Akron-Summit County
Public Library

330-643-9145

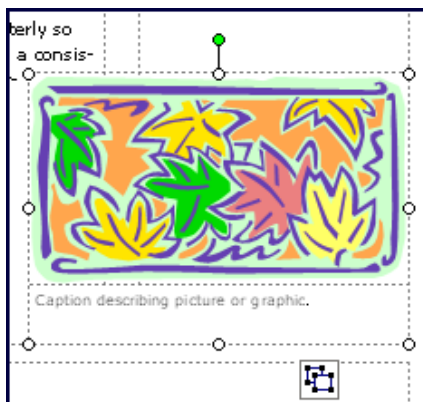Electronic Services Division
60 South High Street, Akron, OH 44326

Grouped Objects in Publisher:

Most pre-designed publications in MS Publisher come with objects grouped together. Objects can be either multiple text boxes or an image paired with a text box. Examples:
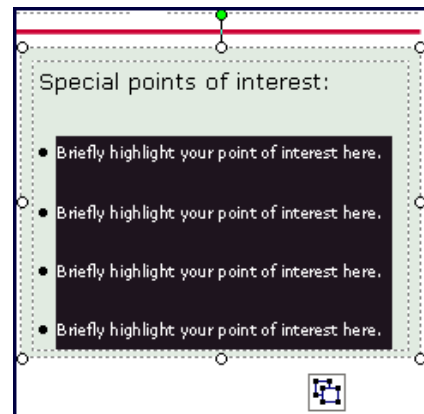
Click on the image once and if you see the symbol, point to it and can see "Ungroup Objects", then these objects are grouped together. You may click to "ungroup" objects or click again and the objects will be "regrouped". If you have "ungrouped" and changed your mind and would like to "regroup" objects, click on the border of the first image, hold down your shift or control button, then click on the border of the second image, "group objects" symbol should appear again for you to "regroup".

When you need to replace the image or text box that is in a group, you will have to click two times *slowly* (not a double click) until grey dots appear on the border of the image or text box. For an image, click on the image two times *slowly*. For a text box, click on the border of the text box two times *slowly*. See examples below.
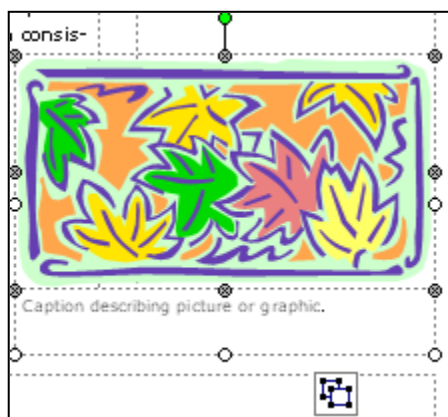
Project 1: Create a Newsletter

You are going to create a two-page newsletter from an existing template. You are going to be "Librarian for a Day" and put together a publication aimed at spotlighting events at the Library. It will include text you will pull in from Word, "tips" in the form of pull quotes, and images.

Getting Started

1. Open **Publisher.** Click on **Built In.**
2. Select the **Newsletters** category**.**
3. Scroll down and choose the **Fall** newsletter**.**
4. Your selection will appear on the right side of the screen with customization options. You can select a different color scheme or font scheme from the drop-down menus even before you modify any part of the newsletter.

The nice thing about having the selection process take place here, is that if you select a color or font scheme or business information now, that

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scheme will be applied to all other templates in your selection window. Choose one and see what happens.

5. When you have finished customizing your template, click on the **Create**

button in the lower right corner.
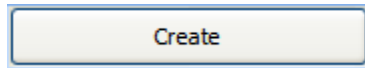
6. Change the view to 66% by clicking the **View** tab on the Ribbon, then click on the down arrow to the right of 62% and select 66%.

7. Delete pages two and three by right clicking on the 2 or 3 page tab on the left side of your screen. When the menu appears, select **Delete** (left click).

