Creating a Brochure, Flyer and Newsletter
Using Microsoft Publisher 2003 for
# Windows 98/Me/2000/XP

Created: 27 October 2003

Starting Publisher 2003

Note: You should be competent in a word processing program before you attempt this Tutorial.

Microsoft Publisher 2003 is a really neat program that allows you to create professional quality newsletters, brochures, flyers, postcards, calendars, award certificates, calling cards, paper airplanes, origami – and a whole lot more great "things."

This tutorial will proceed from what we think is the **easiest** publication to the **most complex**. First we'll create a **flyer** using **Microsoft Publisher 2003.** Then, we'll create a **brochure**, and finally a **newsletter**. Each skill we learn in the flyer will be of use in the brochure. The flyer and brochure techniques will also be used in the newsletter. Your abilities will grow from publication to publication. You may **save** your publications on a **formatted 3 ½ inch diskette**. Or, you can save all of them on them on your **hard drive**.

To load the **Microsoft Publisher 2003** program, **Double click** on the **Publisher 2003 icon** on the **main Windows screen**, or **click**-on **Start** in the **lower left corner** of the screen, then **click**-on **Programs,** and then **click** on **Microsoft Publisher**
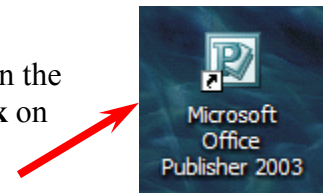
You should now be in the Microsoft Publisher 2003 main screen.

On the right side of your screen you should see the message below. The arrow points to a **Publisher 2003 Task Pane** on the left side of the screen (see **image** on **next page**).

Start

To get started, select an option in the list.

On the **left side** of the **screen** you will **see** the **New Publication Task Pane** (like the image on the **right**). We'll use the **Publications from Print** area to initially begin each publication.

For "old" Publisher users, the **Task Pane** is something **new in Office XP/2002-2003**. It is **used in all of their Office modules**. It **replaces** the **Microsoft Publisher Catalog** that was a part of the initial Publisher 2000 screen. Once you get used to the Task Pane, and its flexibility, we think you'll like it.

Move your **cursor over Publications to Print** and **click**-the **left mouse button**.
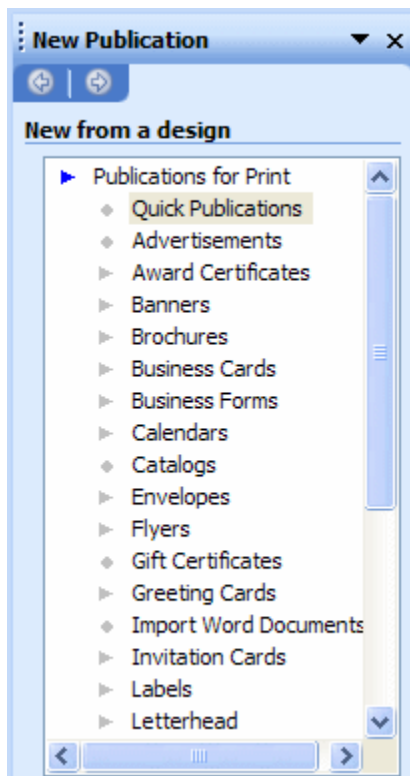
Your **Task Pane** will **change** to look like the **image** on the **left**. We'll use the **New from a design Task Pane** to create each publication
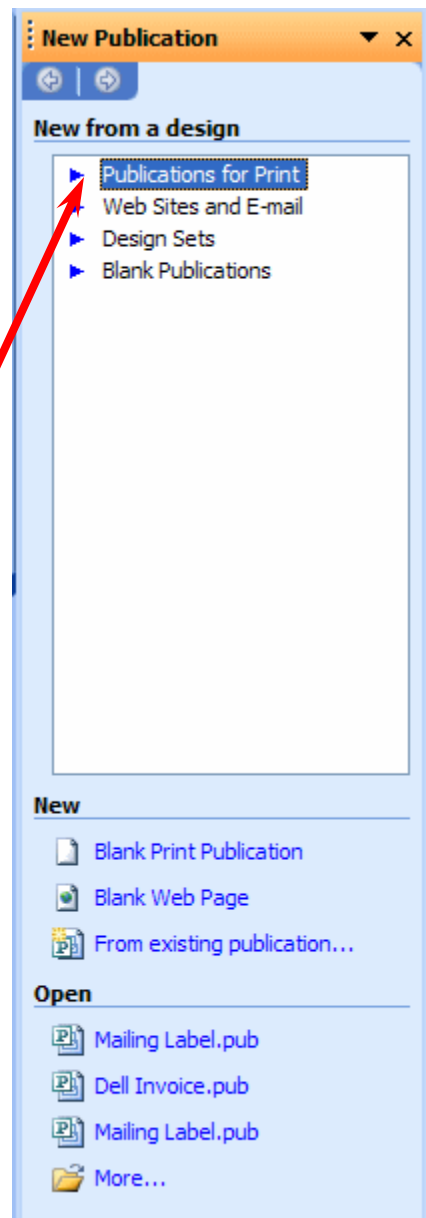
In this tutorial, whenever we indicate that you need to click a mouse button, it will mean to click the left mouse button – unless we indicate that you should click the right mouse button. So, always move the cursor over the "place" we indicate and "click left" unless we tell you otherwise.

# Using the Microsoft Publisher New from a design list

Click-on **Flyers** in **the New from a design list**. On the **right** side of the screen you will now **see Flyer** template design styles for a number of different Flyers (Accent Box, Arcs, etc.).
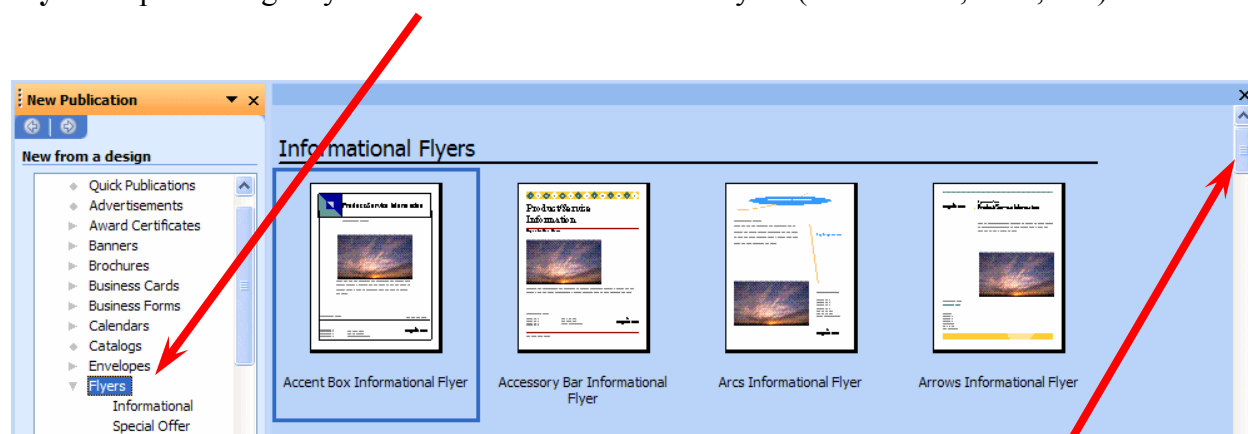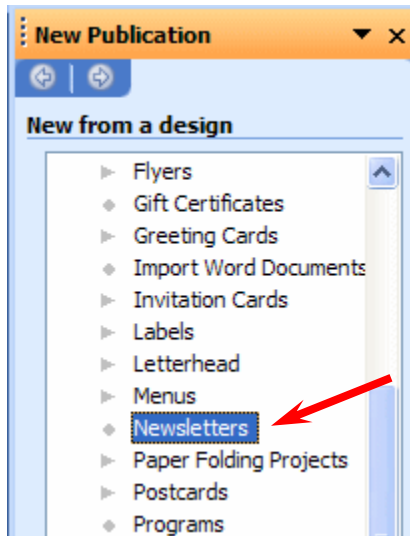

Elevator Bar

Use the "**elevator bar**" on the **right** side of the **Flyers** area to **move up and down** to **see** the various Flyer design templates. Also **notice** that as you come to a new style that it will be **highlighted** in **gray** in the **Start from a design** list under **Flyers**. Notice, as you view the various types of Flyers, that you can have those "**little tear off things**" with your phone number on the **bottom**. Neat.

Next, **click**-on **Brochures** in the **New from a design** portion of the New Publication Task Pane. **Notice**, when you **click**, a number of different types of **brochures** appear below the brochure selection (Informational, Price List, Event, etc). Use the **elevator bar** on the **right** of the **Brochures** area, which now appears, to view the various types of brochures. While you are doing this, notice the **differences** between the various types of brochures. As you move **down** the list you will notice that, as you come to a **different group** of brochures (like Event), that the brochure "**type**" on the **left** will become "**highlighted in gray**."
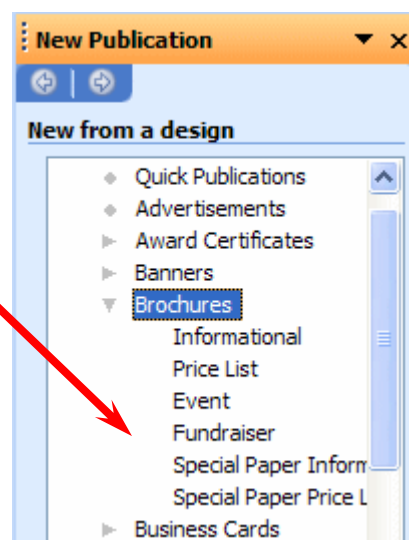
When you have viewed brochures, to your satisfaction, **click**-on **Newsletters** in the **Start from a design** portion of the Task Pane as you did for Brochures and Flyers. **Notice** again, there are **several different types** of **Newsletters**. Use the **elevator bar** on the **right** of **Newsletters** to **move down** the various **Newsletter styles**.

Now, proceed down the **New from a design** list and **click-on any** of the **publications** in which **you are interested** – Postcards, Business Cards, Calendars, Award Certificates, Paper Airplanes – whatever you want to look at.

Creating a Flyer

As indicated, at the beginning of the tutorial, we think the **Flyer** is the **easiest** publication on which to begin. So, **click** on the **Flyer** category under **New from a design** (on the left of the screen). Your screen should look like the one **below**.
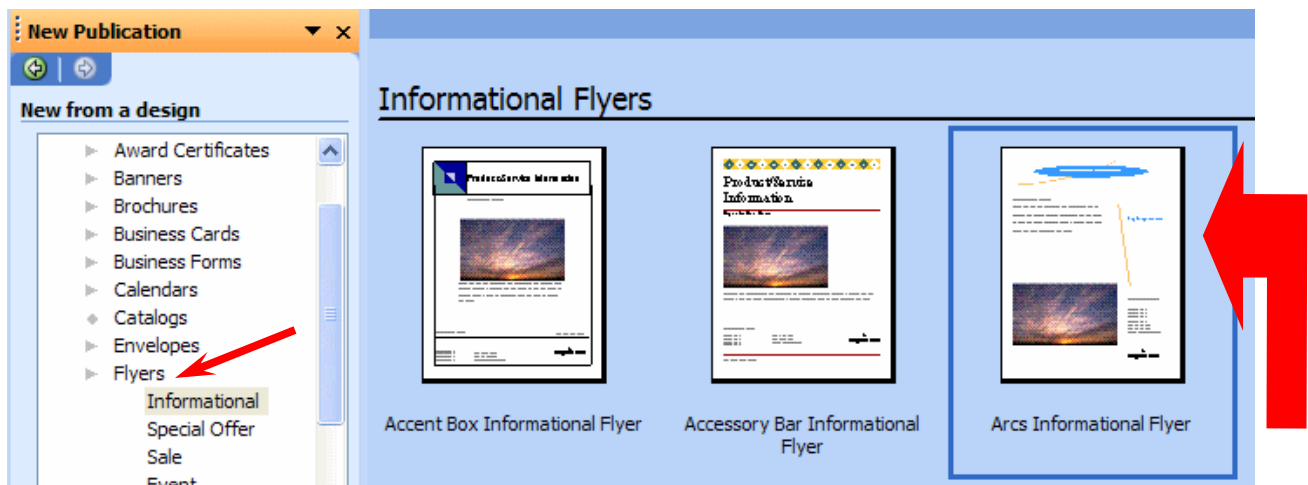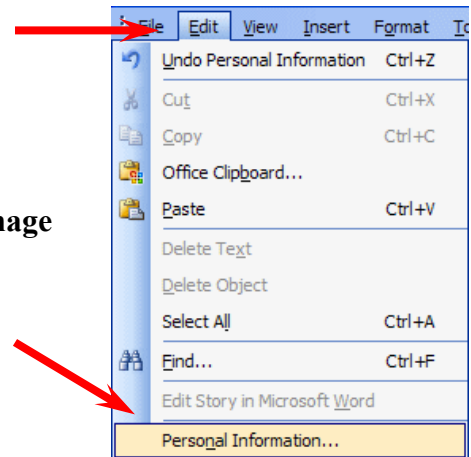

We'll use the "**Arcs**" style for **all** our **publications**. It is the one **above** on the **right** (**arrow**). Point to the **Arcs Informational Flyer** with your mouse and **click-on it**. It will **appear**, when you **click**-on Arcs Informational Flyer, that it is "**highlighted by a blue border around the selection (like the one above)**". This indicates that you have **selected** this flyer.

If this is the **first time that you have used Publisher 2003**, a **Microsoft Publisher information screen may appear** – like the one below. Click-on **OK**.
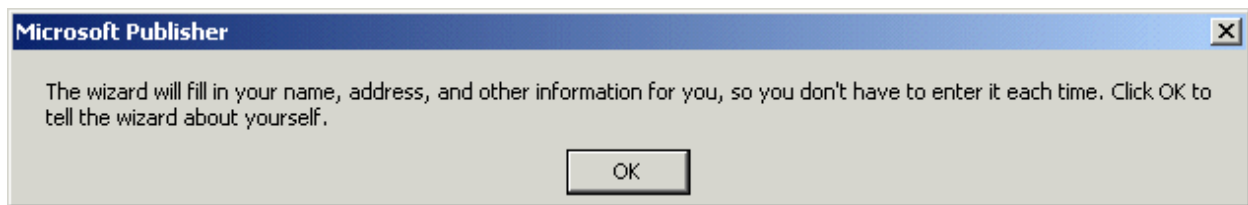

If this screen appears, click **OK**, and the **below Personal Information screen** will **appear**. If you **do not see** the **image** above, **click**-on **Edit** in the **Menu Bar** and then **click Personal Information**.

You can enter your information, at any time. Notice that there are **four** choices for **Personal Information** (in the **upper left corner**): **Primary** and **Secondary Business, Other Organization, and Home/ Family**. As you click-a choice, new personal information can be entered in the area below.

You may update your information at this time, or wait until later. If you **change** any of the information, **click**-on the **Update** button at the bottom of the screen. If you simply desire to **continue**, at this time, click-on the **Cancel** button.
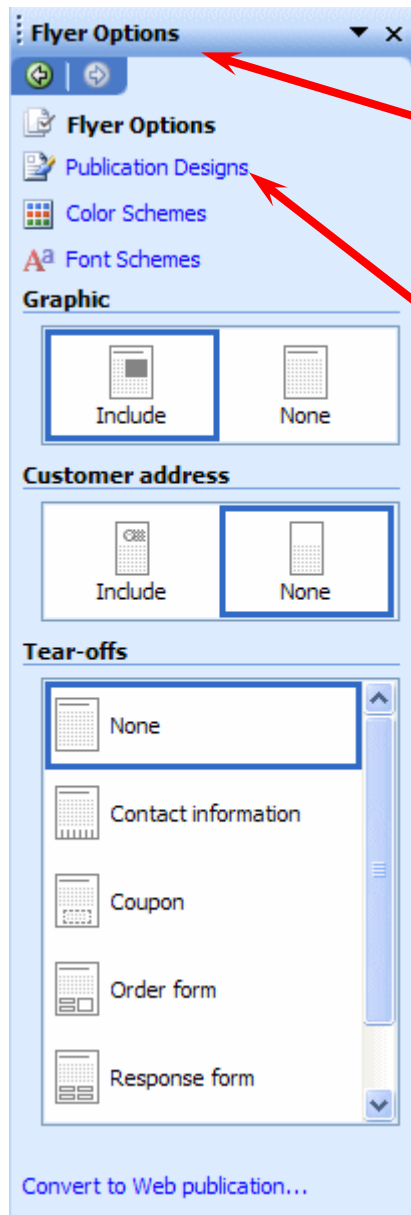
When the Personal Information menu screen closes, **notice** the **Flyer Options Task Pane** on the **left** of the **screen** has **changed** to reflect "**choices**" - on how to **enhance** your **Flyer**. We'll start "at the top – and – work down the Task Pane.

Click-on **Publication Designs** in the **Flyer Options Task Pane**. The **Publication Designs Task Pane** will **open** and **replace** the Flyer Options Task Pane.

Notice that **Arcs** is **highlighted (by a blue border)** – since that is the Flyer Design we selected.
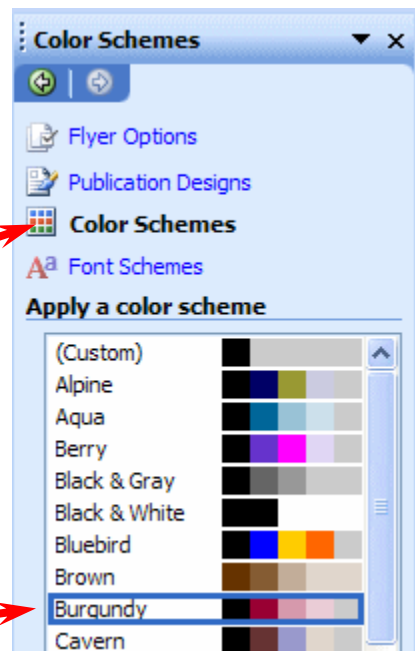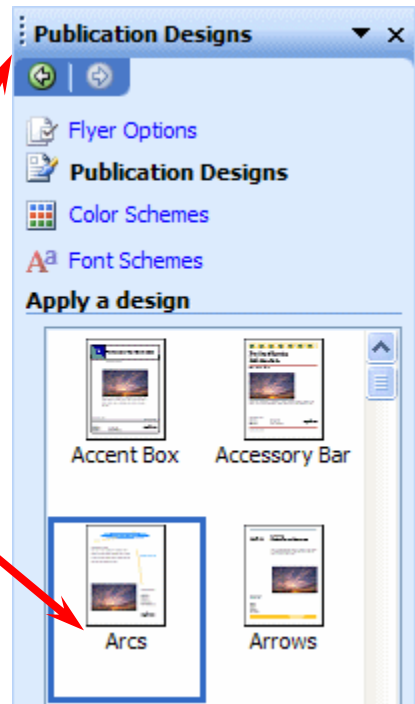
Next **click**-on the **Color Schemes** selection. The **Color Schemes Task Pane** at the **right** will **appear**.

Use the **elevator bar** (on the right side of the Task Pane) to move **up** and **down** the **Apply a color scheme area**. As you move, **click**-on **several** of **the color schemes**. As you select the different Color Schemes, you will **notice** that the Flyer **template** on the **right changes** its **Color Scheme** to the one you selected in Apply a color scheme on the left.

We'll choose the **Burgundy** Color Scheme since these reflect our college colors.

Font Schemes

Flyer Options
Publication Designs
Color Schemes
Aa Font Schemes

Apply a font scheme

Wizard: Flyer Wizard
Arial Black
Times New Roman
Archival
Georgia Bold
Georgia
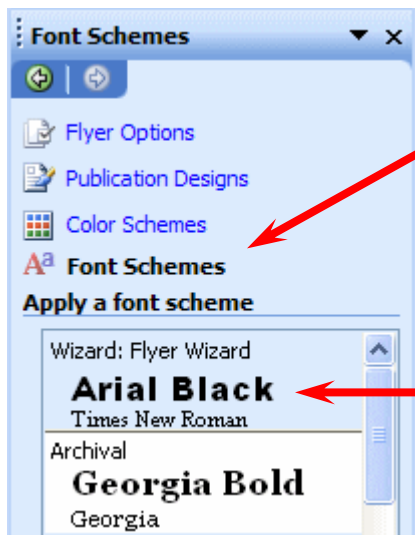
Next, **click**-on **Font Schemes**. The **Font Schemes Task Pane** at the **left** will **appear**. The **default (original) settings for the this Flyer's fonts are Arial and Times New Roman**.

Use the **elevator bar** on the **right** of the **Apply a font scheme** area to **select** a **font** that **you like**.

We'll stay with the default – Arial and Times New Roman.

Now **return** to the **Flyer Options Task Pane**

Flyer Options

Flyer Options
Publication Designs
Color Schemes
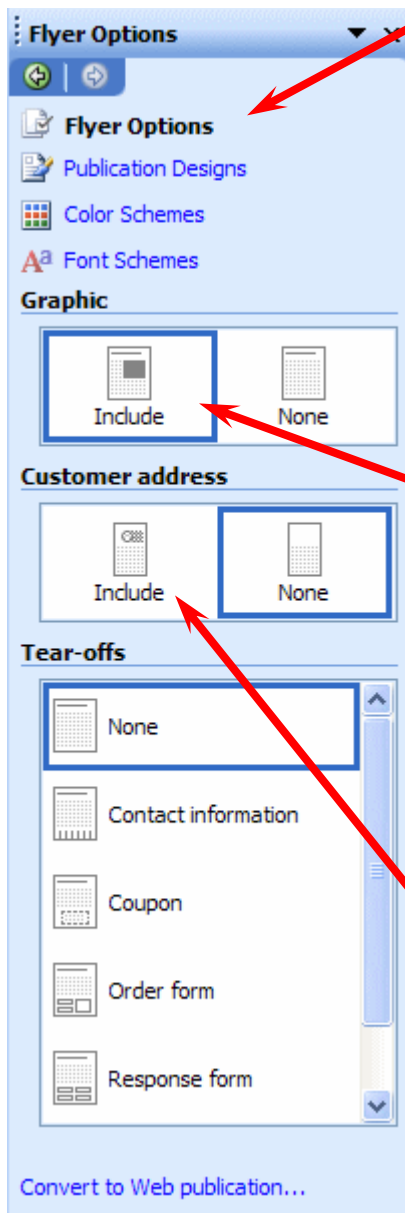Aa Font Schemes

Graphic

Include   None

Customer address

Include   None

Tear-offs

None
Contact information
Coupon
Order form
Response form

Convert to Web publication...

For you **"old" Publisher users** you can already see what we are talking about with the new Task Panes replacing the Wizards. The **Flyer Options, Publication Designs, Color Schemes and Font Schemes replace these "old Wizards**."

Now **look below** the options that we just covered and notice that there are some graphic images that allow us more "choices" to enhance our Flyer. These also replace the Wizards.

Notice the first area under **Graphic**. This graphic area asks if we desire to keep the image that is currently a part of our default Flyer (the sunset image on the right of our screen). Go ahead and **click**-on **None**. You'll see the **graphic disappear** on the Flyer. **We'll want a graphic** for this tutorial, so **click**-on the **Include** area again.

Notice, under the Graphic area in the Flyer Options Task Pane, that a **Customer Address** area is available. Notice that you have a choice to **include** a **Customer mailing address**.
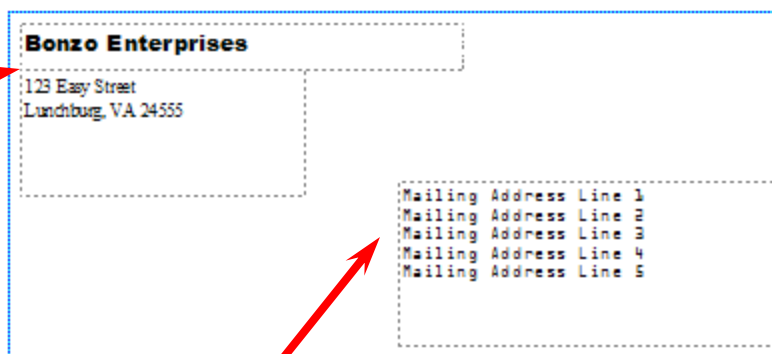
Click-on the **Include** button.

Several "things" will occur when you click-on Include.

Notice, at the **bottom left** of the screen that there are **symbols** that **indicate** that there are now a **front** and **back** to the flyer. **Page 1** is the **front**, and **Page 2** the **back**. It looks like the picture to the **right**. **Click**-on **Page 2** and **look at** the **Page**.

Notice that the information you entered in **Primary Business**, in the Personal Information menu screen (Page 5), now **appears** in the **upper left corner** of the "back" Page of the Flyer.

Bonzo Enterprises

123 Easy Street
Lynchburg, VA 24555

Mailing Address Line 1
Mailing Address Line 2
Mailing Address Line 3
Mailing Address Line 4
Mailing Address Line 5

Notice also, that there is now **a place for the address of the person who will receive the Flyer**. We'll "get into mail merges when we create our Brochure. It is a very simple process to create a Microsoft Access database and merge the addresses into your Flyer – or any Publisher publication. The Microsoft-Lynchburg College Access tutorials explain how to create such a database. If you desire more information on this, simply e-mail the person whose address is on the last Page of this tutorial

For now, we'll **leave off** any **address**. We'll get into this later with the Brochure and Newsletter. So, **click**-on the **None** button in the Customer address area and the second Page will **disappear**.

Tear-offs

None

Contact information

Coupon

Order form

Response form
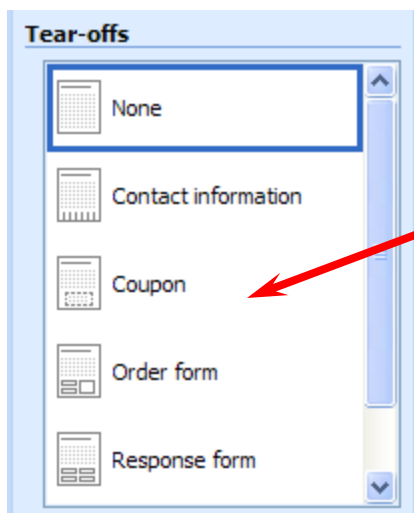
Now look for the **Tear-offs** area in the lower portion of the Flyer Options Task Pane (it looks like the image on the **left)**. Notice that the default choice is **None**. **Click**-in **each** of the selections (Contact information, Coupon, Order form, etc.) under the **Tear-off** area. As you click, **look** at the flyer **template** and **notice** how **each Tear-off** selection **appears** in the flyer template on the **right**. Notice the "tiny" picture to the left of each choice resembles the Flyer template in the screen to the right of the Task Pane. Neat!

