



Hours

Monday 10:00 a.m. – 8:00 p.m.
Tuesday 10:00 a.m. – 8:00 p.m.
Wednesday 10:00 a.m. – 8:00 p.m.
Thursday 10:00 a.m. – 4:00 p.m.
Friday by appointment
Saturday closed
Sunday 4:00 p.m. – 8:00 p.m.

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Introduction to Microsoft Publisher®

Publisher 2007 is a WYSIWYG (What You See Is What You Get) editor which means that you will see what your publication looks like as you are creating it and what it will look like once it is published.

This tutorial will guide you through the following basic steps for using PowerPoint:

- How to create a one-page publication using design templates
- How to edit content of an existing publication
- How to insert and format text
- How to handle text overflow
- How to insert and format pictures/images/clipart
- How to create a blank publication
- How to print the publication

Creating a New Publication

Publisher can be used to create a variety of publications. The first step is to determine the type of publication you will be creating. Before we begin designing the document, let's identify key elements in the Publisher environment.

Using Design Templates

1. Select the type of publication – brochures.
2. Scroll through the categories of brochures and select a design set.
4. Use the Brochure options panel to customize your publication.
5. Click on Create to make your publication.

note: The same procedures can be followed to create a newsletter or other type of publication. **

Customizing your brochure

Now that you've created the basic brochure layout, you can drop in headlines, articles, and clip art to customize your brochure.

1. Click on page 2 (bottom left of publication work area).
2. Click the placeholder text "**Main Inside Heading**" and type the main heading or title for your brochure (e.g., Student Technology Center).

AutoFit is activated, so the text gets smaller as you type to fit in the text box.

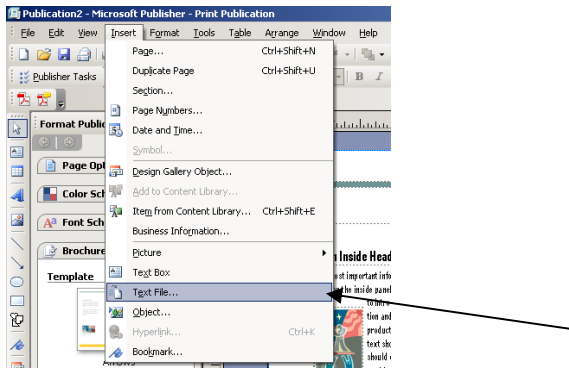
3. Click the placeholder text "**Secondary Heading**" and type in the title for the next section of information.
4. Continue clicking placeholder text and typing in your information. When entering your column text, you may type directly into the text boxes provided or you may copy text from another program such as Word. Each column is called a **story**. A **story** may take up only one frame or it may take up several, linked frames.
5. Go to **File>Save** to save the work you have done so far.



To insert text from another program

You can type your brochure text in another program (such as Word, WordPerfect, or email) and copy it into Publisher. When using another program to type your brochure text, do not do any special formatting such as bullets, special fonts or margins.

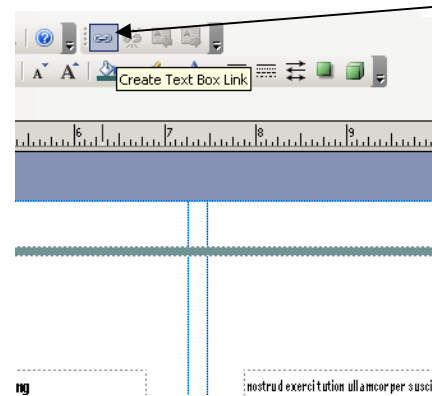
1. Select the text in the program and choose the **Copy** feature (in Word, this is **Edit>Copy** or **Ctrl C**).
2. Go to your publication window and select the column where you wish to insert text. Go to **Edit>Paste**. The text should appear in your Publisher column.
OR
3. Choose **Insert** from the **Menu Bar** and select **Text File**
4. You may find that the text is too long for the column you have selected. Publisher will ask you if you would like to use AutoFlow or not. If you want Publisher to automatically create columns to fit your text, then click **Yes**. If you want to place the columns yourself (i.e., if you want to continue a story from page one to page three), then click **No**.



3. To connect the overflow text to another frame, click **Connect Text Frames**.
Your cursor will change to a pitcher.
4. Click the frame where you wish to “pour” your text. The overflow text will “pour” into the new frame.



5. Since the frames are connected, the lengths of the columns (or frames) are also connected. If you lengthen the first frame of the column, the second frame will shorten. If you shorten the first frame of the column, the second frame will lengthen to accommodate the overflow text.



Connecting text frames

Publisher allows you to type or insert text into one frame, continue it in another frame, and finish it in still another frame.

1. To connect text frames, type or insert text into the first frame.
2. Once the text reaches the end of the frame, any remaining text will go into the overflow area.

