

INTRODUCTION

Publisher is becoming the choice of people who regularly produce high quality color publications such as *newsletter, flyers, logos, signs, forms, brochures, and web pages*.

Unlike Microsoft Word Publisher allows users to **lay out their works in layers**. It also allows you to create works on your own or use the assistance of the **Wizard**.

One of the advantages of Publisher is that it offers **more control** over certain aspects of your publication. For instance, Publisher offers a work environment that makes it easy to work with documents in a variety of sizes and shapes. It also has a larger variety of tools to help you arrange and align text, images, and other objects within the page margins.


One key difference in Publisher from Word you must use your **toolbar objects** to **insert text, clipart, WordArt, shapes, and zoom in** on your **text**. Documents created in Word can be imported into Publisher.

When user begin to enter data onto the workspace everything must be contained within the **dotted blue lines**. That is the defined work area.

Backstage view

In Publisher 2010, options for **saving, printing, and creating** publications are located in **Backstage view**. It is similar to the **Office Button Menu** from Publisher 2007 or the **File Menu** from earlier versions of Publisher. However, unlike those menus, it is a full-page view, which makes it easier to work with. To access Backstage view, click the **File tab**.

Working with text boxes

In Publisher, text is contained in **text boxes**, which are blocks of text that you can place on the page. The cursor will turn into crosshairs . Click anywhere on your publication and **drag** your mouse to create the text box.

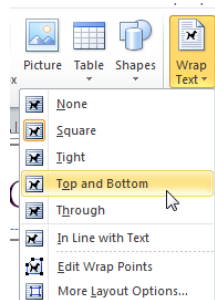
Wrapping text

If you place a text box near an **image** or another **object**, you may notice that the text is overlapping with the object or doesn't appear exactly where you want. To fix this problem, you'll need to change the object's **text wrapping settings**.

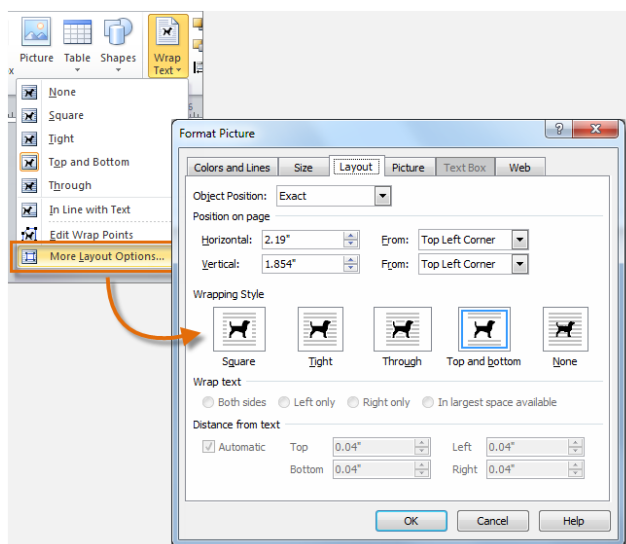


To wrap text around an object:

1. Select the object, then click the **Format** tab that appears on the Ribbon. Locate the **Arrange** group, then click the **Wrap Text** drop-down command.
2. Select the desired wrap option. The text will adjust based on the option you have selected.



3. If necessary, reposition the object until the text wraps correctly. If you can't get your text to wrap the way you wish, click the **Wrap Text** command and select **More Layout Options** from the menu. You can make more precise changes in the Advanced Layout dialog box that appears.



As you work with text boxes, you might find that a text box isn't large enough to contain all of the text you want to include. When you run out of room for text, you can use the **Link** command to **connect** text boxes. Once two or more text boxes are connected, text will overflow or continue from one text box to the next.

Community Hero of the Month: Jake



Jake Tarty with Lady Whiskers

According to Jake Tarty, he's just a man like any other. He would never call himself a hero. Chances are, though, if a certain cat could talk, she definitely would.

When Jamie and Bree Wall's home caught on fire two weeks ago, they had no time to search for their cat, of six years, Lady Whiskers. "I wanted to find her," Ms. Wall said, growing teary at the memory, "but Jamie said it was too late. She always liked to hide under the couch, and the living room was where the fire started. We were sure she was gone."