For our first flyer we **won't use** any **Tear-Offs**, so click-on **None**.

Later, when you have become proficient in Publisher, you can experiment with the various types of flyers.

Any time that you desire to change anything we've covered so far, simply click-on that selection in the Flyer Options Task Pane. It's just that simple!

We're now ready to work more "precisely" with our Flyer, but first it would be a good idea to save our Flyer.

Saving your Flyer and other Microsoft Publications

Publisher 2003 may have already **prompted** you, to **save** your **work**. If not, we'll save our Flyer now. If Publisher has asked you to save your Flyer for the first time, you'll be asked **where** you want to **save** (on a floppy or hard disk) - just like in a word processor. If you have not been prompted to save - you will be. This is a **really clever** thing that Publisher does - **kind of like** the **auto-save** feature in word processors. Every now and then **Publisher** will encourage you to **save**. **Always save** when Publisher indicates to do so - unless you are fearless or know of some logical reason not to save. Once you have saved the first time, **Publisher** will **update** the **publication file** on which you are working. Again, this will occur as you are working on each publication.

If you have not saved your Flyer at this point, let's do so now. You can **either click**-on **File** in the **Menu Bar** and then on **Save** or **Save As**, or you can **click**-on the **little Save diskette** in the **button bar**. Either method will bring you to the **Save As screen below**.
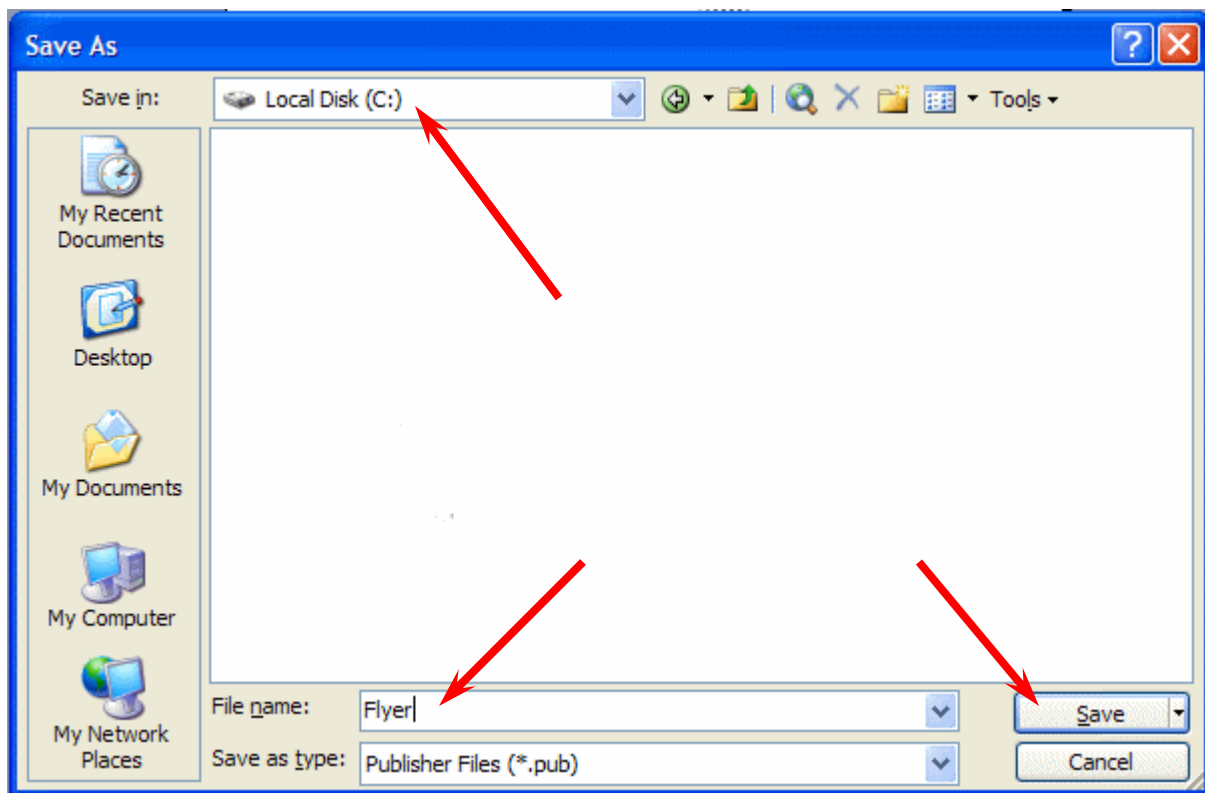
Notice that we are **saving** on our **Local Disk (C:) hard drive** and that we have used the **File name Flyer**. When you decide on a drive (on which to save), name your file and **click**-on **Save**. In Publisher 2000, a Wizard "area" was shown on the left side of the Publisher screen, where you now see the Flyer Options Task Pane. Many folks did not like having the Flyer Wizard "take up space," so they closed the Wizard – to have more screen area to work on their publications. **You can close the Flyer Options Task Pane – and make it appear again any time you desire**.

If you want to "**close**" the **Flyer Options Task Pane** simply **point** to the **small "X" in the upper right corner** of the **Task Pane** and **click-on it**.
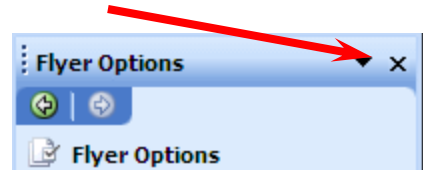
If you, at a later time desire to re-open the Task Pane and revise some of your choices, simply **click**-on **View** in the **Menu Bar** and then **click Task Pane**. Your Flyer Options Task Pane will again appear on the left. You can close and open this pane anytime.
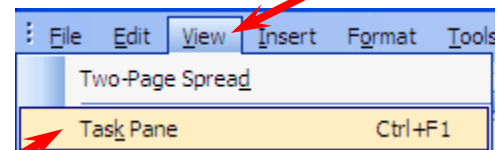
Editing the Flyer

Take few minutes and **look at** the Flyer. At the current time you are able to **view** the **entire** flyer. At the **top** of the screen, **under** the **Menu Bar**, you will notice an area that indicates **51%.** This tells you the **size** of the **Flyer** you are viewing. You'll find, as we continue through this tutorial in Microsoft Publisher 2003, that it will really be **helpful** to view **entire Pages** in the Flyer, Brochure and Newsletter. **Other times**, while we are **editing** a **portion** of each of these publications, it will be **great** if we can "**zoom-in**" on a **specific object** or **area** of the publication to enlarge it for editing. If we can look at some text, an object or picture in a **larger view**, we will be able to **edit** the "thing" **more easily**.
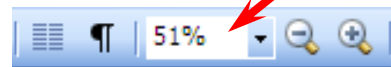
Editing Titles

Notice the **title** area at the **top**. We'll **start** our **editing** here. **Move your cursor over the title object** and **click**-the **left** mouse button on the **title** object.
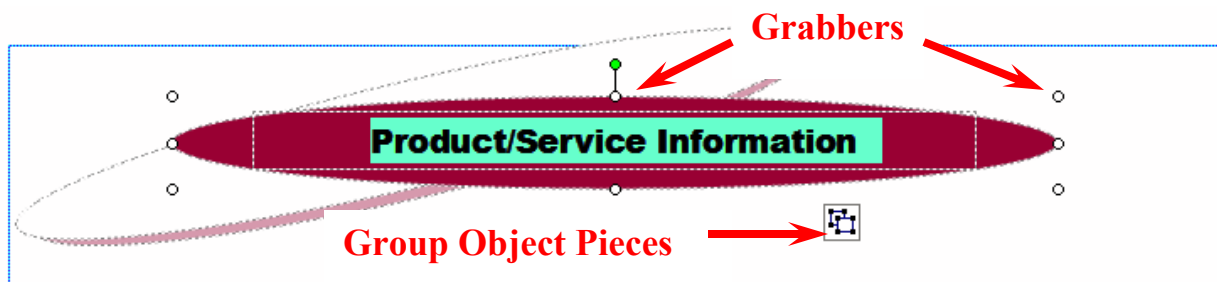
Click-on the Title

Note: whenever we indicate that you are to click-on an object in a publication, this means to click-the left mouse button.

Zoom-in and Zoom-out

You will **notice,** when you **click-on** the **title**, **small circles appear** on the **four corners** and **four sides o**f the Title area. We call these "**grabbers.**" We'll work with these in a few moments. To make this task much **easier,** it would be really **neat** if we could **ZOOM-IN** on the **title** – so we'll have a **BIGGER** object on which to work. Whenever you want to **zoom-in or out**, simply **tap** the **F9 Function** key at the **top** of the **keyboard**! Since we clicked-on the **title**, we will **zoom-in on the title** when we tap **F9**. **Tap F9 now**.

You will **zoom-in** on your title and your title should look like the **image below**.


Notice that the zoom percentage now indicates **100%**. It will be a lot easier to work with this large title.

First we'll **edit** the title **text**. Point the cursor **arrow just to the left of the P** in **Product** in the title and **click** the **left** mouse button. You should see a **vertical light-green flashing cursor**. If you don't see the cursor - try again. When you see the cursor, you will be in a "**word processor edit mode.**" **Tap** the **Del (Delete) key** until you have **erased Product/Service Information**. When you have done this, you will **only** see the **light-green flashing cursor** in the center of the title. Now **type-in** a **title** you would like for your flyer. We'll use **Lynchburg College** – since that's where we're creating this tutorial.

When you have done this, **look at** the **title** and see if you still have the "**grabbers**" on the sides and corners. If you do - fine. If you don't, click-on the title again. Once you have the grabbers **slowly move your mouse over the title area** – **do not click**. You'll notice that as your mouse **moves** over this area a number of different "**assistants**" **appear** and **disappear**. These assistants indicate when you can **move** and **re-size** the title. The **little crossed arrows** indicate that if you **click and hold down the left mouse button** and then **move** the **mouse (drag the mouse)**, you will see the "**whole**" title **move**. **Try this**. If you place the cursor over one of the **grabbers**, you will see a **little box with two arrows**. If you now **click** and **hold down the left mouse button**, and **move (drag) the mouse** a bit you will **notice** that the title gets a bit **larger** or **smaller**.
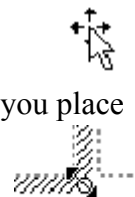
If you "**goof-up**" it's **easy** to **get back to where you were**. In the **Button Bar** below the **Menu Bar** there is a **little, blue circular arrow**. This is the **undo button**. If you **click-on** this **button** you will **undo** your **last "click."** **Try this,** if you desire, by clicking-on the circular, blue undo arrow. You'll probably need this several times as we proceed through this tutorial. We sure did – many times.
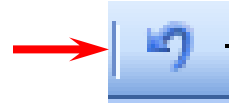
Make sure that you can still see the **grabbers**. If you can't – **click**-on the **title**. You may have noticed that **just below the title** there is a **little box** that looks like it has **two small boxes** in it (see the **arrow** on the **right**). If you move the cursor arrow over these "boxes" and pause you will notice that a text help indicates "**Ungroup Objects.**" When you **moved** the **title** – **everything moved** – a **group** of **objects**. This is great if you desire to keep all of the objects together.
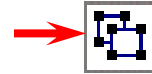
If you want to move the **individual objects** that make up the **group** – then **click-on** the **boxes**. They will **move apart** – or **ungroup** (see image at right). You can now **click** and **move** the **individual objects** as you want. Try this or don't try this – your choice. If you do move the elliptical, colored background, or the text, you'll notice that the Object Box disappears. When you're **finished**, if you **desire** to **re-group** the **Text Block objects**, all you have to do is **click-on** the Undo arrow until you have your title back the way you want it. You'll notice at some point that the Object Box reappears and then groups the objects as one object. The Object Box will look like the upper box on the right when the title is regrouped. The Grouped and Ungrouped Object boxes don't look that much different. So, be careful as you "click" the Undo button.

If you "goof" – don't forget the undo arrow.

## Changing Title and Title Text Colors

We'll now do some **RIGHT** **mouse button clicking**. If you **place** the **cursor arrow over** any **object** in a **Microsoft product** and **click** the **RIGHT** mouse button, a "**tailored" drop down menu appears** with **features "tailored" to the area/object** on which you **clicked**. This is really neat. Many folks use this a lot – others are just discovering this feature. So**, point the cursor arrow to the middle of you title text** (make sure the text is **highlighted**) and **click** the **RIGHT** mouse button. A **drop down menu** (like the one **below**) will appear. Notice, that at **exact** place where you **clicked** in the **title**, a **corner** of the menu box **appears**. This indicates **exactly** "**where**" you clicked. We'll use this drop down menu to **change** the **text color**.

After you have **right-clicked** on the text, the **menu box will remain on the screen** until you either click somewhere else, or click-on one of the menu choices. **Move** your mouse **cursor** down the menu box until it is **over Change Text** (see **right arrow**). A **group** of **choices** for changing text **appears** (like the **picture** on the **right**). Now **move** the **cursor** from Change Text over **Font**. **Click**-on **Font**.
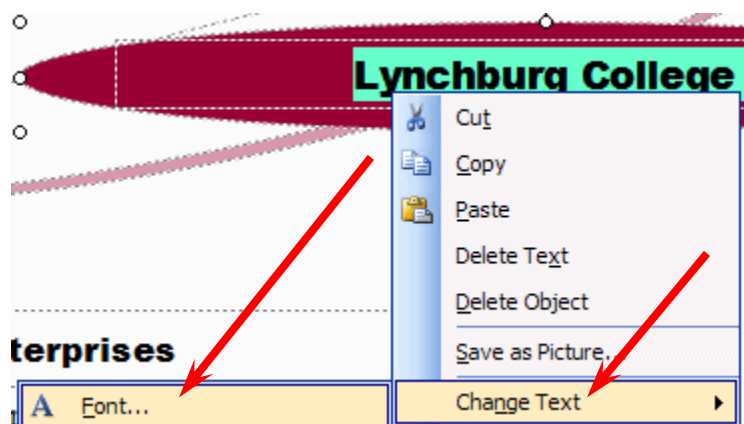
The **Font menu below** will **appear**.
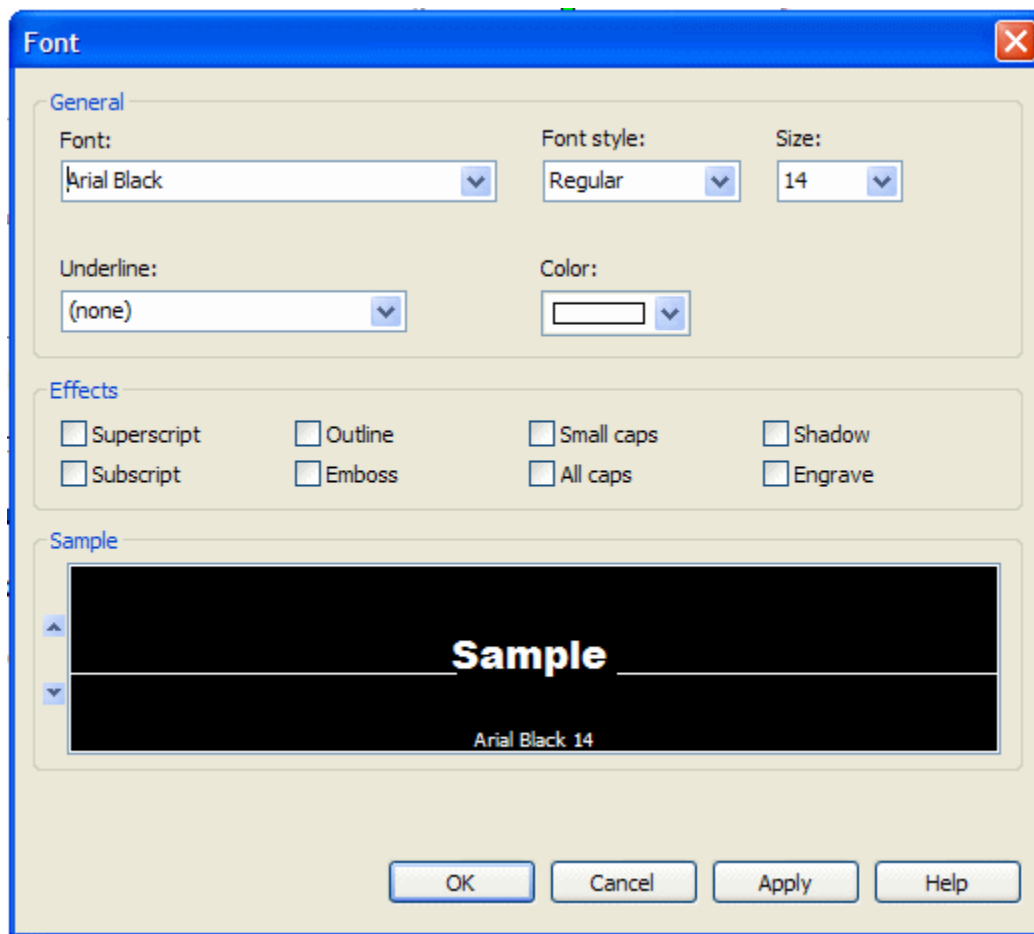
At the **beginning** of this tutorial we **indicated** that you **should be competent in a word processing program**. So, we will **not spend a lot of time** on **editing** and **enhancing text** in this tutorial. You can see from the Font menu above that the default font in this title is Ariel Black, font size 14. If you desire, you can change the font, font size, font color and add effects. To do this, simply click-on the small down arrows to the right of each effect and select the font changes you desire.

Don't forget, just like when you are using the word processor, you have to **highlight** the **text** you **desire to change**. If you have not done this, simply return to the text box, highlight the text, click-right on the text, and return to the Font menu as you did a few moments ago.
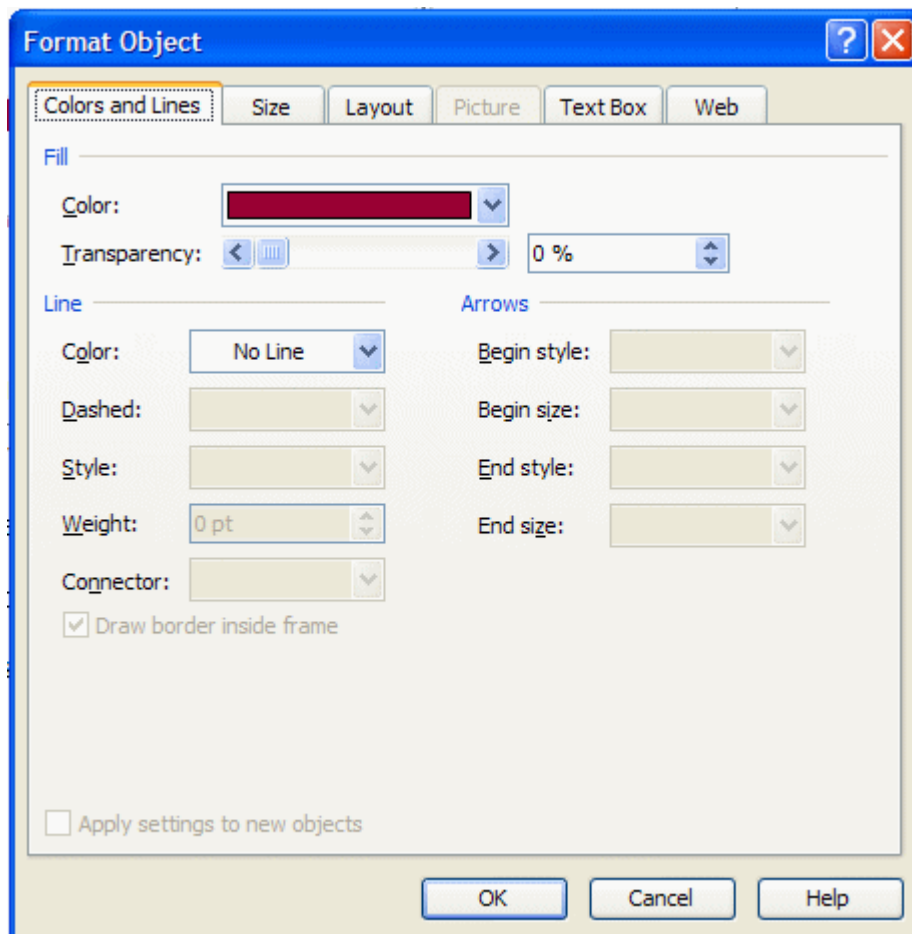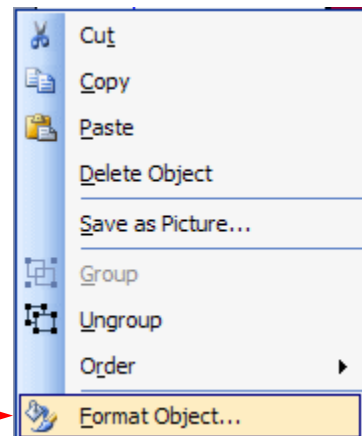
Notice, if you change the color, that the **color scheme** you **selected** is **available** to **maintain uniformity** throughout your Flyer. You may choose other colors if you desire.

**Don't forget - if you make a mistake you can always click-on the blue undo arrow and try again.**

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Changing the Color of the Text Background Box

You may also change the **background colors** in the **AutoShape (the colored oval around your text),** if you desire. Again, **carefully point** to the **edge of the colored oval** and **click** the **right** mouse button. The **drop down menu box** to the **right** will **appear**. This right click has to be precise. You must see the menu to the right and **choose Format Object**. If, after several "right clicks" you do not see this menu, ungroup the objects (like we did on Page 12). Then, right click on the oval and the menu at the right will appear. When you select Format Object the menu below will appear.

✂	Cut
⧉	Copy
📋	Paste
	Delete Object
	Save as Picture...
🔲	Group
🔳	Ungroup
	Order ▶
🖐	**Format Object...**

When the **Format Object** menu at the left appears, you may change the Colors and Lines, Size, Layout, etc., as you desire.

In **the Format Object** menu **above**, if you choose to **change the background color** of the **oval**, you have a number of choices. If you **click**-on the **down arrow** to the **right** of **Color** in the **Fill area**, and then **choose Fill Effects** you will give you a number of additional choices. Experiment with these if you desire.

14
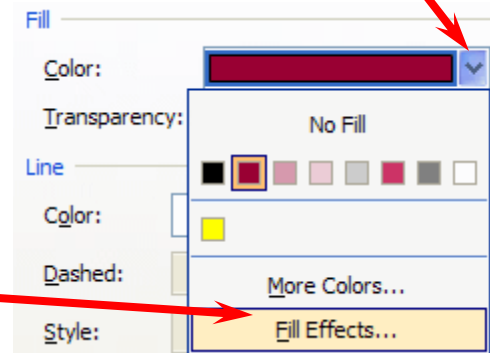
Grouping and Ungrouping Groups of Objects

After you have **made** your text and background **changes** you may choose to **ungroup** the various objects that make up the title object group. We **talked about** this at the **top** of **Page 12**. One **nice** thing - if you **ungroup** the objects, and move them, it makes **editing, coloring** and **sizing** the individual objects **easier**. After you have made any changes you desire, you can **re-group** the **objects** in any **pattern** you desire. Once you have done this you may again **click** on the **group objects button**.
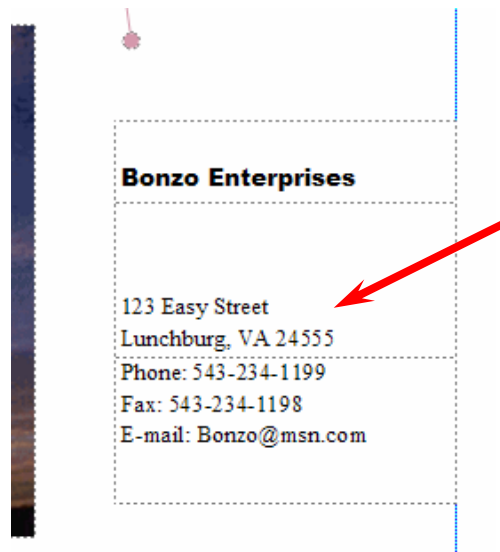
When you do, you will see the **objects re-group**. This new group will now move as a **single group**.

If you do not see the object buttons (above to the right), we'll now explain how to group objects that are not grouped.

Grouping Objects that are not Grouped

You should be "**zoomed-in**" on the **title** object at this point. If you are, **tap** the **F9** function key to "**zoom-out**" so that you can again see the **whole Flyer**. If you can already see the Flyer, do not zoom-out. Look at the **lower right corner** of the Flyer. You will see what **appear** to be **several** small **text boxes**. Click-on one of the boxes, and tap the **F9** key to **zoom-in** on them.
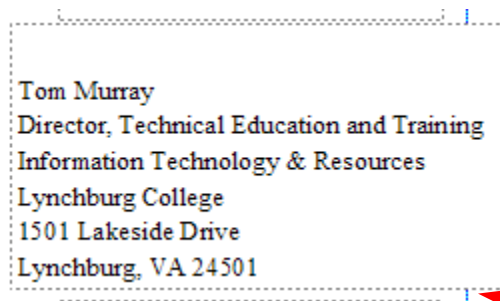
You should now **see** an **image** similar to the one on the **right**. The information you view was created by the data you entered in your **personal** or **business** information at the beginning of the tutorial. If you did not enter your changes to the default information, you will see the default information that was displayed in the **Personal Information** "box." If you now desire to enter or **change** information in the **Personal Information** menu screen, click-on **Edit** in the **Menu Bar**, then **click**-on **Personal Information.** Edit as you desire then click-on **Update**. This will change your information **in this and future Publications**. **Neat**! If you desire to **change** the **information** in **this Flyer** you may also do so in **each text box**. **Notice** that the information appears to be in **three** separate **text boxes**. **Click-on each** of these **boxes**. As you do, you will see **sizing grabbers** appear on each box. The **top** box has a **title**, the **middle** box has **name** and **address** information and the **bottom** box contains **phone** and **e-mail** information.

When you click on the **top** box, you will see a **title**. This title **normally** "**fits**" in the box and is OK. Some folks enter long titles and you may **see** a **little box with an A and three periods** along the **bottom edge** of the text box. This did not occur in our top box.

