distracting the reader from the information you are trying to convey.

Try This Yourself:

Open File Before starting this exercise you **MUST** open the file *Design And Layout_4.pub...*

- 1 Click on the **Page Design** tab, then click on **Background** in the **Page Background** group to display a gallery of options
- 2 Click on **30% tint of Accent 2**, the second option in the second row under **Solid Background**
Let's find something a little more interesting...
- 3 Repeat step 1, then select **More Backgrounds** to display the **Format Background** pane
- 4 Click on **Pattern fill** to select it, then click on the **Solid diamond** pattern, as shown
- 5 Click on the drop arrow for the **Foreground** colour, then select **Hyperlink (RGB (51,153,0))**, **Lighter 80%**, the sixth option in the second row
- 6 Click on the drop arrow for the **Background** colour, then select **Accent 3 (RGB (214, 224, 214))**, the fourth option in the top row
- 7 Click on **[OK]** to apply the background

4



7

For Your Reference...

To *create a fill background*:

1. Click on the **Page Design** tab, then click on **Background** in the **Page Background** group
2. Select an option, or
Select **More Backgrounds**, select the desired options, then click on **[OK]**

Handy to Know...

- When creating a fill background, be careful not to use a colour or pattern that will overpower the rest of your publication. A background that is too bright or too eye-catching can distract the reader or make the text difficult to read.

CREATING AN IMAGE BACKGROUND

Fills and patterns aren't your only options for backgrounds – you can also choose to use an **image**. After choosing an image, you can set its **transparency** before applying it to the

publication. The higher the transparency, the more washed-out the image will appear. This can help you to ensure that the background image doesn't overpower the rest of the publication.

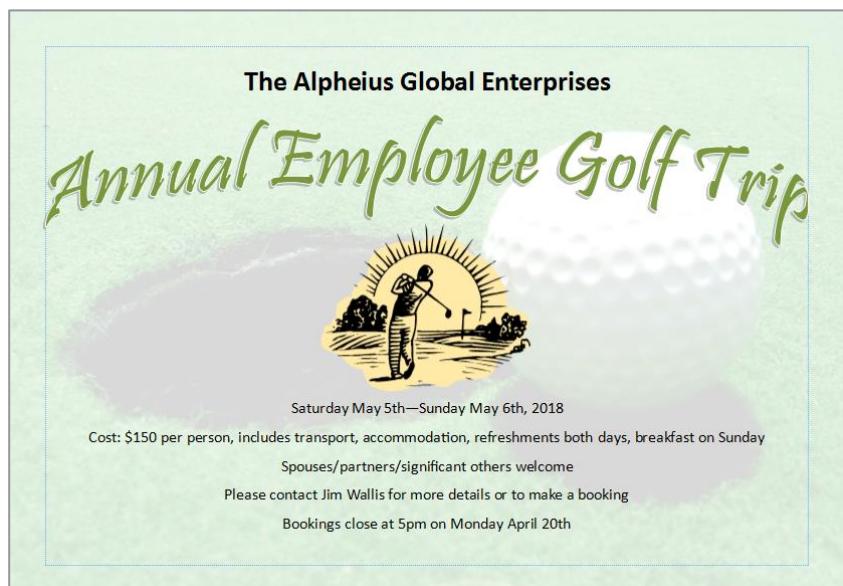
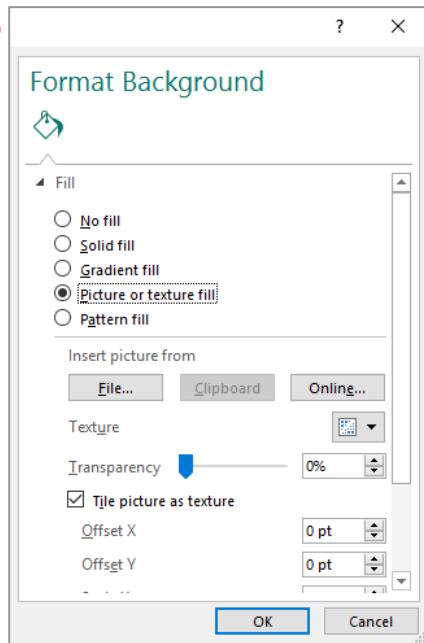
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file **Design And Layout_5.pub...**

- 1 Click on the **Page Design** tab, click on **Background** in the **Page Background** group, then select **More Backgrounds** to display the **Format Background** pane
- 2 Click on **Picture or texture fill** to select it
- 3 Under **Insert picture from**, click on **[Online]** to display the **Insert Pictures** pane
- 4 Click in the search box for **Bing Image Search**, type **golf**, then press **Enter**
- 5 Click on the first image to select it, then click on **[Insert]**
- 6 Click and drag the slider for **Transparency** to set it to **85%**
- 7 Click on **[OK]** to apply the new background

2



7

For Your Reference...

To *create* an **image background**:

1. Click on the **Page Design** tab, click on **Background** in the **Page Background** group, then select **More Backgrounds**
2. Click on **Picture or texture fill**
3. Click on the location from which to insert the picture

For Your Reference (cont.)...

4. Navigate to the desired picture, select it, then click on **[Insert]**
5. Set the transparency as desired
6. Click on **[OK]**.

CHAPTER 4

IN FOCUS

WORKING WITH TEXT

Publisher provides you with an assortment of tools to enhance the appearance of your publication, including tools to enhance the text. Once you have learnt how to insert text, you can change its size and colour, turn it into WordArt, or choose from a range of typography options and other effects. These options can all help to make some pieces of text stand out more than others, but be aware that using them too much can make your publication look cluttered and confusing.

In this session you will:

- ✓ learn how to create a text box
- ✓ learn how to modify a text box
- ✓ learn how to import text
- ✓ learn how to check the spelling in a publication
- ✓ learn how to select text
- ✓ learn how to apply colour to text
- ✓ learn how to create **WordArt**
- ✓ learn how to format **WordArt**
- ✓ learn how to apply text effects.

CREATING A TEXT BOX

Text boxes are objects designed to hold text. Like other objects, they can be resized, moved, grouped, aligned and formatted. Text boxes have other special properties to control the way the

text behaves, such as the ability to change the margin between the box and the text, wrap text around objects, connect text boxes to each other, and create columns.

Try This Yourself:

Open File Before starting this exercise you **MUST** open the file *Working With Text_1.pub...*

- 1 Click on the **Home** tab, then click on **Draw Text Box** in the **Objects** group

The mouse pointer will change to a crosshair...

- 2 Click below the **Welcome** heading and drag to create a text box as shown

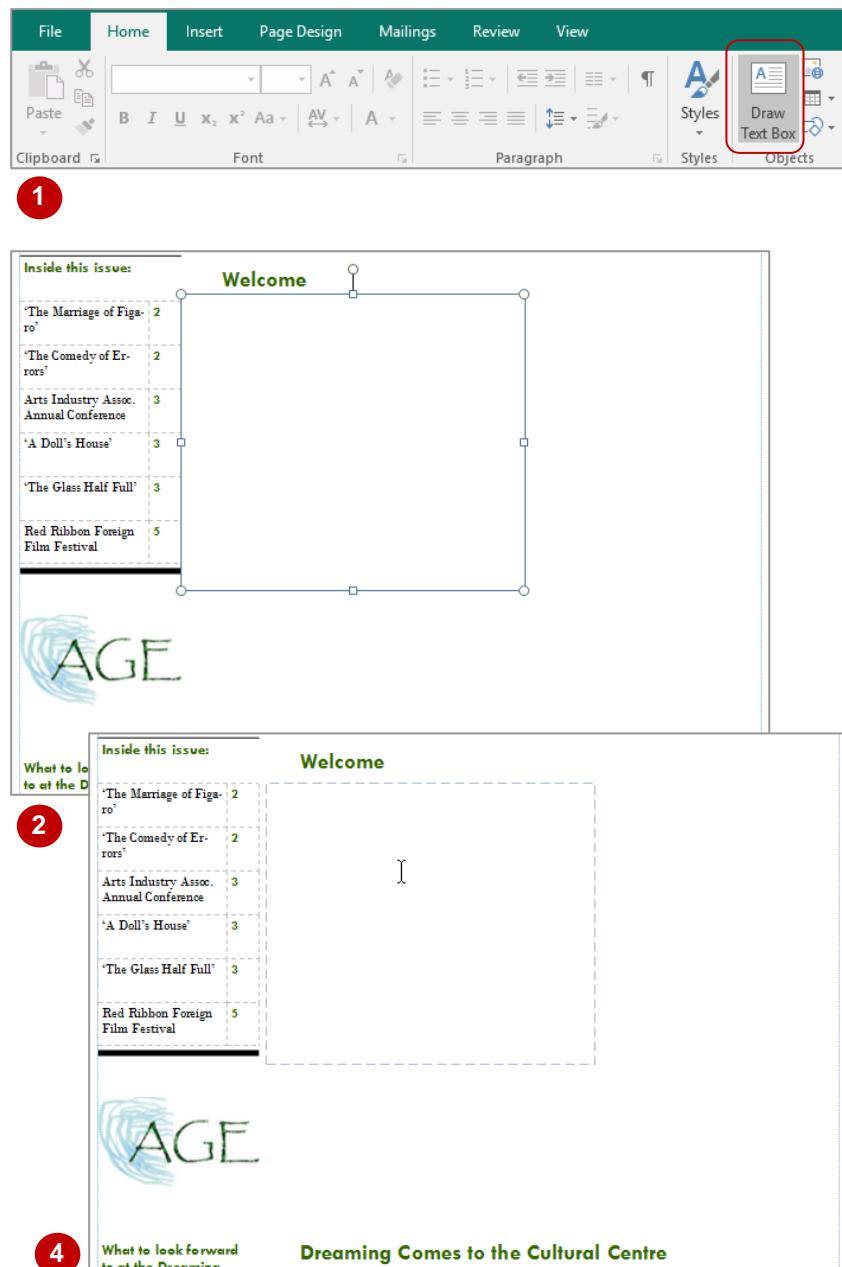
Notice that the border of the text box is a solid line when it is selected...

- 3 Click elsewhere on the page to deselect the text box

It seems to disappear...

- 4 Point to the text box

The mouse pointer changes shape, and the border of the text box is displayed as a dotted line, indicating it is not selected...



For Your Reference...

To *create a text box*:

1. Click on the **Home** tab, then click on **Draw Text Box** in the **Objects** group
2. Position the cursor, then click and drag to draw a text box
3. Release the mouse button

Handy to Know...

- If you want to draw a square text box, hold down **Shift** while you draw the text box.

MODIFYING A TEXT BOX

As with most creative processes, you may find yourself constantly making small changes to your publication. This includes making changes to text boxes. It is unlikely that every time you create a

text box, it will be exactly the right size for your needs. Fortunately, it is very simple to resize text boxes, and Publisher even helps you to line them up with other objects on the page.

Try This Yourself:

Same File

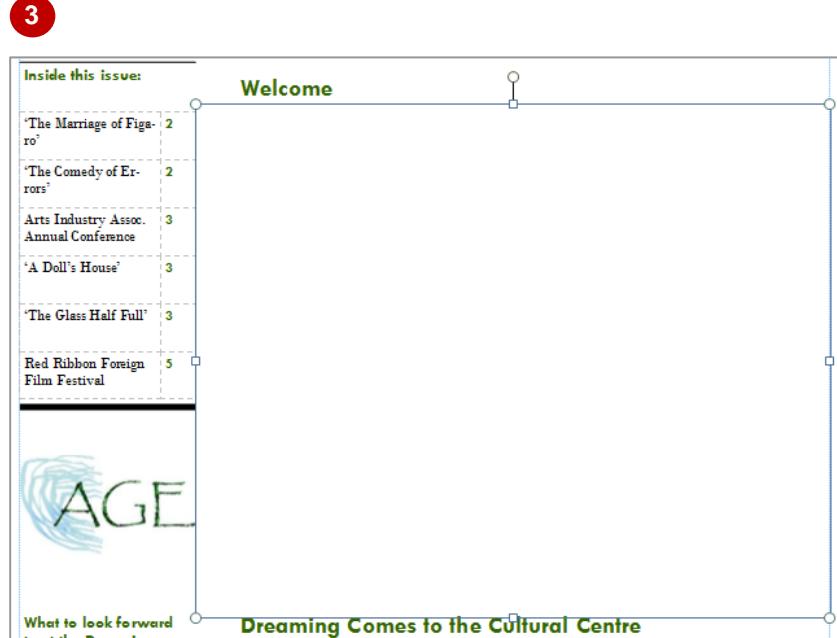
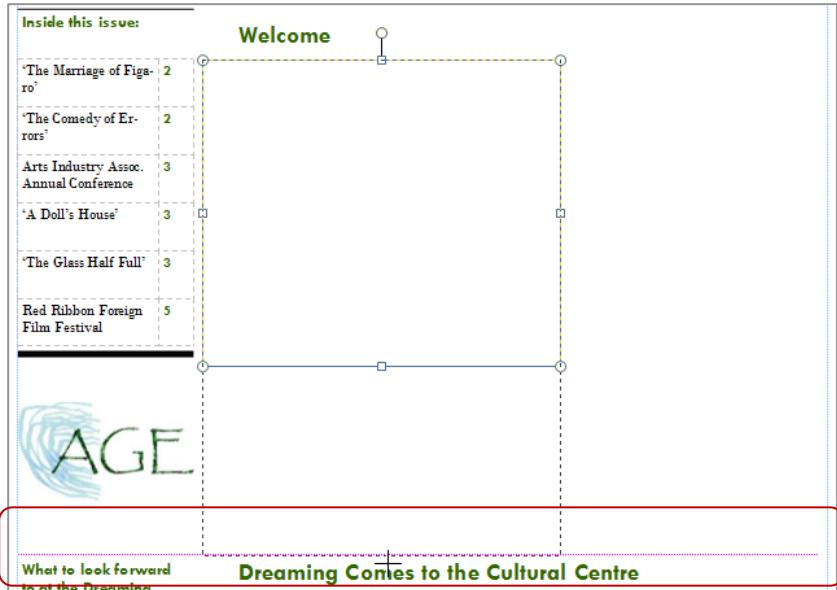
Continue using the previous file with this exercise, or open the file Working With Text_2.pub...

- 1 On the front page of the publication, click in the text box under the **Welcome** heading to make it active
- 2 Point to the square resize handle on the bottom border of the text box so the mouse pointer changes to a double-headed arrow

- 3 Click and drag the handle down until a pink guideline appears, as shown, then release the mouse button

The text box is now longer...

- 4 Repeat steps **2** and **3** for the square resize handle on the right border of the text box, then click and drag the handle across to the right page margin to make the text box wider, as shown



For Your Reference...

To **resize a text box**:

1. Point to the resize handle on the border you want to move
2. Click and drag the resize handle until the text box is the desired size

Handy to Know...

- You can adjust the length and width of a text box at the same time by clicking and dragging one of the circle resize handles on the corners of the borders.
- The pink guidelines that appear when you move or resize objects help you to line them up with other objects on the page.

IMPORTING TEXT

Publisher allows you to type text directly into a text box or to **import** it from another source, such as a word processing program. Imported text automatically reformats to match Publisher's

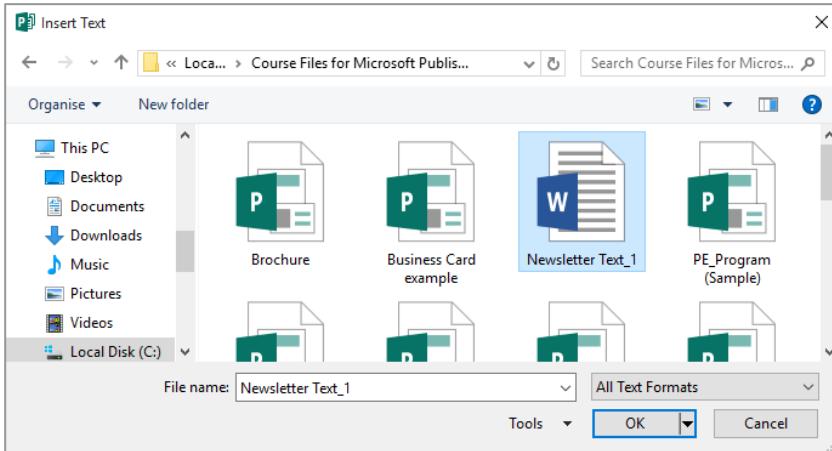
Normal style settings. If you format your text before importing (for example, in Microsoft Word), make sure that you create styles in Word to protect the formatting and apply them to the text.

Try This Yourself:

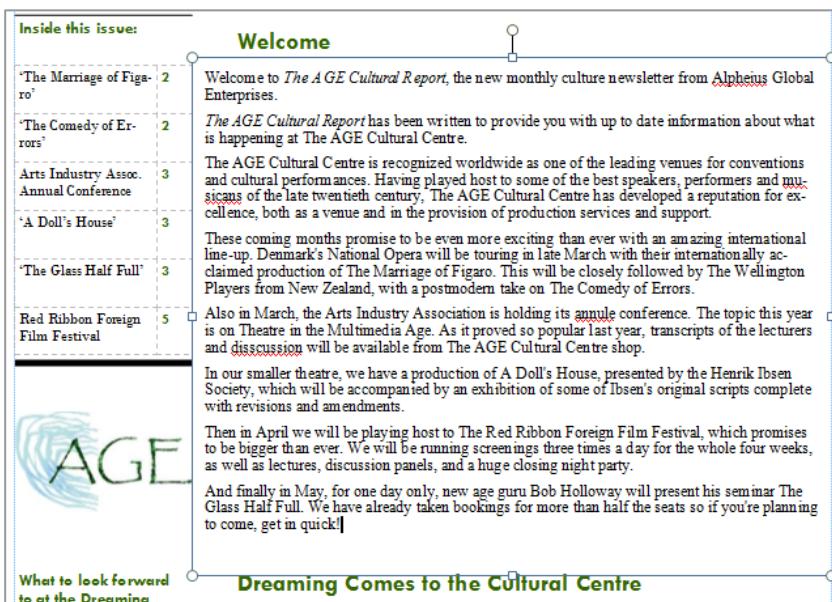
Same File Continue using the previous file with this exercise, or open the file *Working With Text_3.pub...*

- 1 Ensure that the text box below the **Welcome** heading is active
- 2 Click on the **Insert** tab, then click on **Insert File** in the **Text** group to display the **Insert Text** dialog box
- 3 Navigate to the course files folder, then locate and click on **Newsletter Text_1.docx**
- 4 Click on **[OK]** to insert the text from the file into the publication

The text is converted into Publisher format and placed in the text box



3



4

For Your Reference...

