

Section 1

Fundamentals

By the end of this Section you should be able to:

Start Publisher

Create a Blank Canvas

Recognise the *Publisher* Screen

Use the Menus and Toolbars

Use Text Boxes

Zoom In and Out of a Publication

Use Positioning and Sizing Guides

Close Publisher

Exercise 1 - Introduction to Publisher

Guidelines:

Publisher is a desktop publishing program, which helps create impressive publications with very little hard work. The program can also help you create artwork, using the blank publication as a canvas. Pictures can be imported, or you can even create your own.

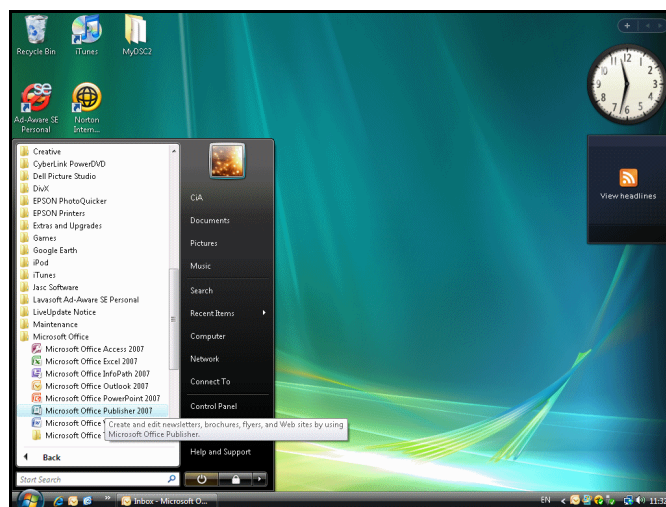
There are two different types of graphics used in computer art: **bitmap** and **vector** based. Bitmap pictures are made from many small dots, but vector images are more complex - created from instructions, which tell the computer to draw rectangles, curves and lines. Both types of picture can be edited, but vector based images allow more editing freedom. *Publisher* allows you to work with both types of picture.


Each item within a publication, e.g. a picture, a text box or a drawn shape, is known as an **object**. Objects can be moved around and changed to create impressive effects. The methods used to move, resize or format each object are the same, so once they have been learned, complex publications can easily be created.

There are numerous ways to start *Publisher 2007* depending on how the computer has been set up. The following exercise describes the normal method.

Actions:

1. Click  to show the list of **Start** options available. All *Windows* applications can be started from here.
2. Move the mouse to **All Programs**, then click **Microsoft Office** and then move the mouse over **Microsoft Office Publisher 2007**.



3. Click  **Microsoft Office Publisher 2007** to start the application.

Exercise 2 - Creating a Blank Canvas

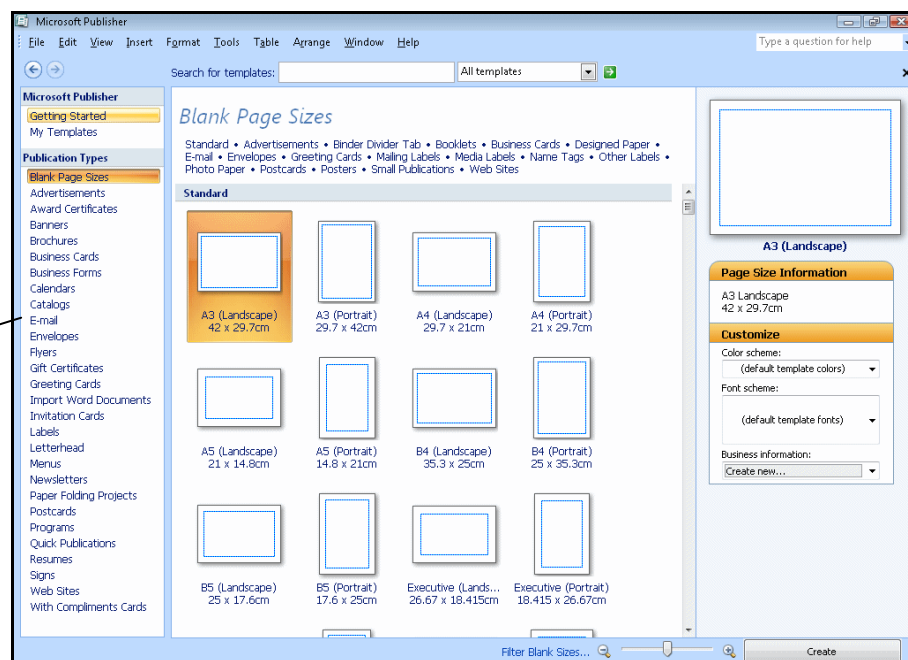
Guidelines:

