



Getting Started with Microsoft Publisher 98

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In the notes which follow:

- General comments are printed in normal text such as this;
- **Keywords** or **terms** are printed in **bold** text;

• Instructions are in a grey box. You should carry out the instructions contained in boxes such as this;

• *Further comments or handy "tips" are in italics in a smaller size with a line at the left and right such as this.*

When the instructions refer to something like "Select **File Save**" this means to move your mouse until it is pointing at the word **File** at the top of the screen on the Menu Bar and then to click the left mouse button once. Then, point at and click the word **Save** from the list which drops down.

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Getting Started with Microsoft Publisher 98



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Microsoft Publisher is an easy-to-use desktop publishing (DTP) program. With a DTP package you can combine various elements (text, pictures or illustrations, graphics, etc.) and move them about freely on a page until you are happy with the result.

Publisher comes with a number of "wizards" which help you create a range of publications using pre-determined layouts. These can be used to help you get started but the real power of a DTP application comes from being able to design your own layout completely from scratch.

These notes will provide you with an overview of some basic elements such as

- the Pasteboard
- the Toolbox
- Text Frames, WordArt Frames, Picture Frames and the Clip Gallery tool

and will describe how to

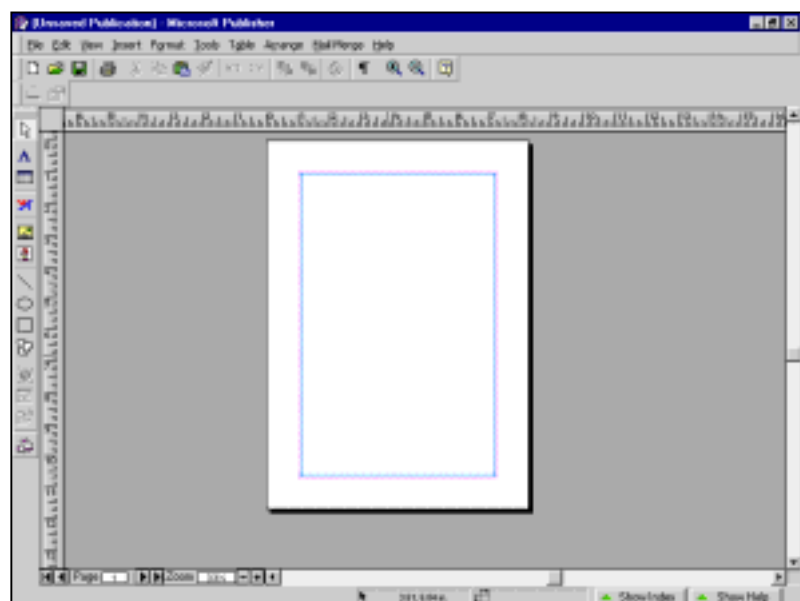
- insert and edit the contents of Text Frames, WordArt Frames and Picture Frames
- link Text Frames
- delete an Object/Frame
- alter the page layout
- insert borders around frames and pages
- fill a frame with a background colour
- save your work
- print your work

Basic Principles

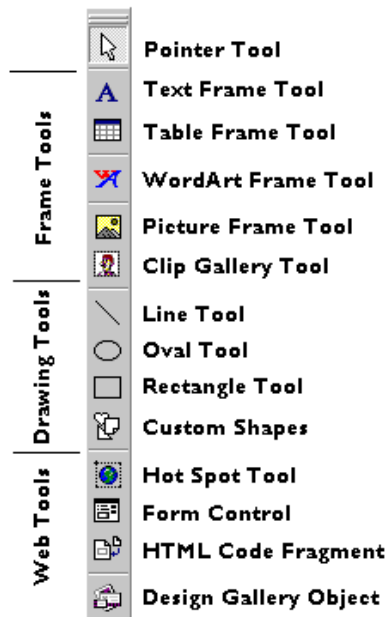
The Pasteboard

The pasteboard is the main work area of Publisher. It can be envisaged as a large flat drawing board on which objects can be placed temporarily while you are working. At the top and side are rulers which constantly display the mouse position and the position of the currently selected object.