8. In the box that appears, select **Both Pages** and then **OK**.
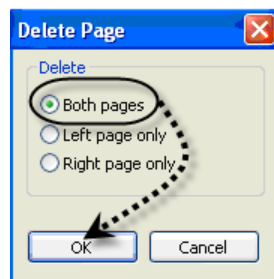
9. Go back to page one by clicking on the appropriate tab on the left side of your screen.

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Editing the Page Content Design

1. On the **Ribbon**, click on the **Page Design** tab, then on the **Options** button below and to the left. In the box that appears, note the different column layouts.
2. Choose the option for the "**2**" column layout by clicking on it.
3. Click on your other page and change the columns for that one, as well.

Editing the Masthead

1. On page 1, click on the text *Newsletter Date* in the left column. Once it's highlighted, type "**Fall 2015**".
2. Select the text *BUSINESS NAME* and replace it with "**AKRON-SUMMIT COUNTY PUBLIC LIBRARY**". Note that you do not need to use the <Caps Lock> key as Publisher retains the original text format.
3. Click on the text *Newsletter Title* to select it, then type "**Library Happenings**".

Editing the Lead Story

For this section we will be "importing" text from an existing file.
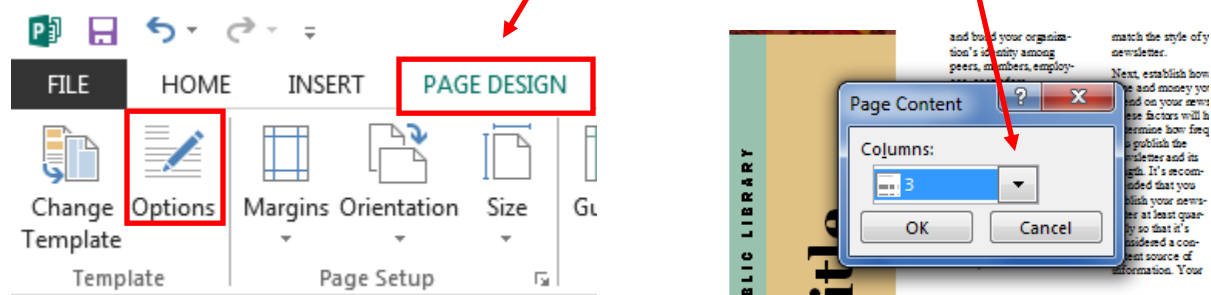1. Click on the text *Lead Story Headline* to select it. Once it's highlighted, type **"Wicked" Author to Visit**.
2. Click on the text of the article to select it. (It will be highlighted in black.) You are going to insert new text from an existing Word document.
3. On the Ribbon, click on the **Insert** tab, then on **Insert File** box in the **Text** group.
4. From the My Documents folder, double-click on the Publisher folder.
5. Double click on the file "***lead story text***". The text should insert into the two columns. Say 'Yes' to overflow warning. Adjust text as necessary.

Change the image
6. Click two times *slowly* on the image of the leaves to get a gray-circled border.
7. Right click on the image and select **Change Picture**.
8. Wait for box to load, then click on the **Browse** button to the right of "**From a file**."
9. From the Publisher folder, select the file "***maguire image.jpg***". The author's image should appear.
10. Edit the caption underneath the photo. Click on it to select it then type "**Gregory Maguire, Author**". Do right align to line up with picture.
11. Adjust layout as necessary.

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Editing the Secondary Story

For this section we will insert an image and change the text.
1. Click on the text *Secondary Story Headline* to select it. Once it's highlighted, type "**Technology Center Now Open**".
2. Click on the text of the article to select it. (It will be highlighted in black.)
3. Once highlighted, you can begin typing over the existing text.
4. Enter text announcing that the Technology Center has opened.

Insert an Image
5. Position your cursor at the beginning of the text in the Technology Center section by single clicking before the first word. (Your cursor should be flashing.)
6. Click **Insert**, **Picture**, **From File**. Select the file *"Technology Center.jpg"* by double clicking on it.
7. Move the image to the center of the left section. Put your mouse over the image till you get the ✛ image. Click and hold your left mouse button down and drag the image to the proper position.
8. Resize the image so that it fits properly.

