



# Introduction to Microsoft Publisher

## Computer Skills

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LC Notebook Tab VII

### Agenda

9:00 AM OR 1:00 PM	Welcome & Introductions
	Overview of the Publisher Interface
	Using Templates
	----- B R E A K (5 min.) -----
	Creating a Custom Publication
12:00 PM or 4:00 PM	Wrapup and Adjournment

Objectives: By the end of this session, participants will be able to:

1. Be comfortable with the Microsoft Publisher interface.
2. Create a publication using design templates.
3. Create a Blank Print publication.

#### Handout Quick Table of Contents:

Overview	p. 2	Using Graphics	p. 6	Resizing the Publication	p. 8
Using Design Templates	p. 3	Deleting Objects	p. 7	Adding New Pages	p. 9
Changing Color Schemes	p. 4	Entering Text	p. 7	Printing	p. 10
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**NOTE:** This handout packet has been developed for use with Microsoft Publisher 2003.

## Overview of the Publisher Interface

Microsoft Publisher is an application that can help you create sophisticated publications. Some examples of Publisher documents include:

- Brochures
- Flyers
- Posters
- Bookmarks
- Greeting Cards
- Business Cards
- Programs
- Stationary
- Place Cards
- Invitations
- Certificates
- Catalogs
- Envelopes and Labels
- Postcards
- Resumes

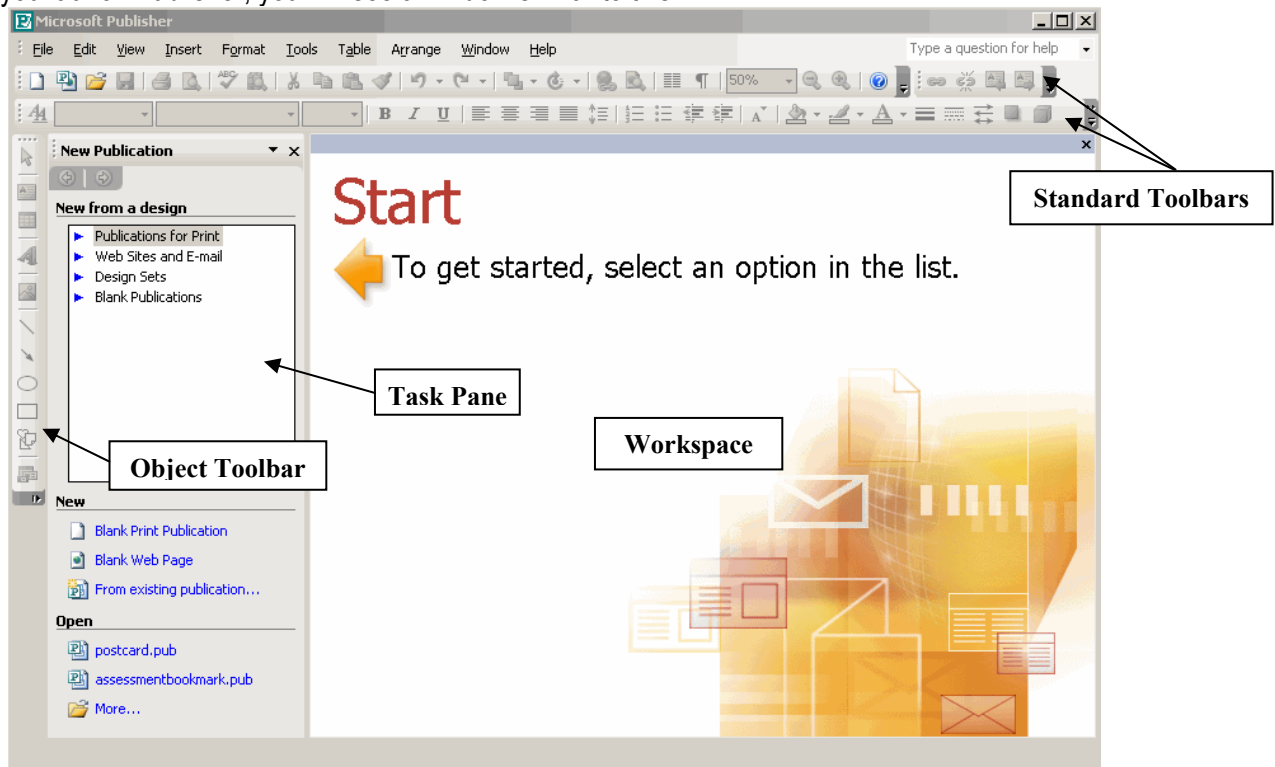
A typical publication will contain a mixture of graphics and text. Publisher provides a large number of design templates to easily create publications, as well as a “Blank Print Publication” option to create your own publication from scratch. Today we’ll create two publications, one using the design templates, and the second using the Blank Print Publication option.

