

Creating a Brochure, Flyer and Newsletter Using Microsoft Publisher 2007 for

Created: 21 February 2007

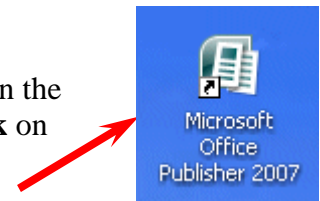
Starting Publisher 2007

Note: You should be competent in a word processing program before you attempt this Tutorial.

Microsoft Publisher 2007 is a really neat program that allows you to create professional quality newsletters, brochures, flyers, postcards, calendars, award certificates, calling cards, paper airplanes, origami – and a whole lot more great “things.”

This tutorial will proceed from what we think is the **easiest** publication to the **most complex**. First we'll create a **flyer** using **Microsoft Publisher 2007**. Then, we'll create a **brochure**, and finally a **newsletter**. Each skill we learn in the flyer will be of use in the brochure. The flyer and brochure techniques will also be used in the newsletter. Your abilities will grow from publication to publication. You may **save** your publications on a **formatted 3 ½ inch diskette**, a **USB key**, or on your **hard drive**.

To load the **Microsoft Publisher 2007** program, **Double click** on the **Publisher 2007 icon** on the **main Windows screen**, or **click-on Start** in the **lower left corner** of the screen, then **click-on Programs**, and then **click** on **Microsoft Publisher 2007**.



You should now be in the Microsoft Publisher 2007 main screen.

On the center of your screen you should see the view below.

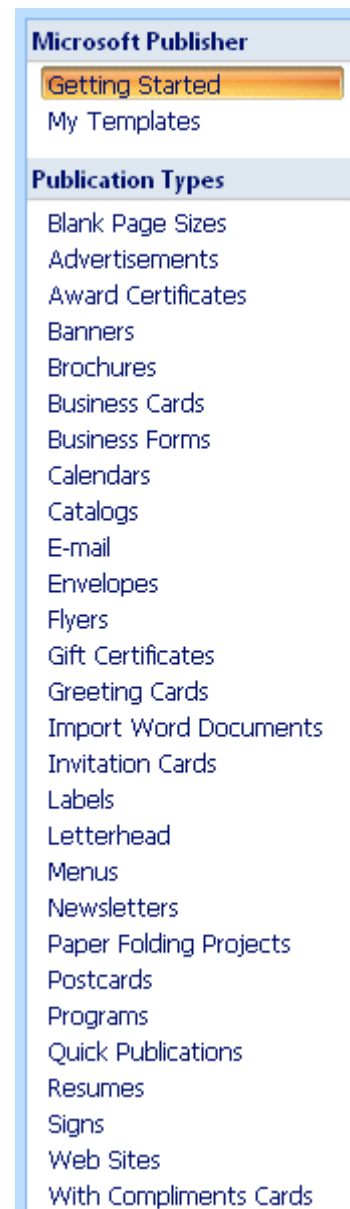


On the **left side** of the **screen** you will see the **Microsoft Publisher Task Pane** (like the image on the **right**). We'll use the **Publications from Print** area to initially begin each publication.

For “old” Publisher users, the **Task Pane** is something **new in Publisher XP/2002-2007**. It **replaces the Microsoft Publisher Catalog** that was a part of the initial Publisher 2000 screen.

In the Microsoft Publisher Task Pane, you'll see all of the different Publications you can create.

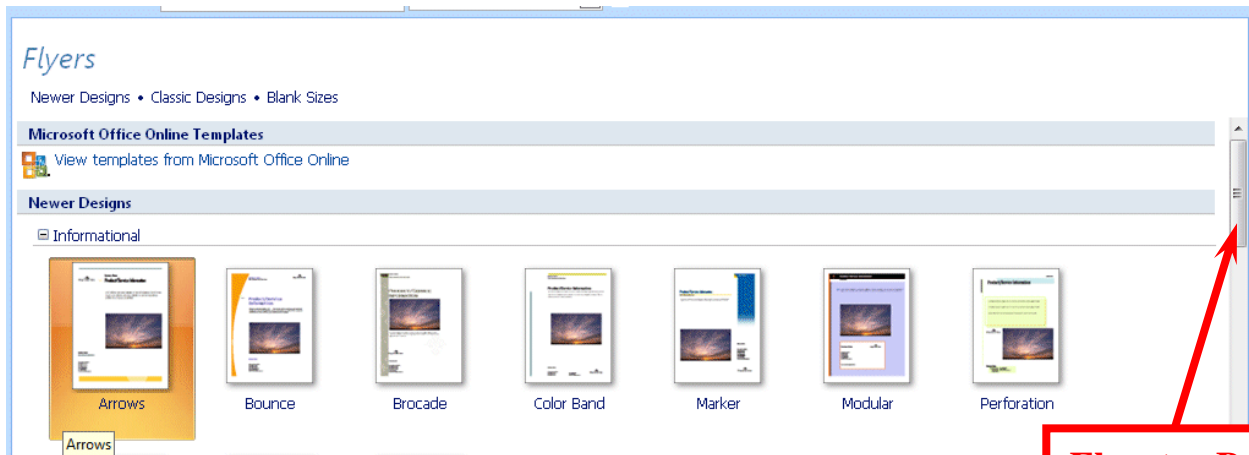
On the **right side** of the **screen** you will see the **Recent Publications Task Pane** (like the **image below**). This is really handy if you want to return to a publication and make some changes. All you have to do is click the publication and it will open.



In this tutorial, whenever we indicate that you need to click a mouse button, it will mean to click the left mouse button – unless we indicate that you should click the right mouse button. So, always move the cursor over the “place” we indicate and “click left” unless we tell you otherwise.

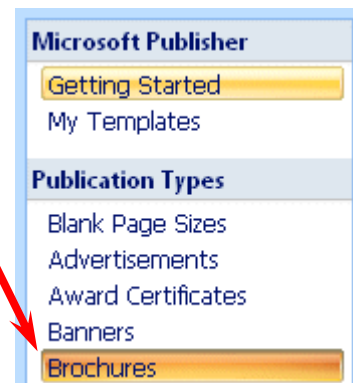
Using the Microsoft Publisher Task Pane

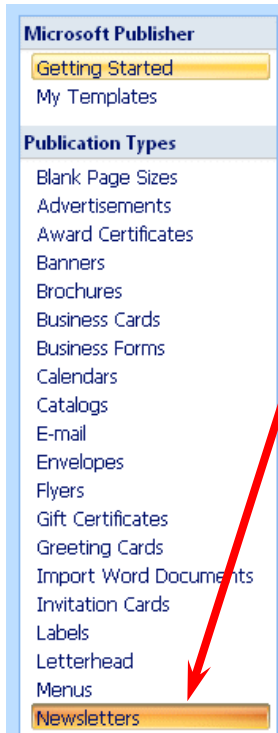
Click-on Flyers in Microsoft Publisher Task Pane (on the left side of your screen). On the **right** side of the screen you will now see **Flyer** template design styles for a number of different Flyers (Accent Box, Arcs, etc.).



Use the “**elevator bar**” on the **right** side of the **Flyers** area to **move up and down** to see the various Flyer design templates. Also **notice** that as you come to a new style that it will be **highlighted in orange**. Notice, as you view the various types of Flyers, that you can have those “**little tear off things**” with your phone number on the **bottom**. We’ll show you how to do this.

Next, **click-on Brochures** in the **Microsoft Publisher Task Pane**. **Notice**, when you **click**, a number of different types of **brochures** appear below the brochure selection (Informational, Price List, Event, etc). Use the **elevator bar** on the **right** of the **Brochures** area, which now appears, to view the various types of brochures. While you are doing this, notice the **differences** between the various types of brochures.



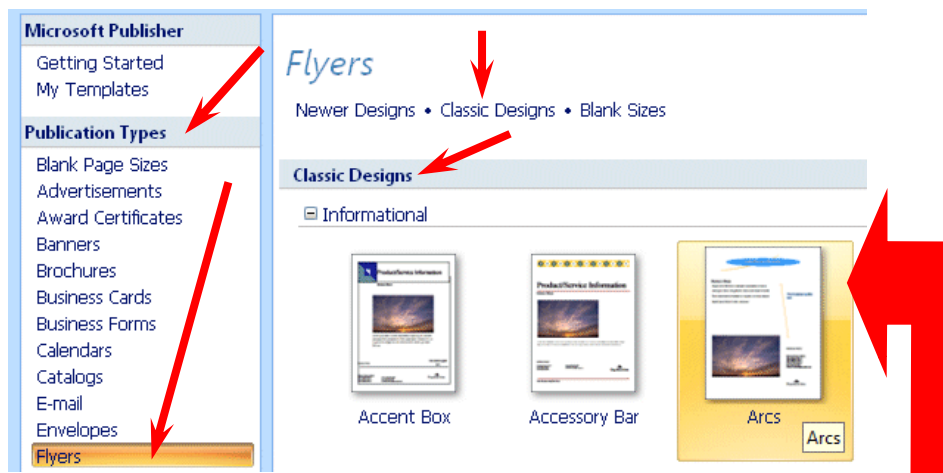


When you have viewed brochures, to your satisfaction, **click-on Newsletters** in the **Microsoft Publisher Task Pane** (as you did for Brochures and Flyers). **Notice** again, there are **several different types** of **Newsletters**. Use the **elevator bar** on the **right of Newsletters** to **move down** the various **Newsletter styles**.

Now, proceed down the **Publication Types** list and **click-on any** of the **publications** in which **you are interested** – Postcards, Business Cards, Calendars, Award Certificates, Paper Airplanes – whatever you want to look at.

Creating a Flyer

As indicated, at the beginning of the tutorial, we think the **Flyer** is the **easiest** publication on which to begin. So, **click** on the **Flyers** category under **Publication Types** (on the left of the screen). Use the Elevator Bar and move down until you can see the **Classic Designs Category**. Your screen should look like the image **below**.



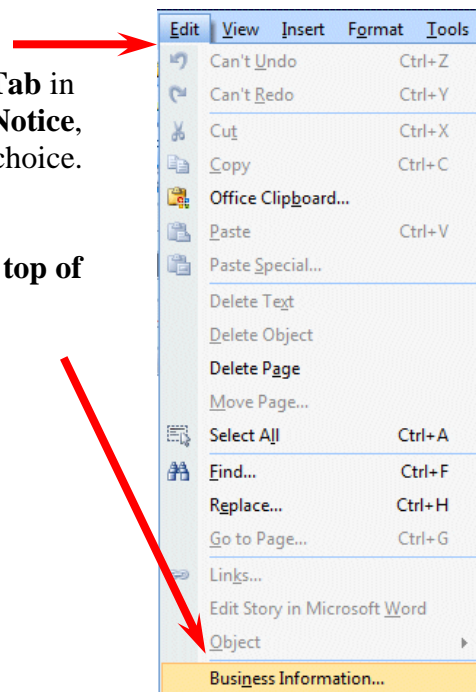
We'll use the "**Arcs**" style for **all Publisher publications**. It is the one **above** on the **right** (**arrow**). Point to the **Arcs Informational Flyer** and **click-on it**. A preview will **appear**, on the right side of your screen. You will see Arcs "**highlighted by an orange border around the selection (like the one above)**". This indicates that you have **selected** the Arcs flyer. To work with the Arcs flyer, **double click twice quickly on Arcs**. The screen will change and you will see the Arc Flyer enlarged on the right side of the screen (**image at the top of the next page**).

Notice that the **Arcs flyer** has a “default” **Business Name**, some **phone numbers**, and **other data**. Since this is the **first time that you have used Publisher 2007**, you will need to **change the default information to your information**.

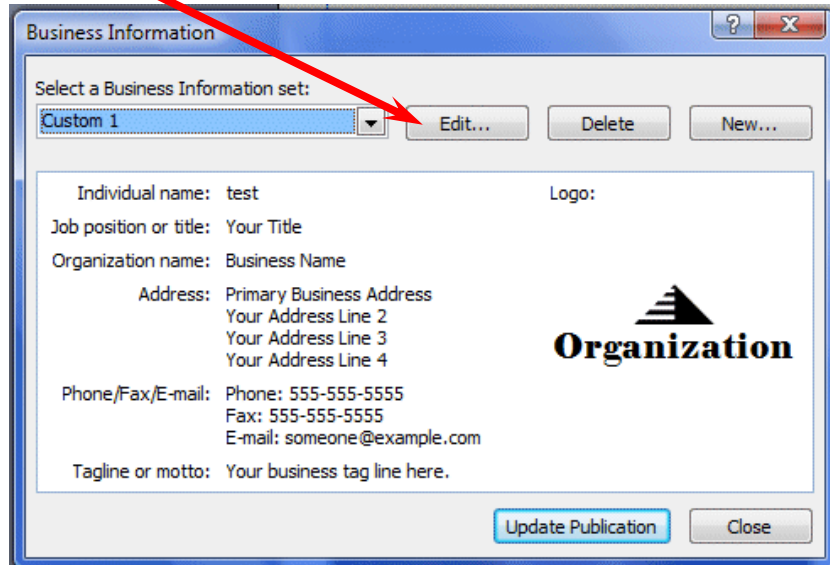


As shown in the **image** on the **right**, click the **Edit Tab** in the **Menu Bar** and a drop down menu will appear. **Notice**, at the **bottom of the menu**, a **Business Information** choice. **Click Business Information...**

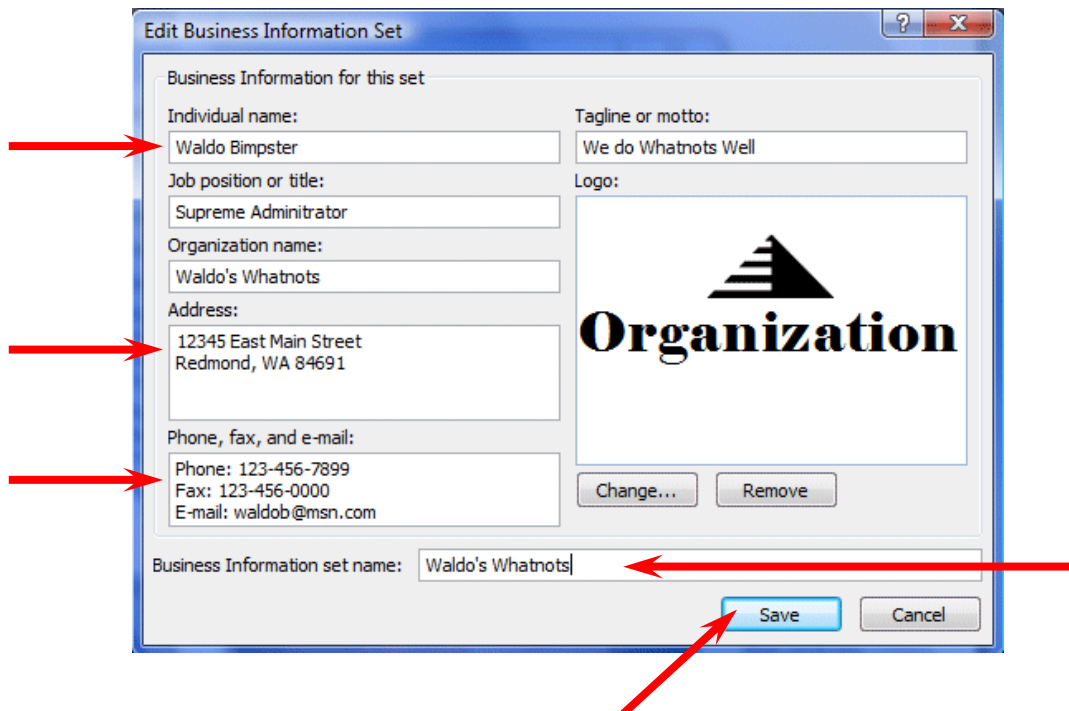
The **Business Information Menu Screen** (image at top of next page) will appear.



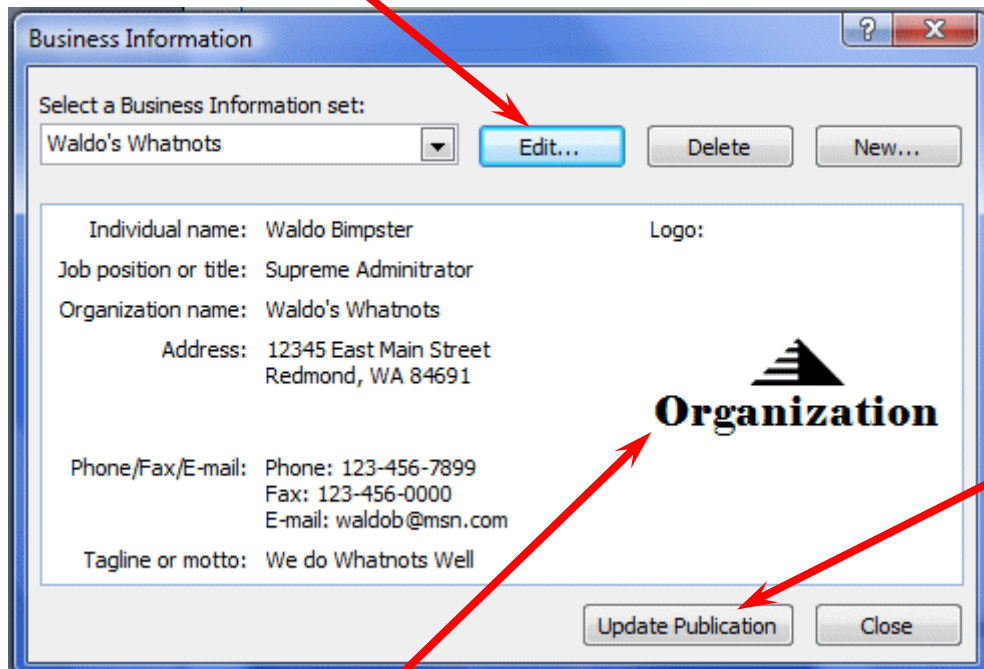
If you have used previous versions of Publisher you will notice that the Personal Information Menu screen has been replaced by the Business Information Menu below. Now you can **create “unlimited” addresses!** The **default** information is called **Custom 1** – it’s what you see in the Flyer on the last page. We’ll change this to our information and give it a new name. To get started, **click the Edit button.**



When the **Edit Business Information Set Menu Screen** appeared we replaced the **default** information with **“our”** business information. Go ahead and enter your information, or some fun information, if you desire – **you can come back and edit or remove information later – as need be.** Notice we **changed the Business Information set name** from **Custom 1** to something more logical for us. When you have **finished** entering your information, **click the Save button.**



Your updated Business Information menu screen should look similar to the image below. If you see any **mistakes**, **click the Edit button**. If everything is OK, **click the Update Publication button**. Notice that the menu screen closes and all of the information you entered is now shown in the Flyer!



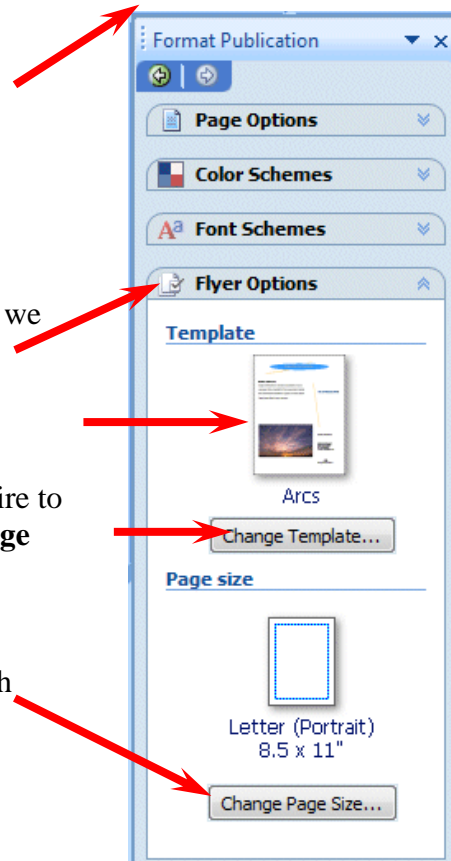
We'll work with you to **create a new logo** for your business/group later in the tutorial.

Now we'll use the **Format Publication Task Pane** to **enhance our Flyer**.

Notice that the Flyer Options selection indicates that we have chosen Arcs— since that is the Flyer Design we selected.

We'll "stick with" Arcs for this tutorial, but if you desire to **choose a different Template**, you can **click the Change Template button**.

Also notice, that you can **change the Page size** on with Flyer Options as well.



Next **click-on** the **Page Options** selection. This Task Pane let's you **add** various “**objects**” to your Flyer. Notice, on our Flyer, we already have a Logo like the one on the right.

Use the **elevator bar** (on the right side of the Task Pane) to move **up** and **down** the **Suggested Objects** area. As you move, **click several** of the **objects**. As you select the different Objects, you will **notice** that the Flyer **template**, on the **right**, **changes** as the **Objects** you selected are “**dropped**” in the **middle** of your Flyer.

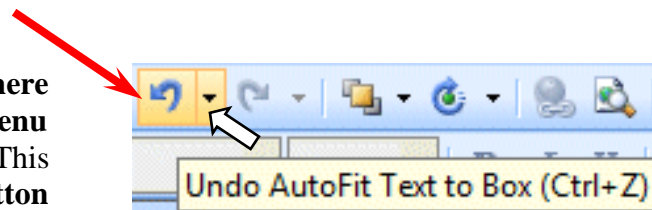
Don't worry about this – we'll show you how to remove them in a minute.

Later, as you become more accomplished with Publisher, you'll be able to “drag” these objects to other places on your publications.



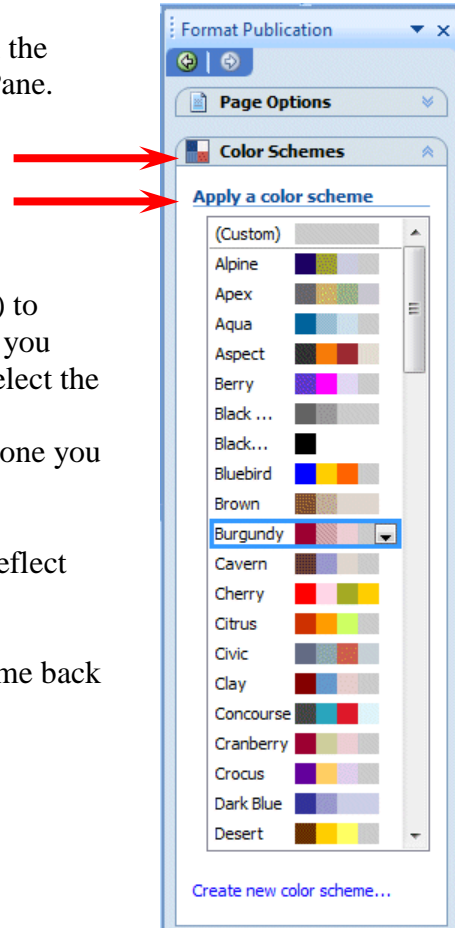
A BIG BUTTON!

If you “**goof-up**” it's **easy** to **get back** to where you were. In the **Button Bar**, below the **Menu Bar**, there is a **little, blue circular arrow**. This is the **undo button**. If you **click-on** this **button** you will **undo** your **last “click.”** **Try this**, if you desire, **by clicking** the **circular, blue undo arrow**. You'll probably need this several times as we proceed through this tutorial. We sure did – many times.



Go ahead and remove all of the objects you placed in the middle of your Flyer.

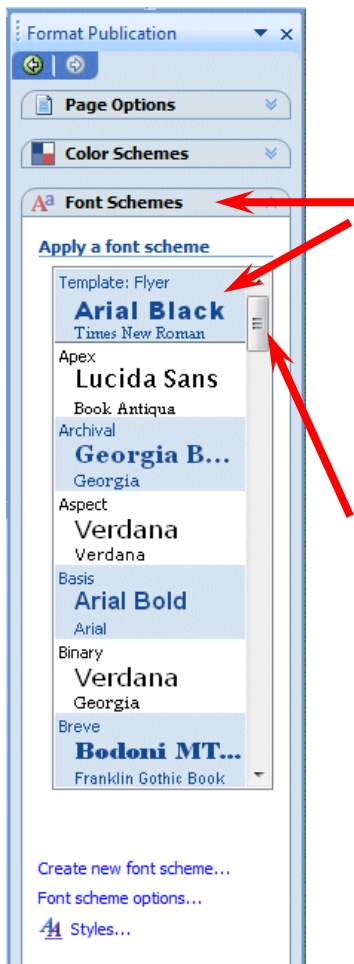
Next we'll choose a **Color Scheme** for our Flyer. **Click the Color Schemes** choice in the Format Publication Task Pane.



Use the **elevator bar** (on the right side of the Task Pane) to move **up** and **down** the **Apply a color scheme** area. As you move, **click-on several** of the color schemes. As you select the different Color Schemes, you will **notice** that the Flyer **template** on the **right changes** its **Color Scheme** to the one you selected in Apply a color scheme on the left.

We'll choose the **Burgundy** Color Scheme since these reflect our college colors.

You **choose a Color Scheme** that **you like**. You can come back and change it any time you desire.



Next, **click-on Font Schemes**. The **Font Schemes Task Pane** at the **left** will **appear**. The **default (original)** settings for the **this Flyer's** fonts are **Arial and Times New Roman**.

Use the **elevator bar** on the **right** of the **Font Schemes** area to **select a font** that **you like**.

We'll stay with the default – Arial and Times New Roman.

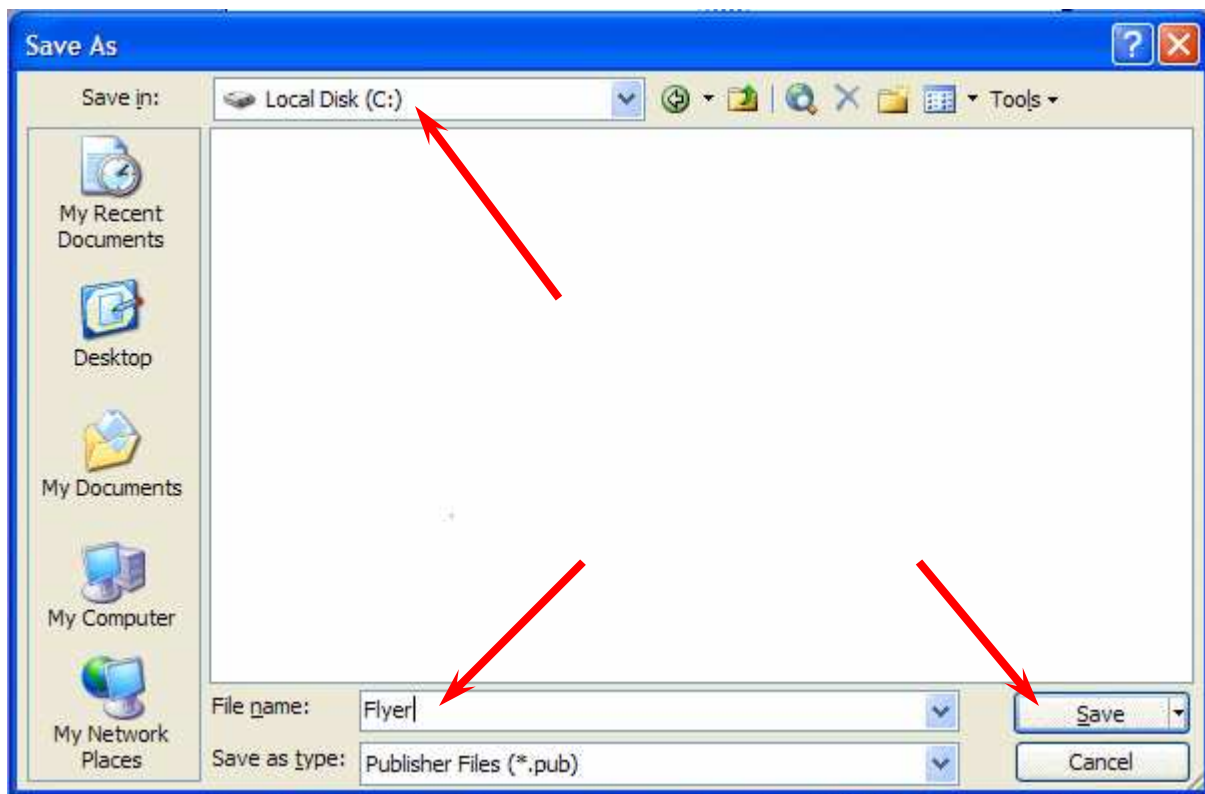
Now **return** to the **Flyer Options Task Pane**

Any time that you desire to change anything we've covered so far, simply click-on that selection in the Format Publications Task Pane. It's just that simple!

We're now ready to work more "precisely" with our Flyer, but first it would be a good idea to save our Flyer.

Saving your Flyer and other Microsoft Publications

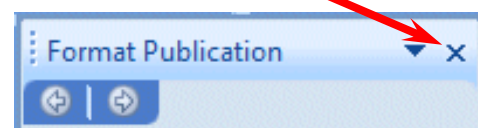
You can **either click-on File** in the **Menu Bar** and then on **Save** or **Save As**, or you can **click-on the little Save diskette** in the **button bar**. Either method will bring you to the **Save As** screen below.



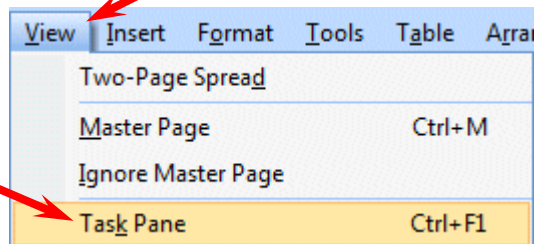
Notice that we are **saving** on our **Local Disk (C:)** hard drive and that we have used the **File name Flyer**. When you decide on a drive (on which to save), name your file and **click-on Save**.

You can close the Flyer Options Task Pane – and make it appear again any time you desire.

