

A Guide to using



Microsoft®

Publisher

2000



MICROSOFT OFFICE

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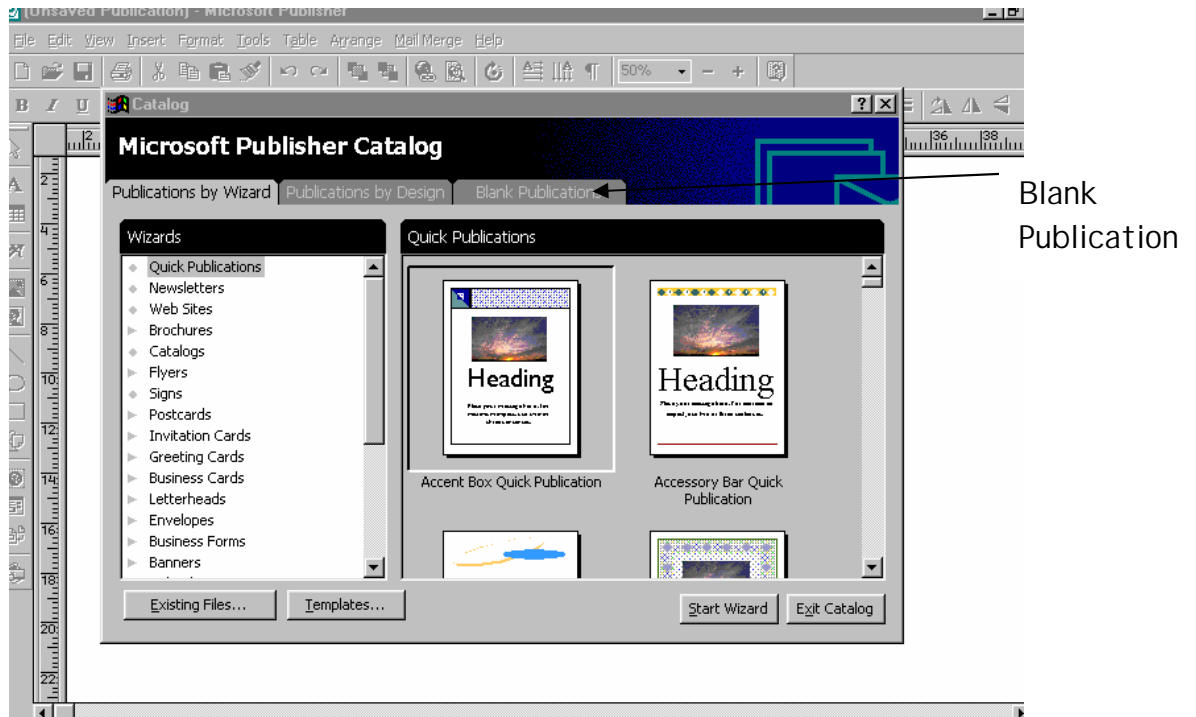
Creating from a Blank Publication in Publisher 2000.

Getting started.

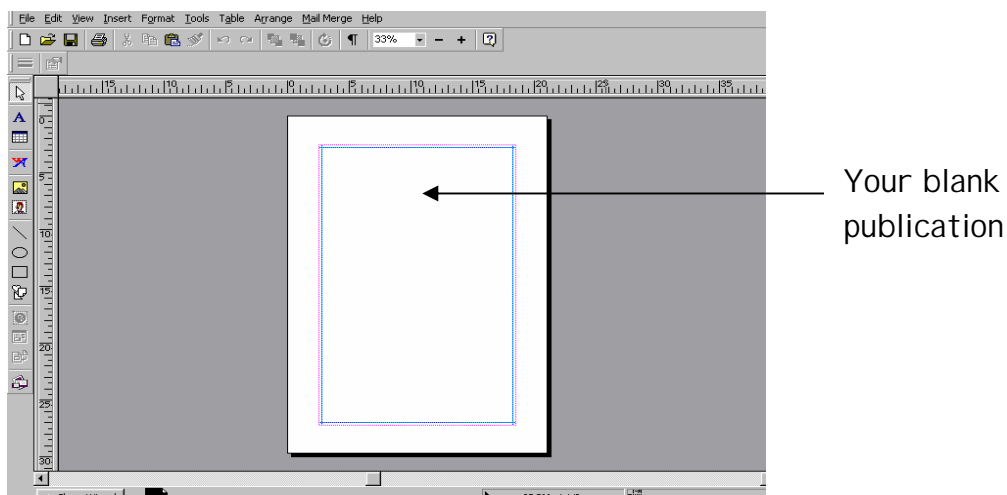
Opening Publisher 2000

Go to Start button and Programs or the shortcut bar and then select the Publisher icon. 

