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# Microsoft Publisher 2000

## Getting Started

Using a Newsletter Wizard ..... 2  
The Publisher window ..... 3  
Menu Options..... 4

## Customizing Your Newsletter

Changing and Formatting the Text..... 5  
Drop Caps..... 5  
Bulleted Lists..... 5  
Formatting Lines and Paragraphs..... 5  
Moving between pages and Inserting Pages ..... 5

## Graphics

Exploring the Design Gallery and Changing Graphics ..... 6  
Resizing and Moving Graphics ..... 6  
Adding Picture Borders ..... 6  
Entering Captions for Graphics..... 6  
Importing Graphics and Cropping Images ..... 6  
Using the Pasteboard and Text Wrap..... 6

## Creating a Template

Starting From Scratch – Setting Up the Page ..... 7  
Creating the Template – Elements to Include ..... 7  
Creating the Masthead..... 7  
Adding the Date, Volume and Issue Number, and Byline ..... 8  
Adding a Logo..... 8  
Creating the Table of Contents..... 8  
Adding Headers/Footers and Page Numbers to the Background..... 9  
Saving the Newsletter as a Template ..... 9

## Using the Template

Creating a Document from the Template ..... 10  
Adding Text Frames and Text..... 10  
Linking Text Frames ..... 10

## Files Needed

- 1) Study
- 2) Slam Dunk
- 3) Text file

# Step by Step #1: Getting Started

## What is Publisher?

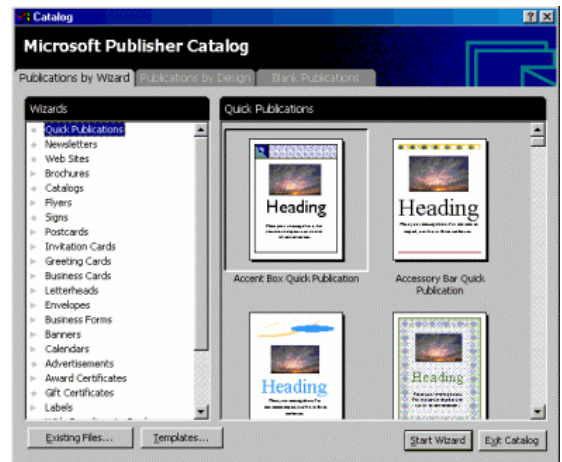
Publisher lets you create professional-looking publications quickly and easily--everything from greeting cards and banners to books and web pages. Though the specifics of each type of publication may differ, Publisher lets you use the same tools no matter the type of final product; the skills you learn in making a flyer will serve you well when you use Publisher to put up your home page on the web.

### 1) Using a Newsletter Wizard

- a) Start **Microsoft Publisher 2000** – double-click on the **shortcut icon on the desktop** or from the **Start** menu, choose **Programs** then **Microsoft Publisher 2000**.
- b) The **Catalog window** opens. This contains a large number of wizards and templates.

