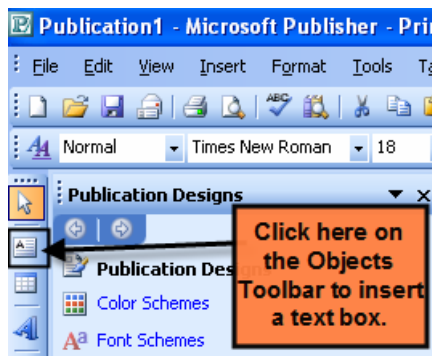

Publisher

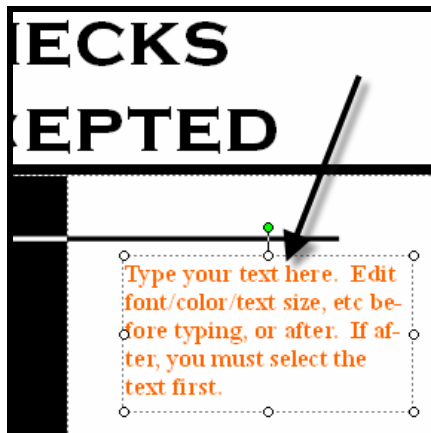
Publisher is a desktop publishing program that helps you create professional-looking publications and marketing materials.

Working With Text

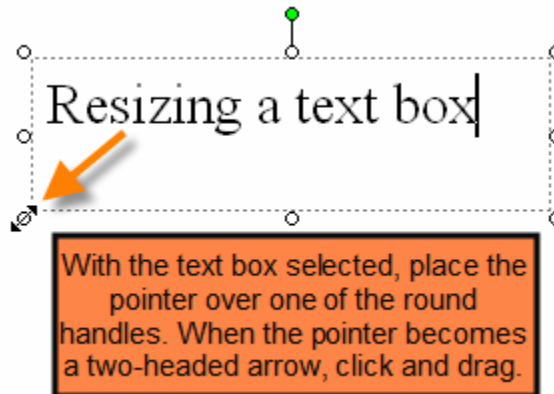
1. Open Publisher.
2. Click **Publications for Print**.
3. Select **Signs** and choose the **Checks Accepted** design.
4. Click on the Text Box button on the Objects Toolbar to insert a text box.



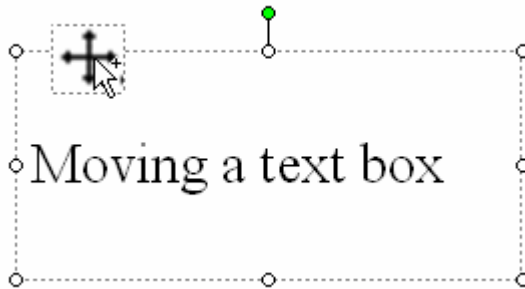
5. Position your mouse where you'd like the text box to begin. Click and drag to draw a rectangle on the page. Type your text (**Must Provide Valid ID.**) in the empty box.



6. Resize the text box to fit the text. The resize handles in the four corners with resize the box both horizontally and vertically. The other resize handles will only do one or the other.



7. Move/reposition the text box. Place the pointer over any part of the text box border. When the pointer becomes a four-headed arrow ⤵ , click and drag.



8. Delete the text box. Make sure it is selected, then tap the **Delete** key on the keyboard.

Tips for selecting text

- Sometimes a single click on a section of text selects the entire section.
- Text is selected when it is highlighted.
- When text is highlighted (selected), you can just start typing to replace the text.

Other ways to select text. Remember:

