

## Welcome to *Teach Yourself: Intermediate Microsoft Publisher*

This *Teach Yourself* tutorial explains the advanced features of Microsoft Publisher 2003, a program for designing publications, such as calendars, business cards, menus and more. It builds on the lessons in *Teach Yourself: Introduction to Microsoft Publisher*. This is the same tutorial we use in our Intermediate Microsoft Publisher class, but it has been adjusted so you can take the course on your own. If you would like to attend Intermediate Microsoft Publisher or any other class offered by LFPL, just go to the LFPL website [www.lfp.org](http://www.lfp.org) and click on 'Events' on the left side of the screen to find when and where the next class meets.



# Intermediate Microsoft Publisher

## Class learning objectives

1. [Starting with a Blank Publication](#)
2. [Using Rulers, Guidelines and the Snap-To Feature](#)
3. [Adding & Deleting Frames](#)
4. [Customizing Frames](#)
  - Text
  - Table
  - WordArt
  - Picture
  - AutoShape
  - Design Gallery Object
5. [Manipulating Frames](#)
  - Rotating
  - Flipping
  - Nudging
  - Layering
  - Grouping



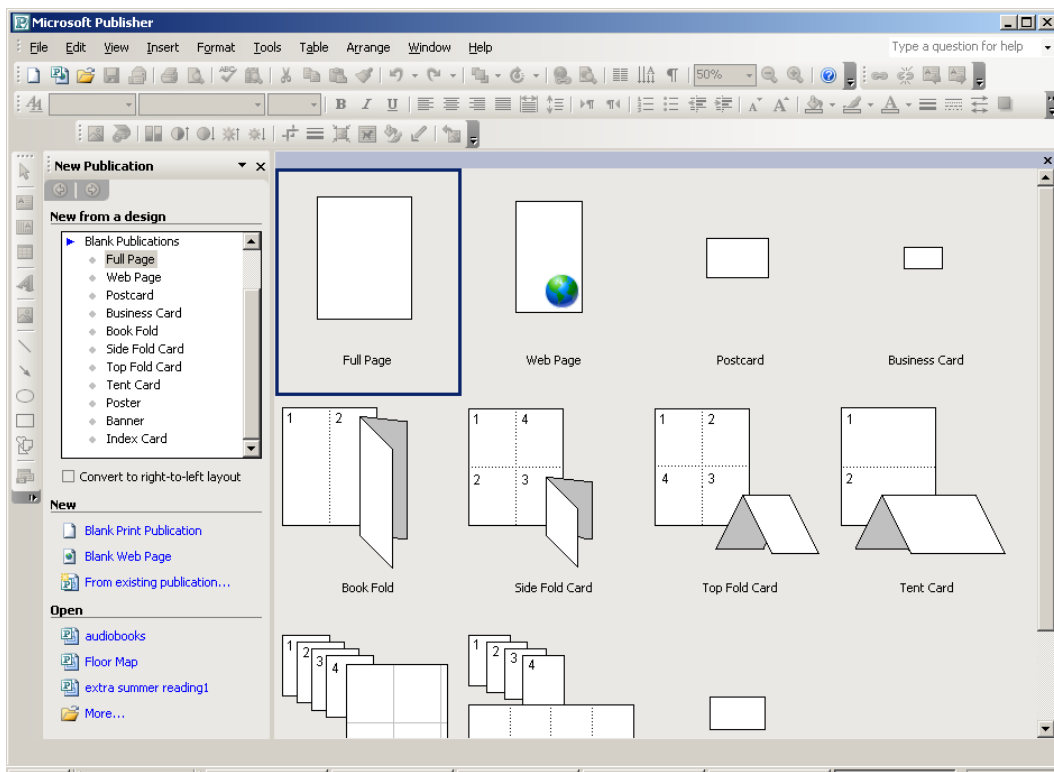
## Starting with a Blank Publication

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When you first open Publisher, Publisher offers you four different ways to get started.

- Publications for Print
- Web Sites and E-mail
- Design Sets
- Blank Publications

Today we will start from scratch and begin with a Blank Publication. Click on **Blank Publications** to view a list of blank publications with different dimensions and folds.



Click on **Full Page** in the preview section of the window. A blank page will open. We will add all of the desired frames to this blank page.

## Rulers, Guidelines and the Snap-To Feature

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Before you begin to add frames to your blank publication, it would be useful to add layout guidelines and rulers to assist in the process of aligning frames.