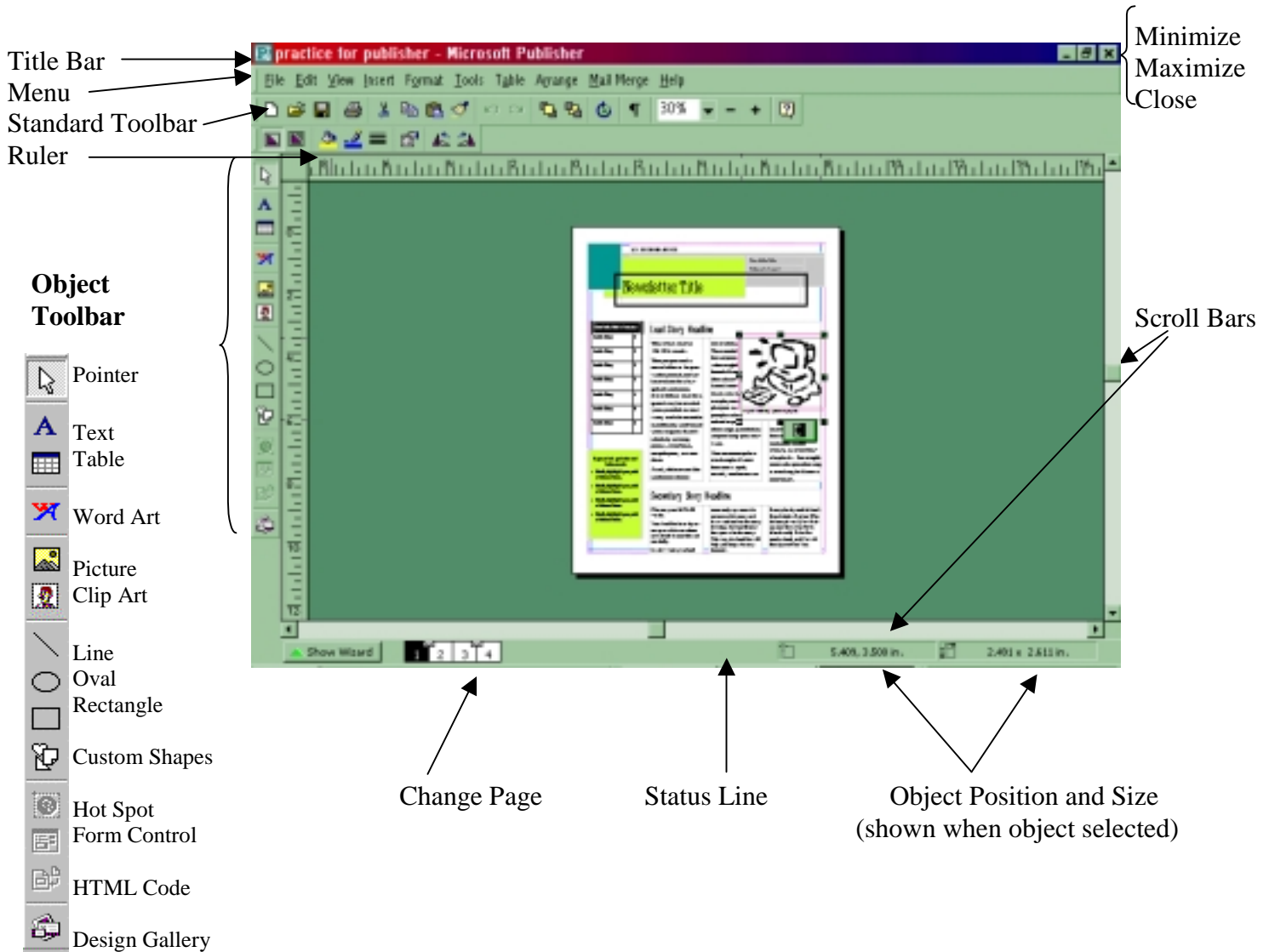
➔ Publisher allows you to create new publications in one of two ways: either by working with a new, blank page, or by using a Wizard (Publications by Wizard or Design tab) to set up a preformatted page for you. Publisher allows you to have only one document open at a time, so you will be prompted to save any open publication if you create a new publication.

- a) Click **Publications by Wizard tab**. Choose **Newsletters**, pick a template you want then click **Start Wizard**.
- b) Click **Next** to begin answering the Wizard questions. Click **Next** to advance to the next question.
  - **Color Scheme** - click Black & White (if running grayscale copies), **Number of Columns** – 3, **Customer Address** (No is the default), **Printing** (Double-Sided is the default), **Personal Information** - click Other Organizations and click **Finish**.
- c) Click **Hide Wizard** on the bottom left. To change the design, click **Show Wizard**.