When the firefighters arrived, they focused on fighting the fire from the outside. None of them would risk it all to save the life of one cat... none except Jake Tarty. "I've never said anything like it," said Fire Chief Jon White. "He just rushed in there and we were all saying, 'No, Jake, no— it's just one cat.' And he turned to me and said, 'Just' one cat? Jon, one is enough.' When the house collapsed, we thought he was lost for good. Then we heard this meowing, and he just appeared in this cloud of smoke. We're very proud."

Mr. Tarty suffered second-degree burns. Lady Whiskers suffered singed fur.

When the text box on the left is full, extra text overflows into the connected text box on the right.

To connect to a new text box:

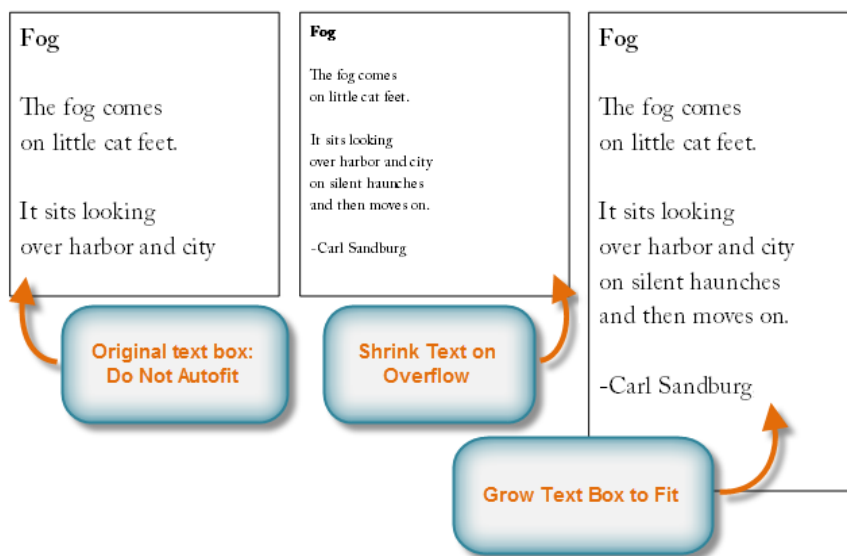
1. Select your text box.
2. Click the Text Box Tools Format tab, then locate the Linking group.
3. Click the Create Link command.
4. The **Link** icon will appear in place of your cursor. Click the spot on your publication where you would like to add the linked text box.
5. The text box will be added. Resize it as necessary.
6. Continue typing your text. Any text that overflows from the original text box will now appear in the connected box.

Modifying text boxes

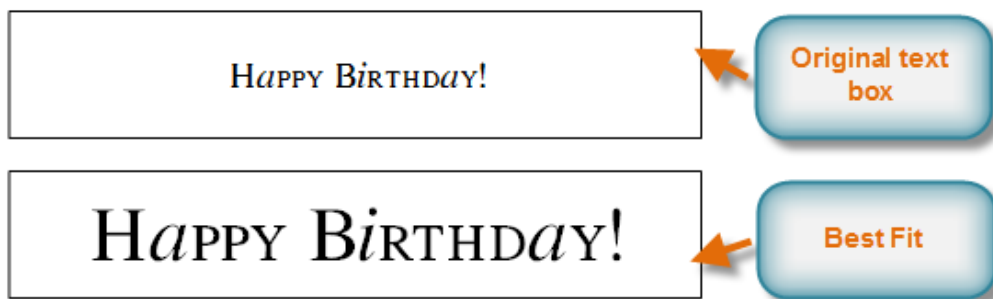
The **Text Fit** options allow you to format text boxes that **automatically adjust** font or text box size to get a good fit. There are four text fit options you can apply to any text box:

- **Best Fit**, which makes the text larger or smaller to fit the text box
- **Shrink Text on Overflow**, which automatically shrinks the font size when the text box has no room for additional text

- **Grow Text Box to Fit**, which automatically enlarges the text box based on text size and length
- **Do not Autofit**, which makes no automatic changes to the text or text box size; this is the default option
- For instance, if your text box was too **small** for your text you might apply **Shrink Text on Overflow** or **Grow Text Box to Fit**.



On the other hand, if you have a certain amount of space for your text box and want your text to fill the entire area, you might select **Best Fit**.