Tom Murray
Director, Technical Education and
Training
Information Technology &
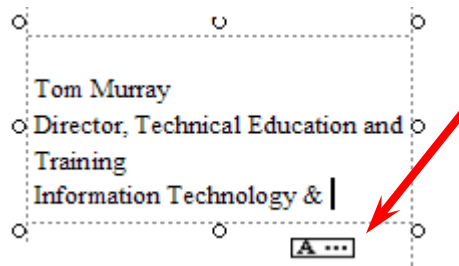
However, when we clicked–on **our** middle box, the little box with an **A and three periods appeared**. This little box indicates a "**text overflow**," which simply means that the box is **too small** for our **address text**. To fix this, we'll have to **enlarge** our **middle** box. If you decide to make the middle box **larger**, you'll have to **be careful**. If you **enlarge** it **into** either the **top** or **bottom boxes**, you may "**cover the text**" in these boxes. So, it's normally best to "**drag**" the **top box up** a bit, by **clicking on it**, letting the "**crossed arrows**" appear, then **holding down** the **left** mouse button, and **dragging** it **up** a bit. You can then drag it down when you are finished.   Notice, in our box, that we don't have the last part of our address. So, we'll **enlarge** the box and **complete** the **address**.

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Director, Technical Education and Training
Information Technology & Resources
Lynchburg College
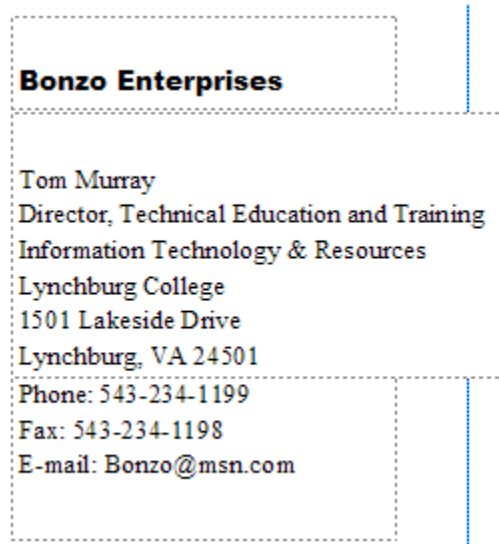1501 Lakeside Drive
Lynchburg, VA 24501

We noticed, above image, that our address "**wrapped**" some of the "**lines**" of the Address (**Training** in the **third** line). So, after completing the address, we "**widened**" the **text box** so that the lines would not wrap. The image at the left is the enlarged image with all of the text showing.

When we did this we noticed that our **text box** "**crossed over**" the **thin blue line** that goes around the **border** on all **four sides** of the Flyer Page. This **blue line** represents the **default borders (margins)** that Microsoft Publisher places on **each** of its **publications** as a **guide**. Since we are a **bit outside** these lines, we might get an **error** message when we print this Flyer indicating that we are outside the borders. This **is no big deal**, as the Flyer will **print fine**.

Note: you may see some spell check errors in each of the three text boxes. This is simply Publisher (through Microsoft Word) telling you that these words are not in the Word Dictionary. You will see a "wavy red underline" under each word that the dictionary does not recognize. As with Microsoft Word, you can simply right click-on the underlined word and see if the spell checker has the word in the dictionary. If it does, click-on the word. If not, you can choose to ignore the error or add the word to the dictionary.

Now **click**-on **each box** and **drag** it **until** the three boxes are **aligned** the **way you want them**.
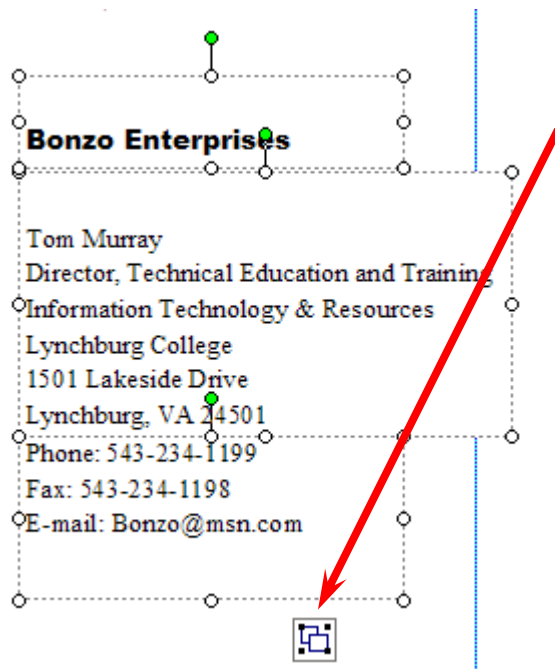
Grouping Ungrouped Text Boxes

Bonzo Enterprises

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When you are satisfied that **everything** is **OK (all the boxes are "lined-up" like the image on the left)**, then you're ready to **group** them. To **create** a **single group** from these **three boxes** (so that when you click-on any of the boxes the **whole group will move)**, do the following.

Make sure you **can see** all **three boxes (like the image on the left)**. If you can't, use the elevator bars on the right and bottom of the screen until **all three boxes are visible**. Again **make sure** that the **boxes** are **aligned** <u>**exactly**</u> **like you want them**. Then **click the left mouse button lightly**-on the **first box**. You will **see** the **grabbers**. Now – **this is important** – HOLD DOWN one of the **Ctrl** keys (**next to the space bar on the keyboard)**.

With the Ctrl key held down, **move** the **cursor over** the **middle box** and **click** the **left** mouse button again. You **should** now **see both** the **top** and **middle boxes with grabbers around them**. You **should also see** the **little box** with the **two object pieces** at the **bottom right corner** of the **middle box**. The **object pieces** should be **apart** indicating that the **top** and **middle boxes** are **not grouped**. **Don't do anything yet** – we'll **come back** to the **object pieces** after we have added the bottom box. **Hold down** the **Ctrl key again** and **click**-on the **bottom** box. Now **all three boxes** should have **grabbers** around the sides.

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If they **do not**, **repeat** the above **instructions** above until they do. You should now see the **ungrouped object pieces box** at the **bottom right corner** of the **bottom text box**.

Click left on the **ungrouped object pieces box**. The objects should now **join** into a **single piece** that **looks like** the **image** on the **left.** The object grouping box, at the bottom of the boxes, should now look like the image on the **right**. You will now **see grabbers** around the "**entire**" **three text boxes**. This indicates that when you **move** the **single box**, **all three smaller text boxes will move together**. Pretty neat. Microsoft Publisher was thinking ahead of you when it saw you "Ctrl click" each text box. It assumed you wanted to join them.

Changing and Editing Images and Photographs

You should now be in the **zoomed-in** view on the **grouped objects that you just worked with (on the last Page)**. Tap the **F9** key to **zoom-out** so that you can **view** the entire **Flyer**. When you can **see** the entire **Flyer** you will **see** a **photograph** in the **lower left** portion of the **Flyer**. **Click**-on the **photograph,** then tap the **F9** key to **zoom-in** again. Your **image** should **look like** the one **below**.
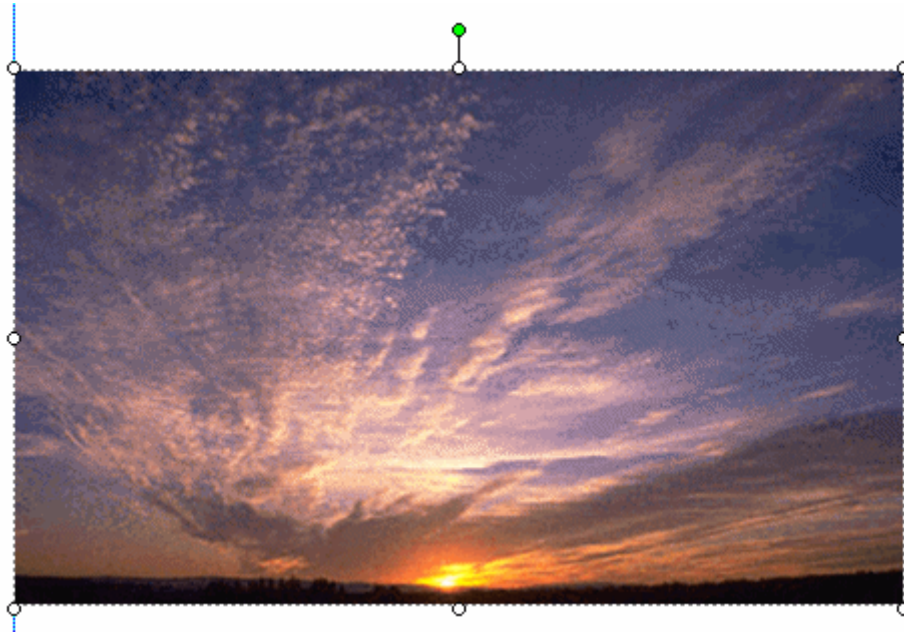

Let's **assume** we **desire** to **change** the **image** to **something** more **appropriate** with our Flyer topic. **Point somewhere in the image,** and **click** the **LEFT** mouse button. This will "mark" or "identify" the picture above – as the image we desire to replace.
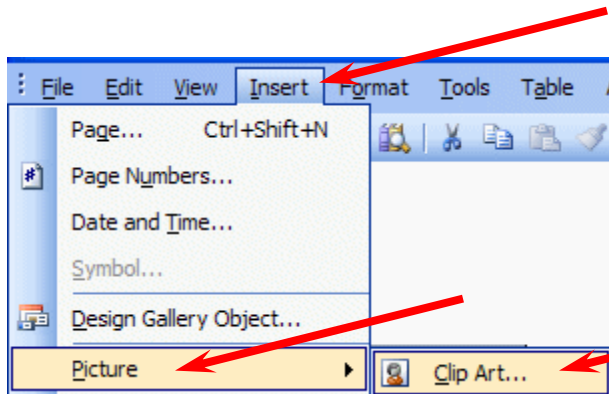
Click-on **Insert** in the **Menu Bar**, and then select **Picture**, and then **Clip Art**.

The **Insert Clip Art Task Pane** (at the **top** of the **next Page**) will **appear** on the left side of your screen.

Note: for users of Publisher 98 and 2000 this is a marked change in this software. You will no longer "see" the Change Picture – Picture – Clip Art screens that you saw previously. As indicated at the beginning of this tutorial, all Office XP/2002 and 2003 modules now use the Task Panes for many features in previous Office versions.
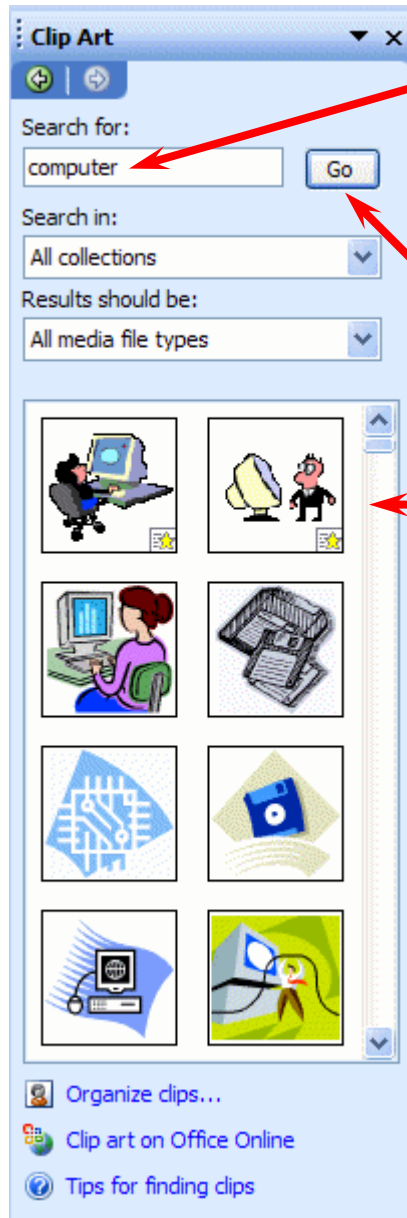
We'll only deal with Clip Art in this tutorial. When you become more advanced you can import your images directly from a scanner or digital camera or a file on your computer.

Notice, at the **top** of the **Clip Art Task Pane** (at the **left**), there is a **Search for:** area. We **typed computer** in the area **below Search text** and then **clicked**-on the **Go button.**

The bottom of the **Clip Art Task Pane** is now "filled with computer clip art. We searched on academic, and now **see** the **images** on the **left**. If we **like** one of the **images**, all we have to do is **move** our **mouse cursor over the right edge of the image**, and we'll **see** a **small down arrow appear** (like the one **above** – we chose the student working on the computer)

If we **click**-on the **down arrow** the **menu screen** on the **right** will **appear**. We have a number of choices. For now, we'll select **Insert**.
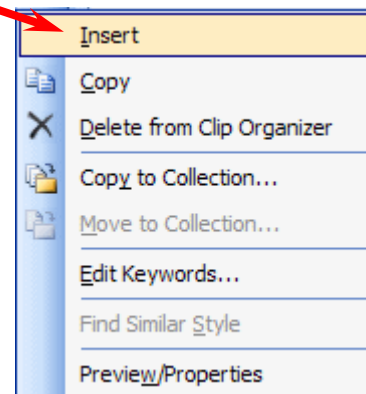
Notice, at the **top of the next Page,** that our **computer lab is now on top of the old image**.
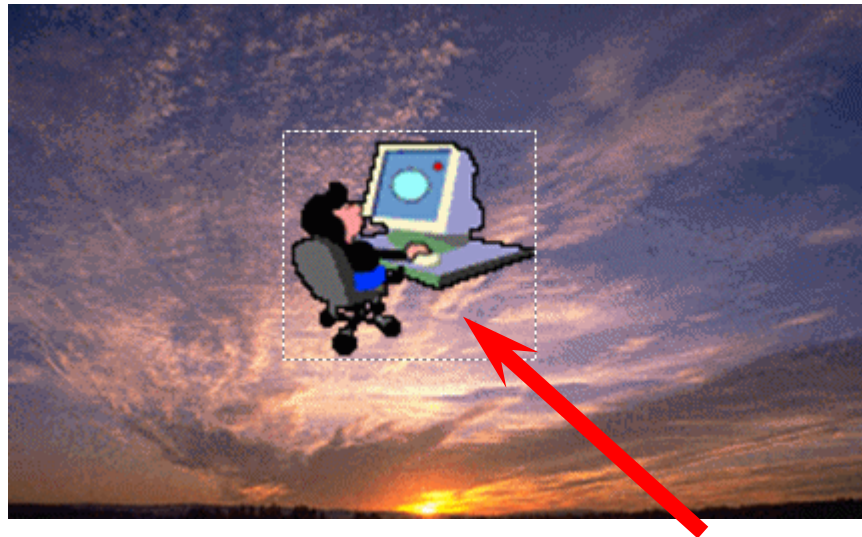
All we have to do **to remove** the **old picture** is to **click** the **left mouse button on** the **old picture** (don't click-on your image), and **tap** the **Delete Key** on the keyboard. When you do, you'll see that your image is now the only image and that you can re-size and move it as you desire.

If you **don't like the image you chose** and desire to do **another Search**, simply repeat the instructions on the last two pages. This will take you back to the original Clip Art Task Pane so that you can try another search on a different topic.

Don't forget - if you make a mistake you can always click-on the blue undo arrow and try again.

Clips Online
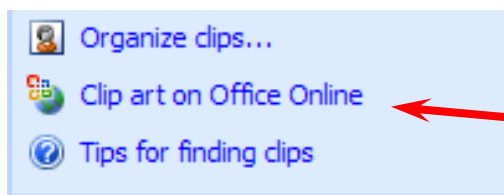
Now we'll try something really neat – **Clips Online**.

Click-on the **Clip art on Office Online button/link** at the **bottom** of the **Clip Art Task Pane**.

You **may see** an **information screen similar** to the **one below**, or you may go directly to the Clips Online Microsoft web Page.

If you do see the above screen it is simply **reminding** you that you **need to be on the Internet**. When you click-on **OK** the browser you are using will go to the Microsoft Office Online web Page.

It will take a few moments, but the Clips Online screen below will load.

Notice that one of the **arrows (in the image at the right)** points to **Search**. We left the default set to **All media types** (you can choose the individual media types from the drop down box if you choose). To search for **computer** images we **filled-in** the **Search** box as **indicated** in the image on the **right**. We then **clicked** on the **Green Arrow** to begin our search.
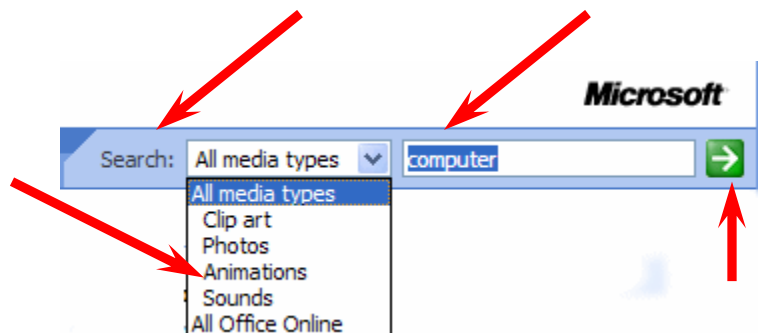
When we **clicked-**on the **green arrow,** we received many "pages" of **computer images**! The **top** of the **Microsoft Office Online** web Page **should look something like the one below**. You can **view each Page** by **clicking** on the **arrow** at the **top right** of the **Page**.
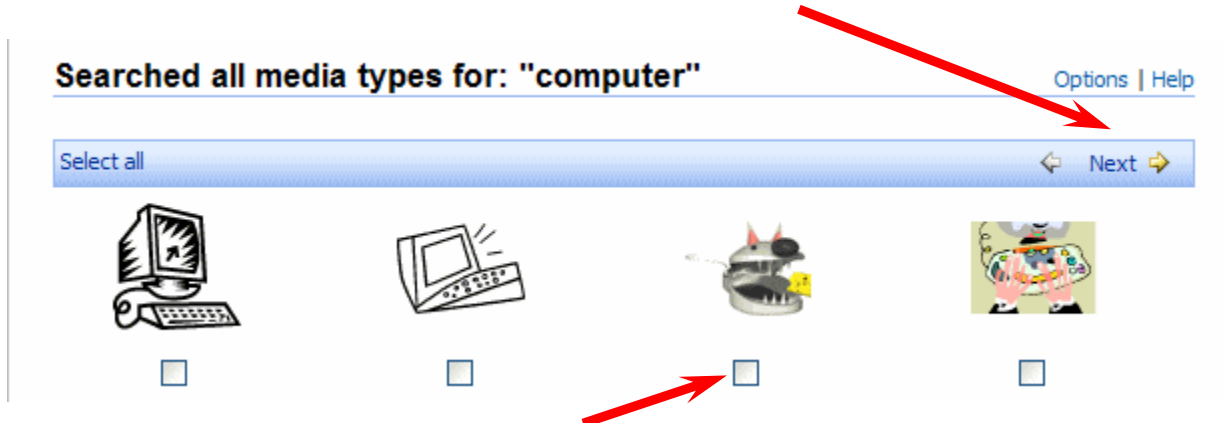

Notice the **small "boxes" below each image**. **If you see an image** that **you would like to save** for your "image collection," **click-in the small box** and a **check mark will appear**.

We chose a "mouse eating cheese" for our selection. When we **clicked-in the little box** our screen **looked like** the **image at the right**. When we **clicked-in the box** a **check mark appeared** and it **indicated Download 1 item at the top** of the screen.
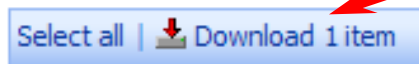
If you select (click) several images, you will see the Download item increase as you click-on each box.

In addition to the Download items at the top of the screen, there is also a **Review Basket** with **download items** on the **left side** of the screen.
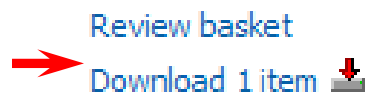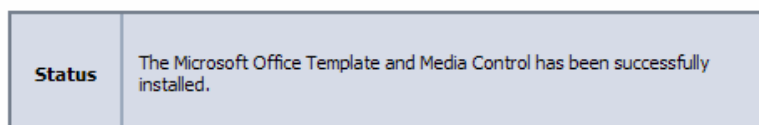

When you have selected all of the clips that you desire, click-on one of the Download item links. The below Microsoft Office Template and Media Control screen will appear. Read the screen and the **click-**on **Continue**.

Download

Selection Basket Details

Selected items: **1**
Download size: **12 KB (<1 min @ 56 Kbps)**
Review basket

Media Application

Import into Clip Organizer version 2002 or newer
Media files will be stored in your My Pictures\Microsoft Clip Organizer folder.

Download Instructions

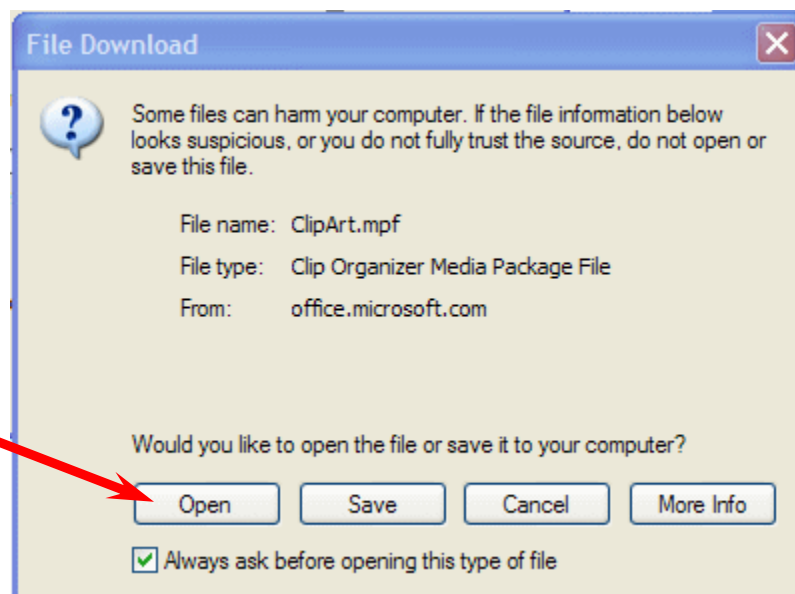1. Click the **Download Now** button.
2. If prompted, click the **Open** option.

[Download Now]

Having problems? Try our troubleshooting tips.

Your monitor **screen should now be similar to the one on the left.** It indicates how many clips you selected, how much disk space they require, and how long it will take to download them over a modem.

Click-on **Download Now**!

A **File Download** screen, similar to the one **below** will now **appear**. Read over the screen and **click**-on **Open**.

File Download

? Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

File name: ClipArt.mpf

File type: Clip Organizer Media Package File

From: office.microsoft.com

Would you like to open the file or save it to your computer?

[Open]   [Save]   [Cancel]   [More Info]

☑ Always ask before opening this type of file

When the download is complete, a **screen** similar to the one on the **right** will appear. There are several things to notice here.

First, **look at the top of the screen** it indicates: **Communications - Microsoft Clip Organizer**. **This is important** – you'll see why in a few minutes.

Next, **notice** that the **Communications folder** is **highlighted** in **gray**. This **indicates** that this **downloaded image will be placed in the Communications folder** under **Downloaded Clips**.

You'll have to remember that this image is in the Clip Organizer, Downloaded Clips, Communications folder.
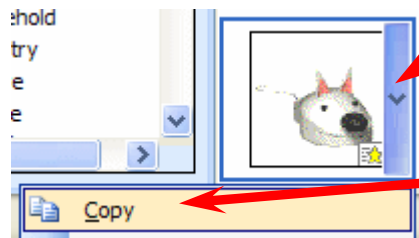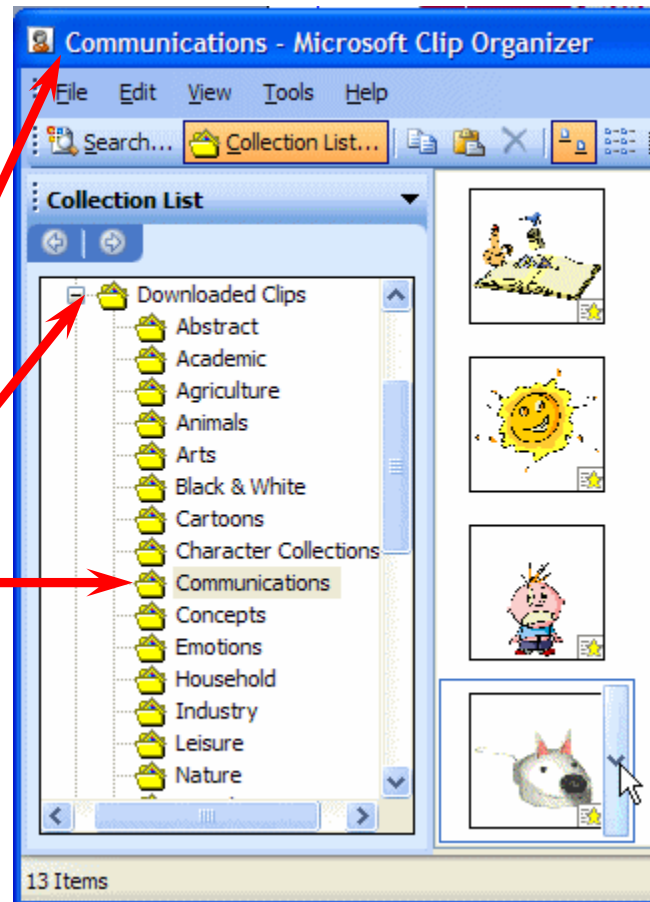

When you are **ready to insert a clip** in your presentation, **move your cursor over the right side of the image** you wish to **insert** and **click**-on the **small down arrow**.

Then, **in the drop down menu** that appears, select **Copy**.
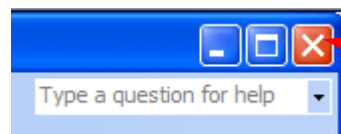
After you have **clicked**-on **Copy**, **close the Microsoft Clip Organizer** by **clicking on** the small "**X**" in the **upper right corner** of the **Clip Organizer screen**.

You **may see** a **Microsoft Clip Organizer** information screen **appear** (like the one **below**) which asks if you desire to retain images on your Clipboard.
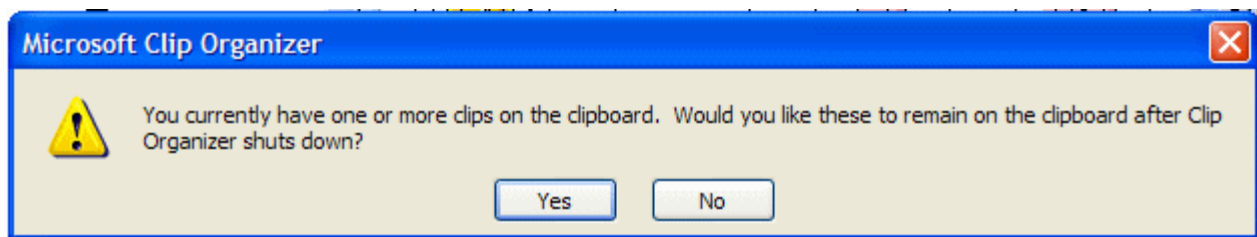

Answer "**Yes**" if this screen appears.

