

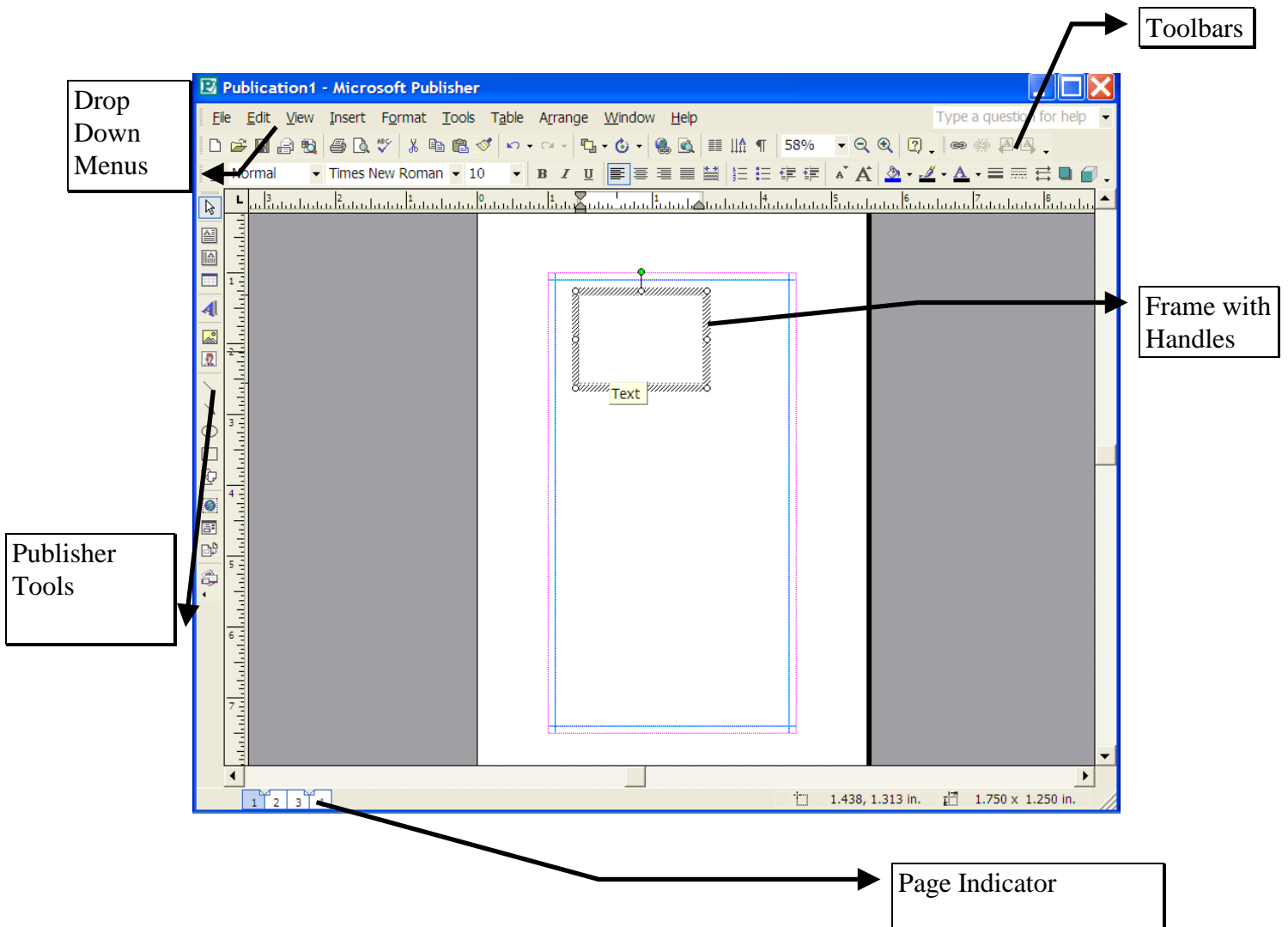
Proicere, Inc.

MS Publisher: Basics

Lesson Notes

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MS Publisher Vocabulary and Windows



Change the View

Toolbars

To turn toolbars on and off, from the menu choose View, Toolbars.

Ruler

To turn the Ruler on and off, from the menu choose View, Ruler.