- To modify text fit, select the text box, then click the **Text Fit** drop-down command in the **Text** group of the **Text Box Tools** tab. Select the desired option.

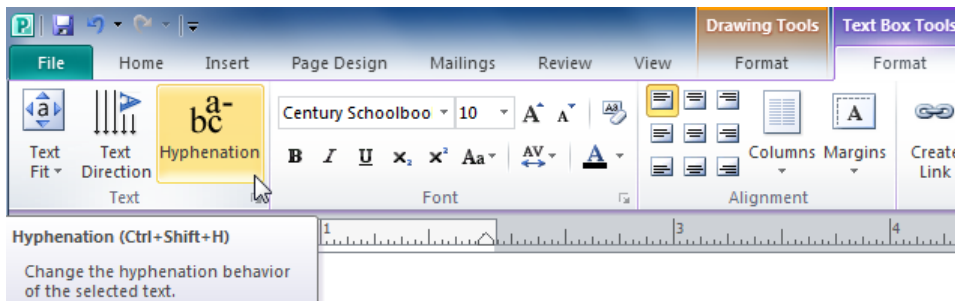
Hyphenation

Publisher automatically **hyphenates** words at the ends of lines in order to improve text fit. You can control if and how your words are hyphenated by modifying your **hyphenation settings**.

To modify hyphenation settings:

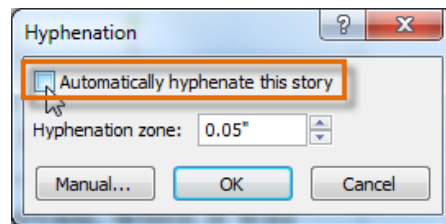
Select a text box, then click the Text Box Tools Format tab on the Ribbon and locate the Text group.

Click the Hyphenation command.

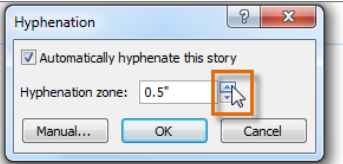
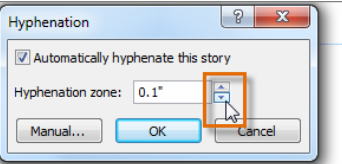


The **Hyphenation** dialog box will appear. Modify your hyphenation settings as desired.

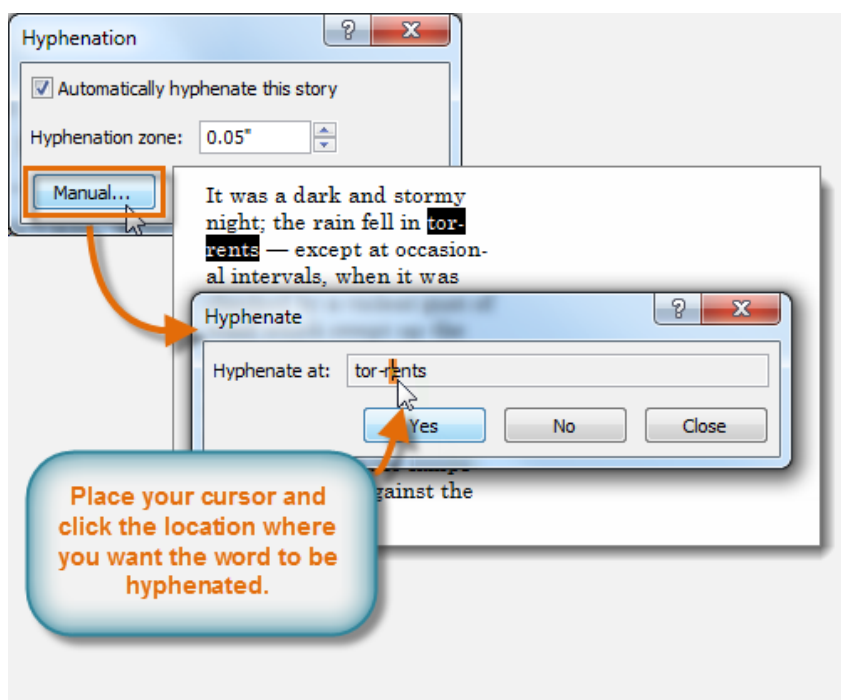
- To **remove** all hyphenation, uncheck the **Automatically hyphenate this story** box.