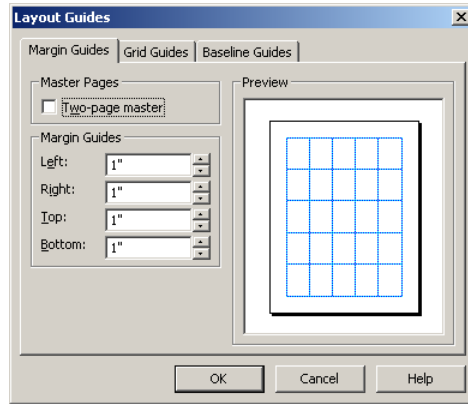
### Layout Guidelines

The blue lines on your blank publication are your layout guidelines. Although they appear on your screen they will not print out on your publication. Layout guidelines help

mark the margins of your page. They can also help you divide up your page and align frames.

**Set up your Layout Guidelines:**

- Click on **Arrange → Layout Guidelines**.
- A dialog box will appear with three tabs at the top.
- Click on **Margin Guides** and set your desired margins. The margins are automatically set up for 1 inch. In most cases you will want to leave the margins as they are.
- Click on the **Grid Guides** tab and select how many rows and columns you want your publication to be divided into. For today’s class use 5 columns and 5 rows



**Set up your Ruler Guides**

Another tool you can use to help align frames in your publication is by using the ruler guides. Unlike the layout guidelines, the ruler guides can be moved.

- Click on **Arrange → Ruler Guides → Add Horizontal Ruler Guide OR Add Vertical Ruler Guide**.
- You will see a green line appear on your sheet. This line will not print out, it is simply used to help you line up frames.
- To move the ruler guide rest your pointer over the ruler guide and hold down the **Shift** key. Then you can drag the ruler guide to any place on your publication.

**Turn on the Snap To feature**

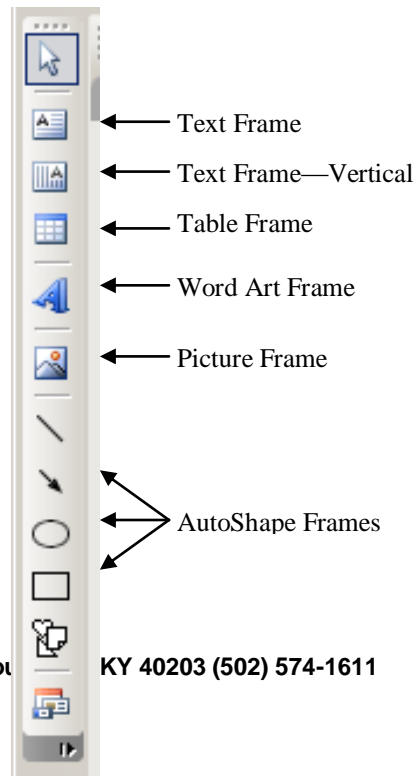
If the “Snap to” feature is activated, then the layout guides, ruler guides, and objects act as magnets. When you move a frame close to one of these objects or lines, the frame will automatically “snap” into place so that it lines up perfectly with the object or line.

- Click on **Arrange → Snap**.
- There should be a check next to Layout Guides and Ruler Guides. If not, click on the unchecked option to check it.

**Adding & Deleting Frames**

**Add a Frame**

The easiest way of adding a frame to your publication is to click on the type of frame you wish to add in Object toolbar. Then move your cursor to your blank publication. Notice your cursor looks like a large plus sign (+). Click, hold down the left button of your mouse and drag over the area of your publication where you wish to insert a new frame.



## Delete a Frame

- Right-click on the frame
- From the menu select **Delete Object**

← Design Gallery  
Object

## Customizing Frames

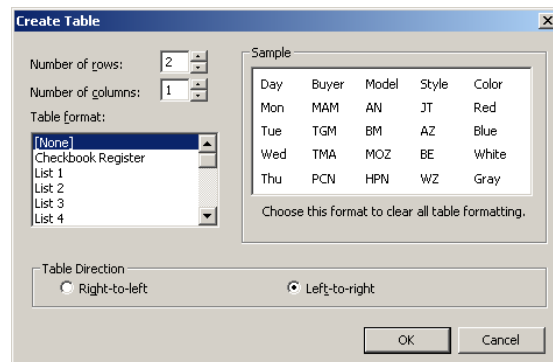
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### Customizing Text Frames