To **import** text to a **publication**:

1. Click in the text box where the text will be imported
2. Click on the **Insert** tab, then click on **Insert File** in the **Text** group
3. Navigate to the file the text will be imported from, then click on **[OK]**

Handy to Know...

- If the imported text doesn't fit in the specified text box, Publisher will place some of the text in the specified text box, then create a new text box on a new page for the excess text. You may have to experiment with the text formatting if you wish to make all of the text fit in the one text box.

CHECKING SPELLING

Publisher uses the **spell check** function that is provided by Microsoft Office. Spell check analyses your text and checks for spelling mistakes and repeated words, then presents

these to you with suggested changes. Be aware that spell check often stops on less common words and names that are spelt correctly, because they aren't in its dictionary.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Working With Text_4.pub...

- Click in the first line of the text box under the **Welcome** heading, click on the **Review** tab, then click on **Spelling** in the **Proofing** group to open the **Check Spelling** dialog box

It might display Alpheius, which is spelled correctly....

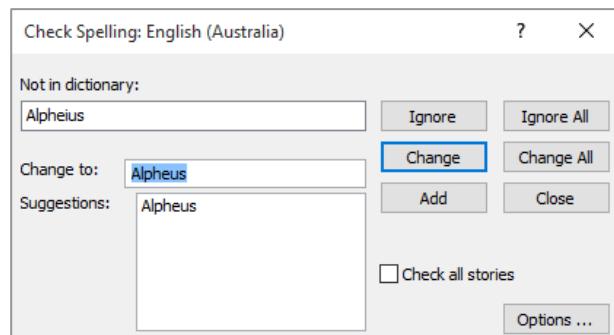
- Click on **[Ignore]** to skip it if necessary and display the next possible error – **musicians**
- Click on **[Change]** to accept the highlighted suggestion
- Click on the correct spelling of **annual** in **Suggestions**, then click on **[Change]** to correct it
- Click on **[Change]** to correct **discussion**

A message will appear asking you if you would like to check the rest of the publication...

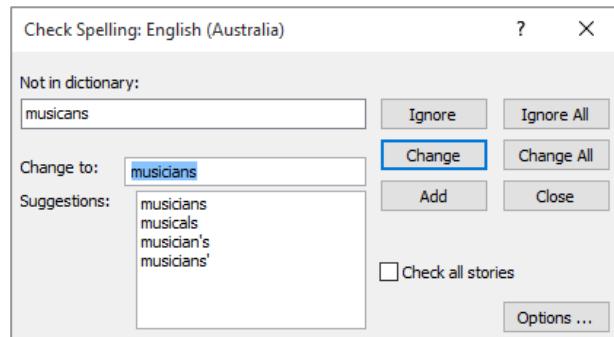
- Click on **[Yes]**, then click on **[Ignore]** for any remaining queries
- A message will appear letting you know that the spelling check is complete...*

- Click on **[OK]** to return to the publication

1

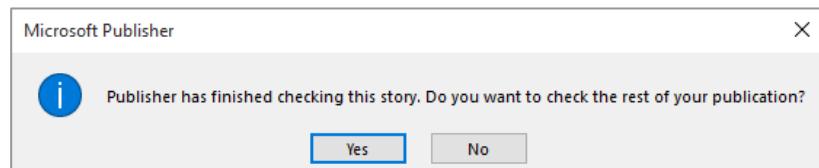


2

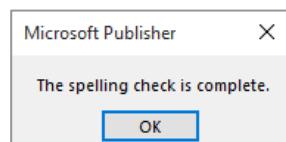


*Click on the **Check all stories** tick box so it appears ticked, to ensure Publisher checks all text boxes in a publication.*

5



6



For Your Reference...

To **check spelling**:

- Click on the **Review** tab, then click on **Spelling** in the **Proofing** group
- Click on **[Change]**, **[Add]** or **[Ignore]** as required
- Click on **[Yes]** to check other text boxes
- Click on **[OK]**

Handy to Know...

- If the spelling checker stops on a common word that is spelt correctly, click on **[Add]**. The word will be added to the dictionary and ignored in future spelling checks.
- If the spelling checker stops on a correctly spelt name that appears several times, click on **[Ignore All]** to skip these instances.

SELECTING TEXT

Before you can make changes to text in a publication, you first need to select the text to be changed. There are several ways to achieve this, depending on how much text is to be selected

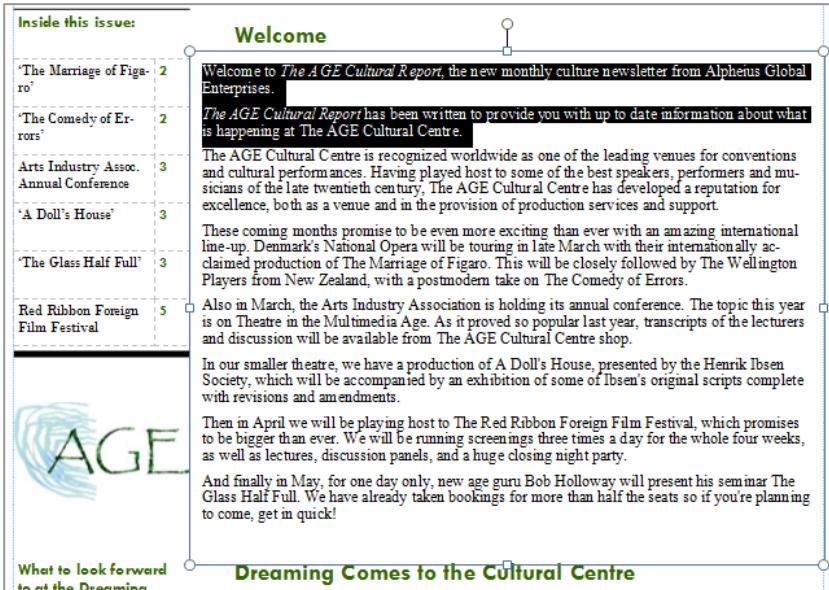
and the location of the text. You will probably find that you will use each of the selection methods at different times.

Try This Yourself:

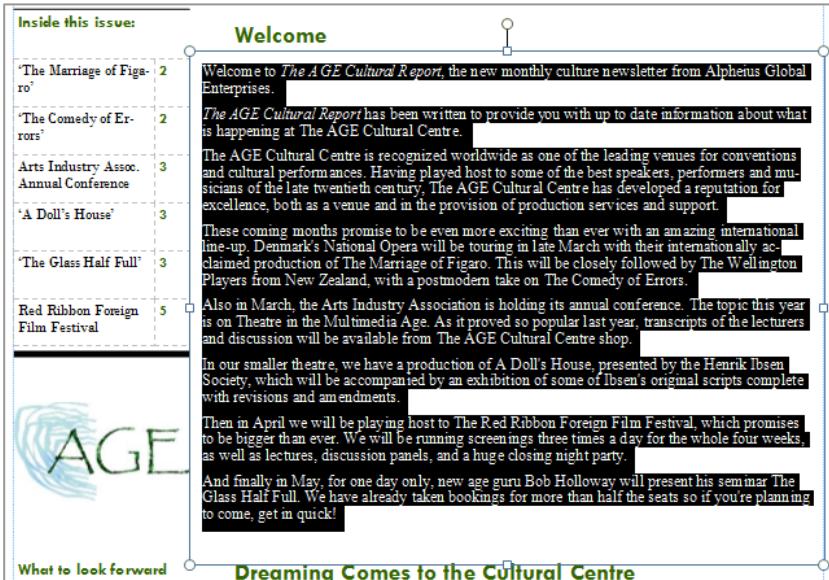
Same File

Continue using the previous file with this exercise, or open the file Working With Text_5.pub...

- 1 Click in the first word of the text below the **Welcome** heading
- 2 Click and drag to the end of the second paragraph of the text, then release the mouse button
- 3 Click away from the text to deselect it, then click in the first word of the text again
- 4 Hold down **Shift**, then click at the end of the third paragraph of the text
- 5 Click away from the text to deselect it, then click anywhere in the text box
- 6 Press **Ctrl + A**
- 7 Click anywhere in the text box to deselect the text



2



6

For Your Reference...

To select text:

1. Click at the start of the text to be selected
2. Click and drag to the end of the text to be selected, or
Hold down **Shift** and click at the end of the text to be selected

Handy to Know...

- Using the **Ctrl + A** method to select all of the text in a text box can be especially useful if there is text in the box that you can't see (i.e. text that doesn't fit in the box and is therefore 'overflowing'). The text that isn't visible will be selected as well as the visible text.

APPLYING COLOUR TO TEXT

Colours allow you to add impact to text. Colour can indicate a particular mood for a publication or reflect the corporate image of the business. The initial offering of colour choices is determined by

the active colour scheme. This ensures that you can create a colour co-ordinated publication very easily. Alternatively, you can bypass the scheme and choose different colours.

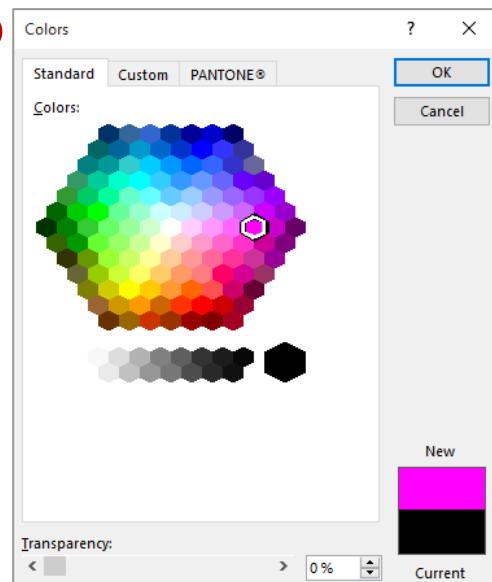
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Working With Text_6.pub...

- 1 Select all of the text in the text box below the **Welcome** heading
- 2 Click on the **Home** tab, then click on the drop arrow for **Font Colour** in the **Font** group to display a gallery of options
The colours belonging to the current colour scheme are displayed, as well as Standard Colours...
- 3 Select **More Colours** to display the **Colours** dialog box
- 4 Click on a pink colour, as shown, then click on **[OK]** to apply this colour to the text
- 5 Click away from the text to see the changes more clearly
This colour makes the text a little difficult to read. Let's change it back to black...
- 6 Repeat steps 1 and 2, then click on **Main (Black)** under **Scheme Colours** to change the colour of the text
- 7 Click away from the text to see the changes

4



Inside this issue:

- 'The Marriage of Figaro'
- 'The Comedy of Errors'
- Arts Industry Assoc. Annual Conference
- 'A Doll's House'
- 'The Glass Half Full'
- Red Ribbon Foreign Film Festival

5

Welcome

Welcome to *The AGE Cultural Report*, the new monthly culture newsletter from Alpheus Global Enterprises.

The AGE Cultural Report has been written to provide you with up to date information about what is happening at The AGE Cultural Centre.

The AGE Cultural Centre is recognized worldwide as one of the leading venues for conventions and cultural performances. Having played host to some of the best speakers, performers and musicians of the late twentieth century, The AGE Cultural Centre has developed a reputation for excellence, both as a venue and in the provision of production services and support.

These coming months promise to be even more exciting than ever with an amazing international line-up. Denmark's National Opera will be touring in late March with their internationally acclaimed production of *The Marriage of Figaro*. This will be closely followed by The Wellington Players from New Zealand, with a postmodern take on *The Comedy of Errors*.

Also in March, the Arts Industry Association is holding its annual conference. The topic this year is on Theatre in the Multimedia Age. As it proved so popular last year, transcripts of the lectures and discussion will be available from The AGE Cultural Centre shop.

In our smaller theatre, we have a production of *A Doll's House*, presented by the Henrik Ibsen Society, which will be accompanied by an exhibition of some of Ibsen's original scripts complete with revisions and annotations.

Then in April we will be playing host to The Red Ribbon Foreign Film Festival, which promises to be bigger than ever. We will be running screenings three times a day for the whole four weeks, as well as lectures, discussion panels, and a huge closing night party.

And finally in May, for one day only, new age guru Bob Holloway will present his seminar *The Glass Half Full*. We have already taken bookings for more than half the seats so if you're planning to come, get in quick!

What to look forward to at the Dreaming

Dreaming Comes to the Cultural Centre

For Your Reference...

To **change font colour**:

- 1 Select the text
- 2 Click on the **Home** tab, click on the drop arrow for **Font Colour** in the **Font** group, then select **More Colours** to display the **Colours** dialog box
- 3 Select the desired colour, then click on **[OK]**

Handy to Know...

- The **Custom** tab of the **Colours** dialog box provides you with a colour scale. This allows you to choose a more specific colour rather than choosing from the colours on the **Standard** tab.

CREATING WORDART

WordArt is decorative text usually pre-formatted with a colour fill, border, shadow, font and a creative shape for the word(s). To create WordArt, simply select a design from the

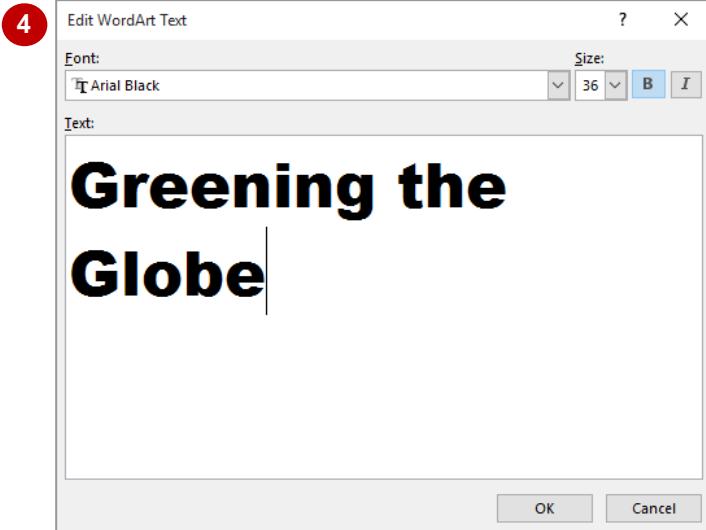
WordArt gallery, then type the word(s) that you want. Publisher will take the text you provide and format it according to the design you've selected. Quick, easy and very impressive!

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Working With Text_7.pub...*

- 1 Click on **Page 4** in the **Pages** navigation pane to make it active
- 2 Click on the **Insert** tab, then click on **WordArt** in the **Text** group
A gallery of options is displayed...
- 3 Select the third option in the first row under **WordArt Transform Styles** to display the **Edit WordArt Text** dialog box
- 4 In **Text**, type **Greening the Globe**
- 5 Click on **[OK]** to insert the WordArt into the publication
A new tab appears on the ribbon – the contextual WordArt Tools: Format tab...
- 6 Click and drag to reposition the WordArt as shown



For Your Reference...

To *create WordArt*:

1. Click on the **Insert** tab, then click on **WordArt** in the **Text** group
2. Select a design to display the **Edit WordArt Text** dialog box
3. Type the required text, then click on **[OK]**

Handy to Know...

- You can create WordArt from existing text. Simply select the text, then navigate to the **Edit WordArt Text** dialog box. The text you selected will appear in the **Text** box in the dialog box.

FORMATTING WORDART

As with all of the objects in Publisher, WordArt has many options for applying **formatting** to text. These include the fill and line colours and effects which are applied or modified using the **Format**

WordArt dialog box. You may decide to completely change the formatting or merely make a minor change to suit the look and feel of your publication.

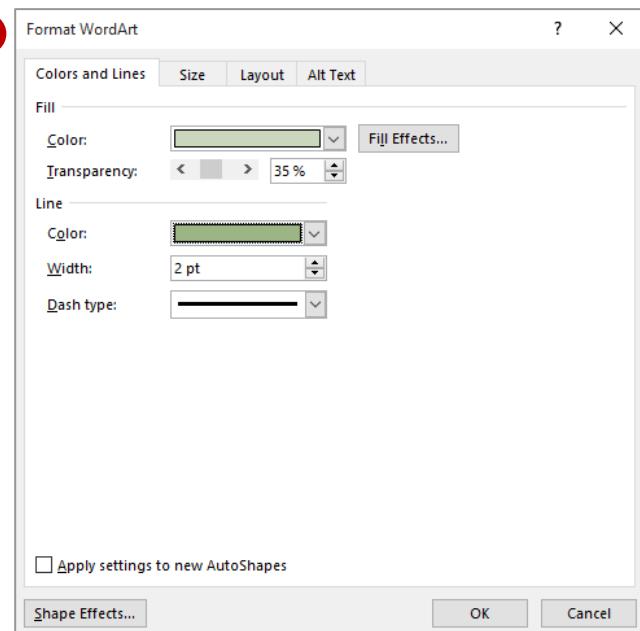
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Working With Text_8.pub...*

- 1 Ensure the last page of the publication is active, then click on the WordArt to select it
- 2 Click on the **WordArt Tools: Format** tab, then click on the dialog box launcher for the **WordArt Styles** group to display the **Format WordArt** dialog box
- 3 Under **Fill**, click on the drop arrow for **Colour**, then click on the green colour **Accent 1 (RGB (51, 102, 0), Lighter 60%)**
- 4 Click on the slider for **Transparency**, then drag it to the left until it is set to **35%**
- 5 Under **Line**, click on the drop arrow for **Colour**, then click on the green colour **Accent 1 (RGB (51, 102, 0), Lighter 40%)**
- 6 Click on [OK] to make these changes to the WordArt, then click away from the WordArt to deselect it

5



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For Your Reference...

To **format WordArt**:

1. Select the WordArt to format
2. Click on the **WordArt Tools: Format** tab, then click on the dialog box launcher for the **WordArt Styles** group
3. Change the settings as desired, then click on [OK]

Handy to Know...

- You can access the **Format WordArt** dialog box by right-clicking on the WordArt to be formatted, then selecting **Format WordArt**.

TEXT EFFECTS

Publisher provides you with an assortment of effects that you can apply to the text in your publications. These range from simple fill effects, underlines, and capitals to shadows, reflections,

and glow effects. Be careful when applying these effects – using too many or one that is inappropriate may make your publication look strange or difficult to read.