The program opens with the window below:



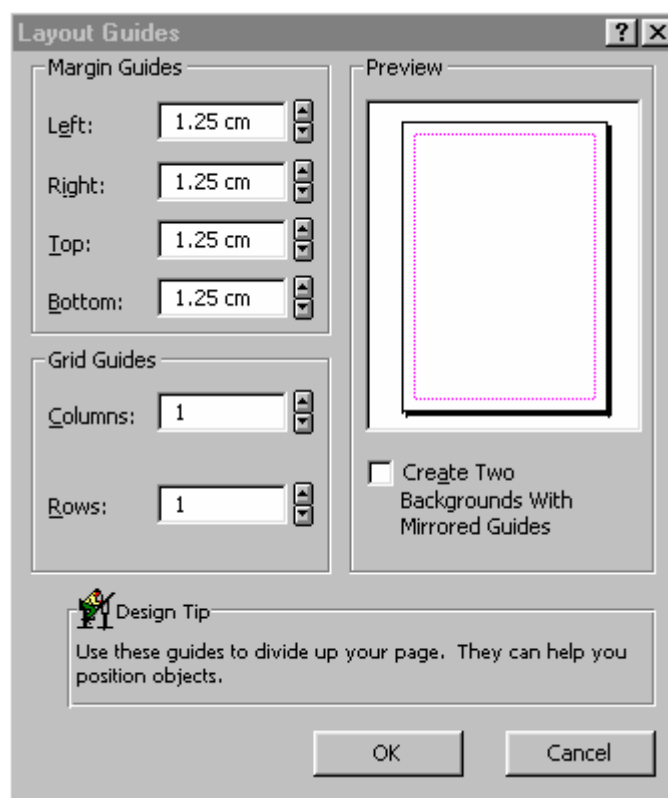
This guide is concentrating on starting a new piece of work using the 'Blank Publications' tab. Click on Blank Publications and then click on 'Full Page' and confirms this choice by clicking 'Create'. Click 'Hide Wizard' in the bottom left corner of the screen and your view should be like this:



Margins.

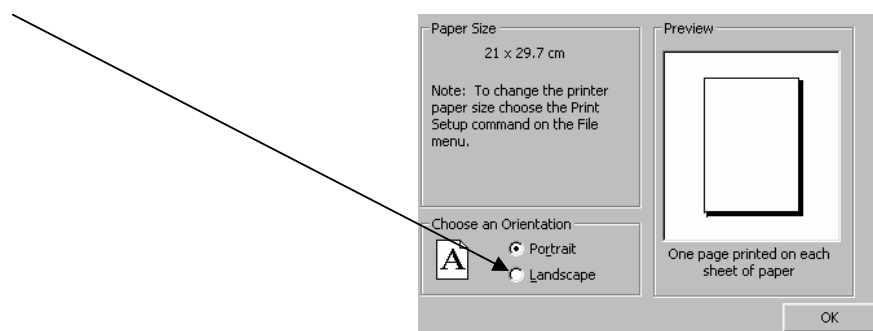
Publisher automatically sets your margin to 2.5 cm, which is too wide for most publications. To make more page area available, carry out the following.

Click the Arrange menu button and select Layout Guides. Use the small arrows to change the four margin boxes to 1.25 cm and click OK. This margin size now gives you a greater area for your document along with the certainty that the printer will not omit any of your publication. See the table below.











Page Orientation.

Publisher defaults to the Portrait view. If you wish to turn your page to the Landscape view, go to the File menu, select Page Setup and select Landscape and click OK.



The Objects Toolbar.

The main tools in Publisher are positioned down the left-hand side of your document.

