

**OREGON STATE
UNIVERSITY**

ECTU

Extension Computing Technology Unit

**Intermediate
Publisher 2000**

by

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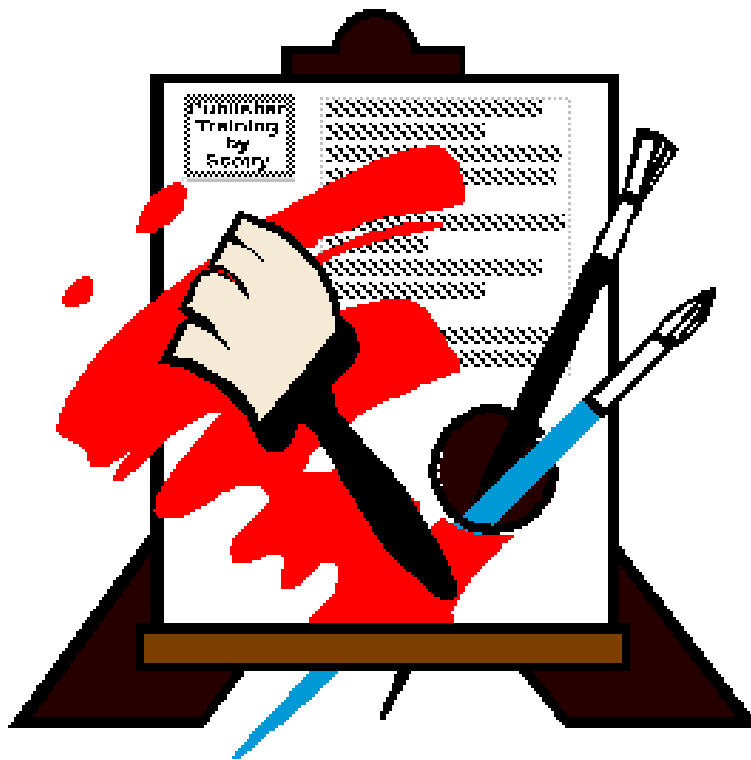


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Introduction

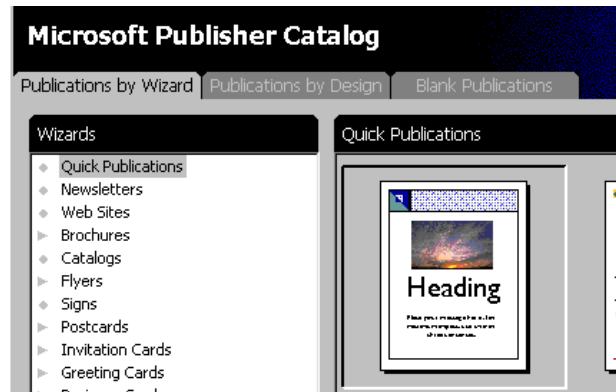
Microsoft Publisher is an easy to use, general purpose desktop publishing package which allows you to create professional-looking publications without having to be an expert printer or designer. Publisher is simple to learn and in no time you will be creating newsletters, brochures, greeting cards, and banners. This manual was written for Publisher version 2000. If you are using a different version of Publisher (v98, v7.0, v97) some screen shots will be different and some features will be located in different places. However, the concept of Publisher has not changed since its inception, making desktop publishing as simple as possible.





Starting Up

- When you load Publisher it will ask you what kind of publication you would like to create.
- Whenever you start Publisher you will either be creating a new publication from scratch or using a wizard, design, blank presentation, or an existing one.
- Click on the tabs to tell the program which option you'd like.

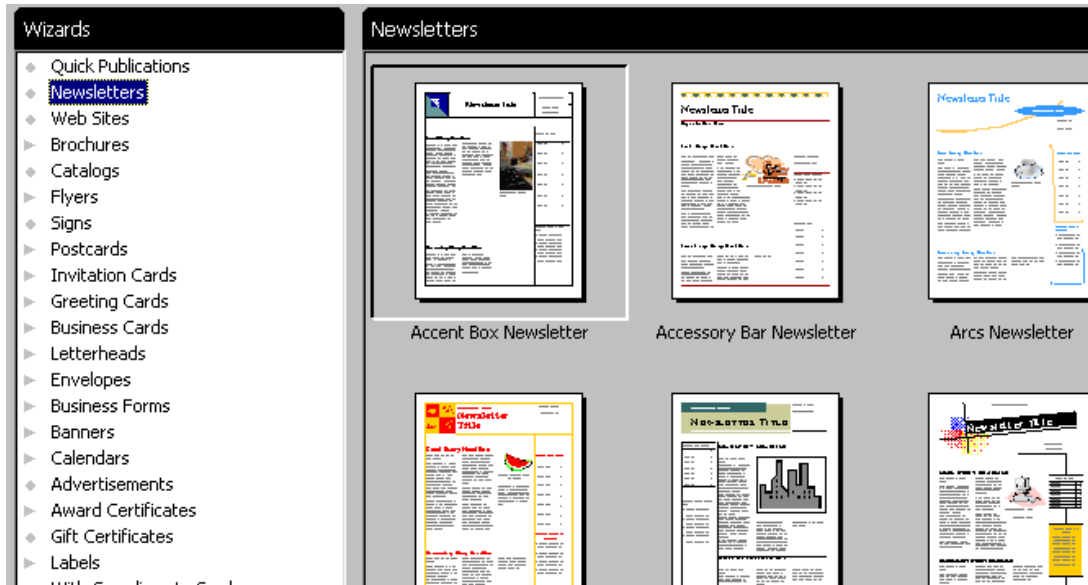


- Publisher comes with hundreds of wizards that can help you get started and make designing your publication easier. The wizards are separated into categories based on different types of publications and background design. The most common types are Publications, Newsletters, Web Sites, and Brochures. They are listed first.
- To start a wizard just click on the type of publication you would like to create, then click on the **Start Wizard** button.

The next section will explain how to create a publication using a wizard. If you would rather create a publication from scratch, please skip and go to the section titled **Creating a Blank Publication**.