If you want to “close” the **Format Publication Task Pane** simply **point to the small “X” in the upper right corner** of the **Task Pane** and **click-on it**.

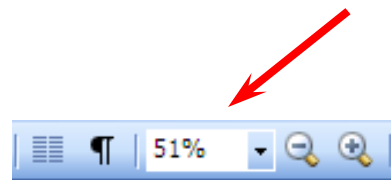


If you, at a later time desire to re-open the **Format Publication Task Pane** and revise some of your choices, simply **click View** in the **Menu Bar** and then **click Task Pane**. Your Format Publication Task Pane will again appear on the left. You can close and open this pane anytime.



Editing the Flyer

Take few minutes and **look at** the Flyer. At the current time you are able to **view** the **entire** flyer. At the **top** of the screen, **under the Menu Bar**, you will notice an area that indicates **something %** (this depends on your screen resolution). This tells you the **size** of the **Flyer** you are viewing. You'll find, as we continue through this tutorial in Microsoft Publisher 2007, that it will really be **helpful** to view **entire Pages** in the Flyer, Brochure and Newsletter. **Other times**, while we are **editing** a **portion** of each of these publications, it will be **great** if we can “**zoom-in**” on a **specific object** or **area** of the publication to enlarge it for editing. If we can look at some text, an object or picture in a **larger view**, we will be able to **edit** the “thing” **more easily**.



Editing Titles

Notice the **title** area at the **top**. We'll **start** our **editing** here. **Move your cursor over the title object** and **click-the left** mouse button on the **title** object.

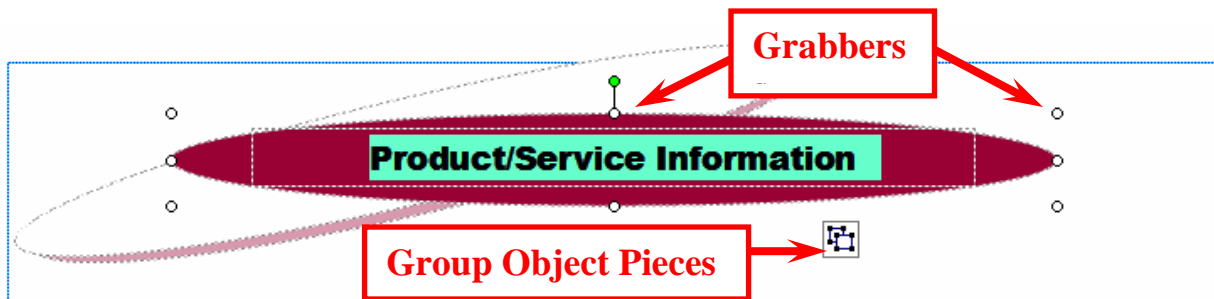


Note: whenever we indicate that you are to click-on an object in a publication, this means to click-the left mouse button.

Zoom-in and Zoom-out

You will **notice**, when you **click-on** the **title**, **small circles appear** on the **four corners** and **four sides** of the Title area. We call these “**grabbers**.” We’ll work with these in a few moments. To make this task much **easier**, it would be really **neat** if we could **ZOOM-IN** on the **title** – so we’ll have a **BIGGER** object on which to work. Whenever you want to **zoom-in or out**, simply **tap** the **F9 Function** key at the **top** of the **keyboard**! Since we clicked-on the **title**, we will **zoom-in on the title** when we tap **F9**. **Tap F9 now**.

You will **zoom-in** on your title and your title should look similar to the **image below**.

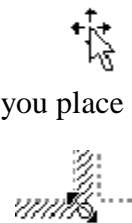


Notice that the zoom percentage now indicates **100%**. It will be a lot easier to work with this larger title.

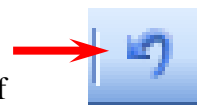
First we’ll **edit** the title **text**. Point the cursor **arrow just to the left of the P** in **Product** in the title and **click** the **left** mouse button. You should see a **vertical light-green flashing cursor**. If you don’t see the cursor - try again. When you see the cursor, you will be in a “**word processor edit mode**.” **Tap** the **Del (Delete)** key until you have **erased Product/Service Information**. When you have done this, you will **only** see the **light-green flashing cursor** in the center of the title. Now **type-in** a **title** you would like for your flyer. We’ll use **Lynchburg College** – since that’s where we’re creating this tutorial.

When you have done this, **look at** the **title** and see if you still have the “**grabbers**” on the sides and corners. If you do - fine. If you don’t, click-on the title again. Once you have the grabbers **slowly move your mouse over the title area** – **do not click**. You’ll notice that as your mouse **moves** over this area a number of different “**assistants**” **appear** and **disappear**.

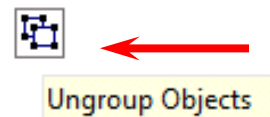
These assistants indicate when you can **move** and **re-size** the title. The **little crossed arrows** indicate that if you **click and hold down the left mouse button** and then **move the mouse (drag the mouse)**, you will see the “**whole**” title **move**. **Try this**. If you place the cursor over one of the **grabbers**, you will see a **little box with two arrows**. If you now **click** and **hold down the left mouse button**, and **move (drag) the mouse** a bit you will **notice** that the title gets a bit **larger** or **smaller**.



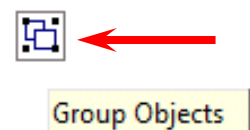
If you “goof-up” it’s easy to get back to where you were. In the **Button Bar** below the **Menu Bar** there is a **little, blue circular arrow**. This is the **undo button**. If you **click-on** this **button** you will **undo** your **last “click.”** Try this, if you desire, by clicking-on the circular, blue undo arrow. You’ll probably need this several times as we proceed through this tutorial. We sure did – many times.



Make sure that you can still see the **grabbers**. If you can’t – **click-on** the **title**. You may have noticed that **just below the title** there is a **little box** that looks like it has **two small boxes** in it (see the **arrow** on the **right**). If you move the cursor arrow over these “boxes” and pause you will notice that a text help indicates “**Ungroup Objects.**” When you **moved the title – everything moved – a group of objects**. This is great if you desire to keep all of the objects together.



If you want to move the **individual objects** that make up the **group – then click-on** the **boxes**. They will **move apart – or ungroup** (see image at right). You can now **click** and **move** the **individual objects** as you want. Try this or don’t try this – your choice. If you do move the elliptical, colored background, or the text, you’ll notice that the Object Box disappears. When you’re **finished**, if you **desire to re-group** the **Text Block objects**, all you have to do is **click-on** the **Undo arrow until you have your title back the way you want it**. You’ll notice at some point that the Object Box reappears and then groups the objects as one object. The Object Box will look like the upper box on the right when the title is regrouped. The Grouped and Ungrouped Object boxes don’t look that much different. So, be careful as you “click” the Undo button.



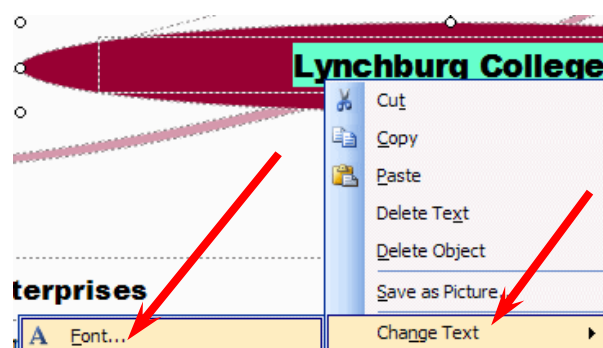
If you “goof” – don’t forget the undo arrow.



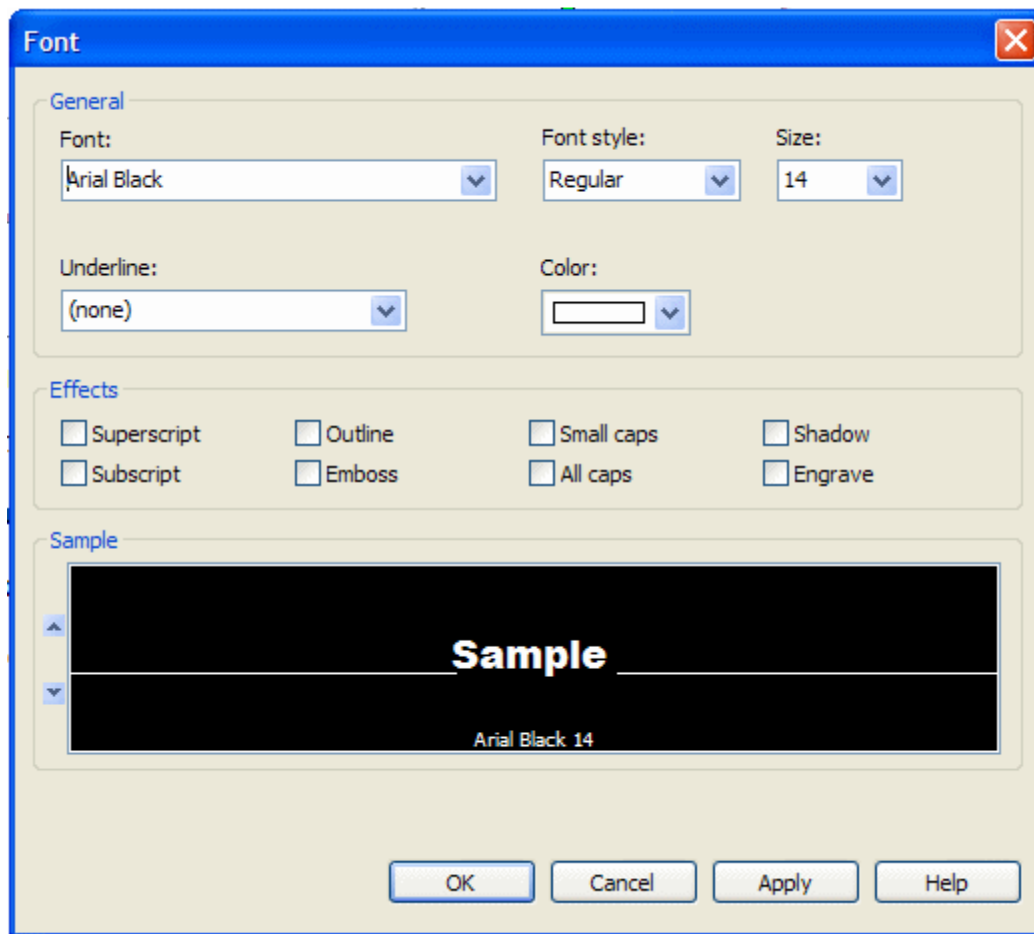
Changing Title and Title Text Colors

We’ll now do some **RIGHT** mouse button clicking. If you **place** the **cursor arrow** over any **object** in a **Microsoft product** and **click** the **RIGHT** mouse button, a “**tailored**” **drop down menu** appears with **features “tailored” to the area/object** on which you **clicked**. This is really neat. Many folks use this a lot – others are just discovering this feature. So, **point the cursor arrow to the middle of you title text** (make sure the text is **highlighted**) and **click** the **RIGHT** mouse button. A **drop down menu** (like the one **below**) will appear. Notice, that at **exact** place where you **clicked** in the **title**, a **corner** of the menu box **appears**. This indicates **exactly “where”** you clicked. We’ll use this drop down menu to **change** the **text color**.

After you have **right-clicked** on the text, a **menu box** will **remain on the screen** until you either click somewhere else, or click-on one of the menu choices. **Move** your mouse **cursor** down the menu box until it is **over Change Text** (see **right arrow**). A **group of choices** for changing text **appears** (like the **picture** on the **right**). Now **move** the **cursor** from **Change Text** over **Font**. **Click-on** **Font**.



The **Font menu** below will appear.



At the **beginning** of this tutorial we **indicated** that you **should be competent in a word processing program**. So, we will **not spend a lot of time on editing and enhancing text** in this tutorial. You can see from the Font menu above that the default font in this title is Ariel Black, font size 14. If you desire, you can change the font, font size, font color and add effects. To do this, simply click-on the small down arrows to the right of each effect and select the font changes you desire.

Don't forget, just like when you are using the word processor, you have to **highlight the text** you **desire to change**. If you have not done this, simply return to the text box, highlight the text, click-right on the text, and return to the Font menu as you did a few moments ago.

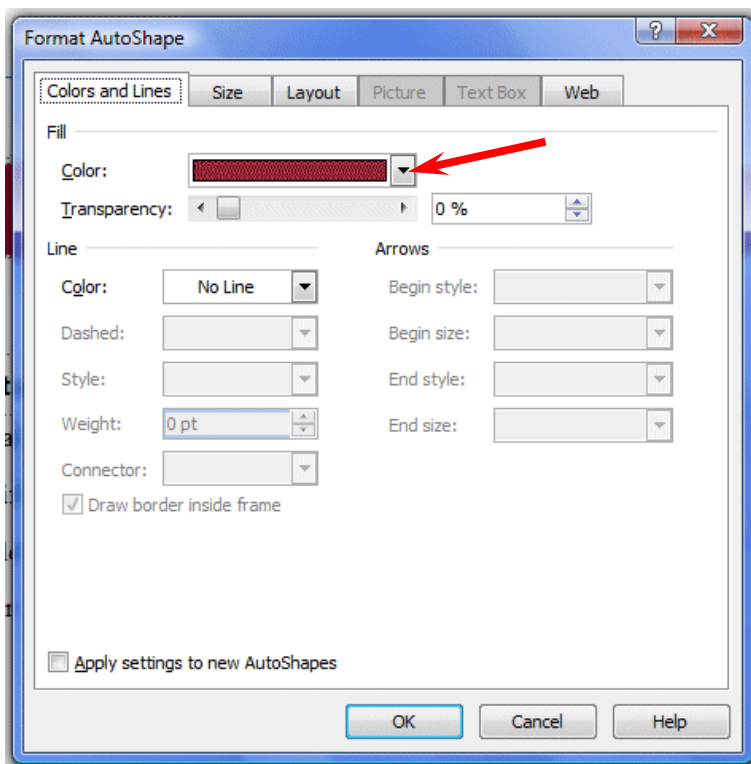
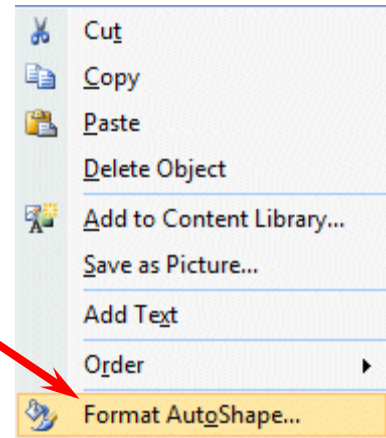
Notice, if you change the color, that the **color scheme** you **selected** is **available** to **maintain uniformity** throughout your Flyer. You may choose other colors if you desire.

Don't forget - if you make a mistake you can always click-on the blue undo arrow and try again.



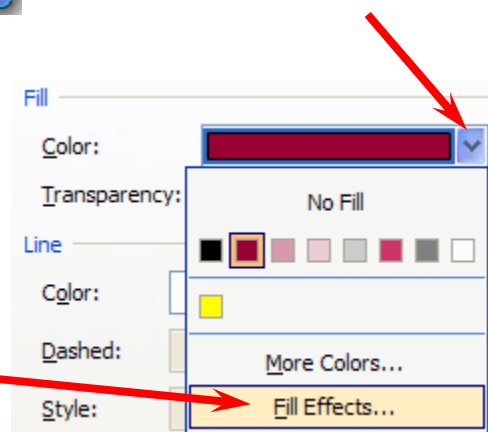
Changing the Color of the Text Background Box

You may also change the **background colors** in the **AutoShape (the colored oval around your text)**, if you desire. First – Ungroup the two objects. **Carefully point** to the **edge of the colored oval** and **click the right** mouse button. The **drop down menu box to the right** will appear. This right click has to be precise. You must see the menu to the right and **choose Format AutoShape**. If, after several “right clicks” you do not see this menu, ungroup the objects (like we did on Page 13). Then, right click on the oval and the menu at the right will appear. When you select Format AutoShape the menu below will appear.



When the **Format AutoShape** menu at the left appears, you may change the Colors and Lines, Size, Layout, etc., as you desire.

In the **Format AutoShape** menu above, if you choose to **change the background color** of the oval, you have a number of choices. If you **click-on the down arrow** to the **right of Color** in the **Fill** area, and then **choose Fill Effects** you will be given a number of additional choices. Experiment with these if you desire.



Grouping and Ungrouping Groups of Objects

After you have **made** your text and background **changes** you may choose to **ungroup** the various objects that make up the title object group. We **talked about** this at the **top** of **Page 13**. One **nice** thing - if you **ungroup** the objects, and move them, it makes **editing**, **coloring** and **sizing** the individual objects **easier**. After you have made any changes you desire, you can **re-group** the **objects** in any **pattern** you desire. Once you have done this you may again **click** on the **group objects** button.

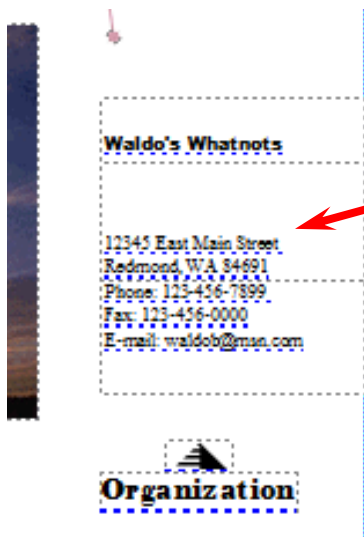


When you do, you will see the **objects re-group**. This new group will now move as a **single group**.

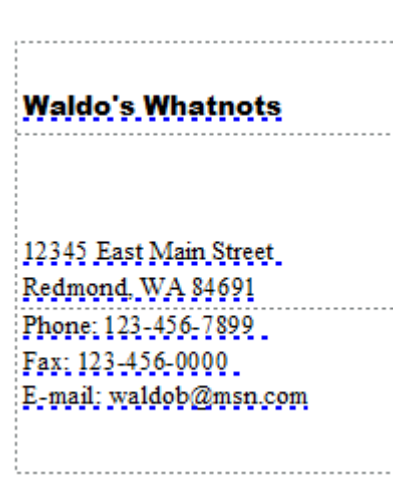


If you do not see the object buttons (above to the right), we'll now explain how to group objects that are not grouped.

Grouping Objects that are not Grouped

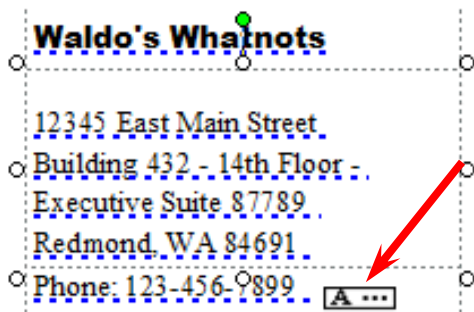


You should be “**zoomed-in**” on the **title** object at this point. If you are, **tap** the **F9** function key to “**zoom-out**” so that you can again see the **whole Flyer**. If you can already see the Flyer, do not zoom-out. Look at the **lower right corner** of the Flyer. You will see what **appear** to be **several small text boxes**. Click-on one of the boxes, and tap the **F9** key to **zoom-in** on them.



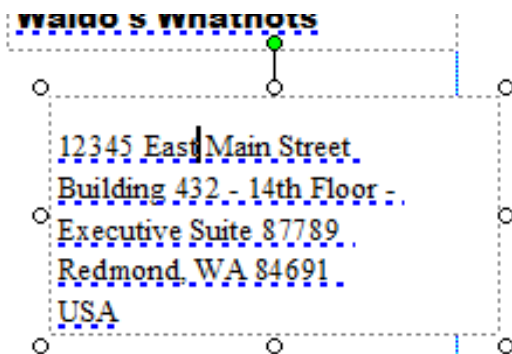
You should now **see** an **image** similar to the one on the **right**. The information you view was created by the data you entered in your **Business Information** at the beginning of the tutorial. If you did not enter your changes to the default information, you will see the default information that was displayed in the **Business Information** “box.” If you now desire to enter or **change** information in the **Business Information** menu screen, click-on **Edit** in the **Menu Bar**, then **click-on Business Information**. Edit as you desire then click-on **Update**. This will change your information **in this and future Publications**. **Neat!** If you desire to **change** the **information** in **this Flyer** you may also do so in **each text box**. **Notice** that the information appears to be in **three** separate **text boxes**. **Click-on each** of these **boxes**. As you do, you will see **sizing grabbers** appear on each box. The **top** box has a **title**, the **middle** box has **name** and **address** information and the **bottom** box contains **phone** and **e-mail** information.

When you click on the **top** box, you will see a **title**. This title **normally** “fits” in the box and is OK. Some folks enter long titles and you may see a **little box with an A and three periods** along the **bottom edge** of the text box. This did not occur in our top box.



However, when we clicked–on **our middle** box, the little box with an **A and three periods** appeared. This little box indicates a “**text overflow**,” which simply means that the box is **too small** for our **address text**. To fix this, we’ll have to **enlarge** our **middle** box. If you decide to make the middle box **larger**, you’ll have to **be careful**. If you **enlarge** it **into** either the **top** or **bottom** boxes, you may “**cover the text**” in these boxes. So, it’s normally best to “**drag**” the **top** box **up** a bit, by **clicking on it**, letting the “**crossed**

arrows” appear, then **holding down** the **left** mouse button, and **dragging** it **up** a bit. You can then drag it down when you are finished. Notice, in our box, that we don’t have the last part of our address. So, we’ll **enlarge** the box and **complete** the **address**.



We noticed, in the above image, that our address “**wrapped**” some of the “**lines**” of the Address (**USA** in the **bottom** line). So, after completing the address, we “**widened**” the **text box** so that the lines would not wrap. The image at the left is the enlarged image with all of the text showing.

When we did this we noticed that our **text box** “**crossed over**” the **thin blue line** that goes around the **border** on all **four sides** of the **Flyer Page**. This **blue line** represents the **default borders (margins)** that Microsoft Publisher places on **each** of its **publications** as a **guide**. Since we are a **bit outside** these lines, we might get an **error** message when we print this **Flyer** indicating that we are outside the borders. This **is no big deal**, as the **Flyer** will **print fine**. However, just to be safe we move our text box a bit to the left so all three boxes were inside the blue line.

Note: you may see some spell check errors in each of the three text boxes. This is simply Publisher (through Microsoft Word) telling you that these words are not in the Word Dictionary. You will see a “wavy red underline” under each word that the dictionary does not recognize. As with Microsoft Word, you can simply right click-on the underlined word and see if the spell checker has the word in the dictionary. If it does, click-on the word. If not, you can choose to ignore the error or add the word to the dictionary.

Now **click-on each box** and **drag it until** the three boxes are **aligned the way you want them**.

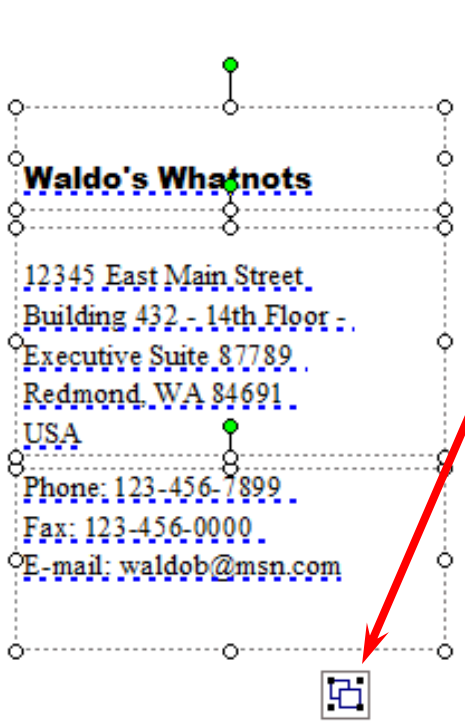
Grouping Ungrouped Text Boxes



When you are satisfied that **everything** is OK (all the boxes are “lined-up” like the image on the left), then you’re ready to **group** them. To create a **single group** from these **three boxes** (so that when you click-on any of the boxes the **whole group will move**), do the following.

Make sure you can see all **three boxes** (like the image on the left). If you can’t, use the elevator bars on the right and bottom of the screen until **all three boxes are visible**. Again **make sure** that the **boxes are aligned exactly** like you want them. Then **click the left mouse button lightly** on the first box. You will see the **grabbers**. Now – **this is important** – **HOLD DOWN** one of the **Ctrl** keys (next to the space bar on the keyboard). **With the Ctrl key held down**, move the cursor over the **middle box** and **click the left mouse**

button again. You should now see **both the top and middle boxes with grabbers around them**. You should also see the **little box** with the **two object pieces** at the **bottom right corner** of the **middle box**. The **object pieces** should be **apart** indicating that the **top and middle boxes are not grouped**. **Don’t do anything yet** – we’ll come back to the **object pieces** after we have added the bottom box. **Hold down the Ctrl key again** and **click-on the bottom box**. Now **all three boxes** should have **grabbers** around the sides.



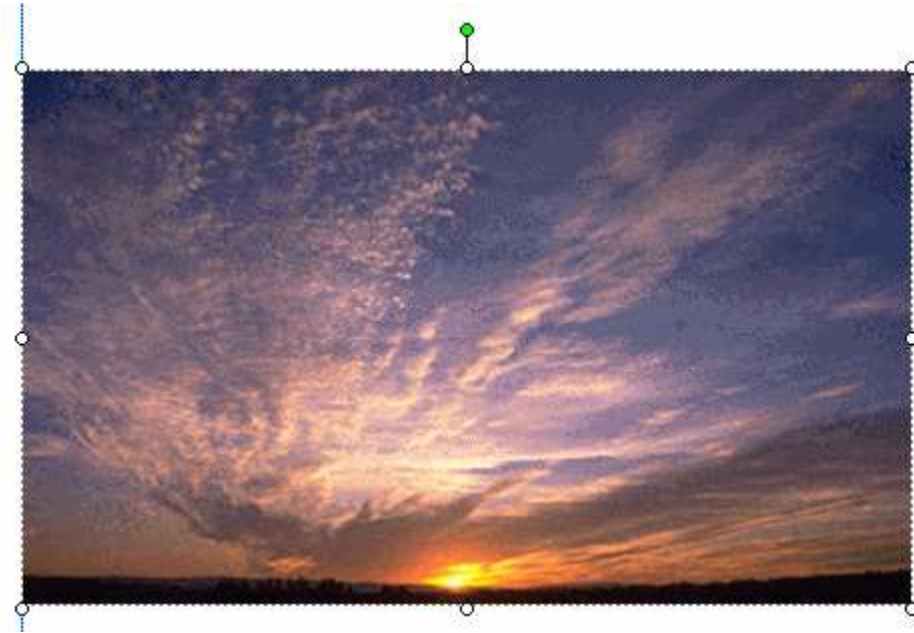
If they **do not**, repeat the above **instructions** until they do. You should now see the **ungrouped object pieces box** at the **bottom right corner** of the **bottom text box**.

Click left the **ungrouped object pieces box**. The objects should now **join** into a **single object**. The object grouping box, at the bottom of the boxes, should now look like the image on the **right**. You will now see **grabbers** around the “**entire**” **three text boxes**. This indicates that when you **move the single box**, **all three smaller text boxes will move together**. Pretty neat. Microsoft Publisher was thinking ahead of you when it saw you “Ctrl click” each text box. It assumed you wanted to join them.

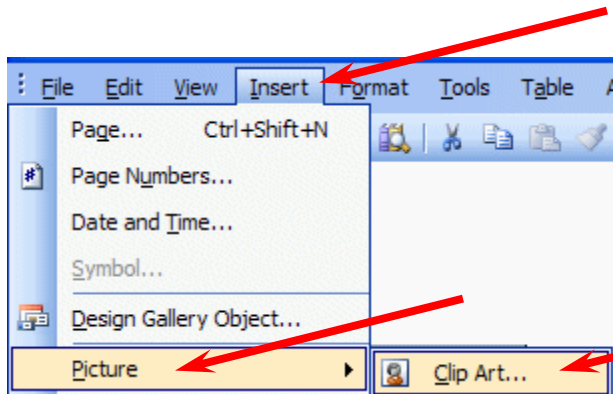


Changing and Editing Images and Photographs

You should now be in the **zoomed-in** view on the **grouped objects that you just worked with (on the last Page)**. Tap the **F9** key to **zoom-out** so that you can **view** the entire **Flyer**. When you can **see** the entire **Flyer** you will **see** a **photograph** in the **lower left** portion of the **Flyer**. **Click-on** the **photograph**, then tap the **F9** key to **zoom-in** again. Your **image** should **look like** the one **below**.

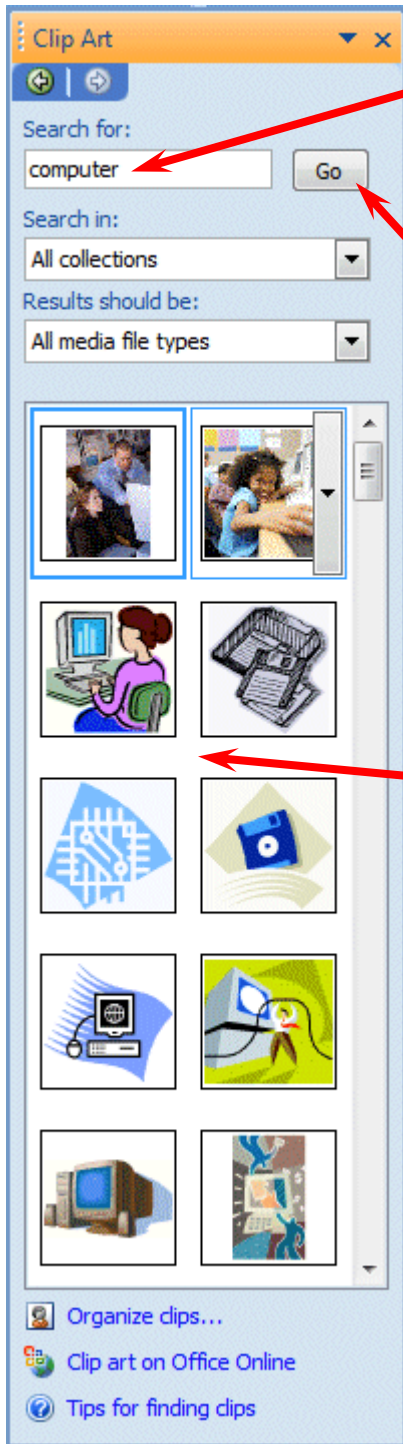


Let's **assume** we **desire** to **change** the **image** to **something** more **appropriate** with our **Flyer** topic. **Point** somewhere **in** the **image**, and **click** the **LEFT** mouse button. This will "mark" or "identify" the picture above – as the image we desire to replace.