		←	Arrow or pointer tool used to move objects and to select them
Text Frame. Draw an area in which to type and word process	→		
Word Art. When dragged, type text into box and then use menus to create effects	→		
Clip Gallery, click and drag to link to Clip Art	→		
Oval	→		
Custom shapes	→		
Form control	→		
Design gallery object	→		
		←	Table Frame. Drag a rectangle and then set up a table of your choice
		←	Picture frame, click and drag to insert any picture or graphic other than Clip Art
		←	Line
		←	Rectangle
		←	Hot Spot
		←	HTML


Text Boxes.

Select the text frame tool and choose where you want to place your text on the page. When a text box is dragged out on the page the formatting toolbar becomes active.



The text in the box now reacts by normal word processing rules. Highlight and make changes with the buttons on this tool bar. *Ctrl+A allows you to select all the text.*

Too much text!

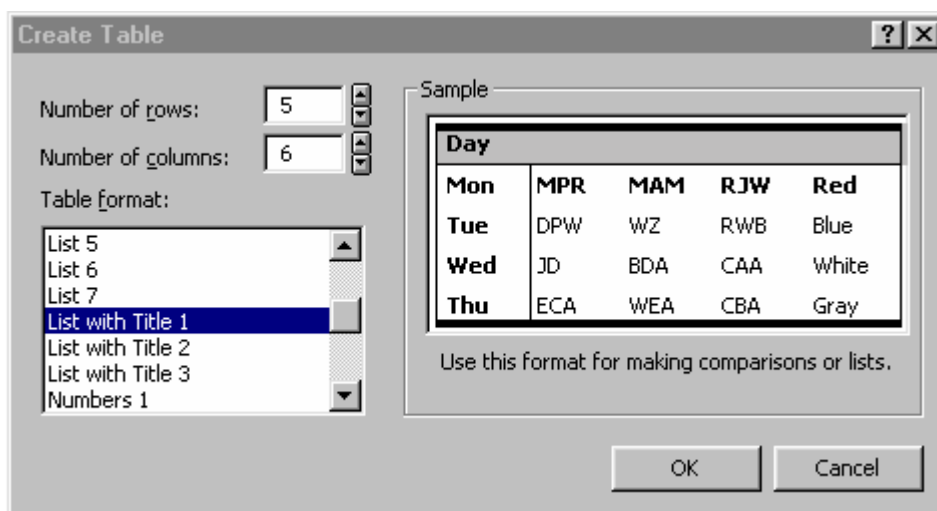
When typing in a text frame you may find that this icon appears at the bottom right of the text frame.  This denotes that your text has filled the box.

You now have three options:

1. Make the text smaller.
2. Stretch the text frame.
3. Make the text flow into another text frame. (see page 12)

Table Frame.


Click the Table Frame tool and draw a small rectangle. The Table window will appear.