You should now be back in the photograph area of your flyer.

Move your cursor anywhere in the photograph area of the Flyer and **click** the **RIGHT** **mouse button** (this simply causes a **menu** to **appear**). **Click Paste**. The **picture you selected** will now appear in the photograph area of your flyer. You could **also click** on **Edit** in the **Menu Bar** and then select **Paste**. The image you selected will now appear in your flyer.

Our **image** looked like the **one on the far right** when we first **pasted** it into the flyer. To **move** your **image around** on the flyer **move** the **cursor over the image** until your cursor becomes the "**crossed arrows**." When you see the **four-arrow graphic** (**like the one on the right**), **click and hold down the left mouse button** and **move (drag)** the image **to a place on your flyer where you think it looks best**.
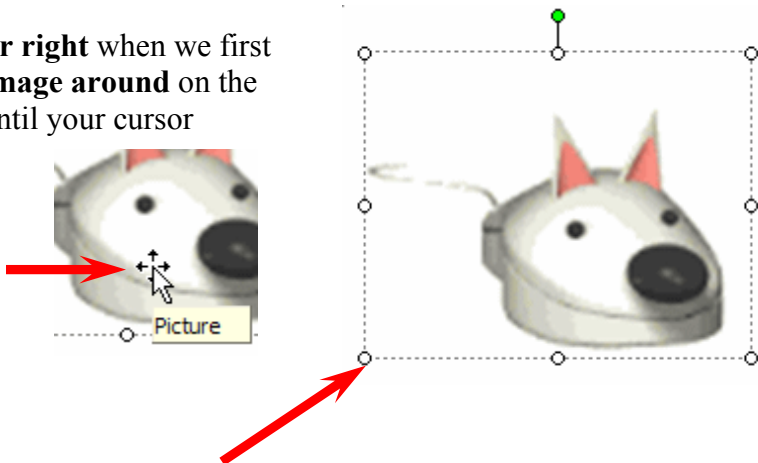

To **make** the **image larger**, or **smaller**, **move your cursor over one of the small circles on one of the** corners **of the image**. When your **cursor is over a corner** you will **see a two-arrow cursor** (**similar** to the **one on the right**). When you see this two-arrow cursor, **click and hold down the left mouse button** and **move (drag)** the cursor **out** or **in** until you have the **size you desire**. If you "grab" the circles in the middle of the top, bottom and left or right sides of the image, and move them, you will either make your image "skinny" or "fat." So, most of the time, it's best to use the corner circles.
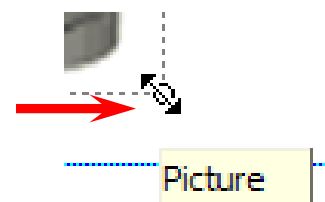
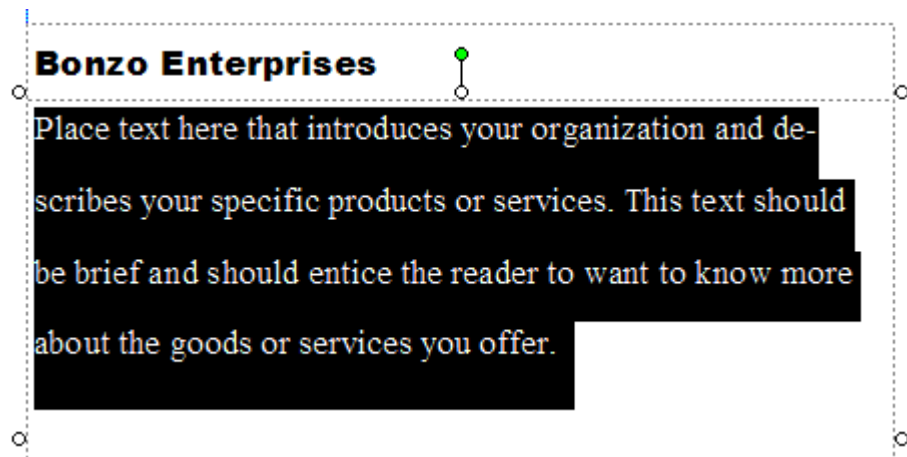**Save your work!**

Note: When you insert or paste images into Publisher publications, more often than not, they are copied or pasted on top of the prior image. This is not a problem. You can click-on the image that you do not desire and then tap the Delete key, or delete the first image before you insert or paste the new image.

So far we've worked with the Title and Title Box at the top of the Flyer, the three Personal Information Text Boxes in the lower right area, and the image. Now let's **replace** and edit the text in the **Text Box** at the **upper left side** of the Flyer. Tap the **F9** key to **zoom out** (so you can **see** the **entire flyer**).
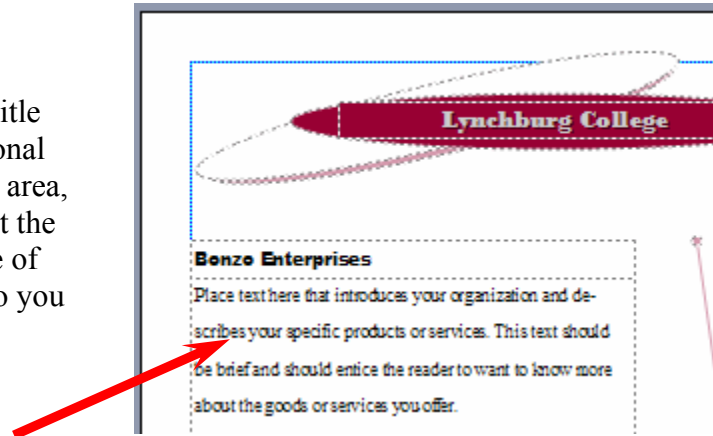
Editing and Replacing Text in Text Boxes.

When you can **see** the **entire Flyer**, **click**-on the **Text Box indicated above** and **tap** the **F9** key to **zoom-in**. Or, if you are already in the magnified view, move to the text box and click-on it. You should now **see** a **text box** like the one on the **right**.

Bonzo Enterprises

Place text here that introduces your organization and describes your specific products or services. This text should be brief and should entice the reader to want to know more about the goods or services you offer.

Notice how the **text in the box indicates** the **type of text that you should place in the text box area**. Each Microsoft Publisher 2003 publication will have instructional assistance text where appropriate.

Now we'll add some text about our wonderful hamburgers that we sell at the arts festival on campus. To do this we'll use a **special** Microsoft Publisher **feature**: **Edit the text in Microsoft Word**.
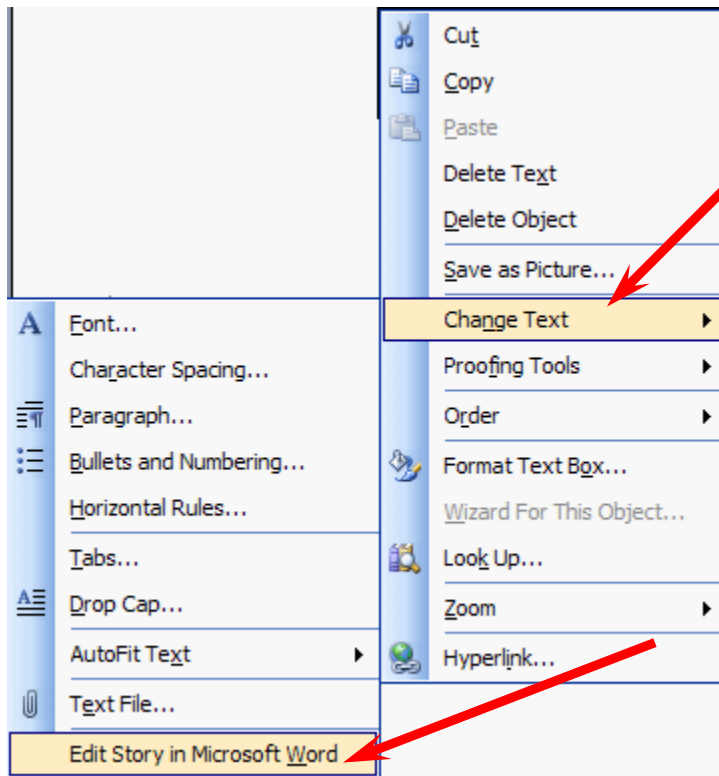
First, point to the **text box** and **RIGHT** **click**-on the **text**. A **drop down menu** box like the one on the **left** appears. Move the **cursor** down to **Change Text**. When the drop down menu appears, move the **cursor** down to **Edit Story in Microsoft Word** and **click** the **left** mouse button. **Microsoft Word** will now **load** and the text shown on the screen will be the text above.

Delete the above **text** in **Microsoft Word** and **type-in** the **following**:

Come to the Fifth Annual College Art Festival. In addition to great buys on wonderful works of art by the students, you can also purchase some of our fantastic and world-renowned hamburgers. Each burger is grilled to your specifications over our special charcoal chips.

This text is being **typed**-in a **special** **Microsoft Word** screen. When you have finished typing the text above, **click** on **File** in the **Menu Bar** (at the **top left** area of **Microsoft Word).** You will see a drop down **menu** like the one to the **right**. When it appears you will **see** a unique selection: **Close & Return to Flyer. pub**. **Click**-on **Close & Return to Flyer. pub.**
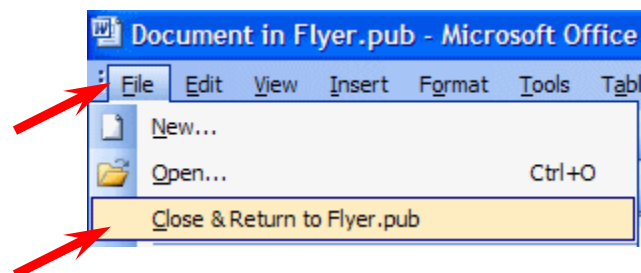
Microsoft Word will **appear to close**, and you will **return** to your **Publisher Flyer** text area. **Notice** that the **text** you edited in **Microsoft Word** now **appears** in the selected **text box**. If you **decide** to make more **changes** in this text, simply **repeat** the **above** instructions**. Click anywhere in your text** and **click-right**, and then **follow** the **above instructions**. You will again **return to** your text in **Microsoft Word** where you can make any **additions** and **edit**, as you desire.

Bonzo Enterprises

Come to the Fifth Annual College Art Festival. In addition to great buys on wonderful works of art by the students, you can also purchase some of our fantastic and world-renowned hamburgers. Each burger is grilled to your specifications over our special charcoal chips.

Your **text box** in the Flyer **will look similar** to the text on the **left**. You can change fonts, resize and color the text, just like you did previously. You can also resize the text box as well.

Don't forget - if you make a mistake you can always click-on the blue undo arrow and try again.

Logo Text and Logo Picture

If you can see the whole Flyer you are where you should be at this point. If you can't see your entire flyer, **zoom-out**, as you have done before by tapping the **F9** key. Now that you can view the entire Flyer, look in the **lower right corner** of the Flyer, **just below the Personal Information Text Boxes** - that we worked on before - there is a small box with the word **Organization** below a **pyramid**. **Click-on this box**. Then **zoom-in** again by tapping the **F9** key.
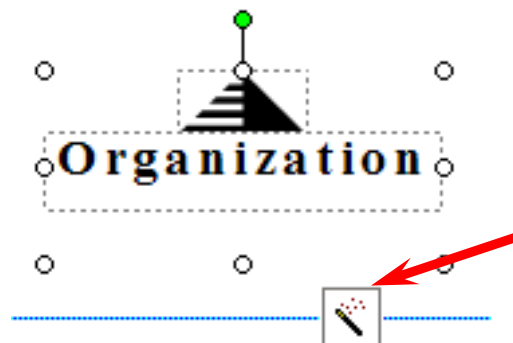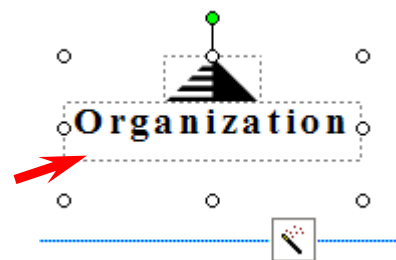
When you have **zoomed-in**, your image should **look like** the one to the **left**. This image looks similar to a "Grouped" set of boxes, but there are no "object boxes." Instead, there appears to be a **magic wand**! **Move** your **cursor over** the **magic wand** and **pause** you will **see** a **Text Help** box that indicates: **Wizard: Click to start.**
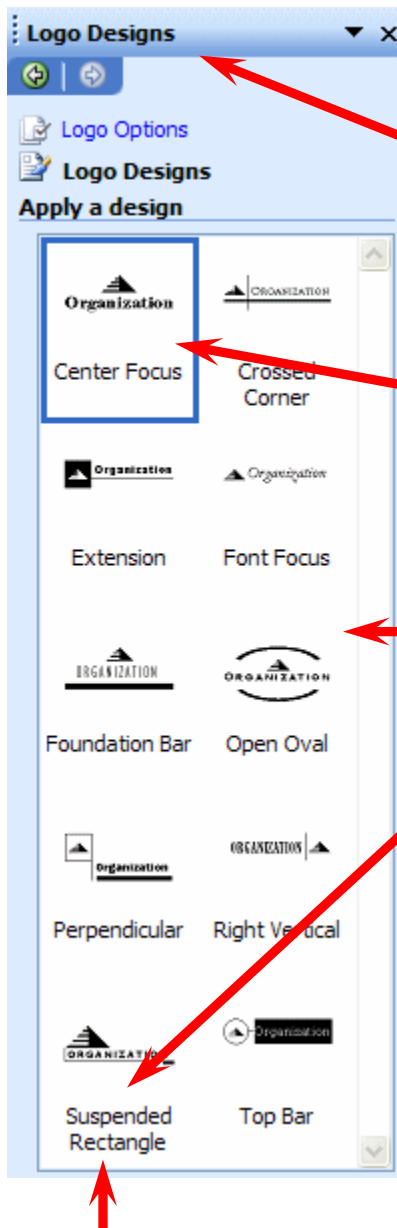
Go ahead and **click-on** the **magic wand**. You will now see a **Logo Designs Task Pane appear** on the left of your screen. This Task Pane looks similar to the other Task Panes that we used at the beginning of the Flyer creation. **Notice** that the **top** of the Task Pane indicates **Logo Designs**. **Below** that you see**: Logo Options (in blue), Logo Designs,** and **Apply a design**.

Notice, in the **area below Apply a design**, that "our" image (that we clicked on the flyer) is **highlighted** (outlined by a square). Notice all of the other choices below our Center Focus design.

Now click-on as many of the Logo Designs that you desire. As you click, you'll see the design, which you click, replaces the design in your flyer. Click-until you find a design that you like.

We'll choose **Suspended Rectangle** so our logo will **look like** the one **below**.
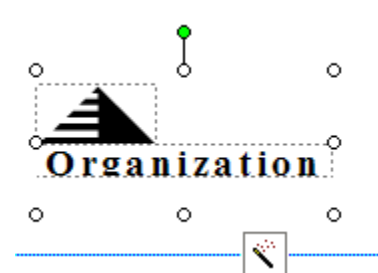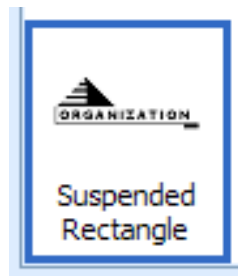
Now that we have selected our Logo design choice, **click** on the **Logo Options** (blue text) at the **top** of the **Logo Designs Task Pane (above image).**

The **Logo Options Task Pane** at the **right** appears, replacing the Logo Designs Task Pane. **Notice** that the Logo Designs selection is now blue (indicating that we can return to Logo Designs when we have finished with Logo Options.

Notice there are **three areas** in the Logo Options Task Pane: **New or existing, Graphic,** and **Lines of Text**. We'll now work with each option.

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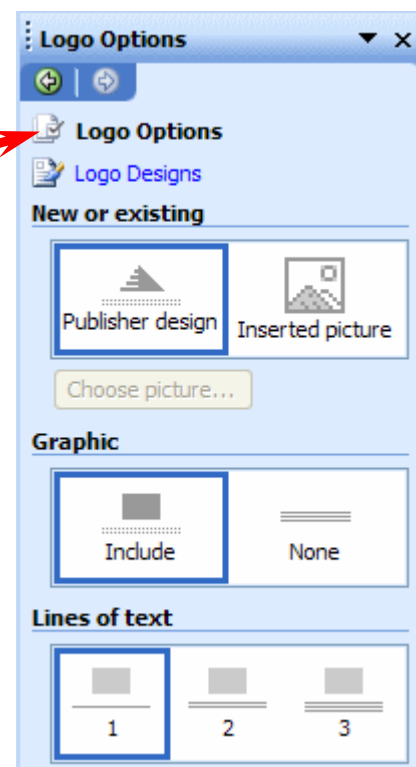
Click-on **Inserted picture**. The Logo Options Task Pane will now **look like** the one at the **right**.

Notice, in your flyer, that the **logo has been replaced by an image** that looks like the one **below**.
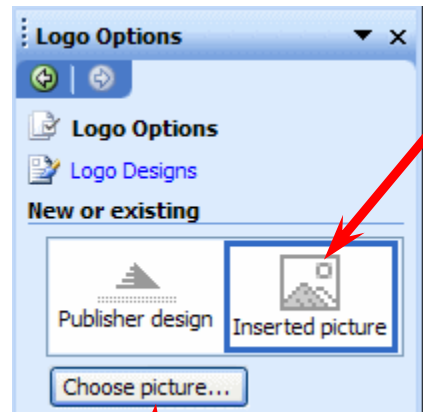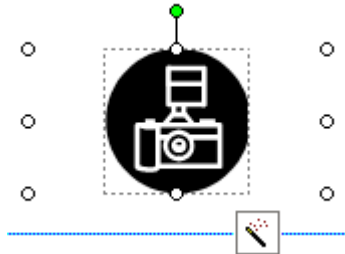
This indicates that **you have a choice** – you can have a **logo with a picture and text**, or **just a picture**. If you decide that you just want a picture, notice that the **Choose Picture** button at the bottom of the above left image has become "active."

If you **click**-on this **button** you will be **taken to the various drives** (Floppy disk A:, Hard Drives C:, D:, etc) to select a picture.

If you want **to use** your **Clip Organizer** to **insert** a **clip** that you have in the Organizer, there is a **Clip Art button** in the **Drawing Tool bar** on the **left** side of your **screen**. If you **click** on this **Clip Art button**, the **Clip Organizer** choice will **be available** and you can use it the same way you did on Page 24.
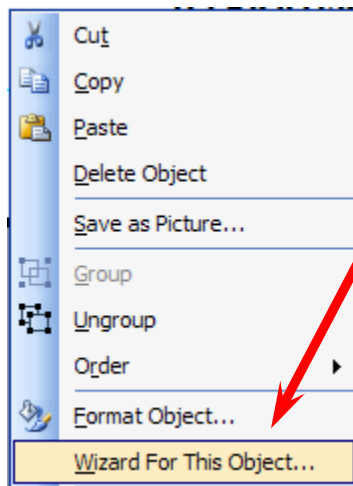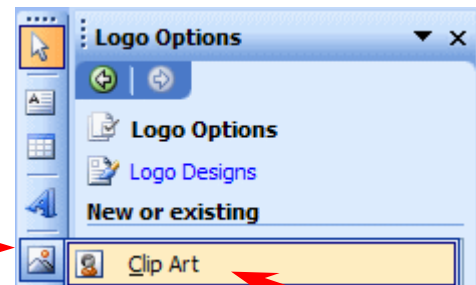
For this tutorial, we'll **use the Publisher design that we selected**, so **click again** on **Publisher Design** in the **Logo Options Task Pane**. If you have been "creative" with your logo, you **might not see the Logo Options Task Pane**. **To return to the Task Pane, RIGHT click**-on the **logo** and **select Wizard For This Object**.

This will **change** your logo **back** to the **Logo Options** or **Logo Designs Task Panes**. If you are **not in the Logo Options Task Pane**, **click**-on **Logo Options** at the **top** of the **Task Pane.** Then **select Publisher design**. You will again see your Logo appear in your flyer.
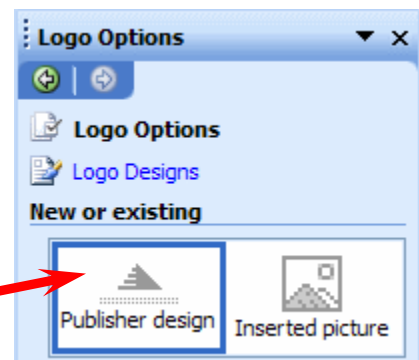
Now **look** at the **center section** in the **Logo Options Task Pane – Graphic**.

Notice that you have a choice to **include** or **not include** a **graphic** in your logo. Go ahead and **click**-on **None**. You'll see the **graphic disappear**. Now **click**-on **Include** – we'll want a graphic for this tutorial (to show you how to change the graphic)
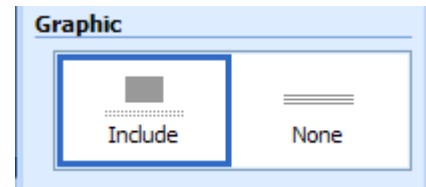
Now we'll **look at** the **third** area in the **Logo Options Task Pane – Lines of text** (see **image** at **right**). Notice that Lines of text indicates **one**, **two** or **three lines** in your **logo**. **You decide** how many you would like to have. For our logo **we'll choose three** and **click**-in the three area.
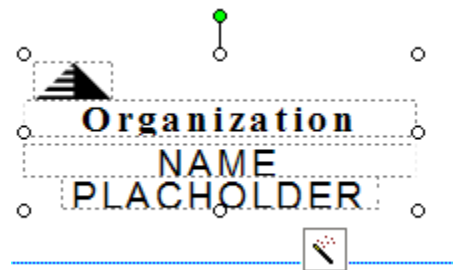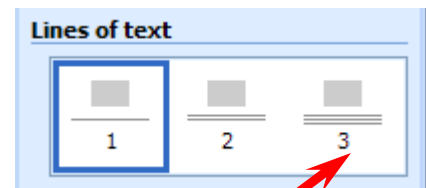
Our logo now **looks like** the one **to the left**. We moved it up and to the left a bit since it "overlapped" the blue margin on the lower right corner of the flyer.

Now we'll **replace** the **pyramid** and **text** in the logo with something that indicates that this is **our** personal **logo**. This will be a **bit tedious.** You might have to click, where we indicate, a number of times to **select** the pyramid and **text - if you keep the logo its current size**. We'll **zoom-in** even **more** to **assist** us in clicking-on the appropriate areas. As we indicated **earlier** in the **tutorial**, at the **top** of Publisher's **Menu** and **Button Bars** there is an

area that **indicates** the "**size**" of your **zoom-in** or **out**. To make this task **easier**, **click**-on the **little down triangle** to the **right** of the **current size** and **enlarge** the image to **200 %.** The **logo** will be much **easier** to **work with** once you've done this - if you care to do this. Your logo should look similar to the one on the right. **You may have to click and drag the corner grabbers to make your logo large enough to see the text clearly**. Experiment as you desire

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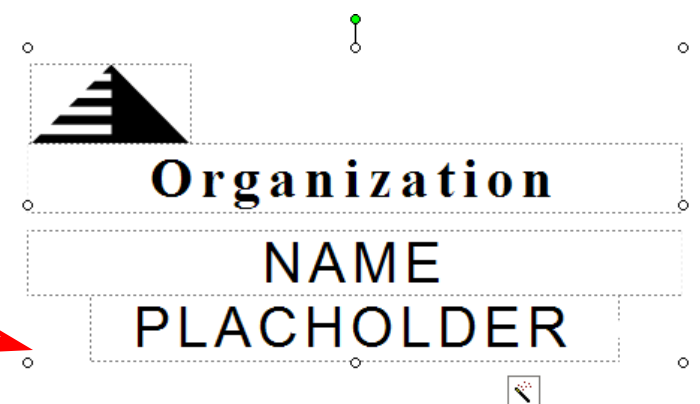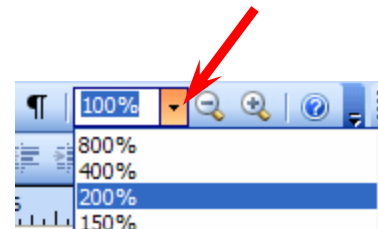
First, we'll **replace** the **pyramid** with an appropriate piece of **Clip Art**. Carefully **move** your **cursor over** the **pyramid** and **click** the **left** mouse button to "**identify**" the **pyramid**. If you have done this **correctly**, **small circles will be located around the pyramid** (like the one **to the right)**.
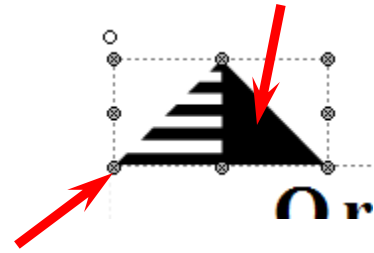
Once you have "**identified**" the **pyramid**, keep your **cursor on** the **pyramid** and **click** the **right mouse button**. A drop down menu will appear (like the one on the right).
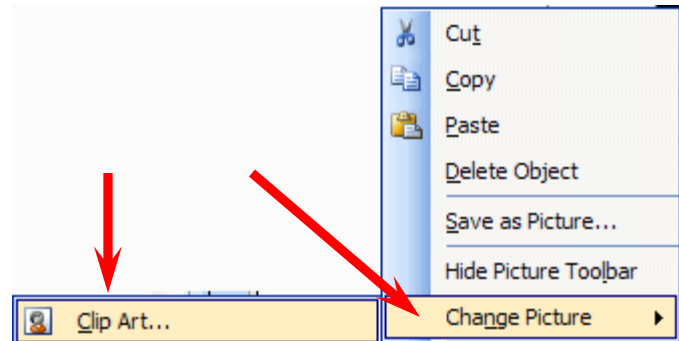
When the menu appears, move the **cursor** down to **Change Picture**, then over **Clip Art.** When the **cursor** is **over Clip Art**, **click** the **left** mouse button. The **Insert Clip Art Task Pane** will appear.