The **Getting Started** window is *Publisher's* way of helping you create a publication – the universal name for the finished article. There are many templates available to use. A template is a ready-made publication that requires only the text to be edited or maybe a picture to be changed, resized, etc.

Actions:


1. Look at the **Getting Started** window. This is displayed when *Publisher* is started. If not, select **File | New** from the **Menu Bar**.
2. Select **Blank Page Sizes** from the list of **Publication Types** at the left. This displays a list of the different types of blank publication available.

List of templates



3. A blank **A3 Landscape** page is selected by default. Click on the different pictures (thumbnails) of publications to see the other options.
4. Select **A4 Portrait** by clicking on it twice, quickly (double click) The blank, single page publication is created, ready for editing.

*Note: If a prompt to save your work appears in these early exercises, select **No**.*

5. The **Format Publication** task pane is displayed at the left of the screen - you will not be using this feature. Click the task pane **Close** button, . As it will not be used on a regular basis in this guide, it is assumed that you will close the task pane where necessary.

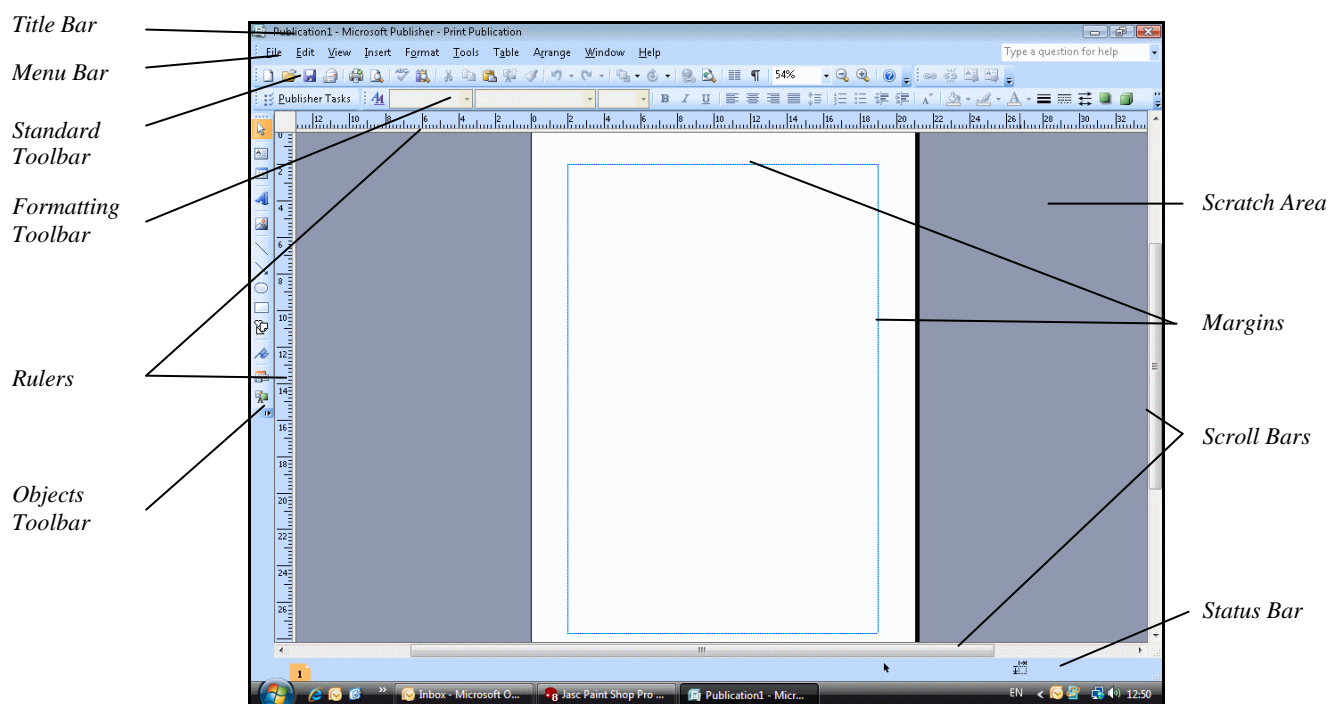
Exercise 3 - The Publisher Screen

Guidelines:

After a publication has been selected from **Blank Page Sizes**, the *Publisher* screen appears, displaying the page to be edited.

Actions:

1. Notice the blue **Title Bar** at the top of the screen. This shows the name of the current publication (**Publication1**), the name of the application (**Microsoft Publisher**) and the type of publication (**Print Publication**).

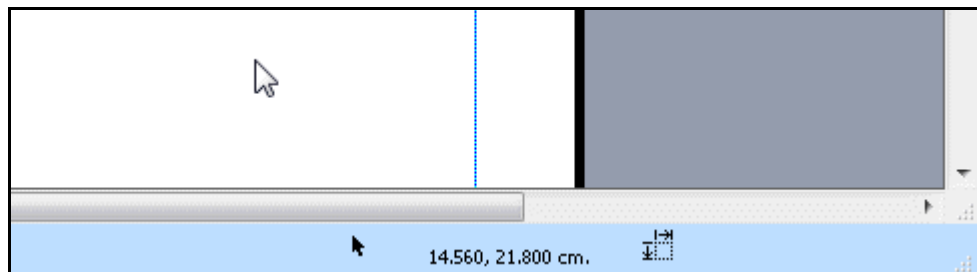


2. Look below the **Title Bar** to see the **Menu Bar**. All of the commands necessary to use *Publisher* are contained within these menus.