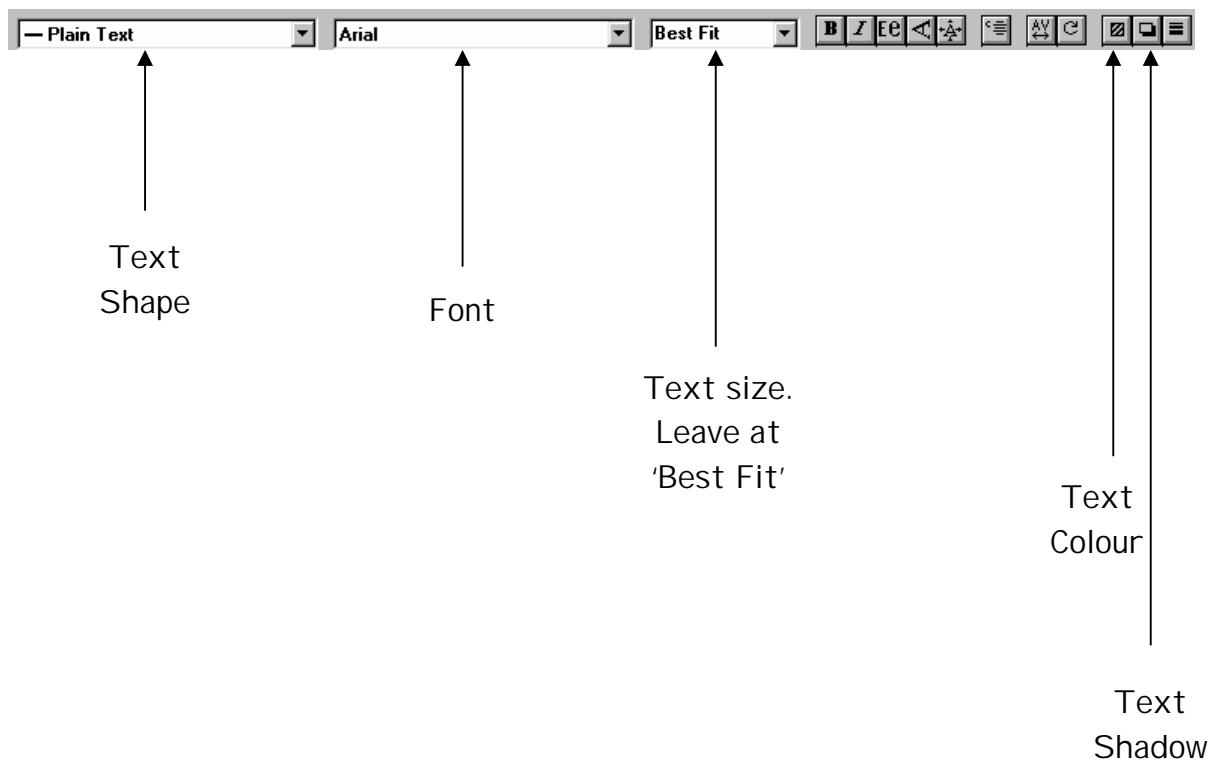
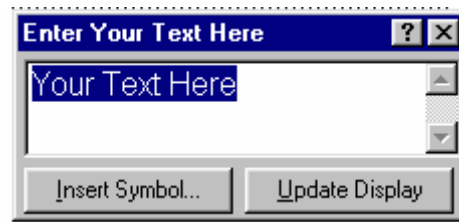
You can now customise the table to your needs. The example below was created to show a timetable.

New Timetable					
Mon	Yr 7 ICT	Yr 8 ICT	Yr 11 GCSE	Yr 10 ECDL	Yr 9 EDLC
Tues	Yr 11 GCSE	Yr 8 ICT		Yr 10 ECDL	
Wed	Yr 11 GCSE	Yr 9 EDLC	Yr 7 ICT	Yr 8 ICT	Yr 9 EDLC
Thurs	Yr 10 ECDL		Yr 10 ECDL	Yr 11 GCSE	
Fri	Yr 7 ICT	Yr 9 EDLC		Yr 11 GCSE	Yr 10 ECDL

Word Art.

To create more interesting text for titles, sub-headings and labels, click the Word Art frame tool  and make a small rectangle on your page.


This active window will appear. Just add your text and then control the shape, font, size, colour, shadow etc. by using the Word Art tools that appear