Adjust the text
9. Position the text in the right hand column of that section. Position the cursor just before the text and tap the <Enter> key to move it.

Editing the "Inside this Issue" Section

Click and edit (use the sample to know what's to come). Use 'tab' key on your keyboard to go to next line in section.

Editing the Special Points of Interest Section

1. Click on the text "Special Points of Interest" to select it, then type "**Did you know:**" Notice that you don't have to delete the original text if you select it right the first time.
2. Click on the block of text to select it, then enter some new text. Notice that as you tap the enter key at the end of each line, Publisher enters another bullet.

The Library offers free computer classes?

You can get free Internet access from home with ACORN?

The Shop has library-related gifts?

Computer classes are a blast!

Editing The Logo

1. Click on the page 2 tab on the left side of the screen.
2. If you had told Publisher to use a logo when setting up your Business Information, it will import one at the top page two. If not, there will be a blank image square.
3. Delete the logo square.
4. Put in your own image by clicking on the **Insert** tab on the **Ribbon**, then on **Online Pictures** just below and to the right of that. In the box that appears, click in the empty white field to the right of **Office.com Clip Art**. Type "library," and click on the magnifying glass icon. Select an image and click Insert. Resize and move the picture to the upper left hand corner of the page.

Editing the address section

Edit the address box and website section by clicking and changing the text as appropriate or select from your [image] to insert a different Business Information set. Right click on the website design object and view the available options.

Edit the top text box

1. Click on the text to select it.
2. From the menu bar click the **Insert** tab on the **Ribbon**, then click on **Insert File** in the Text group. Double-click on the Publisher folder and select the file "*top back story text.doc"* and click **OK**.
3. Add a heading. Change the color of the text *(select the heading then click the arrow to the right of the font color button on the formatting toolbar).* Choose a color that fits your theme.
4. Add fill color to the large text box by placing your cursor in the box, then right-click and from the menu, left-click on **Format Text Box**.
5. Click on the down arrow across from the word **Color** and select a light beige color, then click OK at the bottom of the box.
6. Add an image by clicking on the **Insert** tab on the **Ribbon**, then on **Online Pictures** just below and to the right of that. In the box that appears, click in the empty white field to the right of **Office.com Clip Art**. Type "**computers**" and click on the magnifying glass icon. Select an image and click Insert. Resize the image.
7. Move the image so the text wraps around it.
8. Add some text beneath: **Call 330-643-9145 for more information**.
9. Center the text if necessary. Select the text you just typed (triple click) until it's highlighted. Then click the center button on the formatting toolbar.

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Edit the Back Page Story Headline

1. Click on the headline and change it to "**Meet the Trainer**".
2. From the menu bar click the **Insert** tab on the **Ribbon**, then click on **Insert File** in the Text group. Double-click on the Publisher folder and select the file *"bottom back story text.doc"* and click **OK**.
3. Say no if it asks if you want to use autoflow.
4. Change the picture. Click two times *slowly* on the image of the leaves to get a gray-circled border.
5. Right click on the image and select **Change Picture**.
6. Wait for box to load, then click on the **Browse** button to the right of "**From a file**."
7. From the Publisher folder, select the file "*bob photo*".
8. Reposition the text and image to fit the section.
9. Select the block of text, then on the Ribbon, select Format under the words Text Box Tools.
10. On the left side of the Ribbon, click on **Hyphenation**. Uncheck **Automatically hyphenate this story** in the box that pops up, then click on **OK.**
11. With the text still selected, justify it by clicking ☰ on the formatting toolbar.

Adding a pull-quote

A pull-quote can jazz up your publication or be a space filler.
1. Click on a blank part of screen where you would like to insert the pull quote.
2. From the menu bar, click **Insert > Page Parts**.
3. When the **Page Parts** dialog box opens, click on the 4th **Pull Quote** titled **"Geometric"**.
4. Move the object to fit the space and resize as necessary.
5. Edit the text.
6. Click once on the text to select it, tap the <Delete> key to delete it, then enter a favorite library quote: "**Outside of a dog, a book is a man's best friend. Inside of a dog, it's too dark to read.** — Groucho MARX".