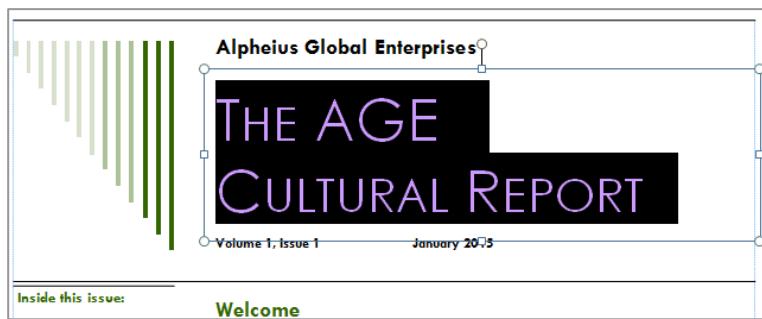
Try This Yourself:

Same File

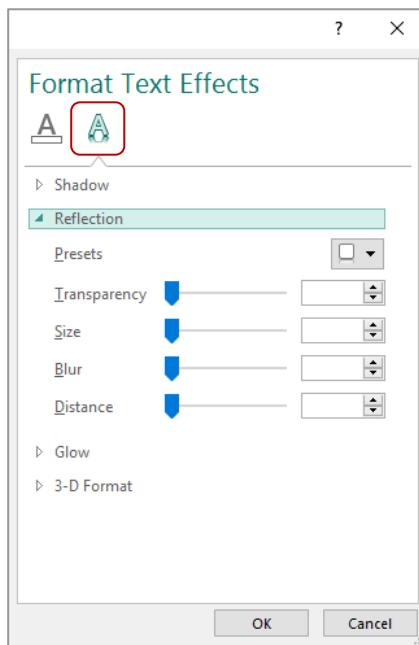
Continue using the previous file with this exercise, or open the file *Working With Text_9.pub...*

- 1 Ensure page 1 of the publication is displayed, then select the heading **The AGE Cultural Report**
- 2 Click on the **Home** tab, then click on the dialog box launcher for the **Font** group to display the **Font** dialog box
- 3 In **General**, click on **[Fill Effects]** to display the **Format Text Effects** dialog box
- 4 Click on **Text Effects**, as shown, then click on **Reflection** to see a range of options
- 5 Click on the drop arrow for **Presets**, then select the first option under **Reflection Variations**
- 6 Click on **[OK]** to close the dialog box, then click on **[OK]** again to return to the publication
- 7 Click away from the heading to deselect it and see the changes more clearly

1



4



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For Your Reference...

To **apply effects to text**:

1. Select the text, click on the **Home** tab, then click on the dialog box launcher for the **Font** group to display the **Font** dialog box
2. Click on **[Fill Effects]** to display the **Format Text Effects** dialog box
3. Set the desired effects, then click on **[OK]**

Handy to Know...

- The typography options enable you to apply effects such as drop caps to text in a publication, as well as to modify settings such as ligatures and swash. Some fonts also have stylistic alternates for you to choose from. These options are available on the **Text Box Tools: Format** tab.

CHAPTER 5

IN FOCUS

TEXT TECHNIQUES

There may be times when you need to change the layout of the text in your publication. For example, you might prefer to format a newsletter article into columns, or set the text to start on one page and continue on another. Options such as these (and many more) enable you to create consistent and professional-looking publications with very little effort.

In this session you will:

- ✓ learn how to create text columns
- ✓ learn how to link text boxes
- ✓ learn how to draw text boxes accurately
- ✓ learn how to change text box margins
- ✓ learn how to wrap text
- ✓ learn how to align text in a text box
- ✓ learn how to align text with baseline guides
- ✓ learn how to set paragraph spacing
- ✓ learn how to set hyphenation
- ✓ learn how to create bulleted lists
- ✓ learn how to create numbered lists
- ✓ learn how to create text styles
- ✓ learn how to apply text styles
- ✓ learn how to modify a text style.

TEXT COLUMNS

In publications such as newsletters and flyers, you may wish to have the text flow across columns. This can be achieved by changing the attributes (or **properties**) of the text box. Using

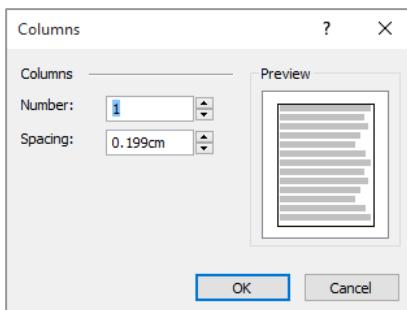
the properties, you can specify how many **columns** you require within a text box, as well as the width between the columns in the text box.

Try This Yourself:

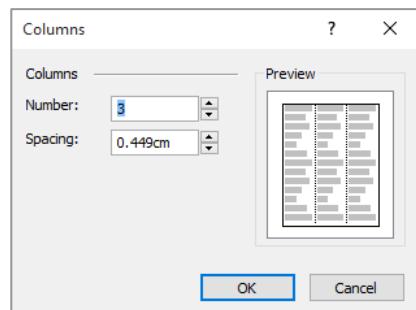
Open File

Before starting this exercise you **MUST** open the file **Text Techniques_1.pub...**

- 1 Click in the text box under the **Welcome** heading
- 2 Click on the **Text Box Tools: Format** tab, click on **Columns** in the **Alignment** group, then select **More Columns** to display the **Columns** dialog box
- 3 Click on the up spinner arrow for **Number** twice to increase it to **3**
- 4 Click on the up spinner arrow for **Spacing** once to increase it to **0.449 cm**
- 5 Click on **[OK]**
The text will now be divided into three columns



2



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5

For Your Reference...

To **create columns** in a **text box**:

1. Click in the text box
2. Click on the **Text Box Tools: Format** tab, click on the drop arrow for **Columns** in the **Alignment** group, then select **More Columns**
3. Adjust the options as required

Handy to Know...

- You can simply select a number of columns from the menu when you click on **Columns**, but the default spacing will be applied.
- You can find the **Columns** options on the **Home** tab as well as the **Text Box Tools: Format** tab.

LINKING TEXT BOXES

Publisher allows you to link text boxes so that text can flow from one text box into a second text box. For example, you can start a story on page one of a newspaper to catch the reader's

attention, and then continue the story on another page. Even if you modify the story, Publisher will re-organise (re-flow) the text between the boxes for you.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Text Techniques_2.pub...*

- Click in the text box under the heading **Dreaming Comes to the Cultural Centre**

Notice that the handles are red instead of white. This signifies that there is additional text that doesn't fit in this text box...

- On the **Text Box Tools: Format** tab, click on **Create Link** in the **Linking** group
The mouse pointer changes to a jug icon...
- Click on pages **2** and **3** in the **Pages** navigation pane to display the second and third pages of the publication
- On page **2**, point to the area below the headline **Dreaming Comes to the Cultural Centre (cont.)**, as shown
There is an empty text box here...
- Ensure the mouse pointer appears as a pouring jug icon, then click in the text box to link it to the text box on the front page and insert the text that didn't fit in the first text box

1

What to look forward to at the Dreaming Time Exhibition:

Dreaming Comes to the Cultural Centre

This year the Cultural Centre will host a special guest exhibition from the Dreaming Time Cultural Centre based in Townsville, Queensland. We are truly excited about this fantastic opportunity to celebrate traditional culture. The Dreaming Time Cultural Centre is one of the foremost centres for preservation of cultural activities in northern Queensland, and boasts entire villages recreated to demonstrate the earlier ways of life. First opened in 1992, it now includes reception centres, museums, educational centres, conference venues, and shops. A 20-acre wildlife park hosts some of the animal traditionally hunted by the local peoples. Guests are invited to stay overnight in the camps to sleep under the stars, or to stay in the luxury 4-star apartments on-site.

We have been fortunate enough to secure a 4-month exhibition during which time the Dreaming Time Cultural Centre will staff the exhibi-

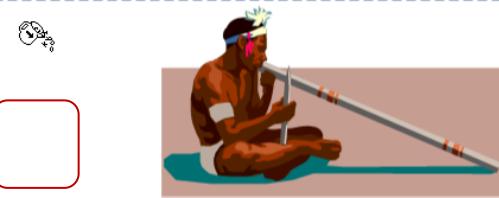
tion. Featuring live didgeridoo performances, a traditional men's dance group, and boomerang demonstrations, the exhibition will bring culture from the top end straight to city. This will be wonderfully interactive experience at many levels. Visitors can experience life in a traditional bush camp setting, partake of bush tucker and dig for their lunch among spinifex. They can try their hand at boomerang making, take dance classes (men only) and practise their didgeridoo skills. Twice

4

Page 2

The AGE Cultural Report

Dreaming Comes to the Cultural Centre (cont.)



5

Page 2

The AGE Cultural Report

Dreaming Comes to the Cultural Centre (cont.)

During the exhibition, traditional storytellers will share their legends to a small audience around a campfire. Prepare to be inspired!

During the exhibition, The AGE Cultural Centre shop will feature a range of merchandise normally only available from the cultural centre. This will include books, games, clothing, fridge magnets, paintings, bush tucker, boomerangs, clap sticks, music CDs, and, of course, didgeridoos!

Many of these activities will require pre-booking, so get in early if you want to make the most of this brilliant opportunity.



For Your Reference...

To link text boxes:

- Click in the first text box
- Click on the **Text Box Tools: Format** tab, then click on **Create Link** in the **Linking** group
- Click in the second text box

Handy to Know...

- When a linked text box is selected, it displays a small square with a black arrow in it on its border. If you click on this arrow, the text box that this box is linked to will become active.

DRAWING TEXT BOXES ACCURATELY

You can draw a text box without particular regard to size or placement. However, you may sometimes need the text to align precisely – for example, with a pre-printed form. The status bar

displays page co-ordinates and drawing dimensions that you can use as guides when creating text boxes.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Text Techniques_3.pub...*

1 Click on page 1 in the **Pages** navigation pane, then on the **Home** tab, click on **Draw Text Box** in the **Objects** group

2 Point slightly above and to the left of the word **hosts** in the text under the heading **Dreaming Comes to the Cultural Centre**, as shown

Let's use the status bar to draw a text box at a specific size...

3 Take note of the status bar, then, while looking at the status bar, click and drag to create a text box until the status bar reads approximately **4.60 X 2.90CM**

4 Release the mouse button to create the text box

5 Type “...Culture from the top end straight to the city.”

6 Select the text, click on the **Home** tab, then click on the drop arrow for **Font** in the **Font** group and scroll to and click on **Times New Roman**

7 Click elsewhere in the publication to see the changes more clearly

What to look forward to at the Dreaming Time Exhibition:

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7

For Your Reference...

To **accurately draw a text box**:

1. Click on the **Home** tab, then click on **Draw Text Box** in the **Objects** group
2. Draw the text box to the desired size while watching the dimensions displayed in the status bar

Handy to Know...

- After you have drawn a text box, you can modify its size and location in the **Format Text Box** dialog box. To display this dialog box, ensure that the text box is selected, click on the **Text Box Tools: Format** tab, then click on the dialog box launcher for the **Text** group.

TEXT BOX MARGINS

An important technique in creating an effective layout for your publications is the effective use of white space. White space is the non-printed area between lines and blocks of text. Many studies

show that the human eye reads and comprehends a message more easily if it is surrounded by white space. One way to achieve this is to increase the internal **margins** of the text box.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Text Techniques_4.pub...*

1

Ensure the small text box on the first page of the publication containing the text “**...Culture from the top end straight to the city.**” is selected

2

Select the text in the selected text box, then on the **Home** tab, click on the drop arrow for **Size** in the **Font** group and click on **12** to change the size of the text

3

Click on the **Text Box Tools: Format** tab, then click on the dialog box launcher for the **Text** group to display the **Format Text Box** dialog box

4

Select the value for **Left**, then type **.5**

5

Press **Tab**, then type **.5** in **Top**

6

Repeat step **5** for **Right** and **Bottom**

7

Click on **[OK]**, then click elsewhere in the publication to see the changes more clearly

2

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Dreaming Comes to the Cultural Centre

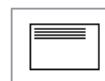
“...Culture from the top end straight to the city.” We have been fortunate enough to secure a 4-month exhibition during which time the Dreaming Time Cultural Centre will staff the exhibition. Featuring live didgeridoo performances, a traditional men’s dance group, and boomerang demonstrations, the exhibition will bring culture from the top end straight to city. This will be wonderfully interactive experience at

6

Format Text Box

Colors and Lines Size Layout Text Box Alt Text

Vertical alignment: Top



Text Box Margins

Left: .5

Top: .5

Right: .5

Bottom: .5

Text autofitting

Do not autofit

Best fit

Shrink text on overflow

Grow textbox to fit

Rotate text within AutoShape by 90°

Include “Continued on page...”

Include “Continued from page...”

Columns...

7

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For Your Reference...

To **change text box margins**:

1. Click in the text box, click on the **Text Box Tools: Format** tab, then click on the dialog box launcher for the **Text** group
2. Type the required sizes for the **Left**, **Right**, **Top** and **Bottom** margins, then click on **[OK]**

Handy to Know...

- You can use the AutoFit options to prevent text from ‘overflowing’ from a text box. To access the options, click in the text box, click on the **Text Box Tools: Format** tab, then click on **Text Fit** in the **Text** group. If you point to each of the options, a tool tip will display, informing you of what they do.

WRAPPING TEXT

Text in a text box can be forced to **wrap** around other objects and text boxes on the page. If a text box appears in front of other objects, the text in the underlying boxes will wrap around it. This

means that the text box in the front has precedence over text boxes behind it and changing the order, or layering, of text boxes on the pages can modify the wrapping behaviour of text.

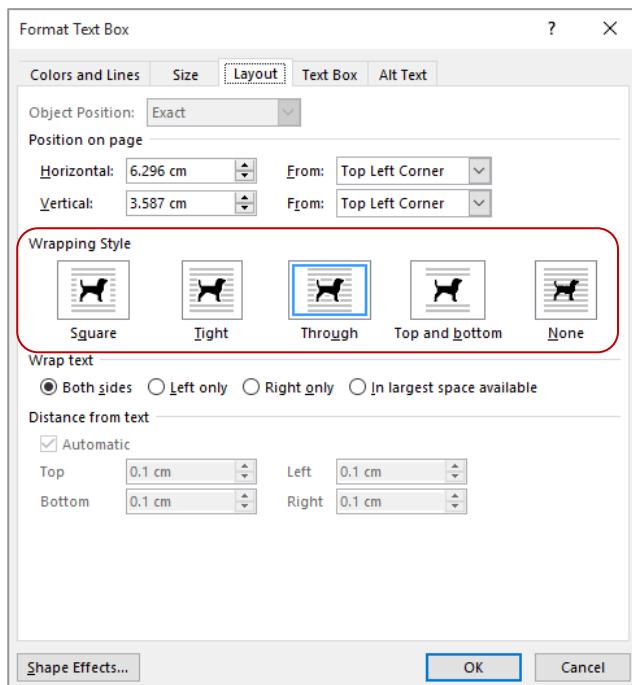
Try This Yourself:

Same File

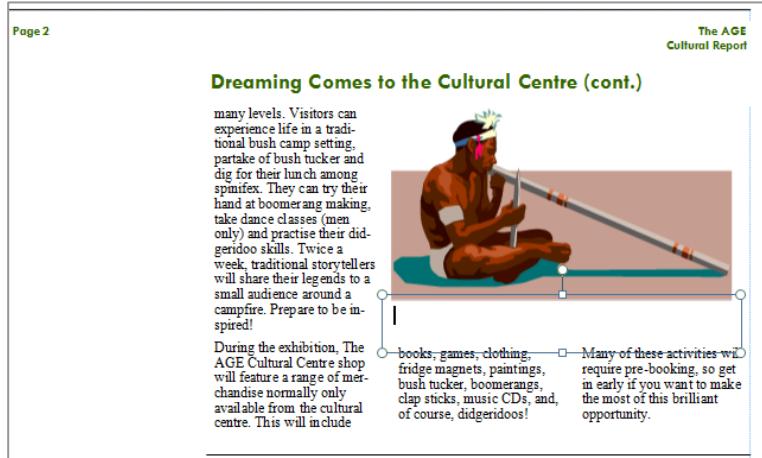
Continue using the previous file with this exercise, or open the file *Text Techniques_5.pub...*

- 1 Click on pages **2** and **3** in the **Pages** navigation pane to display the pages
- 2 On page **2**, click in the text box under the heading **Dreaming Comes to the Cultural Centre (cont.)**
- 3 Click on the **Drawing Tools: Format** tab, click on **Wrap Text** in the **Arrange** group, then select **More Layout Options** to display the **Format Text Box** dialog box
The current Wrap settings will force the text to wrap on both sides of any object in front of the text...
- 4 Click on **[Cancel]** to close the dialog box
- 5 Click on the **Home** tab, click on **Draw Text Box** in the **Objects** group, then draw a small text box just below the picture, as shown
The text in the larger text box wraps to make room for the new text box...
- 6 Type **The exhibition will feature didgeridoo performances.**
- 7 Click away from the text box to see the changes more clearly

3



5



For Your Reference...

To set **text wrapping** for a **text box**:

1. Select the text box
2. Click on the **Drawing Tools: Format** tab, click on **Wrap Text** in the **Arrange** group, then select **More Layout Options**
3. Click on a wrapping option, then click on **[OK]**

Handy to Know...

- Each of the text wrapping options will have a slightly different effect on your publication; for example, the **Top and bottom** option places the object you want to wrap text around on its own line, while the **Tight** option will wrap the text as close to the object as possible.

ALIGNING TEXT

As well as aligning objects on a page, you can align text within a text box. Each individual paragraph may be aligned to the left, centre, or right of the allocated area, or **justified**, meaning

the text is spaced so that it takes up all of the available space on each line. You will probably find that you will use more than one type of alignment in a publication.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Text Techniques_6.pub...*

- Click on page 1 in the **Pages** navigation pane, then click in the first paragraph of the text under the **Welcome** heading

The paragraph is left-aligned by default...

- On the **Home** tab, click on **Align Right** in the **Paragraph** group to see what the text looks like aligned to the right of the column

Let's change the alignment of the entire article...