This handout packet is designed as a stand-alone tutorial that you can use at your convenience to reinforce concepts covered today. Steps you should perform appear in **highlighted text** throughout this handout packet.

## Starting Publisher

→ **Launch Publisher.** To do this, you may either double-click on the icon on your desktop (if a shortcut already exists), or go to the Start menu, select Programs, select Microsoft Office, and then select Microsoft Office Publisher 2003.

Once you launch Publisher, you will see a window similar to this:



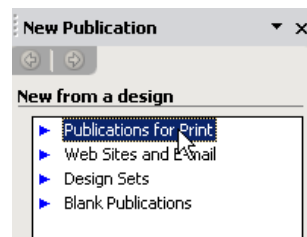
There are four design template options for creating new publications:

- Publications for Print – allows you to choose a template to quickly and easily create a publication.
- Web Sites and E-mail – allows you to create web sites and custom e-mails using templates.
- Design Sets – allows you to use custom templates to create a publication using a company-wide design scheme.
- Blank Publications – allows you to create a publication from scratch using one of several preformatted, blank templates.

The easiest way to create a new publication is to use one of the many design templates available from Microsoft. First, however, you need to decide what type of publication you are creating. Today, we'll create a flyer for an event. Please see the accompanying handout for a description of the flyer you will be creating.

## Selecting a Template

To start creating a flyer, you first need to decide which template you would like to use. By clicking on the “Publications for Print” option in the Task Pane, you can access a listing that shows the broad categories of publication design templates available in Microsoft Publisher.



- ▶ Publications for Print
  - ◆ Quick Publications
  - ◆ Advertisements
  - ▶ Award Certificates
  - ▶ Banners
  - ▶ Brochures
  - ▶ Business Cards
  - ▶ Business Forms
  - ▶ Calendars
  - ◆ Catalogs
  - ▶ Envelopes
  - ▶ Flyers
  - ◆ Gift Certificates
  - ▶ Greeting Cards
  - ◆ Import Word Documents
  - ▶ Invitation Cards
  - ▶ Labels
  - ▶ Letterhead
  - ▶ Menus
  - ◆ Newsletters
  - ▶ Paper Folding Projects
  - ▶ Postcards
  - ◆ Programs
  - ▶ Resumes
  - ◆ Signs
  - ◆ With Compliments Cards

Publication design templates marked with a ◆ do not have subcategories; publication design templates marked with a ▶ do have subcategories. Clicking on the ▶ will expand that option so you can see what subcategories of design templates are available.

→ Click on **Publications for Print**.

→ Explore the different templates available, including those available under categories such as Calendars and Resumes.