Page Wizards

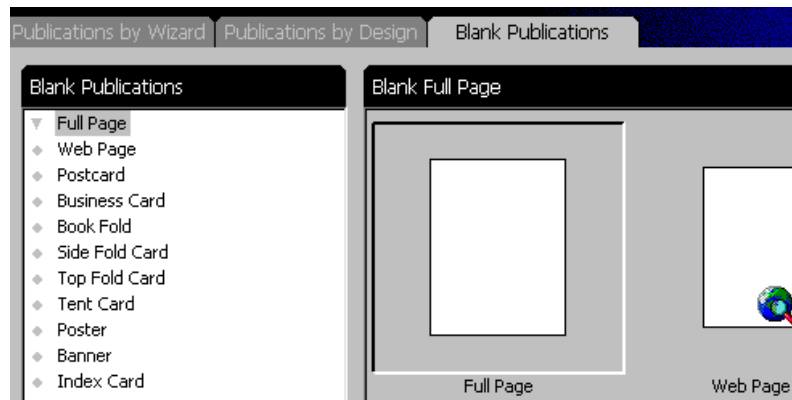
- The easiest way to design a publication is to let a wizard do the preliminary work. With a wizard, layout, color design, and other setup options are created automatically by Publisher and all you have to worry about is creating the actual content.
- You may always alter what a wizard has done for you. You may change a font style, insert your own picture, and use the colors you want. A wizard just helps you get started.
- There are 23 different categories of wizards and 7 design categories available to use with an unlimited number of potential publications because each category allows you to customize that particular publication to fit your personal needs.
- Just double-click on any category to start that particular wizard. It would be wise to spend a few hours going through the different wizards and finding ones that could be of help for your office.



- This is an example of how many different possibilities one category of wizards can produce.
- This is the first step in the **Newsletter** wizard. It contains 34 separate newsletter styles to help you get started. We will not get into step-by-step instructions on each wizard. The programmers at Microsoft have already included instructions and helpful hints with each wizard to guide you along.

Creating a Blank Publication

1. From the startup screen, click on the **Blank Page** tab.
2. **Full Page** will be selected, because we do not want any special folds and we are not creating a web site, just click on the **Create** button.





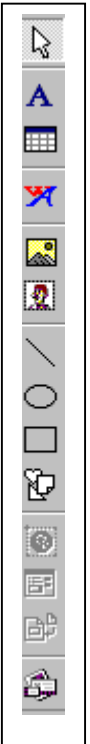
Publisher Basics





- You use Publisher by placing text, pictures, titles, and other objects onto the screen, moving items around, and resizing things that don't fit, until you come up with an acceptable publication.
- Just like old-time printers used paper cutouts of articles and pictures and then moved them around a table until all the pieces fit, Publisher operates on the same principle.
- Move the text and graphic objects around the screen until they form a coherent newsletter, flyer, or brochure.

All objects can be created from using the Publisher Toolbar, which contains all the tools you will need in Publisher. In this toolbar there are buttons to activate the text tools, graphics tools, tables, and drawing shapes.

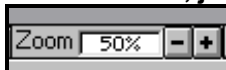
Creating Text Objects

- There are two types of text objects in Publisher: normal paragraphs and a special type of text used for titles called WordArt.
- To begin writing text you must first create an area on the screen where that text will be placed. This is called "drawing a text box".



	Do What ...	Why ...
1	Click on the text box tool button. 	This will turn your pointer into a "crosshairs" 
2	Place the crosshairs inside the white document and left-click and drag the pointer towards the lower right.	The text box will begin to take its shape as you drag. This is the area in which your text will be placed. 
3	The pointer will be blinking, you may start typing text. Type in " This is the beginning of Publisher training. I hope it goes well ". Don't worry if you can't see the actual letters and they appear like "#" symbols.	You may change the font like a Word Processor by selecting the text within the text box clicking on the font and size selectors at the top of the screen. 




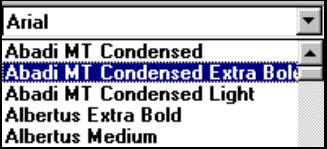





You can't see the actual letters because the page is zoomed too far out. To zoom in closer, just click on the "+" button at the top middle of the screen.





Creating WordArt Objects

- WordArt is a special kind of text that is used for titles and large headlines. WordArt allows you to manipulate the text you type to be stretched, zoomed, and rotated to create special effects.
- To create a WordArt title for our publication follow these steps:



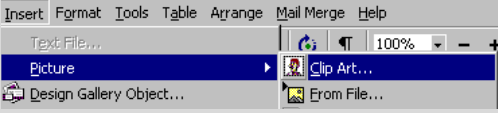
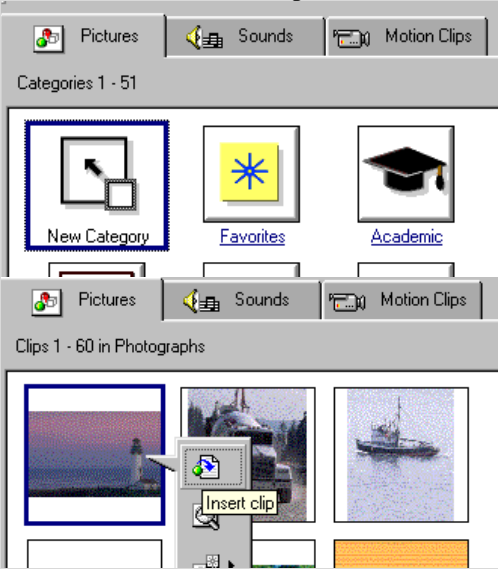
	Do What ...	Why ...
1	Click on the WordArt tool button. 	This will turn your pointer into a "crosshairs" 
2	Draw a medium-sized rectangle towards the top of the screen. 	<ul style="list-style-type: none"> You have to tell Publisher where to place the WordArt title. You may also select which font to use for you WordArt title. Just click on the font selector at the top of the screen. 
3	A window will appear that you may type in the title of this publication: type " Publisher Training ". Then click on Update Display . 	The Update Display button is the OK button for WordArt. When you have typed in a title, click this or press Enter.
4	At the top of the screen click on the down-arrow next to Plain Text and choose a shape by clicking on one. 	This menu contains the "Shape Shifters" in Publisher which allow text to be displayed vertically, rolling, in circles, and many others to give your titles a special effect.
5	Click on the "A" button with the 4 arrows emanating from it. 	This will stretch out the text to FILL UP the entire WordArt frame. Some shape shifting is not readable unless the text is stretched out to fill the frame.
6	Click anywhere else outside the WordArt frame to tell Publisher you are done with this WordArt. 	Feel free to try many different types of shapes for your WordArt as well as trying the many buttons in the upper-right of the screen. These buttons activate WordArt features such as rotation, shadows, and shading. 