You may **choose any clip art you desire**. Use the **same techniques** that you did on **Page 19**. For **our Flyer,** we'll use another **computer** image. So we'll **search** again on the word **computer**. You search for the image you want in your logo and insert it in place of the pyramid. We found a computer image that we liked in our Insert Clip Art Task Pane. To insert our image we'll **click**-on the **small down arrow** on the **right side** of our **image** choice, and then **click**-on **Insert**. On the right you can see that we found a computer. Your image should look something like the one on the right.
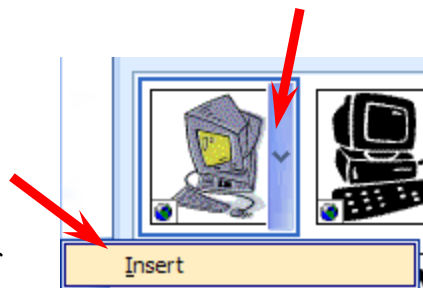
Now we'll work with the **text**.

First, **click**-on the word **ORGANIZATION** in the title area. Your image should look something like the **image** at the **right**. This will work just like the Title and Personal Information Text Boxes we edited earlier. **Delete ORGANIZATION** in the box and **enter** the **title** you desire. We're going to use **Information** in this box and Technology and Resources in the text boxes below this text box. Go ahead and make changes to your box(s) now. Change the Font, Size and color if you desire.

Information

Our logo text box now looks like the one at the left. Now we'll edit the remainder of the logo text box.

Next, we'll **highlight NAME** and then change it to **Technology**. Then we'll highlight the word **PLACEHOLDER**, and change it to **Services**. Go ahead, on your own, and enter your text in the logo text boxes.
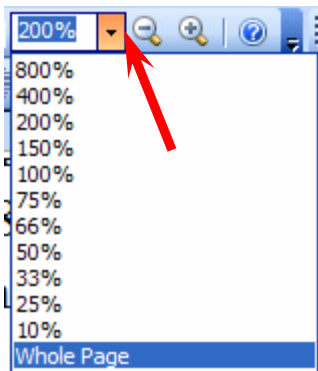
Information
Technology
Resources

Our **final logo box** looks like the one at the left.

When you **complete** this **task** you might receive a **message** that **asks** if you want to **add** this **new logo** as **your Personal Information logo**. If this appears, answer **Yes**.

200%
800%
400%
200%
150%
100%
75%
66%
50%
33%
25%
10%
Whole Page

Let's see what our flyer looks like now. Since we **zoomed-in to 200%**, the **best way** to now **zoom-out** is to go back to the Menu and **Button Bars** at the top of the Publisher screen and again **click-**on the **small down triangle**. When the drop down menu appears (like at the left), run the cursor down to **Whole Page** and click the **left** mouse button. This will "**re-set**" Publisher to the **default** zoom-out that we have been using.

Microsoft is awesome
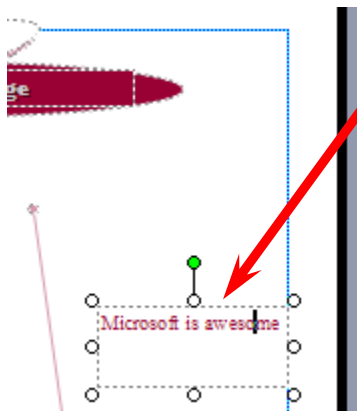
The **final text box** is **located** on the **right** side of the Flyer, about a third of the way down the Page. The **arrow** on the **left** indicates this text area which has already been clicked. Go ahead and **click-**on this **text box** and then **zoom-in** by tapping **F9**. Your **text box** should **look like the one below**. Place whatever text you like in the box. Since we're on a hamburger "thing," we'll again tell everyone about our great "burgers." So, **we'll type** in: **Best Burgers in the Burg** (Since our college is located in Lynchburg, Virginia, the students call Lynchburg: "The Burg.")

Your business tag line here.

Our final text **box** looks like the one on the **right**.

Best burgers in the Burg.

Zoom-out (**F9**) one more time and **look at** your whole **Flyer**.

Printing Your Flyer

Printing your Flyer, or any publication, is very similar to printing in any word processor. In the Microsoft Office modules you can either **click**-on a **small printer** in upper **button bar** or **click**-on **File** in the **Menu Bar** and then on **Print** in the drop down menu. One small, logical note. Many computer users seem to forget that you can only print color from a color printer. Frequently, users assume that if the computer has color on the screen the printer will print color.
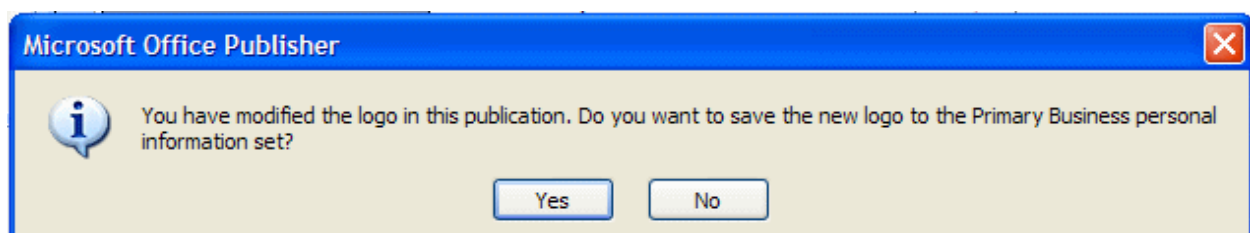
Final Flyer Observations

All of the skills you learned in creating your Flyer can be used in the Brochure and Newsletter. All three publications have Title and Text Boxes, Personal Information Text Boxes, Images, Logos, text to edit or replace with other text. You may group or ungroup objects, change color schemes, and fonts. So, when these common tasks are also used in the Brochure or Newsletter we will not cover them again. **We will only cover additional new skills in creating these new publications.**

Don't forget to Save!

If you still have your **Flyer open**, please **close** it. Click-on **File** in the **Menu Bar** and then on **Close**. In most other Microsoft software, the current document on which you are working can also be closed by clicking-on the small lower "X" in the upper right corner of the screen. In Publisher you do not have this "X," so if you click-on the single "X," It will completely exit from Publisher. If this happens it's no big deal. Simply start Publisher again and you will be ready to go.

Note: as mentioned earlier, you may see the below information screen when you are closing the flyer. This simply asks if you want to replace the default logo with the logo you created. Answer "Yes" and your flyer will be saved and the logo in your Personal Information will be updated.

Microsoft Office Publisher	✕
(i) You have modified the logo in this publication. Do you want to save the new logo to the Primary Business personal information set?	
Yes No	

Creating a Brochure

If you closed the Flyer, as indicated above, you will **see** the **New Publication Task Pane** on the **left** side of your screen. On the right side of your screen you will see the Start screen. **Click**-on **Publications for Print** and the **New from a design area** will **change** to show the available publications.

Look at the **New from a design** area on the **left** side of the **screen**, and move the **cursor** down to **Brochures** and **click-on it**.
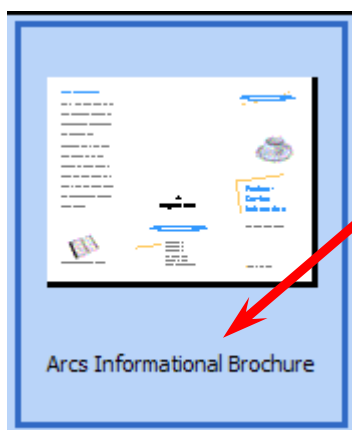
Now **look** in **the upper row** of **Brochures** on the **right**. We'll **select** the **Arcs Informational Brochure** just like we used the Arcs Informational Flyer.

Arcs Informational Brochure

To **select** the **Arcs Informational Brochure**, click on this choice. You will see the "blue square" around this selection.

As soon as you **click**-on **Arcs Informational Brochure**, the **Brochure Options Task Pane** will **appear** on the **left** side of your **screen** and the **Arcs Informational Brochure template** on the **right** side of your screen.

As with the Flyer Task Pane, take a few minutes to look at the Brochure Options Task Pane. Notice that Publication Designs, Color Schemes, and Font Schemes appear at the top of this Task Pane – just like they did in the Flyer Task Pane.
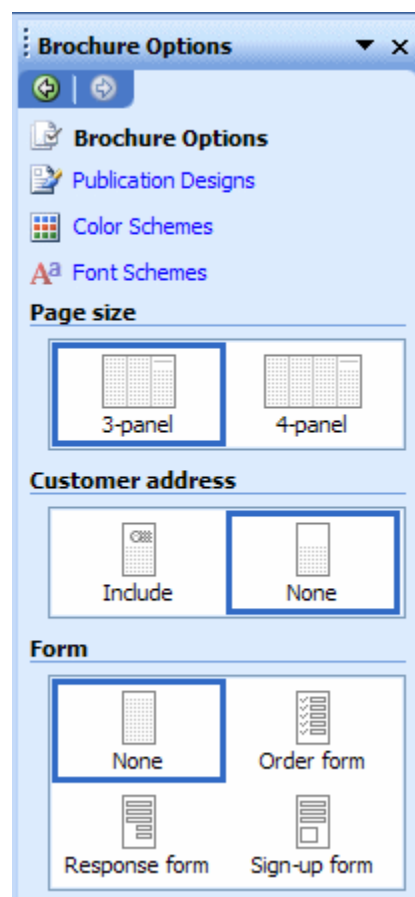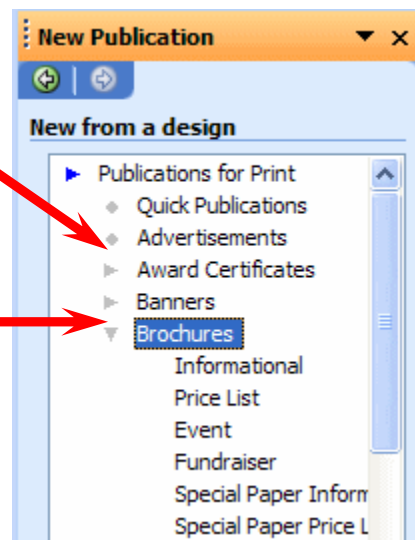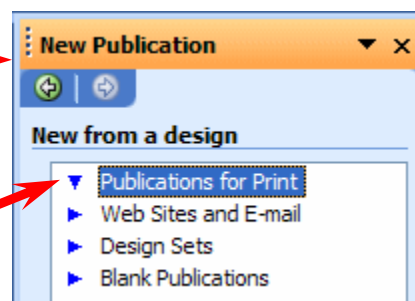
Notice on the **right** side of the **screen** that a **Brochure appears** when this screen appears. Notice the **blue lines** that indicate the "**fold**" areas for this **Brochure**. When this Brochure is completed, it will be **folded twice** so that it will be about the **size** of an **envelope**. Also, notice at the **bottom** of the brochure **screen** that there are **two Pages - one** for **each side** of the sheet of paper that will make up the two sides of the Brochure. We'll return to edit each side when we have completed the Brochure Task Pane.

The **Brochure Options Task Pane** (and the Newsletter to follow) will **work** the **same** way that the Flyer Options Task Pane worked.
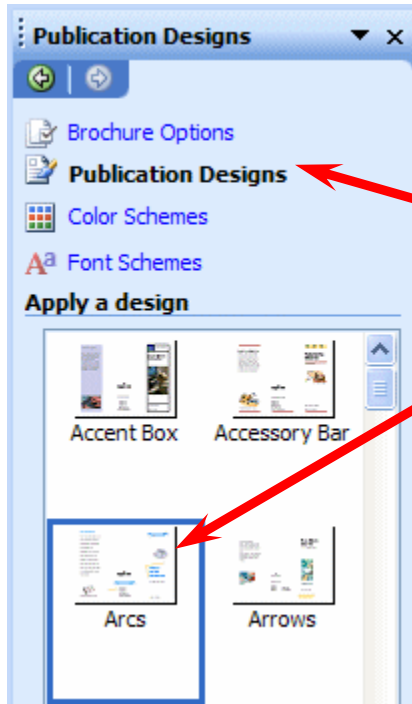
We'll move "down" the list of choices in Brochure Task Panes (just as we did for the flyer).

We **now click**-on **Publication Designs** and the **Publication Designs Task Pane** (for Brochures) opened as indicated at the **left**.

Since we chose Arcs Informational Design, our choice is indicated by the blue square surrounding Arcs.

We'll stay with this design for this tutorial example. If, later on, you'd like to change your design, you can always go to the Publication Designs Task Pane and do so.
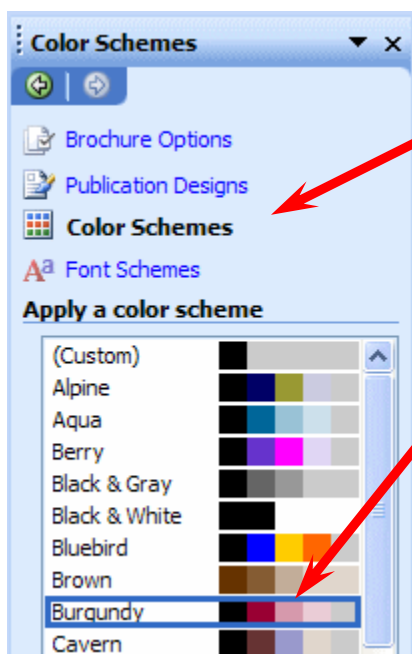
Next we'll **click**-on **Color Schemes**. The **Color Schemes Task Pane** you see on the **left** will appear.

Again, you **choose any color** you desire. We'll again use the **Burgundy** Color Scheme. This will then **change all** of the **default colors** in the **Brochure** the same way that it did in the Flyer.
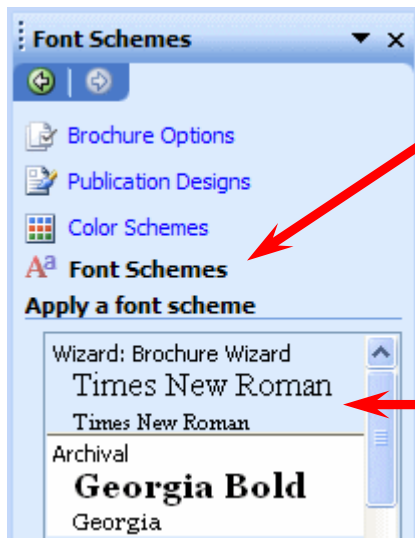
Now we'll **click**-on the last choice in the Task Pane – **Font Schemes.**

As with the flyer, you have a choice of fonts for your brochure. When the **Font Schemes Task Pane appears** (on left), you may browse the choices and select any font you desire.

Well use the default font – Times New Roman.
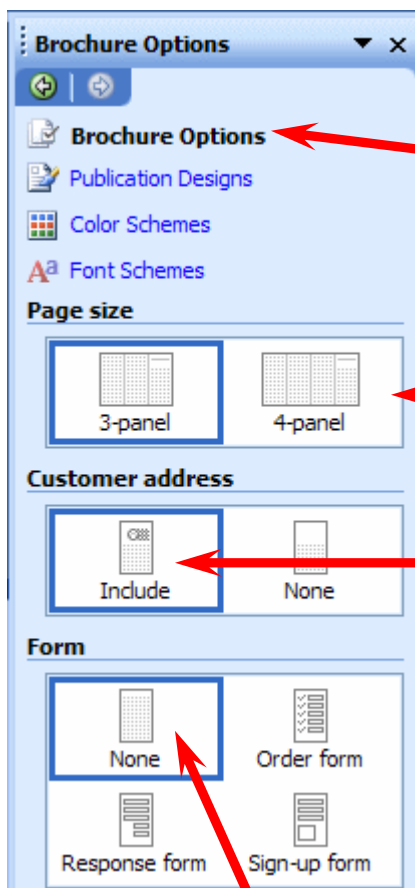
We'll now **return** to the **Brochure Options Task Pane**.

This Task Pane asks what **Paper size** you desire to use for your brochure: regular letter size or wide legal size. The **3-panel brochure uses normal size (8 ½ x 11) paper** and the **4-panel uses legal size paper (8 ½ x 14) paper.** We'll use the **3-panel Paper Size** for our brochure**.**

The **Brochure Options Task Pane** next indicates that you can have a customer address in your brochure, as it did in the Flyer. We'll **click**-on **Include** this time.

When you select **Include**, watch the **middle section of the Brochure on the right side of the screen**. You will see the **Title Box, Logo Box** and **Personal Information Boxes disappear** and be **replaced** by a **Return Address Box** and **Customer's Address Box**. **If you missed this**, **click-None**. Watch the right side. **Click again** to select **Include**, and watch the right side. We'll talk more about these addresses when we edit the Brochure.

Notice, in the **Brochure Options Task Pane,** that the **current Form choice** is **None**. Also **notice** that there are **three other choices**: **Order form, Response form**, and **Sign-up form**. To **see** the changes, **click**-on the **small Page 2 "button"** at the **bottom of the screen**. **Watch as you click-on each choice**. When you select **Order** form a **blue bar** will appear and indicate that **changes** are **being made** to the **Brochure**. When the **process** is **complete**, you will **see** the **Order form changes**. We'll use **None** for our Brochure. So, we clicked-on **None** as our final Choice.
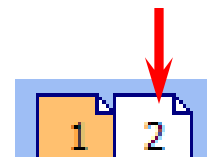
Don't forget - if you make a mistake you can always click-on the blue undo arrow and try again.
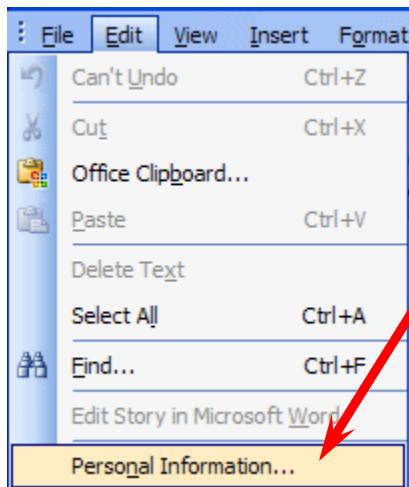
One last "thing" before we begin making changes to our brochure - **Personal Information**. **Anytime** you **desire** to **change** your **Personal Information, click**-on **Edit** in the **Menu Bar** and then **click**- on **Personal Information**. This will take to the **Personal Information Menu screen (Page 5)**. Anytime you desire to alter any of your information, simply "click" as indicated and change your information
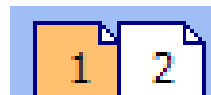
Now we'll learn about the brochure. If you are not on **Page 1**, **click**-on the **Page 1** button **now**.

Title Box - Grouped
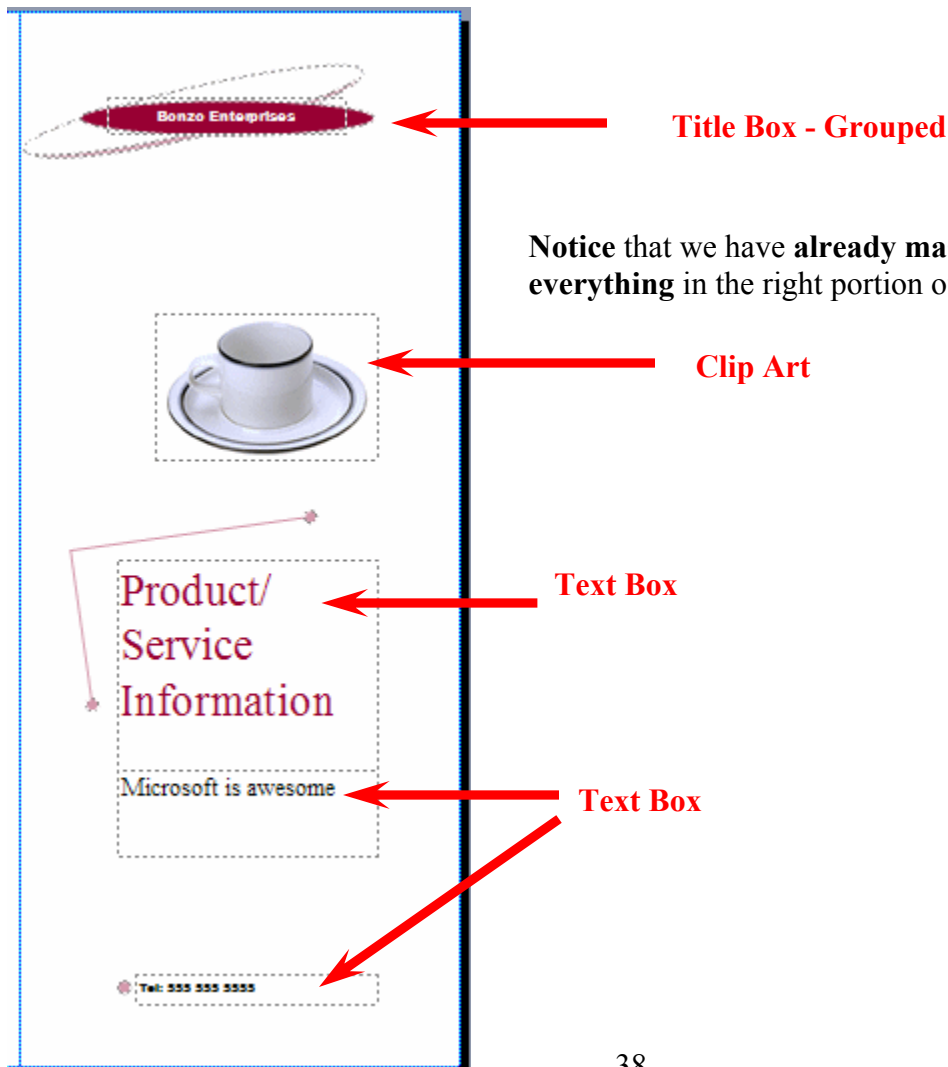
Notice that we have **already mastered** how to change **everything** in the right portion of the Brochure.

Clip Art

Text Box

Text Box

Now look at the **left** side **Brochure panel**. Again **you have already mastered how to edit this panel**. At the **top** is a **Text Title box**. In the **middle** is a **double spaced text box**. It is similar to the text box we edited in the Flyer where we used Microsoft Word. You can right click-on this text and choose to Change Text from the menu and then Edit Story in Microsoft Word. The bottom image is captioned Clip Art.

If you **click**-on the **text below the image** you will see that it is a **caption for the picture**. A **caption** is simply a **text box** "attached" to a **picture**. If you **click**-on the **book** below, and then **tap** the **F9 key,** you will zoom-in on the book. You will **see** the grouped object **pieces** that **indicate grouping** and the text that indicates it is a caption. If you **click** and **drag** the **image**, you will **see** – logically – that the caption "moves" with the book – because **they are grouped**.
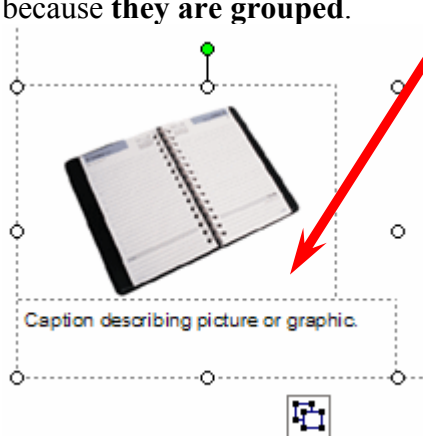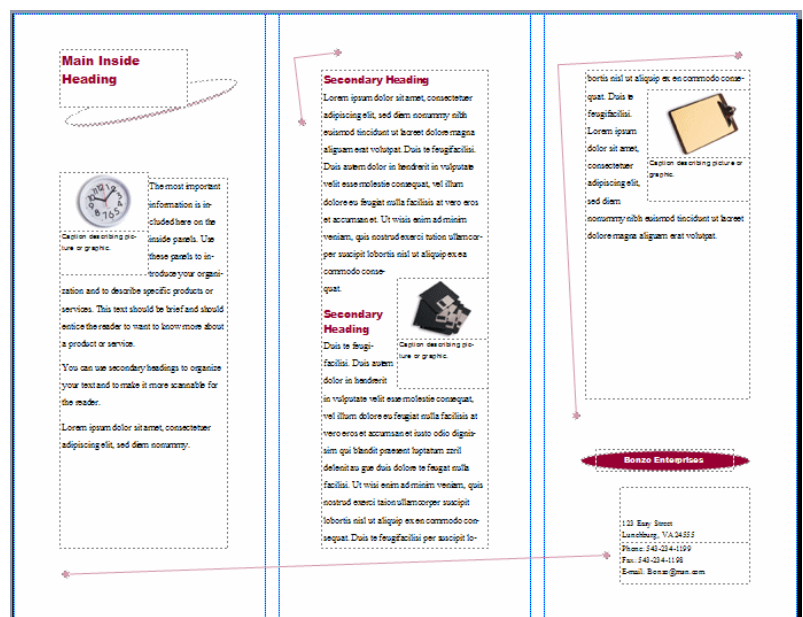
Edit the Title Box, the text or change the Clip Art and Caption. Do what ever your feel like doing.
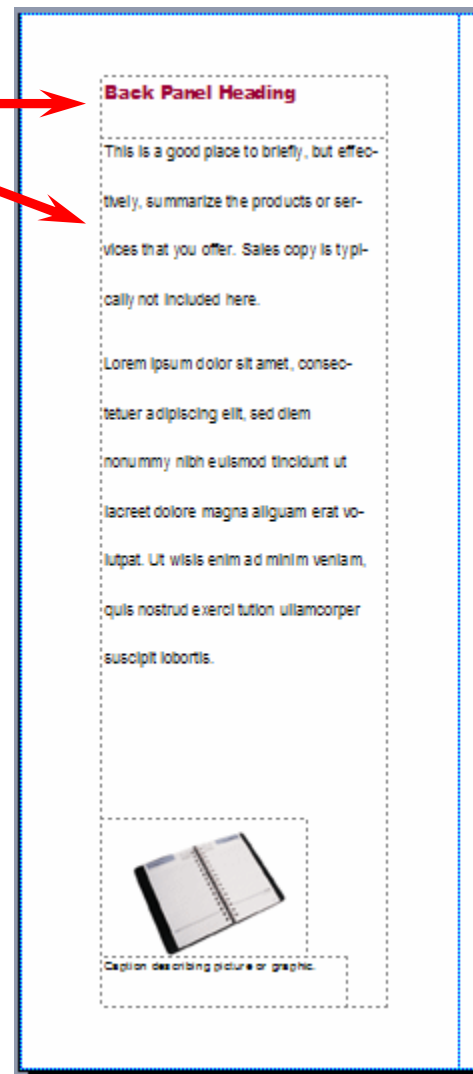
We'll come back to the center section of Page 1 after we look at the three panels on Page 2. So, **click**-on **Page 2** at the **bottom** of the **screen**.

Notice, in the **image** of **Page 2**, (**right**) that the **left** and **center** panels are **essentially like the one above**. They simply **contain Heading Boxes**, **Text Boxes** and **Captioned Clip Art**. **The right panel** has a **Text Box** and **Captioned Clip Art**. In the **lower portion** of the **right panel** you **see** a **Personal Information Box** – just like we mastered in the Flyer. So, you already know how to edit all of these "things."