## 2) The Publisher Window

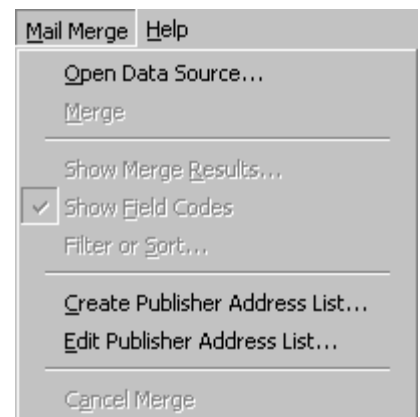
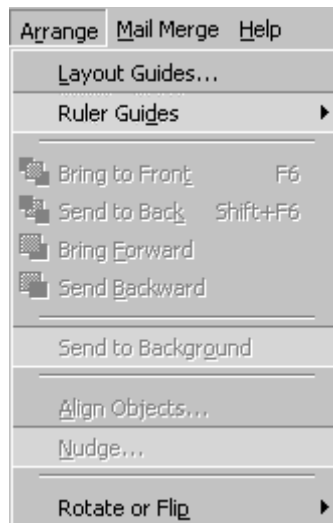
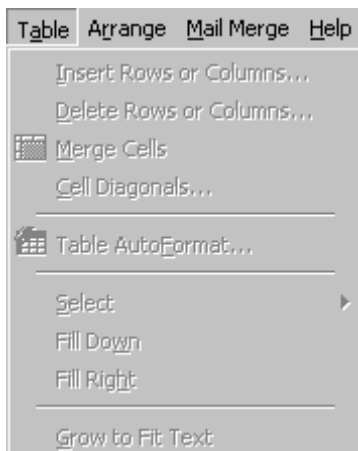
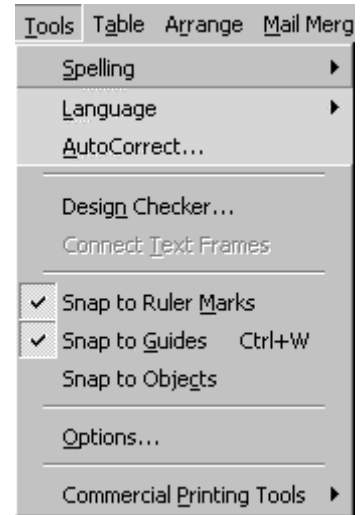
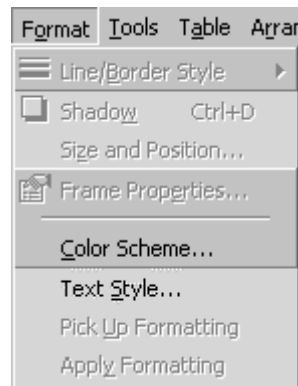
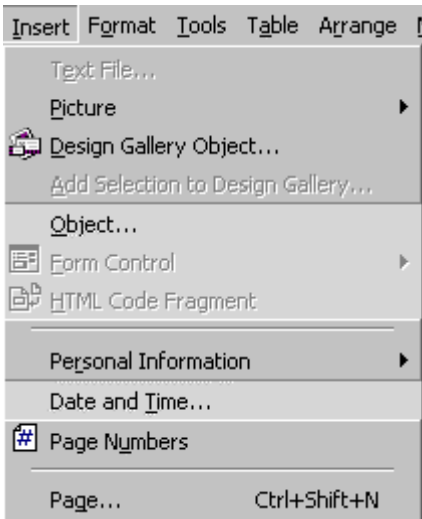
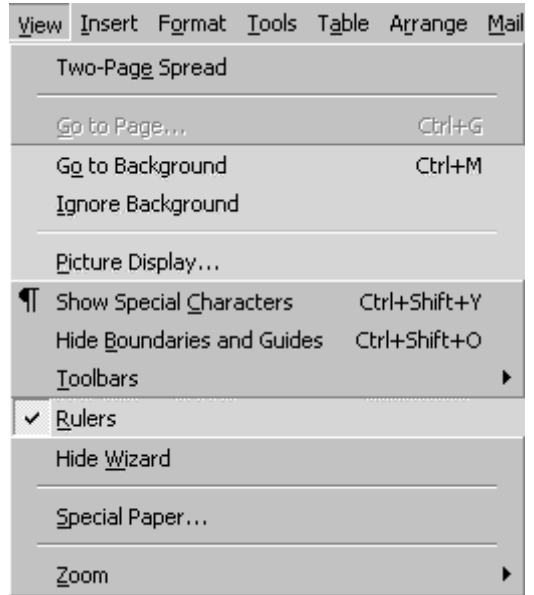
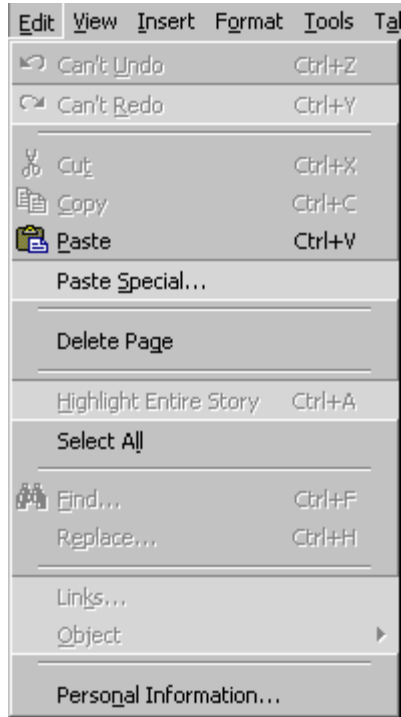
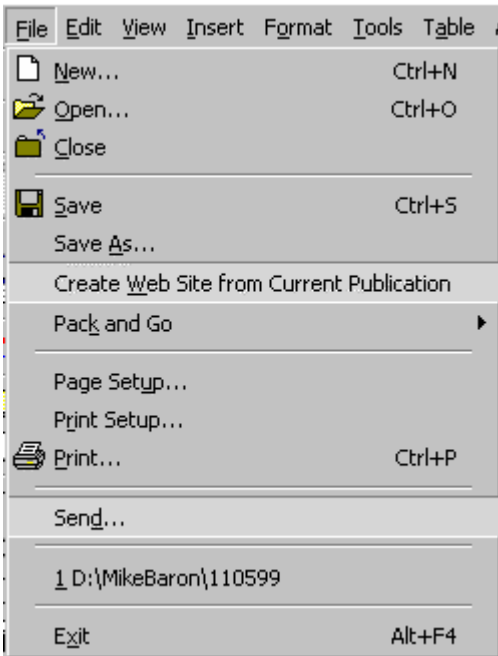
➔ The toolbars are context-sensitive. Different appears for the object selected. For example, click on a picture then click on text. Notice the different options on the toolbar.