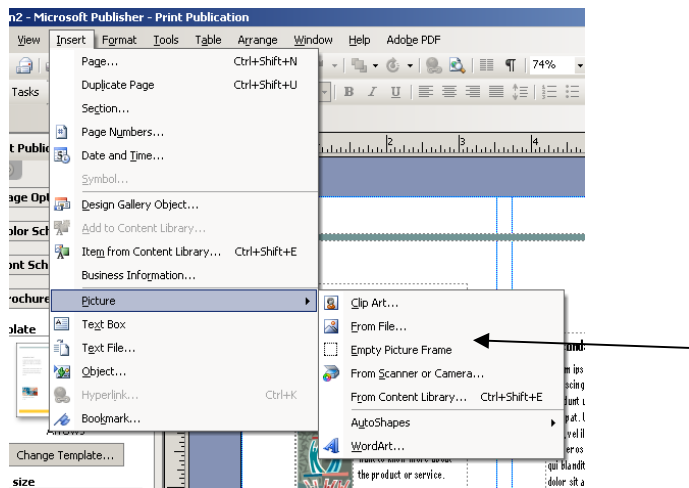
To insert a picture/clip art:

1. First create a picture frame. Go to the **Objects** toolbar, click **Picture Frame**. Position the mouse pointer and click where you want one corner of the frame to appear, hold down the mouse button while you drag the mouse diagonally until the frame is the size you want, and release the mouse button.

OR

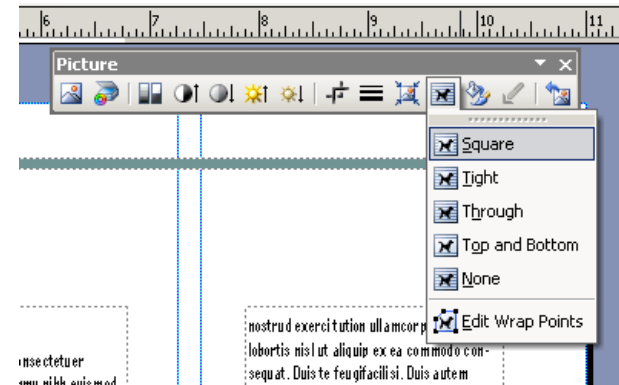
If the frame already exists, click it.

2. Go to **Insert > Picture > From File**.
3. Click the name of the picture file you want to add. Note: You may need to browse to find the drive or folder your picture is stored in.
4. Click **Insert**.



Wrapping text around a picture:

1. Select the picture frame to wrap text around.
2. On the picture toolbar select the text wrapping button or right click on the picture and choose **Format Picture** and select the **Layout** tab and choose the desired layout.



Using the Rule Guides:

Ruler guides allow you to align page elements properly and place object precisely on a page. These guides are not displayed by default; when they are turned on they are for display purposes only and will not print.

1. Choose **Arrange/Ruler Guides/Add Vertical Ruler Guide**
2. Repeat for Horizontal Ruler Guide

Using Margin Guides:

All text added to your brochure must be inserted into a text box. Margin guides are non-printing lines that are used to define the margins on a page. Margins for a blank print publication are set to one inch for left, right, top and bottom by default. You may need to override the default margin guides based on your publication needs.

1. Choose **Arrange/Layout Guides**
2. Set the margins as desired

Using Column Guides:

Columns and Margin Guides make up the most important part of the underlying layout grid. Setting up columns will assist you in to divide your brochure in equal columns for placement of text boxes and graphics.

1. Choose **Arrange/Layout Guides**
2. Enter the number of columns for your brochure in the **Columns** box under **Grid Guides**.

Checking your spelling

1. If you misspell a word or Publisher 2007 does not recognize it, a red wavy line appears directly beneath the word on the screen.
 2. Right-click the underlined text to see suggested options.
- OR
3. Go to **Tools>Spelling>Spelling**. The Spell Checker only checks one story at a time. Once you have finished spell checking a story, Publisher will ask you if you want to check all stories.
 4. Click OK to continue checking spelling. The Check Spelling dialog box appears when a misspelled word is found. You can change, ignore, or add the word to the dictionary.

5. If a misspelled word is not recognized (no spelling suggestion), you can right-click on the word and select Check Spelling. Then type the word in the Change To field and click Change.

Printing Brochures:

The 3-panel brochures are designed to print in Landscape mode (sideways across the length) on a standard 8 1/2" by 11" piece of paper. Standard settings is 1/4" margins all the way around.

From the main menu click **File/Open** and select **PRINT**. Click on the properties box to select the paper type and print quality - Best, Normal or Draft.

Depending on how your printer is set up, print - page 1-1 then place the page back into the paper tray to print side 2-2.

Tip: Print your trial copy in DRAFT mode to save unnecessary ink wastage.

Your brochure is now ready to fold and give to your potential customers or clients.