The working page appears centred on the pasteboard. The current page number appears in the bottom left corner. You can change the current page by clicking on the forward or backward arrow.



The Toolbox



As with a mechanic's toolbox, it is only possible to use one tool at a time, and it is important to make sure you are using the right tool for the job you want to do! Depending on the type of object you are currently working with, the toolbar at the top of the screen will change to display the properties of that object and enable you to alter these.

Every object on a Publisher page is placed in a *frame*. To create a frame you use one of the **Frame Tools** from the toolbox.

If you want to make any changes to a particular frame you **must select it first** by clicking inside the frame with the **Pointer Tool**. Frames can only be selected, moved and re-sized by using the Pointer Tool. One of the most common mistakes made when beginning to use desk-top publishing programs is to try to move or re-size an object with the Frame tool used to create it!


The **Drawing Tools** (line, oval, rectangle or a selection of shapes) are used only for drawing lines, boxes, etc. To re-size or move a line or box, use the Pointer Tool, not the tool with which you drew it. Otherwise, you will get another (unwanted) object.

The **Web Tools** are only relevant if you are using Publisher to create pages intended for the World Wide Web.

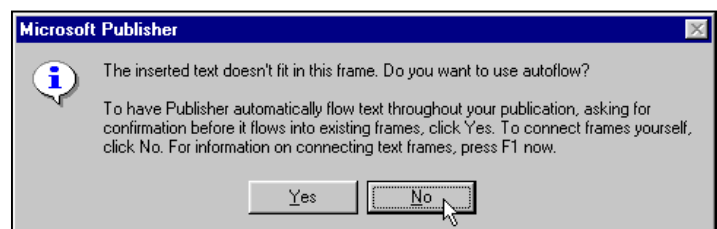
Text Frame Tools

Text can be typed into a text frame or imported from a previously created document, for example a Word or First Word document.

When you select the text frame tool your cursor will change to a small cross with which you can drag out a frame to hold your text. When you have created a text frame you can begin to type into it or you can import some text by selecting **Insert** and **Text File**.

When you first create a text frame the text will probably be too small to read or edit. You can zoom in on a frame either by pressing the **F9** key, by using the *Zoom Control*  buttons at the bottom of the screen or by selecting **View** and **Zoom** from the Menu Bar and then making an appropriate choice. If you use the F9 key to zoom in, pressing F9 again will zoom out.

If you import text which is too long for the frame you have created, you will be asked if you want Publisher to automatically flow the text into additional frames.



Generally, it will be easier to control the text flow through the publication if you choose **No** and link the frames yourself later. (See page 5 for more information on linking text frames).

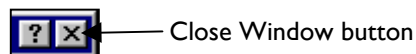
When you are working with a text frame the toolbar at the top of the screen will display the various options available to you.

You can also create a table with a number of columns and rows by using the Table Frame tool. See page 10 for more information about Tables.

WordArt Frame Tool

WordArt is a feature which allows you to create some fancy effects with text and is suitable for a couple of lines of text at most. When you click the WordArt frame tool your cursor will change to a small cross with which you can drag out a frame to hold your WordArt.

When you have created your frame a dialogue box will appear where you can type the text for your WordArt object. When you have finished typing your text you can close the dialogue box by clicking the **X** in the top right-hand corner.



You can then select various options to manipulate your WordArt from the toolbar.

When you are finished manipulating your WordArt click outside the WordArt frame to continue your publication. If you want to edit your WordArt double-click (with the Pointer Tool) inside the WordArt frame to call up the WordArt dialogue box again.

Picture Frame and Clip Gallery Tools

The Picture and Clip Gallery frame tools allow you to create a frame into which you can put a picture, either one of your own or one from the ClipArt gallery. If you want to insert a picture you have created yourself using a graphics program, or an illustration you have copied from somewhere else, such as a picture from a CD ROM or the Internet, use the Picture Frame tool. You can also insert pictures from a scanner or digital camera into a Picture Frame.

If you want to use a picture from the ClipArt gallery, create your frame using the Clip Gallery Frame tool. Having created a frame with the Clip Gallery tool you will be prompted to insert a picture from the ClipArt collection. The frame will automatically be resized to retain the *aspect ratio*.