To edit existing WordArt, DOUBLE-CLICK on it. The WordArt menu will reappear and you may change the words and/or effects.



Creating Graphics Objects


- Inserting pictures into Publisher is easy as creating a text box. Publisher was designed to deal with pictures and clip art the same way as it does with words ... everything is an object. To bring in a picture you have scanned, downloaded from the Internet, or from Clip Art, you must first tell Publisher where you want the picture to go.

	Do What ...	Why ...
1	Click on the picture tool button.. 	This will turn your pointer into a "crosshairs" 
2	Draw a box somewhere on the screen where you wish to place your picture.	Wherever you draw the box is the location the picture will be inserted to.
3	Click on the Insert menu, then click on Picture , and Clip Art . 	Here is where you can choose the option that best fits where your picture is coming from (scanner, Internet, Clip Art). For the sake of this lesson we will take a picture from the stock images of Clip Art.
4	Unlike the previous version of Publisher, 2000 has a much expanded clip art selection. First select a category, and then you will see the pictures. Select any picture by clicking on it, then click on the Insert Clip button. 	In this case, it doesn't matter what picture you choose. This is just practicing the procedure for inserting pictures. Unlike Publisher 98, 2000 sizes the picture to the selected box. If you then wish to change the dimensions of the picture, simply click and drag on the controls along the sides of the picture box.



Creating Drawing Objects

- In addition to inserting in previously created pictures, Publisher allows you to create graphics from right within the program. These tools aren't meant to create actual pictures (they are pretty crude tools) but you may draw lines, arrows, ovals, and rectangles to enhance your publication.

1. Click on the Custom-shapes button  and choose a drawing object from the list of 36
2. The pointer will turn into a crosshairs and then click and drag the object onto the screen. You will determine the shape and size by your dragging. Simply let go of the mouse when you're done.

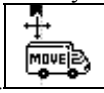


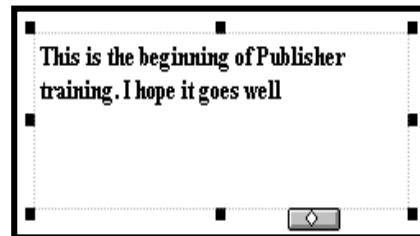
Moving and Re-Sizing Objects

- Anything that is contained within a frame is considered by Publisher to be **ONE** object. For instance, the text you created "This is the beginning of Publisher training" is one object, as opposed to 2 sentences or 12 words.
- Because this is so, it is easy to move objects around the screen and to resize objects to get them to fit correctly together.

Moving an Object

You may move this text to any place on the screen by simply moving the text box itself.
To move the text box:

1. Click on any word of the text. This will select the text box.
2. Now place the mouse pointer directly on the dotted line forming the boundary of the text frame. It will turn into a moving van.  a moving van.
3. Click and hold down the mouse and drag the text frame into its new location.





Re-Sizing an Object

- Re-sizing is as important as moving objects around the screen. Desktop publishing constantly requires the technique of shaping and sizing pictures, titles, and text frames to get everything to fit correctly on the page.

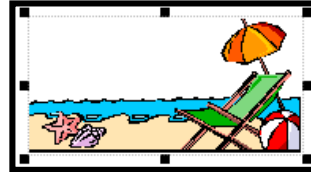
To re-size the picture:

- Click on the picture to select it.
- Now place the mouse pointer in any corner and it will



turn into a double-sided arrow.


- Click and hold the mouse and drag it towards the center of the picture to make it smaller or away from the center to make it larger. You will see the frame being re-sized.
- Release the mouse and the picture will re-draw itself within the new borders.



PUBLISHER TIPS & TRICKS

To re-size a picture that retains its proportions, hold down the **SHIFT** key while dragging the mouse towards the center or away from the picture. This will re-size both the height and width equally to keep the picture from becoming stretched and awkward-looking.

Quirks about Re-sizing Text Frames

- When re-sizing a text frame, Publisher automatically reformats the text within it, keeping the font style and sizes the same.
- However, if you make the frame smaller, all of the text may not fit. If the text fits within the box, the bottom of the text box will be blank.
- If the text does **NOT** all fit within the text box, the icon changes to three boxes and a letter A  warning you need to re-size the box to make all the text fit.
- If re-sizing the box is not an option due to space constraints on that page, you may connect this text box to one on a different page allowing the text to flow from one box to the other. See **Text Autoflow on page 16** for instructions on how to do this.

PUBLISHER CHEAT SHEET

Blank - the text fits within the box created for it.



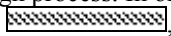
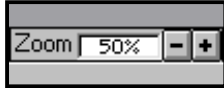

- the text does NOT fit within the box.



Layout

- Now that we have an example of each of the basic objects within Publisher; text, graphic, and WordArt, we can now learn about page layout.
- Layout is the act of arranging the objects around the page to fit like pieces of a puzzle. One of Publisher's distinguishing qualities is its ease of layout control.

Zoom Control

- Publisher allows you to quickly zoom in and out of a publication by clicking on the zoom controls at the bottom of the screen.
- There are reasons why Publisher makes zooming such an integral part of the design process. In order to type in text and actually see what you're typing, instead of unreadable characters: , zoom in to at least **75%**. However, at this magnification you can't see the entire publication so you can't tell whether the text you have entered is in the proper location on the screen. If this is the case then zoom out, usually to **50%**.
- To zoom in or out, click on the plus or minus buttons at the center top of the screen. 
- If you click directly on the current percentage , a menu will pop-up with all zoom options and you can select from that list. This is useful if you need to move more than one zoom level and your page has a lot of complicated graphics that must be redrawn by Publisher each time you use the zoom.

You can't do a print preview in Publisher, that is why you use zoom to view the entire page.