Project 2: Create a Brochure

You are a Technology Trainer at your local public library. You want to create something you can mail out that will tell people about your computer classes and also get some feedback. Create a bi-fold brochure that will do this. Use the Accent Box brochure design.
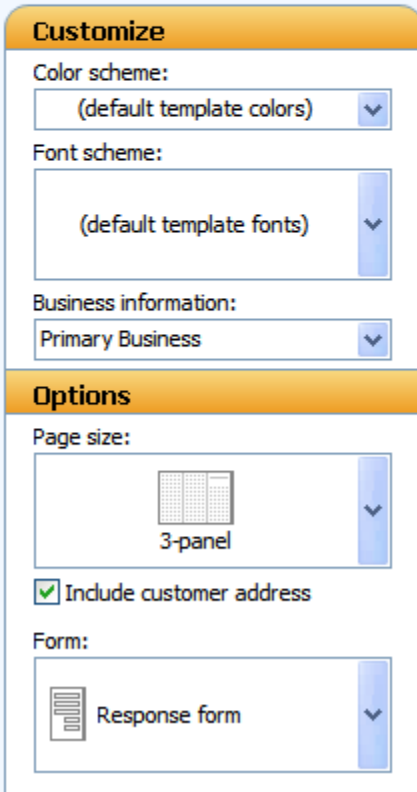
1. Click on **File**, then **New.** Select **Built-In**, then click on **Brochures.** Select the **Accent Box** brochure under **Informational** category.
2. On the right, make sure the page size is set to **3-panel**, check the box to include the customer address, and change the Form area to say **Response form**.
3. Click the **Create** button.

Accent Box

Customize

Color scheme:

(default template colors)

Font scheme:

(default template fonts)

Business information:

Primary Business

Page One – use Mail Merge to prepare brochures for mailing.

4. Click on the **View** tab of the **Ribbon**, then zoom to 66%. Adjust your screen so you see the center section with the mailing information.

5. Select the Mailing address section of text by clicking on it.

Type address here or use Mail Merge (under Tools) to automatically address this publication to multiple recipients.

Options

Page size:

3-panel

☑ Include customer address

Form:

Response form

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6. From the **Ribbon**, select the **Mailings** tab, then click on the words **Mail Merge,** then click on Step-By-Step Mail Merge Wizard. The Mail Merge Wizard task pane will now appear on the right side of your screen.

7. Click on **Type a new list.**

8. …and then on **Next: Create or connect to a recipient list.**

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9. Create a list of three individuals, by typing their first and last name, address, city, state, and zip code in the New Address List dialog box. Use the <Tab> key to move from one field to the next. Click <New Entry> to add another record.

New Address List

Type recipient information in the table. To add more entries, click New Entry.

Title	First Name	Last Name	Company Name	Address Line 1
	Katie	James		60 S. High St
President	George	Washington		1600 Pennsylva...
	Joe	Smith		123 Main St

New Entry Find...
Delete Entry Customize Columns... OK Cancel
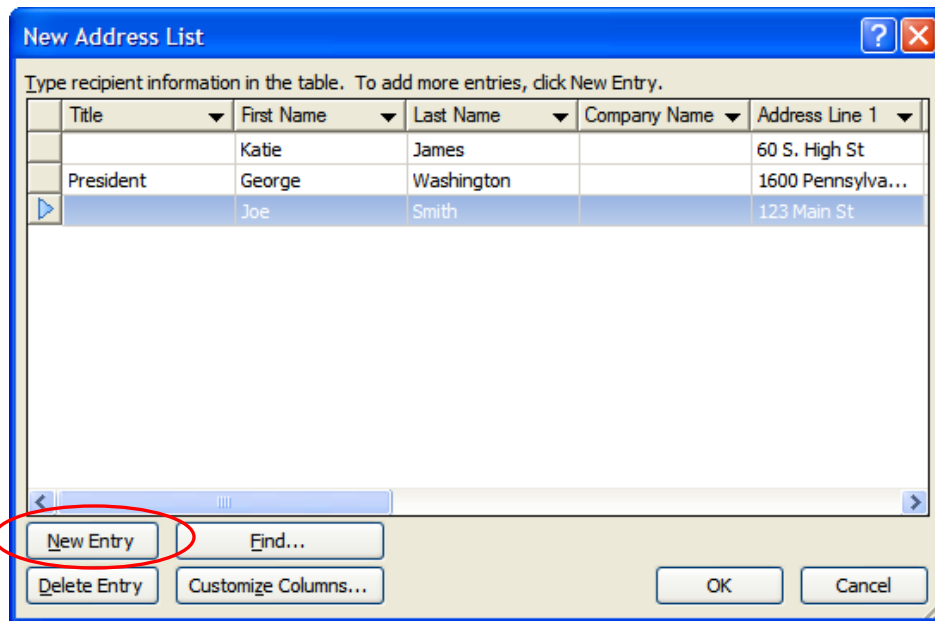
10. Click **OK** when finished and give your list a name.
11. Click **OK** in the **Mail Merge Recipients** window.