### Tools

- ✓ Every time you create an object in your presentation using a tool, you create a **frame** in which it lives. This frame marks the boundaries of the object, allowing you to resize it, but also allows you to modify it in other ways.
- ✓ **Pointer** - select and modify objects and their frames. Frames surround text, pictures, etc. and mark their boundaries.
- ✓ **Picture frames** are created with the Picture Tool. Once you have created a picture frame, you may insert a picture by selecting **Picture . . .** from the **Insert** menu and choosing **From File**, **Clip Art**, or **New Drawing**. This graphic will occupy the selected picture frame.

# Step by Step #2: Menu Options



## Step by Step #3: Customizing Your Newsletter

### 1) Changing and Formatting the Text

a) Zooming in

i) On the **Standard Toolbar**, click the **plus sign (+)** to zoom to **66%** (more, if you want).



. You can also press **F9** to zoom in and out.

b) Save your newsletter. From the **File** menu, choose **Save As**. Navigate to your **floppy** to location on the server, **name the document** then click **Save**.

c) Click the **placeholder** for the **Newsletter Title** and type your own title.

d) Click the **placeholder** text **Lead Story Headline**, and type the title of your lead story. Repeat with **Secondary Story Headline**.

e) Click the **placeholder** text **Newsletter Date**, and type the publication date you want. Change the **volume and issue number**.

f) In the **Table of Contents frame**, click the text **Inside Story**. You will notice that this is a table. Type the name of an article that will appear on the second page.

g) To format the text, highlight the text then use the **Formatting Toolbar** (if missing, **View** menu, **Toolbars**)




### 2) Drop Caps

a) Click on the **Lead Story Paragraph**. From the **Format** menu choose **Drop Cap** then choose the style you 'd like.

### 3) Bulleted Lists

a) Click on the **Secondary Story** to highlight the story then press **Delete**.

b) Click on the **bullet icon**  on the toolbar to start a list. Choose the bullet you want.

c) Begin the list. Press **Enter** to go to the next item.

d) To choose a different bullet, highlight the list then from the **Format** menu choose **Indents and Lists**.