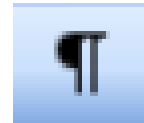
Zoom

can be changed from the scroll bar at the bottom of the screen (percent)



Show Special Characters

View, Show Special Characters. This is a toggle on and off
Use this to see paragraph marks, tabs, & spaces



Undo

To undo the last action, from the menu choose, Edit, Undo
or use the toolbar undo button (Arrow to Left)



Save a Document/File

From the menu choose File, Save, or File , Save As
or use the Diskette on the Tool Bar



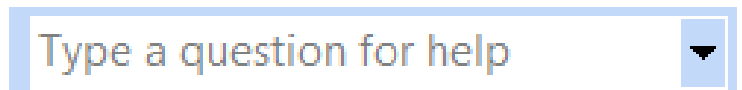
Open a Document/File

From the menu choose File, Open
or choose the Yellow Folder on the Tool Bar



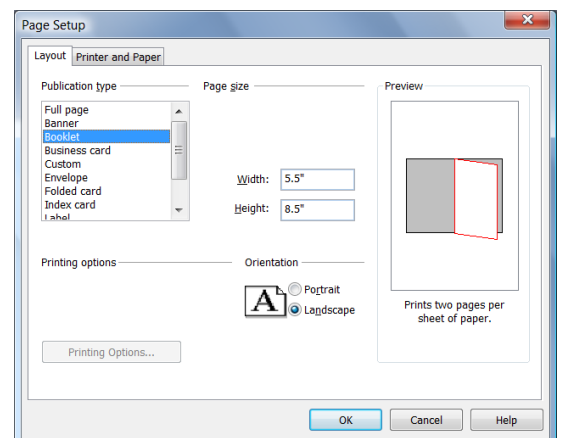
Help

From the menu, choose Help or
Use the search box in the upper right hand
corner of the window.



Change Paper Size

From the menu choose File, Page Setup
In the dialog box that opens, choose Publication type,
size, and Orientation.



Adding Pages

To add pages, from the menu choose, Insert, Page.

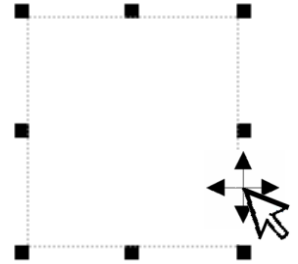
*Note: booklets should have multiples of four in order to
print correctly.*

Text Frames

MS Publisher uses text frames as a basis for all work done in this program.

To create a text frame:

1. Click on the text tool.
2. When the mouse pointer is taken over the work area, it will turn into a cross hair.
3. At this point, click and drag diagonally to form a frame.



Moving Frames

Select the frame (handles will appear)

Click on the frame (an arrow with a cross arrow will appear) and drag to move the frame.

Resizing Frames

Select the frame (handles will appear)

Use the handles to resize a frame.

1. When the mouse is taken over a handle, it will turn into a two sided arrow.
2. At that point the left mouse button can be clicked and dragged to resize the frame.

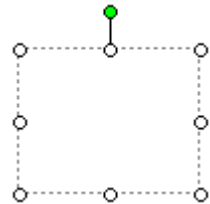


Deleting a Frame

Select the frame (handles will appear)

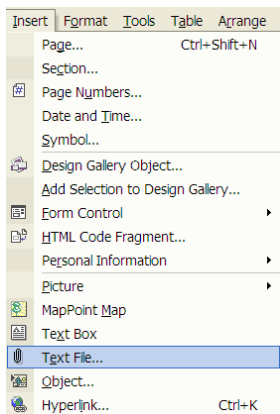
For empty frames, hit the delete key on the keyboard.

For frames containing text, from the menu choose Edit, Delete Object.



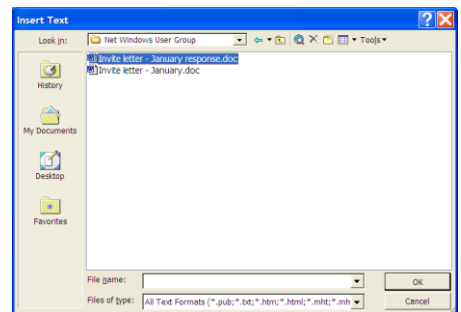
Insert a Text File

To insert a text file, from the menu choose Insert, Text File.

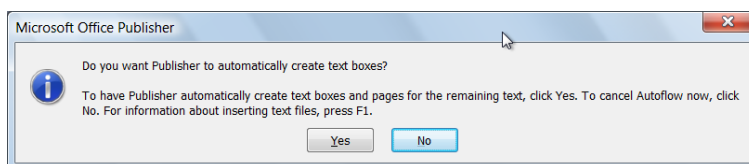
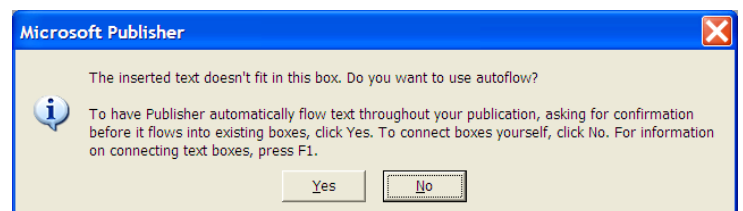


A dialog box will appear. Find the file to be inserted and click the ok button.