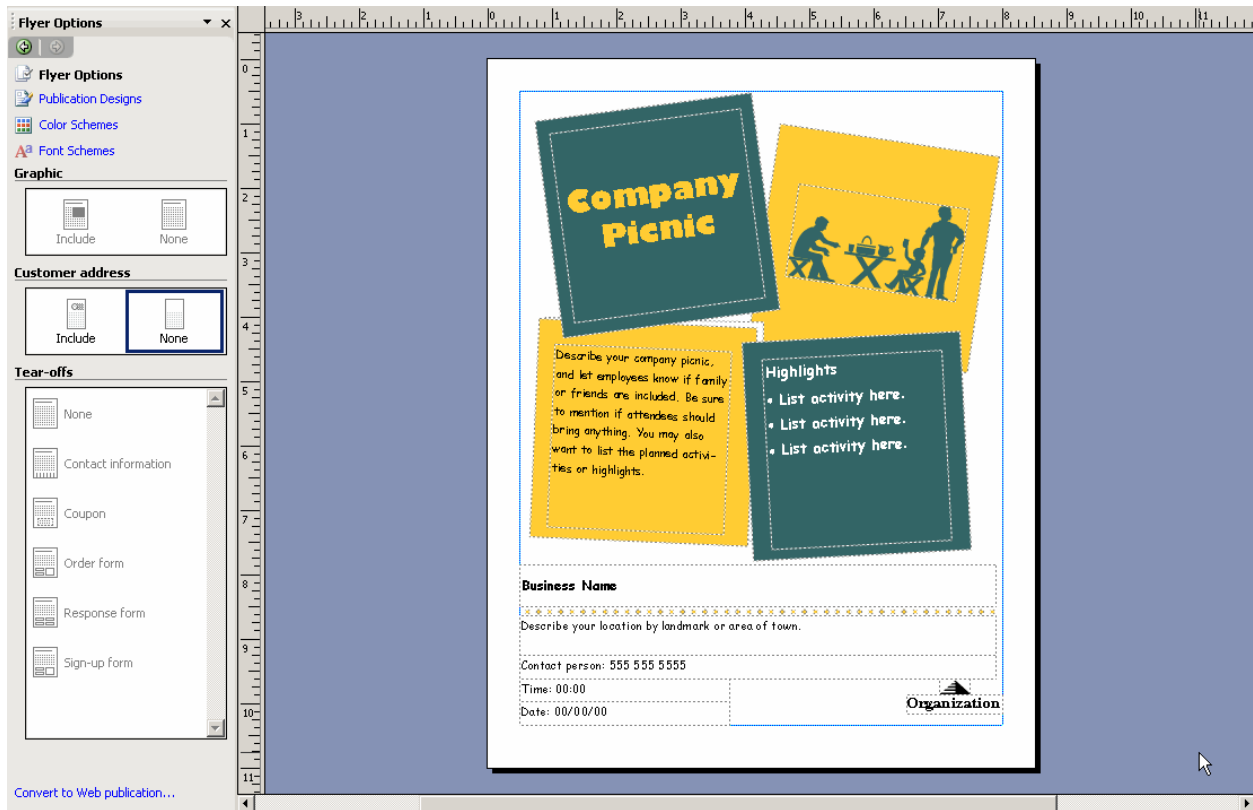
→ Click on **Flyers** and then on the **Event** subcategory.

→ Select a template that you feel is appropriate for the party event described in the handout.

- ▶ Flyers
  - Informational
  - Special Offer
  - Sale
  - Event**
  - Fundraiser
  - Announcement
  - Special Paper

→ A box asking you to provide some basic information that will automatically be filled in on your flyer will pop up. Click the **Cancel** button to close this window.


So far, we have picked the type of publication we are creating, and what template we would like to work with to create our publication. At this point, your window will look something like this, depending on the template you chose:



The Task Pane on the left has changed to the **Flyer Options** menu. On the right is the workspace with the flyer template that you have selected.

## Changing the Color Scheme

First, we should change the color scheme of the flyer to colors that are more appropriate. For example, some color schemes that would work for our Fourth of July Party poster could include the Maryland colors, patriotic colors, or another color scheme of your choice.

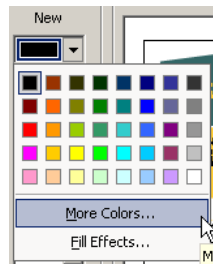
→ Click on **Color Schemes**  **Color Schemes** in the Task Pane. This changes the bottom half of the Task Pane to the **Apply a color scheme** selector. You can select one of the present Microsoft color schemes, or choose to create a **Custom color scheme**.

→ Click on **Custom color scheme...** at the bottom of the Task Pane window.

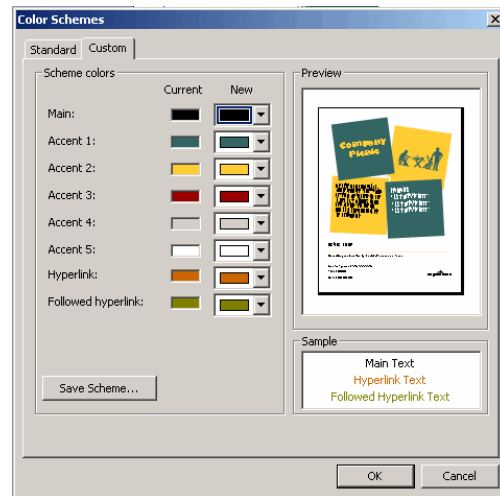
You will now see the **Color Schemes** window, which will allow you to select your own colors for the flyer, including colors for accent boxes and hyperlinks.