- Add a text frame to your blank publication by clicking on the text frame icon, and clicking and dragging over an area of your publication.
- Begin typing in the text frame to add your own content.
- To format the text, first select it by clicking and dragging over it. Then use your formatting toolbar options to make desired changes.
- For more advanced options, right click on the text frame.
  - Click on **Change Text** → **Autofit Text** → **Best Fit**.  
This means that if you adjust the size of the text frame, then the size of the text will automatically readjust to be as large as possible for the area of the frame.
  - Click on **Format Text Box**.  
Here you can adjust the fill color (background color) of the frame, the border color of the frame, and other frame properties.

### Customizing Table Frames

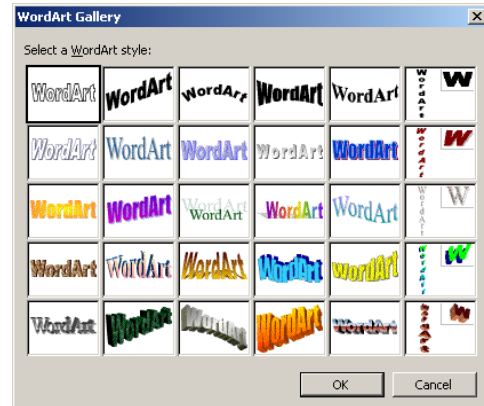
- Add a table frame to your blank publication by clicking on the table frame icon, and clicking and dragging over an area of your publication.
- A dialogue box will come up that gives you options for creating your table.
  - Choose the number of columns and the number of rows desired.
  - Choose the desired table format.
  - Click on **OK**.
- The table appears on your publication. Click in a cell and begin typing to add your own information.
- To readjust the column width and the row height, rest your mouse over the line between the columns or the rows. Notice your cursor changes into a vertical or horizontal line with arrows pointing out of the sides. Click and drag to readjust the width or height.
- To format the text, first select it by clicking and dragging over it. Then use your formatting toolbar options to make desired changes.
- For more advanced options, right click on the table frame.
  - Click on **Change Table** → **Insert** → Select the desired Row or Column option for inserting additional rows or columns.
  - Click on **Format Table**.



Here you can adjust the fill color (background color) of the frame, the border color of the frame, and other frame properties. If you select all of the table's contents before right clicking, then the changes you make will affect the whole table. If you select only certain cells on the table before right clicking, then the changes you make will affect only the selected cells.

### Customizing WordArt Frames

- Add a WordArt frame to your blank publication by clicking on the WordArt frame icon, and clicking and dragging over an area of your publication.
- A dialog box will appear. Select the desired shape of the WordArt and click **OK**.
- Type in the text you wish to turn into WordArt.
- Use the circle handles around the WordArt to adjust the size of the WordArt.
- Right click on the WordArt and click on **Format WordArt** to adjust the fill color and the border color of the WordArt text.



### Customizing Picture Frames

- Add a picture frame to your blank publication by clicking on the picture frame icon and selecting Clip Art or Picture from File. Browse or search for the desired picture and click on it to insert it.
- Click and drag the picture to the desired location.
- Use the circle handles around the picture to adjust the size of the picture.

To further customize the picture, you might consider cropping it – eliminating the undesired portions of the picture and keeping the desired portions.

- To crop the picture, first click on the picture to select it.
- Then click on the cropping icon on the picture toolbar.
- Finally rest your cursor on a corner of the picture. Your cursor will look like an elbow |\_ when lined up. Click and drag in until only what is desired is showing, then release.

Crop Tool



### Customizing AutoShape Frames

- Add an AutoShape frame to your blank publication by clicking on the desired AutoShape frame icon, and clicking and dragging over an area of your publication.



- Right click on the AutoShape and click on **Format AutoShape** to adjust the fill color and the border color of the AutoShape.

### Customizing Design Gallery Objects

- Add a Design Gallery Object to your blank publication by clicking on the Design Gallery Object frame icon, selecting the desired pre-made object from the gallery, and clicking on **Insert Object**. For today's class, add a **Phone Tear-Off**.
- The Design Gallery Object will appear on your publication. Click and drag it to the desired location.
- Use the circle handles around the object to adjust the size of the frame.