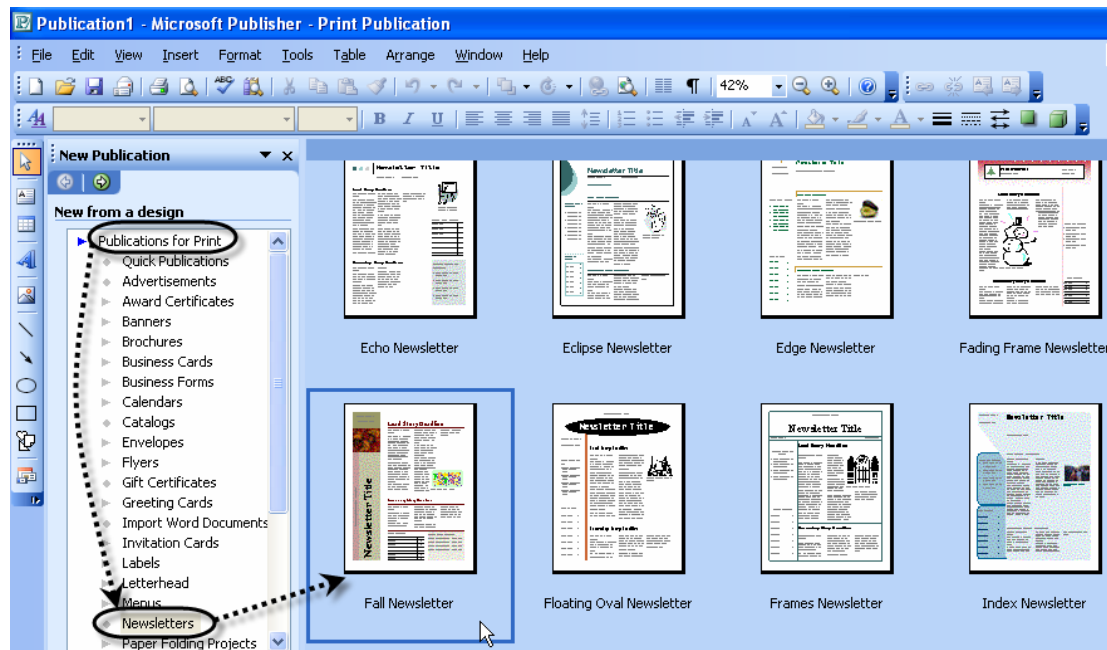
- A single click (when it doesn't select the section), will select the border of the section and position the cursor at the point you clicked.
- A double click will select the word you double-clicked on.
- A triple click will select the entire section/paragraph


Project: Create a Newsletter

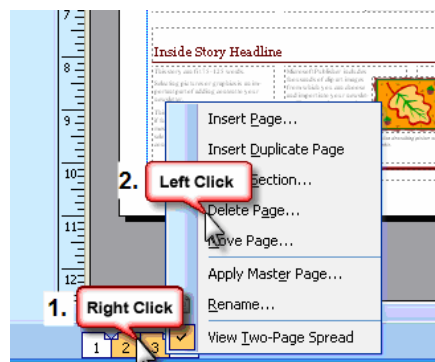
You are going to create a two-page newsletter from an existing template. You are going to be “Librarian for a Day” and put together a publication aimed at spotlighting events at the Library. It will include text you will pull in from Word, “tips” in the form of pull quotes, and images.

Getting Started

1. In the **New Publication** task pane, click **Publications from Print** then **Newsletters**. Scroll down and choose **Fall Newsletter**.



2. Change the view to 66% by clicking the zoom button  on the standard toolbar.
3. Delete pages two and three by right clicking on the 2 or 3 page tab at the bottom of your screen. When the menu appears, select **Delete Page** (left click).



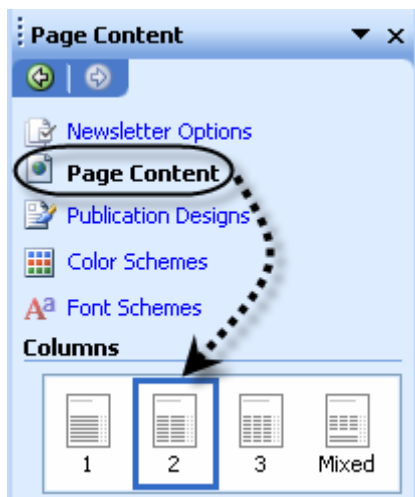
4. Choose **Both Pages** then click **OK**.



5. Go back to page one by clicking on the appropriate tab at the bottom of your screen.

Editing the Page Content Design

1. Click **Page Content** on the Task Pane and note the different column layouts.
2. Choose the option for the “2” column layout by clicking on it.



Editing the Masthead

1. Click on the text *Newsletter Date* in the left column. Once it's highlighted, type “**Fall 2007**”.
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/black.) You are going to insert new text from an existing Word document.
3. From the Menu Bar click **Insert**, then **Text File**.
4. From the My Documents folder, switch to the Publisher folder by double clicking on it.
5. Double click on the file **“lead story text.doc”**. The text should insert into the two columns. Adjust text as necessary.