→ Click on the down arrow in the **New** box to select a new color for each of the options. The **Preview** box on the right will change as you make your selections.



→ If you anticipate using this scheme again, you can click on the **Save Scheme** button **Save Scheme...**. Type in a name for your color scheme (example: **UM Colors**) and click the **OK** button. The color scheme will be added to your list of color schemes available in the Task Pane.



## Changing the Font Scheme

Next, we can select what font scheme will be used in our poster. Changing the fonts used on your poster changes the look and feel of the poster extensively. A formal event would use require a more formal font such as the fonts in the Fusion font scheme, whereas a less formal event could be indicated using a font scheme such as Casual.

→ Click on **Font Schemes** **Aa Font Schemes** in the Task Pane. This changes the bottom half of the Task Pane to the **Apply a font scheme** selector.


→ **Select a font scheme from the list.** Click on several schemes to explore the options available. The publication on the right will change according to the scheme you have selected. The default selection is the **Wizard: Flyer** **Wizard** option at the top.




## Changing Colors and Fonts on the Publication

You can also change the colors of the text and boxes on the page without using the Color and Font Scheme options. This can be very helpful when you want just one section of the page to appear in a different color, or with a different font size or style, while the rest of the poster remains the same.

→ To change the color of a box, click on it – you should see eight little circles around the border of the box.

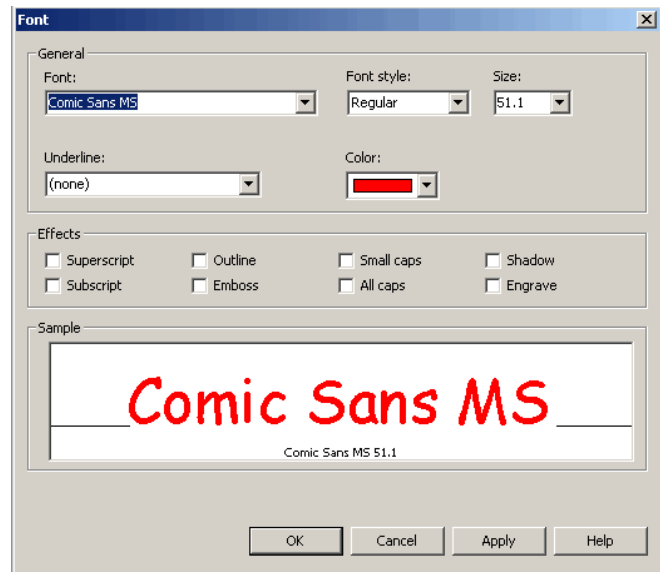
- Click on the down arrow in the **Fill Color** icon  in the Formatting Toolbar.
- Select a color to fill the box.

→ To change the color of text, select the text you would like to change.

- Click on the down arrow in the **Font Color** icon  in the Formatting Toolbar.
- Select a color for the text.

**NOTE:** To undo any formatting changes, go to the **Edit** menu and select **Undo**.

- To change the font style of text, highlight the text you would like to change.
- Go to the **Format** menu and select **Font**.
- Change the options as desired. For example, here you can change the Font used, the style, the size, the color, and apply different effects to the text. Check the **Sample** box frequently to make sure that you like the way your text is appearing.

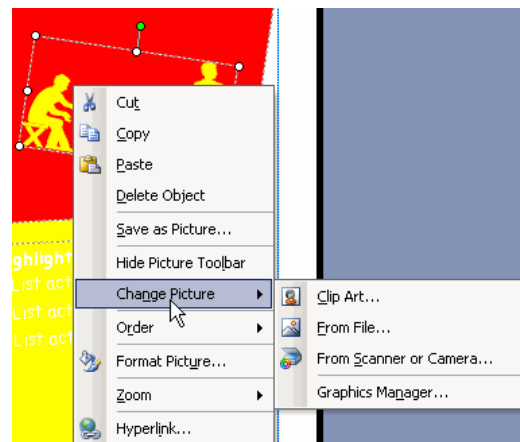


## Changing the Default Graphics

As you can see, several of the templates, including the one used in the example, include a graphic. You may wish to further customize your flyer by selecting your own graphics. For example, you could include the University Libraries logo, or the University of Maryland logo, or a picture of fireworks to indicate the Fourth of July theme for the party.