- Select all of the text in the text box, then click on **Justify** in the **Paragraph** group

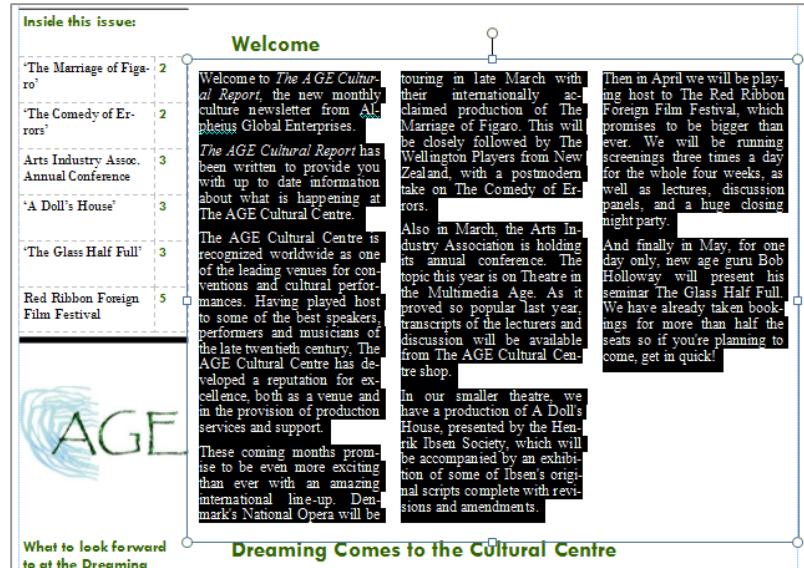
This is the alignment usually used in a newspaper or similar publication...

- Repeat step 3 to apply the **Justify** alignment to the second article on the page

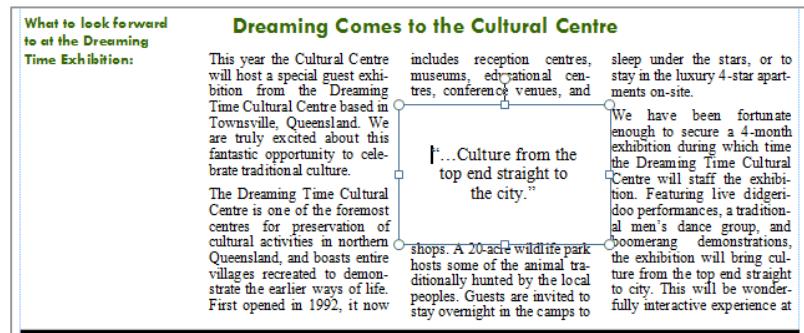
- Click in the text box with the text "... **Culture from the top end straight to the city.**"

Let's change the alignment of the text within this text box...

- Click on the **Text Box Tools: Format** tab, then click on **Align Centre** in the **Alignment** group



3



6

For Your Reference...

To align text:

- Click in the paragraph to be aligned, or Select the text to be aligned
- Click on the **Home** tab, then click on the desired alignment option in the **Paragraph** group

Handy to Know...

- The **Text Box Tools: Format** tab provides option for aligning text vertically as well as horizontally. You may find this useful when working with text boxes with a small amount of text in them.

USING BASELINE GUIDES

Baseline guides can be used to align text to provide a consistent appearance between columns. By presenting a design grid, baseline guides ensure that text is evenly spaced down a

column and that each line aligns with a corresponding line in the neighbouring column. Baseline guides are a part of the suite of layout guides available in Microsoft Publisher.

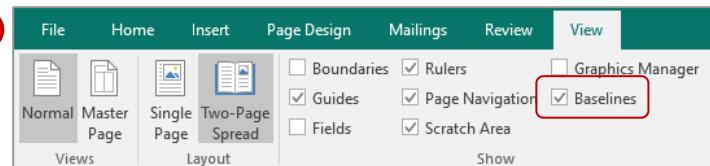
Try This Yourself:

Same File

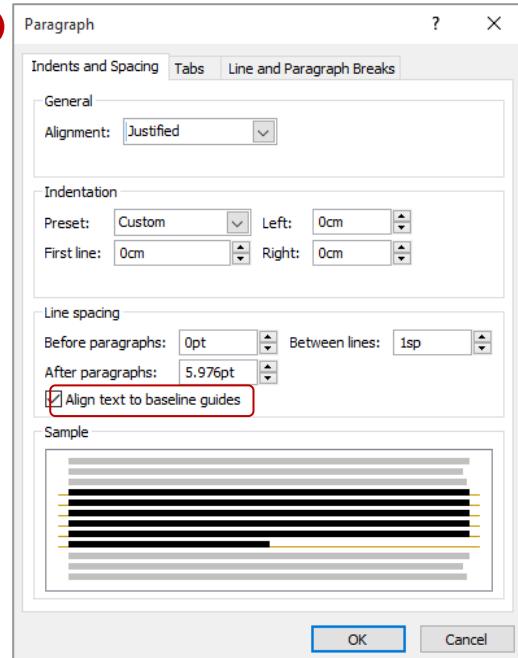
Continue using the previous file with this exercise, or open the file *Text Techniques_7.pub...*

- 1 Click on the **View** tab, then click on **Baselines** in the **Show** group so it appears ticked, as shown, to display the baseline guides
- 2 Examine the text – it doesn't align with the guides, and lines in neighbouring columns may not align with each other across the page
- 3 Select all of the text in the text box below the **Welcome** heading, click on the **Home** tab, then click on the dialog box launcher for the **Paragraph** group to display the **Paragraph** dialog box
- 4 Click on **Align text to baseline guides** so it appears ticked
- 5 Click on **[OK]**, then click elsewhere in the publication to view the changes more clearly
The lines of text now line up across the columns...
- 6 Repeat steps 3 to 5 to align the second article on page 1 to the baseline guides
- 7 Repeat step 1 to remove the tick and hide the baselines

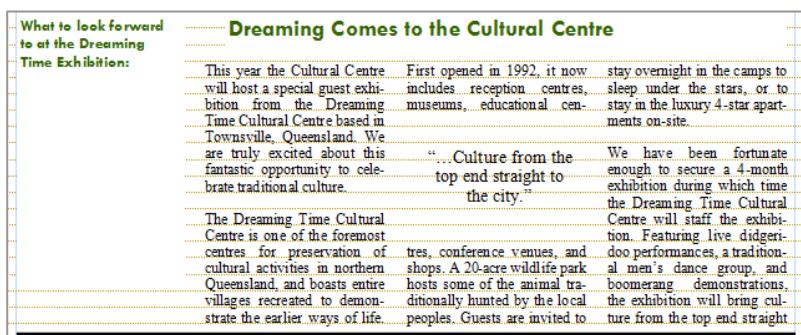
1



4



6



For Your Reference...

To **align text with baseline guides**:

1. Select the text
2. Click on the **Home** tab, then click on the dialog box launcher for the **Paragraph** group
3. Click on **Align text to baseline guides** so it appears ticked
4. Click on **[OK]**

For Your Reference (cont.)...

To **view/hide baseline guides**:

1. Click on the **View** tab
2. Click on **Baselines** so it appears ticked or unticked.

PARAGRAPH SPACING

The **Paragraph** options in Publisher control the spacing between **lines** and the spacing between **paragraphs**. You can set a specific distance before and/or after paragraphs and also between

each line in a paragraph. By distancing paragraphs, you make it easier to distinguish between them and therefore the text becomes easier to read.

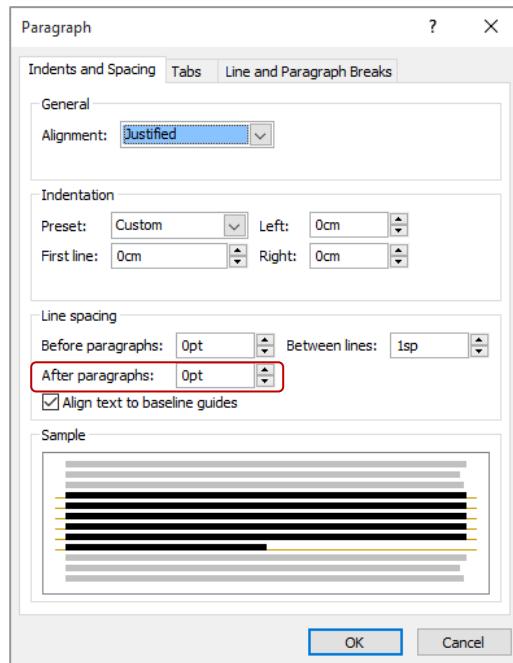
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Text Techniques_8.pub...*

- 1 Select all of the text in the **Welcome** article on the front page of the publication
- 2 Click on the **Home** tab, then click on the dialog box launcher for the **Paragraph** group to display the **Paragraph** dialog box
- 3 In **Line spacing**, click on the down spinner arrow for **After paragraphs** until it is set to **0pt**
- 4 Click on [OK] to remove the spaces between the paragraphs of the text, then click elsewhere on the page to see the changes more clearly
The text is more difficult to read...
- 5 Repeat steps 1 and 2 to select the text and display the **Paragraph** dialog box again
- 6 In **Line spacing**, click on the up spinner arrow for **After paragraphs** until it is set to **5pt**
- 7 Click on [OK] to set the spacing after each paragraph to **5pt**, then click elsewhere on the page to see the changes more clearly

3



Inside this issue:

'The Marriage of Figaro'	2
'The Comedy of Errors'	2
Arts Industry Assoc. Annual Conference	3
'A Doll's House'	3
'The Glass Half Full'	3
Red Ribbon Foreign Film Festival	5



What to look forward to at the Dreaming

Welcome

Welcome to *The AGE Cultural Report*, the new monthly culture newsletter from Alpheneus Global Enterprises.

The AGE Cultural Report has been written to provide you with up to date information about what is happening at The AGE Cultural Centre.

The AGE Cultural Centre is recognized worldwide as one of the leading venues for conventions and cultural performances. Having played host to some of the best speakers, performers and musicians of the late twentieth century, The AGE Cultural Centre has developed a reputation for excellence, both as a venue and in the provision of production services and support.

These coming months promise to be even more exciting than ever with an amazing international line-up.

Denmark's National Opera will be

touring in late March with their internationally acclaimed production of *The Marriage of Figaro*. This will be closely followed by The Wellington Players from New Zealand, with a postmodern take on *The Comedy of Errors*.

Also in March, the Arts Industry Association is holding its annual conference. The topic this year is on Theatre in the Multimedia Age. As it proved so popular last year, transcripts of the lectures and discussion will be available from The AGE Cultural Centre shop.

In our smaller theatre, we have a production of *A Doll's House*, presented by the Henrik Ibsen Society, which will be accompanied by an exhibition of some of Ibsen's original scripts complete with revisions and amendments.

Then in April we will be playing host to The Red Ribbon Foreign Film Festival, which promises to be bigger than ever. We will be running screenings three times a day for the whole four weeks, as well as lectures, discussion panels, and a huge closing night party.

And finally in May, for one

day only, new age guru Bob Holloway will present his seminar *The Glass Half Full*.

We have already taken bookings for more than half the seats so if you're planning to come, get in quick!

Dreaming Comes to the Cultural Centre

4

For Your Reference...

To change **paragraph spacing**:

1. Select the text
2. Click on the **Home** tab, then click on the dialog box launcher for the **Paragraph** group
3. Set **Between lines** and **After** and **Before Paragraphs**, then click on [OK]

Handy to Know...

- If you set the spacing for **Before Paragraphs** to a number higher than zero, there will be a space before the first paragraph. This will cause a problem if the text is formatted as columns, because the top of the first column will not align with the others.

HYPHENATION

When you type a long word that doesn't quite fit on one line, Publisher will automatically split the word over two lines with a hyphen. This is known as hyphenation. You can remove unwanted

hyphens by turning off **automatic hyphenation**. Hyphens can be typed manually or you can use the manual hyphenation option that offers hyphenation alternatives for longer words.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file **Text Techniques_9.pub...**

- Select all of the text in the **Welcome** article on the first page of the publication

Notice that some words are split over two lines with a hyphen...

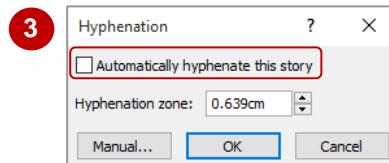
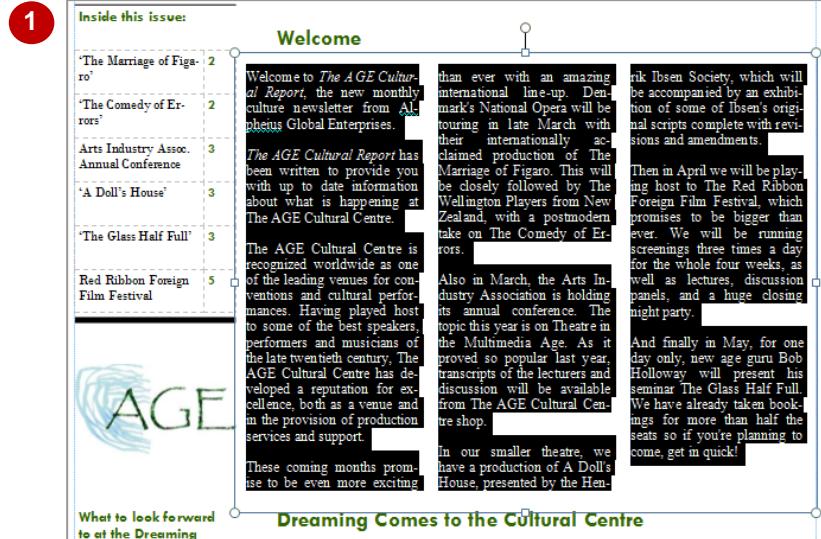
- Click on the **Text Box Tools: Format** tab, then click on **Hyphenation** in the **Text** group to display the **Hyphenation** dialog box

- Click on **Automatically hyphenate this story** so it appears unticked

- Click on **[OK]**, then click elsewhere on the page to see the text without hyphenation

The text may not all fit in the text box now...

- Repeat steps 1 to 4 to allow automatic hyphenation again



For Your Reference...

To remove hyphenation:

- Click in the text box
- Click on the **Text Box Tools: Format** tab, then click on **Hyphenation** in the **Text** group
- Click on **Automatically hyphenate this story** so it appears unticked

Handy to Know...

- You can choose to manually select which words to hyphenate by navigating to the **Hyphenation** dialog box, then clicking on **[Manual]**. You will be prompted to choose **[Yes]** or **[No]** for each word that was automatically hyphenated in the selected text box.

CREATING BULLETED LISTS

A **bullet** is simply a symbol or special character placed at the start of a sentence or a line of text. The most basic bullet in Microsoft Office applications is a filled-in circle • but other

symbols can be used. Bullets are used to make a list of items easy to identify and read. Bulleted lists are used where the list of items has no particular order or priority.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Text Techniques_10.pub...*

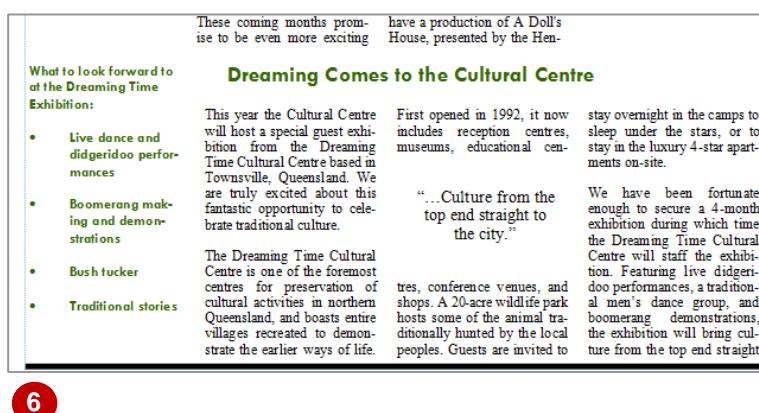
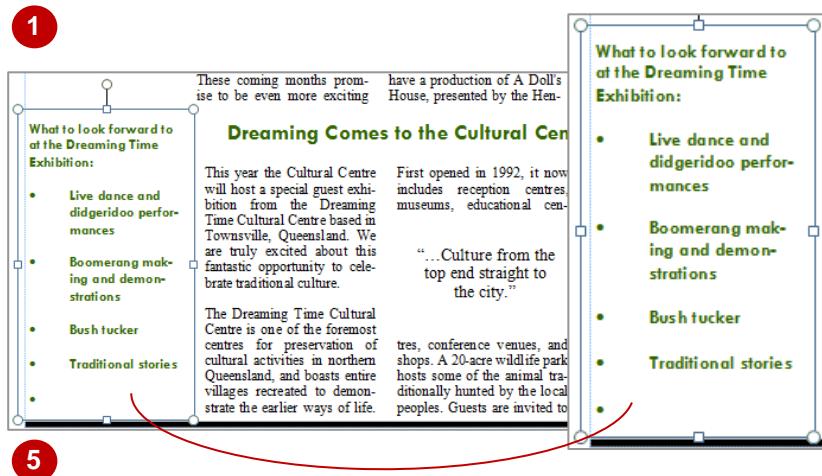
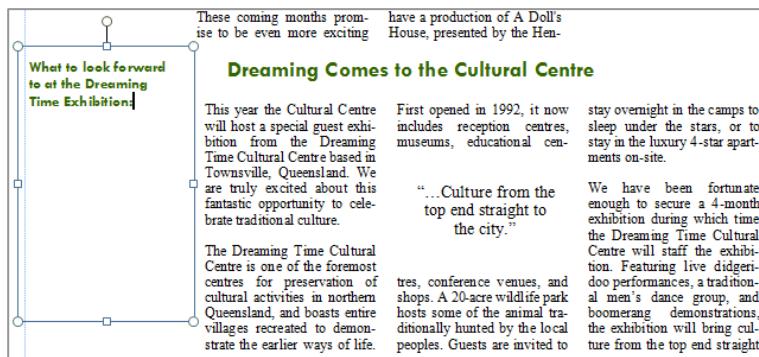
- 1 Click after the text in the text box containing the heading **What to look forward to at the Dreaming Time Exhibition** on the first page of the publication
- 2 Press **Enter**, then on the **Home** tab, click on **Bullets** in the **Paragraph** group to display a gallery of options
- 3 Click on **Small bullets** (the first option) to start a bulleted list
- 4 Type **Live dance and didgeridoo performances**, then press **Enter**

A new bullet automatically appears on the next line...

- 5 Type the list as shown, pressing **Enter** after each entry

You may need to drag the bottom edge of the text box down to make it a little larger...

- 6 Press **Back Space** to remove the extra bullet from the end of the list, then click away from the text box to see the text more clearly



For Your Reference...

To start a bulleted list:

1. Press **Enter** to start a new line
2. Click on the **Home** tab, then click on **Bullets** in the **Paragraph** group
3. Select the desired bullet style, then type the list, pressing **Enter** after each entry

Handy to Know...

- You can choose to use almost any symbol as a bullet. Simply click on **Bullets** and select **Bullets and Numbering** to display the **Bullets and Numbering** dialog box, click on **[Character]** to display the **Bullet Character** dialog box, then select a symbol.