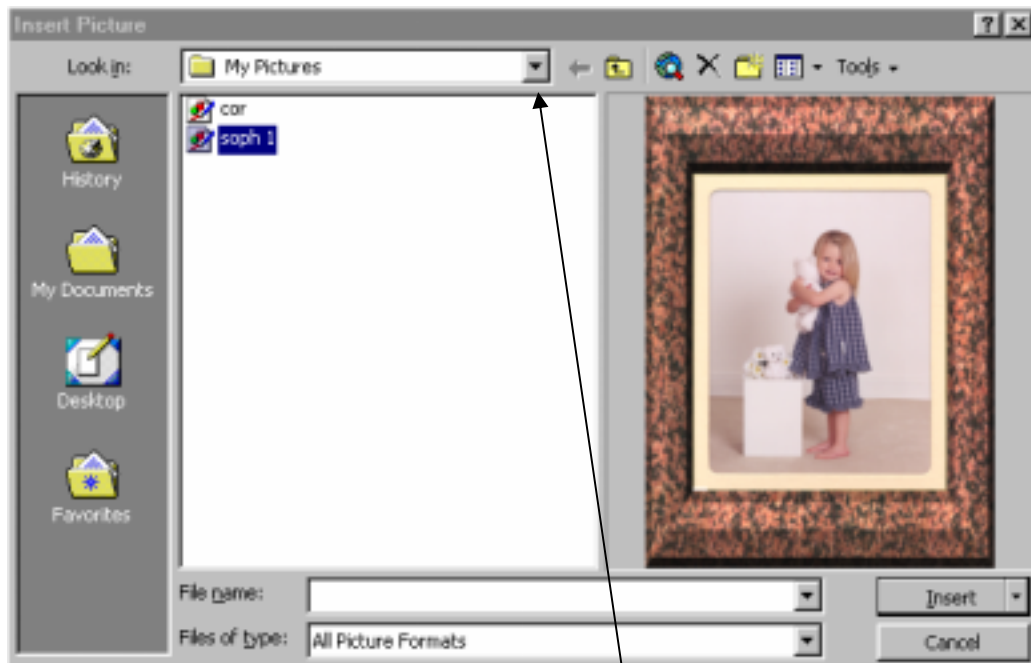


There are other options on this toolbar like the border and stretch tool. The main options have been listed above.



Clip Gallery.

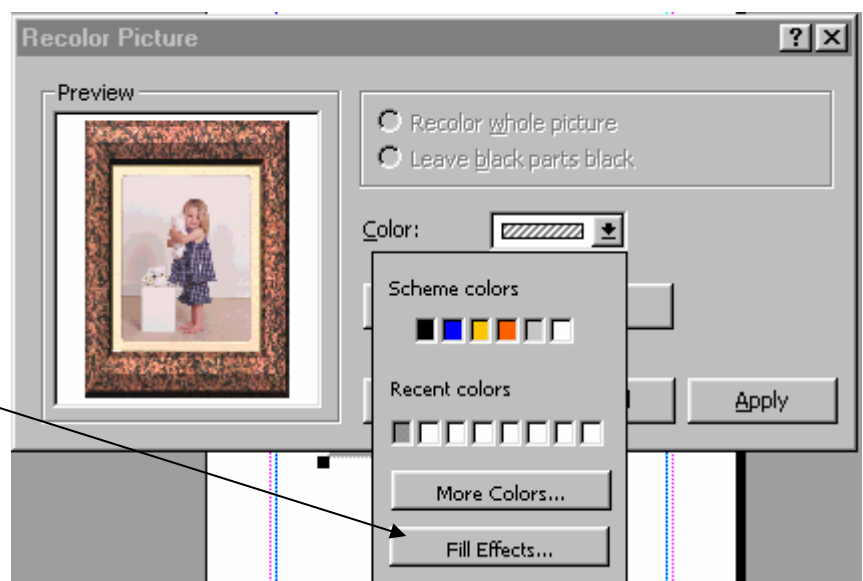
Either click and drag the Clip Gallery button  and then double click inside the area that you have dragged, or got to Insert menu – Picture and then select – From File. You will then be confronted with the following window, asking you to select a source for your graphic.




Make sure the 'Files of type' box contains 'All Picture Formats' as above.

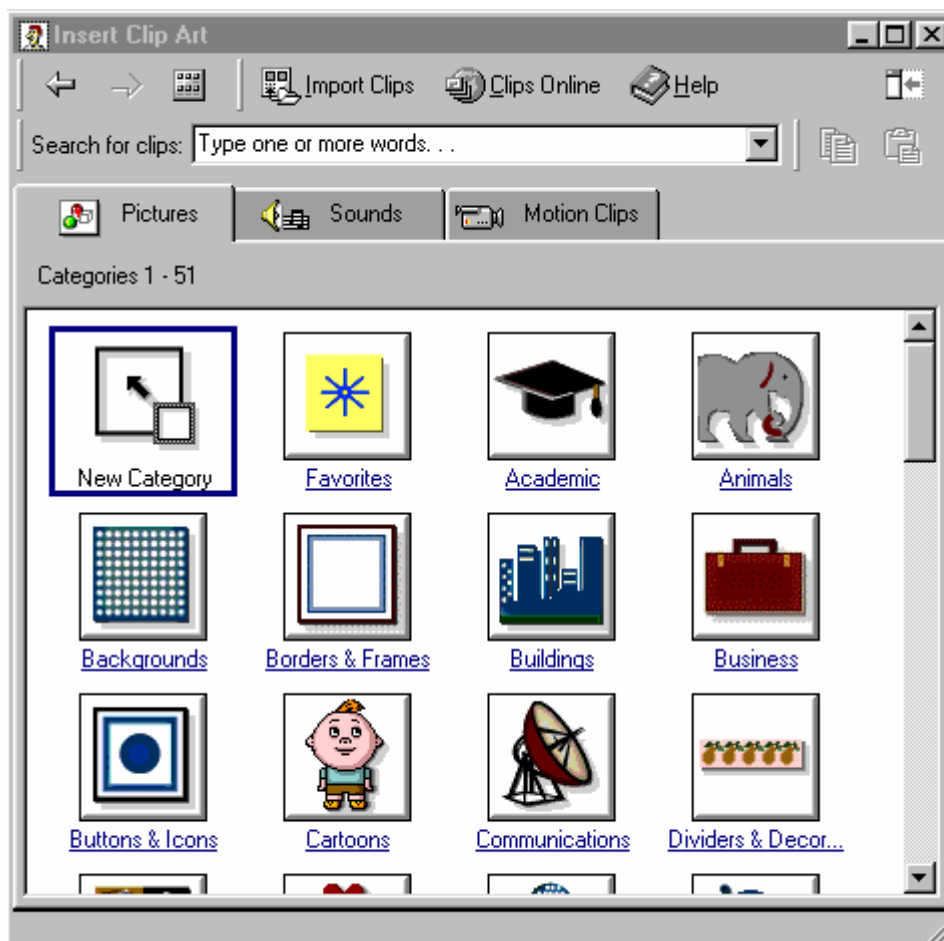
Open the drop down menu here to access the other drives on your PC.