3. Observe the **Standard Toolbar** beneath the **Menu Bar**, which is made up of small buttons (or tools) to perform common tasks more quickly.
4. Look at the buttons on the **Formatting Toolbar**. They are ghosted (pale grey) which means they are not available for selection at the moment because the publication is empty.
5. At the left of the screen, is the **Objects Toolbar** where more tools are available. These tools are used to create various objects on the page.

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Exercise 3 - Continued

6. Notice the grey **Scratch Area** around the page, where objects can be dragged to be manipulated before being placed on the page.
7. At the bottom and right of the page are **Scroll Bars**, which allow movement up and down, or from left to right. Use the vertical **Scroll Bar** to move up and down.
8. The **Status Bar** at the bottom of the screen shows the number of pages in the publication and the **Object Position** and **Size** areas.
9. Place the cursor anywhere on the page to see its position in the **Object Position** area, at the bottom right of the screen, above the **Taskbar**.



Exercise 4 - Menus and Toolbars

Guidelines:

The **Menu Bar** contains all of the commands needed to use *Publisher*, within drop down lists. The most recently used commands from a menu are included in a shortened list, which is shown first when the menu is selected. The remaining, missing commands can be revealed at any time. If a command is not used for some time, it may be replaced on the short, personalised menu by a command that has been used more recently.


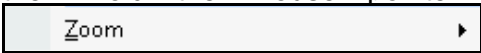
Toolbars allow quick access to the most commonly used commands and each command is represented by a button. To save space on the screen, many buttons are hidden, but they can easily be displayed. Like menus, the toolbars become personalised after being used, the frequently used buttons replacing others on the toolbar, which are then hidden.