CREATING NUMBERED LISTS

Numbered lists are used to make a list stand out from the rest of the text and make each item in the list easier to identify and read. Numbered lists are used where the items have a particular order

or priority. The default numbering system is Arabic (1, 2, 3) but you have the option of using different numbering or listing systems such as Roman numerals (i, ii, iii) and alphabetical (a, b, c).

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file **Text Techniques_11.pub...**

- 1 Click on **Page 4** in the **Pages** navigation pane to display the last page of the publication
- 2 Click at the end of the text in the article under the headline **The Red Ribbon Foreign Film Festival**, then press **Enter**
- 3 On the **Home** tab, click on **Numbering** in the **Paragraph** group, then click on **1. 2. 3.** to start a numbered list
- 4 Type **Escargot**, then press **Enter**
- 5 Type the list as shown, pressing **Enter** after each entry except the last
- 6 Click away from the text box to see the text more clearly

The Red Ribbon Foreign Film Festival

The AGE is very excited to be hosting this year's Red Ribbon Foreign Film Festival. With a range of both short and feature-length films set to screen over the four weeks, the Festival features new and established filmmakers from all over the world. The films span a wide variety of genres, from romance, comedy and thriller to documentary and biopic.

There will be three screenings a day for the whole four weeks. Each screening will constitute either one feature-length film or several short films. Each screening will be shown more than once, with each of the

headline films being screened once a week—so no matter which film you want to see, there will be another opportunity to catch it if you miss the first screening (or want to see it again!).

The five headline films of this year's Red Ribbon Foreign Film Festival are:

- 1.

3

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The five headline films of this year's Red Ribbon Foreign Film Festival are:

1. Escargot
2. Wolfgang's Cat
3. Madness in Lima
4. An Ocean in Moscow
5. Mother, Mistress, Murderess: The Life and Lies of Jeanne Michel

5

For Your Reference...

To start a **numbered list**:

1. Press **Enter** to start a new line
2. Click on the **Home** tab, then click on **Numbering** in the **Paragraph** group
3. Select the desired numbering system, then type the list, pressing **Enter** after each entry

Handy to Know...

- You can use the **Between lines** option under **Line spacing** in the **Paragraph** dialog box to change the amount of space between each entry in a list.

CREATING TEXT STYLES

A **style** is a set of formats grouped together under one name, which can then be applied to any text in a publication. When you make a change to a style, the change is reflected in any

text to which that style has been applied. Styles are useful in ensuring that the appearance of your publication is consistent, while simultaneously saving you time.

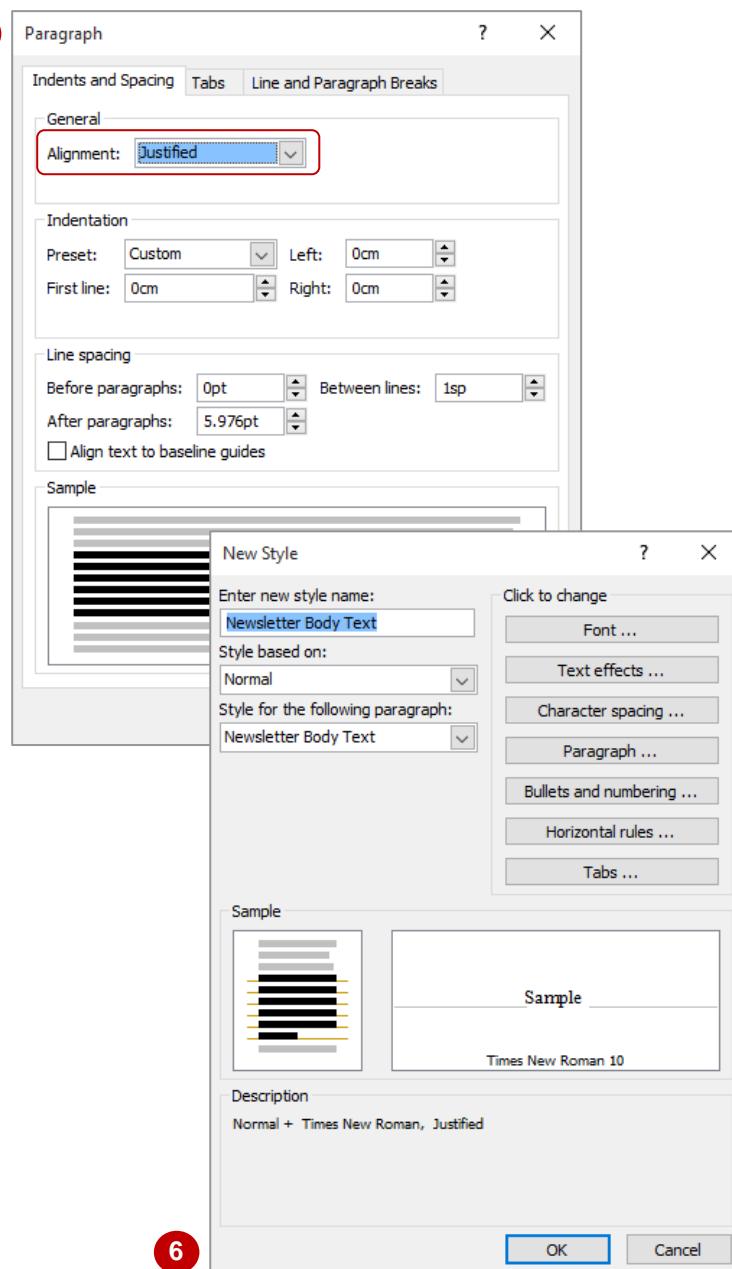
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Text Techniques_12.pub...*

- 1 On the **Home** tab, click on **Styles** in the **Styles** group, then select **New Style** to display the **New Style** dialog box
- 2 Type **Newsletter Body Text** in **Enter new style name**
- 3 Click on **[Font]** to display the **Font** dialog box, click on the drop arrow for **Font**, then scroll down to and click on **Times New Roman**
- 4 Click on **[OK]** to return to the **New Style** dialog box
- 5 Click on **[Paragraph]** to display the **Paragraph** dialog box, click on the drop arrow for **Alignment** in **General**, then select **Justified**
- 6 Click on **Align text to baseline guides** until it appears with a tick, then click on **[OK]**
- 7 Click on **[OK]** again to save the style and return to the publication

5



6

For Your Reference...

To *create a text style*:

1. Click on the **Home** tab, click on **Styles** in the **Styles** group, then select **New Style**
2. Select the formats as required
3. Click on **[OK]**

Handy to Know...

- You can create a style based on text you have already formatted in a publication. To do so, select the formatted text, navigate to the **New Style** dialog box, name the style and change any settings if desired, then click on **[OK]**.

APPLYING A TEXT STYLE

Styles are applied to text in text boxes by first selecting the text and then selecting the style from the **Styles** menu. When you apply a style to text, the formatting attributes of the style modify

the appearance of the selected text. Any changes that you make to the formatting after applying the style will override the style formatting.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file **Text Techniques_13.pub...**

- 1 Select all of the text in the **Welcome** article on the first page of the publication
- 2 On the **Home** tab, click on **Styles** in the **Styles** group to display a gallery of style options
- 3 Scroll down to and click on **Newsletter Body Text** to apply it to this article
- 4 Select all of the text in the **Dreaming Comes to the Cultural Centre** article on the front page of the publication
- 5 Apply the **Newsletter Body Text Style** to this article
The style will also be applied to the rest of the article on the next page...
- 6 Click on **Page 4** in the **Pages** navigation pane, then repeat steps 5 and 6 to apply the style to the **Red Ribbon Foreign Film Festival** article as well
- 7 Click away from the text box to see the changes more clearly

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For Your Reference...

To *apply a text style*:

1. Select the text
2. Click on the **Home** tab, click on **Styles** in the **Styles** group, then select a style

Handy to Know...

- If you often create publications using the same text formatting settings, using styles can save you a lot of time. For example, you might have a heading style, a subheading style, a body text style and a note text style, and simply apply each to the appropriate text boxes in each publication.

MODIFYING A TEXT STYLE

There may be times when you create a style, apply it to some text boxes in a publication, and then realise that you need to make some changes. Fortunately, you don't need to create a

whole new style – you can simply modify the style you already made. After you modify it, the changes will automatically be applied to all of the text to which the original style was applied.

Try This Yourself:

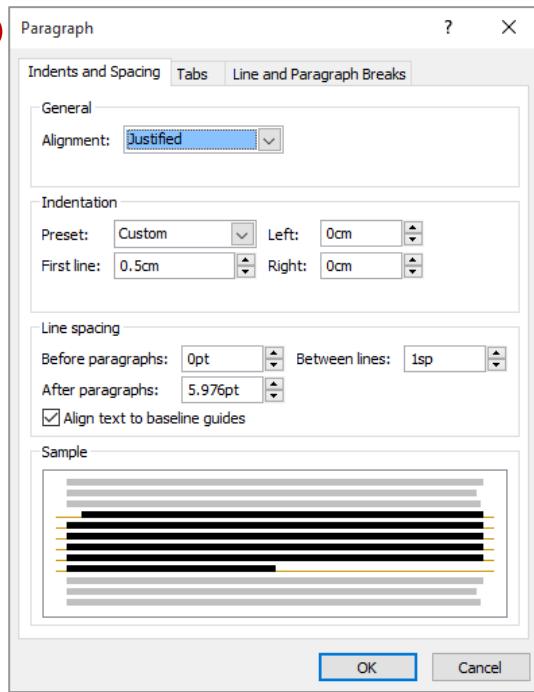
Same File

Continue using the previous file with this exercise, or open the file **Text Techniques_14.pub...**

- 1 Click in the text box for the **Welcome** article on the front page of the publication
- 2 Click on the **Home** tab, click on **Styles** in the **Styles** group, then right-click on the **Newsletter Body Text** style to display a menu of options
- 3 Select **Modify** to display the **Modify Style** dialog box
- 4 Click on **[Paragraph]** to display the **Paragraph** dialog box
- 5 Click on the up spinner arrow for **First line** in **Indentation** until it reads **0.5cm**
- 6 Click on **[OK]**, then click on **[OK]** again to make the changes to the publication

All text based on the **Newsletter Body Text** style will change to reflect the modification in the style

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Inside this issue:
The Marriage of Figaro
The Comedy of Errors
Arts Industry Assoc. Annual Conference
'A Doll's House'
'The Glass Half Full'
Red Ribbon Foreign Film Festival

Welcome

Welcome to *The AGE Cultural Report*, the new monthly culture newsletter from Alpheus Global Enterprises.

The AGE Cultural Report has been written to provide you with up to date information about what is happening at the AGE Cultural Centre.

The AGE Cultural Centre is recognized worldwide as one of the leading venues for conventions and cultural performances. Having played host to some of the best speakers, performers and musicians of the late twentieth century, The AGE Cultural Centre has developed a reputation for excellence, both as a venue and in the provision of production services and support.

These coming months promise to be even more exciting than ever with an amazing international line-up. Denmark's National Opera will be touring in late March with their internationally acclaimed production of *The Marriage of Figaro*. This will be closely followed by The Wellington Players from New Zealand, with a postmodern take on *The Comedy of Errors*.

Also in March, the Arts Industry Association is holding its annual conference. The topic this year is on Theatre in the Multimedia Age. As it proved so popular last year, transcripts of the lectures and discussion will be available from the AGE Cultural Centre shop.

In our smaller theatre, we

Dreaming Comes to the Cultural Centre

For Your Reference...

To **modify a style**:

- 1 Click on a text box with the style applied
- 2 Click on the **Home** tab, click on **Styles** in the **Styles** group, right-click on the style to change, then select **Modify**
- 3 Change the style attributes as required

Handy to Know...

- You can modify a style by example. Simply click in the text with the formatting that you want to modify a style with, then on the **Home** tab, click on **Styles** in the **Styles** group, right-click on the style you want to modify, then select **Update to match selection**.

NOTES:



CHAPTER 6

IN FOCUS

WORKING WITH TABLES

Tables are grids of rows and columns that are typically used for organising information such as order forms, price lists, and statistics.

Like text boxes and pictures, tables that you create in Publisher are objects, and are therefore easy to move, resize, and modify.

In this session you will:

- ✓ learn how to insert a table
- ✓ learn how to enter text in a table
- ✓ learn how to adjust rows and columns
- ✓ learn how to apply table styles
- ✓ learn how to apply fill and tints
- ✓ learn how to use **Sample Fill Colour**.

INSERTING TABLES

Creating a table in Publisher is as simple as specifying a number of rows and columns. While you would ideally know the dimensions you require before you create the table, you can

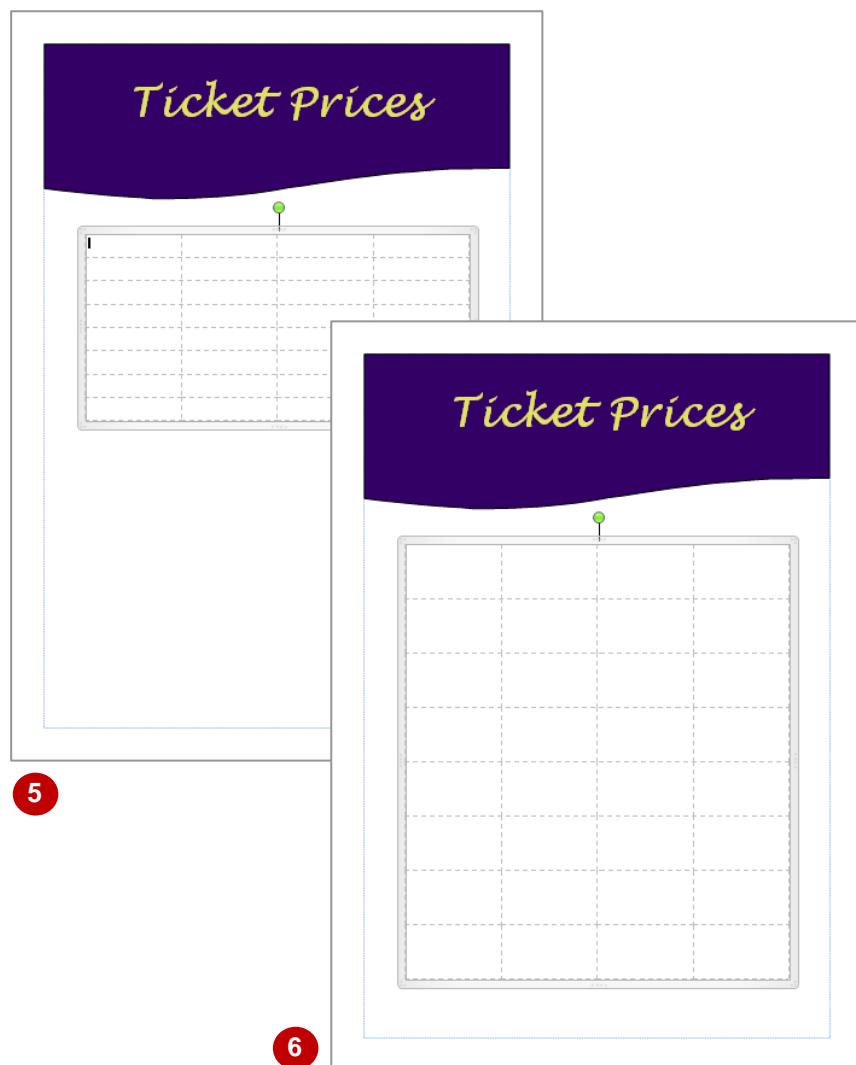
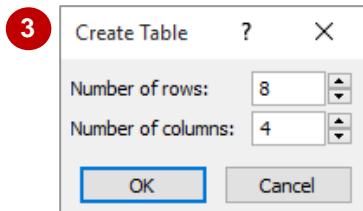
easily insert or delete rows later on if necessary. Tables are **objects** just like pictures and text boxes, and can therefore be manipulated in the same ways.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Tables_1.pub...*

- 1 Click on the **Insert** tab, then click on **Table** in the **Tables** group
- 2 Select **Insert Table** to display the **Create Table** dialog box
- 3 Type **8** in **Number of rows**, press **Tab**, then type **4** in **Number of columns**, as shown
- 4 Click on **[OK]** to insert the table
- 5 Point to the border of the table until the mouse pointer changes to a four-headed arrow, then click and drag the table into the position shown
- 6 Point to the middle of the bottom border of the table until the mouse pointer changes to a double-headed arrow, then click and drag to resize the table, as shown
- 7 Click away from the table to deselect it



For Your Reference...

To *insert a table*:

1. Click on the **Insert** tab, click on **Table** in the **Tables** group, then select **Insert Table**
2. Specify the number of rows and columns required, then click on **[OK]**

Handy to Know...

- If you click on the **Insert** tab, then click on **Table** in the **Tables** group, a grid is displayed in the menu. You can quickly insert a table by selecting the number of rows and columns in the grid.

ENTERING TEXT IN A TABLE

Each cell in a table is like an individual text box. To enter text into a cell, simply click in the cell and start typing. Pressing **Tab** will move the insertion point to the next cell. Text in tables can

be formatted just like text in text boxes – you can change the font, size, style, colour, and so on.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Tables_2.pub*...

1 Click in the first cell at the top left of the table to position the insertion point

2 Type **Production**, then press **Tab**

The insertion point moves to the next cell...

3 Repeat step **2** to type the headings into the second, third, and fourth cells, as shown

When you press **Tab** at the end of a row, the insertion point moves to the first cell of the next row...

4 Click in the top left cell, then click and drag to the bottom right cell to select every cell in the table

5 Click on the **Home** tab, click on the drop arrow for **Font Size** in the **Font** group, then select **16** to increase the text size

6 Complete the table as shown

7 Repeat step **4** to select the top row of the table, then, on the **Home** tab, click on **Bold** in the **Font** group

8 Click away from the table to see the text more clearly

Production	Full	Concession	Matinee
Production			

Production	Full	Concession	Matinee
Flamenco Bra-vura	\$38.00	\$28.00	\$24.00
Magnificent Mozart	\$36.00	\$28.00	N/A
The Producers	\$45.00	\$38.00	\$30.00
Spartacus	\$42.00	\$38.00	N/A
I Told You I Was Ill!	\$40.00	\$36.00	\$32.50
Giselle	\$44.00	\$38.00	N/A
Lorene Devoir in Concert	\$46.00	\$40.00	N/A

For Your Reference...