Change the image


6. Click two times on the image of the leaves to get a gray-circled border.
7. Right click on the image and select **Change Picture / From File**.
8. From the Publisher folder, select the file **“maguire image.jpg”**. The author’s image should appear.
9. Edit the caption underneath the photo. Click on it to select it then type **“Gregory Maguire, Author”**.
10. Adjust layout as necessary.

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 **“Library Café Now Open”**.
2. Click on the text of the article to select it. (It will be highlighted/black.)
3. Once highlighted, you can begin typing over the existing text.
4. Enter text announcing that the café has opened.

Insert an Image

5. Position your cursor at the beginning of the text in the Café section by single clicking before the first word. (Your cursor should be flashing.)
6. Click **Insert, Picture, From File**. Select the file **“hattie’s café logo.gif”** 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).

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 Page Two

Click on the page 2 tab at the bottom of the screen.


Editing The Logo

1. To edit the Organization name click on it until it becomes highlighted, then type “**library**”. Notice it retains the original capitalization formatting.
2. To change the pyramid image, click on the image until it is surrounded by the gray resize circles. Then right click on the image and select Change Picture / Clip Art.
3. In the Clip Art Task Pane search for library, then scroll down and choose a black and white image.

Resize the Image – to resize you must Ungroup

4. Select the entire logo by first clicking off the logo onto a blank part of the screen, then clicking once back on the logo. Click **Arrange** on the Menu Bar, then select Ungroup. Yes to “are you sure” prompt.
5. Click off of the image (on a blank part of screen) then back on pyramid image to select.
6. Use the resize handles to adjust. You may need to move the text down a bit.

Regroup

7. Hold down the <Shift> key and click on each element of the logo (2). Once both are selected, you should see . Click on it to regroup (or click **Arrange/Regroup**). Now if you move the logo, the elements will stay together.


Editing the address section

Edit the address box and website section by clicking and changing the text as appropriate. 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 **Insert, Text File**. Select the file “*top back story text.doc*”.
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 an image. Click **Insert, Picture, Clip Art**. Search for **computers** and select an image.
5. Move the image so the text wraps around it.
6. Add some text beneath: **Call 330-643-9145 for more information.**
7. 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. 

Change the column layout

You want the bottom section of text to have two columns, not three. When we changed this on page one it did not carry over to page two.

1. Click on the Task pane (probably says Clip Art) and choose **Page Content** from the drop down list.
2. Select the option for two columns.

Edit the Back Page Story Headline


1. Click on the headline and change it to “**Meet the Trainer**”.
2. From the menu bar click **Insert, Text File**. Select the file “*bottom back story text.doc*”. Say no if it asks if you want to use autoflow.
3. Change the picture. Click on it twice to get the gray-circled border, then right click and select **Change Picture / From File**. Select “bob photo.jpg”.
4. Reposition the text and image to fit the section.
5. Select the block of text, then click **Tools / Language / Hyphenation** from the menu bar. Uncheck **Automatically hyphenate this story**.
6. 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.

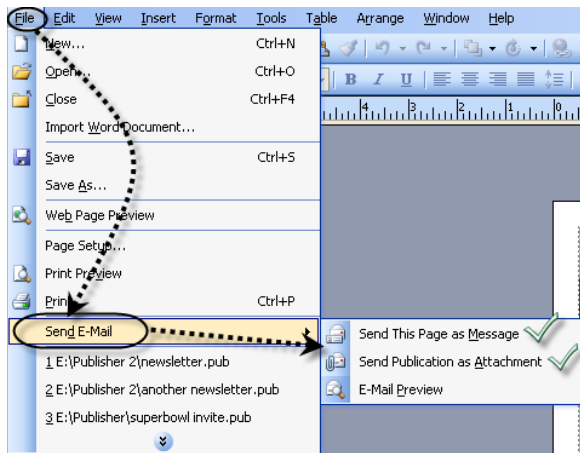
1. Click on a blank part of screen where you would like to insert the pull quote.
2. From the menu bar, click **Insert, Design Gallery Object**.
3. When the Design Gallery dialog box opens, click the **Objects by Design tab** and select **Fall** (under Design Sets).
4. Click on **Fall Pull Quote** to select it, then click the <Insert Object> button.
5. Move the object to fit the space and resize as necessary.
6. Edit the text
7. 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”**.

Saving Your Document

You should save your document frequently. To save, click the save button  on the standard tool bar (or click **File/Save** on the Menu bar). Enter a save location and file name when prompted.