First, we will change a graphic using the Clip Art options available from Microsoft.

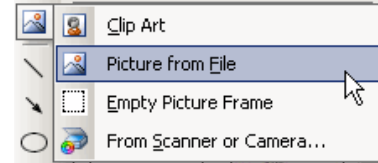
- Right-click on a graphic in your template. Select **Change Picture**, and then select **Clip Art** from the menu.
- Your Task Pane window has now changed to the **Clip Art** menu. Enter text that describes the type of graphic you would like to search for into the **Search for** box and click the **Go** button.




- If your search is successful, clip art choices representing your search text will appear in the bottom half of the Task Pane. Clicking on the clip art picture will change the graphic to the one you have selected. Explore the options until you find one you like for your poster.
- Depending on the colors you picked in your color scheme, the image may be washed out with one of the accent colors you chose earlier. To fix this problem, right click on the picture and select the **Format Picture** menu option. Click on the **Picture** tab, and then click on the **Recolor** button. Click on **Restore Original Colors** and then **OK** to restore the image to its original colors.
- To resize the image, click on one of the circles in the corner of the image and drag it while holding down your mouse button to the desired size. To change how the image is positioned on the poster, click on the center of it and drag the image while holding down your mouse button to where you would like the graphic to appear.

Next, we will insert a graphic saved on the desktop into our poster.

→ Click on the **Picture Frame** icon in the Object Toolbar. Select **Picture from File** from the options in the menu.



→ Your mouse pointer has changed to a . Click on your poster where you would like your new picture to appear.

→ Navigate to your desktop, and select the logo\_umd.gif file that has been saved there. Click the **OK** button to add it to your poster. The image will be inserted where you clicked. Resize it and move it following the same steps listed above for clip art.

## Deleting Unwanted Objects

Occasionally, the template will include objects that you do not want to include in your finished poster.

→ Right click on the object you would like to delete.

→ Select **Delete Object** on the menu.

## Entering Text on the Poster

At this point, you should have your poster color scheme, font scheme, and graphics set. All that remains now is to enter your information onto the poster.

→ Select the text you wish to replace on the poster template.

→ Type in your new text.

→ Follow the guidelines of the template to determine where to place information. For example, the template selected may have built-in sections for Contact information or for Activities.

→ Change your object and text colors as necessary to create a poster that will catch people's attention.

## Saving your Work

As with all other documents you work on, it is important that you save regularly!

→ Go to the **File** menu and select **Save As**. Navigate to the **A:** drive, and save the poster to your diskette as **fourthposter**. Do not type a file extension; Publisher will automatically add the extension .pub.

## Creating a Blank Print Publication

We've seen how to create a publication using a design template. Next, we're going to create a publication from scratch. The handout describes the bookmark we will be creating today.

- Close the poster document by going to the **File** menu and selecting **Close**.
- From the **New** menu at the bottom of the Task Pane window, select **Blank Print Publication**.

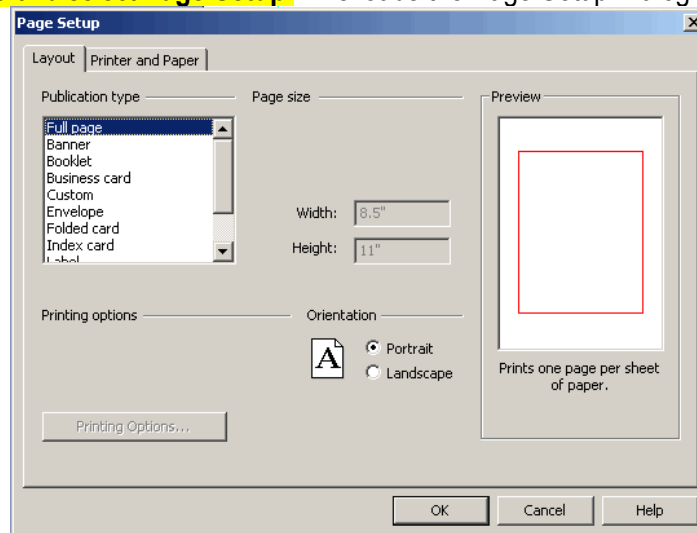


A blank presentation will appear in the workspace, while the Task Pane will switch to the "Presentations Designs" menu. While you could apply a design scheme at this point, we will ignore this and create our own. Use the guidelines on the accompanying handout to create the bookmark.