To change how frequently Publisher hyphenates words, use the **up and down arrows** to adjust the size of the **hyphenation zone**. If you **increase** the size of the hyphenation zone, your publication will have fewer hyphens. If you **decrease** it, the right edge of the text will appear more even, but your text will contain more hyphens.

	
<p>Celia Morales, daughter of Linda and Jorge Morales, has been awarded the 21st annual E. Stark Memorial Scholarship. This national scholarship is awarded to each year to one female high school senior who with an interest in public health and extraordinary talent in the sciences. It covers full tuition at a four year college, and includes a stipend for living and for summer research and travel.</p>	<p>Celia Morales, daughter of Linda and Jorge Morales, has been awarded the 21st annual E. Stark Memorial Scholarship. This national scholarship is awarded to each year to one female high school senior who with an interest in public health and extraordinary talent in the sciences. It covers full tuition at a four year college, and includes a stipend for living and for summer research and travel.</p>
<p>Increasing the hyphenation zone reduces the number of hyphens, but makes the right edge of the text more uneven.</p>	<p>Decreasing the hyphenation zone makes the right edge of the text more even by adding additional hyphens.</p>

To specify exactly where each word should be hyphenated, click **Manual...** The **Hyphenate** dialog box will appear, containing one hyphenated word from your text box. To change where the hyphen appears in that word, simply **click** the place where you want the hyphen to appear, then click **Yes**.



Click **OK**. The hyphenation will be adjusted

There are six Publisher typography commands:

1. **Drop Cap**, which enlarges the first letter of the selected text
2. **Number Style**, which lets you choose between four different styles for number spacing and alignment
3. **Ligatures**, which connect certain combinations of letters to make them easier to read
4. **Stylistic Sets**, which let you choose between various **embellishments** for your fonts, usually in the form of exaggerated **serifs** or **flourishes**
5. **Swash**, which embellishes **capital letters**
6. **Stylistic Alternates**, which offer alternate versions of specific letters such as **g**

Objects can be grouped together as one in Publisher

At times, you may want to **group** multiple objects into **one object** so they will stay together if they're moved. This can be easier than selecting all of the objects each time you want to move them.

To group objects:

Select the objects you wish to group.

Click the **Format** tab, then locate the **Arrange** group.

Click the **Group** command. The selected objects will now be grouped. There will be a **single box with sizing handles** around the entire group to show that they're one object.

New pages are added to your document by clicking on **Insert Page** and indicate the number of page(s) to be inserted. Within Publisher **pages can be easily added, deleted and rearranged. Simply highlight the page and click and move or delete.**

If you're planning on **printing** your publication yourself, your planning doesn't stop when you finish your layout. Before you **print your publication**, you'll have to make certain decisions about how you want to produce and distribute it. Depending on the type of publication you're creating, you might want to consider using something other than standard white paper. For instance, people usually print greeting cards on a **heavier type of paper** called **card stock**.

You have three color options for your printed publication:

- **Color**
- **Grayscale**, which prints images and details in shades of gray
- **Black and white**, which prints all images and text in black ink without any shading; many photocopiers only produce black-and-white images.

Publisher offers a variety of print settings you can modify to suit your needs. Among these are two tools for advanced printing tasks: **double-sided printing** and **collating**.

- **Double-sided printing**

Double-sided printing allows you to print on both the front and back of each sheet of paper. Publisher gives you two choices for double-sided printing: You can **flip**, or **turn, the page** on the **long side** of the page or the **shortside**.

- **Collating**

The **collated printing** option lets you **assemble** copies of your publication with all pages in the correct **order**. By automatically grouping individual copies of your publication, **collating** can save you a lot of time and effort.

Before printing **Preview** your work. You can do this by clicking on **File-Preview**, or using the **shortcut tool** (which is the **white paper with the magnifying glass** on it).

We will explore some of the unique features that Publisher has to offer. The first choice that needs to be made regarding any publication is the **Page Layout**. Creating a publication from a template takes care of most of these choices for you. However, if you create a publication from **scratch** or decide to **modify the template**, there are three components of page layout that need to be considered: **size, orientation, and the margins**. As we work with samples you will develop a better understanding of this concept.

Let's look at some of the customized templates that's within Publisher. User have the option of working with a preset design or creating their own blank document. We will be exploring how to create a *certificate* and a *program from a template, designing a flyer and greeting card* from scratch.