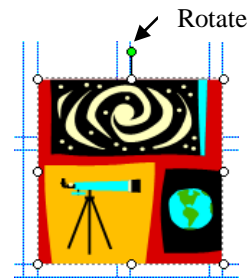
## Manipulating Frames

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Publisher offers a lot of features to manipulate your frames. What kind of frame you are currently in determines which of these options are available.

### Rotating a Frame

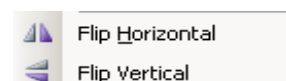
- Click on the frame you want to rotate.
- Notice that the circle handles appear. Also, at the top of the frame a green circle appears. Click and drag the green circle in the direction that you want to rotate the frame. Release when the desired rotation is achieved.
- Note: You can also click on **Arrange** → **Rotate** or **Flip** → **Select** a rotating option.



### Flipping an image or Word Art

Sometimes you might like objects in a picture to be facing a different way. You can achieve this result by flipping the image.

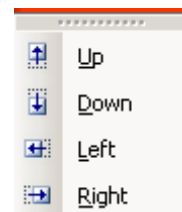
- Click on the image or WordArt to select it.
- Click on **Arrange** → **Rotate or Flip** → **Select Flip Horizontal** or **Flip Vertical**.



### Nudging a frame

If you need to move a frame in very small increments,

- Click on **Arrange** → **Nudge**.
- Select the direction in which you want to nudge the frame: up, down, left, right.
- Note: You can also nudge an image by holding down the **ALT** key and using the arrow keys on your keyboard.



### Layering frames

Complex publications have frames layered on top of frames. To adjust the order

- Click on the frame you want to move forwards or backwards.
- Click on **Arrange** → **Order** → Select the appropriate option.  
**Bring to Front** = Brings the frame the top of the stack of frames.

**Send to Back** = Sends the frame to the bottom of the stack of frames.

**Bring Forward** = Moves the frame a layer at a time towards the top of the stack of frames.


**Send Backward** = Moves the frame a layer at a time towards the bottom of the stack of frames.

- Note: You can also right click on the frame, click on **Order** and select the desired option.

## Grouping Frames

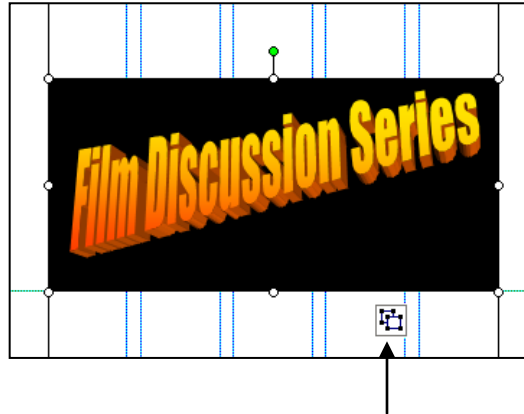
If you have arranged several frames together in a certain order and you want them to act as one large frame instead of individual frames you can group them together. This essentially locks the objects together.

- First select the frames you want to group together, by clicking and dragging over all of the frames. (Imagine a box around the items.) Handles will appear around all of the frames selected. Make sure you get all items you want grouped inside the box.
- A new button appears at the bottom of the grouping. Click on the button to group the

frames as one.  This will fuse the individual frames into one frame that can be resized, moved, or manipulated.




Click to Group



Click to Ungroup

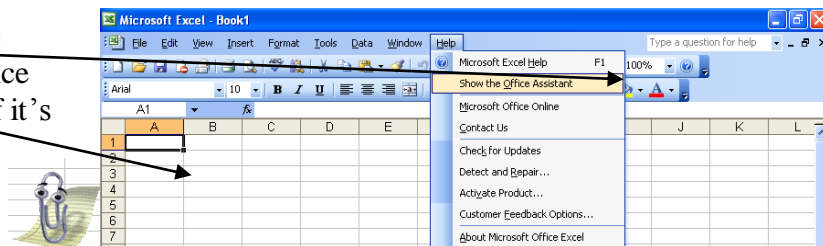
If you wish to further edit an individual frame in the grouping, you will need to turn off the grouping. To remove the grouping, click on the grouped frame, then click on the

button at the bottom of the grouping.  The frames will return to their individualistic state.