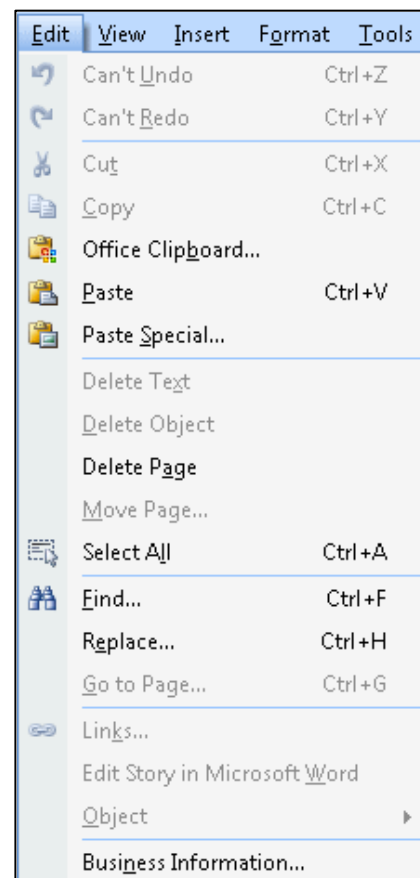
Note: This customisation feature means that the menus and toolbars may look slightly different to those in this guide, but the principles remain the same.

Actions:

1. Move the pointer over the word **Edit** and click with the left mouse button to open the **Edit** menu.
2. Notice how some of the commands are ghosted (pale grey). This means they are not available for selection at the moment. Click on **Edit** again to close the menu.

Note: You can also close a menu by clicking outside it.

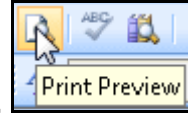
3. Click on the **Insert** menu to open it. Three dots after a command indicate that a further selection is available from a dialog box. Click  to display the **Insert Object** dialog box.
4. Click **Cancel** to close the dialog box.
5. An arrow after a command denotes that another menu will appear. Click **View**, then hold the mouse pointer over . A further menu appears. Click away from the menu to close it.



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Exercise 4 - Continued

6. Move the mouse pointer over a button on the **Standard Toolbar** and leave





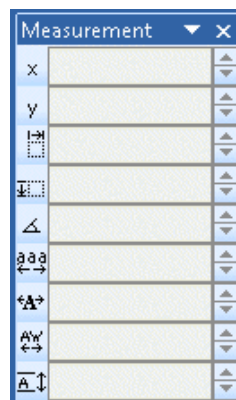
it there for a few seconds. A **ToolTip** appears, showing the name of the button. Read the **ToolTips** for each of the visible buttons.

Note: Chevrons, , on a toolbar indicate that more buttons are available.

7. Toolbars can be moved. To move the **Objects** toolbar on to the same line as the **Standard Toolbar**, move the mouse pointer over the dotted bar, , at the top of the **Objects** toolbar, until it changes to a four headed arrow, as in the diagram opposite.



8. Click and hold down the mouse, then drag it across to the right of the **Microsoft Publisher Help** button, , until the toolbar “jumps” onto the line at the right of the **Standard Toolbar**. Notice that chevrons have appeared because some buttons are now hidden.
9. Click on the chevrons to see the hidden buttons. Click away from the buttons to hide them again.
10. Using the bar, drag the **Objects** toolbar back to its normal position at the left side of the screen.
11. Select **View | Toolbars** to see the toolbars currently available. The toolbars currently in use have a tick next to them.
12. Any listed toolbar can be added to the screen by clicking on it. Click on the **Measurement** toolbar and it appears on the screen.
13. To remove the **Measurement** toolbar from view, click its **Close** button, , at the top right corner.




Note: Alternatively, select **View | Toolbars** and click on **Measurement** again to uncheck it and therefore remove it from view.