### 4) Formatting Lines and Paragraphs

a) To change the line or paragraph spacing, select the text, then from the **Format** menu choose **Line Spacing**. Enter the **number** you want then click **OK**.

b) To change the indents, select the text, then from the **Format** menu choose **Indents and Lists**.

### 5) Moving Between Pages and Inserting Pages

a) On **Status bar**, click the **Number 2**  to go to **Page 2**.


b) Click the text **Inside Story Headline** on the top of **page 2**. Type the name of the article.

c) From the **File** menu, click **Save**. Navigate to your **Floppy**. Name it and click **Save**

d) You can add new pages to any part of your document by clicking on the **Insert** menu and then selecting the **Page** command. You will be presented with a dialog box and prompted for both the number of pages you want to add to your publication and whether you want them inserted before or after the current page.

## Step by Step #4: Graphics

### 1) Exploring the Design Gallery and Changing Graphics

- a) Go to **page 1** of the newsletter then double-click the clip art.
- b) In the **Microsoft Clip Gallery**, click the **Picture tab**. If all categories are not visible, click the **All Category button** .
- c) Click the category you want, click the picture, and then click the Insert Clip button.

### 2) Resizing and Moving Graphics

- a) Resize by click and dragging on one of the **black handles**.<sup>▪</sup> OR...
- b) Select the graphic then from the **Format** menu, choose **Size and Position**. Enter the height and width you desire.
- c) To move the graphic, place the mouse on the graphic, when you see the **moving truck**, click and drag to the desired position. Note: If they are not showing, from the **Tool** menu choose **Options** and **User Assistant tab**. Make sure **Use helpful mouse pointers** is selected.



### 3) Adding Picture Borders

- a) Click on the picture frame to select it then from the **Format** menu, choose **Line/Border Style** then **More Styles**. Choose the pt for the border thickness and the color you desire.

### 4) Entering captions for graphics

- a) Click the **Text Frame** below the graphic to highlight the text then type a caption.

### 5) Importing Graphics and Cropping Images

- a) Go to a page with an empty spot. Click on the **Picture Frame tool**  to draw the frame to hold the picture.
- b) Drag to create a small picture frame in an empty spot. Resize if needed.
- c) From the **Insert** menu, choose **Picture, From File**. (or double-click inside the picture frame) Navigate to your **floppy** and click on the **Study** file then **OK**.
- d) To crop some of the tree above the student's head, click on the **Crop Picture tool**  on the **Graphic toolbar**. Note: The cropping tool is visible only if the picture is selected.
- e) Position the cropping cursor on the top center handle of the picture frame. Drag down until you have cropped off what you want. You may repeat with the sides.
- f) Click on the **Crop Picture tool** once again to exit the cropping mode.

### 6) Using the Pasteboard and Text Wrap

- a) Click and drag the picture from above on top of some text. You will see that text wraps around the picture frame by default.
- b) To wrap an irregular shaped image, set the **Zoom to 66%** so you can see the **gray pasteboard area**.
- c) Click on the **Picture Frame tool** then click and drag on the gray pasteboard area to draw the outline then double-click in the frame to open the **Insert Picture dialog box**.
- d) From your **floppy**, select **Slam Dunk** then click **OK**.
- e) From the **Format** menu, select **Picture Frame Properties**. Click the **Picture Only radio button** and under **Margins** type .8 pt. Then click **OK**.
- f) Click and drag the picture to place it near the text where you want it.

## Step by Step #5: Creating a Template

### 1) Starting from Scratch – Setting up the Page

- a) From the **File** menu, choose **New**. Click **Blank Publication Tab** then **Full Page**. Click **Create**.
- b) From the **File** menu, choose **Page Setup**. Confirm that the current paper size is 8.5 x 11 inches in **Portrait orientation**.
- c) From the **Arrange** Menu, choose **Layout Guides**. Set the **page margins** to 1 inch for all four sides. Change the number of columns to **3** then click **OK**. Publisher creates layout guidelines on your page. These guides are for your use when positioning frames on the page. They do not show when you print the document.
- d) Click **Hide Wizard**.
- e) Add horizontal ruler guides. From the **Arrange** menu, choose **Ruler Guides** then **Add Horizontal Ruler Guides**. Hold down the **Shift** key to move it and drag the guide to the 2.5 inch mark on the vertical ruler. Add another guide at 7 inches.