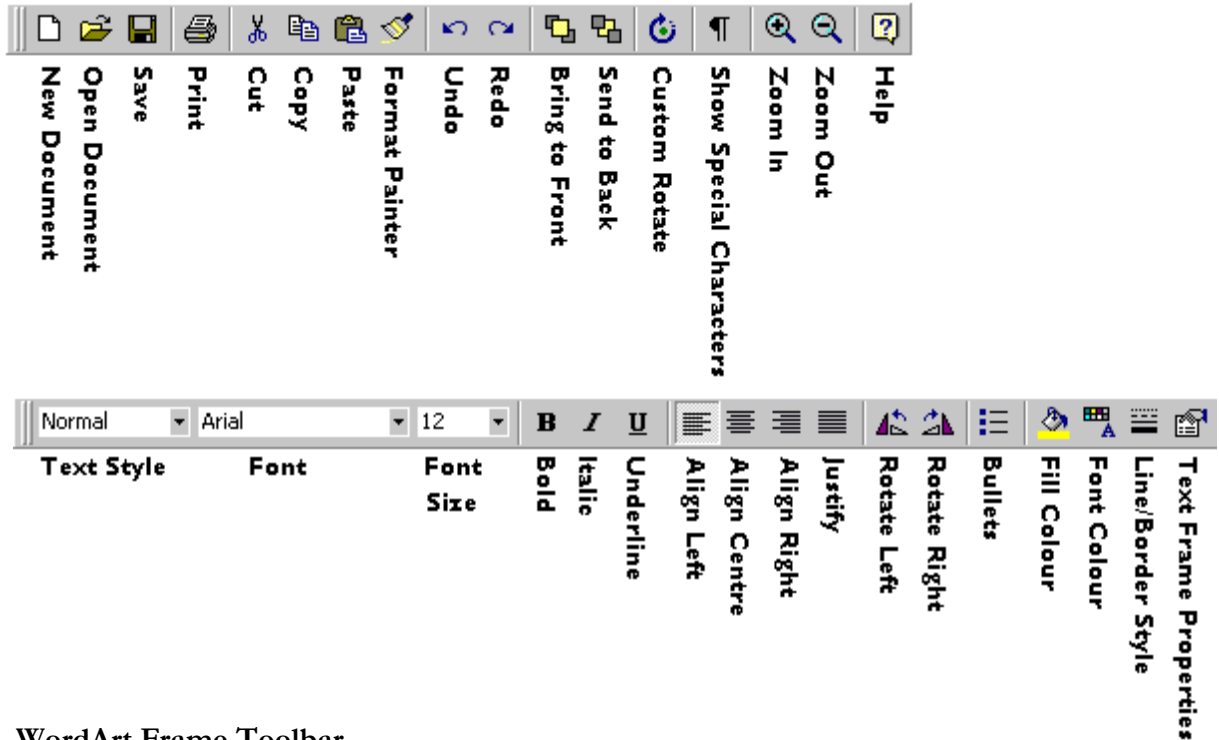
You can import a picture of your own by creating a Picture Frame and then selecting **Insert** and **Picture** and then **From File** from the Menu Bar. You can then choose the origin of the picture you want to use. If you want to insert a picture from your scanner or digital camera, the process is the same: select **Insert Picture From Scanner or Camera**. If you have *copied* a picture from another application such as a CD ROM, you can paste the picture into your publication by selecting **Edit** and **Paste**.

When you want to re-size or move a picture it is essential that you use the Pointer Tool. To re-size a picture drag one of the corner handles – this will retain the aspect ratio of the picture.