E-mailing Your Document

If your computer is set up for e-mail, you can easily send your newsletter either as the body of the message or as an attachment. To do either, click **File, Send E-mail**, then the appropriate option:



Converting Your Document to a Web Page

1. From the Newsletter Options task pane (at bottom), click **Convert to Web publication**. Follow the prompts:
2. Click **yes** to save then convert the document.
3. Yes or no to add a navigation bar.
4. Publish the file to your web server.

Printing a Two-Sided Page (Duplex Printing)

Printing a page that is back to back is a process that is dependent upon the printer. Some printers can perform duplex printing, which prints on both sides of the paper before ejecting it, while other printers require the user to reload the paper manually. You should check your printer manual to see if it supports double sided-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. On 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.

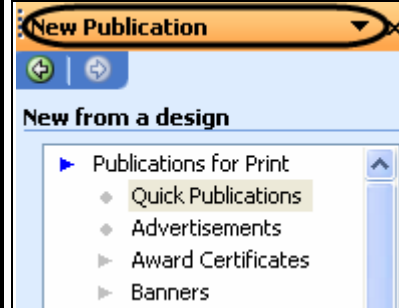
Display the side of the publication that you want to print first. In the **Print** dialog box, under **Print Range**, click **Current page**. When the print run of the first side is complete, flip the sheets over and reinsert them into the printer, and then print the other side.

Appendix

How Do I...

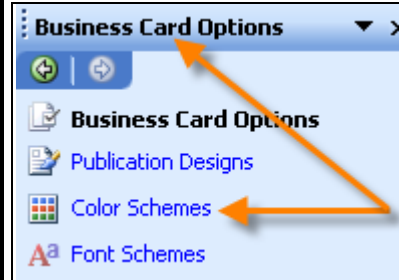
Start a new file

In the **New Publication** task pane on the left, under **New from a design**, click the category you want, and then click a publication type. If you don't see the **New Publication** task pane, click on the down arrow as indicated in the diagram above and select it from the list.



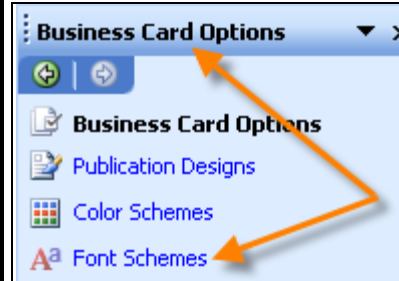
Change the color scheme

In the "**Publication**" **Options** task pane, click **Color Schemes**. Under **Apply a color scheme**, choose the color scheme you want.



Change the font scheme

In the "**Publication**" **Options** task pane, click **Font Schemes**. Under **Apply a font scheme**, choose the font scheme you want.



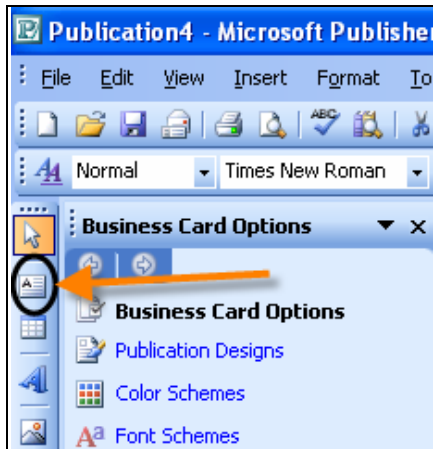
Open the task pane

From the menu bar, click **View / Task Pane** or **<Ctrl> + F1**

WORKING WITH TEXT

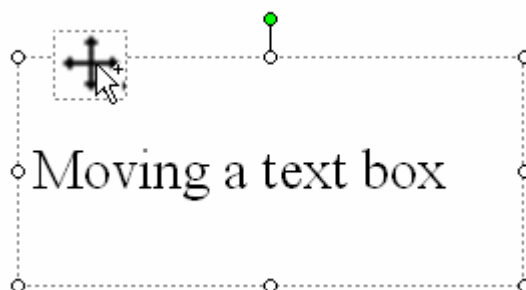
Add new text

Click the **Text Box** tool on the **Objects** toolbar. Click and drag to create a rectangle on the page. Type your text in the empty box surrounded by round handles.