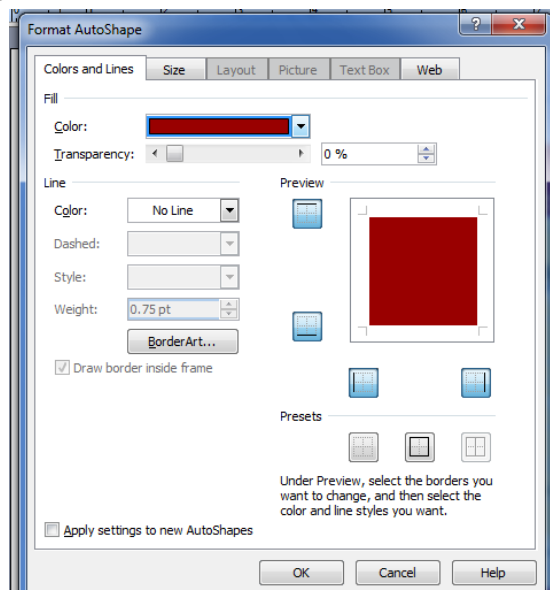
Let's Get Started:

ALL TEXT USED IN PUBLISHER IS INSERTED USING THE TEXTBOX

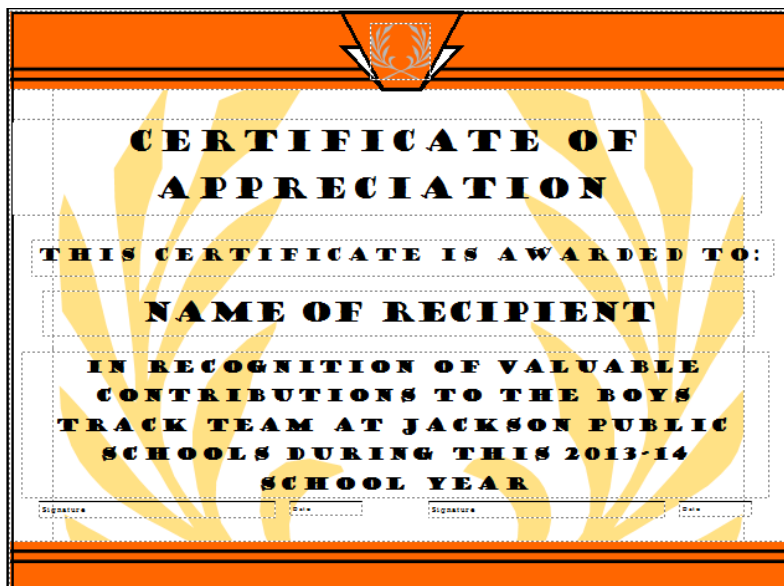
1. Click **Awards Certificate** and click **Appreciation #7** and click **OK**.
2. We are going to change the color to **Orange** instead of **Burgundy**. Handles will appear, **right mouse click** on the certificate and click **Format Auto Shape**.



3. In the **Fill** section under **Color:** Click on the **drop down arrow** and select the color **orange**. **Line Color** will also be **Orange** and click **OK**. Change all the colors that are currently **burgundy** to **orange**.



4. Change the font to **Goudy Stout** and adjust the textboxes to accommodate the font. **Title Size 24**, remaining textboxes size 16 and the name size 22.
5. Click on the Square and draw it completely around the certificate. Click on line thickness and click on the second 6pt size.
6. Change the lines to black, and do a no fill for the background. See example below



Certificate backgrounds can be removed and modified at any time. Save your work first as a document and secondly as a template to be used later or modifications added.

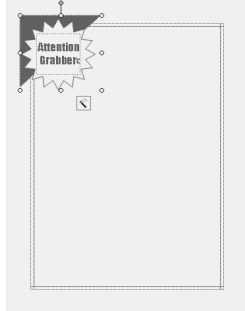
DESIGNING A PROGRAM USING A TEMPLATE

Open a new blank Publisher Publication, click Program and click Musical. Notice there are four pages to this program. Begin on page 1.