To **enter text** into a **table**:

1. Click in the cell that will hold the text
2. Type the text
3. Press **Tab** to move to the next cell, if required

Handy to Know...

- You can pre-format table cells so that any text inserted in them will automatically have the required font, size, style, and alignment.

ADJUSTING ROWS AND COLUMNS

There may be times when you need to add or remove rows and/or columns, or adjust them to fit the available space and the text they contain. Publisher allows you to add rows and columns at

any point in the table so that you don't have to modify the data in the table too much, while adjusting the size of rows and columns is a simple matter of clicking and dragging.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Tables_3.pub...*

- Click in the cell containing the text **Lorene Devoir in Concert**

This is the first cell in the bottom row. Let's insert a new row below this one...

- Click on the **Table Tools: Layout** tab, then click on **Insert Below** in the **Rows & Columns** group to insert a new row

The new row causes the table to extend past the bottom page margin...

- Point to the gridline between the first and second rows so the mouse pointer changes to a double-headed arrow, then click and drag the gridline up to resize the first row, as shown

- Ensure the bottom row of the table is selected, then on the **Table Tools: Layout** tab, click on **Merge Cells** in the **Merge** group

The four cells merge to become one cell...

- Type ***Proof of Concession required**, then click away from the table to see the changes more clearly

Production	Full	Concession	Matinee
Flamenco Bra-vura	\$38.00	\$28.00	\$24.00
Magnificent Mozart	\$36.00	\$28.00	N/A

3

Production	Full	Concession	Matinee
Flamenco Bra-vura	\$38.00	\$28.00	\$24.00
Magnificent Mozart	\$36.00	\$28.00	N/A
The Producers	\$45.00	\$38.00	\$30.00
Spartacus	\$42.00	\$38.00	N/A
I Told You I Was Ill!	\$40.00	\$36.00	\$32.50
Giselle	\$44.00	\$38.00	N/A
Lorene Devoir in Concert	\$46.00	\$40.00	N/A

*Proof of Concession required

5

For Your Reference...

To **insert a row** or a **column**:

- Click in a cell adjacent to where the new row or column is to be inserted
- Click on the **Table Tools: Layout** tab, then click on the appropriate option in the **Rows & Columns** group

For Your Reference (cont.)...

To **adjust a row** or **column**:

- Click on the gridline between two rows or columns
- Drag the gridline up, down, left or right as required.

APPLYING TABLE STYLES

Publisher provides you with an assortment of table style options designed to enhance the appearance of your table. These include different display options for gridlines, as well as options for

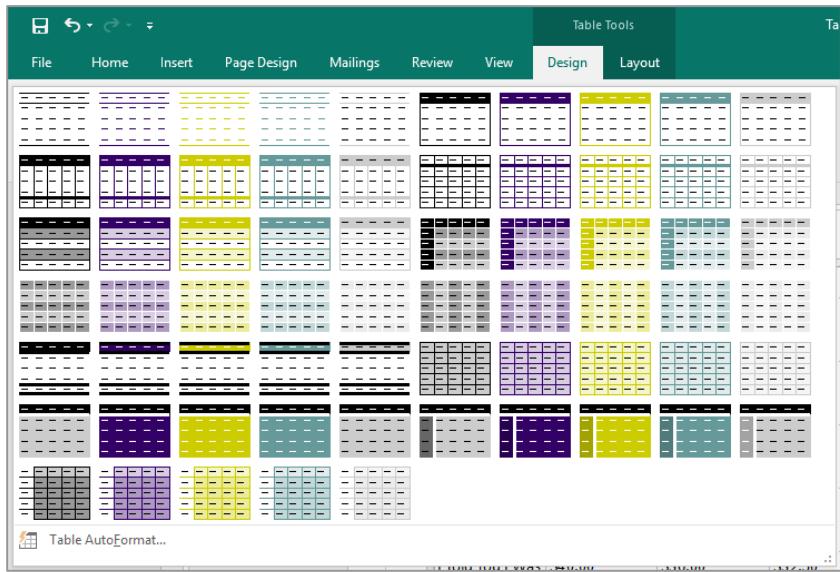
colouring rows and columns. The range of colours that are available is determined by the active colour scheme.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Tables_4.pub...*

- 1 Ensure the table is selected, then click on the **Table Tools: Design** tab
- 2 In the **Table Formats** group, click on the **More** arrow for the **Table Styles** gallery to see the range of available table styles
- 3 Select **Table Style 22** to apply this style to the table
- 4 Click away from the table to see the changes more clearly



2 4

Production	Full	Concession	Matinee
Flamenco Bra-vura	\$38.00	\$28.00	\$24.00
Magnificent Mozart	\$36.00	\$28.00	N/A
The Producers	\$45.00	\$38.00	\$30.00
Spartacus	\$42.00	\$38.00	N/A
I Told You I Was Ill!	\$40.00	\$36.00	\$32.50
Giselle	\$44.00	\$38.00	N/A
Lorene Devoir in Concert	\$46.00	\$40.00	N/A
*Proof of Concession required			

For Your Reference...

To *apply* a **table style**:

1. Select the table, then click on the **Table Tools: Design** tab
2. Click on the **More** arrow for the **Table Styles** gallery in the **Table Formats** group
3. Select a style from the gallery

Handy to Know...

- Different table styles will be appropriate for different kinds of tables; for example, a class timetable might have the left column coloured the same way as the top row, while a business form probably would not.

USING FILLS AND TINTS

As well as using the preset styles, you can choose your own *fill* colours for the rows, columns, or individual cells of your table, and then go on to choose from different *tints* or

shades of these colours. The colours and colour variations you use will depend on the active colour scheme and the kind of information being held in the table.

Try This Yourself:

Same file

Continue using the previous file with this exercise, or open the file *Tables_5.pub...*

1

Select the third row of the table

This is the row with the ticket prices for Magnificent Mozart...

2

Click on the **Table Tools: Design** tab, then click on the bottom half of **Fill** in the **Table Formats** group to display a gallery of options

3

Click on **Accent 2 (RGB (204, 204, 0)) Lighter 40%** to apply this fill colour to the row, then click in a different cell to see the colour more clearly

It's a little too bright...

4

Select the row again

5

Repeat step **2**, then select **Tints** to display the **Fill Effects** dialog box

We can now choose a different tint of the same colour to fill the row...

6

Click on **30% Tint** (the fourth option in the top row), then click on **[OK]**

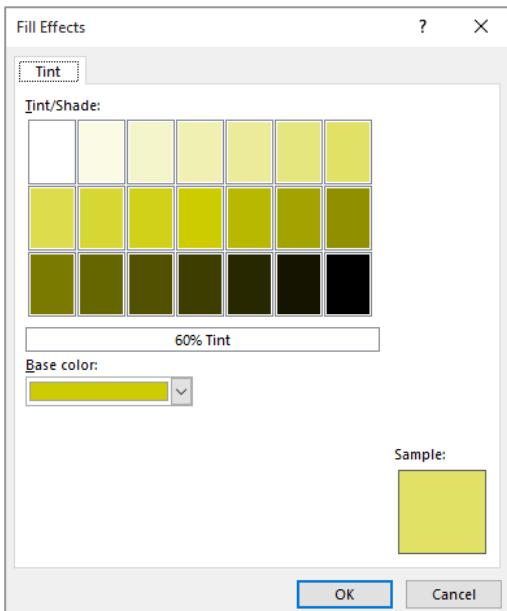
7

Click away from the table to see the changes

3

Production	Full	Concession	Matinee
Flamenco Bravura	\$38.00	\$28.00	\$24.00
Magnificent Mozart	\$36.00	\$28.00	N/A
The Producers	\$45.00	\$38.00	\$30.00

5



7

Production	Full	Concession	Matinee
Flamenco Bravura	\$38.00	\$28.00	\$24.00
Magnificent Mozart	\$36.00	\$28.00	N/A
The Producers	\$45.00	\$38.00	\$30.00

For Your Reference...

To *apply a fill colour* to a *table*:

1. Select the cells to apply the colour to
2. Click on the **Table Tools: Design** tab, then click on the bottom half of **Fill** in the **Table Formats** group
3. Select the desired colour

Handy to Know...

- A **tint** is a colour mixed with white. A 10% tint is one part of the original colour and nine parts white. A **shade** is a colour mixed with black. A 10% shade is one part of the original colour and nine parts black.

USING SAMPLE FILL COLOUR

There may be times when you come across a fill colour you like, but are unsure of how to find it to use it again. Alternatively, you may have modified a fill colour and want to reuse it, but don't want to

waste time making all of the modifications again. In these circumstances, the **Sample Fill Colour** tool is a useful option which allows you to reuse a colour quickly and easily.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file **Tables_6.pub...**

- 1 Select the fifth row of the table, with the ticket prices for **Spartacus**
- 2 Click on the **Table Tools: Design** tab, click on the bottom half of **Fill** in the **Table Formats** group, then select **Sample Fill Colour**
- 3 The mouse pointer will change to a small dropper icon...
- 4 Click in the cell containing the text **Magnificent Mozart** to apply the fill colour from this cell to the selected cells
- 5 Click in another cell to see the colour more clearly
- 6 Repeat steps 1 to 4 to apply the fill colour to the row containing the ticket prices for **Giselle**

1

Production	Full	Concession	Matinee
Flamenco Bravura	\$38.00	\$28.00	\$24.00
Magnificent Mozart	\$36.00	\$28.00	N/A
The Producers	\$45.00	\$38.00	\$30.00
Spartacus	\$42.00	\$38.00	N/A
I Told You I Was Ill!	\$40.00	\$36.00	\$32.50

5

Production	Full	Concession	Matinee
Flamenco Bravura	\$38.00	\$28.00	\$24.00
Magnificent Mozart	\$36.00	\$28.00	N/A
The Producers	\$45.00	\$38.00	\$30.00
Spartacus	\$42.00	\$38.00	N/A
I Told You I Was Ill!	\$40.00	\$36.00	\$32.50
Giselle	\$44.00	\$38.00	N/A
Lorene Devoir in Concert	\$46.00	\$40.00	N/A

*Proof of Concession required

For Your Reference...

To use **Sample Fill Colour**:

1. Select the cells to apply the fill colour to
2. Click on the **Table Tools: Design** tab, click on the bottom half of **Fill** in the **Table Formats** group, then select **Sample Fill Colour**
3. Click on the desired colour on the page

Handy to Know...

- You can use the **Sample Fill Colour** tool on almost any colour on a page, including a cell fill, the page background, or even text.
- When you use the **Sample Fill Colour** tool, the colour you sample appears under **Recent Colours**, making it quick and easy to find it and use it again.

NOTES:



CHAPTER 7

IN FOCUS

WORKING WITH SHAPES

Publisher provides a range of ready-made **shapes** for you to draw and insert into your publications. Some shapes may be used in conjunction with other objects, such as text boxes, while others are better suited to being used independently. Shapes are customisable in almost every way, making them a very useful part of working with Publisher.

In this session you will:

- ✓ learn how to draw and insert shapes
- ✓ learn how to select shapes
- ✓ learn how to resize shapes
- ✓ learn how to move shapes
- ✓ learn how to align shapes
- ✓ learn how to group shapes
- ✓ learn how to change the fill in a shape
- ✓ learn how to draw lines
- ✓ learn how to delete shapes.

DRAWING AND INSERTING SHAPES

Inserting and drawing shapes is very easy. To insert a shape at the default size simply select a shape from the **Shapes** gallery and click once on the page. To draw a shape to a custom size,

select the shape from the gallery and click and drag on the page.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Working With Shapes_1.pub...*

1

Click on the **Insert** tab, then click on **Shapes** in the **Illustrations** group to display the **Shapes** gallery

2

Click on the **Cylinder** shape under **Basic Shapes** (2nd row, 2nd column)

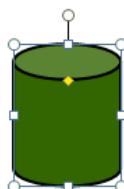
3

Click once in the publication to insert a cylinder at the default size, as shown

4

Repeat step **2** to select the **Cylinder** shape, then click and drag to draw two more cylinders at a custom size, as shown

*Don't be concerned with sizing at this point. If you make a mistake while drawing, press **Ctrl**+**Z** to undo, then try again*



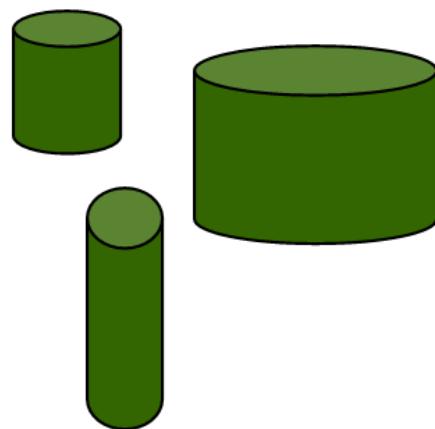
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For Your Reference...

To **insert a shape**:

1. Click on the **Insert** tab, then click on **Shapes** in the **Illustrations** group
2. Click on a shape
3. Click to draw a default sized shape, or
Drag to draw a custom sized shape

Handy to Know...

- You can access and insert shapes from the **Shapes** gallery located in the **Insert Shapes** group on the **Drawing Tools: Format** tab.
- The **Drawing Tools: Format** tab appears when you insert a shape.

SELECTING SHAPES

Before you can work with a shape, such as moving, resizing or formatting it, you need to select it. When a shape is selected, a **bounding box** and **control handles** appear around the

shape. The side and corner handles are used for resizing, the round handle at the top of the shape is used for rotating, and the yellow handle is used to edit the shape.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Working With Shapes_2.pub...

- Click on the first shape, as shown

A *bounding box* and *handles* will appear around the shape. Look for the three different types of handles – white squares on the sides, white circles at the corners and at the top, and the yellow diamond on the curve...

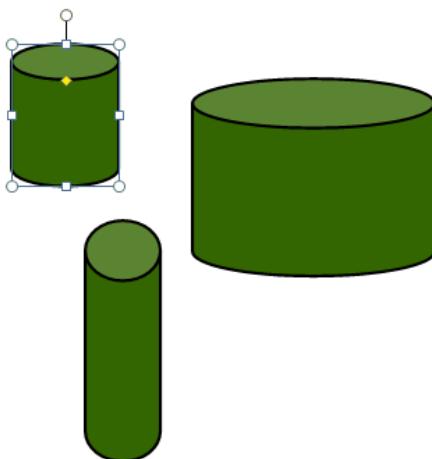
- Click on the biggest shape

The first shape will be deselected...

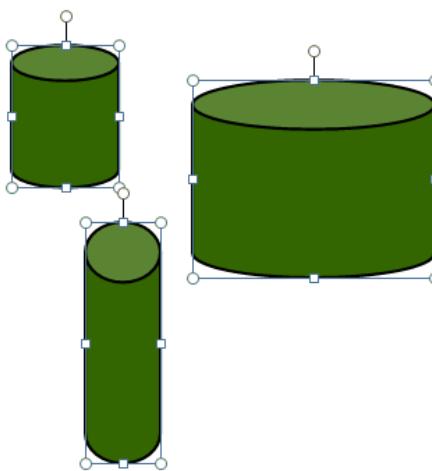
- Click on the first shape, hold down **Shift** and click on the other two shapes

All three shapes will be selected and could be formatted all at once if necessary...

- Click anywhere on the page to deselect the shapes



1



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Melbourne VIC 3004
Phone: 613 9844 0002
Fax: 613 9844 1000
Email: jwallis@alpheius.com



For Your Reference...

To **select** a **shape**:

- Click on the shape

To **deselect** a **shape**:

- Click outside the shape

Handy to Know...

- If you have multiple shapes selected, you can deselect one shape at a time by holding down **Shift** and clicking on the shape you want to deselect.

RESIZING SHAPES

There may be times when you need to adjust the size of a shape you've drawn. There are several ways to do this. One option is to use the control handles to resize a shape manually. Alternatively,

you can use the **Size** controls in the **Size** group on the **Drawing Tools: Format** tab to incrementally increase or decrease the **width** and/or **height** of the shape.

Try This Yourself:

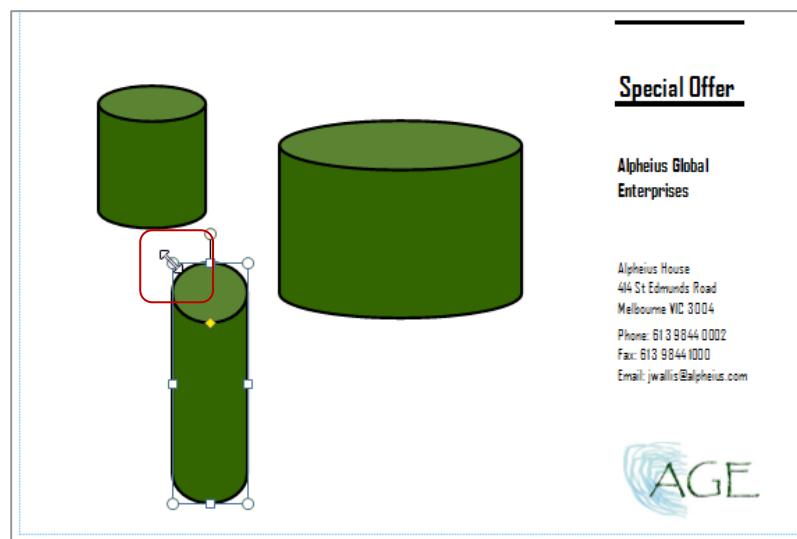
Same File

Continue using the previous file with this exercise, or open the file *Working With Shapes_3.pub...*

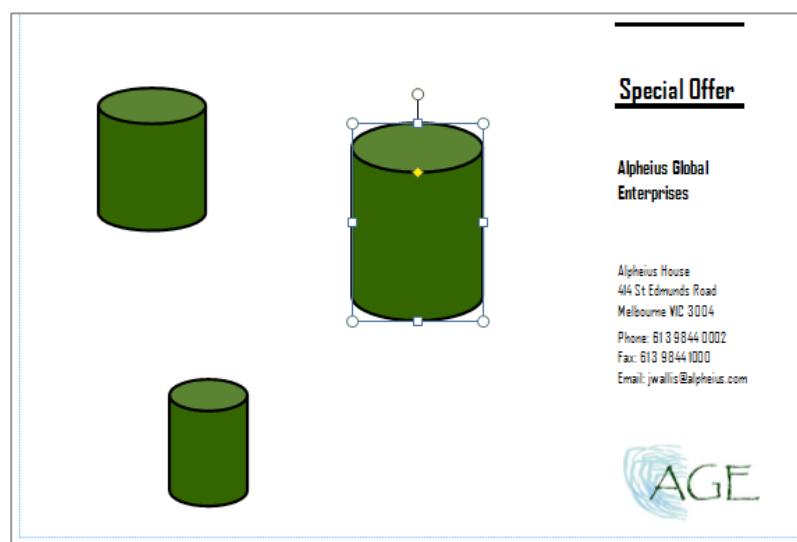
- 1 Select the tall, thin shape, then point to the top left corner of the shape until a two-headed arrow pointer appears, as shown
- 2 Click and drag down to resize the shape
- 3 Select the large shape and drag the side handles inwards until it appears as shown
- 4 Select the left shape, click on the **Drawing Tools: Format** tab, then click on the up spinner arrow for **Height** in the **Size** group until it reaches **3.8 cm**

Take note of the Width of the shape...