Mail Merge Recipients

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data Source	✔	Last Name	First Name	Title	Company Name	Address
test.mdb	✔	James	Katie			60 S. H
test.mdb	✔	Washington	George	President		1600 P
test.mdb	✔	Smith	Joe			123 Ma

Data sources:

test.mdb

Edit... Remove
Refresh Match Fields...

Add to recipient list
Select an existing list...
Select from Outlook Contacts...
Type a new list...

Refine recipient list
Sort...
Filter...
Find duplicates...
Find recipient...

OK

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12. Be sure the Mailing Address section is selected again. Then click on the item you wish to add to the field (**Address Block** in this case).
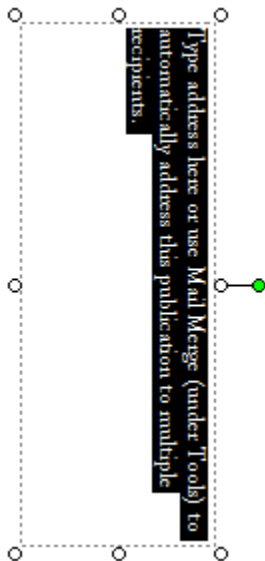
13. When the **Insert Address Block** window opens, select your options and click **OK**. The first person's name and address will appear in the text box.
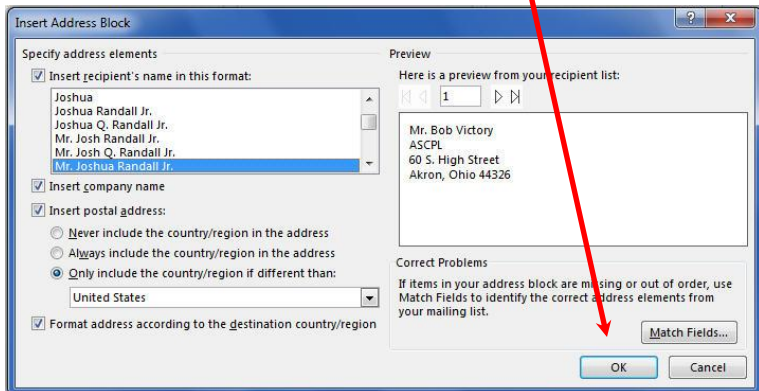
14. Click **Next: Create Merged Publication**, and then choose the option to **Print** in the task pane on the right.

Mail Merge

Prepare your publication

To add recipient information to your publication, drag an item below to a location on the page.

Title
First Name
Last Name
Company Name
Address Line 1
Address Line 2
City
State
ZIP Code
Country or Region
Home Phone
Work Phone
E-mail Address

Preview recipient:

|◁ ◁ 1 ▷ ▷|

Find a recipient...

Exclude this recipient

Edit recipient list...

More items

Picture field...

Address block...

Greeting line...

Address fields...