## Resizing the Publication

We now have a blank publication to work with. However, as you can see, it is a full 8.5" x 11" page. We want to create a bookmark. Therefore, we will need to resize the publication so that it is bookmark-sized.

- Go to the **File** menu and select **Page Setup**. This loads the Page Setup Dialog box.

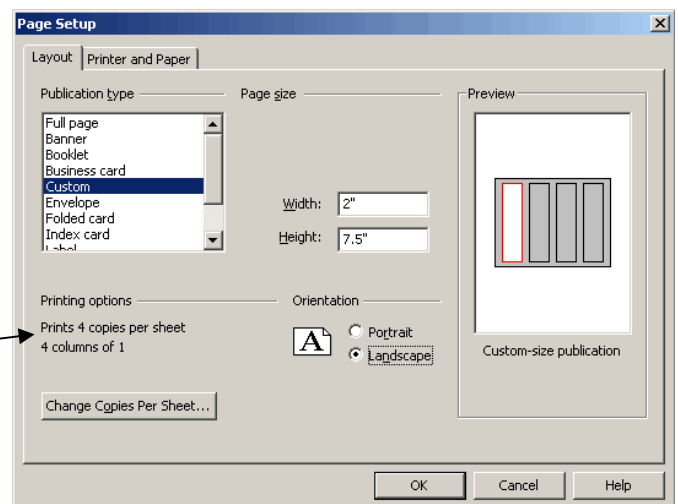


- Under **Publication type**, click the **Custom** option.
- Change the **Orientation** to **Landscape**.
- Change the **Width** to **2"**. Change the **Height** to **7.5"**.

The complete Page Setup window should look like this:

Notice that it will print four bookmarks on each page.

- Click **OK** to accept the changes.

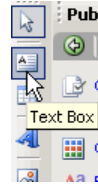


## Entering Text

Our blank presentation has changed in size to represent just one bookmark. Any design changes we make in this screen will automatically be made in all four bookmarks that will eventually be printed out. Now that we have set up the page size appropriately, we need to start entering the information we want printed on our bookmark.

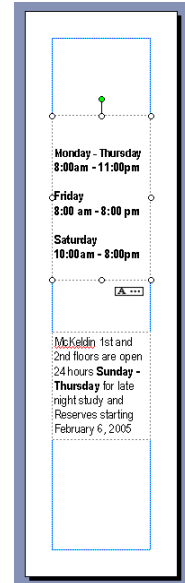
First, we need to create a text box to hold our text.


→ Click on the **Text Box** tool in the **Objects** toolbar.



→ Click and drag to outline where you would like the Text Box to appear on your bookmark.

Now you can begin typing the information that you would like to appear on the bookmark. Change the colors and styles of the font as desired using the same steps used in the Poster publication on page 5. To have more control over how information is placed on the bookmark, create separate boxes for different bits of the content. For example, you can place the regular library hours in one box, and create a second box for the 24-hour information that can be spaced differently on the page.



NOTE: If you add more text than the text box can fit, the  icon will appear. Resize the text box or adjust your font size so all of your text is visible in the box.

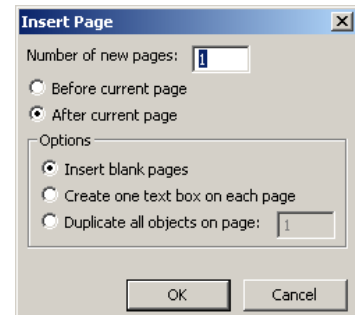
NOTE: If the text you are typing is too small to read, press F9 to zoom in on it.

→ Enter the information regarding the Library's regular hours into the text box(es) you have created.