To recolour or watermark any picture, right click on the selected graphic, select 'Change Picture' and then 'Recolour Picture'. From the colour drop down menu select 'Fill Effects'. The shading and colours can then be changed. Scaling and cropping can be achieved through this menu.



Clip Art.

There are two ways of inserting clip art into your publication. Either click on the Clip Gallery tool  and drag out an area, or go to the Insert menu and then Picture and Clip Art. Both methods should produce the active window shown below.



The 'Gallery' offers over 15 000 pieces of clip art, together with sound clips and animations. *(N.B. this is only true if the clip art has been installed onto your computer or server. If the clip art has not been installed, there will only be a small number of graphics available)* If you have an internet link, clips can easily be imported through the 'Clips Online' button at the top of the gallery. Clips from this source will automatically be placed in a 'Downloaded Clips' category for ease of use.

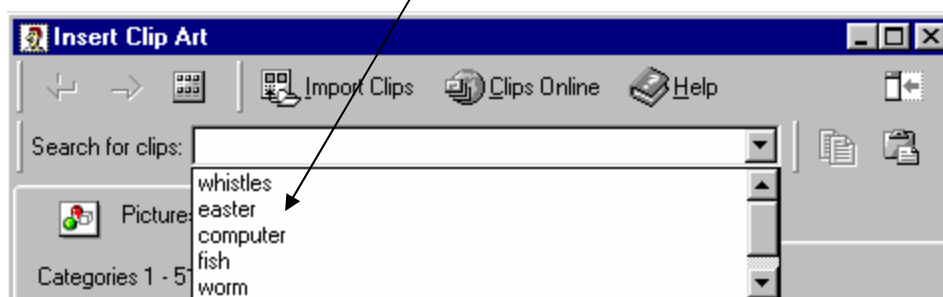


Searching and Inserting Clip Art.

Since there are usually so many graphics available, it makes sense to use the search option of the Clip Art Gallery. Simply type in the name of the clip required, hit the return key and the gallery will automatically select all clips that relate to that name.

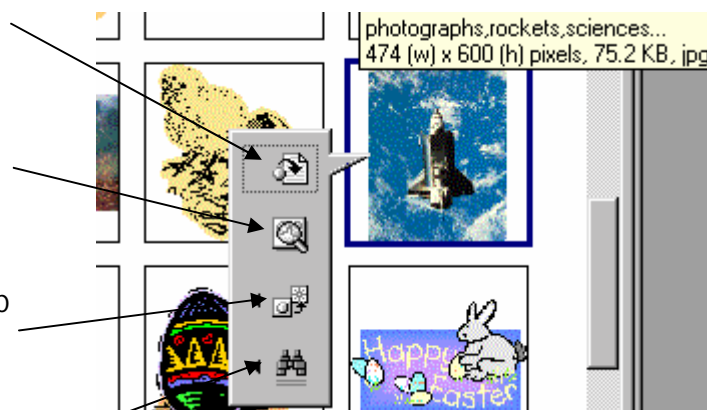


To return to those selected clips at a later date use the 'drop down' menu to find your previous search word.