Click-on **Insert** in the **Menu Bar**, and then select **Picture**, and then **Clip Art**.

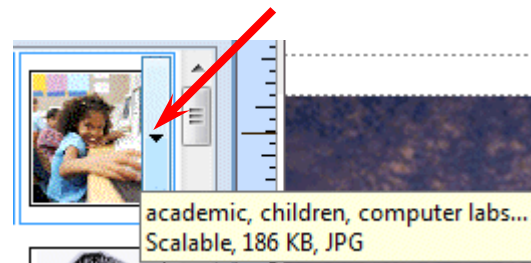
The **Insert Clip Art Task Pane** (at the **top** of the **next Page**) will **appear** on the left side of your screen.



We'll only deal with Clip Art in this tutorial. When you become more advanced you can import your images directly from a scanner, digital camera or a file on your computer.

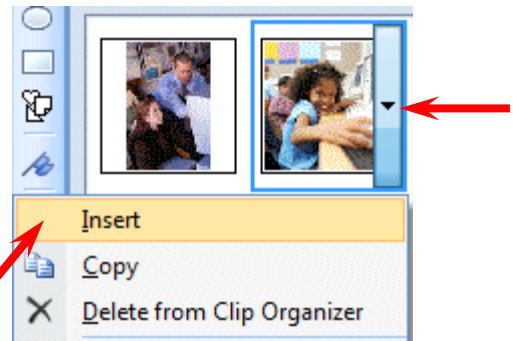
Notice, at the **top** of the **Clip Art Task Pane** (at the **left**), there is a **Search for:** area. We **typed computer** in the area **below Search text** and then **clicked-on** the **Go** button.

The **bottom** of the **Clip Art Task Pane** is now "filled with computer clip art the **images**



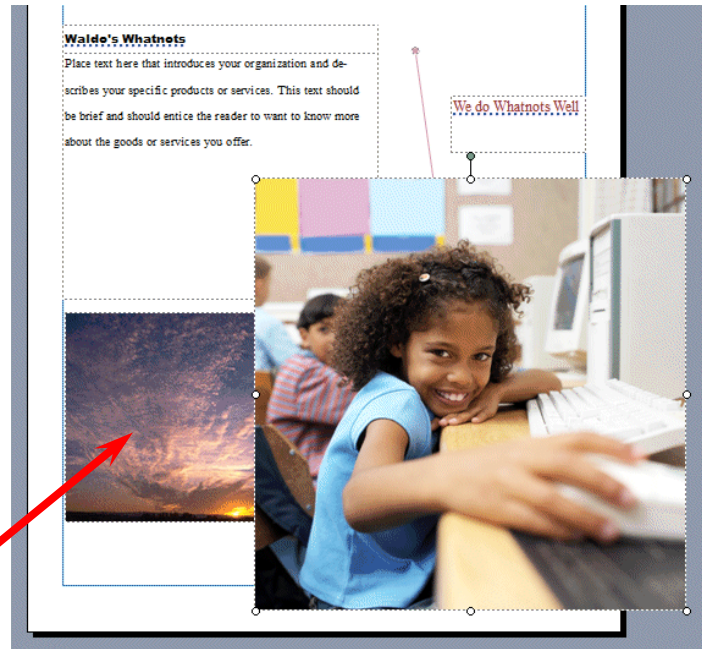
you see on the **left**. If we **like** one of the **images**, all we have to do is **move** our **mouse cursor over the right edge of the image**, and we'll see a **small down arrow appear** (like the one **above** – we chose the student working on the computer)

If we **click-on** the **down arrow** the **menu screen on the right** will **appear**. We have a number of choices. For now, we'll click **Insert**.

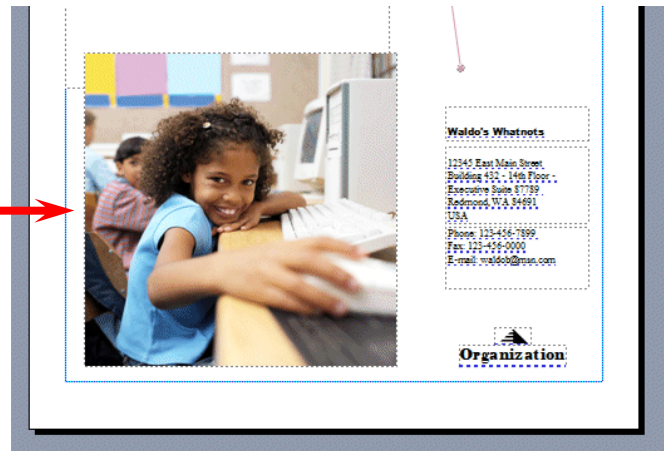


Notice, at the **top** of the **next Page**, that our **computer lab** is now **on top** of the **old image**.

Oh my goodness! The image we selected is now too big for our Flyer and the old image is still there!



All we have to do to **remove** the **old picture** is to **click** the **left mouse button** on the **old picture** (don't click-on your image), and **tap** the **Delete Key** on the keyboard. When you do, you'll see that your image is now the only image and that you can **re-size** and **move** it as you desire (as shown on Page 12).

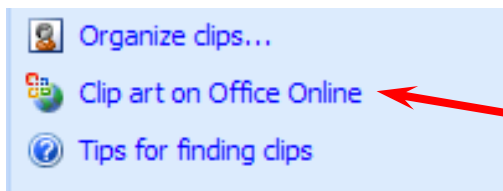


If you **don't like** the **image** you chose and desire to do **another Search**, simply repeat the instructions on the last two pages. This will take you back to the original Clip Art Task Pane so that you can try another search on a different topic.

Don't forget - if you make a mistake you can always click-on the blue undo arrow and try again.



Clips Online



Now we'll try something really neat – **Clips Online**.

Click-on the **Clip art on Office Online** button/link at the **bottom** of the **Clip Art Task Pane**.

You **may** see an **information screen similar** to the **one below**, or you may go directly to the Clips Online Microsoft web Page.

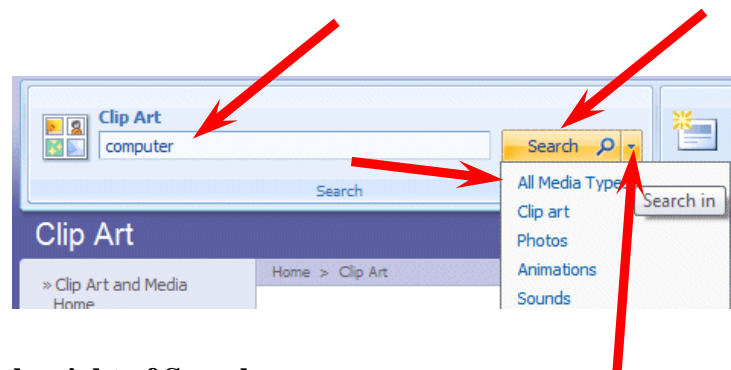
If you do see this screen, it is simply **reminding** you that you **need to be on the Internet**. When you click-on **OK** the browser you are using will go to the Microsoft Office Online web Page.



It will take a few moments, but the Clips Online screen (below) will load – it changes every day.

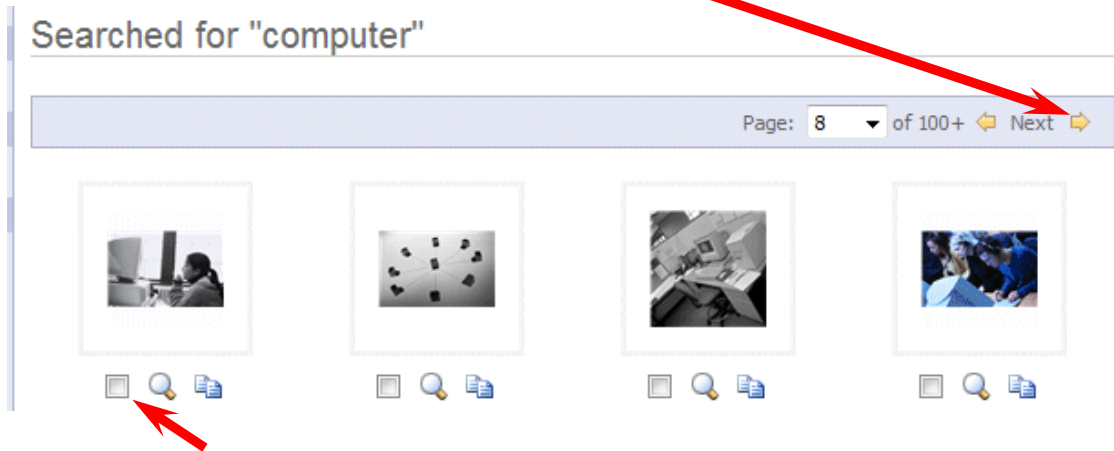


Notice that one of the **arrows** (in the **image at the right**) points to **Search**. We left the default set to **All media types** (you can choose the individual media types from the drop down box if you choose). To search for **computer** images we **filled-in** the **Clip Art Search** box as indicated.



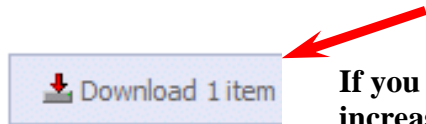
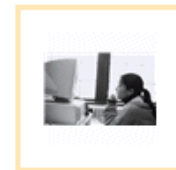
We then **clicked** on the **Down Arrow** to the **right of Search**.

When we **clicked-on** the **down arrow**, we received many “pages” of **computer images!** The **top** of the **Microsoft Office Online** web Page should look something like the image below. You can **view each Page** by **clicking** on the **Next arrow** at the **top right** of the Page.



Notice the **small “boxes”** below each image. If you see an image that you would like to save for your “image collection,” **click-in** the **small box** and a **check mark** will appear.

We chose a “girl at the computer” for our selection. When we **clicked-in** the **little box** our screen **looked like** the **image at the right**. When we **clicked-in** the **box** a **check mark** appeared and it indicated **Download 1 item** at the **top** of the screen.



If you select (click) several images, you will see the **Download item** increase as you click-on each box.

In addition to the Download items at the top of the screen, there is also a **Review Basket** with **download items** on the **left side** of the screen.



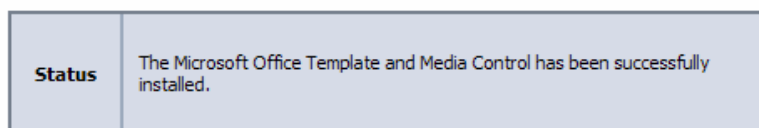
When you have selected all of the clips that you desire, **click-on** one of the **Download item links**. The below Microsoft Office Template and Media Control screen **may** appear. If it does, read the screen and the **click-on Continue**.

Microsoft Office Template and Media Control

The Microsoft Office Template and Media Control is an ActiveX® control that improves the experience of using Microsoft Office Online. It automatically opens the appropriate Office program when you download a template. It also enables you to copy and paste clip art and media directly from the Web site into your documents.

The installation begins automatically and takes approximately 2½ mins @ 56 Kbps.

If a dialog box appears, ensure that Microsoft Corporation is selected as the distributor before clicking **Yes** to complete the download.



You may go directly to the Download screen.

Download

Selection Basket Details

Selected items: **1**
Download size: **12 KB (<1 min @ 56 Kbps)**
[Review basket](#)


Media Application

Import into Clip Organizer version 2002 or newer
Media files will be stored in your My Pictures\Microsoft Clip Organizer folder.

Download Instructions

1. Click the **Download Now** button.
2. If prompted, click the **Open** option.

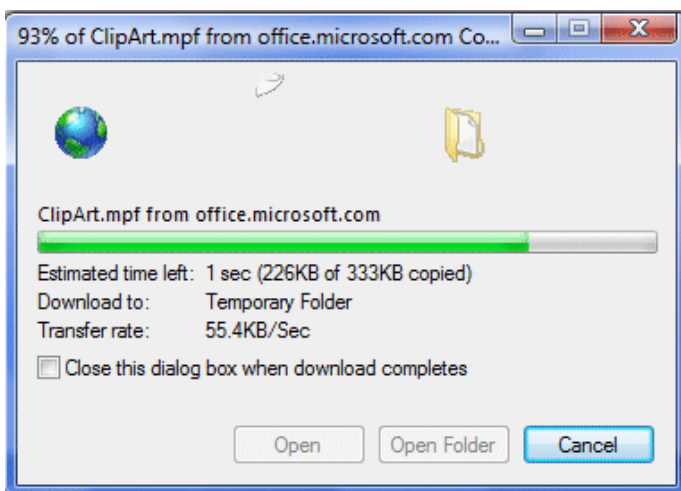
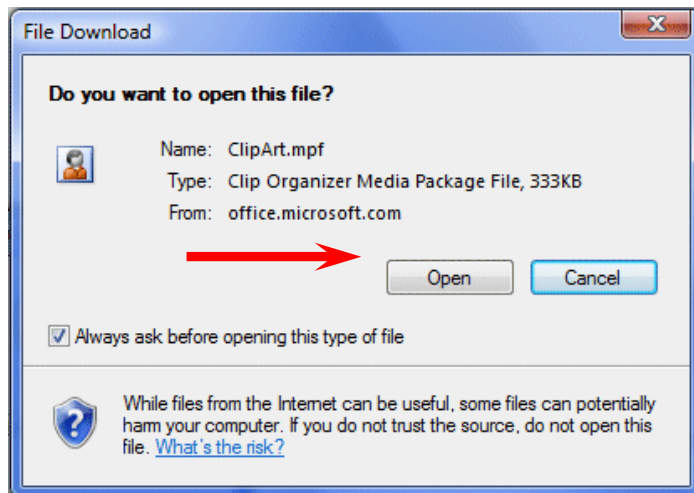
[Download Now](#)

 Having problems? [Try our troubleshooting tips.](#)

Your monitor screen should now be similar to the one on the left. It indicates how many clips you selected, how much disk space they require, and how long it will take to download them over a modem.

Click-on Download Now!

A **File Download** screen, similar to the one **on the right** will now appear. Read over the screen and **click-on Open**.



When you click the Open button, a download screen similar to the one on the left will appear. Wait until all of your ClipArt has been downloaded.

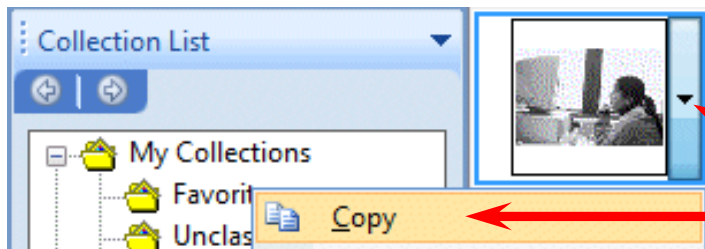
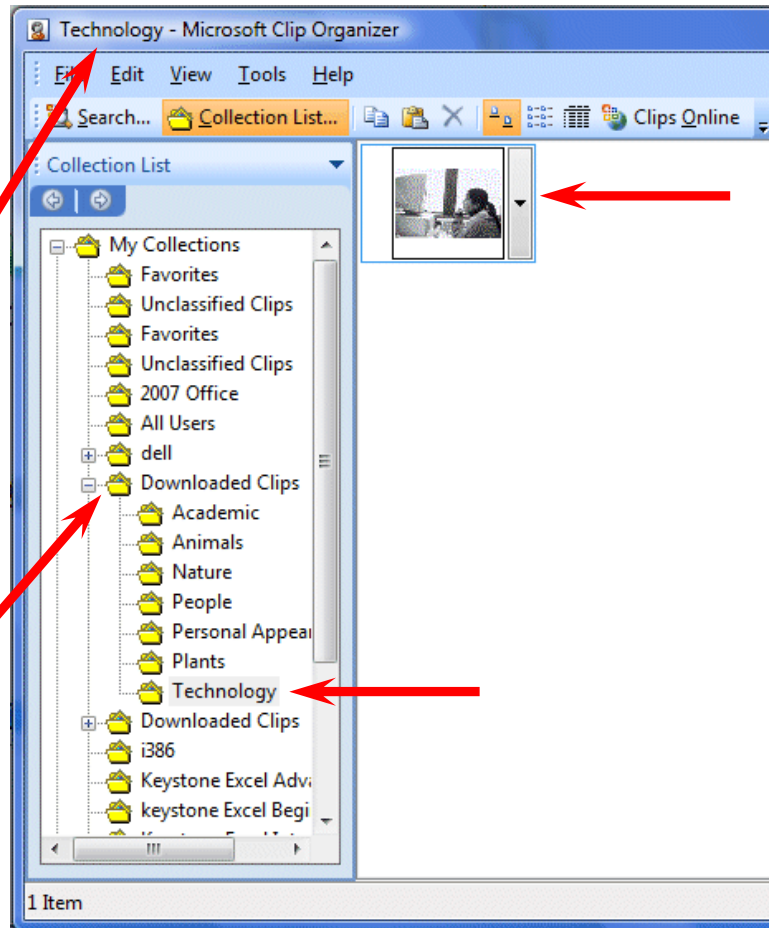
You'll then see your Microsoft Clip Organizer screen – similar to the one at the top of the next page

When the download is complete, a screen similar to the one on the **right** will appear. There are several things to notice here.

First, look at the top of the screen it indicates: **Technology - Microsoft Clip Organizer**. **This is important** – you’ll see why in a few minutes.

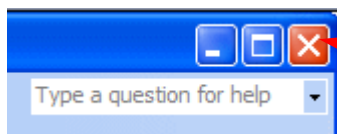
Next, notice that the **Technology folder** is **highlighted in gray**. This indicates that this **downloaded image** will be placed in the **Technology folder** under **Downloaded Clips**.

You’ll have to remember that this image is in the Clip Organizer, Downloaded Clips, Technology folder.



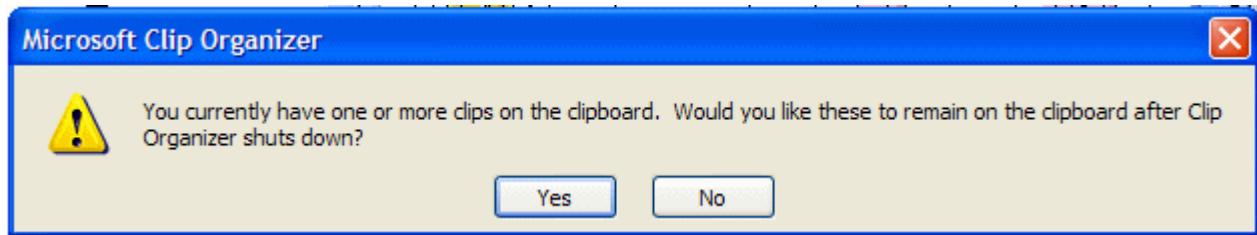
When you are ready to insert a clip in your presentation, move your cursor over the right side of the image you wish to insert and click on the small down arrow.

Then, in the drop down menu that appears, select Copy.



After you have clicked-on Copy, close the Microsoft Clip Organizer by clicking on the small "X" in the upper right corner of the Clip Organizer screen.

You **may** see a **Microsoft Clip Organizer** information screen **appear** (like the one **below**) which asks if you desire to retain images on your Clipboard.



Answer “**Yes**” if this screen appears.

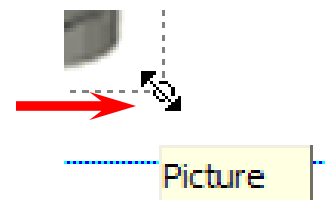
You should now be back in the photograph area of your flyer.

Move your cursor anywhere in the photograph area of the Flyer and click the **RIGHT mouse button** (this simply causes a **menu** to **appear**). **Click Paste**. The **picture you selected** will now appear in the photograph area of your flyer. You could **also click on Edit** in the **Menu Bar** and then select **Paste**. The image you selected will now appear in your flyer.

Our **image** looked like the **one on the far right** when we first **pasted** it into the flyer. To **move your image around** on the flyer **move the cursor over the image** until your cursor becomes the “**crossed arrows**.” When you see the **four-arrow graphic** (like the one on the right), **click and hold down the left mouse button** and **move (drag)** the image to a place on your flyer where you think it looks best.



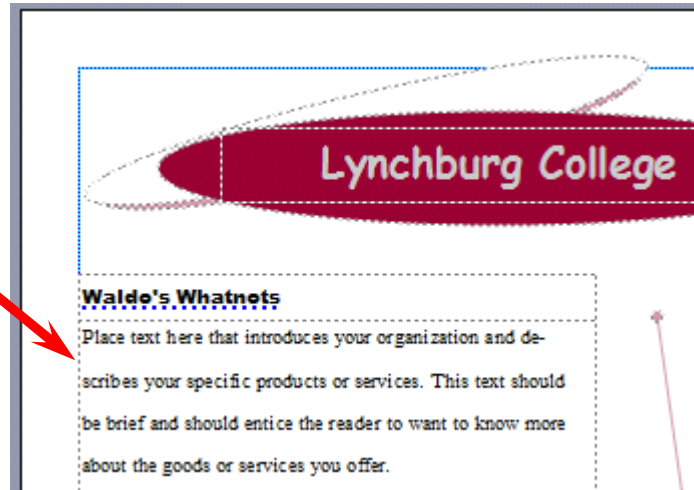
To **make the image larger, or smaller, move your cursor over one of the small circles on one of the corners of the image**. When your **cursor is over a corner** you will see a **two-arrow cursor** (similar to the one on the right). When you see this two-arrow cursor, **click and hold down the left mouse button** and **move (drag)** the cursor **out or in** until you have the **size you desire**. If you “grab” the circles in the middle of the top, bottom and left or right sides of the image, and move them, you will either make your image “skinny” or “fat.” So, most of the time, it’s best to use the corner circles.



Save your work!

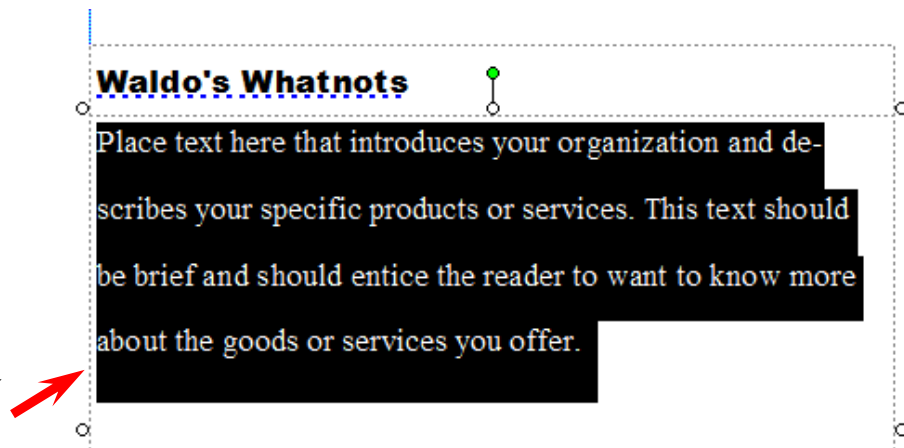
Note: When you insert or paste images into Publisher publications, more often than not, they are copied or pasted on top of the prior image. This is not a problem. You can click-on the image that you do not desire and then tap the Delete key, or delete the first image before you insert or paste the new image.

So far we've worked with the Title and Title Box at the top of the Flyer, the three Personal Information Text Boxes in the lower right area, and the image. Now let's **replace** and edit the text in the **Text Box** at the **upper left side** of the Flyer. Tap the **F9** key to **zoom out** (so you can see the **entire flyer**).



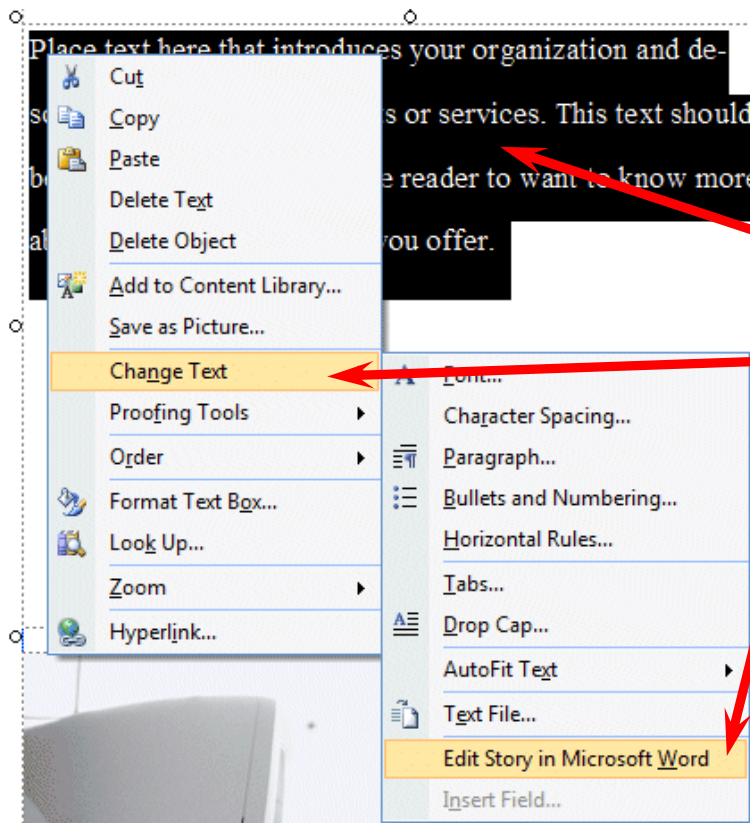
Editing and Replacing Text in Text Boxes.

When you can see the **entire Flyer**, click-on the **Text Box** indicated **above** and tap the **F9** key to **zoom-in**. Or, if you are already in the magnified view, move to the text box and click-on it. You should now see a **text box** like the one on the **right**.



Notice how the **text in the box** indicates the **type of text** that you should place in the text box **area**. Each Microsoft Publisher 2007 publication will have instructional assistance text where appropriate.

Now we'll add some text about our wonderful whatnots that we sell at the arts festival on campus. To do this we'll use a **special** Microsoft Publisher **feature**: **Edit the text in Microsoft Word**.

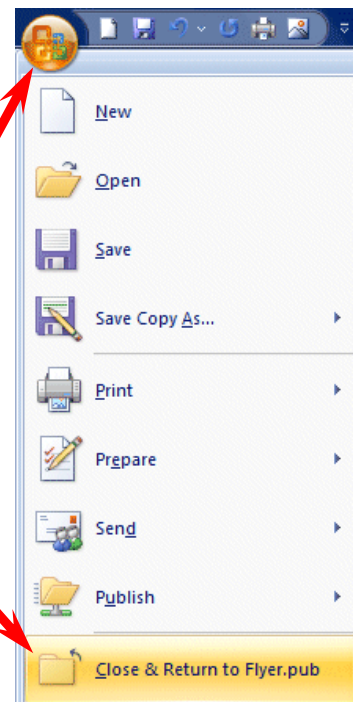


First, point to the **text box** and **RIGHT click**-on the **text**. A **drop down menu** box like the one on the **left** appears. Move the **cursor** down to **Change Text**. When the next drop down menu appears, move the **cursor** down to **Edit Story in Microsoft Word** and **click** the **left** mouse button. **Microsoft Word** will now **open** and the text shown on the screen will be the text above.

Delete the above **text** in **Microsoft Word** and **type-in** the **following** – or some text you like:

Come to the Fifth Annual College Art Festival. In addition to great buys on wonderful works of art by the students, you can also purchase some of our fantastic and world-renowned whatnots. Each whatnot is unique and irresistible.

This text is being **typed-in** a **special Microsoft Word** screen. When you have finished typing the text above, **click** on the **Microsoft Office Button** (at the **top left corner** of **Microsoft Word**). You will see a drop down **menu** like the one to the **right**. When it appears you will see a unique selection: **Close & Return to Flyer. pub**. **Click-on** **Close & Return to Flyer. pub**.



Microsoft Word will **appear to close**, and you will **return** to your **Publisher Flyer** text area. **Notice** that the **text** you edited in **Microsoft Word** now **appears** in the selected **text box**. If you **decide** to make more **changes** in this text, simply **repeat** the **above** instructions. **Click anywhere in your text** and **click-right**, and then **follow** the **above instructions**. You will again **return to** your text in **Microsoft Word** where you can make any **additions** and **edit**, as you desire.

Waldo's Whatnots

Come to the Fifth Annual College Art Festival. In addition to great buys on wonderful works of art by the students, you can also purchase some of our fantastic and world-renowned whatnots. Each whatnot is unique and irresistible.

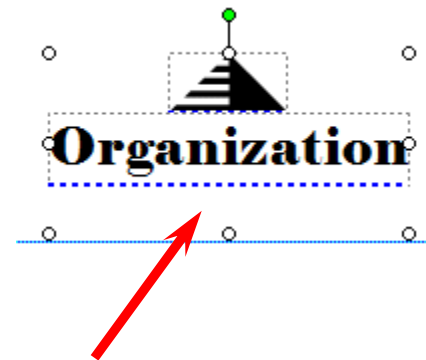
Your **text box** in the Flyer will look **similar** to the text on the **left**. You can change fonts, resize and color the text, just like you did previously. You can also resize the text box as well.