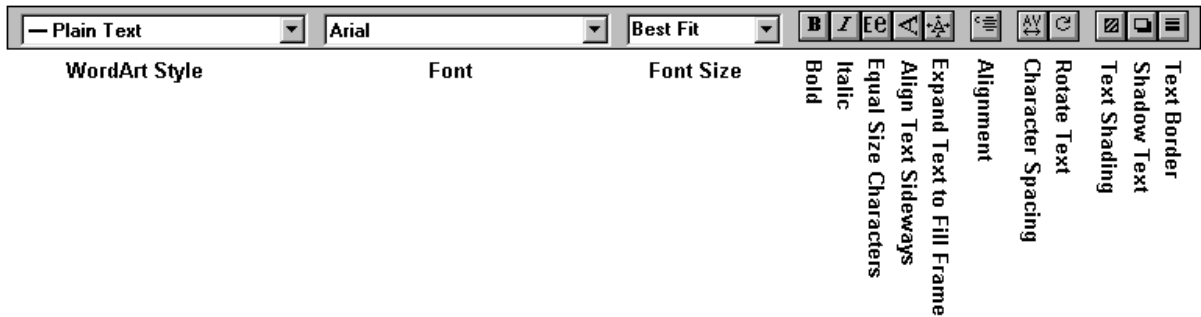
The Toolbars

Depending on the particular type of object currently selected, the options on the toolbar at the top of the screen will vary. The most common features of the various toolbars are pictured below.

Main Toolbar



WordArt Frame Toolbar



Picture Frame Toolbar



Drawing Tools Toolbar



Editing Frames

Whether you have used a Wizard to create the layout of a publication or created your own from scratch, there will be occasions when you will need to edit the contents of a frame. Depending on the type of frame with which you are working, the way in which you edit its contents will vary slightly.

When you want to edit the contents of a frame you **must select it** by clicking inside the frame with the **Pointer** tool. Once selected each corner of the frame will have a small handle which you can drag to alter the size and shape of the frame. If you want to move a frame move your mouse pointer carefully to the edge of the frame and wait until the cursor changes from a double arrow to a van (see pictures below) to show that you are **moving** rather than **re-sizing** the frame. You can then drag the frame into a new position.



To Edit a Text Frame

Click inside the frame with the Pointer tool. A typing cursor will appear in the frame and you can edit the text in the normal way (by dragging your cursor across the text you wish to select and then choosing the various formatting options from the toolbar or menu bar at the top of the screen).

To Edit a Picture Frame


Click inside the frame with the Pointer tool. You can then move or re-size the frame as described above. To insert a different picture you can double-click the frame or select **Insert** and **Picture** from the Menu Bar and choose the appropriate option. You will then be able to choose a new picture which will replace the existing one. If you have copied a picture to the Clipboard (from a CD for example) you can select **Edit** and **Paste**.

To Edit a WordArt Frame

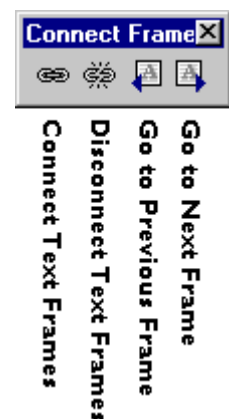
You can move or re-size a WordArt frame as described above. To alter the contents of a WordArt frame you must double-click the frame with the Pointer tool. This will call up the text dialogue box in which you can alter the text in the WordArt frame. To alter the manner in which the text appears in the WordArt frame close the text dialogue box and choose from the options at the top of the screen.

Linking Text Frames

When you have too much text to fit into your text frame you can create a new text frame and link the two. This will cause the text in your first frame to flow into the second.

Publisher provides a visual clue to tell you that you have more text than will fit in a frame by providing a button with three dots () at the bottom of your first text frame.

To flow the additional text into another text frame you first need to create a new, empty text frame. Then, select the frame that holds the first part of the text. Select **Tools** and **Text Frame Connecting** from the Menu Bar.



On the Connect Frames toolbar click the **Connect Text Frames** button. The mouse pointer changes to a pitcher.



Click in the text frame where you want your story to continue and “pour” the text into the second frame.



To Delete an Object/Frame

You can delete a frame by selecting it and then selecting **Edit** and **Delete Object** from the Menu Bar.



Altering Page Layout

Occasionally, you will want to alter the Page Layout of your document to turn the page from *Portrait* (which is the normal orientation) to *Landscape* (sideways) orientation.

To alter the Page Layout select **File** and **Page Setup** from the Menu Bar. You can alter the page orientation by selecting the appropriate option at the bottom of the dialogue box.