### 2) Creating the Template – Elements to Include

#### What to include:

- a) Elements that appear in every issue, such as the masthead, the date, volume number and issue number, logo, and table of contents.
- b) Elements that repeat on every page, such as page numbers and running headers and footers, are placed on the **background** of the newsletter.


### 3) Creating the Masthead

#### a) Using the Design Gallery

- i) Click the **Design Gallery button**  on the toolbar on the left side.
- ii) On the **Objects by Category** tab, choose **Masthead**. Click the one you would like then click **Insert Object**. Resize and move as needed.
- iii) All object in the Masthead are grouped together. To ungroup, select the masthead then from the **Arrange** menu, choose **Ungroup**.

**Note:** If you would like to add other objects in this manner, select the **Objects by Design Tab**. Choose a design set you would like then select the masthead from that set.

#### b) Creating your own

- i) Click on the **Text Frame Tool**  then click and drag on the paper to draw a text frame that spans columns 1 and 2 up to the pink column division between rows 2 and 3. The text frame should align with the top row guide and the horizontal ruler guide at the 2.5 inch mark on the vertical ruler. ( OR...wherever at the top that you would like it placed.)
- ii) With the text frame still selected, from the **Format** menu, choose **Text Frame Properties**.
- iii) Create left and top text frame margins of 0. Create a bottom text frame margin of 0.18 inch, and a right text frame margin of 0.07 inch.
- iv) Under **Options** in the **Text Frame Properties dialog box**, turn off the **text wrap**. Click **OK**.
- v) Type the Newsletter name in the text frame. Press **F9** to zoom in. Format the text as desired (36 size or bigger).

## Step by Step #5: Creating a Template (Cont.)

vi) With the text selected, from the **Format** menu, select **AutoFit Text** then **Best Fit**. From the **Format** menu again, select **Align Text Vertically** then **Bottom**.

### 4) Adding the Date, Volume and Issue Number, and Byline

➔ If you added a masthead from the Design Gallery, the date, volume, issue number and byline will already have a placeholder. If you did not use the Design Gallery, follow the directions below.

- a) Click on the **Text Frame Tool**. Draw a second frame starting at the top left row guide. This will overlap the existing text frame. It should span column 1 and measure 0.46 inches deep. Click and drag to resize or from the **Format** menu, choose **Size and Position**. (OR...wherever you would like it placed.)
- b) From the **Format** menu, choose **Text Frame Properties**. Leave the top, bottom, and right margins set to 0.04. Change the left margin to 0.07.
- c) Format the **Font Franklin Gothic Demi, 8 points**.
- d) To add a byline under the Masthead, draw a text frame. Type the byline and format it **Franklin Gothic Book, 8 points**.

### 5) Adding a Logo

- a) Using the **Design Gallery – Object by Category** (Logos) or **Object by Design** tabs have some logo options. OR...
- b) Using the **Picture Frame Tool** (to import a picture) or **Clip Gallery Tool**, click and drag a box in the top right corner next to the masthead in column 3. (OR...wherever you would like it placed.)
- c) Add the graphic of your choice. See Step-by-Step #4: Adding Graphics.

### 6) Creating the Table of Contents

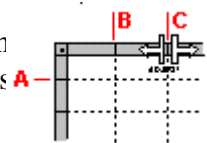
#### a) Using the Design Gallery



- i) The **Design Gallery** has a **Table of Contents** section under the **Object by Category** or choose a Table of Contents from the **Object by Design** tab.

#### b) Creating Your Own

- i) Starting under the logo in column 3, use the **Table Frame Tool** to draw a frame down to the 7 inch Horizontal Ruler Guide. (OR...wherever you would like it placed.)
- ii) Create a table with **2 columns, 8 rows** (or how many items you will have), and a **style of None**. Click **OK**.
- iii) Click the table to select it. To resize the columns, position the mouse pointer between columns A and B. It should say Adjust. Click and drag the mouse to the new position (column B smaller for the numbers.) Repeat to bring the right side of column B back.