Don't forget - if you make a mistake you can always click-on the blue undo arrow and try again.



Logo Text and Logo Picture

If you can see the whole Flyer you are where you should be at this point. If you can't see your entire flyer, **zoom-out**, as you have done before by tapping the **F9** key. Now that you can view the entire Flyer, look in the **lower right corner** of the Flyer, **just below the Personal Information Text Boxes** - that we worked on before - there is a small box with the word **Organization** below a **pyramid**. **Click-on this box**. Then **zoom-in** again by tapping the **F9** key.



When you have **zoomed-in**, your image should **look like** the one **above**. This image looks similar to a "Grouped" set of boxes, but there are no "object boxes."

If you are familiar with Publisher 2002 and 2003 you will find that editing your Logo's has a few more steps in Publisher 2007. The Logo Task Pane has been replaced by a Design Gallery. We'll now show you how to find the Design Gallery and alter your Logos. We'll also show you the "new" method for saving your Logos - that's more flexible than before.

Now **trust us** and **click** the **current Logo** and then **tap** the **Delete key**. We'll replace this Logo with one we like. If we don't delete it now, we'll have two Logos' - one on top of the other.



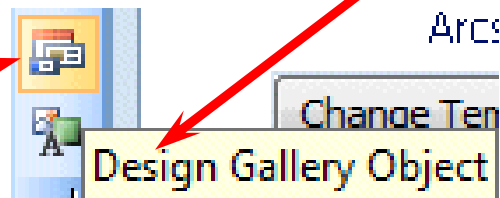
On the **left side** of your **Publisher** screen is a **Drawing Toolbar**.



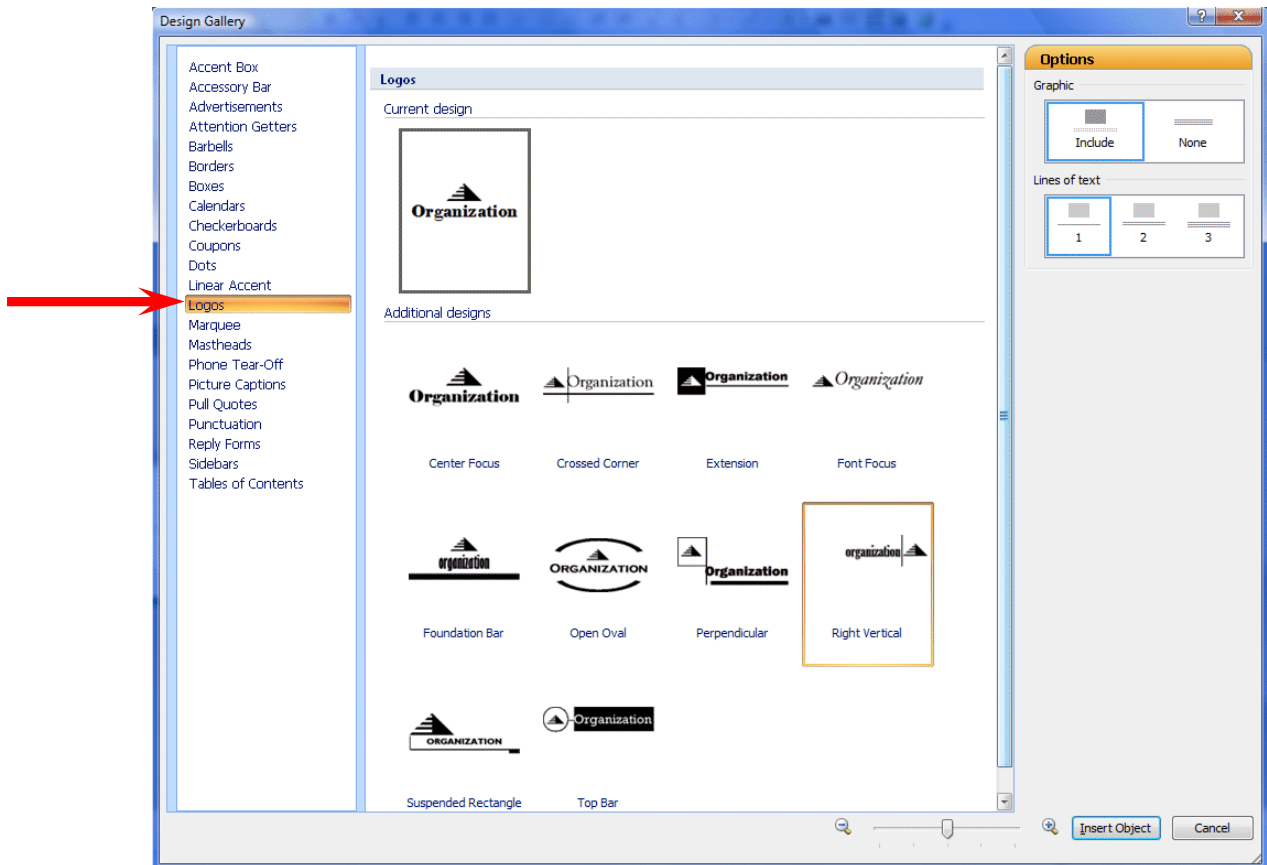
Almost at the bottom of the **Drawing Toolbar** is a **small image** which is **enlarged** below.

When you **move your cursor over this image**, it will indicate **Design Gallery Object**.

Click the Design Gallery Object button.



A **Design Gallery Menu** Screen will **appear**. On the **left side of the screen** you will see a **Logos** selection. **Click the Logos** selection. Your **Design Gallery** screen should now look like the image below.

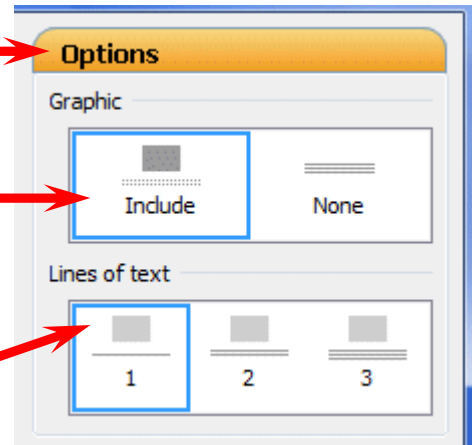


Notice, in the **upper right corner** of the **Logos Design Gallery screen** an area called **Options**.

You have **several choices**.

Notice you can **include a graphic, or not** have one. **Click each choice** and look at the **Logo images** on the left.

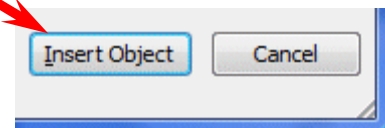
Below this is an area called **Lines of text**. You may **have one, two or three lines of text** in your Logo. **Click each of these selections**.



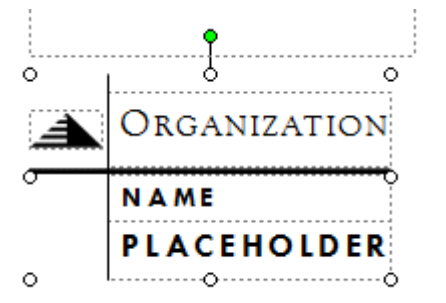
You find a **Logo that you like**. We chose the **Crossed Corner** with **3 lines of text**.



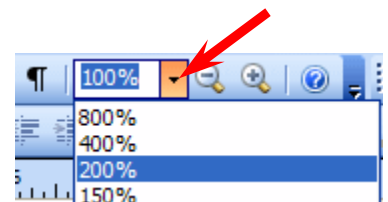
When you have a Logo design that you like, **click the Insert Object button** in the **lower right corner** of the **Design Gallery Logo screen**.



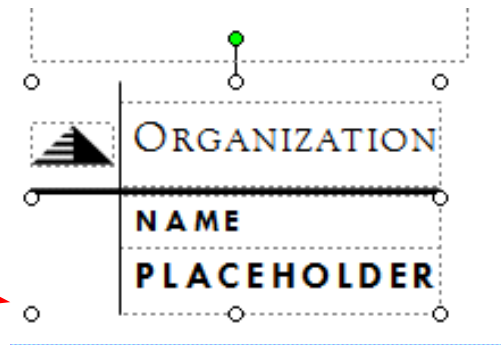
You will see your **selected Logo appear** in the **lower right corner** of your **Flyer**.



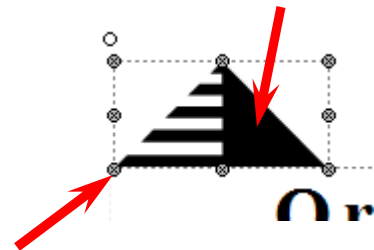
Now we'll **replace the pyramid and text** in the logo with something that indicates that this is **our personal logo**. This will be a **bit tedious**. You might have to click, where we indicate, a number of times to **select** the pyramid and **text**. We'll **zoom-in** to **assist** us in clicking-on the appropriate areas. As we indicated **earlier** in the **tutorial**, at the **top** of **Publisher's Menu** and **Button Bars** there is an **area** that **indicates** the "**size**" of your **zoom-in** or **out**. To make this task **easier**, **click-on** the **little down triangle** to the **right** of the **current size** and **enlarge** the image to **200 %**. The **logo** will be much **easier** to **work with** once you've done this - if you care to do this.



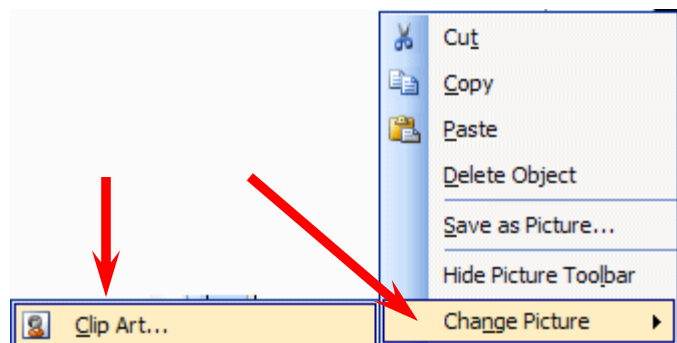
Your logo should look similar to the image on the right. **You may have to click and drag the corner grabbers to make your logo large enough to see the text clearly.** Experiment as you desire



First, we'll **replace the pyramid** with an appropriate piece of **Clip Art**. Carefully **move your cursor over the pyramid** and **click the left mouse button** to "**identify**" the **pyramid**. If you have done this **correctly, small circles will be located around the pyramid** (like the image to the right).

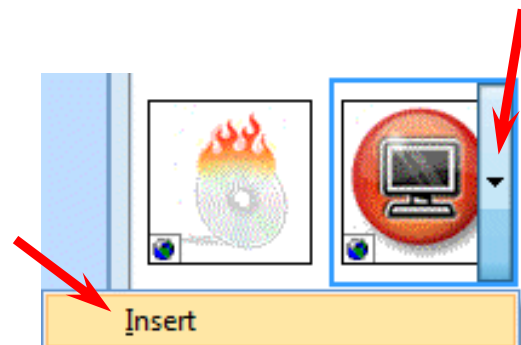


Once you have "**identified**" the **pyramid**, keep your **cursor on the pyramid** and **click the RIGHT mouse button**. A **drop down menu will appear** (like the **image on the right**).



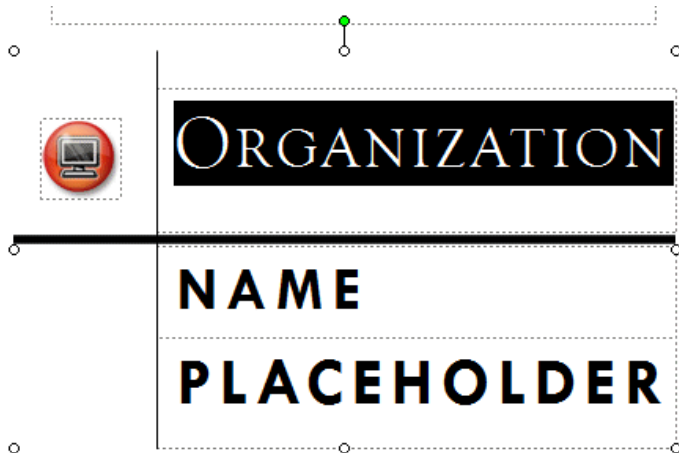
When the menu appears, move the **cursor down to Change Picture**, then over **Clip Art**. When the **cursor is over Clip Art**, **click the left mouse button**. The **Insert Clip Art Task Pane** will appear.

You may **choose any clip art you desire**. Use the **same techniques** that you did on **Pages 19-26**. For **our Flyer**, we'll use another **computer** image. So we'll **search** again on the word **computer**. You search for the image you want in your logo and insert it in place of the pyramid. We found a computer image that we liked in our Insert Clip Art Task Pane. To insert our image we'll **click the small down arrow** on the **right side of our image choice**, and then **click Insert**. On the right you can see that we found a computer. Your image should look something like the one on the right.



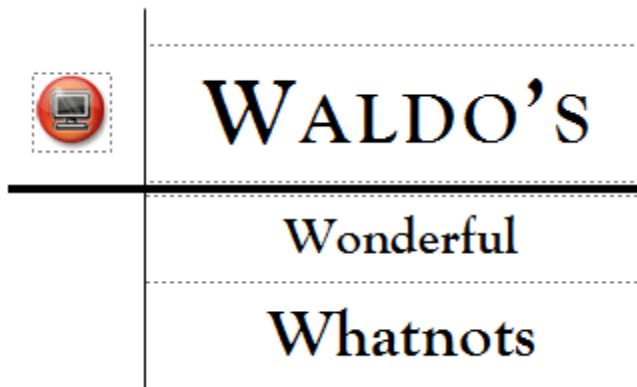
Now we'll work with the **text**.

First, **click**-on the word **ORGANIZATION** in the title area. Your image should look something like the **image** at the **right**. This will work just like the Title and Personal Information Text Boxes we edited earlier. **Delete ORGANIZATION** in the box and **enter** the **title** you desire. We're going to use **Waldo's** in this box and Wonderful and Whatnots in the text boxes below this text box. Go ahead and make changes to your box(s) now. Change the Font, Size and color if you desire.



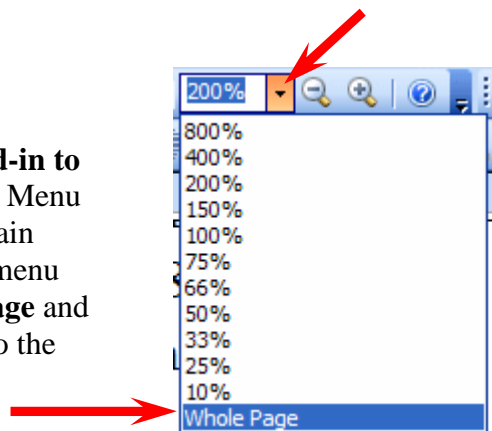
Our logo text box now looks like the one at the left. Now we'll edit the remainder of the logo text box.

Next, we'll **highlight** **NAME** and then change it to **Wonderful**. Then we'll highlight the word **PLACEHOLDER**, and change it to **Whatnots**. Go ahead, on your own, and enter your text in the logo text boxes.



Our **final logo box** looks like the one at the left.

Let's see what our flyer looks like now. Since we **zoomed-in to 200%**, the **best way** to now **zoom-out** is to go back to the Menu and **Button Bars** at the top of the Publisher screen and again **click**-on the **small down triangle**. When the drop down menu appears (like at the left), run the cursor down to **Whole Page** and click the **left** mouse button. This will "**re-set**" Publisher to the **default** zoom-out that we have been using.



Saving a Logo as an Image and Placing it in Business Information

If you would like to save the Logo you created and use it in other Publisher 2007 publications (and other Office applications), please follow the instructions below. **If you do not desire to do this, skip to Page 39.**

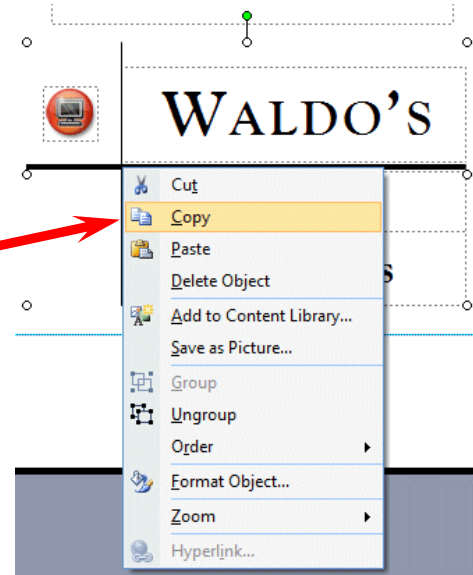
Move your cursor over your Logo until you see the **crossed arrows**.



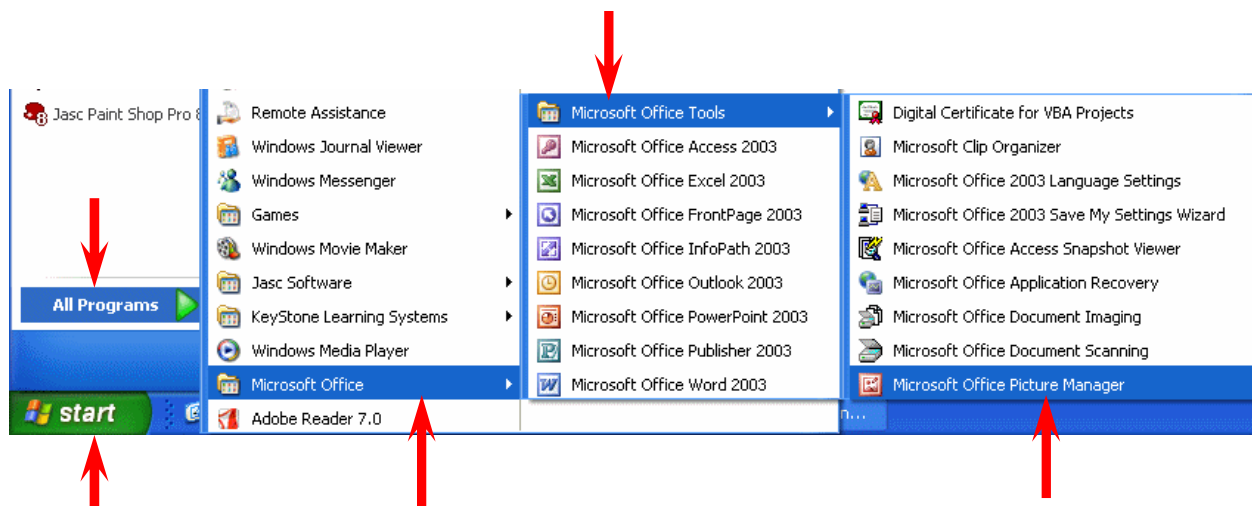
When you see the crossed arrows, **click the RIGHT mouse button**. You should see a **drop down menu** similar to the one on the right.

Click the Copy selection.

This will place your Logo on the Microsoft Office Clipboard so that you can paste it into the Microsoft Office Picture Manger.

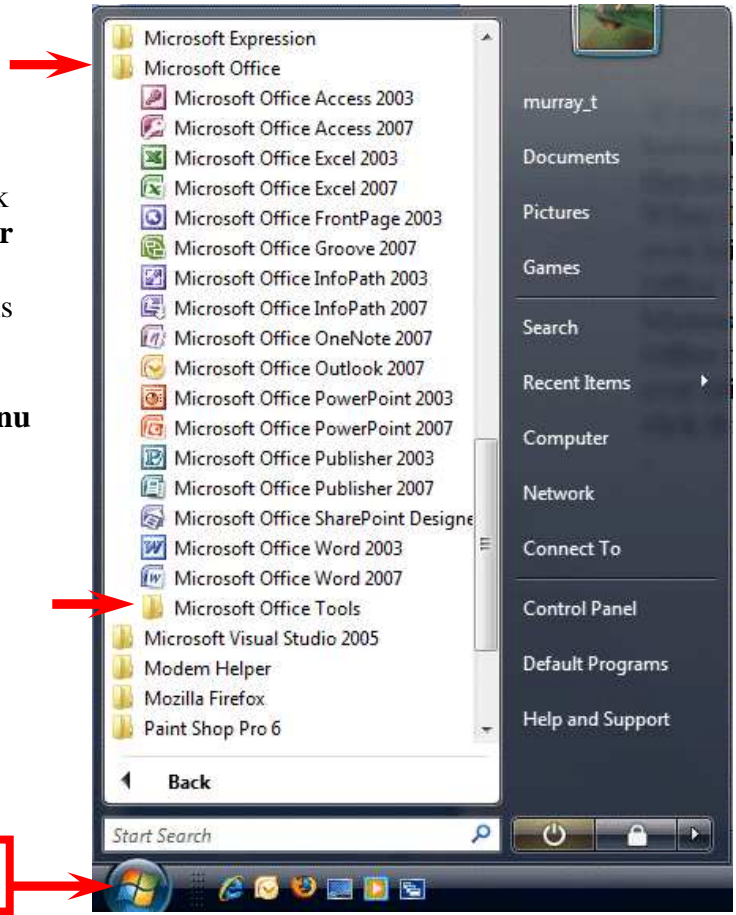


If you are **using Windows XP**, click the **Start button** in the **lower left corner** of your screen. Then **move your cursor over All Programs**. When the selections appear, **move your cursor over Microsoft Office**, when the Microsoft Office menu appears, **move your cursor over Microsoft Office Tools**. When the Microsoft Office tools menu appears **move your cursor over Microsoft Office Picture Manager** and **click this selection**.

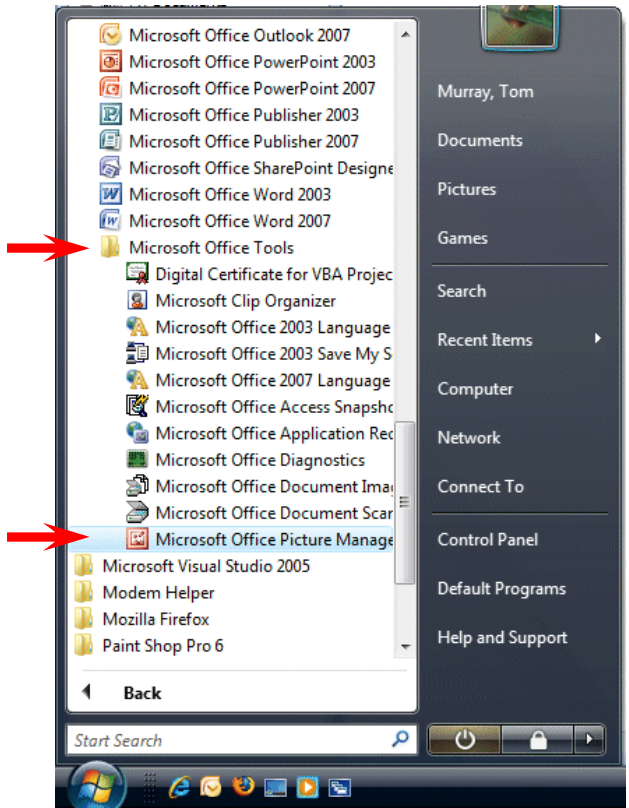


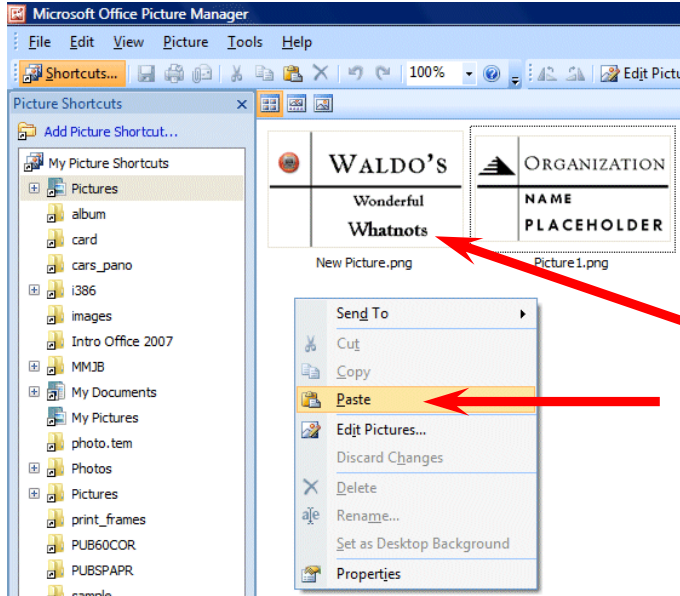
If you are using Windows VISTA, click the **Start button** in the lower left corner of your screen. Then **move your cursor** over **All Programs**. When the selections appear, **move your cursor** over **Microsoft Office**, and **click Microsoft Office**. When the **Microsoft Office menu** appears, **move your cursor** over **Microsoft Office Tools**, and **click Microsoft Office Tools**.

Start Button



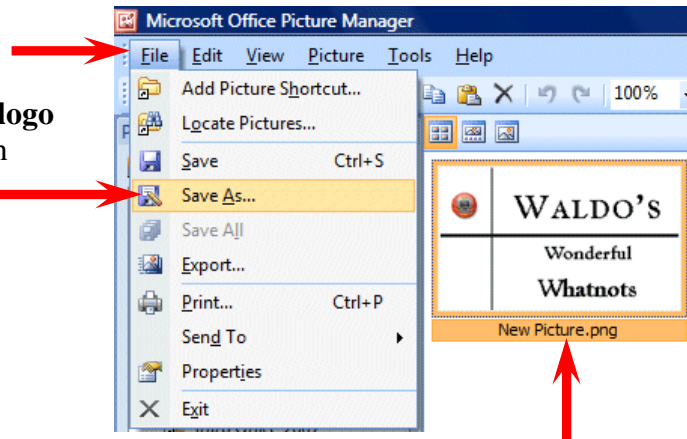
When the **Microsoft Office tools menu** appears **move your cursor** over **Microsoft Office Picture Manager** and **click this selection**.



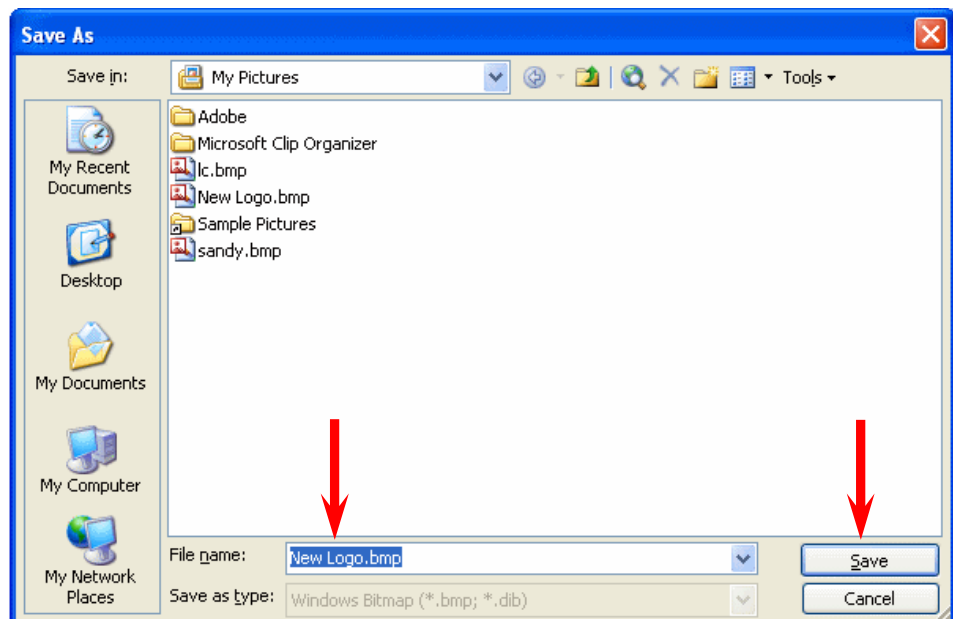


When the Microsoft Office Picture Manager menu screen appears **move your cursor over the open area on the right and click the **RIGHT** mouse button.** When the **drop down menu appears, click Paste.** You will now see your Logo image appear in the white area.