To Save Your Work

As with all applications, you should save your work regularly. Indeed, Publisher will prompt you on regular occasions to save your work. To save your work select **File** and **Save** from the Menu Bar or click the **Save** button on the toolbar.



To Print Your Work

When you are ready you can print your work by selecting **File** and **Print** from the Menu Bar or by clicking the **Print** button on the toolbar.



Task – Design a Poster for a School Fete

Your school governors have just allocated a huge sum (27p) for you to design and create an A4 poster advertising the School Fete. Create a simple poster containing at least the following elements:

- A Text Frame containing the essential information (date, time, venue, etc.)
- A WordArt frame with a snazzy heading
- A Picture Frame with a suitable piece of ClipArt
- A Border (using BorderArt)

You can follow the instructions below to create your poster. Feel free, however, to design one on your own if you wish.

1. Start Publisher and choose to start a new publication with a **Blank Page**. A **Full Page** will be best.

You can, of course, place the various objects anywhere on your page and in any order. You can then move them on the page and re-size them, if necessary, until you are happy with the final result.



We shall be using a Text Frame towards the bottom of the page to hold the essential information, a WordArt Frame across the top of the page and a piece of ClipArt in the middle of the page.

Inserting the Text Frame

2. Select the Text Frame tool and drag out a frame towards the bottom of the page.
3. Press the F9 key to zoom in on your selected frame.



| *When you press F9 to zoom in, the page will be centred on whichever frame is currently selected.* |

4. Type the following:

Little Twittingham Primary School
Saturday 1 July 2000
1.30 to 5.30 pm

5. Format the text in a suitable font and size and centre it.
6. Save your work either by clicking the **Save** button on the toolbar or **File** and **Save** from the Menu Bar. Give your poster a suitable name.



| *Remember to save your work regularly. It is often useful to save your work after each successful stage of your publication.* |

Inserting the ClipArt Object

7. Choose the **Clip Gallery Frame** tool and drag out a picture frame to hold an appropriate ClipArt picture in the middle of your page.



The Clip Gallery dialogue box will appear. You can select from the various categories in the left-hand side or you can search for items of ClipArt that match a particular word by clicking the **Find** button, entering a Keyword and clicking the **Find Now** button. For this exercise you might try typing “School” into the Keyword box.

Depending on the manner in which Publisher was installed on your system, you may be prompted to insert your Publisher CD to retrieve certain items of ClipArt.



8. Choose an appropriate ClipArt picture and click the **Insert** button.
9. Save your work again.

Inserting the WordArt Title

10. Choose the **WordArt Frame** tool and drag out a frame for the heading of the poster across the top of the page.



When you have created the WordArt frame, the WordArt dialogue box will appear.

11. In the box labelled “Enter Your Text Here” enter a title for your poster, e.g. Little Twittingham School Fete.
12. Click the button labelled **Update Display** to put your text in the WordArt frame and then click small **X** in the top right-hand corner of the dialogue box to close it.

You will notice that your text is in your WordArt frame which is bordered by a “fuzzy” line. This is your visual clue that you are still in the process of creating your WordArt. You will also notice a range of options from which you can choose on the WordArt toolbar. In particular, the first drop-down list box (initially labelled Plain Text) can be used to define the shape of the WordArt. Another feature which might be useful is the **Stretch to Frame** button which ensures that the WordArt fills the frame.



13. If you want to change the colour of your WordArt text click the **Shading** button and choose a different Foreground colour.



The Background colour option in this dialogue box affects the colour of the text if you have chosen a pattern for your WordArt text. It does not affect the background colour of the WordArt frame.

14. When you are happy with the text and shape of your WordArt click somewhere outside the WordArt frame to move to the next stage. Save your work again.

When you have finished creating your WordArt you can then adjust the properties of the WordArt frame itself. For example, you can give the frame a background colour by selecting the frame with the Pointer tool and clicking the **Fill Colour** button from the toolbar or by selecting **Format** and **Fill Colour** from the Menu Bar.



If you need to edit your WordArt double-click the WordArt frame. This will open the original dialogue box where you can edit the text and/or the shape of the WordArt.