## Step by Step #5: Creating a Template (Cont.)

- iv) Type the text place holders as in the table at the right:
- v) Format the title “Inside this Issue” **Franklin Gothic Demi, 9 points.**
- vi) Format the entries “Inside Story” and “#” **Franklin Gothic Book, 9 points.**
- vii) Highlight all text in the table; resize the rows to fit the text.
- viii) To add borders, select the contents (“Inside Story”) and #. From the **Format** menu, select **Line Border Styles** then **More Styles.**
- ix) Under **Select a Side**, click in the **middle horizontal line.** Select **Hairline** then click **OK.**
- x) Select row one then format the bottom of the row with a 1-point rule.

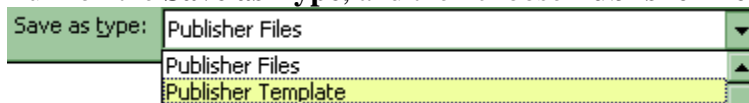
<b>Inside this Issue</b>	
Inside Story	#
Inside Story	#
Inside Story	#
Inside Story	#
Inside Story	#
Inside Story	#
Inside Story	#

### 7) Adding Headers/Footers and Page Numbers to the Background

- a) To create a header, create a text box at the top of the page where you would like it to appear on each page. Type what you would like to appear at the top of each page (Newsletter Title, volume and issue number).
- b) Format the Font **Franklin Gothic Demi, 8 points**
- c) Click the text frame but make sure no text is highlighted. From the **Arrange** menu, select **Send to Background** then click **OK.**
- d) To work in the background, press **Control + M.** Press **Control + M** to return to the newsletter.
- e) To add page numbers in the footer, press **Control + M** to work in the background. Create a text box and type “Page”. Then from the **Insert** menu, select **Page Numbers.** Publisher inserts a # sign. On the Newsletter it appears as a number. Press **Control + M** to return to the newsletter.
- f) When you create a new page (**Insert** menu, **Page**) you will notice that all the objects created in the background are on the new page.

### 8) Saving the Newsletter as a Template

- a) From the **File** menu, choose **Save As**
- b) Turn on the **Save as Type**, and then choose **Publisher Template.**




- c) Name the file and click **Save.**

## Step by Step #6: Using the Template






### 1) Creating a Document from the Template

- a) From the **File** menu, select **New**.
- b) Click the **Templates button** at the bottom of the Publisher Catalog window.
- c) Select your template then click **Open**.

### 2) Adding Text Frames and Text

- a) Click the **Text Frame tool** on the toolbar  then click and drag to draw the box.
- b) Add your text or import a file already created. To import a file, from the **Insert** menu click **Text File**. Click the file you want to import then click **OK**.

### 3) Linking Text Frames

- ➔ Sometimes the text will not fit into a text frame and will need to overflow to another text frame. The second text frame can be on the same page or a different one.
- a) If you already have overflow text in the frame, you will see a **Connect Frame** button with an uppercase “A” and three ellipses in the bottom right corner of the selected text frame. 
  - b) To connect frames, from the **Tools Menu** select **Connect Text Frames**, or click on the **Connect Text Frames** icon on the Standard toolbar. 
  - c) Choosing this command will bring up a **little cup** with which you can click upon an *empty* text frame. (If the frame is not empty, Publisher will complain.) The cup will look like it has text spilling out of it and the two text frames will now be linked such that when text runs out of room in the first frame it will automatically spill into the next frame.
  - d) Once you have connected text frames in this manner, the second text frame, when selected, will display a **Go to Previous Frame** button in the upper left-hand corner.  Clicking it will take you back to the first frame automatically, regardless of which page it is on. You may notice that the first frame, when selected, now has a similar **Go to Next Frame** button  that will return you to the second frame.
  - e) Should you decide to change the text frame to which you want a particular text frame to connect, select the **beginning text frame**, choose **Disconnect Text Frames** from the **Tools** menu or choose the **Disconnect Text Frames** icon from the toolbar.  Much like before, you will get the cup pointer and be expected to click on a text frame to which you want to link. Once you do so, the text will spill into the newly selected text frame instead of the frame that had been linked to previously.