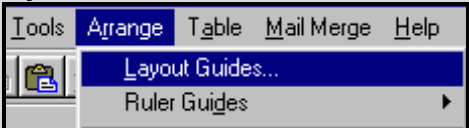
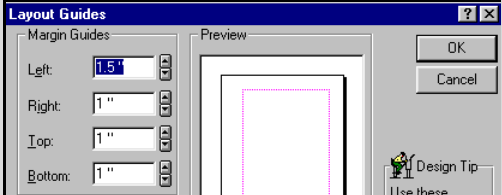
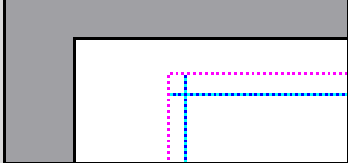
The zoom control is one of the most oft-used features of Publisher. Get good at it.

Layout Guides (margins)

- Layout Guides are Publisher's equivalent of page margins in other programs. These guides show you where the margin area of your publication is.
- You may set the layout guides to any width you'd like. A dotted-blue line will surround the workspace showing you where the edges of the workspace are.
- If you change the margins in Page Setup, it will be reflected on the layout guides you see on the screen.
- However, objects that are placed outside the layout guides WILL still print. Layout guides are only there for your convenience, the computer does not care if you place objects outside the lines or not.
- Your printer itself does have a limit to how close it can print to the edge of the page. This limit will vary from printer to printer.



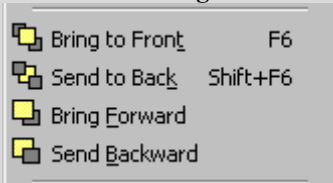


To set the layout guides.


	Do What ...	Why ...
1	Click on the Arrange menu and then select Layout Guides . 	This will bring up the Layout Guide window allowing you to set your virtual margins.
2	Change the left guide to be 1.5 inches . Then click OK . 	Pretend we are going to place our publication into a 3-ring binder. We want to have plenty of space along the left margin for the 3-hole punches. 

Move to Front, Send to Back

- Because Publisher operates in the world of objects, sometimes those objects will overlap onto each other. Since the computer can't display two objects that are in the same place, what decides which object has priority? The answer is you decide using the Move to Front, Send to Back controls.

	Do What ...	Why ...
1	Click on the picture to select it. Then move it so it overlaps the text box that you created earlier. 	<ul style="list-style-type: none"> We need to practice determining how objects react when placed on top of each other. Because we created the picture object AFTER the text object, it is automatically given priority and placed on top of the text box. Fortunately, Publisher is smart enough to realize that the text is being hidden and rearranged the text so it is displayed on the screen.
2	To move the picture to the background behind the text, click on the picture to select it, then click the Send to Back button. 	<ul style="list-style-type: none"> Placing objects on top of one another is called "layering". You may layer as many objects as you'd like. If you are layering more than 2 objects, use the "Bring Forward" and "Send Backward" commands in the Arrange Menu. 

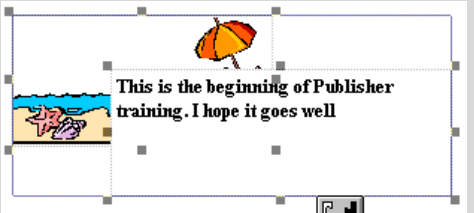
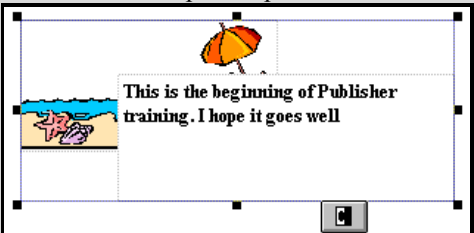



3	<p>Click on the picture and click on the Bring to Front button.</p> 	<p>Just for practice, bring the picture to the front of the text box and notice how the objects change positions even though neither of them moves on the screen.</p>
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Sometimes when moving objects around you will "lose" an object, which means that a smaller object will be placed behind a larger one, not allowing you to see it. If that happens, click where you think the lost object should be, then move whichever object has been selected to the side, your lost object should reappear.

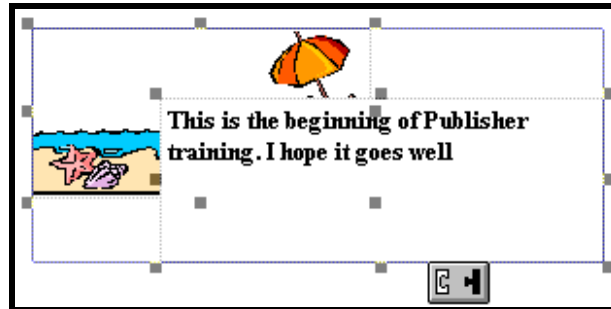
Grouping

- Even though every object can be moved around the publication separately, sometimes it is necessary to keep two or more objects together.
- An example would be a text box caption which describes a picture; these are separate entities but ones which would need to be kept together, even if they were moved to different positions. The way to keep multiple objects together is called **Grouping**.

	Do What ...	Why ...
1	<p>Click on the picture to select it. Then hold down the SHIFT key and click on the text box.</p> 	<ul style="list-style-type: none"> ▪ This is called multiple selection. We are selecting two objects at the same time because we need to tell Publisher which objects to place into one group. ▪ Notice the button with the picture of two puzzle pieces which appeared below the selected objects. This shows us that while we have two objects selected, they are NOT part of a group.
3	<p>Click on the two-puzzle-piece button</p> 	<ul style="list-style-type: none"> ▪ This will bring the puzzle pieces together and form one group between the two selected objects. ▪ Notice that the selection box has been expanded and now surrounds both objects. 
4	<p>Click somewhere else, away from the group. Now click back on the group and then move the group towards the top of the screen.</p>	<ul style="list-style-type: none"> ▪ For practice and to show how both objects have become one and will move together.




To ungroup objects, simply click on a group to select it, you will get the grouped-button (the puzzle pieces are connected) signifying that there are multiple objects here forming one group. Then click on the button to separate the puzzle pieces and the actual objects. You will now see the individual objects with selection boxes around them.



PUBLISHER TIPS & TRICKS

You can edit any single object within a group without having to ungroup the objects. For example: you may edit text by clicking on that text within a group. Publisher will highlight the text box in pink and allow you to make changes.