Inserting a Border Around the Page

15. Click the **Rectangle Drawing Tool** and drag out a rectangle around the whole page. (Position it slightly outside the margins of the page).

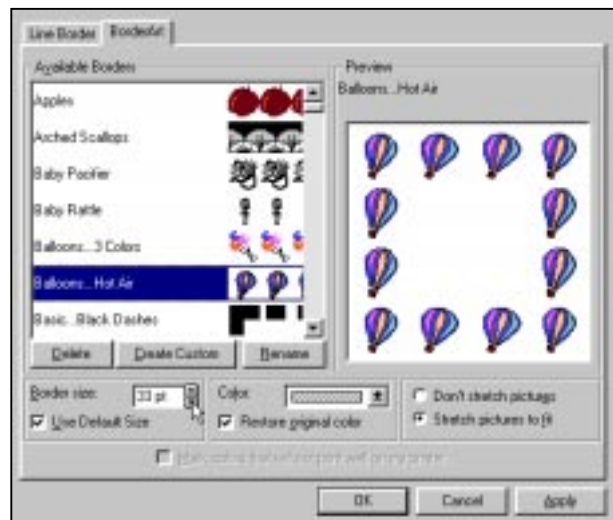
When you have drawn your rectangle you will notice that it remains selected until you choose another tool or click elsewhere on your page.

16. With the rectangle selected click the **Line/Border Style** button on the toolbar (or select **Format** and **Line/Border Style** from the Menu Bar) and choose **More Styles...**

From the ensuing dialogue box you can choose to have lines of different thickness or, by selecting the BorderArt tab at the top of the dialogue box, you can choose from a range of graphical border styles.

17. Click the **BorderArt** tab and choose an appropriate BorderArt.

You may find that your chosen BorderArt obscures some of the other elements on your page. You can either drag the handles of the border away from the elements which are obscured or you can make the Border Art smaller by reducing the size in the BorderArt dialogue box.



18. Save your work again.

19. Print your poster and start planning how you will spend your 27p fee.

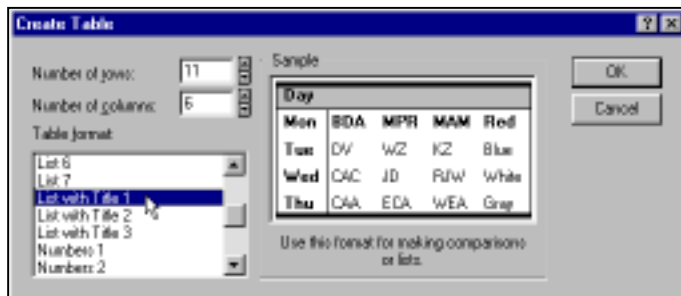
Always save your work before printing.

Additional Techniques

Creating Tables

The Table Frame Tool can be used to create tables which might be used as a form for a class list, a data collection sheet for the collection of weather details or personal details for data handling work, a register, etc.

When you select the Table Frame Tool and drag out a frame for your table, Publisher launches a



Wizard which can help you get started.

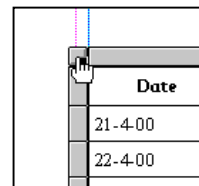
It presents you with the opportunity to alter the number of columns or rows in your table as well as providing a number of pre-defined formats. Make your selections from the range of choices available and click **OK** to apply these.

You enter text into a table by clicking your mouse pointer to leave your typing cursor in the appropriate *cell*. If you type more text than will fit into a cell, the table will automatically expand the depth of the row to make room.

To move from one cell in a table to the next, press the Tab key, use the Arrow keys or click in the required cell with the mouse.

When you print your table, by default the grid lines are not printed. You must choose to format the table so that the grid lines appear.

To apply grid lines to a table click the small square in the top left-hand corner of the table to select the whole table.



Then, select **Format Line/Border Style** and **More Styles...** From the Preset section of this dialogue box you can choose to have no lines, a grid or a box.

Borders

You can place a border around any frame in a Publisher document. To place a border around a frame select the frame and then select **Format** and **Line/Border Style** from the Menu Bar or click the **Line/Border Style** button on the toolbar.