## Adding a Second Page

As you can see from the accompanying handout, different hours apply during Spring Break. You've decided that it would be too crowded to include all that information on one side of the bookmark. Instead, you would like to use the back of the bookmark to list the Spring Break hours.

→ To create a second page for your bookmark, go to the **Insert** menu and select **Page**. This loads the **Insert Page** dialog box.



→ The default settings are appropriate for our needs today. Click the **OK** button to accept the settings.

Now that you have a second page, follow the instructions above to create new text boxes to hold the information about Spring Break hours. Enter that information into the boxes.

NOTE: You may also copy or cut and paste text, images, or WordArt from your first page to your second page as needed.

→ To return to the first page, click the **Page 1** icon at the bottom of the screen.



→ Don't forget to save your bookmark! Go to the **File** menu and select **Save As**. Navigate to the **A:** drive, and save the poster to your diskette as **hoursbookmark**. Do not type a file extension; Publisher will automatically add the extension **.pub**.

→ Liven up your bookmark. Add graphics by following the instructions found on page 7 to insert a new picture from a file or a clip art picture. Change the font styles and colors following the instructions found on page 5. Add a background color to your text boxes using the instructions found on page 5.

## Printing a Publication

Once you've create the perfect publication, you will want to print it.

→ Go to the **File** menu and select **Print**.

→ Select the printer you wish to print to, and the number of copies you would like to print.


→ Click **OK** to print your publication.

## Accessing Publisher Help

There are a number of ways to access help features within Publisher.



→ To open the **Publisher Help** task pane:

- Press **F1**,
- Click on the **Help** button  on the Standard Toolbar, or
- Go to the **Help** menu and select **Microsoft Publisher Help**.

You can also:

→ Double-click on the **Office Assistant**. A dialog box will appear for you to enter your query. Click **Search** when ready.



→ Type in a keyword or phrase in the **Search for:** box  , located on the top right side of the menu bar and press **Enter**.

## Helpful Hints

- For clarity in your publication, you may want to use a limited number of fonts. Consider using a San Serif font (like Arial) instead of a Serif font (like Times New Roman).
- If you are designing a publication for Rebecca Wilson (UM Libraries Graphics Coordinator), she would prefer mock-ups on paper or in Microsoft Word format.
- If you would like to print a larger than letter-sized paper document, Microsoft Publisher can print your document as a series of tiles that you would need to trim to assemble the poster. See <http://office.microsoft.com/en-us/assistance/HP030748621033.aspx> for detailed instructions.
- You can call attention to the first word or letter of a paragraph by using Drop Caps. To add a drop caps, first click in the text box to which you would like to add the Drop Caps effect. Go to the **Format Menu** and select **Drop Cap**. You can select one of the pre-set effects, or play around with the custom settings.
- Pictures of the campus are available online at <http://www.urhome.umd.edu/marylandimages/> UM Graphic logos are available at: <http://www.urhome.umd.edu/trademarks/trademarks/inst.cfm> These images can be saved to your machine and inserted into your publications using the steps described on page 7.

## Additional Resources

There is one book available for you to check out from the **Learning Curriculum Resource Library** that covers Microsoft Publisher:

Perry, Greg. *Teach Yourself Microsoft Office 2003 in 24 Hours*. Indianapolis, IN: Sams, 2004.

You might also be interested in design books available from the **Learning Curriculum Resource Library**:

Lohr, Linda. *Creating Graphics for Learning and Performance*. Upper Saddle River, NJ: Merrill Prentice Hall, 2003.

Williams, Robin. *The Non-Designer's Design Book*. Berkeley, CA: Peachpit Press, 2004.

Other tutorials available online include:

*Microsoft Publisher 2003*, University of Wisconsin, Eau-Claire: <http://www.uwec.edu/help/pub03.htm>

*Publisher Training from Microsoft*: <http://office.microsoft.com/en-us/assistance/CH790018091033.aspx>

<p>A complete listing of titles in the Learning Curriculum Resource Library is available at: <a href="http://www.lib.umd.edu/groups/learning/lcrlibrary.html">http://www.lib.umd.edu/groups/learning/lcrlibrary.html</a>.</p>
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**NOTES**

**CREDITS:**

Training session designed by Jennifer Muter, Staff Learning and Development, Spring 2005.