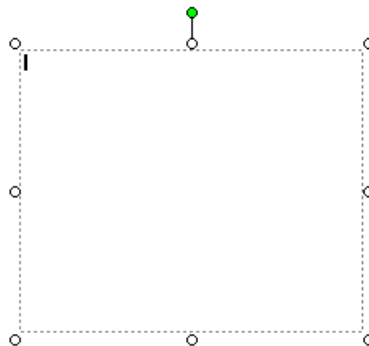
Exercise 5 - Text Boxes

Guidelines:

You may often need to create text as part of your artwork, e.g. a magazine cover would show the magazine name as well as pictures. All text in a publication is contained in a **text box**. The box restricts the area in which the text can be viewed, but there is no limit to the number of boxes which can appear on a page. A box can be very small, or it can fill the page.

Actions:

1. Select the **Text Box** tool, , from the **Objects Toolbar**.
2. Click and drag a large square in the centre of the page. The **text box** appears on the page, with the cursor flashing inside it, ready for text to be entered.
3. Notice that the box has small white circles, known as “handles” around it. This shows that it is selected - text can only be entered into a box that is selected.



4. Type in the following text as accurately as possible, but do not worry if you make mistakes:

By the time I have completed this course, I should have mastered the skills necessary to produce impressive computer artwork. I may never have to buy a birthday card again!

*Note: At this point the text you are entering will be very small and difficult to read. A message in a yellow speech bubble may appear with some useful tips.. These messages (**tippages**) appear from time to time if the correct option is set.*




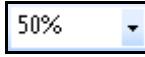
5. Press <F9> from the keyboard to zoom into the text.
6. Leave the publication open for the next exercise.

Exercise 6 - Zoom

Guidelines:

When text is entered into a box, it is so small that it is very difficult to read. To tackle this problem, use the **Zoom** function.

Actions:

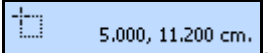
1. There are several ways to zoom in to and out of a page. The <F9> key has already been used to zoom in. Press <F9> again to zoom out. This key press toggles between zoom in and zoom out.
2. With the text box selected, select **View | Zoom**, then **Selected Objects** to zoom in again. The text box fills the screen.
3. Select **View | Zoom | Whole Page** to zoom out again.
4. It is also possible to zoom in at different percentages of magnification using the menu, but there is a quicker way. Click the **Zoom In** button, , on the **Standard Toolbar** to zoom to **50%**. The actual zoom percentage is shown in the **Zoom** box to the left of the button.
5. Click  again to zoom to **66%**. Each click of the button zooms in by the next percentage increment shown in the menu options.
6. Zoom out using the **Zoom Out** button, .
7. The **Zoom** box, , on the **Standard Toolbar** can also be used to change the zoom setting. Click on the drop down arrow at the right of the box and select **10%** from the list.
8. Use the box to zoom in to **400%**.
9. Use any method to display the **Whole Page**.
10. Leave the publication open for the next exercise.

Exercise 7 - Positioning and Sizing


Guidelines:

Objects can be placed in the correct position on the page using the rulers, which are displayed at the left and top of the screen, and by using the **Object Position** and **Size** areas, which can be found at the bottom of the screen. The **Measurement** toolbar can also be used.

Actions:

1. Select the **Text Box** created in **Exercise 5** and look at the **Object Position** area at the bottom of the screen, on the **Status Bar**. It shows the exact position of the top right corner of the text box, .

Note: Don't worry if the size and position of your text box are different.

2. The **Object Size** area is to the right of the **Object Position** area, . Check the size of your text box. Click outside of the box and move the mouse pointer around the screen. Notice how the figures in the **Object Position** area change.

3. Draw another text box on the page, underneath the first. Using the **Object Size** area as a guide, try to make it as near to **10cm x 5cm** as possible.

