

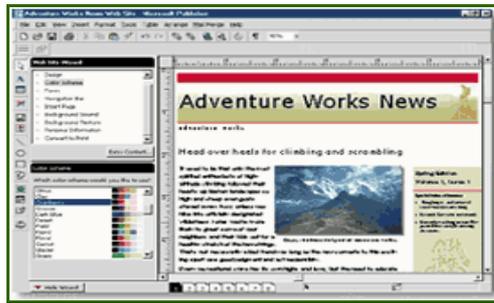


# DTP with MS Publisher

ICT Curriculum Team 2004

Getting Going

Basics



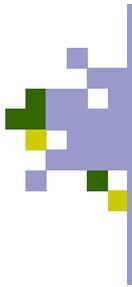
## desktop publishing

a system for producing printed materials that consists of a PERSONAL COMPUTER or COMPUTER workstation, a high-resolution printer (usually a laser PRINTER), and COMPUTER PROGRAM that allows the user to select from a variety of type fonts and sizes, column justifications, page layouts, and graphics libraries and often includes support for document creation and editing. Desktop publishing enables a small business or an individual to produce professional quality materials on the premises inexpensively and quickly without need of external typesetting or printing facilities.



This guide will take you on a step-by-step tour of Microsoft's Publisher application in order to create useful documents by creating and manipulating text and graphic frames.

The guide will assume that you are familiar with the Windows operating system and that you know how to load Microsoft Publisher and save/load files to disc.



# Basics

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Setting up

Starting from Scratch

Creating a text frame

## Setting up a Document

When you first run the program, Publisher will display a dialogue box containing a number of preset templates and styles. Each of these is based on a theme, and contains design features—usually a selection of graphics and text in a variety of fonts and sizes. These are OK if they match the kind of document you want to create, although it can be more time consuming to *tweak* one of these layouts rather than starting from scratch.

For the first exercise, it is worth starting with a blank document so that you can get used to the way Publisher works. When you become more confident, you can use the design templates as a quick way of setting up a document.

### Step 1— A New Document

From the opening **Wizard**, choose the *Blank Pages* tab and select *Full Page* from the dialogue box. A blank document will appear on the screen with toolbars along the top and left hand sides of the window. Depending on the version of Publisher you have, the tools available to you may be different. Moreover, the components in the toolbars will differ depending on the type of document you are creating.

For now, the most common tools you will be using are the frame creation tools and the select tool. It is important to remember that each frame type is specialized, in that a text frame cannot hold an image — neither can a graphic frame hold any text. In fact, frame behaviour differs depending on the frame type, e.g. double-clicking in a text frame highlights a word whilst double-clicking in a graphic frame displays the Picture Gallery.

Create a text frame for a heading which will fit across the entire width at the top of the document: select the text frame tool, then place the mouse pointer where you would like the top left corner of the frame to be. Now drag (hold down the left mouse button and move the mouse) to where you would like the bottom right corner of the frame to be. Release the mouse button and your frame is ready to receive some text.



*Publisher's Design and Layout Wizard*



*Some designs are useful, but others...*



Select tool;

Text frame;

Table frame;

WordArt

Picture frames



*When creating a frame, the mouse pointer displays as a cross-hair.*



# Creating a Heading

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Entering Text

Text Frames

## Step 2—Entering Text

When you have created a text frame, a text cursor appears automatically; you are now ready to type some text. Enter your heading and then select all of the text, in preparation for changing the font and the font size.

The font and font size you use is an important consideration. As a general rule, use a sans-serif font, set at 2½ to 3½ times the size you will choose for the main body of text. Note that some fonts are bigger than others at a given point size. Use the pull-downs in the top toolbar to choose your font and its size.

Sometimes it may be necessary to change the size of the frame. To do this, click once inside the frame to select it (note the black handles around the frame). Place the mouse pointer on any of the handles and you will see that it shows you the directions in which you can drag the corners or edges. To move the entire frame, place the mouse pointer close to any edge of the frame. The pointer changes to a *removal van* (honestly!) allowing you to drag the frame around the screen. If the amount of text you are entering in the frame overflows, you will be prompted to either connect to another frame or to make the current one larger. For now, just make the frame larger.

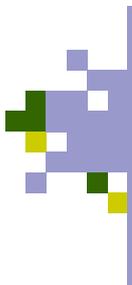
To get a flavour of heading styles, look closely at newspapers, magazines, posters and flyers. These will help you in the design and layout of your documents. Good use of fonts and sizes can instil a feeling of formality, friendliness, power, humour to your document. Just be careful not to put decorative fonts into a formal document. Don't overuse fonts; try to stick to just one or two fonts for most of your documents (including their families—bold, italic, condensed, expanded etc.).

Practice creating, resizing and moving frames to get used to the actions. Please note: if you drag a frame handle close to the edge of the document, you will find yourself zooming off the page very quickly. If this happens, drag back towards the document, or stop dragging and resize in small steps.

*Text can be selected (highlighted) by dragging across it from left to right or right to left. Alternatively, hold down the Control key (Ctrl) and press A.*



*Choose your font and font size from the pull-down menus.*



# Inserting Graphics

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Graphics

## Graphic Frames

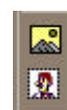
### Graphic Frames

Publisher offers two frame types for inserting images; one is for inserting an existing image stored on your computer, the other is for inserting an image from the *Clip Gallery* (created automatically when **Publisher**, **Office** or **Works** was installed onto your system).