1. Highlight Business Name and type in **your school name**. *Highlight Program title* and type in **Spring Musical**. In the **date** and **time** section make the **font larger** and type in the *actual date and time of the program*.
2. **Click on the second page**. (Notice pages 2-3 appear) One of two things can happen, one all of the textboxes can be eliminated and set up to accommodate your actual program or the textboxes can be modified to include some of the materials for an actual program. Or the program can be left blank and we'll save it as a template to fill in the blanks later).
3. On the **4th page** the contents can be left as is, textboxes deleted if not needed or completely deleted and inserted with your own information.
4. Go to **File-Save As**—**name the document** and the **type will be a Publisher Template**. This document can be re-opened and used later with information obtained to complete the program.

Creating a Flyer From Scratch

1. Open Publisher and click on **Blank Publication**. Adjust your margins under **Page Setup**. **L-R 0.5; T-B 0.6**.
2. On the menu heading click **Insert** scroll down to **Design Gallery Object**. Scroll and view all of the various design headings as well as the various categories you can insert.
3. Click on **Attention Getters**, scroll down to **Corner Starburst Attention Getter** and click **Insert Object**.
4. Move the attention getter to the left corner of your screen. **Do not ungroup** this object.



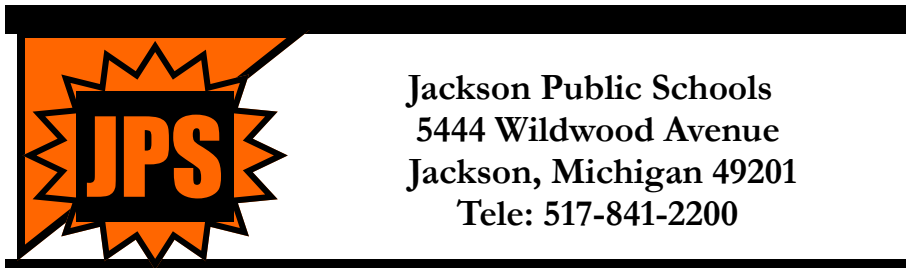
5. Resize the object as shown in the illustration
6. Click **two times** on the **attention getter object**, click on the **paint can** and select an orange color.
7. **Click on the text icon until you see the dots**. Highlight the word and type in JPS make the color orange and the square black by clicking on the paint can. **and click black**.



8. Go back to **Insert** and click on **Design Gallery Object**; and scroll back to **Attention Getter Object**. Scroll down to **Bar and Lines Attention Getter** and click **Insert Object**.
9. **Resize Bar and Lines Attention Getter** and move up by **Attention Getter** as shown in the illustration.



10. Click **two times** on the **Bar and Lines Attention Getter** and click on the **paintbrush** and select the **black** color. Click on the **Lines shortcut** and **click 3pt.**



11. Repeat the same process as above for the bottom set of lines.

12. Highlight the text and type in the information given. **Select the font of Garamond, Size 14 and the color black.**

OPEN A NEW WINDOW IN PUBLISHER AND USE A BLANK PAGE. THIS SAME PROCESS WORKS IN POWERPOINT AS WELL.

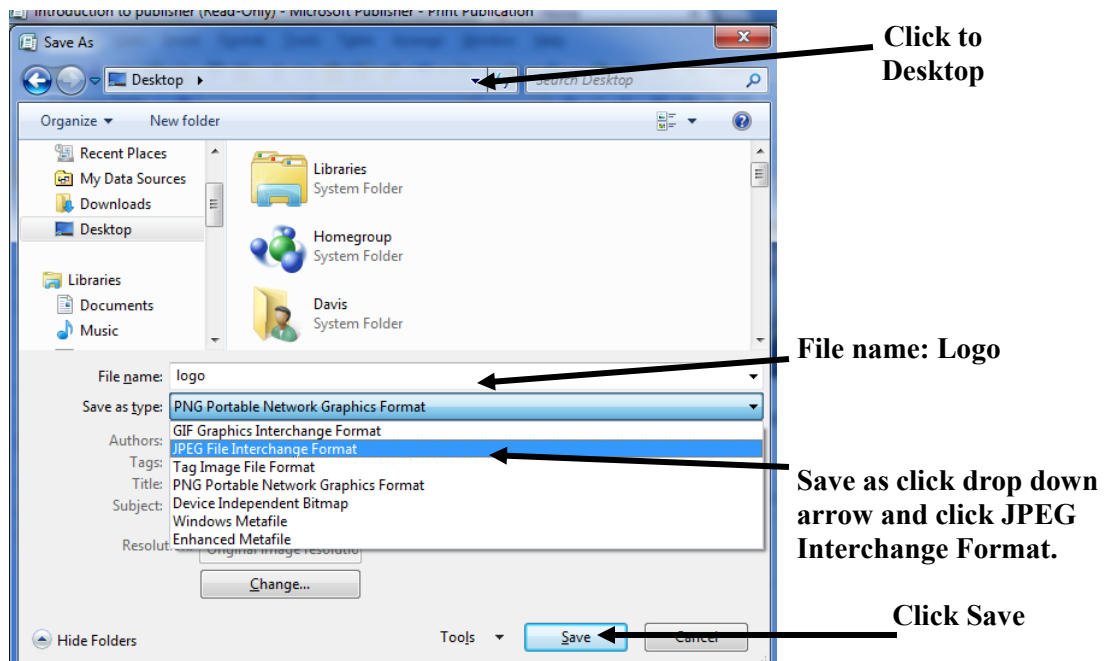
1. Go to your home page <http://www.jpsk12.org/Home/tabid/232/Default.aspx> and you are going to copy the top half of your webpage. **Click print screen on your keyboard. Keep the website open.**
2. **Click Edit Paste or Ctrl V.** The top part of your page should be visible. **Click on the Crop Tool on your toolbar. Crop the picture similar to the image shown.**