- 5 Select the right shape, then repeat step 4 to apply the same **Height** and **Width** as the left shape
- 6 Click anywhere on the page to deselect the shape



1



3

For Your Reference...

To **resize** a **shape**:

1. Select a shape
 2. Drag the control handles, or
- Click on the **Drawing Tools: Format** tab, then adjust the values in **Height** or **Width** in the **Size** group

Handy to Know...

- If you wanted to create shapes that were all the same size you could select all of the shapes, click on the **Drawing Tools: Format** tab, then click in the **Height** and **Width** boxes in the **Size** group and type the desired values.

MOVING SHAPES

When you draw a shape on the page or in the drawing canvas, it's likely you'll need to make small adjustments to the position of the shape. Publisher allows you to move a shape around a

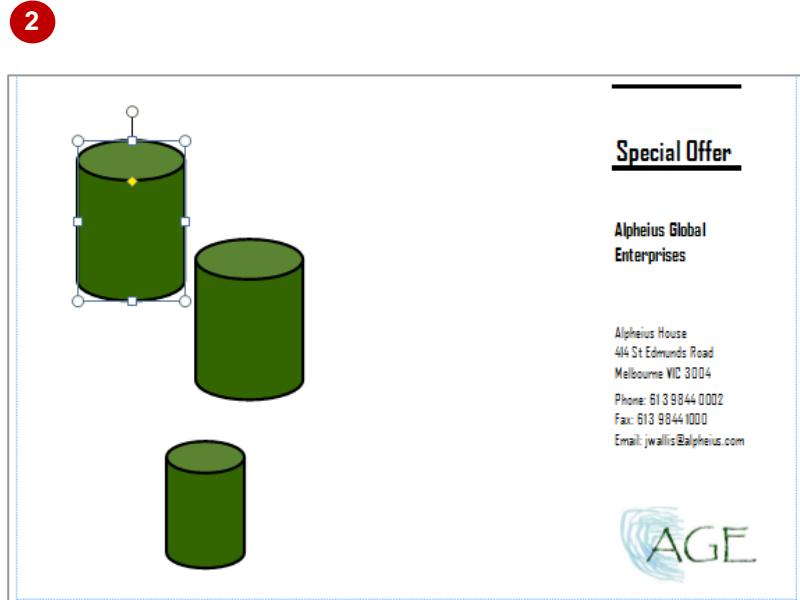
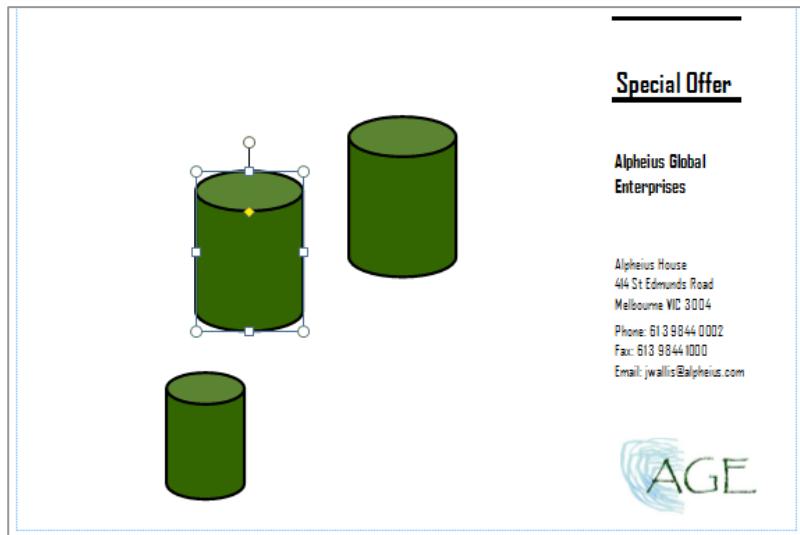
page by dragging it with the mouse or using the arrow keys.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Working With Shapes_4.pub...

- 1 Select the left shape
- 2 Press the arrow keys (**↑**, **↓**, **←**, **→**) repeatedly until the shape is positioned approximately as shown
- 3 Click on the right shape to select it, then press the arrow keys repeatedly until the shape is positioned as shown
Shapes and drawings can also be moved by dragging with the mouse...
- 4 Select all three shapes and drag to the right



For Your Reference...

To move a shape:

1. Click on the shape or drawing to select it
2. Drag it with the mouse, or
Use the arrow keys to move it around

Handy to Know...

- If you move a shape by dragging it, pink guidelines will appear when the shape aligns with other objects on the page.

ALIGNING SHAPES

When you use multiple shapes in a publication, you may need to ensure they are accurately aligned with each other. You can do this by using the **Align** tool on the **Home** and **Drawing Tools**:

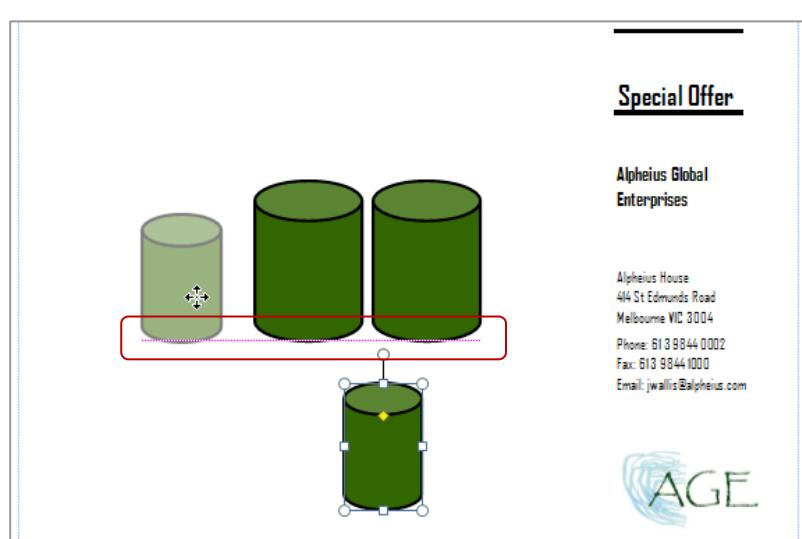
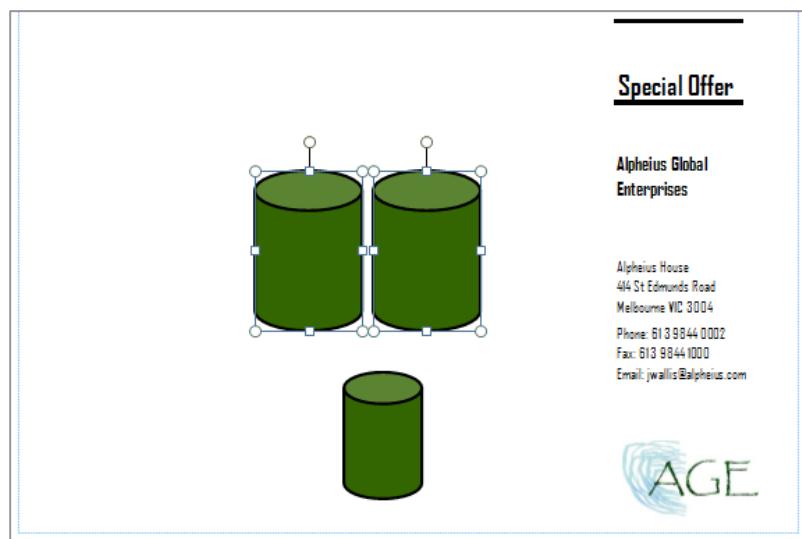
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Working With Shapes_5.pub...*

- 1 Ensure the two larger shapes are selected
- 2 Click on the **Drawing Tools: Format** tab, then click on **Align** in the **Arrange** group to display a menu of options
- 3 Select **Align Bottom** to align the bottom of the shapes with each other, as shown
Let's use another method to align the other shape...
- 4 Select the third shape
- 5 Drag the shape up and to the left until a pink guideline appears along the bottom of all three shapes, as shown, then release the mouse button
- 6 Click elsewhere in the publication to deselect the shapes

Format tabs, or by dragging the shapes until the pink guidelines appear.



For Your Reference...

To align shapes:

- Select the shapes to be aligned, click on the **Drawing Tools: Format** tab, click on **Align** in the **Arrange** group, then select the desired alignment option; or
- Drag each shape until they are aligned along the pink guideline

Handy to Know...

- You can align shapes to the middle or edges of the page, rather than in relation to each other. To do this, click on the **Drawing Tools: Format** tab, click on **Align** in the **Arrange** group, then select **Relative to Margin Guides**.

GROUPING SHAPES

When working with multiple shapes, such as where you have drawn a number of individual shapes to make up a single diagram, you may find it easier to **group** the shapes. Grouped

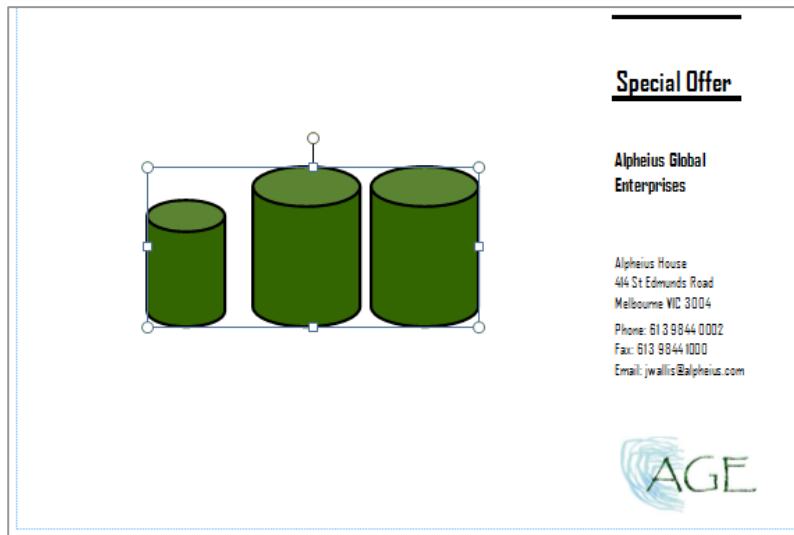
shapes act as a single object and, as such, can be moved, aligned and formatted as a single object.

Try This Yourself:

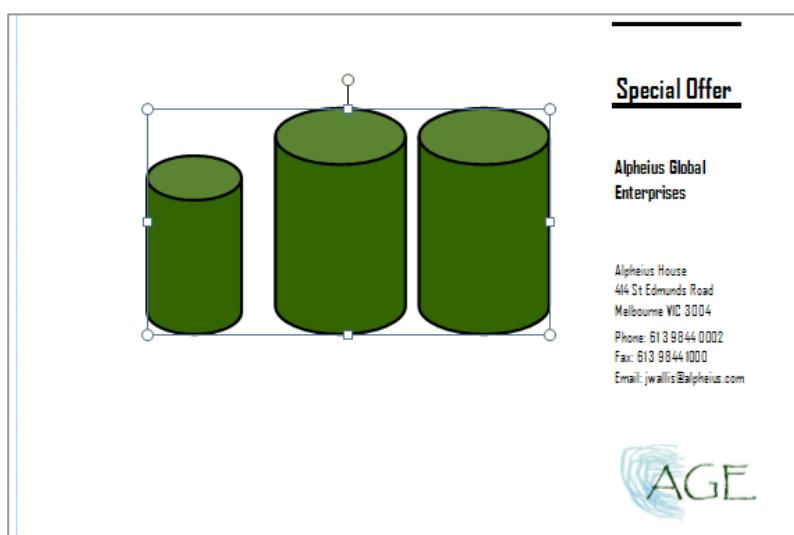
Same File

Continue using the previous file with this exercise, or open the file *Working With Shapes_6.pub...*

- 1 Select all three shapes
- 2 Click on the **Drawing Tools: Format** tab, then click on **Group** in the **Arrange** group
The shapes will be contained within the one bounding box and treated as a single object...
- 3 Select the bounding box for the grouped shapes, then point to the top right corner until a two-headed arrow appears
- 4 Drag up diagonally to resize all three shapes, as shown
The shapes are resized as one object...
- 5 On the **Drawing Tools: Format** tab, click on **Ungroup** in the **Arrange** group to ungroup the shapes



2



4

For Your Reference...

To **group** or **ungroup shapes**:

1. Select the shapes, then click on the **Drawing Tools: Format** tab
2. Click on **Group** in the **Arrange** group to group the shapes, or Click on **Ungroup** in the **Arrange** group to ungroup the shapes

Handy to Know...

- To quickly group or ungroup shapes, right-click on the selected shapes to display a shortcut menu, then select either **Group** or **Ungroup**.

CHANGING FILL

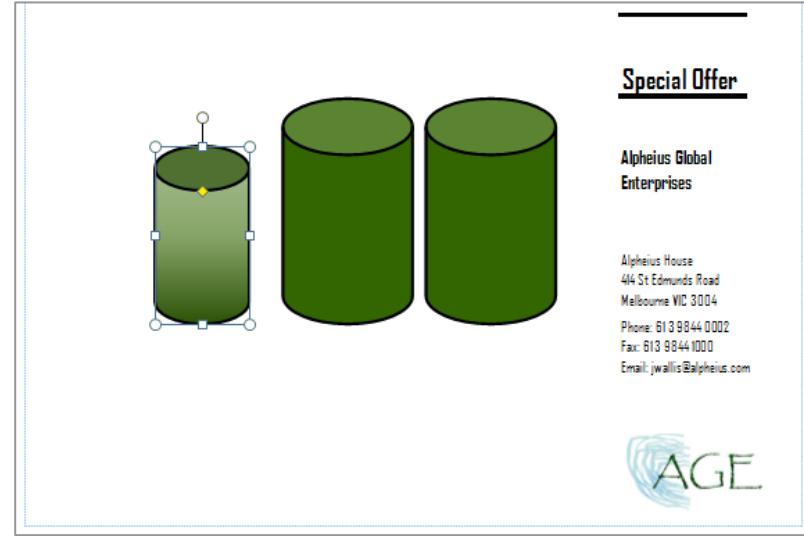
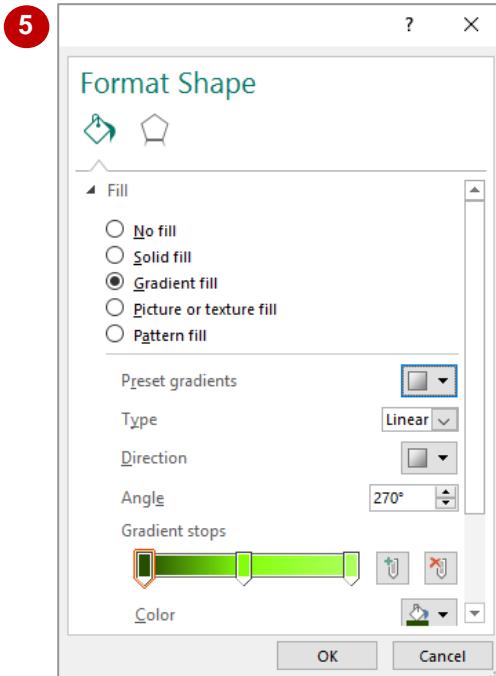
When you draw or insert a shape into a publication, it will appear with a solid fill by default. You can change this fill to almost anything you like – a gradient, texture, pattern,

picture, or nothing at all. This can all be done using the **Fill Effects** dialog box.

Try This Yourself:

Same File Continue using the previous file with this exercise, or open the file *Working With Shapes_7.pub...*

- 1 Select the smaller shape
- 2 Click on the **Drawing Tools: Format** tab, then click on the dialog box launcher for the **Shape Styles** group to display the **Format AutoShape** dialog box
- 3 Click on **[Fill Effects]** to display the **Format Shape** dialog box
- 4 Click on **Gradient fill** to select it
- 5 Click on the drop arrow for **Preset gradients**, then click on **Medium Gradient – Accent 1**
- 6 Click on **[OK]**, then click on **[OK]** again to apply the change



For Your Reference...

To **change** the **fill** of a **shape**:

- 1 Select the shape, click on the **Drawing Tools: Format** tab, then click on the dialog box launcher for the **Shape Styles** group
- 2 Make the desired changes, then click on **[OK]**

Handy to Know...

- You can quickly change the fill colour of a shape by clicking on the **Drawing Tools: Format** tab, clicking on **Shape Fill** in the **Shape Styles** group, then selecting a colour from the menu.