## The Help Menu

If you have a question about Excel that you need answered right away, you might want to consult the Help menu. The help menu has two interfaces: the Office Assistant and the standard Help menu. Let's examine the Office Assistant first. You've probably seen it before—it's a little dog, cat, paperclip, etc that you can click on to get help. If you don't see it, click **Help** on the main menu bar. Then click **Show the Office Assistant**, and the Office Assistant will appear. Once it appears, or if it was already visible, click on it to begin interacting with it.

Click **Show the Office Assistant**, and the Office Assistant will appear if it's not already visible.

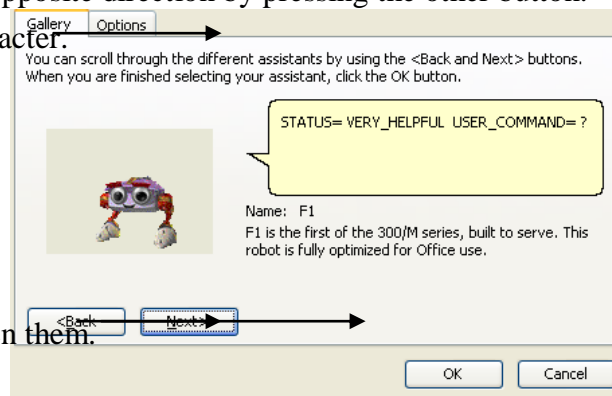


Clicking on the Office Assistant opens up a search bar into which you can type your help topic. Type “create a chart” (without the quotes) into the search bar, and click **Search**. You will see a task pane appear on the right side of the screen listing (usually) 30 results. You should see your help topic at or near the top of the list. Click on it to open another task pane with the solution to your problem. Close the two task panes when done.

### Customizing the Office Assistant

Click on the Office Assistant again and click **Options**. Here you can change the look and behavior of the Office Assistant. You will see two tabs: **Gallery** and **Options**. Click on the **Gallery** tab. Here you can change the look of the Assistant. Click the **Back** and **Next** buttons to move back and forth between the selections. If one of these two buttons becomes grayed out, you must go in the opposite direction by pressing the other button.

Click **Gallery** to choose another character.

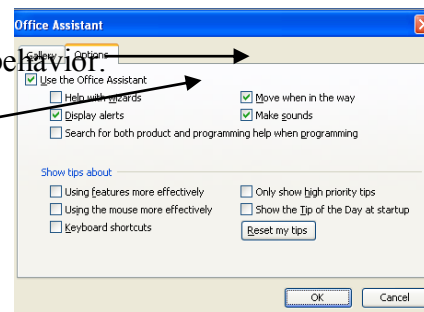


Click **Back** and **Next** to cycle between them.

Once you’ve examined the different characters, click the **Options** tab. **Options** presents several checkboxes with which you can customize the Assistant. Scan these over, and then uncheck the one at the top left that says **Use the Office Assistant**, and then click **OK**. The Office Assistant will disappear.

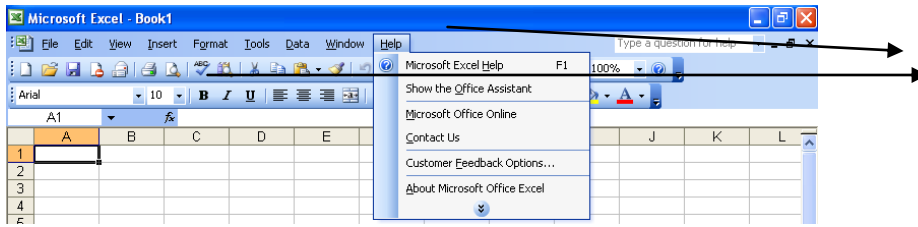
Click the **Options** tab to customize the Assistant’s behavior.

Uncheck **Use the Office Assistant** to turn it off.



Now let’s take a look at the standard Help menu. Click **Help** on the **Main Menu Bar**. Next, click **Microsoft Office Excel Help**. This will open a task pane on the right side of the screen. Type “create a chart” into the search bar provided, and then click the white arrow. You will see another task pane with the same 30 results you saw earlier. In other words, you get the same level of help whether or not you use the Office Assistant.

Click **Help** and then **Microsoft Excel Help**



## For Further Reading and Learning

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Thank you for attending Intermediate Microsoft Publisher. For further reading, search the library catalog for the subject "Microsoft Publisher."

Please consider building your research and/or technological skill sets by taking another class with us. Learn more about upcoming classes on the library's website, [www.lfpl.org](http://www.lfpl.org), or in the Computer Learning Center brochure.