If the file is large, a message will appear asking if you want to use autoflow?



If you choose "Yes" and do not already have an empty text box, Publisher will then display a messaging asking if you would like Publisher to create the text box.



Connecting Frames

An “A...” in a box at the bottom of a frame indicates that not all of the text is showing. To allow the text to flow from one frame to another, the frames need to be connected.



Create the second text box.

Click in the first text box, then click on the Connect Text Frames button.

A pitcher will appear.



Click on the second box.

Keyboard Shortcuts

Insertion Point Movement in a text frame

- Control & Arrows will move one word at a time
- Ctrl Home will go back to the beginning of a text frame
- Home will go back to the beginning of the line
- End will go to the end of the line
- Ctrl End will go to the end of the text frame
- Page Down - down one screen
- Page Up - up one screen

Select Text

MOUSE

Click at the beginning of the desired text and holding the left mouse button, drag across the text.

Click at the beginning of the desired text then hold down the shift key and click at the end of the desired text.

Double clicking will select the word.

KEYBOARD

Place cursor at the beginning of the desired text and hold down the shift key and use the arrow keys to select the text.

Move/Copy Text, Delete Text

Block items to be moved, copied, or deleted

Move - Edit Cut, or Scissors or Ctrl X

Copy - Edit Copy, or 2 Papers, or Ctrl C

After the cut or copy, use paste to place in document

Paste - Edit Paste, or Clipboard, or Ctrl V

Delete - Edit Delete, or the Delete button the keyboard



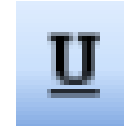
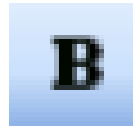
Bold/Italics/Underline

Block text to be changed

Bold - B on toolbar

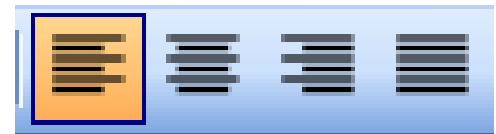
Italics - I on toolbar

Underline - U on toolbar



Justification

Buttons with lines on Tool Bar (Tool Bar with alignment buttons will display when cursor is in a Text Frame)



Set Margins

There are no true margins in MS Publisher. There are Layout Guides that are used for eyeballing where items should be placed on a page.

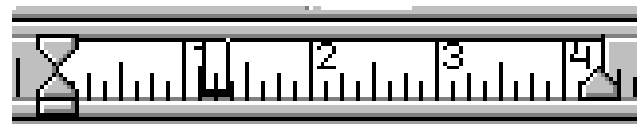
To display the Layout Guides from the menu choose Arrange, Layout Guides

Set Tabs

Tabs can be set in Text Frames

From the menu choose Format, Tabs

or place the tab on the ruler by clicking on the Ruler Bar



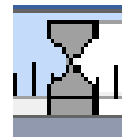
Hint: Shift enter will create a line return without creating a new paragraph.

Indent/Hanging Indents

Indents can be set in Text Frames

From the menu choose Format Indents and Lists

or adjust on Ruler Bar using the hourglass. The top piece of the hourglass controls the first line of the paragraph.



Line Spacing

From the menu choose Format, Line Spacing or use the Line Spacing tool on the toolbar.



Paragraph Spacing

From the menu choose Format, Paragraph.

Lists

Numbered Lists

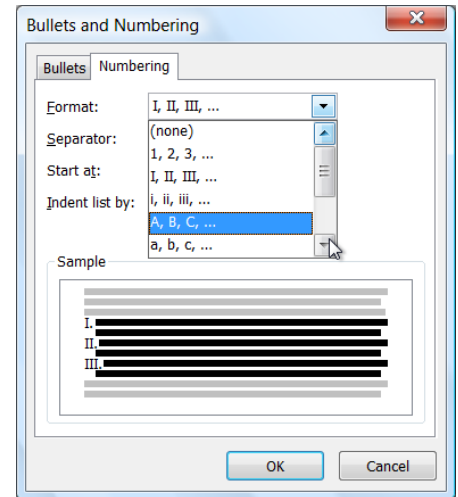
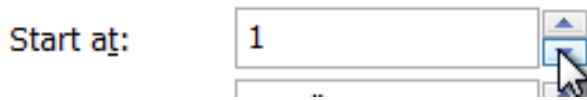
The Numbering tool on the toolbar will turn on paragraph numbering.



To change the type of numbering, from the menu choose Format, Bullets and Numbering.