Don't forget - if you make a mistake you can always click-on the blue undo arrow and try again.

The most important information is included here on the inside panels. Use these panels to introduce your organization and to

Prepared by Culinary Knights

One more "neat thing" **before** we **leave** the **Brochure**. We've **clicked** one more time on **Page 2** of the brochure. **Zoom-out** in your Brochure and **click**-on the **Page 2** at the bottom. In the left panel of your brochure you **originally** had a **clock** with a text **caption** below the clock**. We made some changes** to our brochure to reflect our Art Center Hamburger Sale. At the **left** there is a picture of a **hamburger** being guarded by two knights (we changed the clip-art like we've done before. Below the clip art we **have also changed** the **caption** as well.

New Neat Thing

If we **click**-on the **picture and caption we immediately notice** that they are a **grouped** object. So, **when we** click and **drag** them they **stay together** - nothing new - no big deal. **However**, when we **drag** the **image and caption**, no matter where we drag them, **the text automatically wraps around them** - this is the *New Neat Thing*

If you've forgotten how to drag the images - Simply click the left mouse button on the image, hold down the left mouse button, and move the mouse around a bit - this is called dragging.

On your own, drag your image around the **left panel** and **notice** the **wrapping**. **Drag** your **image** to the **middle panel** and the **same thing happens**! **Publisher** has **already wrapped every image in all publications like this** - we think this is **super** - it **sure saves a lot of time** learning how to "wrap frames" like Publisher has done. Also notice that, as you drag, the image and caption from Page to Page, that if the image "pushes the text" that the text "flows" from panel to panel. We'll get into this a lot more in the Newsletter.

We thought you'd like to try this image dragging in a small brochure where you can "really" see the effects.
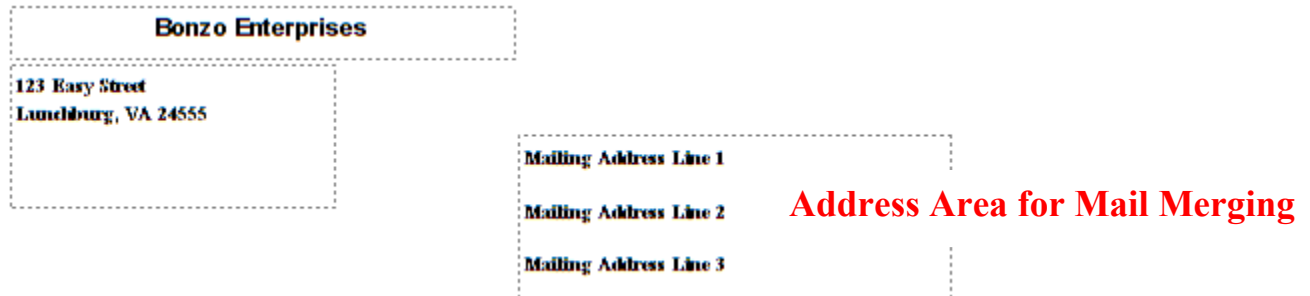
Merging Addresses from a Microsoft Publisher, Word or Access Database

The **next few Pages** will **discuss** utilizing a **computer database** to **insert addresses** into any **publication** - in this case the Brochure. Many folk's just "hand" address their Brochures or use mailing labels. You can do much more than this with a database.

If you **desire** to **see how this is done** with a database - **read on**. **If you do not**, want to see a mail merge at this time, you can to **skip** to **Page 46 now**.

Now we'll return to the **center panel** of **Page 1** – the **address panel**. **Click**-on **Page 1** now.

We first **clicked**-on the **center panel** of **Page 1** and then **zoomed-in**. Then, we "**rotated**" (in this tutorial) the **center panel** to make it **easier** for you to "**see**" the panel and the addresses.

Bonzo Enterprises

123 Easy Street
Lunchburg, VA 24555

Mailing Address Line 1

Mailing Address Line 2   **Address Area for Mail Merging**

Mailing Address Line 3

Notice that the "**return**" **address** comes from the **Personal Information** we entered. We can change this at any time (as we have indicated before).

Now **look** at the **Mailing Address Lines 1, 2, 3, etc**. **above**. This is **where** you can **paste** a **mailing label**. Or, better yet, **create** a **database** in **Microsoft Word, Outlook Mail, Publisher,** or **Access**. Or, **if you are very patient** and **have lots of time**, you could **individually type-in or write in each address**, print Page1, type-in another address, print Page 1, and **on**, and **on**, and **on**.

We use Microsoft Access database for our brochures. **There is an Access tutorial, similar to this tutorial,** that will **assist** you in **becoming knowledgeable** in **Access**. Just e-mail us the address at the end of this tutorial, and we'll send you a copy of the Access tutorial, and/or tell you how you can download it from our web site.

Now a **quick illustration** of what we are talking about. First, we clicked-on the Address Area in the Brochure (in the image above) and all of the Address Lines turned black. This "marks" the lines. We then **Clicked**-on **Tools** in the **Menu Bar,** then on **Mail and Catalog Merge,** and then on **Open Data Source.** In the Menu Bar, of all Publisher 2003 publications where a mailing address database might be used, there is this Mail Merge feature.
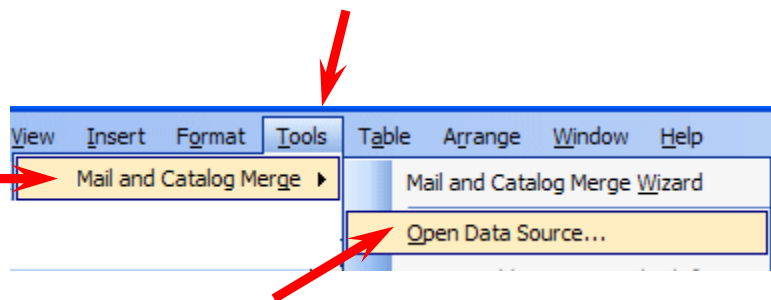
When we **clicked**-on **Open Data Source**, the **Select Data Source menu sc**reen at the **top** of the **next Page** appeared. We'll **use and existing database** that we have created on one of our Hard Drives. This database was created with the Access 2003 tutorial.

The below **Select Data Source menu screen** will **appear**. **Notice** that we clicked-on an **Access database called Person 2003.mdb**.
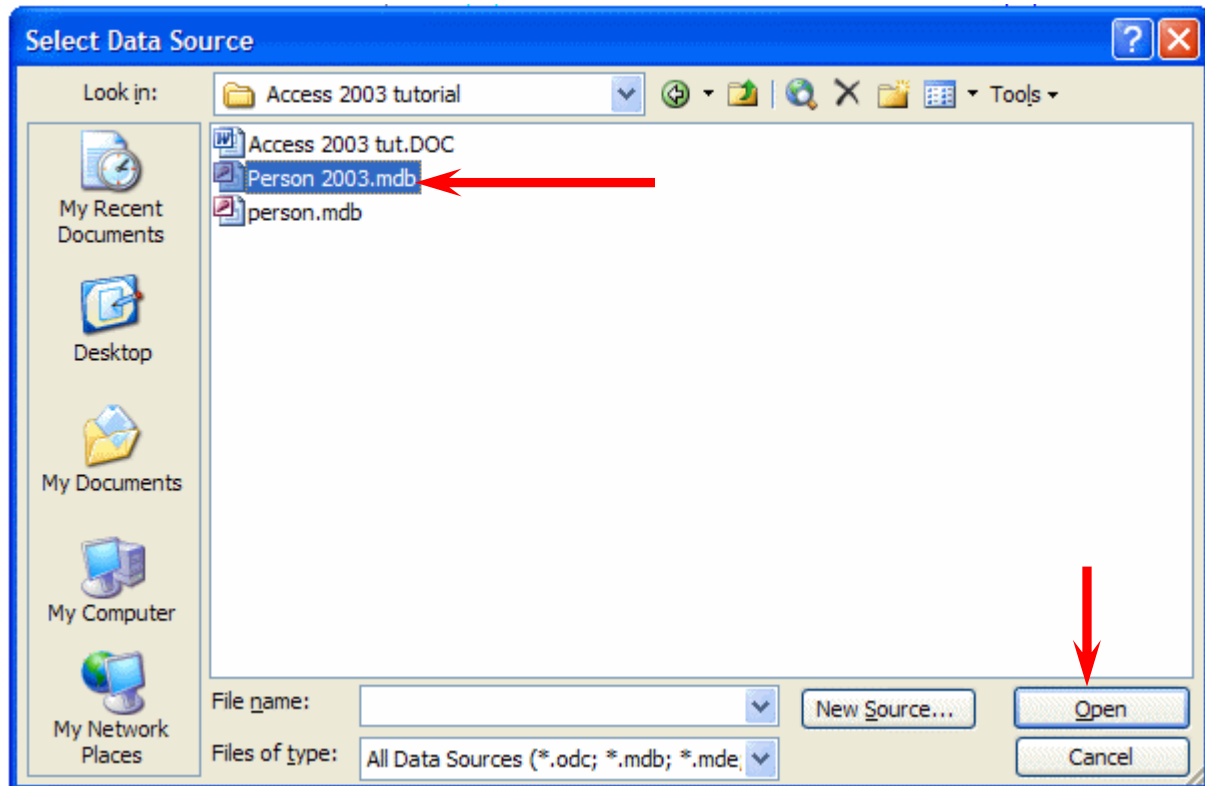

Once we've **selected** our database, we'll **click**-on **Open**.

The below **Select Table Access menu** screen **appears**. One of the databases within our Person 2003 Access database is a **database (table)** called **Personnel**. We **clicked**-on **Personnel** and then clicked-on **OK**.
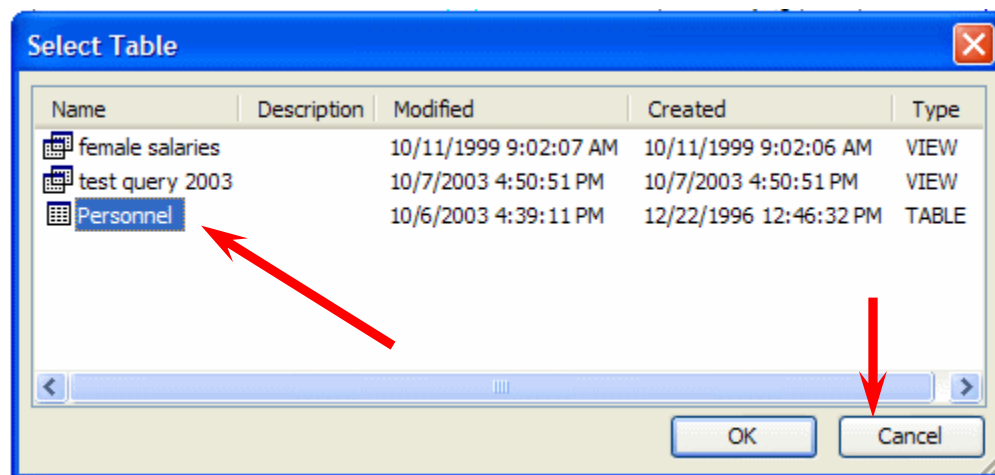
If you are using **Microsoft Outlook,** as a part of your **Personal Information Manager**, and have **entered addresses** in the **Address Book**, you can also **obtain** your **addresses** from this **source**.

Next we'll **create** our **mailing address** "label" (it will really be printed on each brochure, for each person in the database, as each brochure is printed).
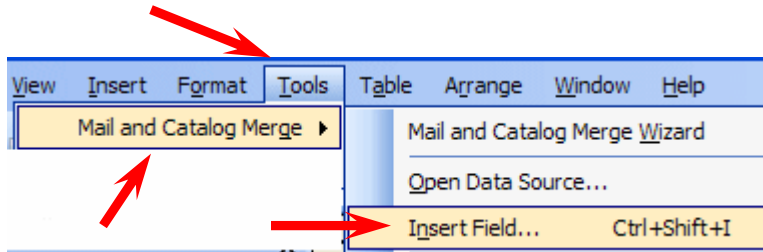
Click-on **Tools** in the **Menu Bar** (again), and then **click**-on **Mail and Catalog Merge**. But, this time, **click**-on **Insert Field**.
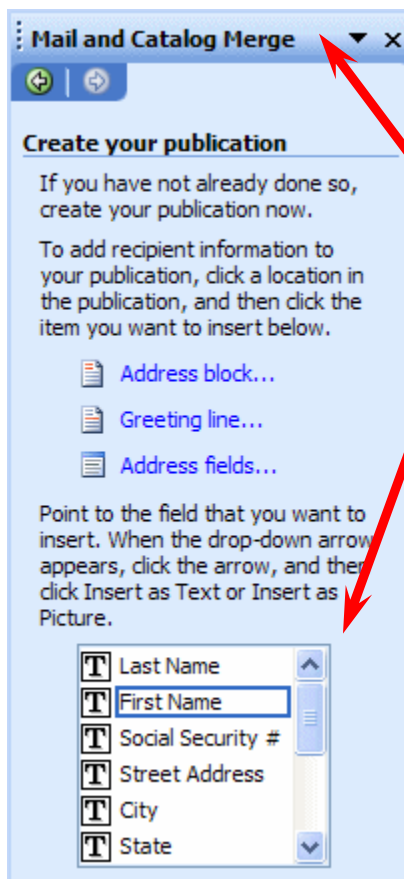
As indicated previously**, we'll use** the **Access database** we created in the Access tutorial for our field names in this brochure.

When you **click**-on **Insert Field** the **Mail and Catalog Merge menu** screen on the **left** appears. We'll select fields from the **list of fields** on the **left**. You **select (click-on) each field that you desire to have in your address.** As you click-on a field, you will see it inserted in the **Address Line area as shown below**. As you enter fields in the Address Line area you will have to tap the Space Bar between fields (e.g. First Name and Last Name) and also tap the Enter Key to move to a new Address Line (e.g. Street Address).

The **address area** will now **look something like the one below**, after you have **inserted** the **appropriate fields** from the database.

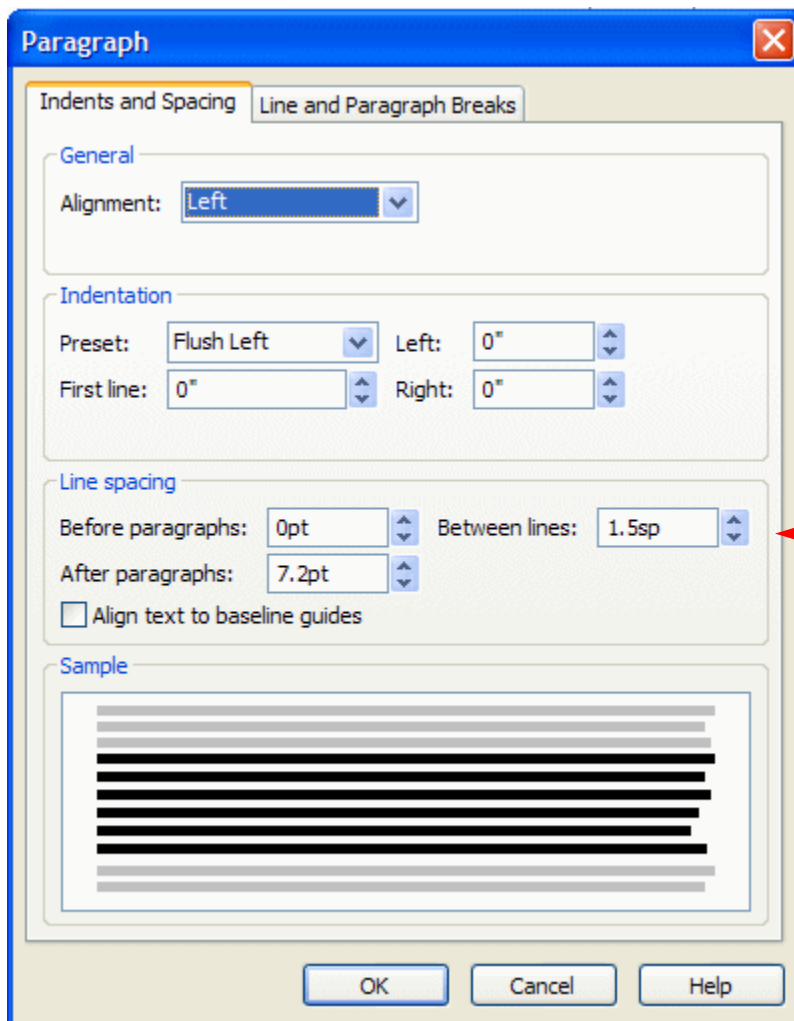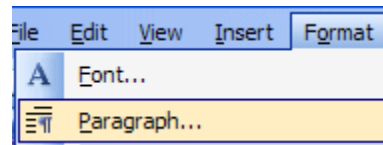«First Name» «Last Name»

«Street Address»

«City», «State» «Zip»

Notice how the "**Field Names**" from the **Access database (above)** have **replaced the default address lines** (on the **right**). You may have to do a little "**editing**" of the fields after you have inserted the fields. Simply **click**-in the **Address box area** and adjust spacing, insert commas, etc.

First, make sure that all of your Address Line Fields are highlighted like the image at the right. You can click and hold down the left mouse button and drag the cursor over the fields.

«First Name» «Last Name»

«Street Address»

«City», «State» «Zip»

Once you have the fields highlighted, Line Spacing in Publisher 2003 is found in the Menu Bar. **Click**-on **Format** in the Menu Bar and then click on **Paragraph**.

File   Edit   View   Insert   Format
A   Font...
☰¶   Paragraph...

Paragraph

Indents and Spacing | Line and Paragraph Breaks

General

Alignment: Left

Indentation

Preset: Flush Left   Left: 0"
First line: 0"   Right: 0"

Line spacing

Before paragraphs: 0pt   Between lines: 1.5sp
After paragraphs: 7.2pt
☐ Align text to baseline guides

Sample

OK   Cancel   Help

The **Paragraph formatting** screen, like the one on the **left** will appear.

Line spacing is the middle section of the screen. You can click-on the small arrows to the right of Between lines: and change the spacing. When you have the spacing you desire, click on OK. Your new spacing will be visible in the Address Lines area of the brochure.

At the **bottom** of the **Mail and Catalog Merge Task Pane** (on the left of your screen) you will **see** an **image** like the one on the **right**. **Click**-on **Next: Preview your publication.**
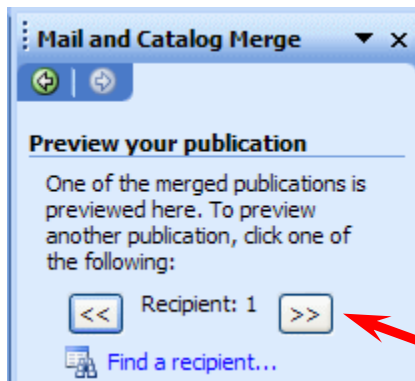
The next Mail and Catalog Merge Task Pane will now appear and the top area will look similar to the image on the left.

If you click-on the >> or << arrows you will see the address of each individual recipient from the mail merge appear in the Address area of the brochure.

You'll notice that the first name in the database appears in the address area (**image** on **right**).

In this case there are **26 people in the database** and we are **looking at the first database record**.
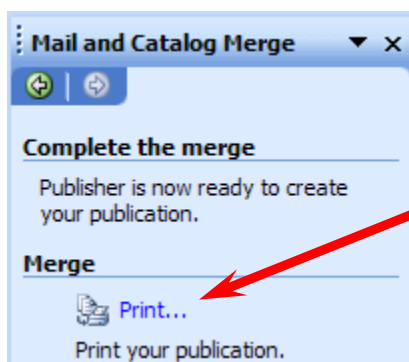
Again, if we **click** on the **next button (>>),** we will **see** the **next person**.

If we are **satisfied** with our results, we can now **print** our 26 brochures.

Wally Sandston

22 Eddy Court

Lynchburg, va 24501

At the **bottom** of the **Mail and Catalog Merge Task Pane**, you will now see the **image** on the **right**. **Click**-on **Next: Complete the merge.**


Publisher 2003 "knows" that you desire to print a mail merged brochure. So, when you **click**-on **Print** in the **Merge** area of the Task Pane, You'll see a special print feature: **Print Merge (**at the **top** of the **next page)**.

When you **click**-on **Print**, the below **Print Merge menu screen appears**. **Notice**, that **Publisher 2003 "knows"** that there are 26 individual brochures to print. You can **print all** 26 or, you can print **selected brochures** by **using** the **Entries from** feature. When you are **ready** to print, **click**-on **OK**.
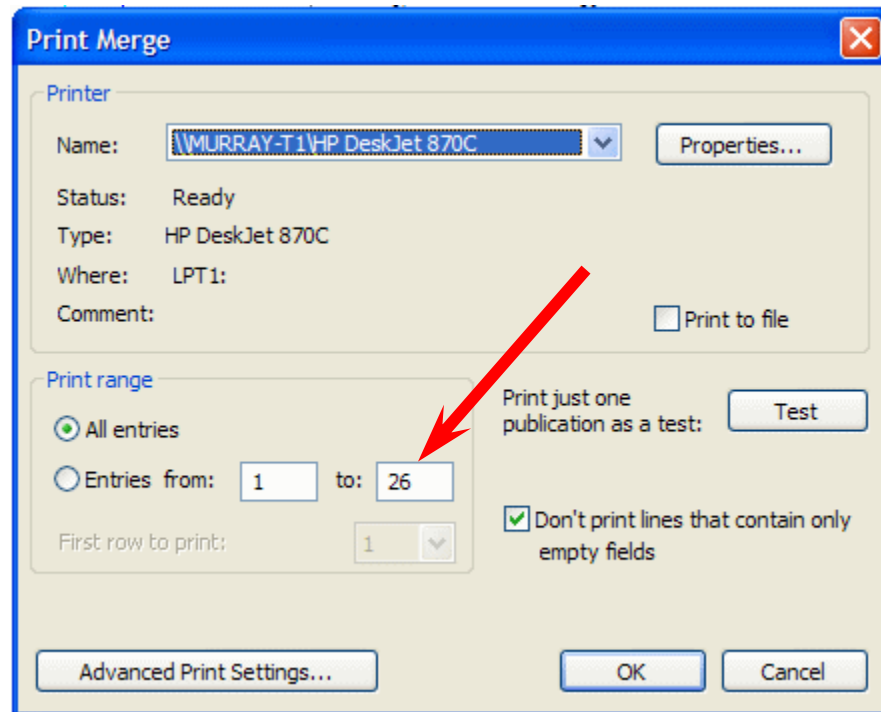
Don't forget - if you make a mistake you can always click-on the blue undo arrow and try again.

Well that's about all for the Brochure. Now we'll move on to the Newsletter.

Zoom-out one more time and **look at** your whole brochure.

**Don't forget to Save your Brochure.**

Final Brochure Observations

All of the skills you learned in creating your Flyer and Brochure can be used in the Newsletter. **All three publications have Title** and **Text Boxes, Personal Information Text Boxes**, **Images**, **Logos**, **text to edit** or **replace with your text**. You may **group** or **ungroup objects**, **change color schemes**, and **fonts**. In the **brochure** we also **covered addressing** the brochures and **objects with captions**. So, when these common tasks are used in the Newsletter we will not cover them again. **We will only cover additional new skills in creating this last publication.**

If you still have your **Brochure open**, please **close** it. **Click**-on **File** in the **Menu Bar** and then click-on **Close**. In most other Microsoft software the current document on which you are working can also be closed by clicking-on the small lower "X" in the upper right corner of the screen. In Publisher you do not have this "X," so if you click-on the single "X," It will completely exit from Publisher. If this occurs, it's no big deal. Simply start Publisher again and you will be ready to go.

Newsletters

If you closed the Brochure, as indicated above, you will **see** the **New Publication Task Pane** on the **left** side of your screen. On the right side of your screen you will see the Start screen. **Click**-on **Publications for Print** and the next Task Pane will appear.
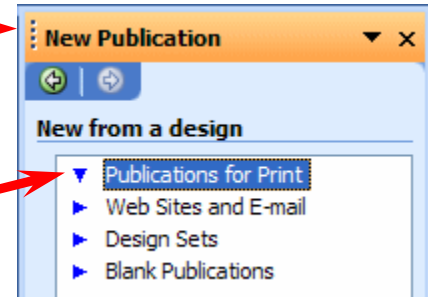
Look at the **New from a design** area on the **left** side of the **screen**, and run the **cursor** down to **Newsletters** and **click-on it**. You will have to use the elevator bar on the right of the Task Pane to get down to Newsletters – all of the Publications are in alphabetical order.
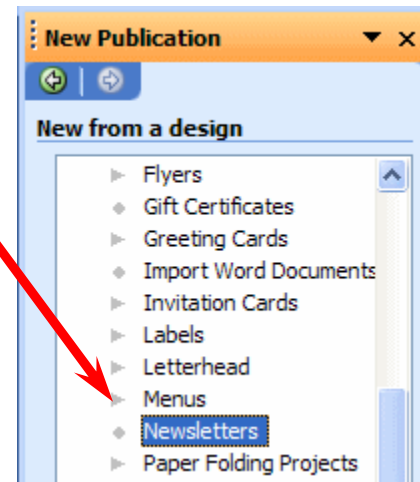
Now **look** in **the upper row** of **Newsletters** on the **right**. We'll **select** the **Arcs Newsletter** just like we used the Arcs Informational Flyer and Brochure.

To **select** the **Arcs Newsletter**, or any newsletter you like, click-on your choice. You will see the "blue square" around this selection.

As soon as you **click**-on **Arcs** (or your choice) **Newsletter**, the **Newsletter Options Task Pane** will **appear** on the **left** side of your screen and the **Newsletter template** on the **right side** of your screen.