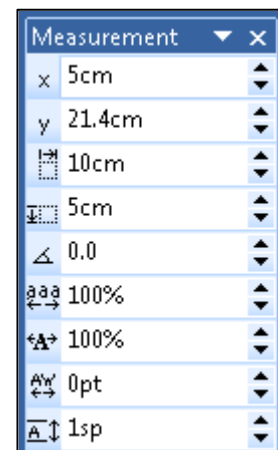
4. Enter the following text: **Objects can be positioned exactly on the page using the Object Position box.**

5. The rulers can be dragged on to the page to make measuring easy. Press <F9> to zoom in. Hold down <Shift> and click and drag the vertical ruler to the right until it touches the selected text box.

6. Hold down <Shift> and click and drag the horizontal ruler down until it rests on top of the selected box. The width of the box is shown on the white area of the ruler. Click on the other text box to see its measurements appear on the ruler. Replace the rulers in their original positions and zoom out.

7. With the second **Text Box** selected, select **View | Toolbars | Measurement**. Notice how the **x** and **y** boxes show the exact position of the box and the boxes below show the exact size of the box.

8. Click the up arrow in the height box to change the height of the text box to **8cm**. It does not matter if the text box is not completely on the page once enlarged.



*Note: Further options available from this toolbar are covered in **Section 3**.*

9. Close the **Measurement** toolbar and leave the publication open.

Exercise 8 - Closing Publisher

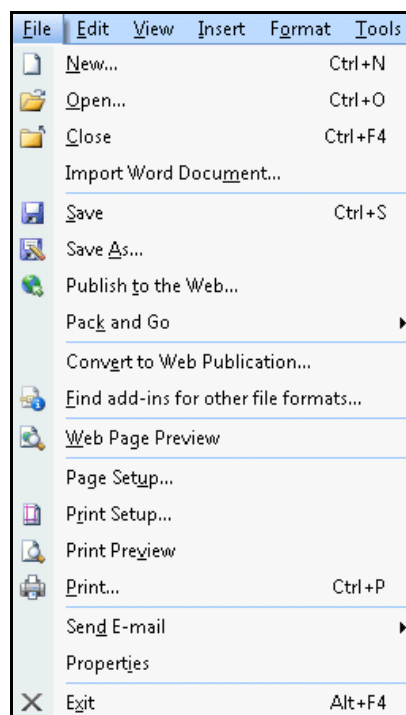
Guidelines:

Publisher can be closed at any time.

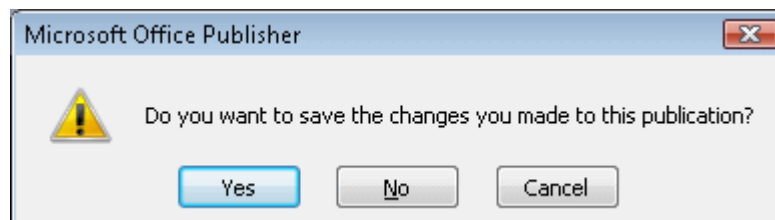
Note: When closing Publisher, if the current publication has not been saved, a warning will be displayed asking if it is to be saved.

Actions:

1. Double click on **File** to display the menu.




2. Place the mouse pointer over **Exit** and click once. The following message appears:



3. Click **No** to close *Publisher* without saving the publication.

*Note: Closing a publication will be discussed in **Exercise 11**.*

4. Start *Publisher*. Click **Blank Page Sizes**, then double click **A4(Portrait)** to go directly to a blank publication.
5. Close the program again using the **Close** button, , on the **Title Bar**.

Exercise 9 - Revision

1. Start *Publisher* and a blank publication.
2. Draw a **Text Box** on the page.
3. Use the **Measurement** toolbar to resize it to **10cm x 10cm**, positioning **x** at **5cm** and **y** at **5.75cm**.
4. Close the toolbar and enter the following text, zooming in to read it:

I have now completed Section 1 of New Clait Unit 6 e-Image Creation, using Publisher 2007.
5. Close *Publisher* without saving the publication.