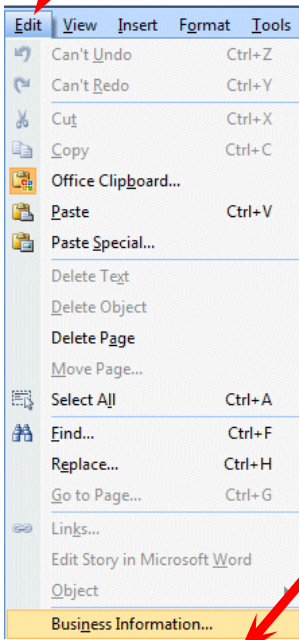
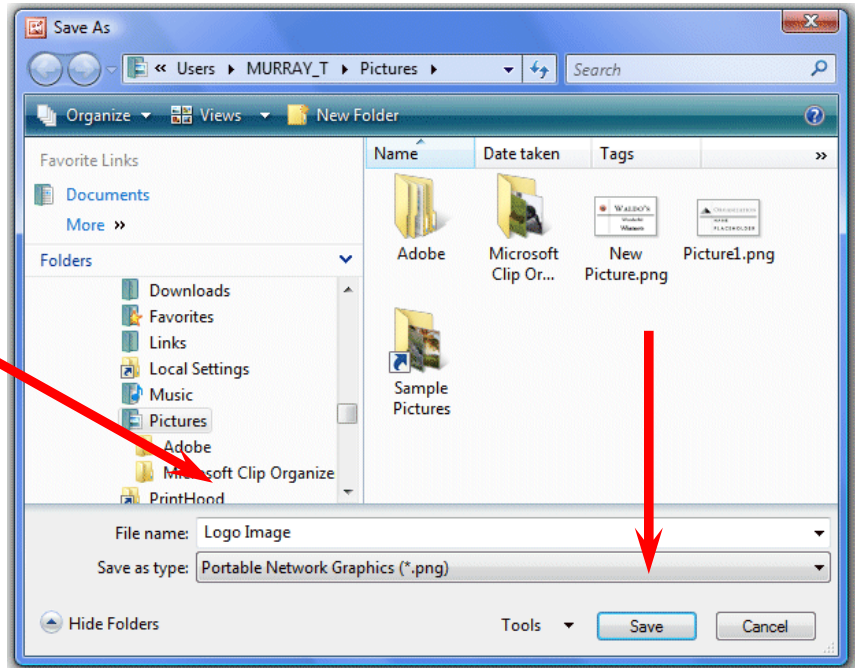
Once you see your Logo image, click your logo image so that it is “marked.” Then, click on **File** in the **Menu Bar** then click **Save As...**



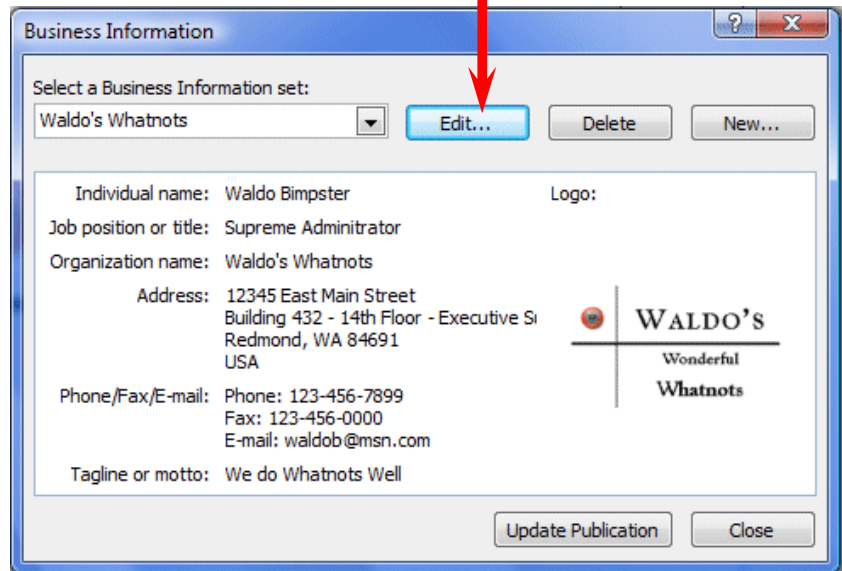
If you are using **Windows XP** a **Save As** menu screen similar to the one on the **right** will appear. In the **File name** area, type a name for your logo and then click the **Save** button.



If you are using **Windows VISTA** a **Save As** menu screen similar to the one on the **right** will appear. In the **File name** area, **type a name for your logo** and then click the **Save** button.

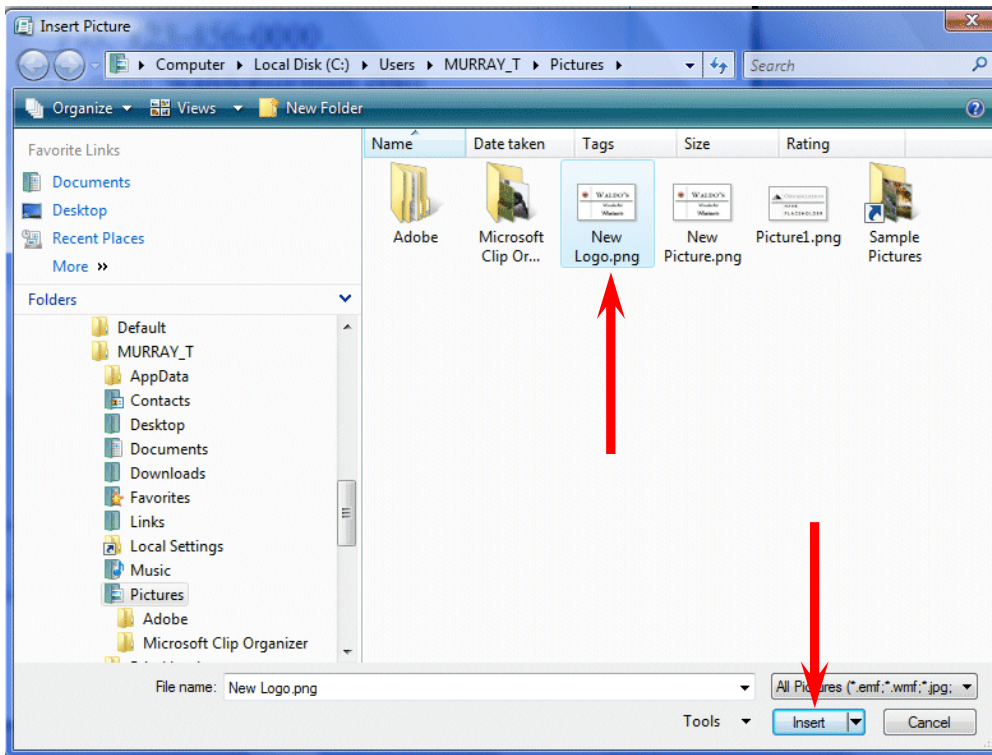
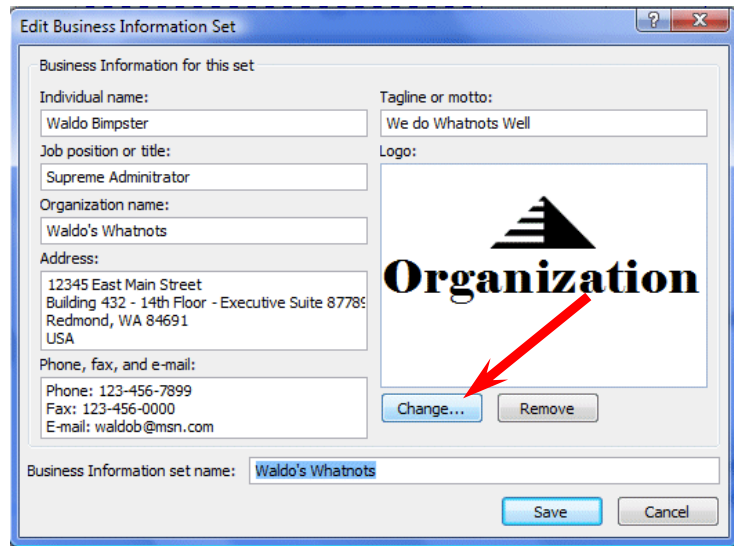


Once your Logo image is saved, to add your Logo to your **Business Information**, click on **Edit** in the **Menu Bar** and then click **Business Information**....



When your **Business Information** menu screen appears **click the Edit** button.

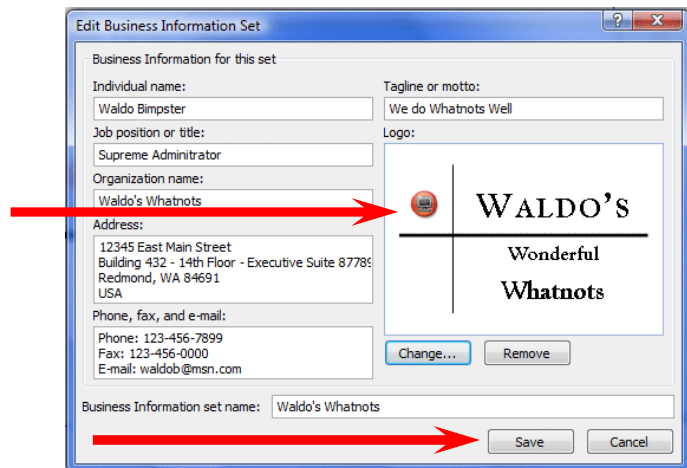
When the **Edit Business Information Set** menu screen appears, click the **Change** button.



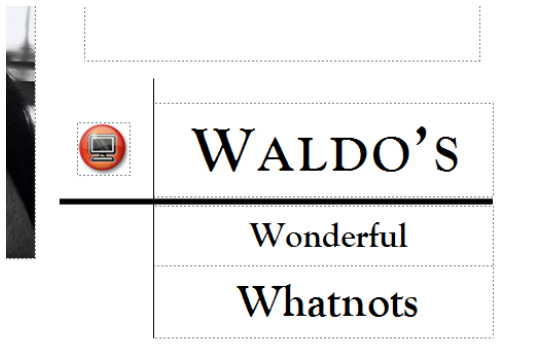
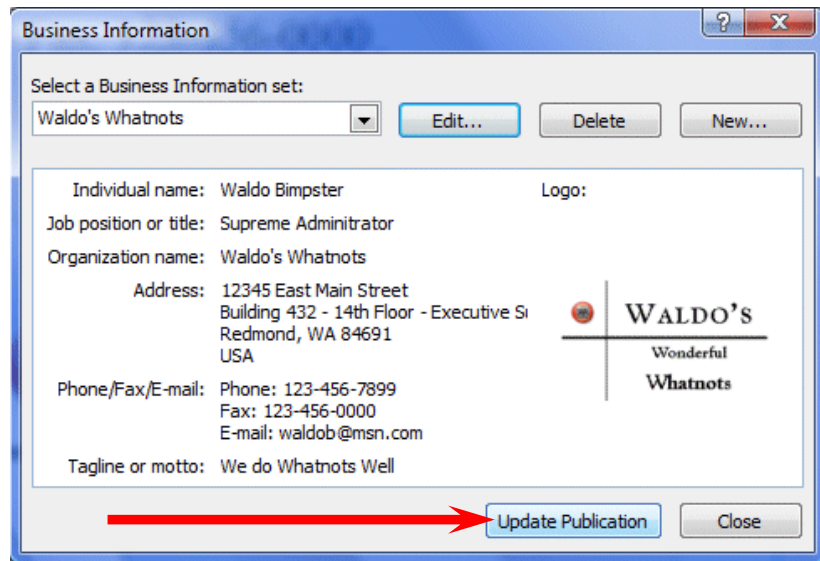
The **Insert Picture** menu screen will now appear. **Browse to the drive where you saved your logo image and click on the Logo image.** When you have selected your image, **click the Insert button.**

You will see your screen “blink” and you will return to your **Edit Business Information Set** menu screen. You will notice that your **Logo image** has been **updated to the Logo you created.**

Click the Save button.



You will now return to your **Business Information** menu screen. To **update/replace the “old” logo, click the Update Publication** button.



Ta Da! Your new logo has replace to old one. Now all of your Publisher Publications will have this new logo. You can also copy and paste this logo into your Word, Excel, Access and PowerPoint applications as well.

Printing Your Flyer

Printing your Flyer, or any publication, is very similar to printing in any word processor. In the Microsoft Office modules you can either **click-on a small printer in button bar** or **click-on File** in the **Menu Bar** and then on **Print** in the drop down menu. One small, logical note. Many computer users seem to forget that you can only print color from a color printer. Frequently, users assume that if the computer has color on the screen the printer will print color.

Final Flyer Observations

All of the skills you learned in creating your Flyer can be used in the Brochure and Newsletter. All three publications have Title and Text Boxes, Personal Information Text Boxes, Images, Logos, text to edit or replace with other text. You may group or ungroup objects, change color schemes, and fonts. So, when these common tasks are also used in the Brochure or Newsletter we will not cover them again. **We will only cover additional new skills in creating these new publications.**

Don't forget to Save!

If you still have your **Flyer open**, please **close** it. Click-on **File** in the **Menu Bar** and then on **Close**. In most other Microsoft software, the current document on which you are working can also be closed by clicking-on the small lower "X" in the upper right corner of the screen. In Publisher you do not have this "X," so if you click-on the single "X," It will completely exit from Publisher. If this happens it's no big deal. Simply start Publisher again and you will be ready to go.

Creating a Brochure

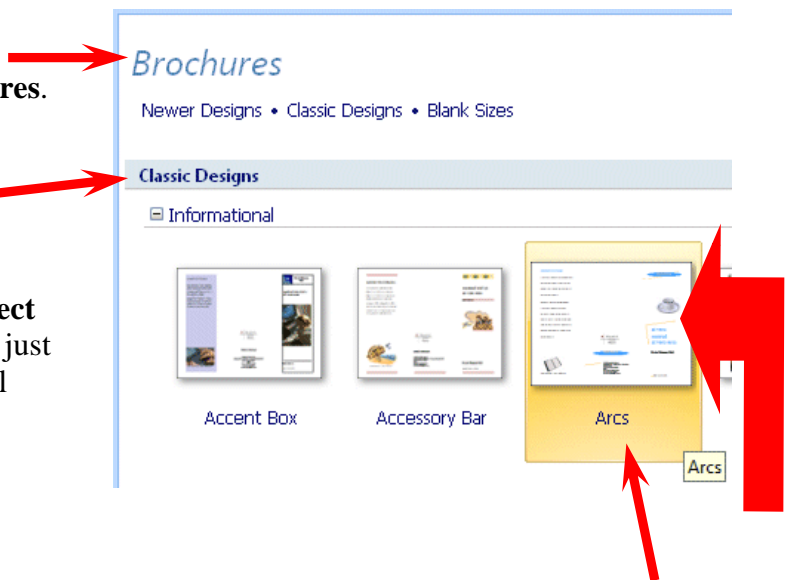
If you closed the Flyer, as indicated above, you will see the **Microsoft Publisher Task Pane** on the **left** side of your screen. Click the **Brochures** selection in the **Publication Types** area.



The **right side** of your Publisher screen will now change to **Brochures**.

Move down the Brochures screen until you see **Classic Designs**.

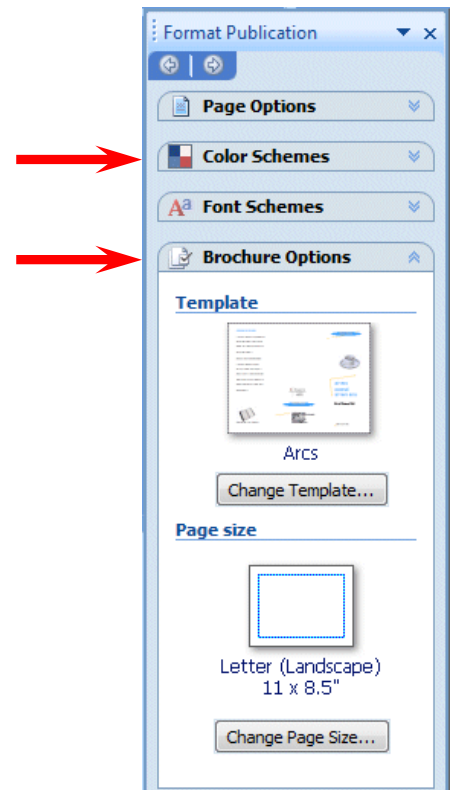
Now look in the **upper row** of **Brochures** on the **right**. We'll select the **Arcs Informational Brochure** just like we used the Arcs Informational Flyer.



To select the **Arcs Informational Brochure**, click on this choice. You will see an "orange square" around this selection. **Double click twice quickly on the Arcs selection.**

As soon as you **double click** the **Arcs Informational Brochure**, the **Format Publication Task Pane** will **appear** on the **left** side of your screen and the **Arcs Informational Brochure template** on the **right** side of your screen.

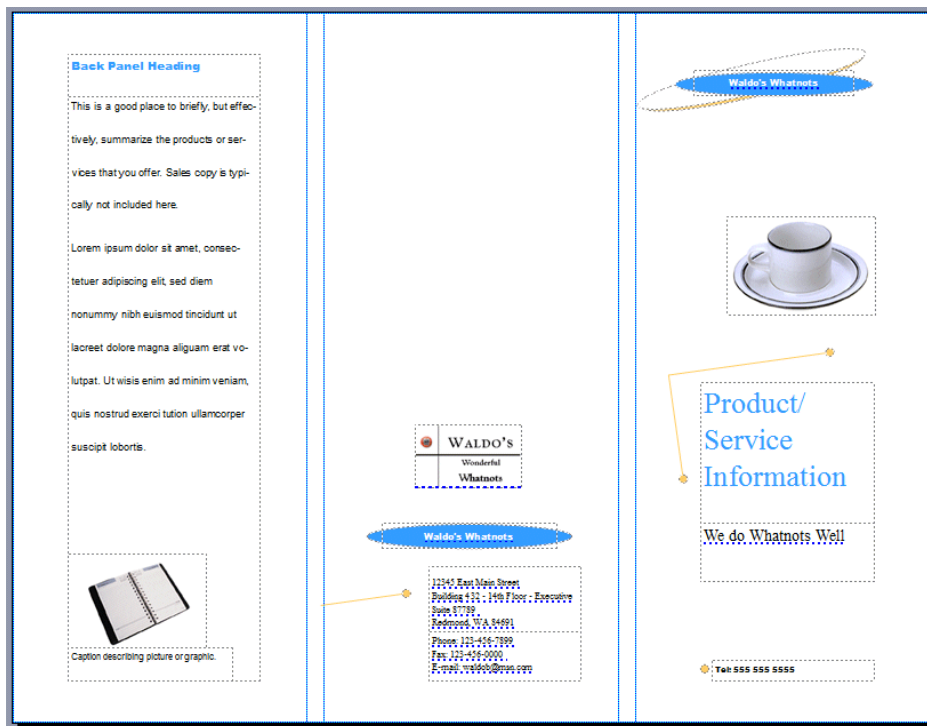
Take a few minutes to look at the Brochure Format Publication Task Pane. Notice that **Page Options**, **Color Schemes**, and **Font Schemes** appear at the top of this Task Pane – just like they did in the Flyer Task Pane.



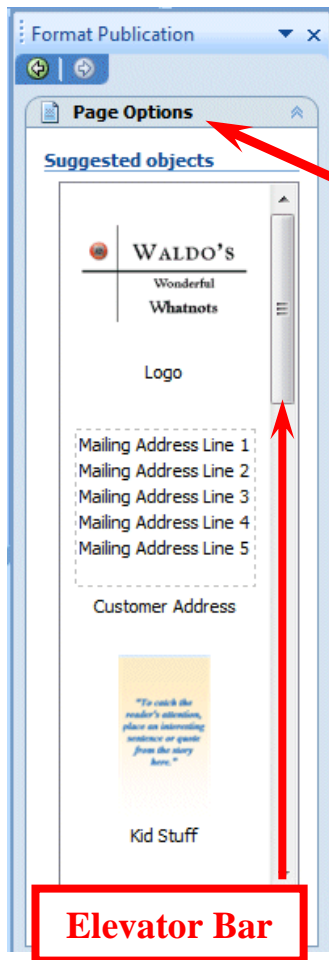
You'll also notice that there are **Brochure Options** in the lower part of the Task Pane, just like Flyer Options.

This Task Pane layout will be similar for all Publisher Publications.

Notice, on the **right** side of the **screen**, that an **Arcs Informational Brochure** appears. Notice the **blue lines** that indicate the "fold" areas for this **Brochure**. When this Brochure is completed, it will be **folded twice** so that it will be about the **size** of an **envelope**. Also, notice at the **bottom** of the brochure **screen**, there are **two Pages** - **one** for **each side** of the sheet of paper that will make up the two sides of the Brochure. We'll return to edit each side when we have completed the Brochure Task Pane.



The **Format Publications/Brochure Options Task Pane** (and the Newsletter to follow) will **work** the **same** way that the Flyer Options Task Pane worked.



We'll move "down" the list of choices in Brochure Task Pane (just as we did for the Flyer).

Click Page Options and the **Suggested Objects** (for Brochures) appears as indicated at the **left**.

Use the **elevator bar** (on the right side of the Task Pane) to move **up** and **down** the **Suggested Objects** area. As you move, **click several** of the **objects**. As you select the different Objects, you will **notice** that the **Brochure template**, on the **right**, **changes** as the **Objects** you selected are "**dropped**" in the **middle of your Brochure**.

Don't worry about this – we'll them in a minute.

Later, as you become more accomplished with Publisher, you'll be able to "drag" these objects to other places on your publications.

If you "goof-up" it's **easy** to **get back to where you were**. In the **Button Bar** below the **Menu Bar** there is a **little, blue circular arrow**. This is the **undo button**. If you **click-on** this **button** you will **undo** your **last "click."**

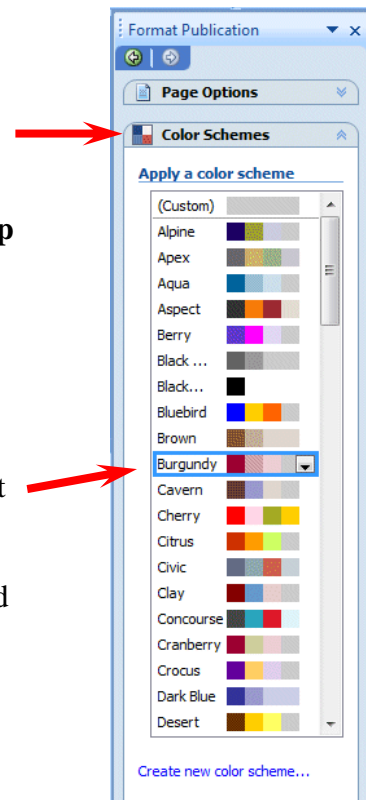


Next we'll **choose** a **Color Scheme** for our Brochure. **Click** the **Color Schemes** choice in the Format Publication Task Pane.

Use the **elevator bar** (on the right side of the Task Pane) to move **up** and **down** the **Apply a color scheme** area. As you move, **click-on several** of the **color schemes**. As you select the different Color Schemes, you will **notice** that the Brochure **template** on the **right** **changes** its **Color Scheme** to the one you selected in **Apply a color scheme** on the left.

We'll choose the **Burgundy** Color Scheme since these colors reflect our college colors.

You **choose** a **Color Scheme** that **you like**. You can come back and change it any time you desire.





Next, **click-on Font Schemes**. The **Font Schemes Task Pane** at the **left** will **appear**. The **default (original) settings** for the **this Flyer's fonts** are **Arial and Times New Roman**.

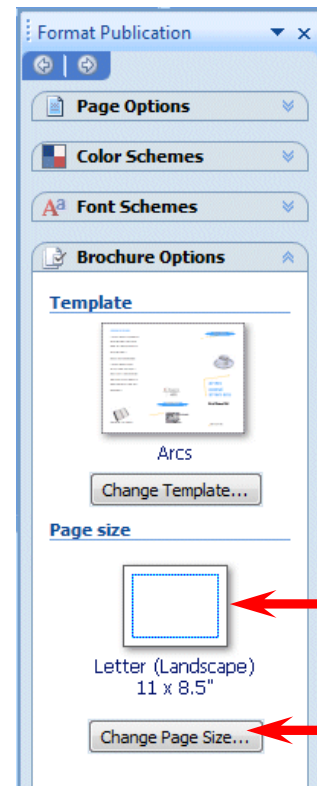
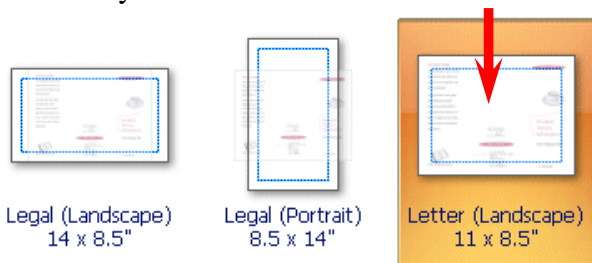
Use the **elevator bar** on the **right** of the **Font Schemes** area to **select a font that you like**.

We'll stay with the default – Arial and Times New Roman.

Now **return** to the **Brochure Options Task Pane**

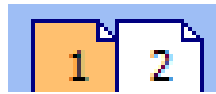
The default Paper Size for a **3-panel brochure** is **letter size paper (8 ½ x 11) paper** and for a **4-panel Brochure, legal size paper (8 ½ x 14) paper**. We'll use the **3-panel Paper Size** for our brochure.

This is important. If – **and this is a BIG IF** – your printer can print on a paper size other than (8 ½ x 11) – you can choose other paper sizes by clicking the Change Paper Size button. You will see a large screen with many selections. When we clicked we found our default size and many other sizes.



If you desire a different size, please consult your printer manual before designing your brochure.

Don't forget - if you make a mistake you can always click-on the blue undo arrow and try again.



Now we'll learn about the brochure. If you are not on **Page 1**, click-on the **Page 1** button **now**. You'll see the two page buttons at the bottom of your Brochure screen.

The diagram shows a vertical brochure layout with several elements and their corresponding labels:

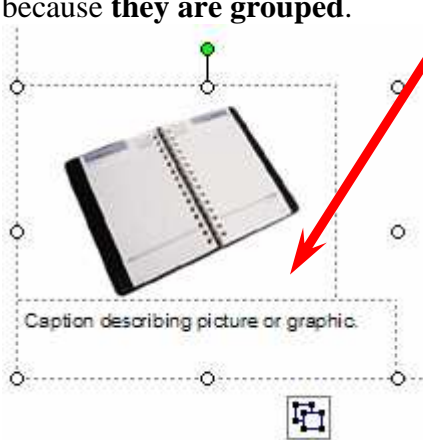
- Title Box - Grouped:** A dark red oval containing the text "Waldo's Whatnots".
- Clip Art:** An image of a white coffee cup on a saucer.
- Text Box:** A large rectangular box containing the text "Product/ Service Information".
- Text Boxes – from Business Information:** Two smaller boxes containing the text "We do Whatnots Well" and "Tel: 555 555 5555".

Red arrows point from each label to its respective element in the brochure design.

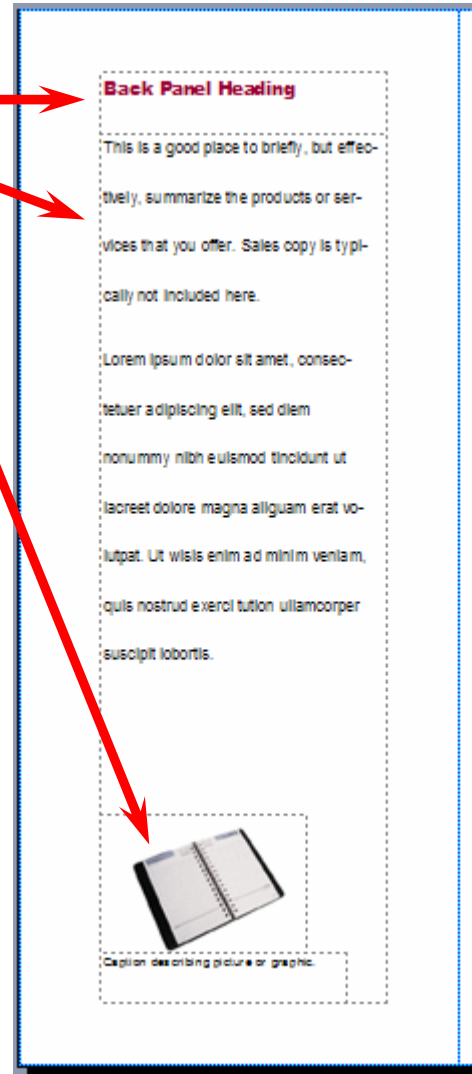
Notice that we have **already mastered how to change **everything** in the right portion of the Brochure.**

Now look at the **left side Brochure panel**. Again you **have already mastered how to edit this panel**. At the **top** is a **Text Title box**. In the **middle** is a **double spaced text box**. It is similar to the text box we edited in the Flyer where we used Microsoft Word. You can right click-on this text and choose to Change Text from the menu and then Edit Story in Microsoft Word. The bottom image is **captioned Clip Art**.

If you **click-on the text below the image** you will see that it is a **caption for the picture**. A **caption** is simply a **text box “attached” to a picture**. If you **click-on the book below**, and then **tap the F9 key**, you will zoom-in on the book. You will see the grouped object **pieces** that **indicate grouping** and the text that indicates it is a caption. If you **click and drag the image**, you will see – logically – that the caption “moves” with the book – because **they are grouped**.

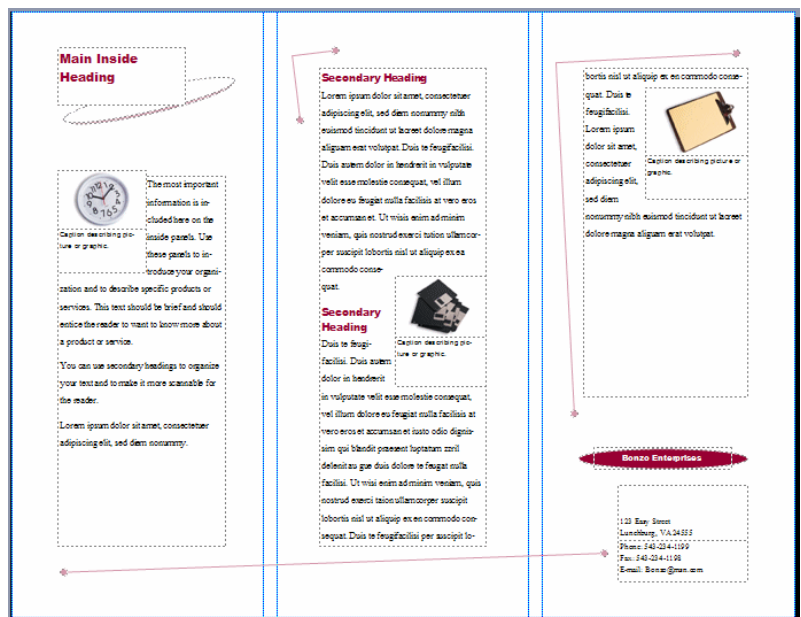


Edit the Title Box, the text or change the Clip Art and Caption. Do what ever your feel like doing.



We'll come back to the center section of Page 1 after we look at the three panels on Page 2. So, **click-on Page 2** at the **bottom** of the screen.

Notice, in the image of Page 2, (right) that the left and center panels are essentially like the one above. They simply contain **Heading Boxes, Text Boxes and Captioned Clip Art**. The right panel has a **Text Box and Captioned Clip Art**. In the lower portion of the right panel you see a **Business Information Box** – just like we mastered in the Flyer. So, you already know how to edit all of these “things.”



Don't forget - if you make a mistake you can always click-on the blue undo arrow and try again.