When you find the perfect clip for your publication, clicking on the picture will bring up the window below.

- ◆ inserts the clip on your page
- ◆ shows the actual size of the clip
- ◆ allows you to add the clip to a favourites folder
- ◆ searches for related or similar clips



Once the graphic is on your page it can be moved and resized at leisure.

N.B. Always use the corner handle on a box or graphic and it will retain the correct proportions.

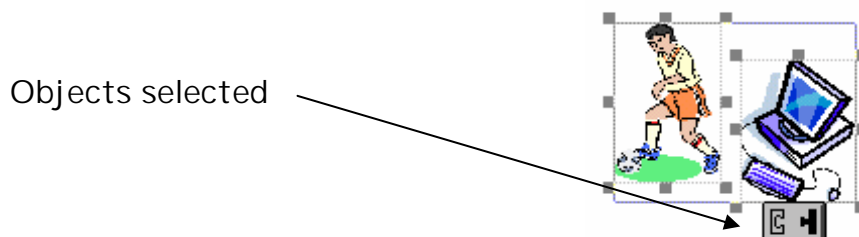
When searching for more clip art be sure to deselect the previous graphic.

Grouping.

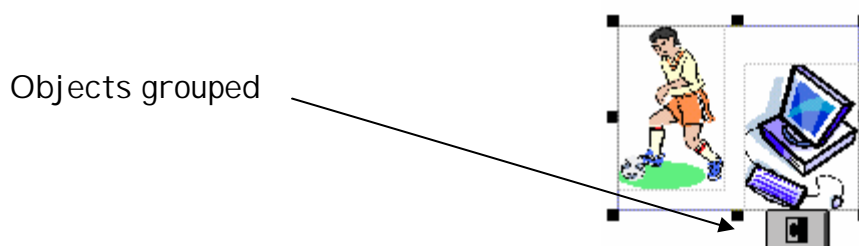
Sometimes it is necessary to group objects together. This could be the elements of a publication that need to be moved as one object or the parts of a tessellation in order to create complex patterns. Whatever the reason the 'grouping' option is a useful tool.

To group, follow the next three steps:

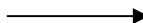

- Select the arrow or pointer icon and drag an imaginary frame around the objects to be grouped together.
- On release of the mouse button you should notice that the objects have grey handles and a 'jigsaw' icon is attached bottom right.



- Click on this jigsaw icon and the pieces join, grouping the objects as one. Un-grouping can be achieved by reversing the procedure.




Layering.


All objects in publisher, whether text boxes, graphics, photographs or Word Art are placed on the page as layers. The layers can be rearranged in order to create transparent effects. Use the 'arrange' icons  to 'bring to front' or 'send to back.' If more complex moves are required, use the 'Arrange' menu 

N.B. Ctrl+T makes any selected text box transparent



Connecting Frames.

When there is an overflow of text (see page 6) in a frame, the  icon will show at the bottom right of the frame. To make this text flow, into another frame on the same page or any other, follow these steps.



- ◆ Select the frame containing the text overflow
- ◆ Click on the 'Connect Text Frames' icon on the standard toolbar 
- ◆ Hover the mouse over the text frame where you intend the text to be placed. The mouse should turn into a 'pouring jug of letters.' Simply click and the text will flow into the frame
- ◆ This operation can be repeated as necessary.

Foreground and Background

In Publisher it is possible to place text, graphics or any other kind of object onto the background of any page. To access the background of the page, follow these instructions:

On the View menu, click go to Background.

-Or- Press Ctrl+M.

If you are working on a blank page, the only indication of being on the background is that the page icon at the bottom left changes from  to 

To return to the regular page, on the View menu, click go to Foreground.

-Or- Press Ctrl+M.

Possible uses of this could be:

- ◆ Templates - leave the foreground of the page for activities and the questions or guidelines on the background.
- ◆ Drag and drop activities using the foreground for the movable objects and the background will hold the immovable.
- ◆ In website design, colour schemes or watermarked photographs could be placed on 'the background' of the page. This would then be visible on all pages.
- ◆ Creating personalised footers for each page of your publication.

N.B. for exact positioning of any frame or object in Publisher, click on the object to be moved, hold down the Alt key and use the cursor control keys to give precise manipulation.