Step 2 of 3

→ Next: Create merged publication

← Previous: Create recipient list

Help with Mail Merge

Brochure Project (TO BE WORKED ON AT THE END OF CLASS):

Page 1
Edit text as in the sample brochure you have in front of you. Click on text **"Back Panel Heading"** and replace with text **"Always Here for You".** Right-click on the lower text box and select **Change Text > Text File.** Select **"Always Here for You.doc"** on your computer. Do not edit the middle column where you previously added the mail merge field.

Page 2
- Edit two left columns by inserting text and images/clip art from existing files on your computer.
  Technology Training text is in file called **"top back story text.doc"**
  Meet the Trainer text is in **"bottom back story text.doc"** and image is the file called **"bob photo.jpg"**
- In **"Response Form",** edit information as in your sample brochures.

Note: Once you have replaced the original text with new text and you want to select the entire text box again, click on **Control+A** on your keyboard.

Project 3: Create Envelopes

1. Click on the **File** menu and choose **New**. (Note: Keep the brochure project open, as we will come back to it later.)
2. Click on **Built-In**, then on **Envelopes**.
3. Choose the **Network** envelope design from the list of options.
4. From the area on the right, select your color and font schemes, the envelope size, and whether to include the logo or not.
5. Click on the **Create** button.
6. To change the envelope size, click on the down arrow under the heading "**Page size**" on the right and choose one of the two sizes offered.
7. Make any modifications to the return address area and envelope design that you desire. You could also add additional text boxes or pictures.
8. To add a list of names and addresses, use the Mail Merge tool. Click on the **Mailings** tab on the Ribbon, click on bottom portion of the **Mail Merge** button, and select **Step-by-Step Mail Merge Wizard**. (See steps 6-14 on pages 9 through 11 to see pictures for the following steps.)

Network

Customize
Color scheme:
Verve

Font scheme:
(default template fonts)

Business information:
Custom 1

Options
Page size:
#6 3/4
Include logo

CREATE

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9. Make sure the circle next to **Use an existing list** is selected and click on **Next: Create or connect to a recipient list.**
10. Select the data source from its location on your computer, and choose which addresses to include. Click **OK** when done.
11. Click in the middle of the recipient text box on your envelope to highlight the text inside of it.
12. Click on **Address block…** from the Task Pane on the left, and choose how you want the address formatted. Click **OK** to close the window.
13. Click on **Next: Create merged publications** at the bottom of the Task Pane.
14. Insert your envelopes into the printer, and choose **Print** from the Task Pane. (Note: You may have to play around with the settings under **File > Print** and the **Properties** button to ensure that your envelopes print properly.)