1. I went to sl
I tripped or
could tell it
2. At breakfas
Undercover

The starting number can also be changed in the dialog box



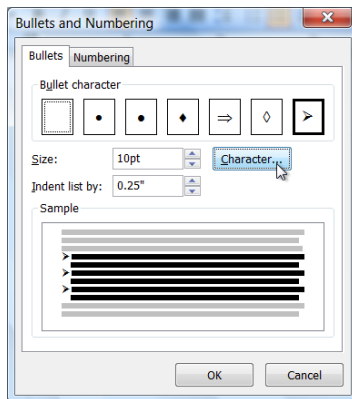
Bullets

The Bullet tool on the toolbar will turn on bullets for the paragraph.

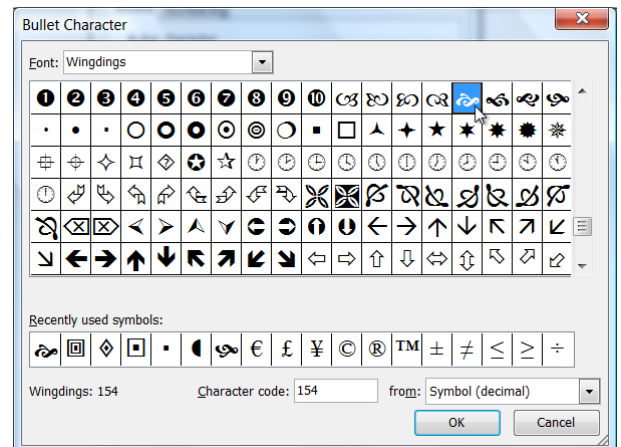


To change the symbol used for the bullet, from the menu choose Format, Bullets and Number.

- I went
- I tripped
- could tell it
- At breakfas
- Undercover



Click on the "Character" button to open the dialog box to select a different symbol. Change the font to a dingbat font.



Note: Dingbats are any font that has pictures instead of letters and numbers.

Print Preview

To view how the document will look when printed, from the menu choose File, Print Preview or choose the Print Preview button on the toolbar.



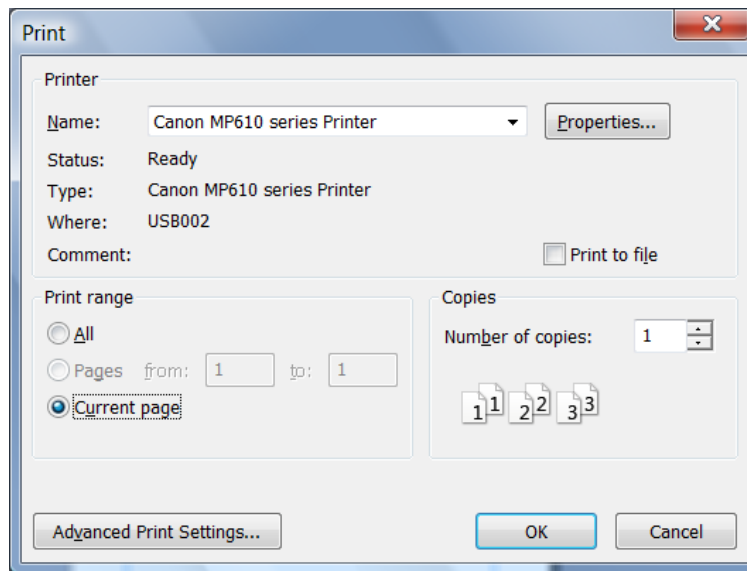
Printing a Document

Use the printer button on the toolbar to print the whole document to the default printer

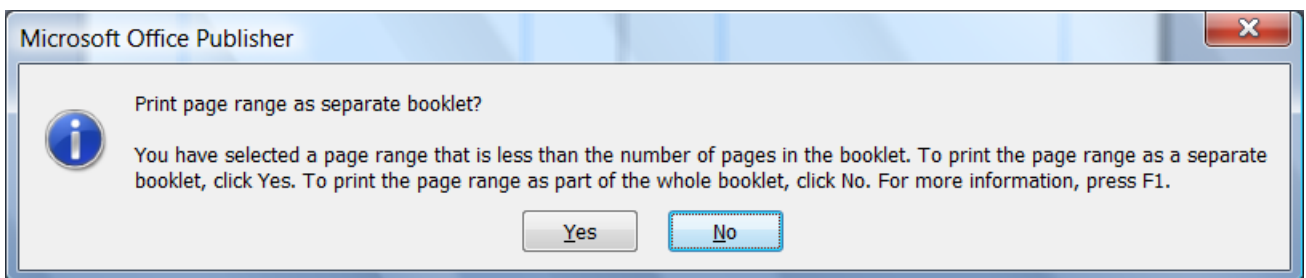


or

From the menu choose File, Print to open the Print dialog box.



When printing a booklet, choosing “Current page” will trigger a message asking if you want to print just the page or the page as part of the publication.



If the print out will be placed in the publication, select “No”.