Take a few minutes to look at the Newsletter Options Task Pane. Notice that Page Content, Publication Designs, Color Schemes, and Font Schemes appear at the top of this Task Pane – just like they did in the Flyer and Brochure Task Panes.
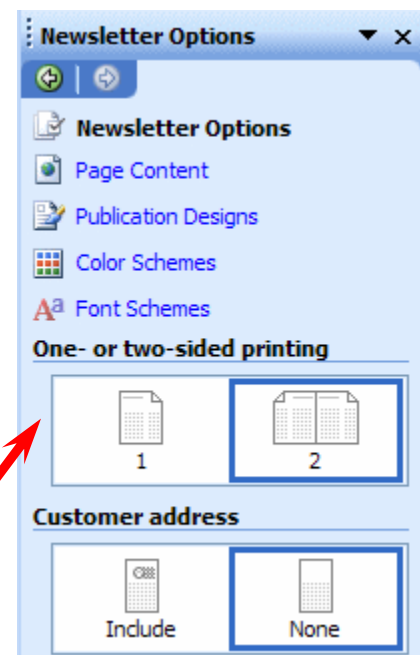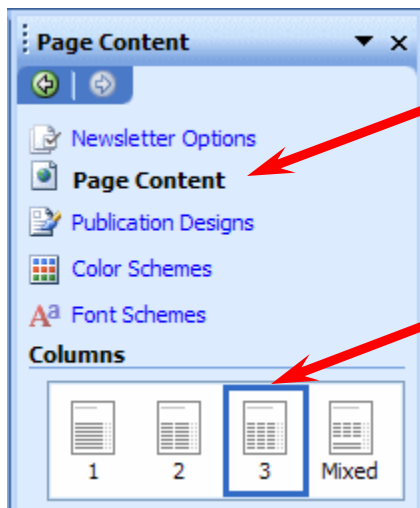
We'll look at each selection in the Newsletter Options Task Pane. First, we'll **click**-on **Page Content**.

Notice that there are **four choices**. The **current selection** is **three columns**. You will **notice** that the **Newsletter** in the large area to the **right**, logically **shows three columns**. Now **click**-on the **1 column** choice and **watch** the **Newsletter** at the right **change** to one column. Now **try 2 columns**. Finally try **Mixed**. By now you should **see** how **neatly Publisher makes each change** so that you can **instantly see the results**.

As you move your cursor over each choice, you may **notice** that a **small, down arrow** appears on the **right side** of the **first three choices**. If you **click**-on the **arrow**, you will **see** that you can **apply column changes to all Pages, or just on the Page you've selected**. At the bottom of the screen you'll notice that the **default newsletter has four Pages** (like the image below).
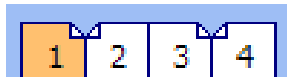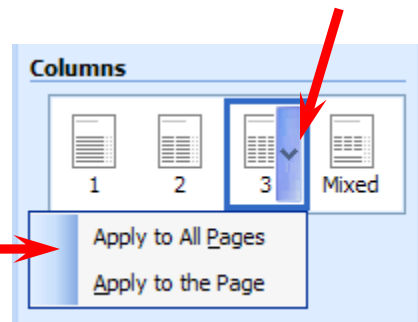
As you click-on the choices, also click-on the Pages and you'll be able to see this "happen."

The Apply to All Pages, Apply to the Page, and Mixed Pages is a NEW feature that began with Publisher XP/2002.

The next selection in the Newsletter Task Pane is **Publication Designs**. This is the same choice as Flyers and Brochures. At any time, you can change the Design of your Newsletter. We'll leave ours at Arcs for this tutorial. You can select whatever you desire.
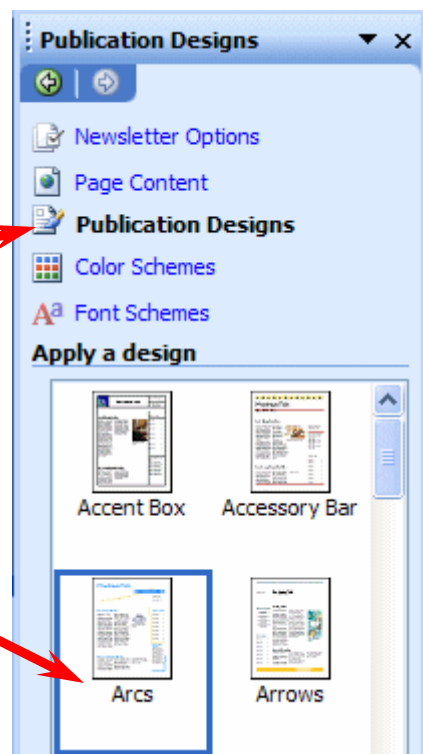
We'll use three columns, so please **click**-on **3 columns** so you'll "match us" for this tutorial. When you become more proficient with Publisher 2003, choose any design you desire.

You choose the **Color Scheme** and Font Scheme that you desire.. **We'll select Burgundy** and **Times New Roman** again.

We'll now **return to** the **Newsletter Options Task Pane**.

The **Newsletter** we created **has four "sides."** **Notice**, at the bottom of the **Newsletter** screen' that there are **four Pages** in this **default Newsletter**.
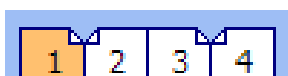
As you **clicked through** the **Pages** of the **Newsletter**, you **noticed** that when you **clicked**-on **Page 2**, **that both Pages 2 and 3 appeared together**. You may **print** your **Newsletters yourself**, or at your college or business printing plant. Many will probably send their Newsletters out to **a commercial printer**. We have found that the **commercial printers desire/require** that you **print each Page separately**.
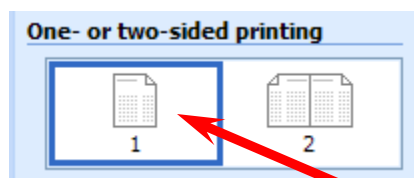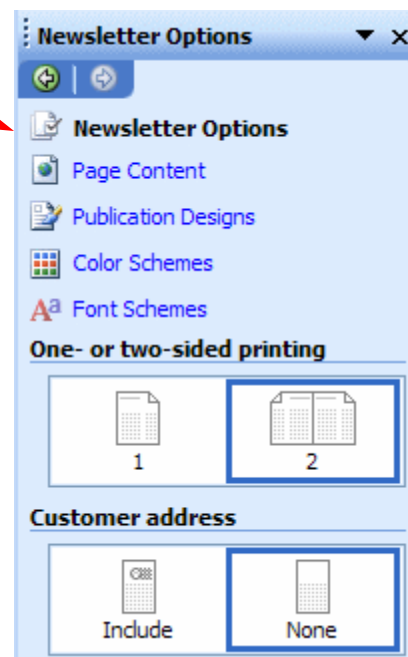
You're commercial **printer may ask that you send them each newsletter Page on a separate sheet of paper**. That is what the One- or two-sided printing choice in the Newsletter Options Task Pane is for. To "**see**" what **occurs,** if you need to do this, **click**-on the **One Page** choice.

A Microsoft Publisher menu screen will appear like the one below. **Click**-on **Yes**.
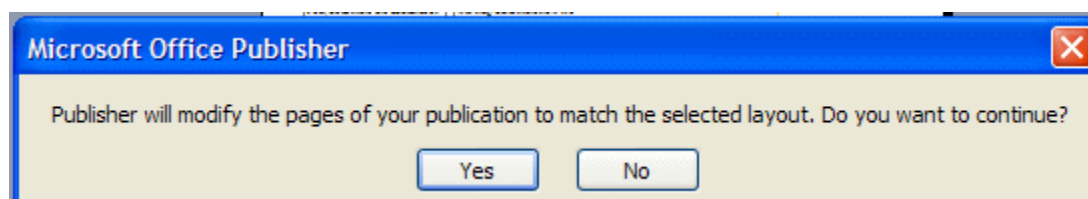
After you click-on **Yes**, look at the "new" formatting for your Pages at the **bottom of the screen**. They'll **look** like the **image** on the **righ**t. Compare this image to the one above. **Notice** how the **upper right corner of each Page is now "turned down."** This indicates that each Page will appear and be printed separately. **Click**-on **each Page** and you'll see this is true.
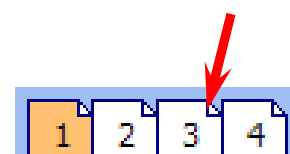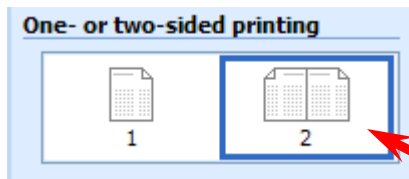
We'll **leave** the **layout** of the **tutorial Newsletter** in **the Double-sided** default (indicated at the left) in order **to illustrate something later**. So, **click**-on **2 Page view** and you'll be returned to the original newsletter layout.

Click-on **Page 4** at the **bottom** of the screen. Your Pages should now **look like** the **image** at the **right**. You'll see Page 4 on the right side of your screen.
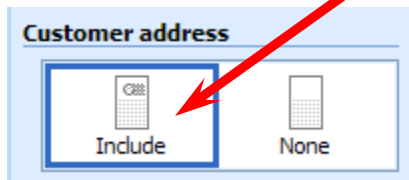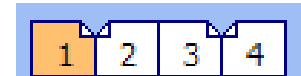
We can also have a mailing address in our newsletter, just like we did in our brochure. **Click**-on **Include** in the **Customer address** portion of the Newsletter Options Task Pane.

Now **look at** the **last Page** of your newsletter. You'll see that an area for a mailing address has been added to the fourth Page. You can leave your Page 4 with an address area, or click-on None and have an area for an additional story.

You **can easily add more Pages** to your newsletter as you desire. Simply **click**-on **Insert** in the **Menu Bar** and then **click**-on **Page**. An **Insert Pages menu screen will appear**. Publisher will insert two Pages if you click-on OK.
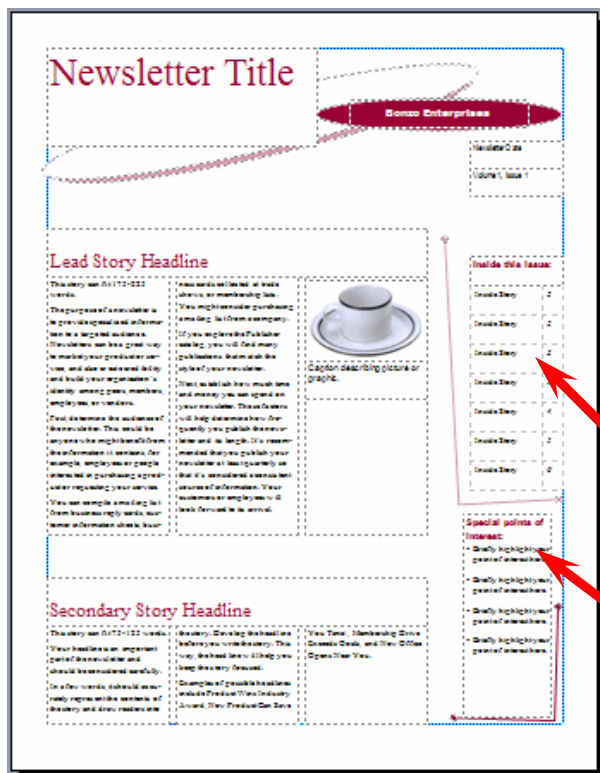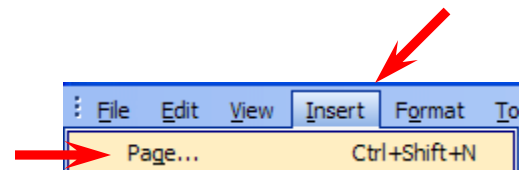
Click-on **Page 2**, then **3**, and then **4**. **Pause** on **each Page** and **get** a "**feel**" for its **layout**.

Now return to **Page 1**, **click**-on **Page 1**.

Notice that you have already **mastered** a number of the **items** on the front Page of the Newsletter. In the top left is a simple **Text Box**. You can change the **Newsletter Title** to your title. On the right at the top is another **Grouped Text** box like you mastered in the Flyer and Brochure. The **coffee cup and caption** are also familiar from the Brochure. The **Lead Story Headline** and **Secondary Story Headline** titles are **simple text boxes**. We will **focus** on the **three column text boxes** and **two new boxes** on **the right edge** of the **first Page** of the **Newsletter**. The **arrows** to the **left indicate** these boxes. **First** we'll **look at the upper right box**. **Click**-on the **upper box** and tap **F9** to **zoom-in** on it.

Copying Titles from Headlines into Inside this issue:

This is a **Table of Contents** for the **Newsletter**. We'll go to **Page 2** in a minute and **learn** how to **insert** the **title from** a story that is **on Page 2**. To **go** to **Page 2 click**-on the **Page 2** "button" at the **bottom** of the screen.
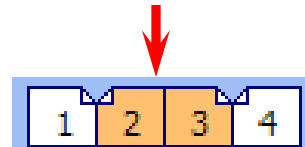
You will now be **on Pages 2 and 3**. If you are not **zoomed-out**, tap the **F9** key to do so now. **Look** at the **upper left corner of Page 2**. **Notice** the title: **Inside Story Headline**. **Click**-on this **title** and then tap **F9** to **zoom-in**.

Replace this **Inside Story Headline** – a text box – **with** a **headline** of **your choice**. We'll stick with our hamburger theme **and our headline** will be: **Arts Make the Best Burgers in the Burg.**

# Arts Make the Best Burgers in the Burg

Our Headline at the **top** of **Page 2 now looks like the one above**. We'll now "**copy**" **this title to the Inside this issue table of contents on Page 1**. To do this, **first highlight your title at the top of Page 2**. Click to the left of the title, hold down the left mouse button, and move the cursor over your title. It should be **highlighted like our title at the top of the next page**. If you are unable to do this on your first attempt, try again until your highlight looks like the one at the top of the next Page.

We'll now **copy this title to the Inside this issue Table of Contents on the first Page**.

Now that the text is highlighted we have **two choices to copy** this text.

Method One: **Click**-on **Edit** in the **Menu Bar** and then, in the drop down menu, **click**-on **Copy**. Then **click**-on the **Page 1 button** at the **bottom** of the **screen**. **Move** around the **screen until you can see the Inside this issue box** (last page). When you have located the box, **highlight Inside Story** in the top box. Then **click**-on **Edit** in the **Menu Bar** again, in the drop down menu that appears, **click**-on **Paste. Some of your headline from Page 2 will now show in this area** (like the image below).
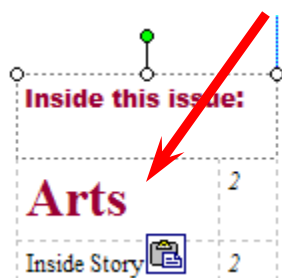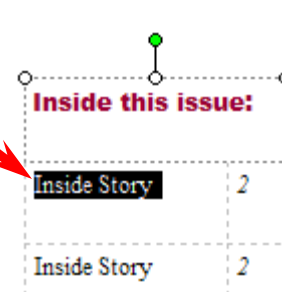

Method 2: **Make sure that your headline is highlighted on Page 2**. Then **click**-on the **Copy button** in the **button bar** at the top of the screen (instead of Edit-Copy in the Menu Bar). When you **return to Page 1**, **and highlight Inside Story, as we did above**, **click**-on the **Paste** button, in the button bar, to paste the title into the text box.

Copy   Paste

Now **highlight** your **headline** in the **Inside this issue: box**. It should **look like** the **image** to the **right** when you have done this correctly. It is obvious that the **text** font size is way **too big** for the **box**. So, we'll have to make the **text** font **smaller**. At the **top** of the **screen**, on the **left**, in the **button bar**, is a **font size** area.
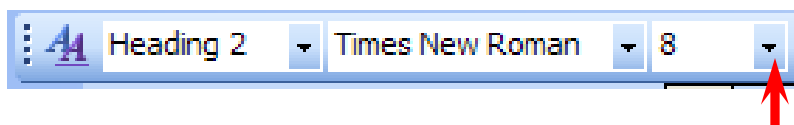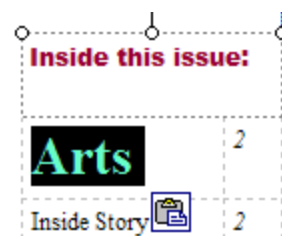

Click the **small down triangle** on the **right side** of the **font size** box and **change** the **font size to 8** (as shown above). Your **headline title** from **Page 2 should now fit nicely in this box** (like the box at the right). If it does not, decrease the font size a bit more.

Text Overflow and Editing Your Newsletter Stories

## A very important "thing" to keep in mind when you are working with Newsletters.
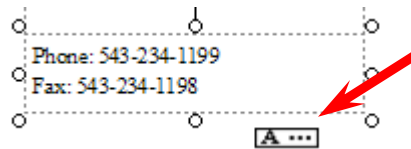
In any Publisher product, when **the text becomes "too big" to fit in the box where it is being entered**, a small overflow indicator will appear as we've indicated earlier. **The A…** (see image on left) **tells us** that there are just **too many words to fit** in the text box were using. **This is called Text Overflow**.

When we are working with **Newsletter stories** we'll **find** that the **articles** that we are **typing** will **go "down" a newspaper type column** and, when they **get to the bottom of a column**, they'll **go to the top of the next adjacent column on the right and go down**, and so on. If you **run out of room** in **any Newsletter article** you will **see** the little **A… at the bottom of the last column** that is included in the story.

Microsoft Publisher 2003 Arcs Newsletter has various "pre-sized" groups of columns for your stories. You might have noticed this when you were looking at each Page of the Newsletter earlier. Now we'll **concentrate** on **Text Overflow**.

To **show** you **how** this is **accomplished** it might be best to be able to **"see"** **this happen**. So, if you are not **zoomed-out**, do so by tapping the **F9** key. Once you can **see** the **whole Newsletter**, **click-** on the **2 or 3 Page** "button" at the **bottom** of the screen. We used the Newsletter Options Task Pane to create this Newsletter and we "set the Pages" so that you could **see** both **Pages 2 and 3 at the same time**. **This is why we did it**. The **top** of **Pages 2 and 3** should **look** something **like those below** (your Inside Story Headline may be different from the one we used).
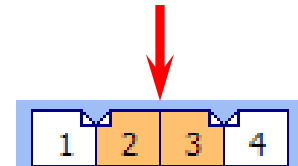
The **first** thing we'll do is **create** an **area** to **"hold"** the **Text Overflow, when it occurs**. To **begin** this process, **click-in the story area** at the **top** of **Page 3** (see **arrow above**). The story at the top of Page 3 **should be completely highlighted** in black and look **like** the image **at the top of the next page**.

Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own

articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your

newsletter, convert it to a Web site and post it.

Caption describing picture or graphic.

Before we delete this text, to create an area for Text Overflow, **notice** the **little box in the upper right hand corner** of the Inside Story Headline article **above (arrow)**. This **little box indicates** that the text in the third column in the article **"flowed" from** the **bottom of the second column** in this story.

Now carefully click-on the bottom of the first column of the Inside Story Headline. You may have **to try several times** to get the image you see to the left. This **indicates** that this story, which **begins in the left column**, **flows** from the **bottom of the column into column two (the middle column).** Later, when you get used to seeing **these little arrows** at the top or bottom of story columns you'll be able to **click-on them** and, when you click, you will be "**taken" to the next column where you can continue to enter text**.

After you have successfully completed the above steps, **click-again** so **that all of the text is highlighted in the story at the top of Page 3** (**picture** at the **top** of **this page**).

When all the **text** in the story **is** again **highlighted**, **tap** the **Delete** key to **remove all of the text in this story**. Your **Page 3 Inside Story Headline** should now look **like** the image **below**.

Inside Story Headline

Caption describing picture or graphic.
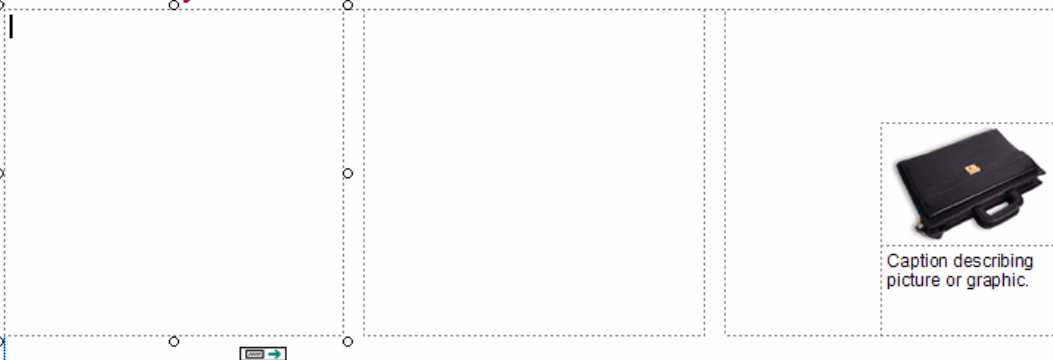
Story continued from top of Page 2

If you **desire** to **delete** the **Inside Story Headline**, and **replace** it **with other text**, or leave it blank, you may do so. **We're** going to **replace** the text **at the top of our Page 3** with: **Story continued from top of Page 2.** Well make the font a little smaller since this is no longer a story headline. Our **Text,** at the top of the first column on Page 3, now **looks like the image above.**

The top areas of **Pages 2 and 3** should now **look like** the image **below**.
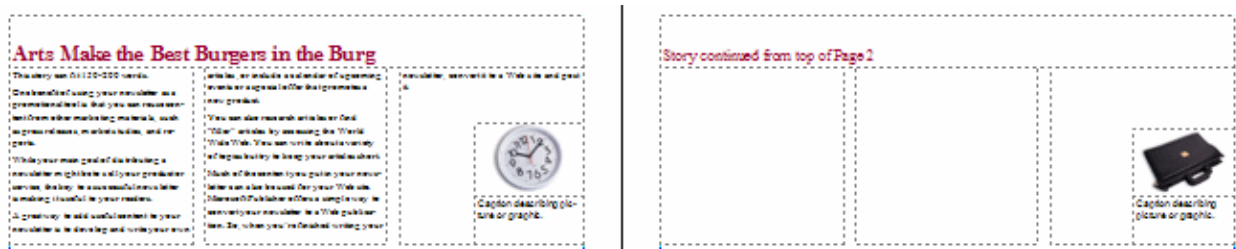
Now **click anywhere** in the **story** at the **top** of **Page 2**. The **entire story** should be **highlighted** in black and look like the image **below**.
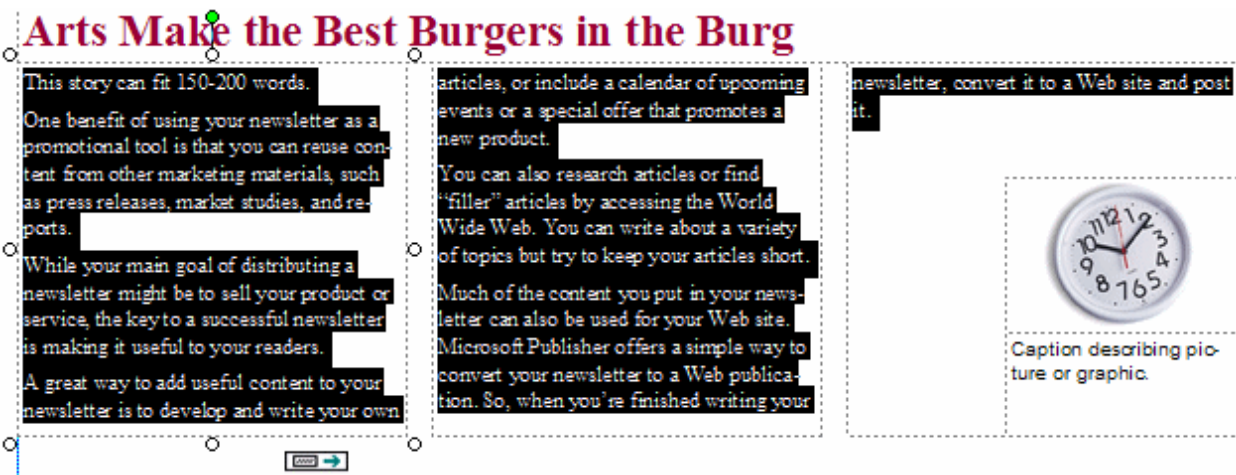
This is the **story** that **we desire** to **edit** until it **becomes "too BIG" to fit** in the three columns at the top of Page 2. To **begin** the **editing** we'll do the same thing we did in the Flyer **- edit our story in Microsoft Word**. RIGHT-click **anywhere** in the **black highlighted area** at the top of **Page 2**.
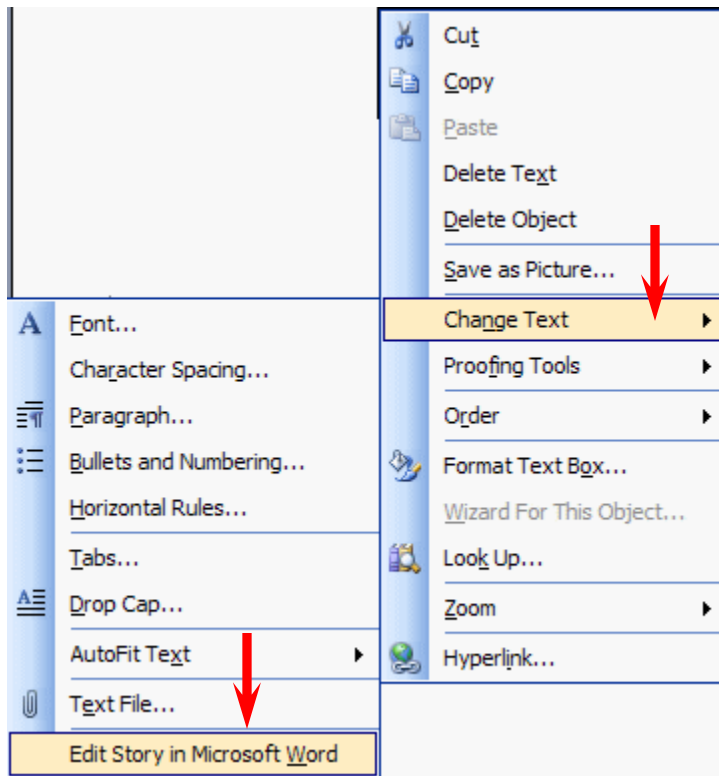
When the **drop down menu** appears **move** down to **Change Text**, and when the Change Text drop down menu appears, **move** down to: **Edit Story in Microsoft Word** and click on this choice. Microsoft **Word** will now **load**, just like it did for the Flyer. **Read the text in this story in Microsoft Word**. Publisher again uses this text to **explain** about **how this Text Box area is used**. It indicates that the story contained in the box is about 150-200 words long. So, later, when you are using this Publisher Newsletter template to create your own "real" Newsletter, you can type a story in Word, or any word processor, that is about 150 to 200 words long, and copy the story from your word processor into this space at the top of Page 2.