Background

- Publisher has a layer called the background that appears behind every page. This background layer is used to repeat things on every page, such as headers, footers, and page borders.
 - It is similar to a template used in word processing programs where the layout of certain documents is similar but the content changes.
1. To create a background for your publication, click on **View**, then **Goto Background**.
 2. The screen will go blank because we are now looking at the background layer, and no objects have been placed here yet.
 3. Click on the **Box** drawing tool , the cursor will turn into a cross-hairs.
 4. Create a border around the entire page by placing the cross-hairs in the upper-left corner, but not outside the layout guides, and dragging the box down to the bottom-right corner. The page should now be enclosed by a rectangle border.
 5. Click on **View**, then **Goto Foreground**.
 6. The border will be displayed and every new page that is created within this publication will contain that border.

Always remember to switch back to Foreground view when you're done with the background. You can tell whether or not you're in background view because the Page # indicator in the Bottom center corner is replaced by a background R character.

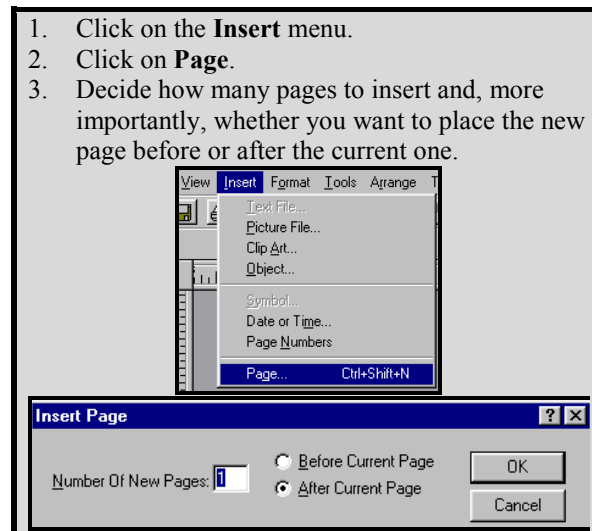


Managing Your Publications

Flyers and posters will usually be one page but since so many people use Publisher for brochures and newsletters it is important to learn about managing your publications.

Inserting Pages

- In this lesson, we have created three objects and they have all fit on the first page. But for practice we will insert a second page and then delete that page to demonstrate Publisher's page controls.



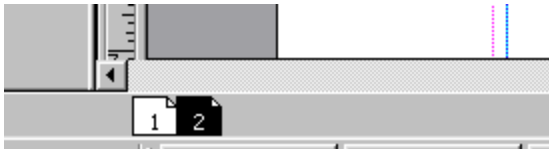
Publisher Fact

The new page that you have inserted will retain the same measurements for the layout guides and background as the original page.

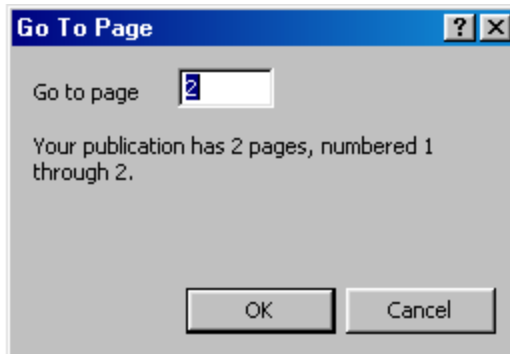


Navigating Through Pages

Navigation in Publisher 2000 is accomplished through numbered page indicators listed at the bottom of the window. To see any particular page, just click that page number.



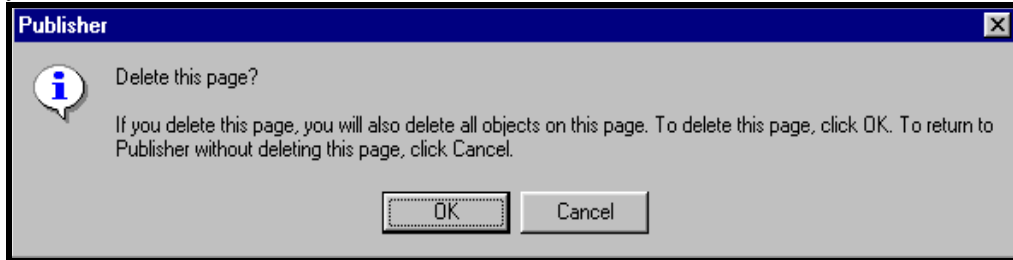
You may also go directly to any particular page by selecting **View**, and then **Go To Page**. This will open a dialog window that will give you statistics on the number of pages in your publication and allow you to choose the page you want displayed.





Deleting a Page

First, be sure you actually want to delete an entire page. If you do, go to that particular page and click on the **Edit** menu, then click on **Delete Page**. Publisher will ask if you really want to delete this page. Click **OK** for yes.



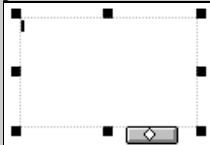


Advanced Text Techniques

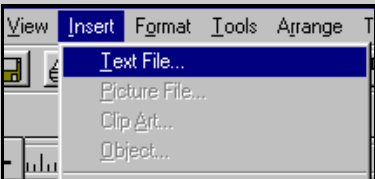
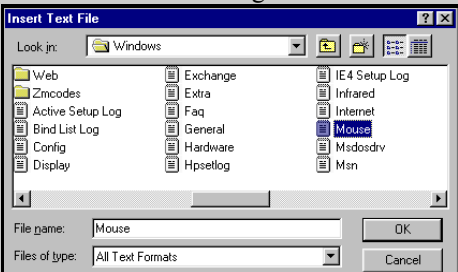
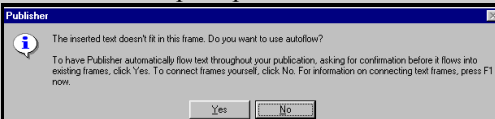
Importing Text from Other Programs

- Publisher is great for creating and arranging objects on the screen to form a coherent publication. However, one role it is not geared for is that of a word processor. You can enter text into Publisher like we've seen, but it is very difficult to actually create large bodies of text from within Publisher. Doing so is awkward and cumbersome. You would be better suited to write your articles in a word processing program (Word, WordPerfect) then import them into Publisher.
- However, if you do this, be aware that text formatting such as font and size may not transfer, so it may be best to format the text after going to Publisher.

There are some issues that you need to be aware of when importing text files; one of which is text overflow. Very often the file you are importing is larger than the text box you are putting it into. How do you handle that? That will be discussed in this section.