Prepared by
Culinary Knights

The most important information is included here on the inside panels. Use these panels to introduce your organization and to

One more "neat thing" before we leave the Brochure. We've **clicked** one more time on **Page 2** of the brochure. **Zoom-out** in your Brochure and **click-on** the **Page 2** at the bottom. In the left panel of your brochure you **originally** had a **clock** with a text **caption** below the clock. **We made some changes** to our brochure to reflect a Hamburger Sale at Waldo's Whatnots. At the **left** there is a picture of a **hamburger** being guarded by two knights (we changed the clip-art like we've done before. Below the clip art we **have also changed** the **caption** as well.

New Neat Thing

If we **click-on** the **picture and caption** we **immediately notice** that they are a **grouped** object. So, **when we click and drag** them they **stay together** - nothing new - no big deal. **However**, when we **drag** the **image and caption**, no matter where we drag them, **the text automatically wraps around them** - this is the **New Neat Thing**

If you've forgotten how to drag the images - Simply click the left mouse button on the image, hold down the left mouse button, and move the mouse around a bit - this is called dragging.

On your own, drag your image around the left panel and notice the wrapping. Drag your image to the middle panel and the same thing happens! Publisher has already wrapped every image in all publications like this - we think this is **super** - it **sure saves a lot of time** learning how to "wrap frames" like Publisher has done. Also notice that, as you drag, the image and caption from Page to Page, that if the image "pushes the text" that the text "flows" from panel to panel. We'll get into this a lot more in the Newsletter.

We thought you'd like to try this image dragging in a small brochure where you can "really" see the effects.

Merging Addresses from a Microsoft Publisher, Word or Access Database

The **next few Pages** will **discuss** utilizing a **computer database** to **insert addresses** into any **publication** - in this case the Brochure. Many folk's just "hand" address their Brochures or use mailing labels. You can do much more than this with a database.

If you **desire** to see **how this is done** with a database - **read on**. **If you do not**, want to try a mail merge at this time, you can to **skip** to **Page 55 now**.

Now we'll return to the **center panel** of **Page 1** – the **address panel**. **Click-on Page 1** now.

We first **clicked** the **CENTER PANEL** of **Page 1** and then **zoomed-in**.



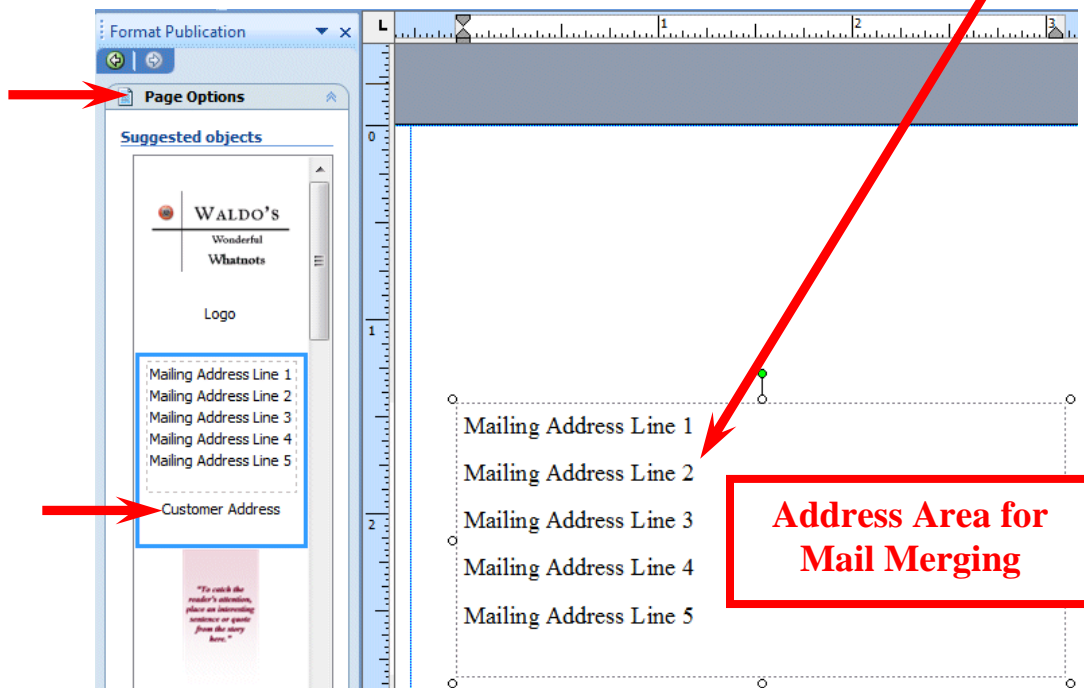
At the bottom of the center panel we can see our “return address” – created when we updated our Business Information.



12345 East Main Street
Building 432 - 14th Floor - Executive
Suite 87789
Redmond, WA 84691
Phone: 123-456-7899
Fax: 123-456-0000
E-mail: waldob@msn.com

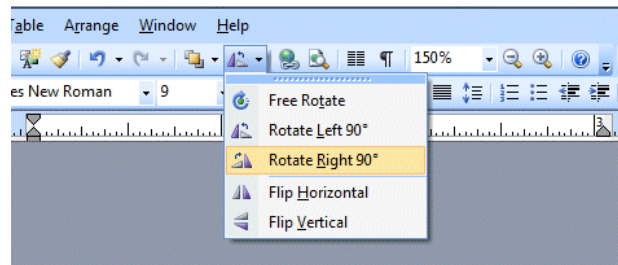
We now want to **add** an “**area**” for the **mailing address** we will create by merging our Publisher Brochure file with a database or spreadsheet address file.

In the **Format Publications Task Pane** on the **left side** of your Brochure, **click the Page Options** choice. Notice, in Page Options, that your new Logo is one of the options, if you chose to create one and update your Business Information. Below it is a Customer Address mail merge selection. We **clicked** the **Customer Address** selection and noticed that it appeared in the center section of our Brochure.

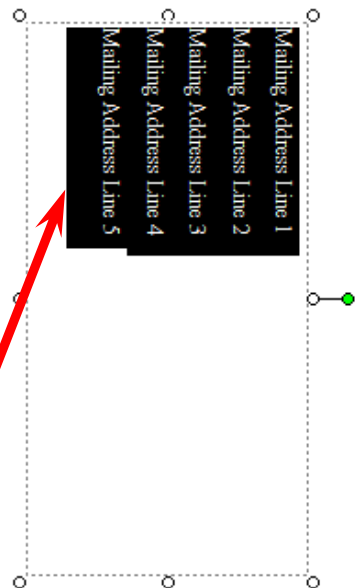
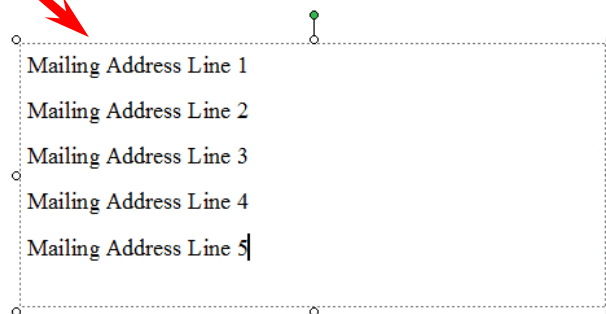
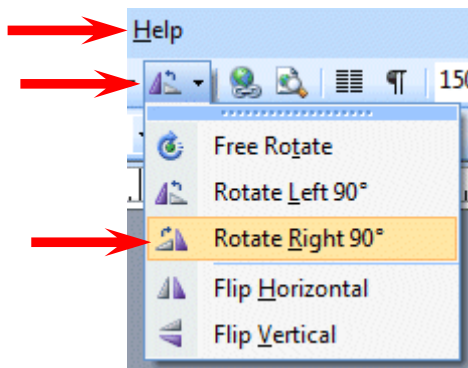


Look at the **Mailing Address Lines 1, 2, 3, etc. above**. This is where you can **paste a mailing label**. Or, better yet, **create a mailing list in Microsoft Word, Outlook Mail, Publisher, Excel or Access**. Or, if you are very patient and have lots of time, you could **individually type-in or write in each address**, print Page1, type-in another address, print Page 1, and **on, and on, and on**.

When you clicked Customer Address selection, you probably **noticed** that the **Address Area** was aligned **vertically** in the center section of the Brochure. If we mail the Brochure, it will be folded and **mailed like an envelope**. So, we'll **need to rotate** our **Address Area 90 degrees** – like and envelope.

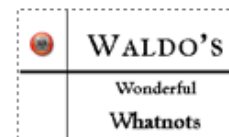


To **rotate** your **Address Area**, look just below **Help** in the **Menu Bar** and you will see a **Free Rotate** button. **Click the Free rotate button** and a drop down menu will appear. **Click the Rotate Right 90 degree** choice.



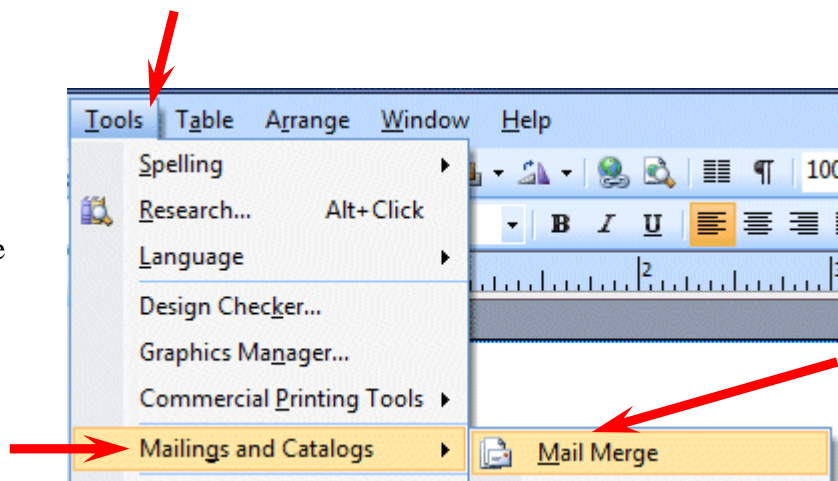
When you **click**, your **Address Area** will **rotate** right like the **image on the right**. If you need to, move your address area so that it is more centered in the middle panel of your Brochure.

Make sure that your **Address Area** remains **highlighted** and **click** on the **Mailing Address Lines** – they should all **turn black** – like in the Flyer (and in the **image on the right**).



We'll use a **Microsoft Access database** for our brochures. **There is an Access tutorial, similar to this tutorial**, that will **assist** you in **becoming knowledgeable** in **Access**. Just e-mail us (at the address at the end of this tutorial), and we'll send you a copy of the Access tutorial, and/or tell you how you can download it from our web site.

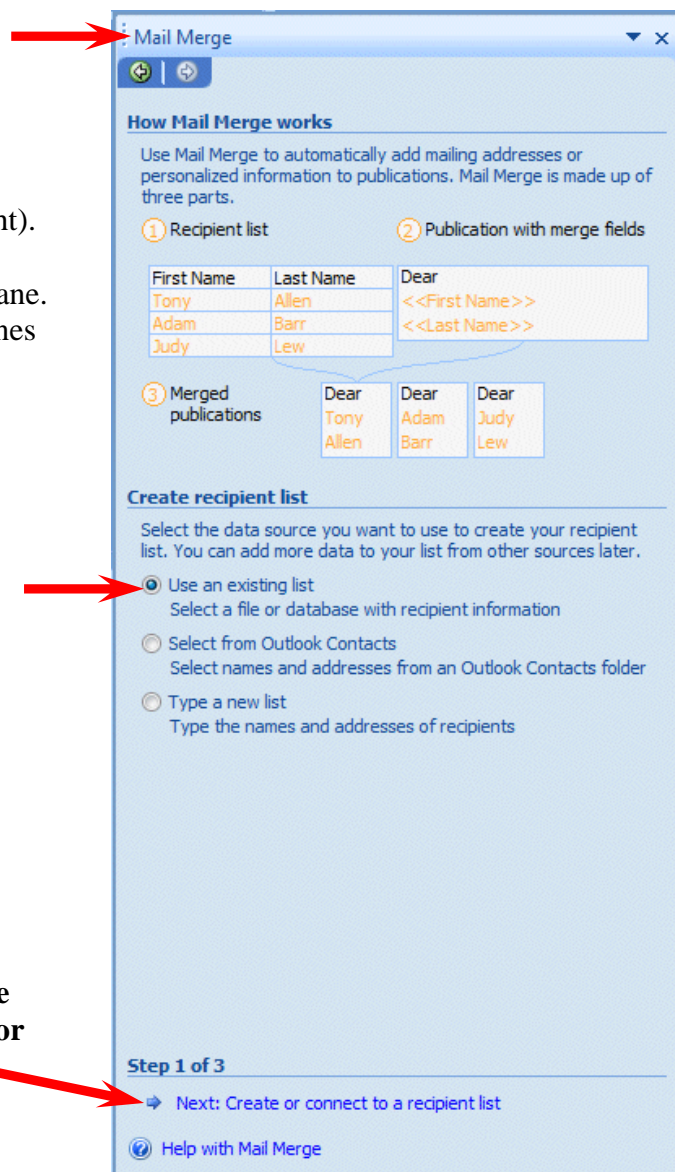
Now a **quick illustration** of what we are talking about. First, we **clicked the Address Area Mailing Address Lines** in the Brochure (in the **image on the last page**) and all of the **Address Lines turned black**. This “marks” the lines. We then **click Tools in the Menu Bar**, then **click Mailings and Catalogs**, and then **Mail Merge**.



In the Menu Bar, of all Publisher 2007 publications, where a mailing address database might be used, there is this Mail Merge feature.

When we **clicked Mail Merge**, the **Mail Merge Task Pane** appeared (image on right).

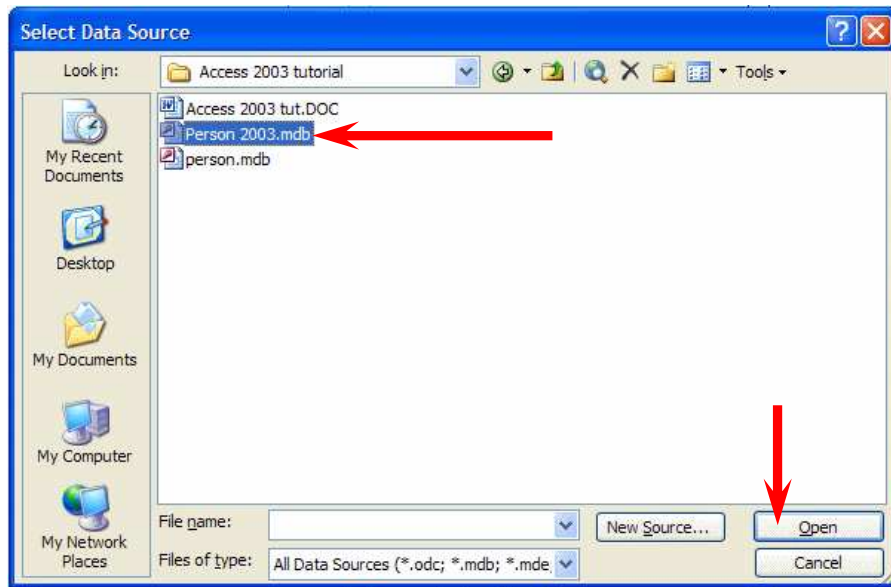
Take a few moments to look at this Task Pane. It gives you an idea of how your address lines will work in the Brochure.



We'll **use and existing database** that we created with the Access 2007 tutorial.

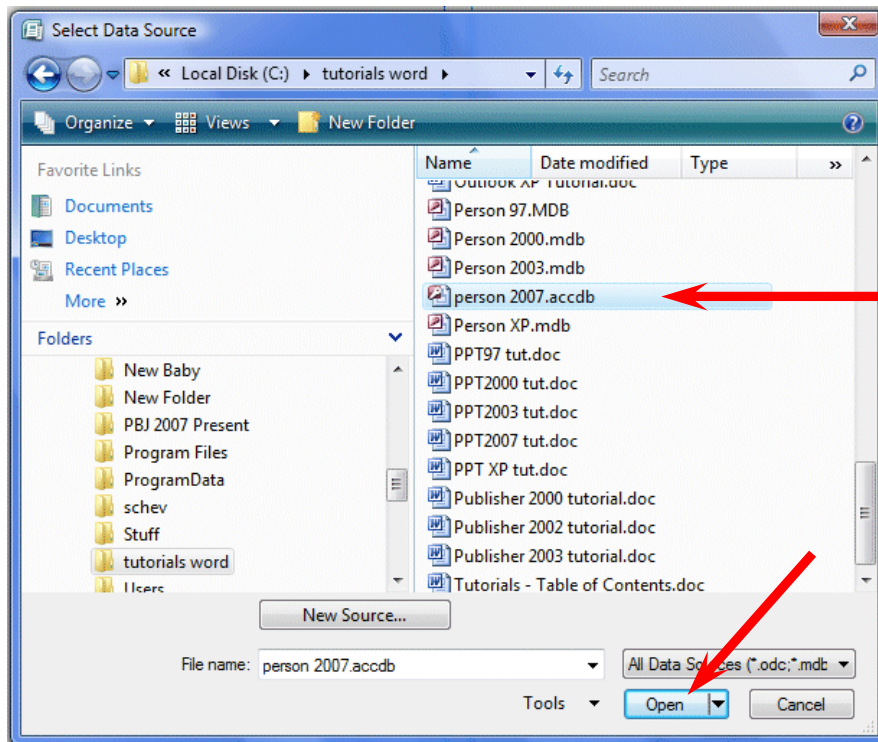
After you **read the Mail Merge Task Pane Step 1 of 3 menu**, click the **Next: Create or connect to a recipient list**.

If you are **using Windows XP** the below **Select Data Source** menu screen will appear. Notice that we selected an **Access database called Person 2003.mdb** (this won't matter to Publisher 2007 as it can handle all past versions of Office software).



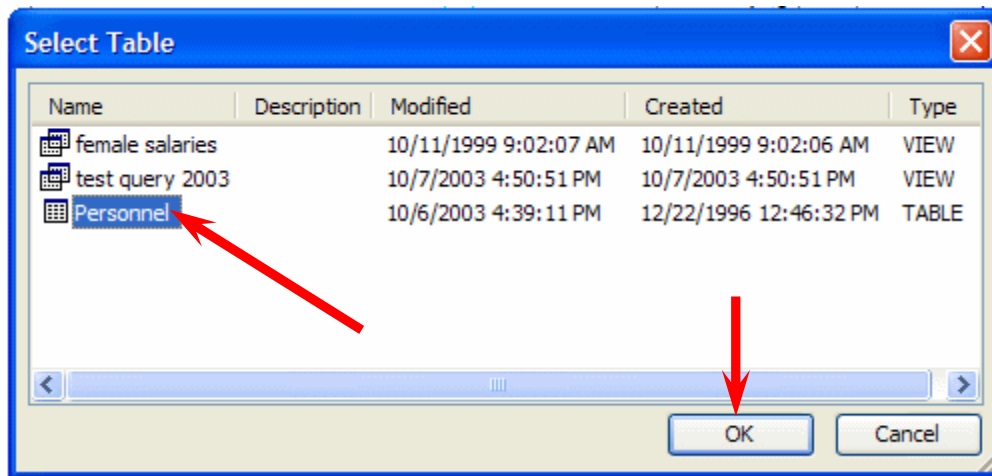
Once we've selected our database, we'll click-on **Open**.

If you are **using Windows VISTA** the below **Select Data Source** menu screen will appear. Notice that we selected an **Access database called Person 2007.accdb** – an Access 2007 database.

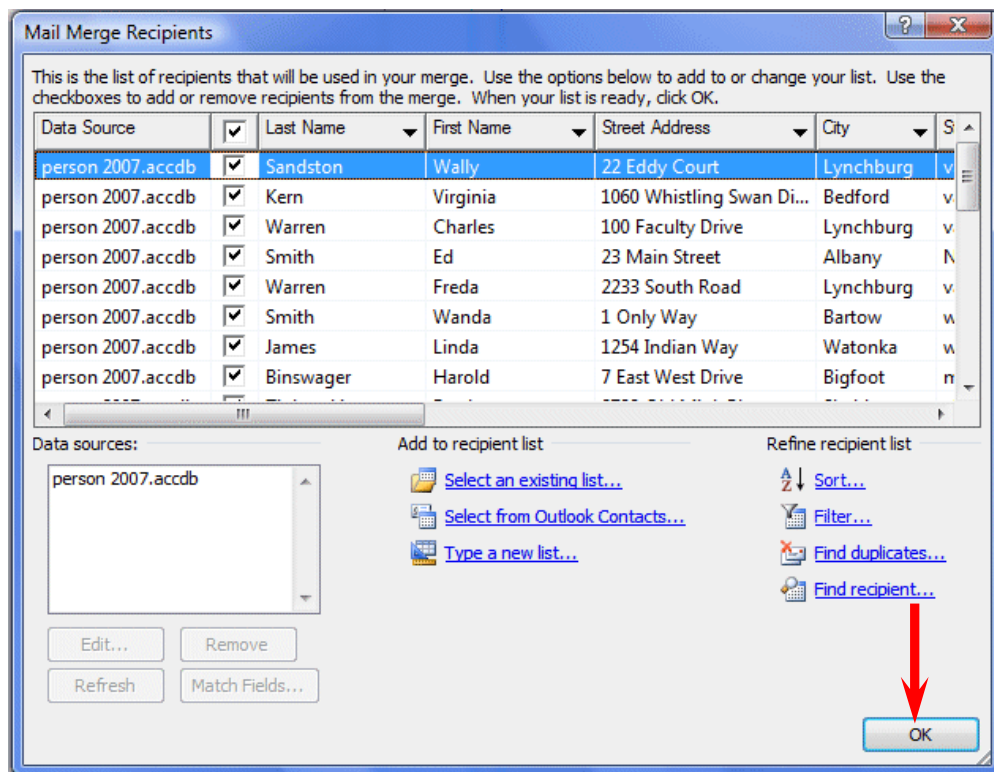


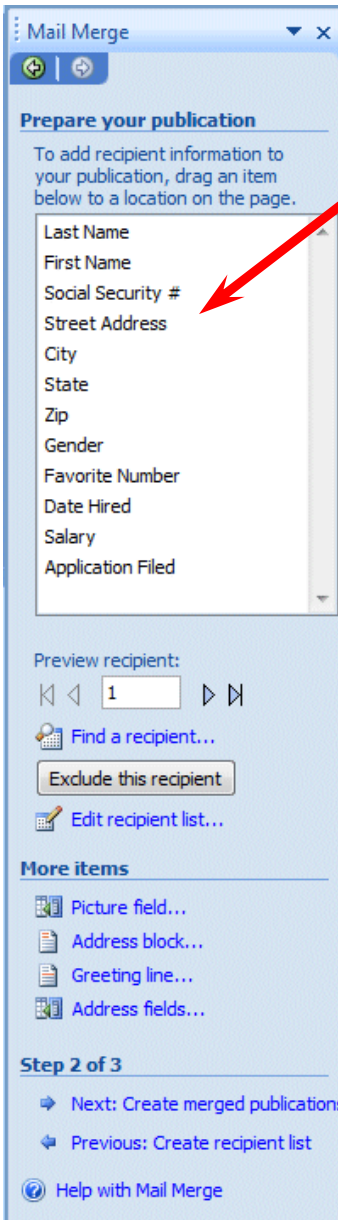
Once we've **selected** our database, we'll **click-on Open**.

The below **Select Table Access menu** screen **appears**. One of the databases within our Person 2007 Access database is a **database (table)** called **Personnel**. We **clicked-on Personnel** and then clicked **OK**.



A **Mail Merge Recipients** menu screen will now **appear**. You'll **notice all** of the **data fields** in the database **are a part of this screen**, even though we'll only use the addresses. **Notice that all of the addresses are "checked"** – this indicates that **everyone in the database will receive a brochure**. If you desire more information on Mail Merges, we have created Mail Merge tutorials which we can send to you, or you can download from the website (information on last page). For this tutorial, we'll simply **click OK**.



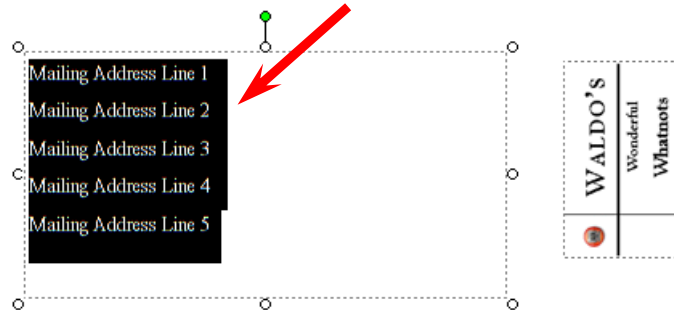


The **Mail Merge Task Pane Step 2 of 3** will **appear** with **all** of the **data fields** in our Access Database (you would see the same if you were using Excel, or some other Microsoft Mailing List).

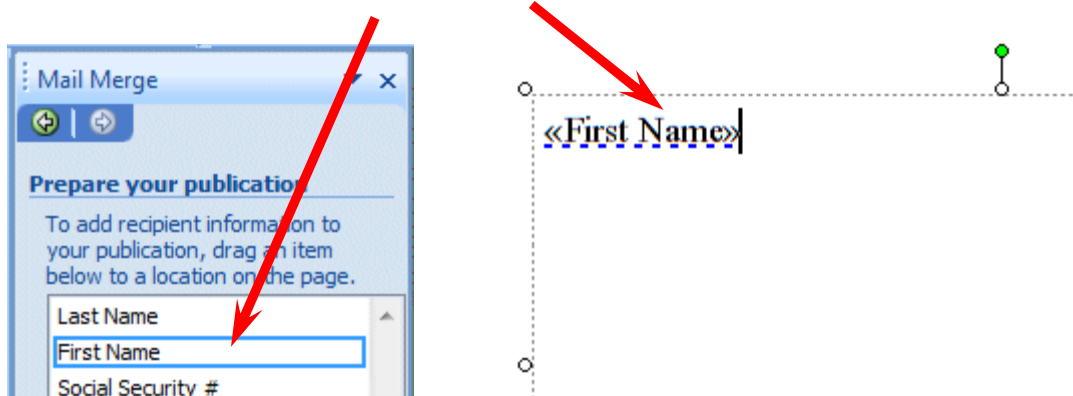
Next we'll **create** our **mailing address** "label" (it will really be printed on each brochure, for each person in the database, as each brochure is printed).

As indicated previously, **we'll use** the **Access database** we created in the Access tutorial for our field names in this brochure.

Make sure you have clicked on the Mailing Address Line area so that all of the addresses are black.

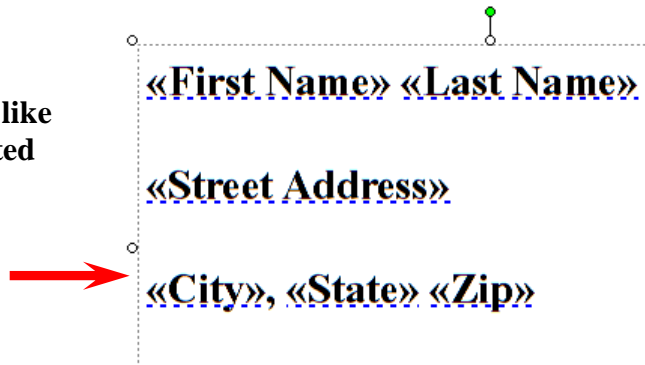


You can either **follow the instructions** at the **top** of the **Mail Merge Task Pane** and **drag a field** to the **Mailing Address Line area** or **click on the field** as we did. As soon as we clicked on **First Name**, the "black" **Mailing Address Lines disappeared** and **First Name** became the **first field** in the **Brochure Address area**.



We would **like a space** between **First Name** and **Last Name**, so we **tapped the Space Bar** and then **clicked Last Name**. We then **tapped the Enter Key** to begin a **new line** for our **Street Address**.

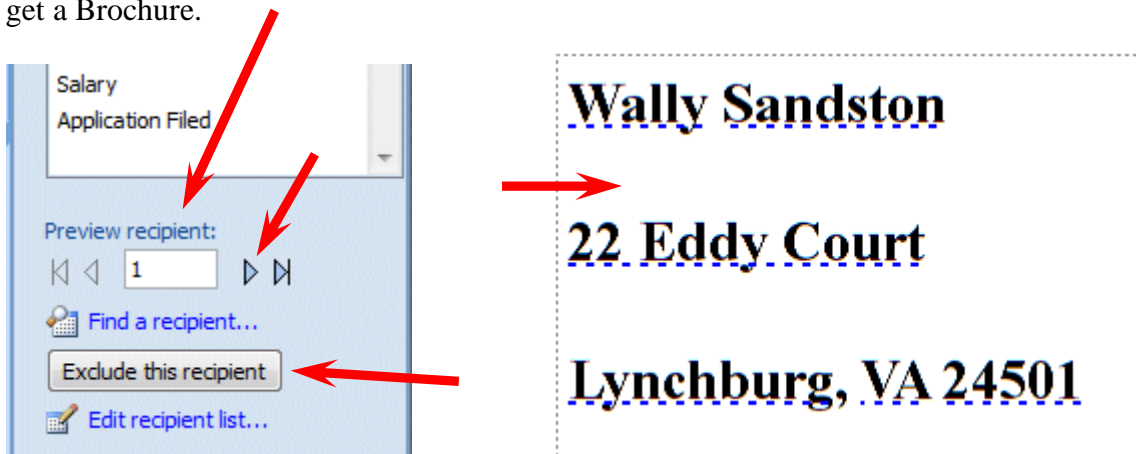
The **address area** will now **look** something like the **image** on the right, after you have **inserted** the **appropriate fields** from the database.



As you enter fields in the Address Line area, don't forget that you will have to tap the Space Bar between fields (e.g. First Name and Last Name) and also tap the Enter Key to move to a new Address Line (e.g. Street Address).