DRAWING LINES

Lines can be drawn in publications to divide the page into sections, as part of a design, or to provide structure to a page. They can also be used in forms to provide a writing area. There are

several tools for drawing lines in Publisher including the **Line** tool, the **Arrow** tool and the **Double Arrow**, **Curve**, **Freeform** and **Scribble** tools which appear in the **Shapes** menu.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Working With Shapes_8.pub...*

- Click on the **Insert** tab, click on **Shapes** in the **Illustrations** group, then click on **Line** under **Lines**

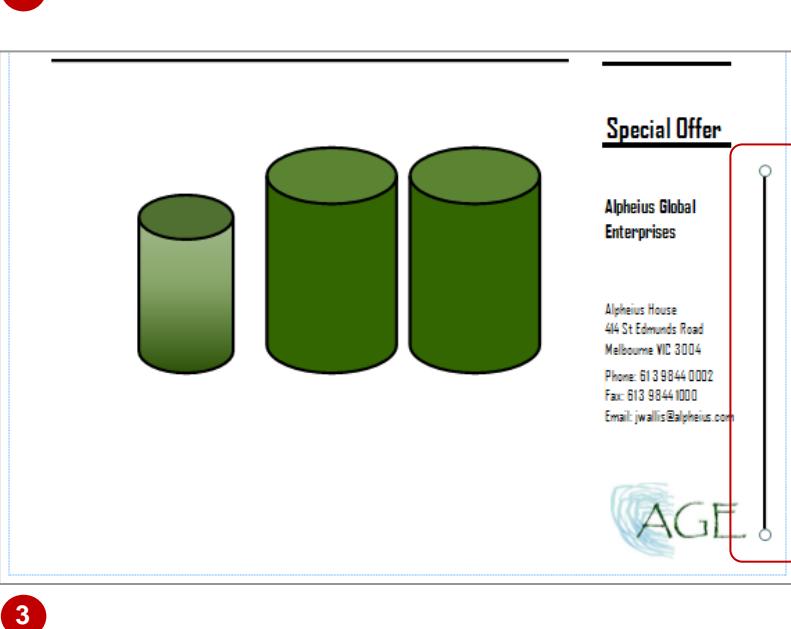
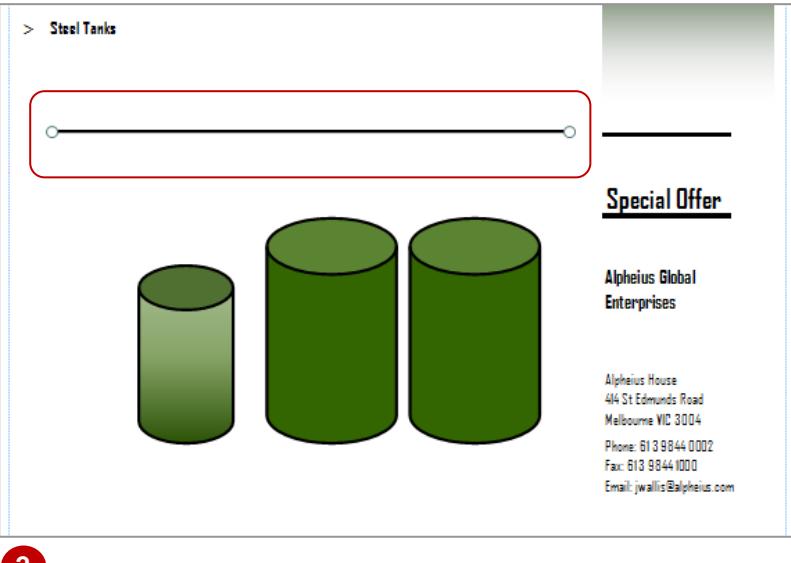
The mouse pointer will change to a cross...

- Hold down **Shift**, then click and drag to draw a horizontal line across the page, as shown

Holding down **Shift** ensures that a straight line is drawn. The line will appear dashed until you release the mouse button...

- Repeat steps 1 and 2 to draw a vertical line on the right side of the page, as shown

- Click elsewhere in the publication to deselect the line and see the changes more clearly



For Your Reference...

To **draw lines**:

- Click on the **Insert** tab, then click on **Shapes** in the **Illustrations** group
- Hold down **Shift** if a straight line is required
- Click and drag to draw the line as required

Handy to Know...

- The **Curve** and **Freeform** tools work slightly differently to the other line tools. Click where you want the line to start, then click again where you want the line to be anchored. Keep moving the mouse and clicking at the anchor points until the line is complete, then press **Enter**.

DELETING SHAPES

There may be times when you decide you need to remove a shape from a new or existing publication. Fortunately, deleting shapes is a simple matter of selecting the shape and

pressing **Del** or **Back Space**. If the shape has text wrapping applied, the text will adjust to fill the space that becomes available.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Working With Shapes_9.pub...*

1 Select the shape on the left

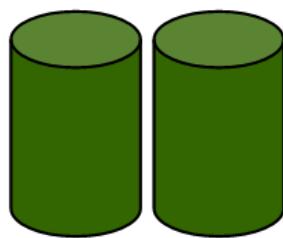
2 Press **Del**

The shape is deleted from the publication...

3 Click on **Undo** in the **QAT** to restore the shape

4 Select all of the shapes, then press **Del**

All three shapes are deleted from the publication



Special Offer

Alpheius Global Enterprises

Alpheius House
44 St Edmunds Road
Melbourne VIC 3004
Phone: 613 9844 0002
Fax: 613 9844 1000
Email: jwallis@alpheius.com



2

Special Offer

Alpheius Global Enterprises

Alpheius House
44 St Edmunds Road
Melbourne VIC 3004
Phone: 613 9844 0002
Fax: 613 9844 1000
Email: jwallis@alpheius.com



4

For Your Reference...

To **delete** a **shape**:

1. Select the shape
2. Press **Del**

Handy to Know...

- You can restore objects that have been deleted by clicking on **Undo** in the **QAT**.

CHAPTER 8

IN FOCUS

BUILDING BLOCKS

Building blocks are objects such as borders, headings and sidebars that you can insert into your publication. There are five categories of building blocks: advertisements, borders and accents, calendars, and page parts, which are all found in the **Building Blocks** group on the **Insert** tab; and business information, which is found in the **Text** group. You can choose from the pre-set building blocks or create your own from a group of objects. Building blocks help you to quickly create an effective publication with relatively little effort.

In this session you will:

- ✓ learn how to insert page parts
- ✓ learn how to insert a calendar
- ✓ learn how to insert borders and accents
- ✓ learn how to insert advertisements.

INSERTING PAGE PARTS

Page Parts is a category of building blocks that includes headings, pull quotes, reply forms, sidebars, stories, and tables of contents. These structural elements are useful when you start

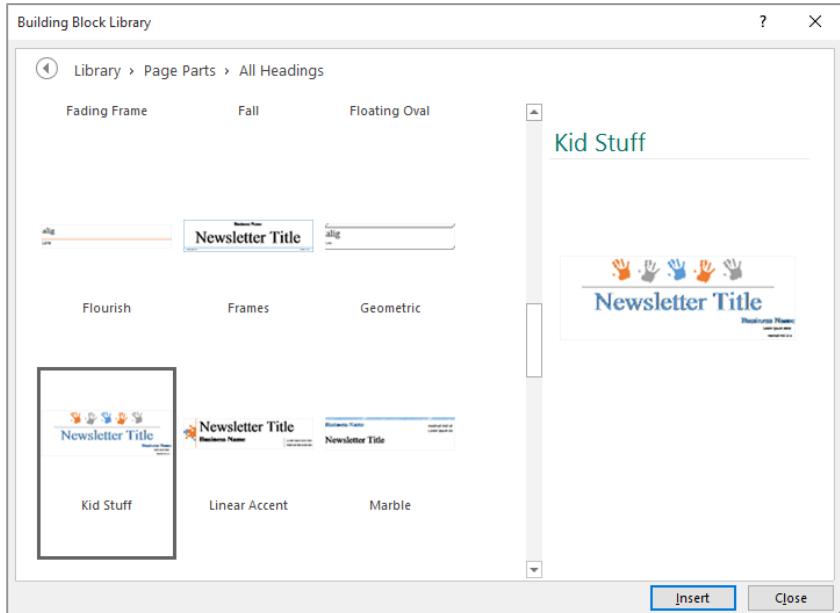
creating a publication from scratch, as you can insert the building blocks and modify them as desired before inserting your information.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open a new, blank publication...

- 1 Click on the **Insert** tab, then click on **Page Parts** in the **Building Blocks** group to display a gallery of options
- 2 Select **More Page Parts** to display the **Page Parts** gallery in the **Building Block Library** dialog box
- 3 Click on **All Headings** to see the full range of headings, then scroll to and click on **Kid Stuff**
- 4 Click on **[Insert]** to insert this heading into the publication
- 5 Drag the heading to the top of the page, then resize it to fit within the page margins
- 6 Click in the heading to select it, type **After School Program** and **Alpheius Global Enterprises Cultural Centre** as shown, delete the **Volume** and **Newsletter Date** placeholders, then click away from the text to view the heading more clearly



3



6

For Your Reference...

To **insert a page part**:

1. Click on the **Insert** tab, then click on **Page Parts** in the **Building Blocks** group
2. Click on a page part, or
Select **More Page Parts**, click on a page part, then click on **[Insert]**

Handy to Know...

- You can open the **Building Block Library** dialog box by clicking on the **Insert** tab, then clicking on the dialog box launcher for the **Building Blocks** group.

INSERTING CALENDARS

Publisher provides you with the option of inserting a calendar building block, rather than creating an entire publication based around a calendar template. These calendar building

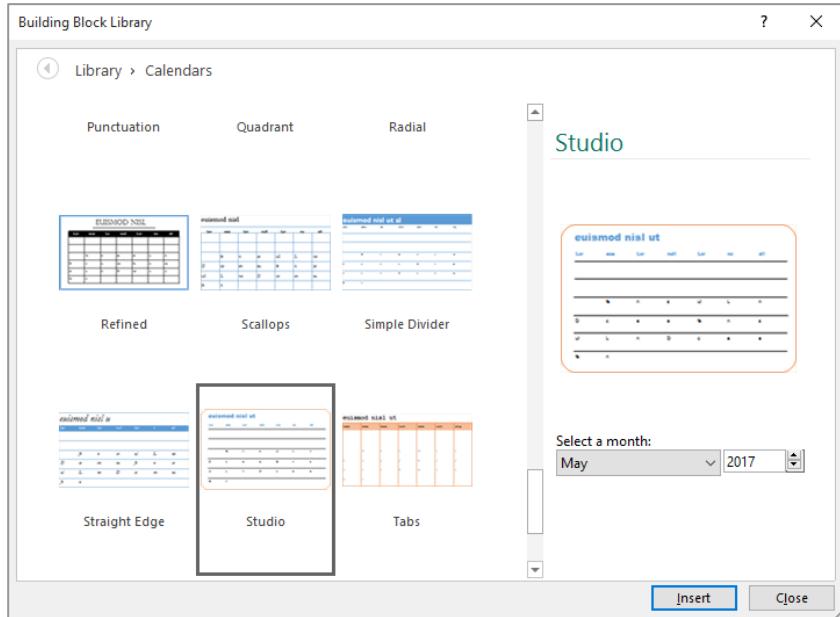
blocks can be inserted into any kind of publication, and you can even type in notes and events in each day.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Building Blocks_1.pub...*

- 1 Click on the **Insert** tab, click on **Calendars** in the **Building Blocks** group, then select **More Calendars** to display the **Calendars** gallery in the **Building Block Library** dialog box
- 2 Scroll to and click on **Studio**, click on the drop arrow for **Select a month** in the right pane and select **May**, then set the year to **2017**
- 3 Click on **[Insert]** to insert the calendar into the publication
- 4 Click after the **1** in the box for **Monday May 1st**, press **Space**, then type **Art**
- 5 Repeat step 4 to type in each of the activities, as shown
- 6 Drag the calendar to the bottom of the page, then resize it to fit within the page margins



2



5

For Your Reference...

To *insert a calendar*:

1. Click on the **Insert** tab, then click on **Calendars** in the **Building Blocks** group
2. Click on a calendar, or Select **More Calendars**, click on a calendar, then click on **[Insert]**

Handy to Know...

- To insert a calendar for the current month or next month, you can simply click on **Calendars** in the **Building Blocks** group, then select a calendar from the gallery rather than using the **Building Block Library** dialog box.

INSERTING BORDERS AND ACCENTS

The **Borders & Accents** category of building blocks includes bar borders, linear borders, frames, emphasis borders, patterns, and boxes. These are designed to enhance the appearance

of your publication without distracting the reader from the information you are publishing.

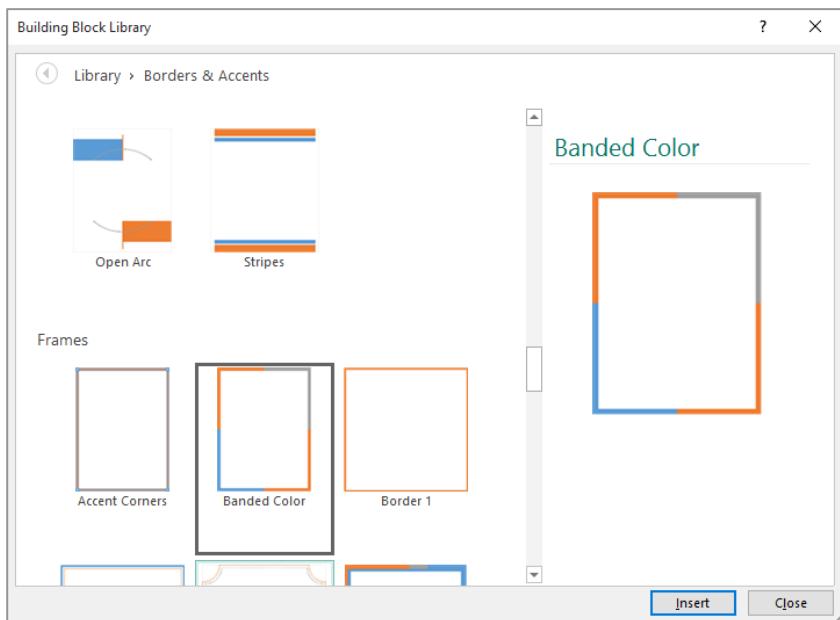
Try This Yourself:

Same File

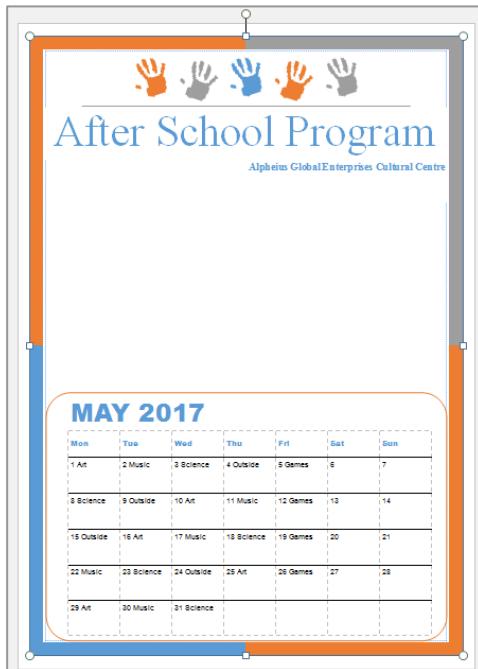
Continue using the previous file with this exercise, or open the file *Building Blocks_2.pub...*

- 1 Click on the **Insert** tab, click on **Borders & Accents** in the **Building Blocks** group, then select **More Borders and Accents** to display the **Borders & Accents** gallery in the **Building Block Library** dialog box
- 2 Scroll to and click on **Banded Colour** in **Frames**
- 3 Click on **[Insert]** to insert the border
- 4 Click and drag the resize handles of the border so that it fits just outside the page margins, as shown
- 5 Click elsewhere in the publication to see the border more clearly

2



4



For Your Reference...

To **insert borders and accents**:

1. Click on the **Insert** tab, then click on **Borders & Accents** in the **Building Blocks** group
2. Click on the desired border or accent, or Select **More Borders and Accents**, click on the desired object, then click on **[Insert]**

Handy to Know...

- If you frequently use the same borders and/or accents, you can insert them quickly by clicking on the **Insert** tab, clicking on **Borders & Accents** in the **Building Blocks** group, then selecting the border or accent you wish to use under **Recently Used**.

INSERTING ADVERTISEMENTS

In Publisher, the **Advertisement** building blocks are divided into three different categories: **Advertisements**, **Attention Getters** and **Coupons**. The **Attention Getters** category

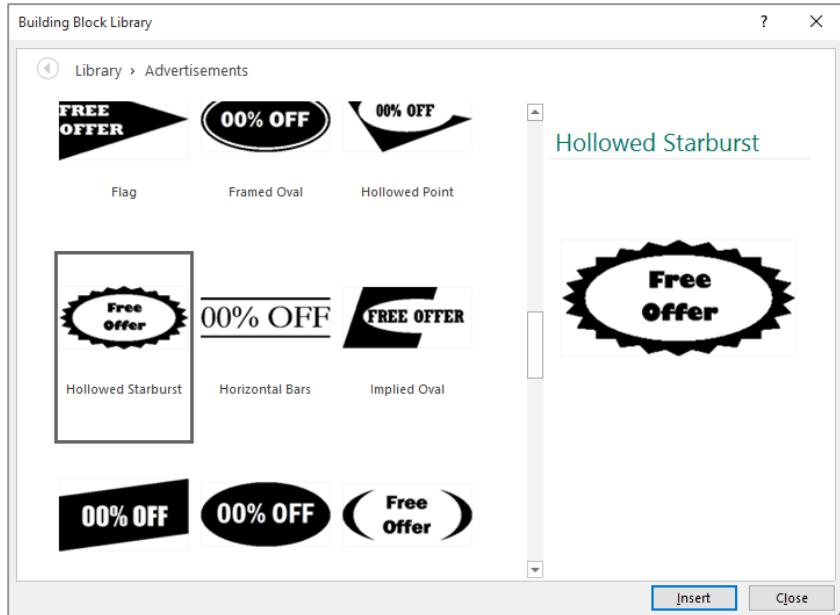
contains advertisements that are intended to quickly gain people's interest; for example, an advertisement that advertises a sale or a cheap deal.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Building Blocks_3.pub...*

- 1 Click on the **Insert** tab, click on **Advertisements** in the **Building Blocks** group, then select **More Advertisements** to display the **Advertisements** gallery in the **Building Blocks Library** dialog box
- 2 Scroll to and click on **Hollowed Starburst** in **Attention Getters**
- 3 Click on **[Insert]** to insert the advertisement
- 4 Resize the advertisement, select the text, then type **New Activities!**, as shown
- 5 Click away from the publication to see the whole page more clearly



For Your Reference...

To **insert** an **advertisement**:

1. Click on the **Insert** tab, then click on **Advertisements** in the **Building Blocks** group
2. Select the desired advertisement, or Select **More Advertisements**, click on the desired advertisement, then click on **[Insert]**

Handy to Know...

- When you insert a building block, it conforms to the active colour scheme of the publication. If you change the publication colour scheme, all of the building blocks in the publication will change to the new colours.

NOTES:





Congratulations!

You have now completed Microsoft Publisher 2016 - An Introduction. Microsoft Publisher 2016 - An Introduction was designed to get you to the point where you can competently perform a variety of operations.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here?

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and books for you to work through.

Hungry for More?

We live in an ever-changing world where we all need to review and upgrade our skills.

If you have received this course book on a training course why not ask the tutor or trainer for other courses that may be of benefit to you. If you are attending a college ask for one of their brochures.

Alternatively, if you've enjoyed using this course book you can find others that cover a wide range of topics at our web site www.watsoniapublishing.com.

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