	Do What ...	Why ...
1	Click on the text box tool button. 	This will turn your pointer into a "crosshairs" 
2	Place the crosshairs inside the white document and left-click and drag the pointer towards the lower right to create a fairly large text box on Page 1.	The text box will begin to take its shape as you drag. This is the area in which your text will be placed. 



3	<p>Click on the Insert menu, then select Text File.</p> 	<p>The Insert → Text File command is only available when you have a text box selected. The best method to do this is to create a text box like in Step #1 then immediately click on the Insert menu.</p>
4	<p>Double-click on the Mouse file within the Windows folder. See right for instructions.</p> 	<ol style="list-style-type: none"> 1. Click on the down-arrow to the right of the Look-In box. 2. Scroll up and click on Desktop. 3. In the large white section double-click on My Computer. 4. Double-click on (C:) 5. Double-click on Windows. You may have to scroll to the right to find the Windows folder. 6. Scroll to the right until you find a file called Mouse.
5	<p>Click NO at the prompt.</p> 	<p>Publisher has warned you that the text file you are inserting is larger than your text box. Answer NO at this point because Autoflow has not been discussed yet. How to work around Autoflow problems will be discussed next.</p>

There are some instances where the text file you are importing will fit within the text box. If that is the case you will not receive the Autoflow warning and the file will appear in your publication as requested.

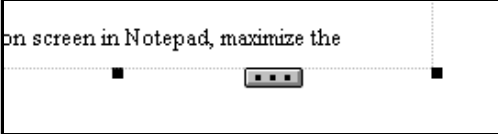

Text Autoflow (also called Connecting Frames)

Text overflow is not an issue to worry about only when a text file is imported, like the above example. The pages of newsletters are crowded places and often require splitting articles. Publisher has built-in support for placing part of an article on page 1, for example, and pasting the rest of that article on page 4.

Practice using Autoflow following the instructions below.

The file we have just imported (mouse.txt) is larger than the text box we have assigned it. Because there is not enough room on Page 1 to simply enlarge our text box to allow the text file to fit, we will need to use the Autoflow feature.



	Do What ...	Why ...
1	Click on Insert , then Page , then click OK .	<ul style="list-style-type: none"> Because we already know that the text will not fit into the box on Page 1, we need to create a text box on another page.
2	Draw a large text box on the blank Page 2.	<ul style="list-style-type: none"> This will be the destination text box that the article from Page 1 will flow into.
3	Return to Page 1 using the bottom navigation buttons.	
4	Click anywhere inside the text box that contains our article to select it then click on the Connect Frames button. 	<ul style="list-style-type: none"> Since Publisher knows the text is larger than the text box can display it displays this button to activate Autoflow. The cursor will turn into a pitcher. 
5	Click the next-page button to return to Page 2.	<ul style="list-style-type: none"> With pitcher in-hand we are now going to select which text box to flow the article into.
6	Position the pitcher-cursor inside the text box you created in Step #2 and left-click	<ul style="list-style-type: none"> The pitcher will change shape into an emptying pitcher. Wherever you click now will become the destination text box.

To demonstrate a neat feature of Autoflow, return to Page 1 and re-size the beginning text box. The article will automatically adjust itself and place as many words as it can in the first text box before continuing on the second page. You do not have to worry about cutting text off if you resize the box.

PUBLISHER TIPS & TRICKS
 You may include a "Continued On" and "Continued From" label by right-clicking in either text box and select Text Frame Properties.



Text Import Limitations

Some file types are not able to be imported. Here is an extract from Publisher's help files.

File formats that Publisher converts

Publisher can convert the file formats listed below. In most cases, Publisher can preserve the character and paragraph formatting of the text.

- Publisher files
- Plain Text (files usually with a .txt extension)
- Rich Text Format (files with an .rtf extension)
- Microsoft Word for Windows versions 2.0, 6.0, Word 95, Word 97, and Word 2000 (files with a .doc or .dot extension)
- Microsoft Word for Macintosh versions 4.0, 5.0, 5.1, 6.0, and Word 98
- Microsoft Works for Windows versions 3.0 and 4.0 word-processing files (files with a .wps extension)
- WordPerfect for MS-DOS version 5.1
- WordPerfect for Windows versions 5.0, 5.1, 6.0, 7.0, and 8.0
- Microsoft Excel for Windows versions 2.0, 2.1, 3.0, 4.0, 5.0, Excel 95, and Excel 97

Note

- Publisher does not convert HTML.
- If you install other Microsoft products, you may see more file formats than are listed here.

Deleting Objects

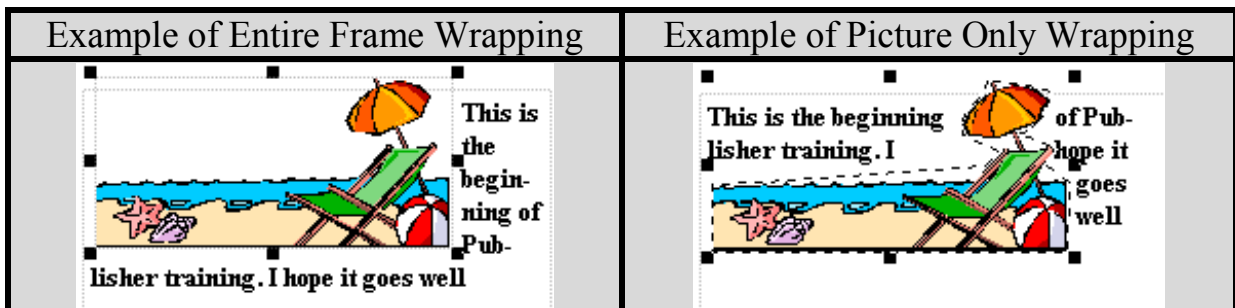
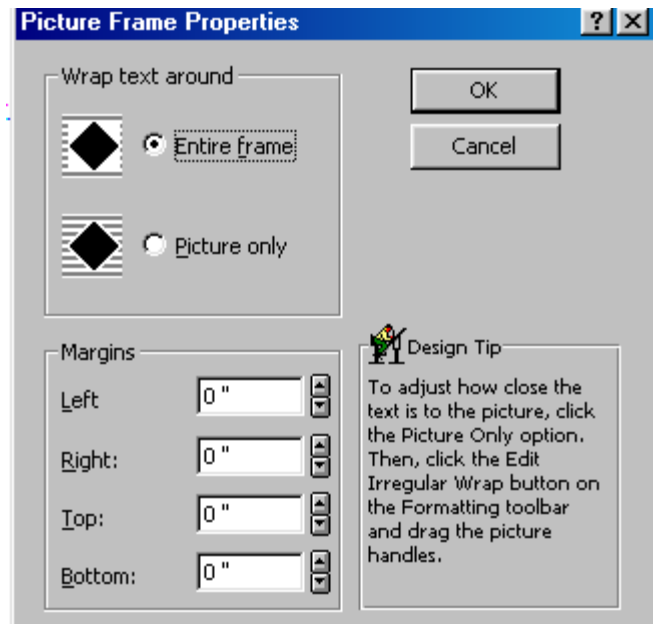
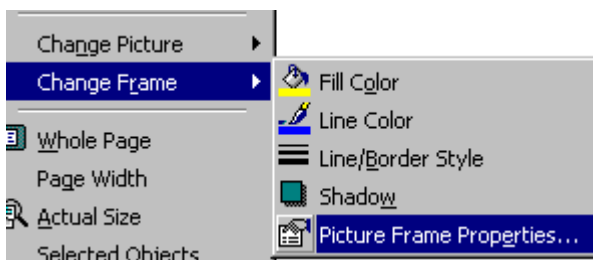
- Most objects can be easily deleted by selecting them with the mouse and either pressing the delete key or right-clicking the mouse and selecting **Delete Object**.
- Text boxes are different in that once you select them the actual text becomes active and pressing the delete key on the keyboard merely deletes a character, not the entire text frame.
- For that, you will need to right-click on a text box and select **Delete Text Frame**.