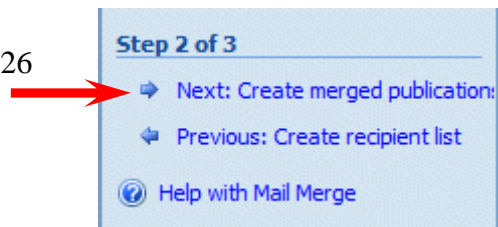
Notice how the "Field Names" from the **Access database (above)** have **replaced the default address lines** (on the **right**). You may have to do a little "editing" of the fields after you have inserted the fields. Simply **click-in** the **Address box area** and adjust spacing, insert commas, etc.

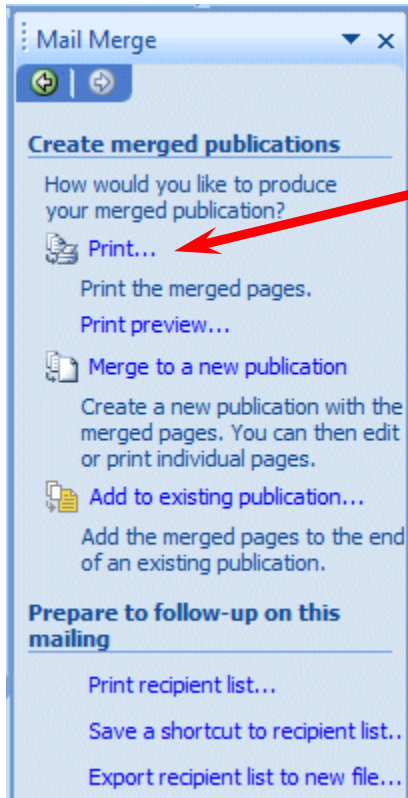
Once you have your Address Area the way you want it, **look again** at the **Mail Merge Task Pane** on the left. You will see – **just below the database fields** an area that **indicates Preview Recipient:** - with some **arrows**. You can now **look at each address** by **clicking** the **arrows** to the right and left of the number box. You can **also exclude someone** if you do not want them to get a Brochure.



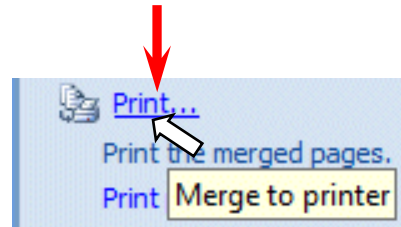
You'll notice that the first name in the database appears in the address area (**image on right**). In this case there are **26 people in the database** and we are **looking at the first database record**.

If we are **satisfied** with our results, we can now **print** our 26 brochures. To do this we'll need to **go to the next Mail Merge Task Pane**. To do this, **click the Next: Create merged publication selection**.

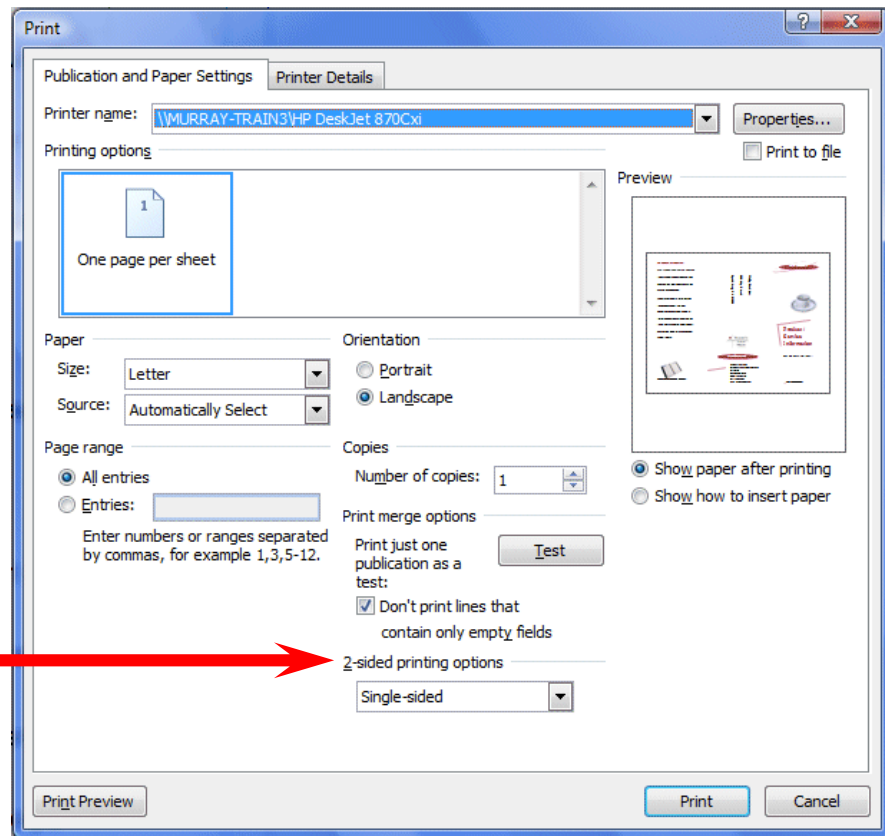




Publisher 2007 “knows” that you desire to print a mail merged brochure. So, when you **click Print** in the **Create merged publications** area of the Task Pane, You’ll see a the **Print Menu** screen appear (image below).



Printing in Publisher 2007 can be a bit tricky once you start printing Brochures, Newsletters, and other multiple page publications. If we print our Brochure now, it will print 26 “Side 1’s” and then 26 “Side 2’s.” In Publisher 2007 there are some neat 2-sided printing options available. If you desire to try this, a Wizard will open to assist you.



Again, please be careful if you print in Publisher, whether you do a Mail Merge or not. And, be patient.....

Don't forget - if you make a mistake you can always click-on the blue undo arrow and try again.



Well that's about all for the Brochure. Now we'll move on to the Newsletter.

Zoom-out one more time and **look at** your whole brochure.

Don't forget to Save your Brochure.

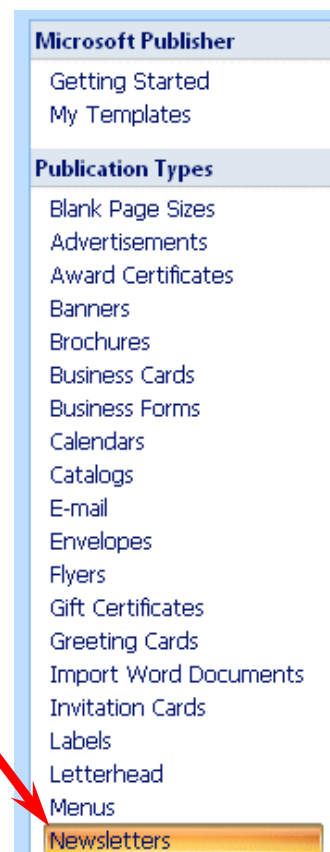
Final Brochure Observations

All of the skills you learned in creating your Flyer and Brochure can be used in the Newsletter. All three publications have **Title and Text Boxes, Personal Information Text Boxes, Images, Logos, text to edit or replace with your text.** You may **group or ungroup objects, change color schemes, and fonts.** In the **brochure** we also **covered addressing the brochures and objects with captions.** So, when these common tasks are used in the Newsletter we will not cover them again. **We will only cover additional new skills in creating this last publication.**

If you still have your **Brochure open**, please **close** it. **Click File** in the **Menu Bar** and then click **Close.** In most other Microsoft software the current document on which you are working can also be closed by clicking-on the small lower "X" in the upper right corner of the screen. In Publisher you do not have this "X," so if you click-on the single "X," It will completely exit from Publisher. If this occurs, it's no big deal. Simply start Publisher again and you will be ready to go.

Newsletters

If you closed the Brochure, as indicated above, you will **see** the **Microsoft Publisher Task Pane** on the **left** side of your screen. **Click the Newsletters** selection in the **Publication Types** area.



The **right side** of your Publisher screen will now change to **Newsletters**.

Move down the Brochures screen until you see **Classic Designs**.

Now **look in the upper row of Brochures on the right**. We'll **select the Arcs Newsletter** just like we used the Arcs Informational Flyer.



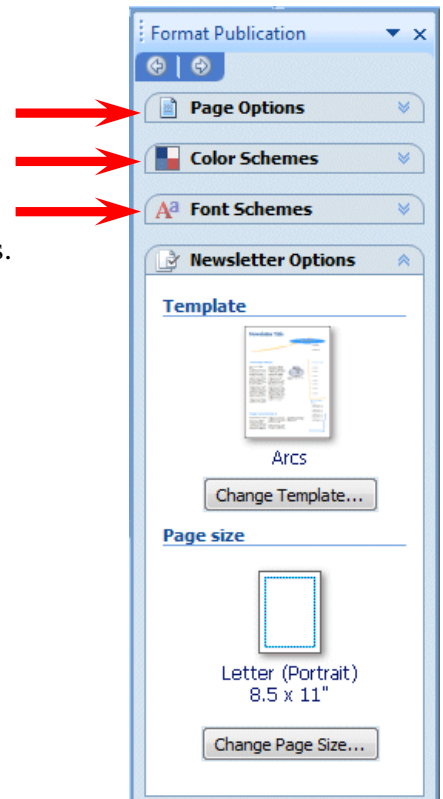
To **select the Arcs Newsletter**, click on this choice. You will see an “**orange square**” around this selection. **Double click twice quickly on the Arcs selection**.

As soon as you **double click** the **Arcs Newsletter**, the **Format Publication Task Pane** will **appear on the left side of your screen** and the **Arcs Newsletter template on the right side of your screen**.

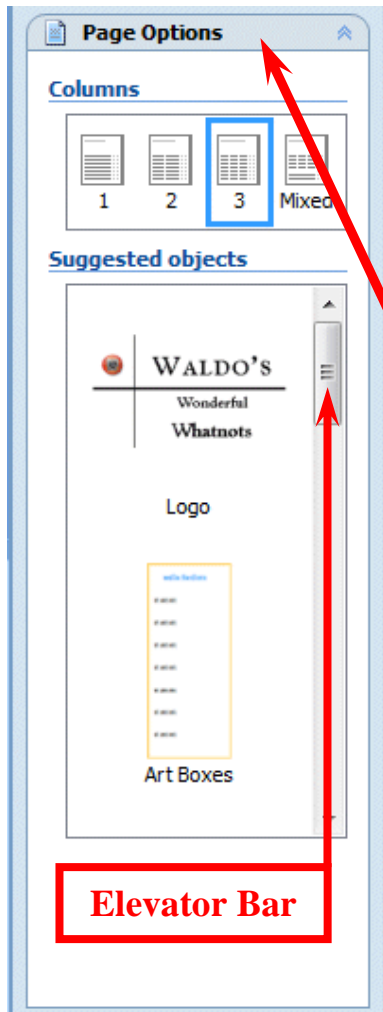
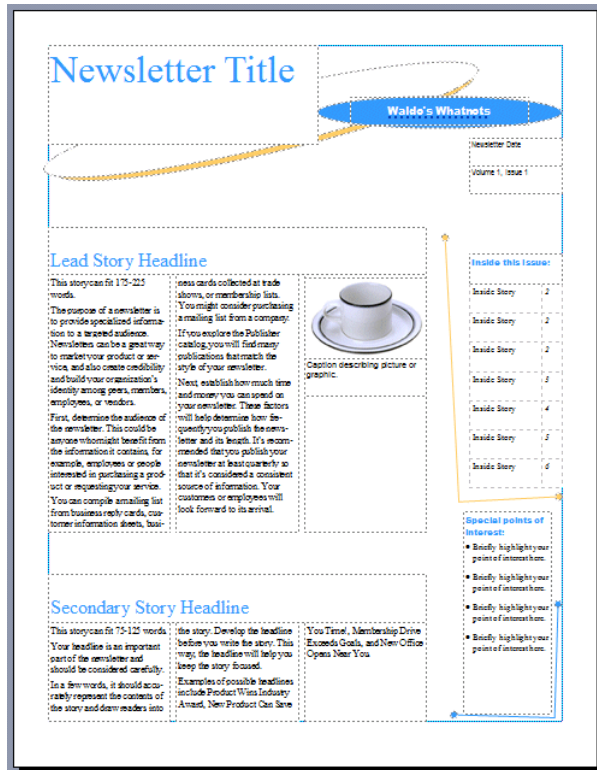
Take a few minutes to look at the Newsletter Format Publication Task Pane. Notice that **Page Options**, **Color Schemes**, and **Font Schemes** appear at the top of this Task Pane – just like they did in the Flyer and Brochure Task Panes.

You'll also notice that there are **Newsletter Options** in the lower part of the Task Pane, just like Flyer and Brochure Options.

This Task Pane layout will be similar for all Publisher Publications.



Notice, on the **right** side of the **screen**, that an **Arcs Newsletter** appears. Also, notice at the **bottom** of the brochure **screen**, there are **four Pages** - **one** for **each side** of the sheet of paper that will make up the four sides of the Newsletter. We'll return to edit each side when we have completed the Newsletter Task Pane.



The **Format Publications/Newsletter Options Task Pane** will **work** the **same** way that the **Flyer** and **Brochure Options Task Panes** worked.

We'll move "down" the list of choices in **Brochure Task Pane** (just as we did for the **Flyer**).

Click Page Options and the **Columns** and **Suggested Objects** (for **Newsletters**) appears as indicated at the **left**.

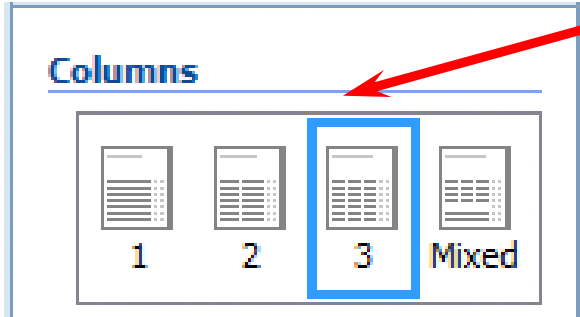
Use the **elevator bar** (on the right side of the **Task Pane**) to move **up** and **down** the **Columns/Suggested Objects** area. As you move, **click several** of the **objects**. As you select the different **Objects**, you will **notice** that the **Brochure template**, on the **right**, **changes** as the **Objects** you selected are "**dropped**" in the **middle** of your **Brochure**.

Don't worry about this – we'll them in a minute.

If you "**goof-up**" it's **easy** to **get back** to where you were. In the **Button Bar** below the **Menu Bar** there is a **little, blue circular arrow**. This is the **undo button**. If you **click-on** this **button** you will **undo** your **last "click."**

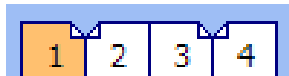
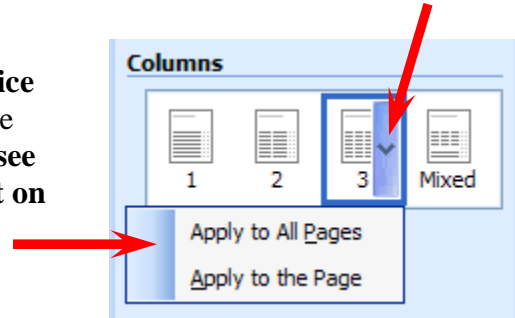


We'll now spend a bit of time with the **Columns** selection in **Page Options** selection. **Make sure you have "cleared" your Newsletter of "anything" you might have inserted from Selected Objects.** Your **Newsletter** should look like the **image** at the **top of the last page**.



Look at the **Columns** choices - **Notice** that there are **four choices**. The **current selection** is **three columns**. You will **notice** that the **Newsletter** in the large area to the **right**, logically **shows three columns**. Now **click-on** the **1 column** choice and **watch** the **Newsletter** at the right **change** to one column. Now **try 2 columns**. Finally try **Mixed**. By now you should see how **neatly Publisher makes each change** so that you can **instantly see the results**.

As you move your cursor over each choice, you may **notice** that a **small, down arrow** appears on the **right side** of the **first three choices**. If you **click-on** the **arrow**, you will see that you can **apply column changes to all Pages, or just on the Page you've selected**. At the bottom of the screen you'll notice that the **default newsletter has four Pages** (like the **image below**).



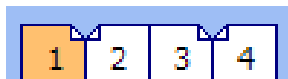
As you click-on the choices, also click-on the Pages and you'll be able to see this "happen."

We'll use three columns, so please **click-on 3 columns** so you'll "match us" for this tutorial. When you become more proficient with Publisher 2007, choose any design you desire.

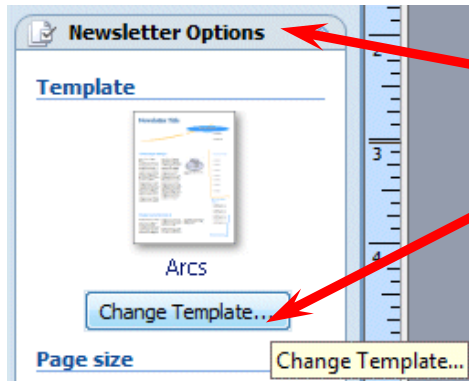
You choose the **Color Scheme** and **Font Scheme** that you desire.. **We'll select Burgundy** and **Times New Roman** again.

We'll now **return to the Newsletter Page Options Task Pane**.

The **Newsletter** we created **has four "sides."** **Notice**, at the bottom of the **Newsletter** screen that there are **four Pages** in this **default Newsletter**.

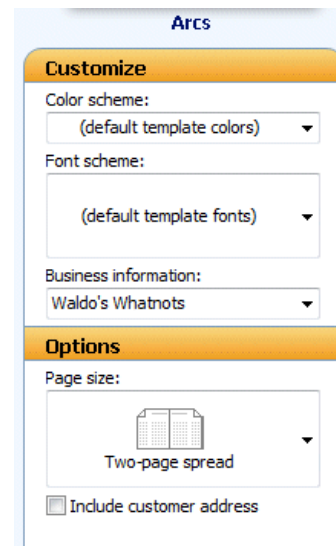


As you **clicked through** the **Pages** of the **Newsletter**, you may have **noticed** that when you **clicked-on Page 2**, that **both Pages 2 and 3** appeared together. You may **print** your **Newsletters yourself**, or at your college or business printing plant. Many will probably send their Newsletters to a **commercial printer**. We have found that the **commercial printers** **desire/require** that you **print each Page** separately.

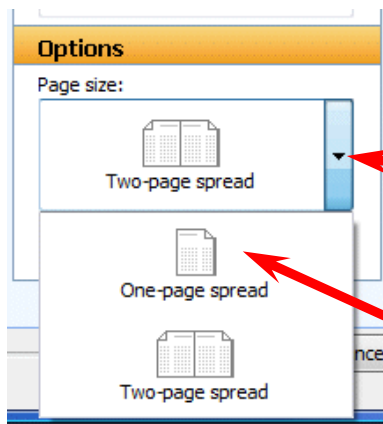


To change the “spread” layout, click the **Newsletter Options** choice in the **Format Publications Task Pane**.

Next, click the **Change Template...** button.



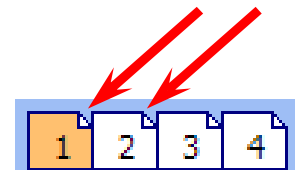
A **Change Template** menu screen will appear. Look at the **lower right corner** of this menu screen for the **Arcs Customize and Options** area (image on right).



Move your cursor over the **down arrow** on the **right of Page size**: and then **click the down arrow** in the **blue bar**. A **One-page spread** or **Two-page spread** drop down area will appear. **Click the One-page spread** choice.

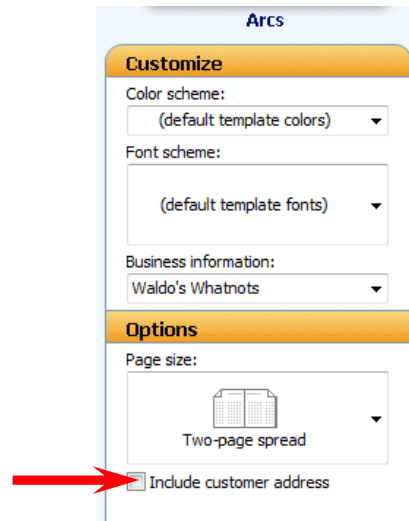
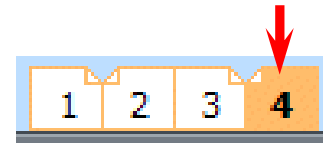
Click the OK button on the **Change Template** menu screen.

After you click **OK**, look at the “**new**” **formatting** for your **Pages** at the **bottom of the screen**. They’ll look like the **image** on the **right**. Compare this image to the one above. **Notice** how the **upper right corner of each Page** is now “**turned down.**” This indicates that each **Page** will appear and be printed separately. **Click-on each Page** and you’ll see this is true.



We’ll leave the layout for the **Newsletter** in the **Two-page spread**. So **repeat what you just did**, but this time select **Two-page spread**. We’re doing this to in order to **illustrate something** later.

Click-on **Page 4** at the **bottom** of the screen. Your Pages should now **look like the image** at the **right**. You'll see Page 4 on the right side of your screen.

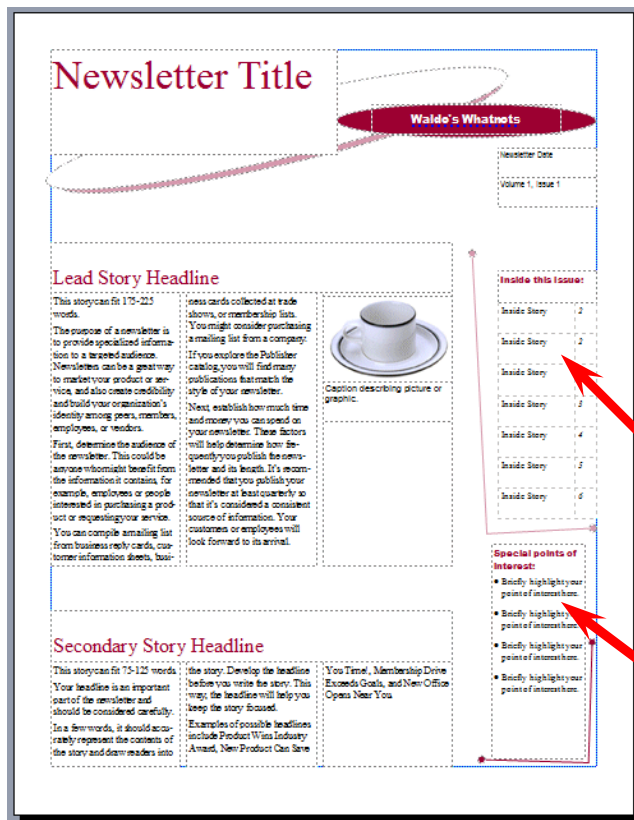
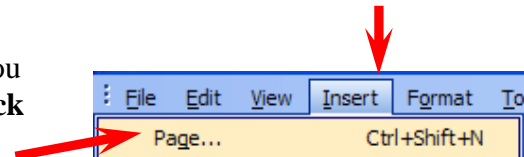


We can also have a **mailing address** list in our Newsletter, just like we did in our Brochure. Click-on **Include** in the **Customer address** portion of the Newsletter Options Task Pane.

Now **look at the Page 4** of your Newsletter. You'll see that an area for a mailing address has been added to the fourth Page. You can leave your Page 4 with an address area, or click the Undo Arrow to remove the Mailing Address Area.



You can easily add more Pages to your newsletter - as you desire. Simply click **Insert** in the **Menu Bar** and then click **Page**. An **Insert Pages** menu screen will appear. Publisher will insert two Pages if you click-on OK.



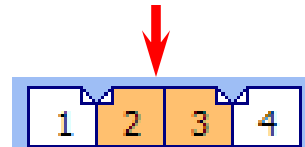
Click-on **Page 2, 3,** and then **4**. **Pause** on each **Page** and get a **“feel”** for its **layout**. Now return to **Page 1**, click-on **Page 1**.

Notice that you have already **mastered** a number of the **items** on the front **Page** of the **Newsletter**. In the top left is a simple **Text Box**. You can change the **Newsletter Title** to your title. On the right at the top is another **Grouped Text** box like you mastered in the **Flyer** and **Brochure**. The **coffee cup and caption** are also familiar from the **Brochure**. The **Lead Story Headline** and **Secondary Story Headline** titles are **simple text boxes**. We will **focus** on the **three column text boxes** and **two new boxes** on the **right edge** of the **first Page** of the **Newsletter**. The **arrows** to the **left** indicate these boxes. **First** we'll look at the **upper right box**. Click-on the **upper box** and tap **F9** to **zoom-in** on it.

Copying Titles from Headlines into Inside this issue:

Inside this issue:	
Inside Story	2
Inside Story	2
Inside Story	2
Inside Story	3
Inside Story	4
Inside Story	5
Inside Story	6

This is a **Table of Contents** for the **Newsletter**. We'll go to **Page 2** in a minute and **learn** how to **insert** the **title** from a story that is on **Page 2**. To go to **Page 2** click-on the **Page 2** "button" at the **bottom** of the screen.



You will now be on **Pages 2 and 3**. If you are not **zoomed-out**, tap the **F9** key to do so now. **Look** at the **upper left corner** of **Page 2**. **Notice** the title: **Inside Story Headline**. **Click-on** this **title** and then tap **F9** to **zoom-in**.



Replace this **Inside Story Headline** – a text box – with a **headline** of your choice. We'll stick with our hamburger theme and our **headline** will be: **Arts Make the Best Burgers in the Burg**.

Arts Make the Best Burgers in the Burg

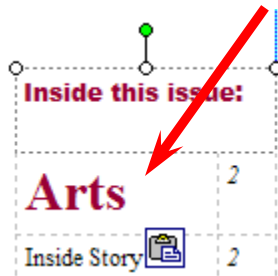
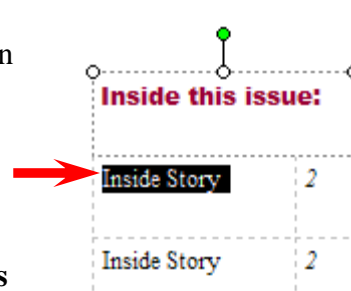
Our Headline at the **top** of **Page 2** now looks like the one above. We'll now "**copy**" this **title** to the **Inside this issue** table of contents on **Page 1**. To do this, **first highlight** your **title** at the **top** of **Page 2**. Click to the left of the title, hold down the left mouse button, and move the cursor over your title. It should be **highlighted** like our title at the **top** of the next page. If you are unable to do this on your first attempt, try again until your highlight looks like the one at the top of the next Page.

We'll now **copy this title to the Inside this issue Table of Contents on the first Page.**

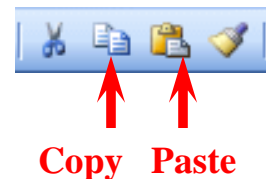


Now that the text is highlighted we have **two choices to copy** this text.

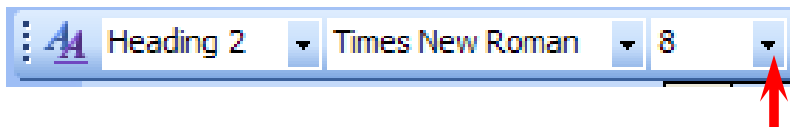
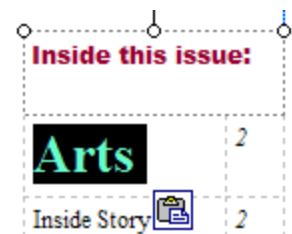
Method 1: Click **Edit** in the **Menu Bar** and then, in the drop down menu, **click Copy**. Then **click the Page 1 button** at the **bottom** of the screen. **Move around the screen until you can see the Inside this issue box** (last page). When you have located the box, **highlight Inside Story** in the top box. Then **click-on Edit** in the **Menu Bar** again, in the drop down menu that appears, **click-on Paste**. **Some of your headline from Page 2 will now show in this area** (like the image below).



Method 2: Make sure that your headline is **highlighted on Page 2**. Then **click the Copy button** in the **button bar** at the top of the screen (instead of Edit-Copy in the Menu Bar). When you **return to Page 1**, and **highlight Inside Story**, as we did above, **click the Paste button**, in the button bar, to paste the title into the text box.



Now **highlight your headline** in the **Inside this issue: box**. It should **look like the image** to the **right** when you have done this correctly. It is obvious that the **text font size is way too big** for the **box**. So, we'll have to make the **text font smaller**. At the **top** of the screen, on the **left**, in the **button bar**, is a **font size area**.

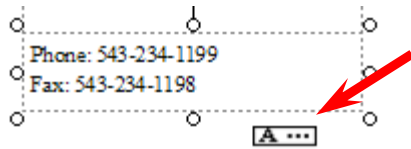


Click the small down triangle on the **right side** of the **font size box** and **change the font size to 8** (as shown above). Your **headline title from Page 2 should now fit nicely in this box** (like the box at the right). If it does not, decrease the font size a bit more.



Text Overflow and Editing Your Newsletter Stories

A very important "thing" to keep in mind when you are working with Newsletters.

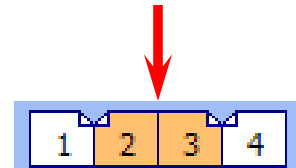


In any Publisher product, when the text becomes "too big" to fit in the box where it is being entered, a small overflow indicator will appear as we've indicated earlier. The A... (see image on left) tells us that there are just too many words to fit in the text box were using. This is called Text Overflow.

When we are working with Newsletter stories we'll find that the articles that we are typing will go "down" a newspaper type column and, when they get to the bottom of a column, they'll go to the top of the next adjacent column on the right and go down, and so on. If you run out of room in any Newsletter article you will see the little A... at the bottom of the last column that is included in the story.

Microsoft Publisher 2007 Arcs Newsletter has various "pre-sized" groups of columns for your stories. You might have noticed this when you were looking at each Page of the Newsletter earlier. Now we'll concentrate on Text Overflow.