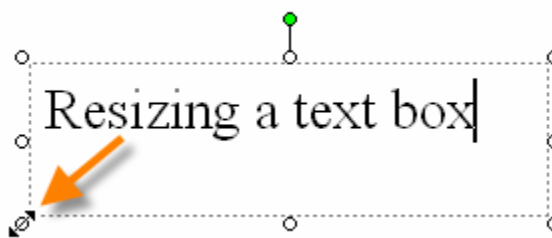
Move a text box

Place the pointer over any part of the text box border. When the pointer becomes a four-headed arrow ⤵ , click and drag.



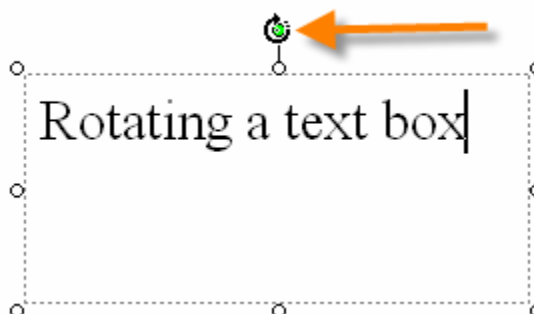
Resize a text box

Click the text box. Place the pointer over one of the round handles. When the pointer becomes a two-headed arrow ↕ , click and drag.



Rotate a text box

Click the text box. Place the pointer over the green rotation handle. When the pointer becomes a circle ⦿ , drag in the direction you want to rotate the text.



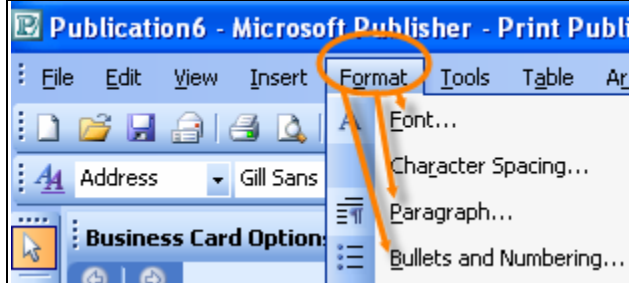
Change the appearance of text

Select the text (click, hold, and drag your mouse over text to be selected—it will be highlighted in black). On the **Format** menu, click:

Font to change the font or the font size, color, and style.

Paragraph to change the alignment, indentation, line spacing, and line and paragraph breaks.

Bullets and Numbering to add or change the style of bullets and numbers.



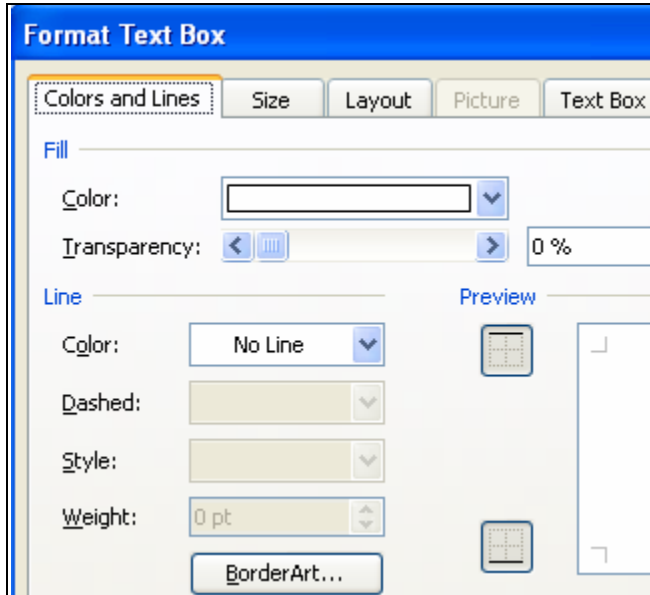
Change the appearance of the text box

Click the text box. On the **Format** menu, click **Text Box**, and then:

To add a colored or decorative border, click the **Colors and Lines** tab.

To add a background fill, click the **Colors and Lines** tab.

To change the margins between the text and the text box boundary, click the **Text Box** tab.



Turn off automatic hyphenation

Select the block of text. From the menu bar, click **Tools / Language / Hyphenation**.