Text Wrapping

When creating publications it is sometimes important to bring text as close as possible to other objects, especially pictures. Publisher makes it easy to wrap articles around pictures and titles. Graphic objects (pictures and clip-art) and WordArt objects (titles) can both be configured to have text be wrapped around them.

1. Right-click on the picture you wish text to be wrapped around.
2. Select **Change Frame, Picture Frame Properties**.
3. You now have a choice whether to keep text away from the picture by selecting **Entire Frame** or allowing the text to be placed right up to the edge of the picture by selecting **Picture Only**.
4. You may do the same with WordArt objects, just right-click on a WordArt object and select the same options.

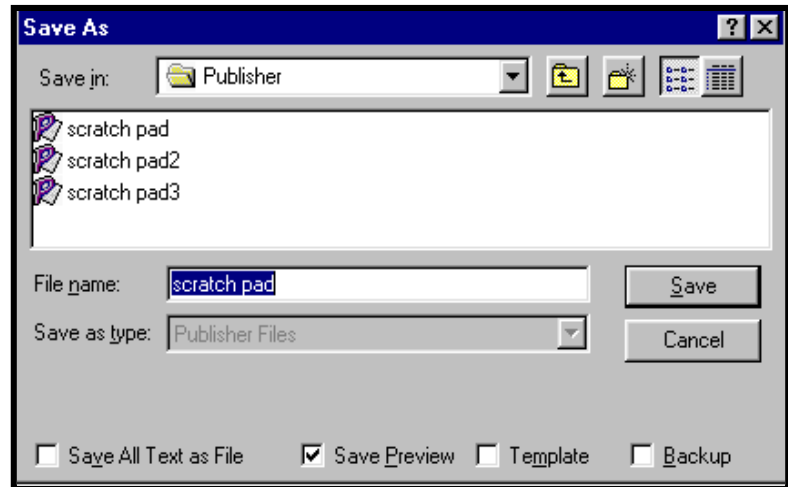




Saving Publisher Files

When it times come for you to save your publication, there are several options and issues of which you need to be aware. First, Publisher has its own file format. The filenames will have a **.pub** extension. You will NOT be able to open a Publisher file with another program, not even Microsoft Word. Be aware of this if you are collaborating on a project with other people.

To save, click on the **File** menu, then, if you have not saved this publication yet, click **Save As**. A new screen will appear. The components of this screen are discussed below.



Save All Text as File

Because Publisher does not allow any other program to open its files, the **Save all Text as File** option can be quite useful. This option allows you to save all the text within a publication as a separate file. You may then open that file in a Word Processor or share it with a person who does not have Publisher. For example, you are creating a newsletter with several articles in it. Use this feature to save all the articles as a separate file. Then send the file to someone you are collaborating with, who can make appropriate changes to the article, before sending it back to you to import into the publication.



Template

A template is a model or blueprint that you base new publications on. A template usually contains some of the basic layout and formatting, and perhaps even some of the text and pictures that can be re-used from publication to publication. A good example is office letterhead. Although the information will change every time, the logo and office address will remain the same and in the same position.

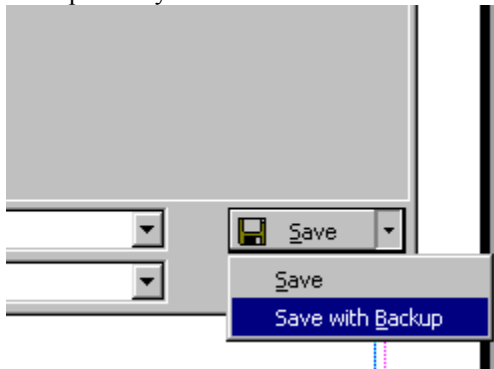
Creating a template in Publisher is as simple as clicking the box labeled **Template**. Any publication can be a template.

1. Create your template on a new blank screen.
2. Click **File** → **Save As**, and click the box labeled **Template**.
3. Close the template. Remember there is a difference between **CREATING** the template and **USING** the template for a publication.
4. Click **File** → **New Publication**.
5. Click on the **Templates** tab. The template you just created should appear. Double-click on it.



Backup

A backup copy is a safety net against the loss or corruption of an existing publication. A backup copy has the same name as the original file, preceded by **BACKUP OF**. For example, **BACKUP OF FAIR_POSTER.PUB** is the file name for the backup of the publication **FAIR_POSTER.PUB**. Publisher automatically creates the backup file if you select the **Save with Backup** option.



Another advantage to this feature is that the backup copy of a publication is one save **behind** the most recent save. For example, if you save your publication three times, the backup copy looks the way your publication did when you saved it the second time. This is handy if you make changes, save your work, and then decide you don't like your changes. You can then use the backup copy to start over. Just click on **File** → **Open**, then find the **BACKUP OF ...** file and open that instead of the original publication.