To show you how this is accomplished it might be best to be able to "see" this happen. So, if you are not zoomed-out, do so by tapping the F9 key. Once you can see the whole Newsletter, click on the 2 or 3 Page "button" at the bottom of the screen. We used the Newsletter Options Task Pane to create this Newsletter and we "set the Pages" so that you could see both Pages 2 and 3 at the same time. This is why we did it. The top of Pages 2 and 3 should look something like those below (your Inside Story Headline may be different from the one we used).



The first thing we'll do is create an area to "hold" the Text Overflow, when it occurs. To begin this process, click-in the story area at the top of Page 3 (see arrow above). The story at the top of Page 3 should be completely highlighted in black and look like the image at the top of the next page.

Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.


A great way to add useful content to your newsletter is to develop and write your own

articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your

newsletter, convert it to a Web site and post it.



Caption describing picture or graphic.

Before we delete this text, to create an area for Text Overflow, **notice the little box in the upper right hand corner** of the Inside Story Headline article **above (arrow)**. This **little box indicates** that the text in the third column in the article **"flowed"** from the **bottom of the second column** in this story.

Inside Story Headline

This story can fit 150-200 words.

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While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.


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articles, or include a calendar of upcoming events or a special offer that promotes a new product.

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newsletter, convert it to a Web site and post it.



Caption describing picture or graphic.

Now carefully **click-on the bottom of the first column** of the Inside Story Headline. You may have to **try several times** to get the image you see to the left. This **indicates** that this story, which **begins in the left column**, flows from the **bottom of the column into column two (the middle column)**. Later, when you get used to seeing **these little arrows** at the top or bottom of story columns you'll be able to **click-on them** and, when you click, you will be **"taken" to the next column** where you can **continue to enter text**.


After you have successfully completed the above steps, **click-again so that all of the text is highlighted in the story at the top of Page 3** (picture at the top of this page).

When all the **text in the story is again highlighted**, tap the **Delete** key to **remove all of the text in this story**. Your **Page 3 Inside Story Headline** should now look like the image below.

Inside Story Headline

|

|



Caption describing picture or graphic.

Story continued from top of Page 2

If you desire to delete the **Inside Story Headline**, and replace it with other text, or leave it blank,

you may do so. We're going to replace the text at the top of our Page 3 with: **Story continued from top of Page 2**. We'll make the font a little smaller since this is no longer a story headline. Our **Text**, at the top of the first column on Page 3, now looks like the image below.

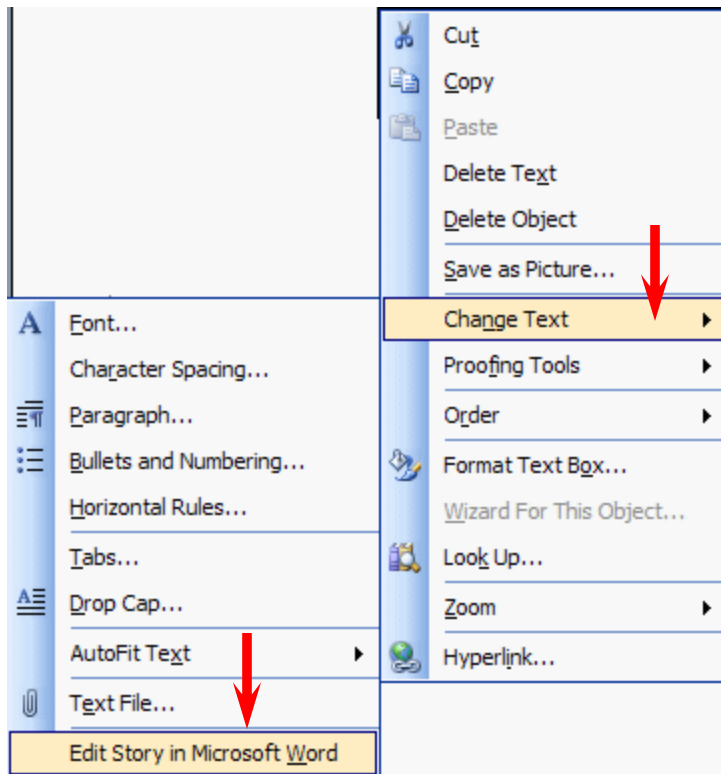
The top areas of **Pages 2 and 3** should now look like the image below.



Now **click anywhere** in the story at the **top of Page 2**. The **entire story** should be **highlighted** in black and look like the image below.



This is the story that we desire to edit until it becomes **"too BIG"** to fit in the three columns at the top of Page 2. To **begin the editing** we'll do the same thing we did in the Flyer - **edit our story in Microsoft Word**. **RIGHT-click anywhere** in the **black highlighted area** at the top of Page 2.

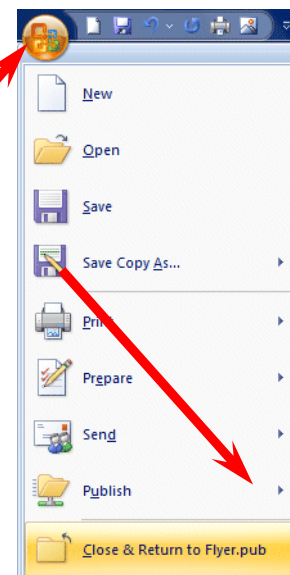


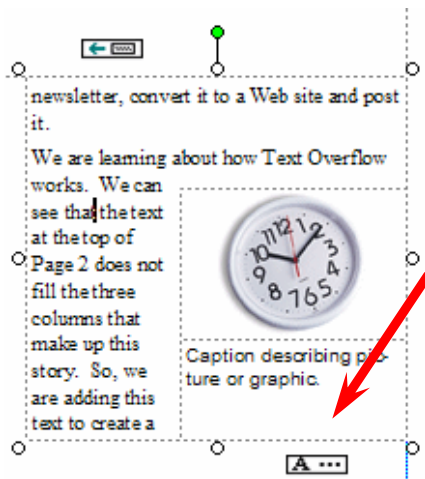
When the **drop down menu** appears **move** down to **Change Text**, and when the **Change Text drop down menu appears**, **move** down to: **Edit Story in Microsoft Word** and **click** on this choice. Microsoft **Word** will now **load**, just like it did for the Flyer. **Read the text in this story in Microsoft Word**. Publisher again uses this text to **explain** about **how this Text Box area is used**. It indicates that the story contained in the box is about 150-200 words long. So, later, when you are using this Publisher Newsletter template to create your own "real" Newsletter, you can type a story in Word, or any word processor, that is about 150 to 200 words long, and copy the story from your word processor into this space at the top of Page 2.

Move to the end of the story, in Microsoft **Word** and **type-in the following**:

We are learning about how Text Overflow works. We can see that the text at the top of Page 2 does not fill the three columns that make up this story. So, we are adding this text to create a Word Overflow condition. We'll keep typing until this occurs. Since the tutorial said to type all of this, the tutorial author must know how much text it takes to create a Text Overflow condition. We'll now click-on File in the Menu Bar above and then on and the click-on Close & Return to Newsletter.pub. (Note: the name the authors used for their Newsletter was Newsletter.pub - my menu will indicate the name of my Newsletter.)

This text is being **typed-in a special Microsoft Word** screen. When you have finished typing the text above, **click** on the **Microsoft Office Button** (at the **top left corner of Microsoft Word**). You will see a drop down **menu** like the one to the **right**. When it appears you will **see** a unique selection: **Close & Return to "something. Pub"**. **Click-on Close & Return to "something. Pub"**. The Close & Return to "something.pub" will change each time you use it.

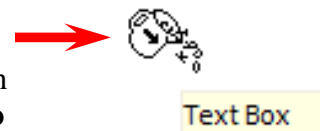
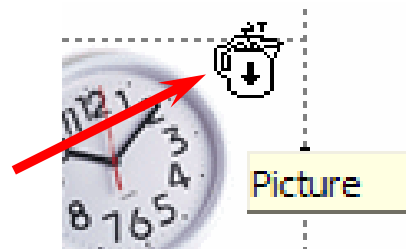




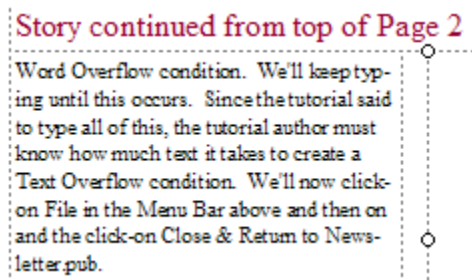
You will see that your **three text columns at the top of Page 2 are "full."** If you **click-in the third column**, and it may take a few tries to do this, you will eventually see the **over flow condition** which looks like the image to the left. At the bottom of the column you will see a **Text Overflow indicator: A...** When you can see the indicator a small **"chain link"** will **appear at the top** of the screen in the **right side of the button bar. This chain link only appears when there is a Text Overflow condition.**



Now, **click the left mouse button on the chain link.** When you click the **chain link** will appear **"depressed"** (as seen in the image to the left). Now **move the mouse cursor over the text at the top of Page 2.** As you move it over the text you will notice the **cursor "changes" to a little measuring cup** that seems to be **"full of alphabet soup"** (you'll almost need a magnifying glass to see this). This **"full cup"** indicates that it **contains the all Text Overflow from the text columns at the top of Page 2.** Anywhere you move on Page 2 the cup will remain **upright.** **This means that Page 2 is "full" and there is nowhere to "dump" the extra text in the cup.** Now, carefully **move the cup over the empty text area you created at the top of Page 3.** As soon as you move the cursor **over this empty area**, you will see the **cup "tip" a bit** and will see the **letters appear to be "pouring" from the cup** (like the cup image on the right). This **means that you can "pour" the Text Overflow into the area at the top of Page 3.** To do this, when you see the **"spilling" cup** in the Page 3 blank area, **click the left mouse button.**



As soon as you click the button you will see the **first column at the top of Page three "fill" with the Text Overflow.** Your text area at the top of Page 3 will look similar to the image at the right.





Now we'll look at the Newsletter, Page by Page, to determine if there are any other Publisher features that we have not covered in the Flyer, Brochure, and Newsletter. You are probably looking at the Page 2 and 3 screen, since we just finished learning about Text Overflow. So, we'll logically start on Page 1, so click-on the Page 1 button at the bottom of the screen.

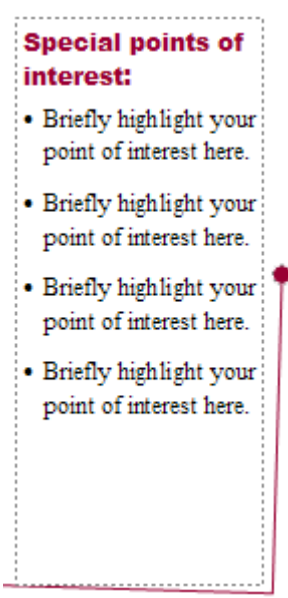
To view Page 1 better, tap the F9 key to zoom-out, if you cannot view the whole Page.

When we look at the first Page of the Newsletter (at the left) there are only two things that we have not mentioned. However, you have already, mastered the skills to change them. The first is in the upper right corner, the second in the lower right corner (see arrows).

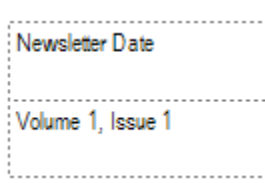
You already know how to change the Newsletter Title in the upper left corner, the Title Box in the upper right corner, the "coffee cup" Clip Art and caption, and the two stories on the front Page of the Newsletter. When we look at the other two "things," you will see that you already know how to edit them as well.

Special Points of Interest Text Box

Let's look at the lower right text area first. Click-on this Text Box in the lower right corner, and then tap the F9 key to zoom in on the box. When you get a closer look at this Special points of interest: Text Box you see that it is simply a standard text box, with bullets, which highlight topics in the Newsletter. So, as with any text box, all you have to do is change the text to focus on special articles in your Newsletter. No big deal! You can do this easily now.

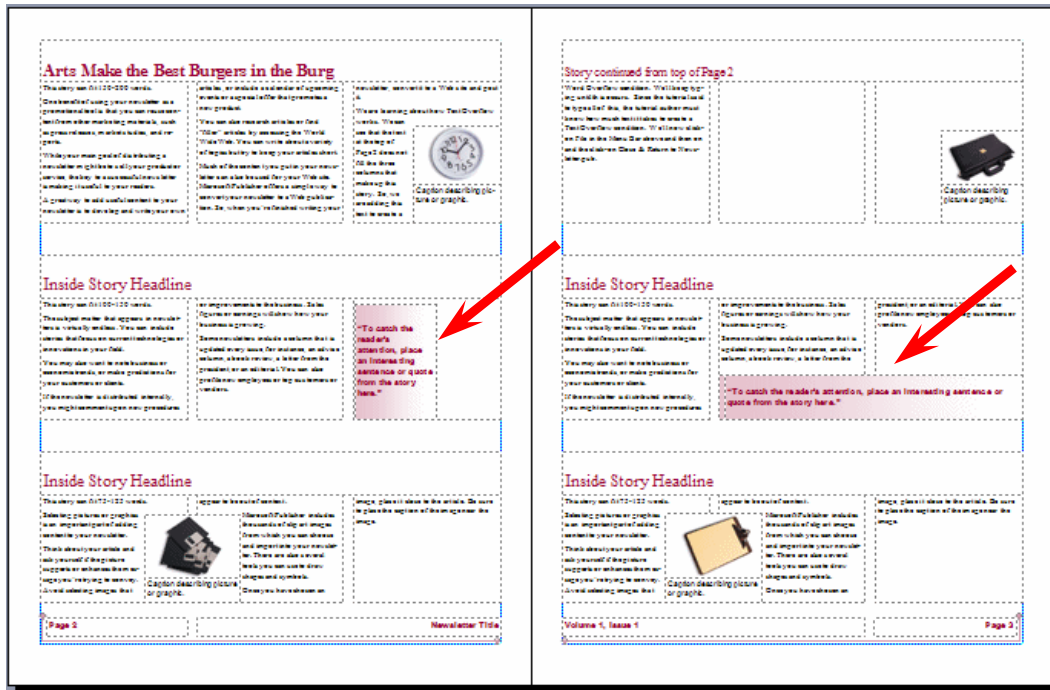


Newsletter Date, Volume and Issue



Now move up to the text box above the Special points of interest: text box. Again, no big deal. Another Text Box. This text box allows you to date your Newsletter, and enter the Volume and Issue numbers. An easy task for you at this stage.

Now let's look at the second and third Pages (note the arrows on the image below).



Again, no big deal for you. Everything on these two Pages is an article, captioned clip art, or text box. The **only**, slightly **new** “things” are the “color shaded” text boxes above (see arrows in image above). Let’s take a moment to look at one of these. We’ll look at the image on Page 2 that is marked by the arrow.

Shaded Text Boxes

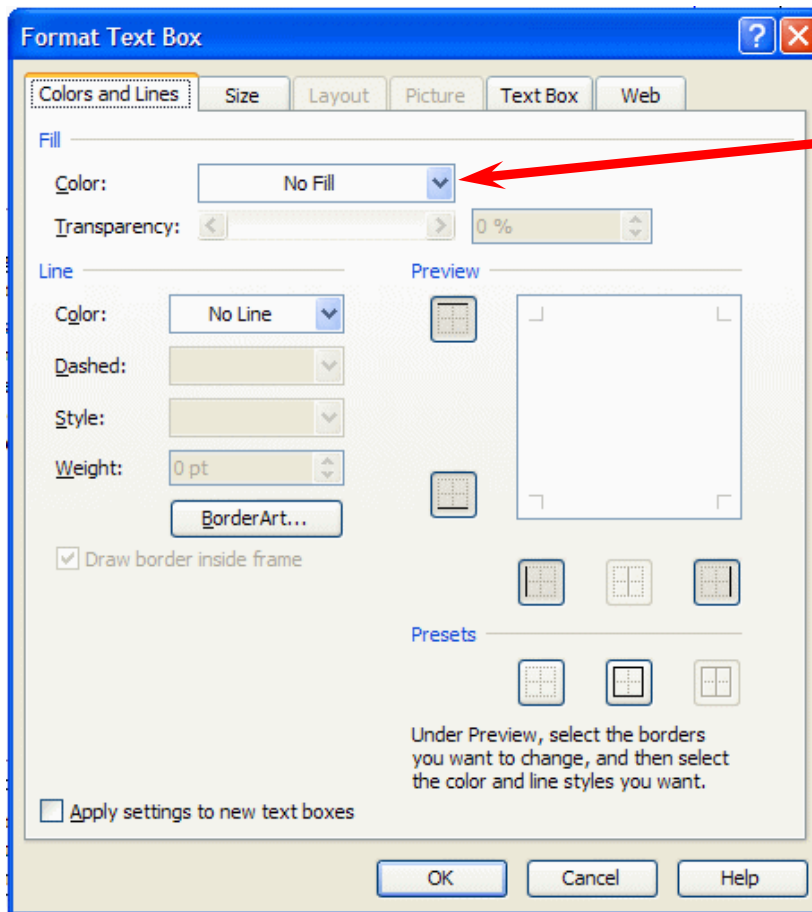
“To catch the reader's attention, place an interesting sentence or quote from the story here.”

Editing the text in this Text Box is an easy task at this point. **Notice**, when you look at the **text** in Publisher that the **font is colored in the color scheme you chose**. More **importantly**, notice that the Text Box has “shading,” in your color scheme, across the text box.

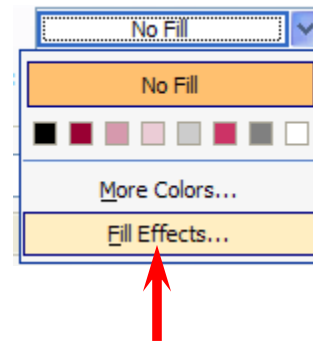
- ✂ Cut
- 📄 Copy
- 📄 Paste
- Delete Text
- Delete Object
- Save as Picture...
- Change Text ▶
- Proofing Tools ▶
- Order ▶
- 🔧 Format Text Box...

Click-right on the shaded text box. Then, **move** your cursor down to **Format Text Box** and **click** the left mouse button.

The **Format Text Box** menu screen (top of next page) will appear.



Move your cursor over the small down arrow to the right of No Fill (see arrow on left). Click-on the arrow and the menu screen below will appear.

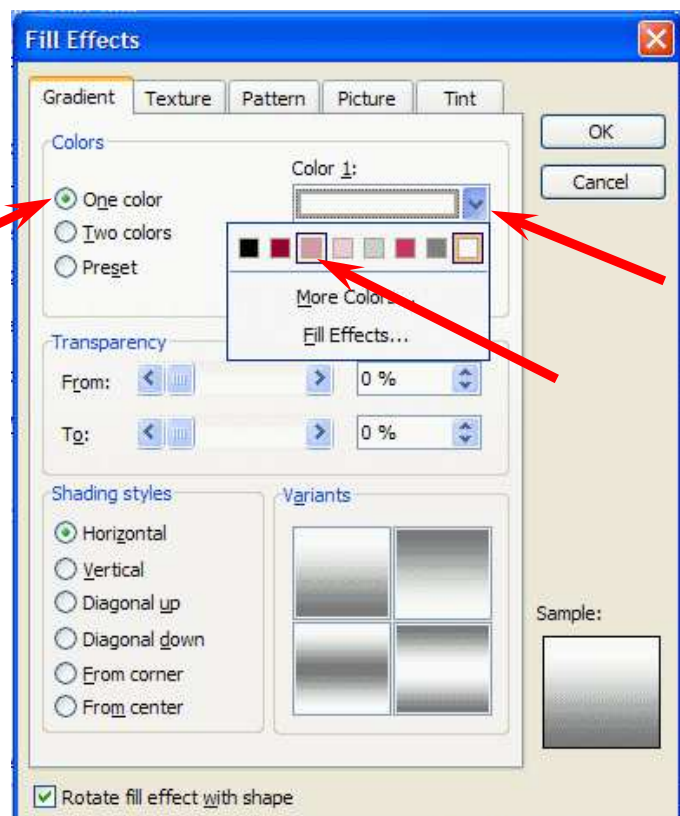


Click-on Fill Effects.

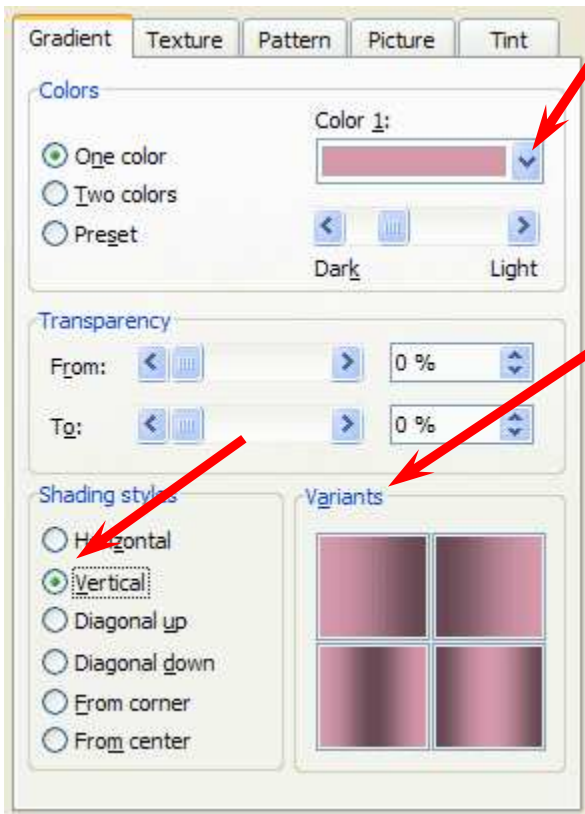
The following **Fill Effects** menu screen will appear.

Click-in the small circle to the left of **One color** (see arrow).

A Color 1 “color box” will appear to the right of One color. Click-on the small down arrow on the right of the **Color 1 box**. You will see the color menu appear below the box. We selected the third color from the left. You can choose any color you desire for shading your text box (see arrows above on **right**).



When we selected this color, the **Fill Effects** menu screen “changed” to look like the one below.



We noticed that the **Variants** area in the lower right corner of the menu screen changed to four variations with our color.

We then **clicked-in** the **small circle** to the left of **Vertical**. The screen changed to what you see on the left.

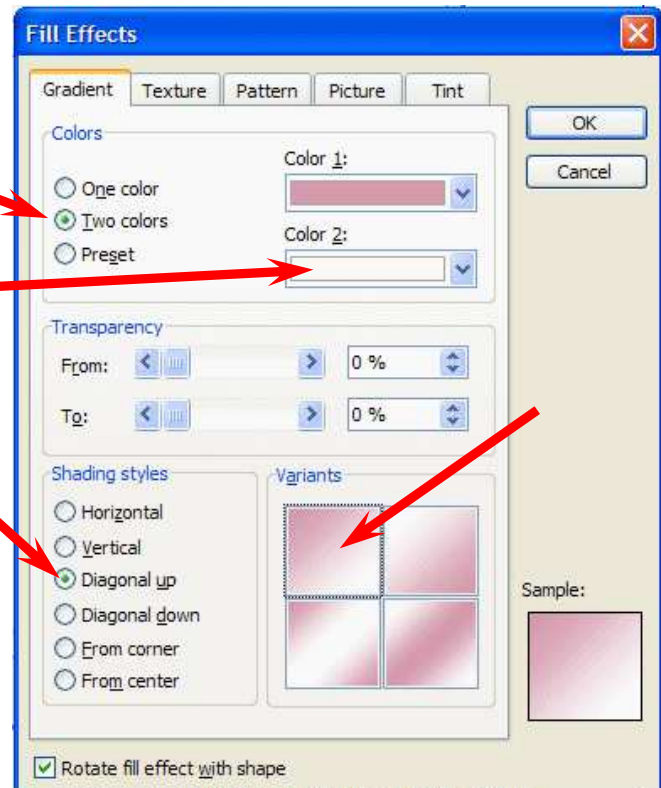
To **complete** our **Fill Effects**, we **clicked-in** the **small circle** to the left of **Two colors**.

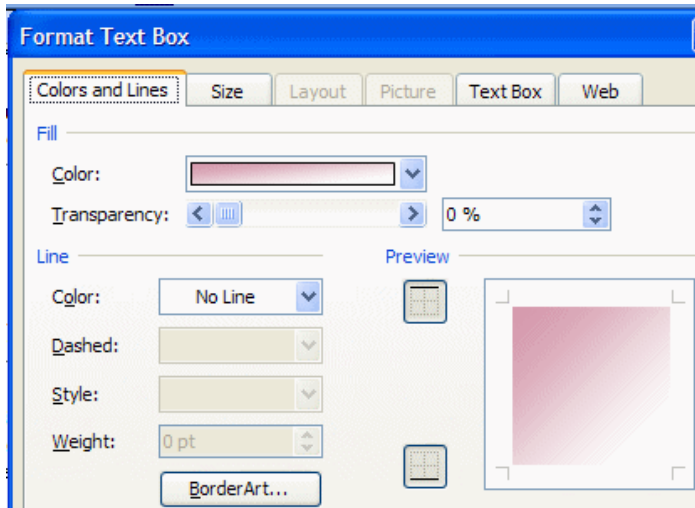
We **chose white** as our **second color** (see arrow).

We then moved down the menu screen and **clicked in** the **small circle** to the left of **Diagonal up**. The four **Variants** appeared in the lower right corner of our image.

We **clicked-on** the **Variant** in the **upper left corner** of the **Variant** area.

We liked this shading, so we then **clicked OK**.





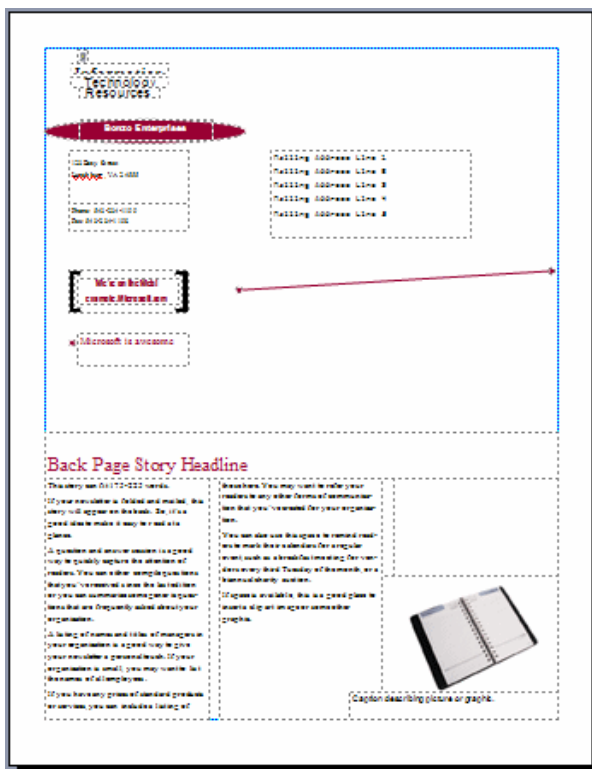
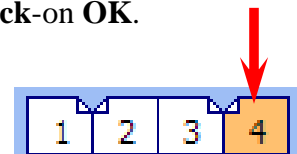
The **Format Text Box** returned and we **noticed** that the **Gradient** and **Variant** we selected were displayed in the lower area of the Box.

Now, **click-on OK** again.

Go ahead and **experiment**. Each time you **select** a **different Shading style** the **Sample** in the lower right corner will **show** you how your **shading will appear**. Also, when you select a different **Base color**: and **Color 2**: you will see the effects in the **Sample** area.

Go ahead and try a few **Shading styles**. When you find one you like, **click-on OK**.

Now, **zoom-out** again by tapping the **F9** key. Then **click-on Page 4** at the **bottom** of the screen.



Notice that the **top portion** of **Page 4** contains a **Title Grouped Box**, a **Logo Box**, your **home address box**, and a **Customer's Address Box** – all tasks that you have accomplished in the **Flyer and Brochure**.

The **lower portion** of **Page 4** is simply another “**story**” and captioned clip art box. Again something that you have mastered in this tutorial.

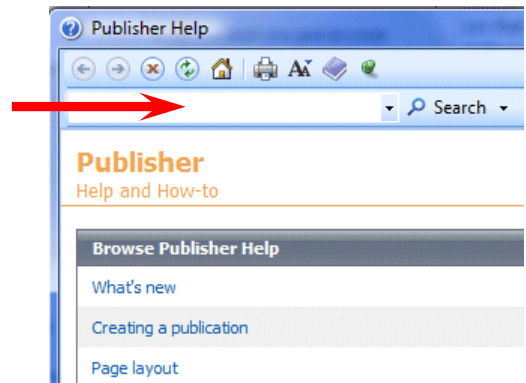
Don't forget to SAVE!

Congratulations. You have now successfully completed three publications

Some Final Notes:

Web Help

When you are working in Microsoft Publisher 2007, if you **desire “instant” assistance** on a feature in Publisher, there is a **web connection** in the program **if** you are **“on-line.”** If you click-on **Help** in the **Menu bar** and then click-on **Microsoft Publisher Help**, you will be **linked** to a **main assistance screen** for **Microsoft Publisher Help and How To**. Use the topics shown on the screen for assistance, or type your question in the white area to the left of Search at the top and click the Search button.



What now?

If you desire to further your knowledge of Microsoft Publisher 2007, you might want to purchase a good advanced reference manual. The one we like best is Microsoft Press's Microsoft Office System 2007 – Inside Out.

Microsoft Office Tutorials

In addition to this tutorial, other Office tutorials are available at:

<http://www.officetutorials.com>

This site is updated frequently with tutorial revisions as well as tutorials from a number of collegiate institutions. Please feel free to visit and download as you desire.

This has been an introduction into the basics of Publisher 2007. If you have any questions about Publisher 2007, or comments on this tutorial, please contact:

murray.t@lynchburg.edu

Thank you for your patience and good luck.