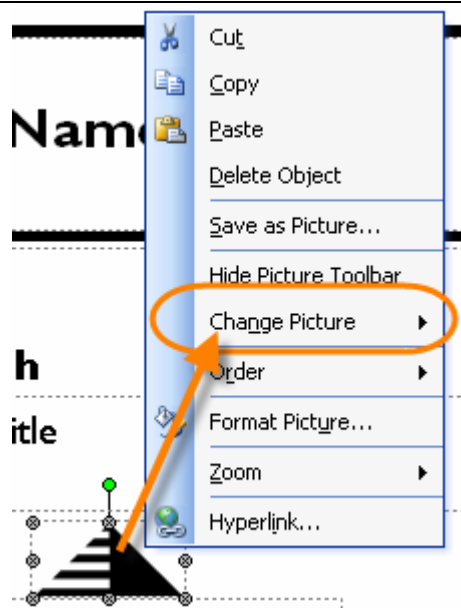
Uncheck **Automatically hyphenate this story**

WORKING WITH IMAGES


To change an image

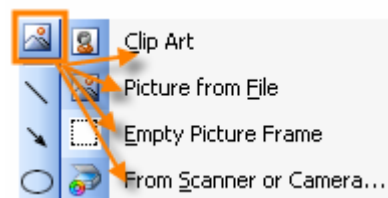
To replace an existing image, right-click the picture, and then click **Change Picture**.

Note: If you don't see the **Change Picture** command, the picture is part of a group. Click the picture again until you see gray circles around it, and then right-click it.



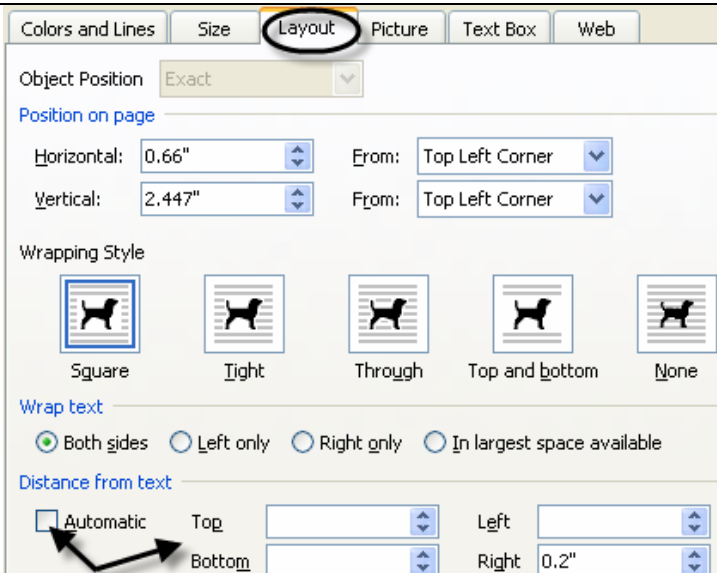
To insert an image

Click the **Picture Frame** icon  from the **Objects** toolbar. Select the appropriate option. Or select **Insert, Picture** from the Menu Bar.




To adjust text flow around image

Right click the image then left click **Format Object**. Click the **Layout** tab. Uncheck **Automatic** under **Distance from text**. Edit the top/bottom/left/right sections as necessary.




To move a picture

Place the pointer over the picture till it becomes a four-headed arrow , then click and drag.



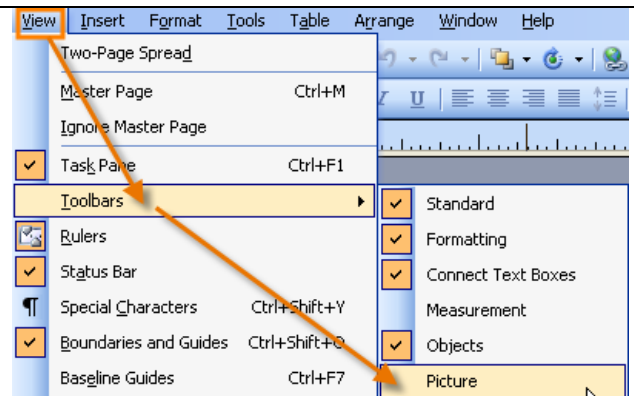
To resize a picture

Place the pointer over one of the round handles. When the pointer becomes a two-headed arrow , click and drag.




To view the Picture toolbar

Either click on an image, or on the **View** menu, point to **Toolbars**, and then click **Picture**.



To crop a picture

To crop a picture by eliminating unwanted portions, click the **Crop** tool  on the **Picture** toolbar. Position the pointer over a black cropping handle, and then drag. The **Picture** toolbar will appear when you click on an image.



Adjust text wrap

Click the **Text Wrapping** tool  on the **Picture** toolbar.