3. **Right mouse click** on the picture to obtain the dialog box as shown below.



4. Another **dialog box will appear** prompting you to **save the picture, name it, change the format** from a **png to a jpeg**. Click **JPEG** name the file **logo** and save it to the desktop.

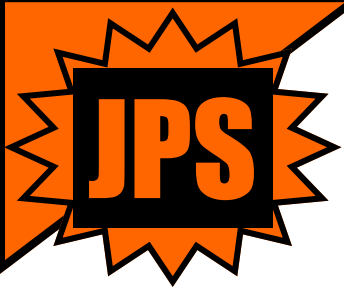


5. Go back to your website and copy the bottom half of the page. Continue working on the same page paste the information on the worksheet and repeat steps 2-4 to convert that image into a JPEG. Your picture should be as follows.



6. You are going to go back to your letterhead and finish creating it.
7. On your **toolbar** click on the **rectangle shape** and draw it to the **left** from the **top** to the **bottom**.
8. Go to **Insert-Picture** and insert the **JPS logo**. Place the logo inside the rectangle as shown below.
9. **Insert a textbox** under the logo. **Font-Garamond Size 11; Bold and type "Building Stronger Schools Together."**
10. You will group those three items. **Click on the first one hold the shift key down** and click on the others. Notice **two squares** appear click on them. All three objects are combined as one.
11. Insert the JPS School Closing information and place it inside the rectangle.
12. Before grouping adjustments may have to be done.





Jackson Public Schools
Wildwood Avenue
Jackson, Michigan 49201
517-841-2200



Building Stronger Schools Together

**JPS SCHOOL CLOSING
HOTLINE**

517.841.2175

* * * * *

School Closing Information
From:

WILX TV
and
WLNS TV



Visit our JPS
Weather Station
at
Northeast
Elementary



Creating a Greeting Card

You have numerous options for creating Greeting Cards. Select **Thank You #8**. We will use a combination of infusing your own creation into the pre-set templates. To the right of your selection you can decide how the layout should be along with the design type.

Greeting Cards

Thank You • We've Moved • Engagement Announcement • Birth Announcement • Reminder • Holiday • Birthday • Mother's Day • Father's Day • Valentine's Day • Special Day • Congratulations • Friendship • Romance • I'm Sorry • Get Well • Sympathy • Good Luck • Miss You

Thank You 5 Thank You 6 Thank You 7 **Thank You 8**

Thank You 9 Thank You 10 Thank You 11 Thank You 12

Thank You 13 Thank You 14 Thank You 15 Tilt

Thank You 8

Customize

Color scheme: (default template colors)

Font scheme: (default template fonts)

Business information: (Custom)

Options

Page size: Quarter-page side fold

Layout: **Image Elegant**

Fold type half or quarter fold

Layout type

Greeting card types

Click Create and notice there are four pages. We will specialize each section adjusting font sizes, color and pictures. We will also add a border from the design gallery complete and save the card.