*A typical image from the Clip Gallery*

For now, create a Clip Gallery frame by selecting the Clip Gallery Tool button  and dragging out as for the text frame. When the frame has been created, Publisher displays the Clip Gallery—a selection of graphics arranged by category. Click on the image you need and it will be placed in the frame, filling the frame. To resize the graphic, follow the same instructions as for resizing a text frame.



*Graphic Frames*

To insert a graphic of your own choice, use the Picture Frame to tool to create your frame. When you have made the frame, double-click inside it to open the Insert Picture dialog box.



Use this to navigate to the place on your system where the graphics exist.

*An image of Oystermouth Castle taken from the Baglan IT Centre's Web Site*

## Editing Graphics

Publisher gives you a number of tools which enable you to alter the graphic, e.g. change the colour scheme, flip it, rotate it etc. These extra tools appear in the Toolbar whenever a graphic frame is selected. As well as allowing you to edit the image itself, some of the tools enable you to alter the frame, e.g. setting the frame colour, applying a border etc. Place your pointer on any of the tools to view a brief description.



*Graphics Tools*

## Editing Graphic Frames

Frames containing graphics can be set to repel text in a frame which overlaps the image (see the effect of this in the text around the *Oystermouth Castle* image above). To set how close or how far away the text is to the image, select the picture frame (click once) and open the Picture Frame Properties dialog box button in the Graphics Toolbar. This dialog box enables you to set whether text is repelled from the frame or from the picture within the frame (useful if the picture has a particular shape). You can also set the distance that text is repelled from the top, bottom, left and right edges.



*Picture Frame Properties button*



# Creating your own Graphics

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## Drawing Tools

### But I Can't Draw!

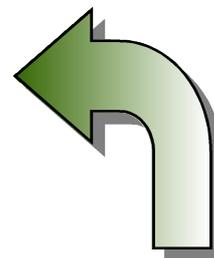
You don't have to be an artist (of any kind!) to create your own graphics. **Publisher** is not an Art Package, but does provide a number of tools to allow you to draw lines, rectangles, circles, ellipses and a variety of pre-defined shapes. Unfortunately, depending on your version of Publisher, some of these facilities may not be available.

The drawing tools are arranged together, providing access to the Line Tool, Oval Tool, Rectangle Tool and Custom Shapes. To create a shape, select the tool you require, then **hold down** the mouse button from the point where you want the shape to appear. Now drag the mouse pointer to where you want the shape to end, then release the mouse button. Your shape will have control handles (small black squares) which can be dragged to resize the shape. Move the shape by dragging with the mouse pointer on the shape itself.

Once your shape has been created, you can further edit it. For example, lines can have arrow heads applied, thickness and pattern changed, as well as colour. Outline shapes can be filled with colours, patterns and gradients and have a shadow applied. The tools to set these choices appear on the top toolbar when the shape is selected.

Practice creating some shapes and applying different effects to them. See how they can be applied to a page to enhance the look and feel of the document. If you want to add text to a shape, create the shape first, then add a text box on top of the shape. Add and format your text, then connect the two frames together. To do this, select one of the frames, then hold down the Shift key on the keyboard whilst selecting the other frame. Click on the little *jigsaw* piece which appears. The frames are now connected and can be moved around the page together.

Note that any number of frames can be connected or joined together; to keep adding frames to the selection, Shift/click the extra frames before clicking on the jigsaw icon. Please be aware that this is different from flowing text from one text frame into another text frame.

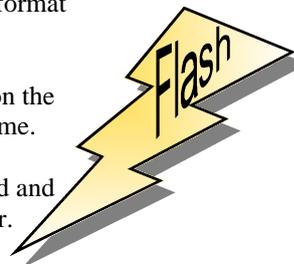


*One of the range of pre-defined Custom Shapes, filled with a gradient colour.*



*The Drawing Tools*

## Connecting Frames





# Styles

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Styles

## What are Styles?

The concept of styles is based on the idea of keeping a similar look throughout a long document, or between several documents of the same type. It also means that you don't have to remember all the attributes you applied to one piece of text, e.g. a heading, when creating a new heading.

Furthermore, if at some point you decide to change the attributes of an object in your document, e.g. make a subheading smaller, or bold, then simply altering the style will change all occurrences of that style throughout the document.

Before you start to create your styles, make a list of all the textual elements that will be in your document. These would normally include such things as a Main Heading, Sub Headings, Body Text and possibly lists. Also, create a dummy text frame and enter some of these elements so that you will see how they appear when applied.

Normally, **Publisher** opens a new document with no other style except *Normal* (which is usually Times New Roman font at 10 points). To create your style, select the Format menu and then select Text Style... (The 3 dots after a menu item means that a dialogue box will appear when selected). The dialogue box allows you to create a new text style and set the style's parameters. Usefully, the dialogue box contains visual examples of the style which you create. A useful tip, especially in *body text*, is to set the amount of space in *Line Spacing—After Paragraphs* to 4 to 6 points. This will provide a suitable space between paragraphs in large amounts of text.

Once you have created your style, you can apply it by highlighting the text which is to acquire the style, then selecting it from the Style selection area (next to the Font selector) in the Toolbar. Note that styles can be transferred to other documents from the Text Style dialogue box.



*Keep consistency in your documents by creating styles*

## Creating the Style



*Styles used in this document*