Move to the end of the story, in Microsoft **Word** and **type-in the following**:

We are learning about how Text Overflow works. We can see that the text at the top of Page 2 does not fill the three columns that make up this story. So, we are adding this text to create a Word Overflow condition. We'll keep typing until this occurs. Since the tutorial said to type all of this, the tutorial author must know how much text it takes to create a Text Overflow condition. We'll now click-on File in the Menu Bar above and then on and the click-on Close & Return to Newsletter.pub. (Note: the name the authors used for their Newsletter was Newsletter.pub - my menu will indicate the name of my Newsletter.)
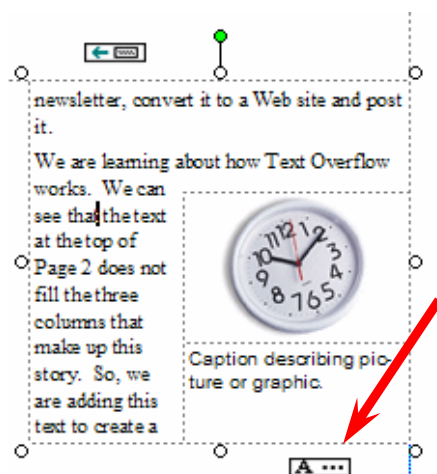
After **you** have chosen **File - Close & Return to Newsletter.pub**, you will **see** that your **three text columns at the top of Page 2 are "full."** If you **click**-on the **third** column, and it may take a few tries to do this, you will eventually **see** the **over flow condition** which looks like the image to the left. At the bottom of the column you will see a **Text Overflow indicator: A….** When you can see the indicator a small **"chain link"** will **appear** at the **top** of the **screen** in the **right side** of the **button bar. This chain link only appears when there is a Text Overflow** condition.
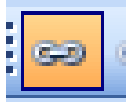
Now, **click** the **left mouse button on the chain link**. When you click the **chain link** will **appear "depressed"** (as seen in the image to the left). Now **move** the mouse **cursor over** the **text at the top of Page 2**. As you move it over the text you will notice the **cursor "changes" to a little measuring cup** that seems to **be "full of alphabet soup"** (you'll almost need a magnifying glass to see this). This "**full cup**" **indicates** that it **contains the all Text Overflow** from the text columns at the top of Page 2. Anywhere you move on Page 2 the cup will remain **upright**. Now, carefully **move** the **cup over the empty text area you created at the top of Page 3**. As soon as you move the cursor **over** this **empty area**, you will **see the cup "tip" a bit** and will see the **letters appear** to be "**pouring" from the cup** (like the cup image on the right). This **means** that you can "**pour**" the **Text Overflow into the area at the top of Page 3**. To do this, when you **see the "spilling" cup** in the Page 3 blank area, **click the left mouse button**.
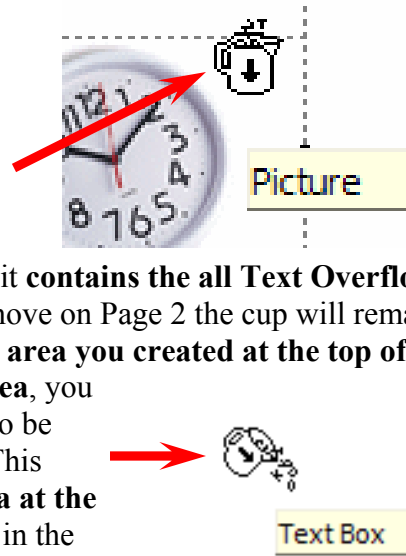
As soon as you click the button you will **see the first column at the top of Page three "fill" with the Text Overflow**. **Your text area at the top of Page 3 will look similar to the image at the right**.

Story continued from top of Page 2

Word Overflow condition. We'll keep typing until this occurs. Since the tutorial said to type all of this, the tutorial author must know how much text it takes to create a Text Overflow condition. We'll now click-on File in the Menu Bar above and then on and the click-on Close & Return to News-letter.pub.
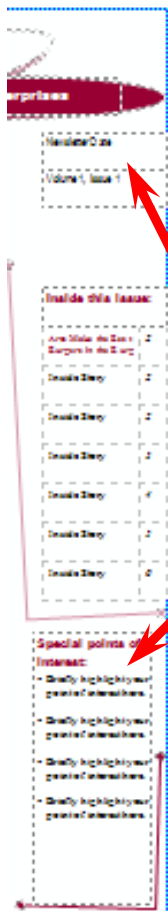
Now we'll **look at** the **Newsletter**, **Page by Page**, to **determine** if there **are any other Publisher features** that we **have not covered** in the Flyer, Brochure, and Newsletter. You are probably looking at the Page 2 and 3 screen, since we just finished learning about Text Overflow. So, we'll logically **start** on **Page 1**, so **click**-on the **Page 1** button at the **bottom** of the screen.

To **view Page 1** better, tap the **F9** key to **zoom-out**, if you cannot view the whole Page.

When we **look at** the **first Page** of the Newsletter at the left there are **only two things** that we **have not mentioned**. However, you have already, mastered the skills to change them. The **first** is in the **upper right corner**, the **second** in the **lower right corner** (see arrows).

You already know how to change the Newsletter Title in the upper left corner, the Title Box in the upper right corner, the "coffee cup" Clip Art and caption, and the two stories on the front Page of the Newsletter. When we look at the other two "things," you will see that you already know how to edit them as well.

Special Points of Interest Text Box

Let's **look** at the **lower right** text area **first**. **Click**-on this **Text Box** in the **lower right corner**, and then tap the **F9** key to **zoom** in on the box. When you get a closer look at this **Special points of interest Text Box you see** that it is simply a **standard text box**, with bullets, which highlight topics in the Newsletter. So, as with any text box, all you have to do is change the text to focus on special articles in your Newsletter. No big deal! You can do this easily now.

Special points of interest:

- Briefly highlight your point of interest here.
- Briefly highlight your point of interest here.
- Briefly highlight your point of interest here.
- Briefly highlight your point of interest here.

Newsletter Date, Volume and Issue
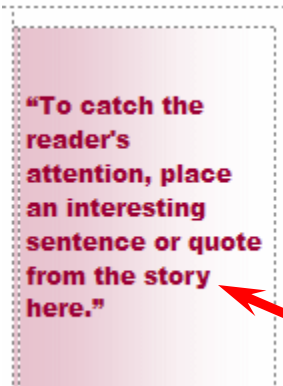
Newsletter Date

Volume 1, Issue 1

Now **move up** to the **text box above** the **Special points of interest** text box. Again, no big deal. Another Text Box. This text box allows you to date your Newsletter, and enter the Volume and Issue numbers. An easy task for you at this stage.

Now let's **look** at the **second and third Pages** (**note** the **arrows** on the **image below**).
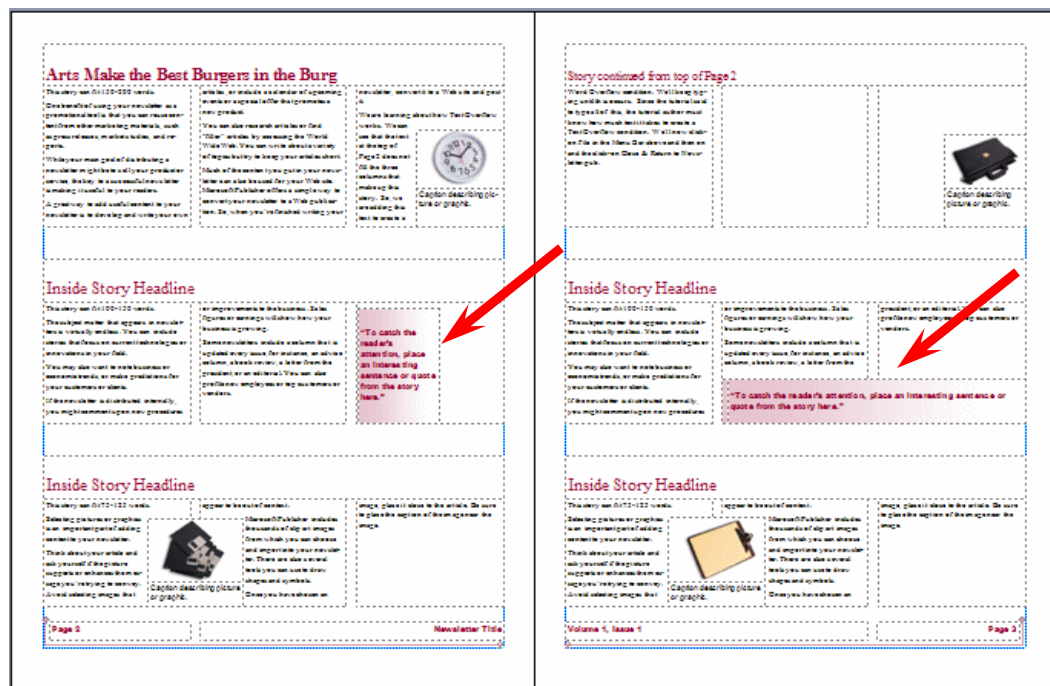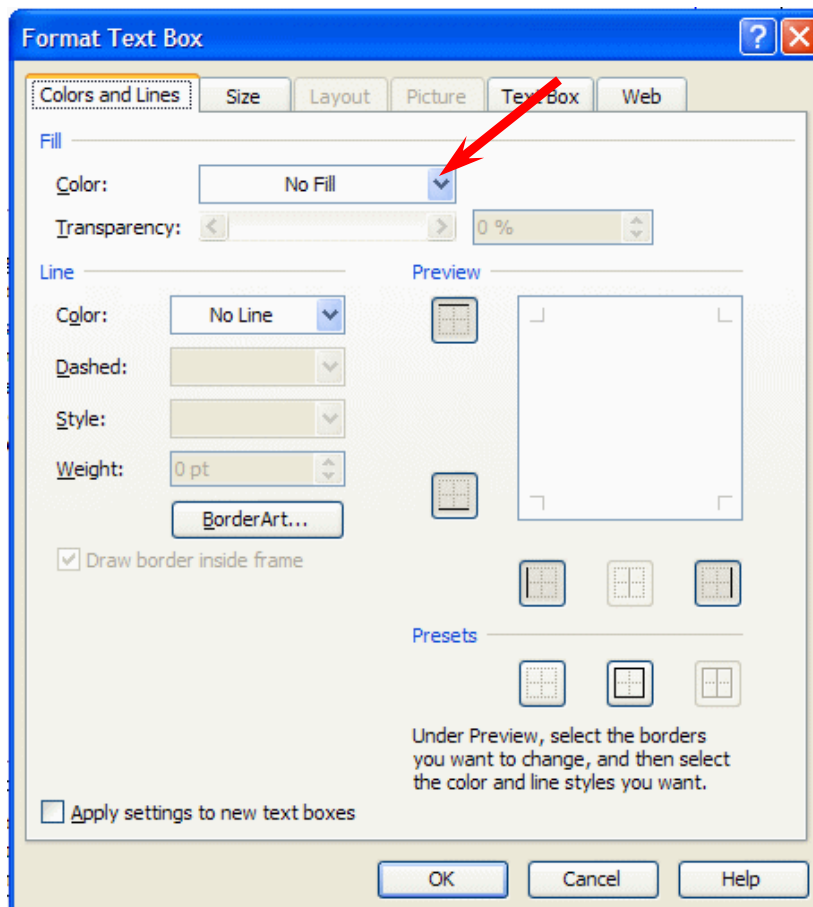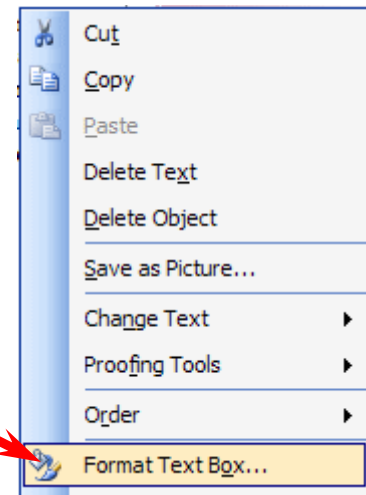
Again, no big deal for you. Everything on these two Pages is an article, captioned clip art, or text box. The **only**, slightly **new "things"** are **the "color shaded" text boxes** above (see arrows in image at the bottom of the last page). Let's take a moment to **look at one of these**. We'll look at the image on Page two that is marked by the arrow on the last page.

Shaded Text Boxes

"To catch the reader's attention, place an interesting sentence or quote from the story here."

Editing the text in this Text Box is an easy task at this point. **Notice**, when you look at the **text** in Publisher that the **font is colored in the color scheme you chose**. More **importantly**, **notice** that the Text Box has "**shading,**" **in your color scheme,** across the text box.

Cut
Copy
Paste
Delete Text
Delete Object
Save as Picture...
Change Text ▶
Proofing Tools ▶
Order ▶
Format Text Box...

Click-right on the **shaded text box**. Then, **move** your cursor **down** to **Format Text Box** and **click** the left mouse button.

Format Text Box

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

Fill
Color: No Fill
Transparency: 0 %

Line
Color: No Line
Dashed:
Style:
Weight: 0 pt
BorderArt...
☑ Draw border inside frame

Preview

Presets

Under Preview, select the borders you want to change, and then select the color and line styles you want.

☐ Apply settings to new text boxes

OK   Cancel   Help

The **Format Text Box** menu will appear (image on left).

Move your **cursor** over the **small down arrow** to the **right** of **No Fill** (see **arrow** on **left**). **Click**-on the **arrow** and the menu **screen below** will **appear**.

No Fill
No Fill
More Colors...
Fill Effects...
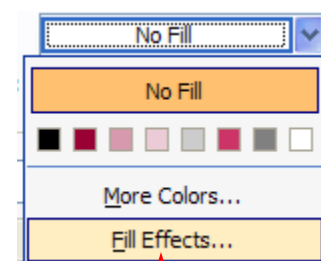
Click-on **Fill Effects**.

The following **Fill Effects** menu screen will appear.

Click-in the **small circle** to the **left** of **One color** (see **arrow**).

A Color 1 "**color box**" will **appear** to the right of One color. **Click**-on the **small down arrow** on the **right** of the **Color 1 box**. You will see the color menu appear below the box. We selected the third color from the left. You can choose any color you desire for shading your text box (**see arrows** above on **right**).

When we selected this color, the **Fill Effects menu screen "changed" to look like the one below.**
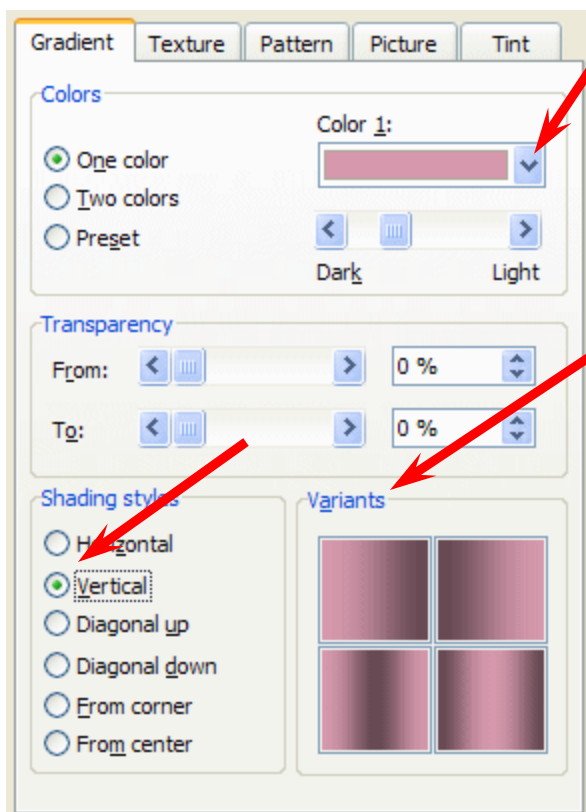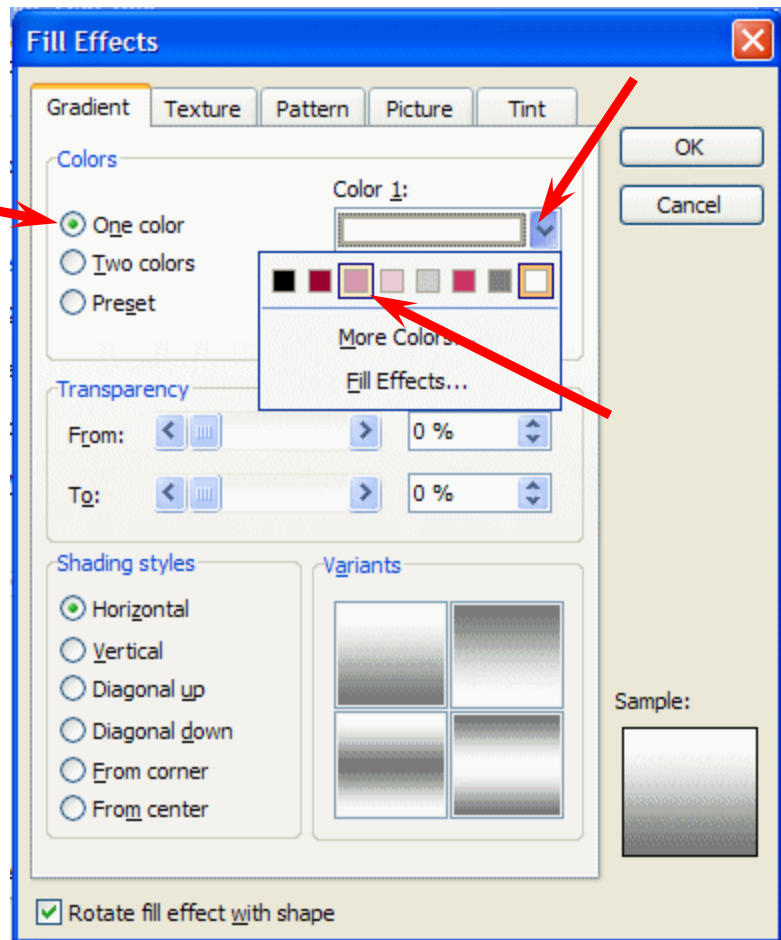
We **noticed** that the **Variants area** in the **lower right corner** of the **menu screen** changed to four variations with our color.

We then **clicked**-in the **small circle** to the **left** of **Vertical**. The screen changed to what you **see** on the **left**.

To **complete** our **Fill Effects**, we **clicked**-in the **small circle** to the **left** of **Two colors**.

We **chose white** as our **second color** (see arrow to right).

We then moved down the menu screen and **clicked** in the **small circle** to the **left** of **Diagonal up**. The four Variants appeared in the lower right corner of our image.

We **clicked**-on the **Variant** in the **upper left corner of the Variant area**.

We liked this shading, so we then **clicked OK**.
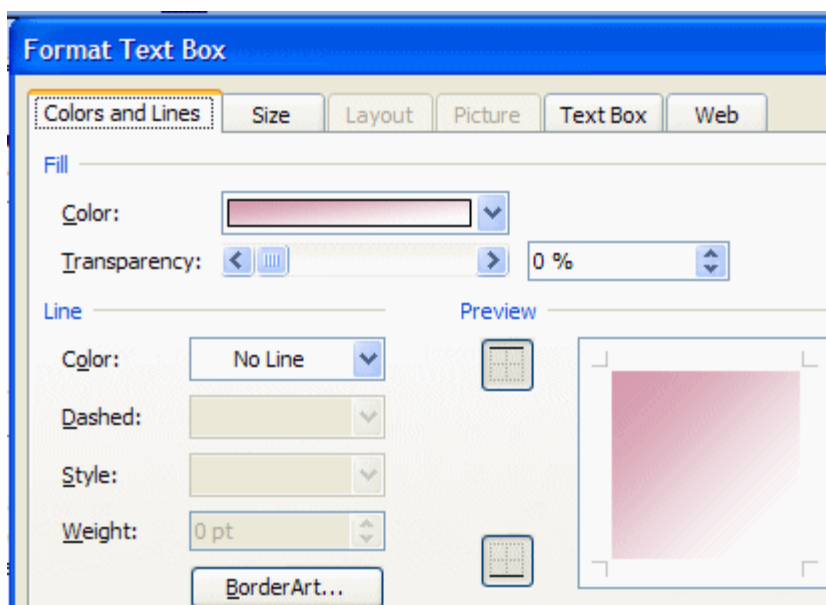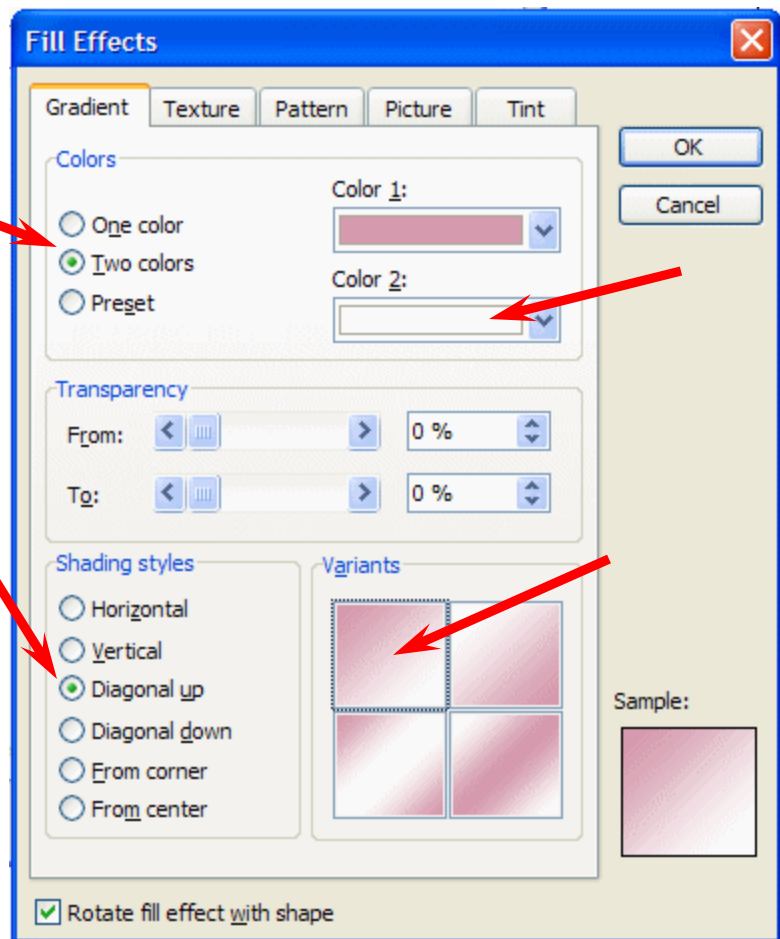
The Format Text Box returned and we noticed that the Gradient and Variant we selected were displayed in the lower area of the Box.

Now, **click-on OK again**.

Go ahead and **experiment**. Each time you **select** a **different Shading style** the **Sample** in the lower right corner will **show** you how your **shading will appear**. Also, when you select a different Base color: and Color 2: you will see the effects in the Sample area.

Go ahead and try a few Shading styles. When you find one you like, **click**-on **OK**.

Now, **zoom-out** again by tapping the **F9** key. Then **click**-on **Page 4** at the **bottom** of the screen.
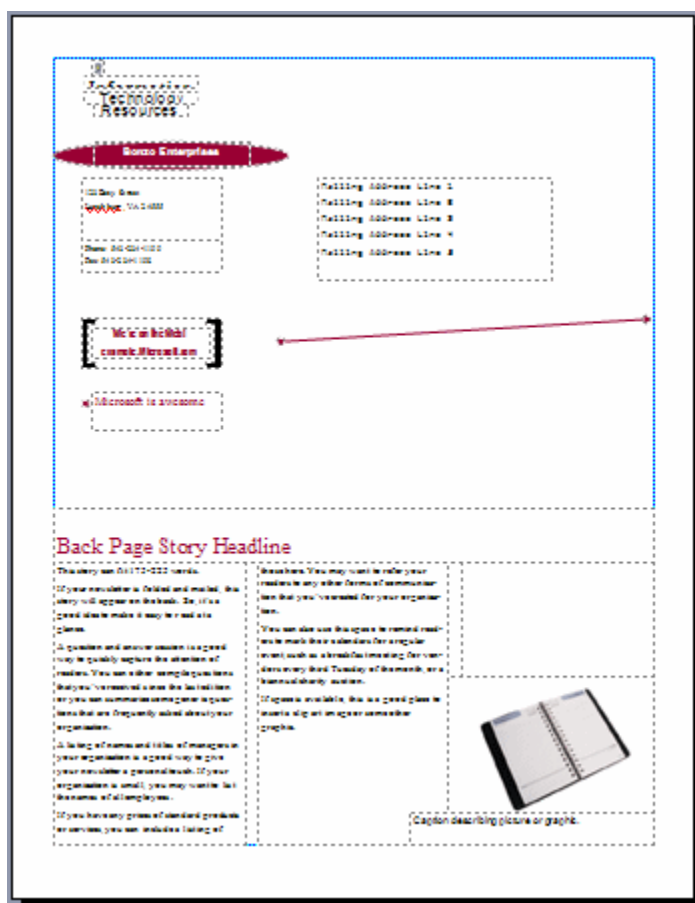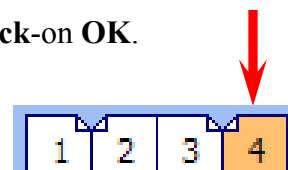
Notice that the **top** portion of **Page 4** contains a **Title Grouped Box**, a **Logo Box**, your **home address box**, and a **Customer's Address Box** – all tasks that you have accomplished in the Flyer and Brochure.

The **lower portion** of Page 4 is simply another "story" and captioned clip art box. Again something that you have mastered in this tutorial.

Don't forget to SAVE!

Congratulations. You have now successfully completed three publications

Some Final Notes:

Web Help

When you are working in Microsoft Publisher 2003, if you **desire "instant" assistance** on a feature in Publisher, there is a **web connection** in the program **if** you are "**on-line**." If you click-on **Help** in the **Menu bar** and then click-on **Microsoft Office Online**, you will be **linked** to a **main assistance screen** for Microsoft Office 2003. Simply click-on the link to Publisher. Often we find that someone else has already asked the same question – so a good first place to check is **Frequently Asked Questions**.

Publisher Design Gallery

You have utilized the features of each Task Pane to design a Flyer, Brochure, and Newsletter. **Many** of the **objects** that were a **part of** the **default publications** can be easily **accessed** again, at **any time** you are editing a publication by clicking-on Design Publications in the Task Pane.

What now?

If you desire to further your knowledge of Microsoft Publisher 2003, you might want to purchase a good advanced reference manual. The one we like best is Microsoft Press's <u>Microsoft Office System 2003 – Inside Out</u>.

Microsoft Office Tutorials

In addition to this tutorial, other Office tutorials are available at:

http://www.officetutorials.com

This site is updated frequently with tutorial revisions as well as tutorials from a number of collegiate institutions. Please feel free to visit and download as you desire.

This has been an introduction into the basics of Publisher 2003. If you have any questions about Publisher 2003, or comments on this tutorial, please contact:

murray.t@lynchburg.edu

Thank you for your patience and good luck.