Project 4: Create Labels

1. Click on the **File** menu and choose **New.**
2. Select **Built-In**, then **Labels**.
3. Under **Mailing & Shipping**, choose **All Mailing & Shipping**, then choose **Retro (Avery 5160)**. (Notice the different types of labels available, like Mailing, Return Address, CD/DVD, and Bookplate.)
4. Select a color and font scheme from the area on the right.
5. Click on the **Create** button.
6. In order for Publisher to print the labels on the specific paper you have purchased, you need to tell the program what kind you have. Click on the **Page Design** button on the **Ribbon**, then on **Size** and select a different size from the many options.
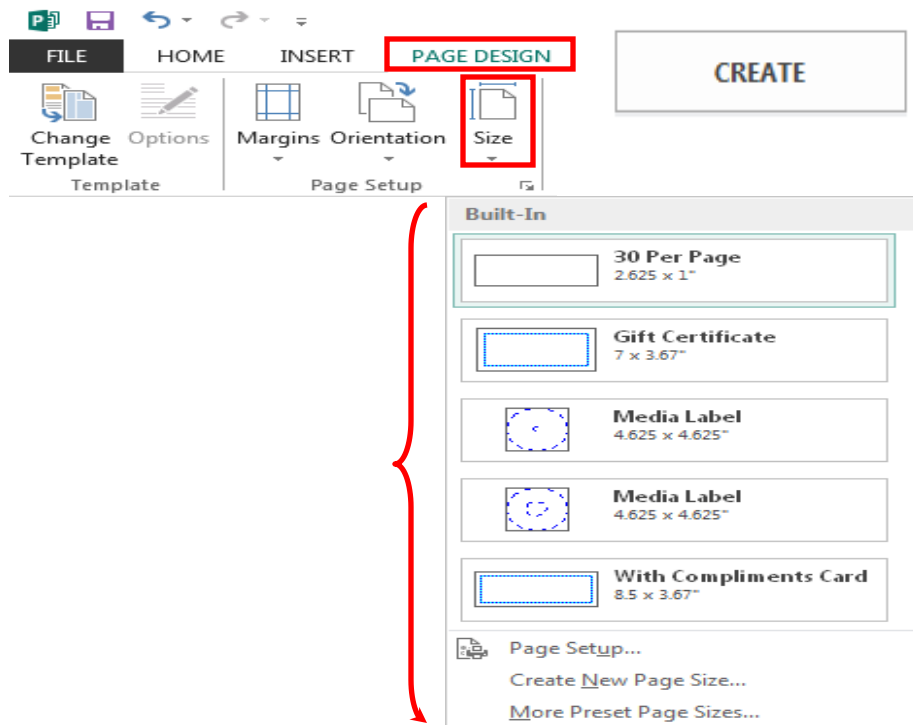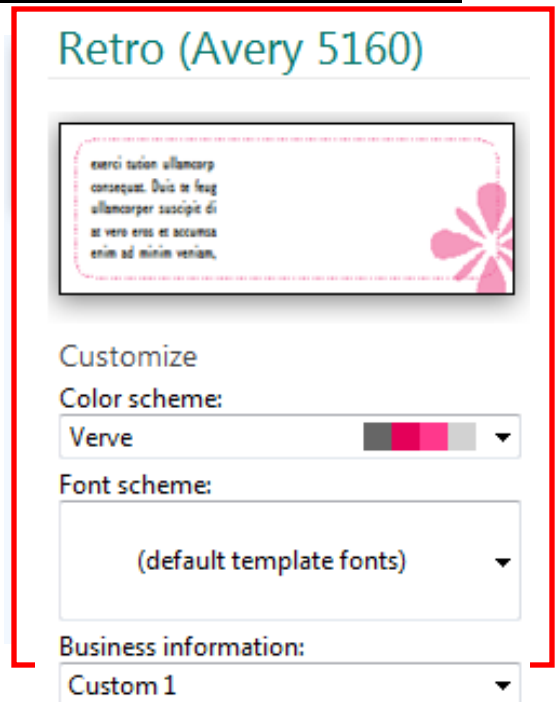
7. Make any other formatting or color adjustments as desired. Note that you may have to stretch the size of the design to fit a wider label.
8. For practice, follow the steps in the previous two projects to add Mail Merge information into the Address box. Remember to start by going to the **Mailings** tab on the **Ribbon**.

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Printing a Two-Sided Page (Duplex Printing)

Print a publication on a printer that supports duplex printing

Many printers support duplex printing, but they don't all make the duplex option available in the same way. With some desktop printers, choosing duplex means that the printer prints all of the copies of the first side of a page, then pauses and asks you to flip the sheets that it just printed and return them to the printer, after which it prints all of the copies of the second side. This method is called manual duplexing.

To print on both sides of a sheet of paper:
1. From the **File** menu, click **Print**.
2. Click **Properties**.

   Note The information in the **Properties** dialog box varies depending upon the manufacturer of the printer you're using. With some printers, you will see a **Layout** tab with a **Print on both sides** option on it. With other printers, you might see a **Features** tab, and the duplex option might be called something like **Two-sided printing**. Explore the various tabs in the **Properties** dialog box until you locate the duplex printing option.

3. Click **OK** to close the **Properties** dialog box, and then click **OK** again to close the **Print** dialog box and print your publication.

Print a publication on a printer that does not support duplex printing

Even if your printer does not support duplex printing, you can still produce a double-sided publication.

Display the side of the publication that you want to print first. In the **Print** dialog box, under **Print Range**, click **Current page**. When the print run of the first side is complete, flip the sheets over and reinsert them into the printer, and then print the other side.

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