Opening Publisher Files

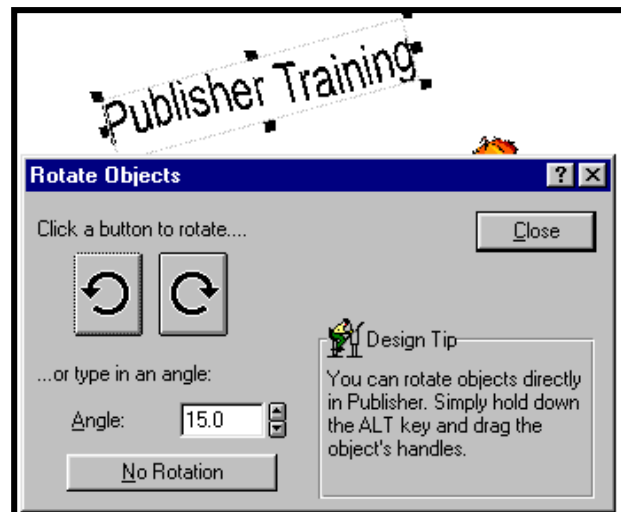
1. If you start the program the opening screen will give the option for using wizards to create a new publication, start with a blank page, use a template, or open an existing publication. Click on the **Existing Files** tab.
2. This will open a standard Windows file selection window.

Advanced Graphics Techniques

Rotating and Flipping

You may rotate any object and horizontally or vertically flip certain other objects. Follow these steps to rotate a WordArt title you have created. To flip an object, the commands are in the same menu as Rotating and you will see them if you follow the steps below.


1. Create a WordArt object in the publication. See the section on Creating WordArt Objects (page 5) if you are unsure of how to do this.
2. Click on the WordArt object to select it.
3. Click on the **Arrange** menu, then **Rotate/Flip**, then **Custom Rotate**. You may also click on the custom rotate button located  on the toolbar.
4. You may now press the back arrow to rotate left and the right arrow to rotate the object to the right to any degree you wish.
5. Click **Done** when you are finished.





Color Fill and Shading

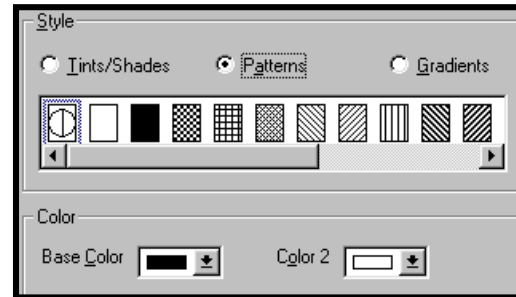
You may fill in any object with a solid color or any create your own combinations of gradient, tinting, and patterns, to create jazzy effects in your publications.

1. Click on any text box to select it. (this will also work with any WordArt or Drawing objects).
2. Click the **Object Color** button in the upper-right corner of the screen.  You will get a choice of many solid colors. Click on one to try it. If it does not look good simply repeat these steps and choose a different color.

3. After trying a few different colors, click on the **Fill Effects** button below the solid colors.




4. Try different combinations of Shades and Gradients for the background of your text box. Try as many as possible to get used to this feature.

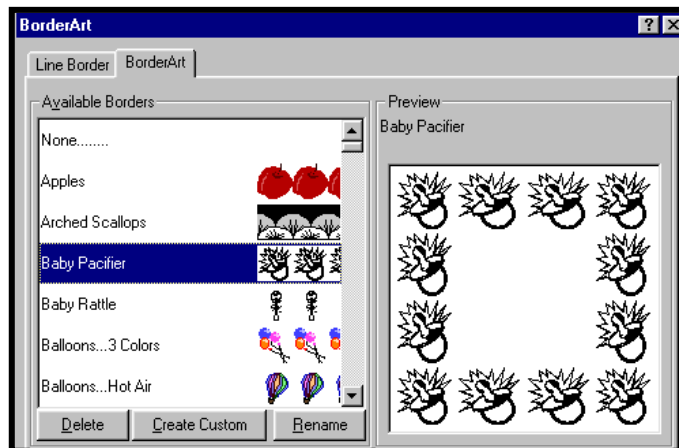


Borders

Every object may also have a border to outline it with. Publisher comes with hundreds of pre-designed borders called **Border Art** that are useful in spicing up a publication.

1. Click on any text object to select it. (this will also work with any WordArt or Drawing objects).
2. Click on the **Border** button in the upper-right corner of the screen.  You will have four different-sized line widths to use as a border. Try a couple of them to see the differences.

3. Go back to the **Border** button and click on **More Styles ...**
4. Here you may specify your own border width and even the color of the line that makes the border. Try a few custom border widths and colors.



5. Come back to this **Border Art** window and select the **Border Art** tab. Now you have access to Publisher's pre-designed borders. Click on one to apply it to your text box. Try many different border arts to find one that fits your article.

PUBLISHER TIPS & TRICKS

To place a border around the entire publication just draw a box from corner to corner, then click on the Border button, then More Styles..., then Border Art. It will turn the box line into whichever Border Art you choose.



Additional Help and Resources

On-Line Help

Publisher has a built-in help system to assist your creations and help you understand using Publisher. Just click the **Show Index** or **Show Help** buttons in the lower-right of the screen. From here, you may jump to any help section by typing in the nature of your question.

On the Web

This is Microsoft's site for Publisher. Here you will find product information, technical support for Publisher, as well as downloadable patches and updates.

<http://www.microsoft.com/publisher/>

On-Site Training

If your office would like on-site training on Publisher or any other program supported by Extension Computing, please contact Kevin Presley Kevin.Presley@orst.edu

Training Materials

There are several excellent tutorials available to learn Publisher as well as for experienced Publisher users to learn the latest tips and tricks.

[How to Use Microsoft Publisher98](#) by Rebecca Reese published by Sams

[Using Microsoft Publisher for Windows95](#) by QUE publishing

[Learn Internet Publishing with Microsoft Publisher97](#) by Russell A. Stultz

ECTU has these training materials available for county agents and staff to check out and use. To inquire about these materials, please contact: Kevin Presley Kevin.Presley@orst.edu ... or any other member of the Extension Computing Team