From the menu select **More Styles...** and you will have a range of line styles, colours and thicknesses from which to choose. To apply some BorderArt to your frame click the **BorderArt** tab at the top of the dialogue box and make your selection from the range of options available.

Background Colours

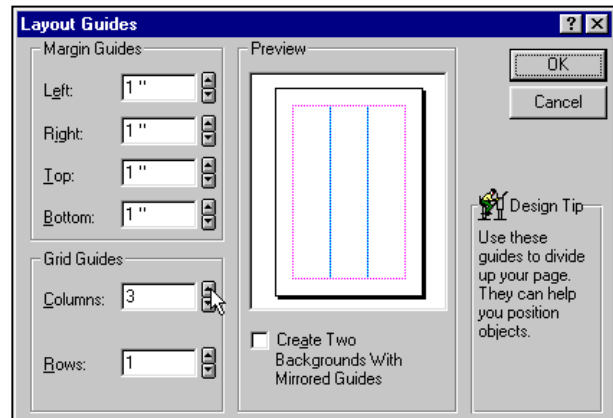
You can fill any frame with a background colour if you wish. To choose a background colour for a frame select the frame and choose **Format Fill Colour** from the Menu Bar or click the **Fill Colour** button. You can then choose from a number of colour schemes, more colours or a variety of fill effects.

Non-Printing Layout Guides

Non-printing Layout Guides are a handy feature which can be used to help you align objects accurately on your page.

To place some non-printing Layout Guides on your page select **Arrange** and **Layout Guides** from the Menu Bar.

If you are using non-printing guidelines and you place a Text Frame on the page, you may find the guideline(s) obscured. You can overcome this problem by selecting the frame, holding the **Ctrl** key down and typing **T**. This will make the frame transparent.



Working in Columns

It is also possible to format a text frame to have a number of columns. To achieve this drag out a text frame (perhaps from one margin to the other).

Then, select **Format** and **Text Frame Properties** or click the **Text Frame Properties** button on the Main Toolbar and choose the number of columns you want.



Frame Properties Button



When you then type or import a file into this text frame, the text will automatically flow down one column and into the next.

| You may find that the Frame Properties options have been disabled on some RM systems. |

ICT

Information &
Communications Technology

Some Ideas of Tasks For Use with Pupils

Using the **WordArt** tool, create a frame and choose suitable WordArt to format words in a way that reflects their meaning e.g.



Choose the **Format** menu and then **Line/Border Style** to add a border.

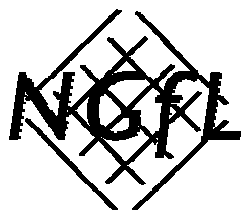
Create an anthology of class poetry and import this into Publisher. Use the **BorderArt** (under the **Format** menu, **Line/Border Style**) to create a border around the poem. Add interest to the first letter by using a Drop Capital (under **Format Drop Cap**). Add *appropriate* clip art to illustrate any aspect of the writing.

Create a poster either advertising a local event, or following a theme of 'Traditional Tales create Wanted Posters. Use the **WordArt** tool to create a frame and add appropriate text. Choose **Font** and **Font Size**. Use the **Picture Frame Tool** to create a frame and add a picture either from the ClipArt file, a graphics program or digital camera. Use the **Text Frame Tool** to create a frame. Use **F9** or the **Zoom** buttons to magnify the screen and then add appropriate text.

Create a school information sheet. Choose appropriate **WordArt** to provide headings. Use pictures taken with a digital camera and insert into a picture frame. Add text and put it around pictures either using word wrap or by linking two text frames above and below the pictures. Use the ruler guides (under the **Arrange** menu) to help you align text and pictures.

Other ideas include:

- A front cover for a project book.
- A book review sheet
- A magazine or newsletter



Oxfordshire NGfL Team

Wheatley ICT Centre

Littleworth Road

Wheatley, Oxford OX33 1PH

Tel: 01865-458758 Fax: 01865-458764

e-mail: ngflteam@ngfl-oxon.org.uk

<http://www.oxfordshire.gov.uk/ngfl>