

# Section 1

# Fundamentals

By the end of this Section you will be able to:

Start and Close Publisher  
Open, Close and Save Publications  
Insert Text Boxes  
Insert and Import Text  
Edit Text in Another Program  
Print a Publication  
Save a Publication as a Template  
Use Clip Art  
Insert, Import and Delete Graphics

## Exercise 1 - Starting Publisher

### Guidelines:

When producing documents for different audiences, it is important to tailor them to the audience in question, ensuring the message is clear. If you need to produce a variety of documents, with layouts consisting of a combination of text, graphics and other elements, a desktop publishing program will probably be the most appropriate software to use.

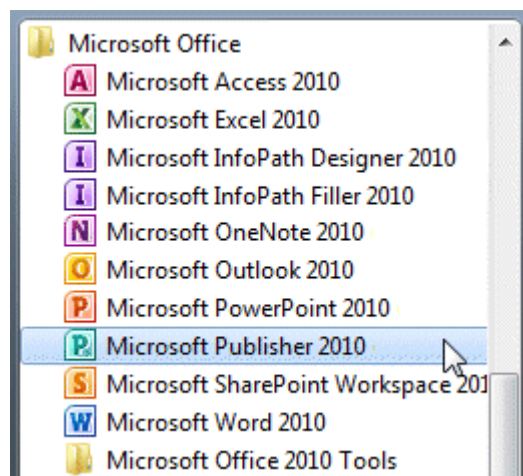
Before designing the layout, make sure the content is accurate and can be used legally. If the content is from a source such as the Internet, or a printed publication, you must make sure you aren't breaching copyright law by using it. If it contains names and addresses, you should be aware of the Data Protection guidance concerned with their storage.

*Publisher* is a desktop publishing program that helps create impressive publications. Each item within a publication, e.g. a picture or a text box, is known as an **object**. Objects can be moved around and changed to create various effects. The methods used to move, resize or format each object are the same, so once they have been learned complex publications can easily be created.

The following exercise describes the normal method for starting *Publisher*. If you have used the software before, some of the following exercises may be familiar. Look on them as revision.

### Actions:

1. Click  to show the list of **Start** options available. All *Windows* applications can be started from here.
2. Move the mouse to **All Programs**, then click **Microsoft Office** and then move the mouse over **Microsoft Publisher 2010**.




3. Click **Microsoft Publisher 2010** to start the application.

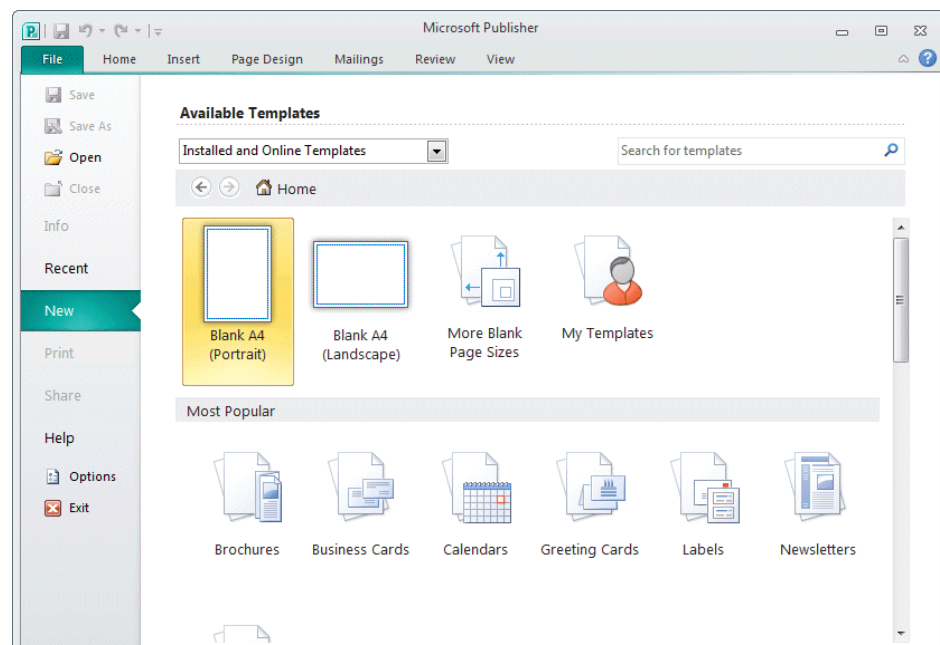
## Exercise 2 - Creating a Blank Publication

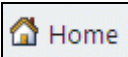
### Guidelines:

The opening window in *Publisher* helps you create a publication – the universal name for the finished article. There are many templates available to use. However, all the publications you will create will be standard, blank publications.

### Actions:

1. Look at the opening window that is displayed when *Publisher* is started or whenever **New** is selected from the **File** tab . It will also be displayed when all open publications are closed.



2. Select **More Blank Page Sizes**. This displays the different types of blank publications available.
3. Click the **Home** button  to return to the original display.
4. Select **Blank A4 (Portrait)** by double clicking on it. A blank, single page publication is created, ready for editing.
5. By default, the **Page Navigation** panel is displayed at the left of the screen. This shows a small 'thumbnail' image of each page in the current publication and is therefore useful when dealing with multi-page publications.
6. To remove it, (or display it, if it is not shown) display the **View** tab and remove (or select) the check from the **Page Navigation** option.

## Exercise 3 - Inserting Text in Text Boxes

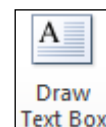
### Guidelines:

All text in a publication is contained in **text boxes**. These boxes restrict the area in which the text can be viewed, but there is no limit to the number of boxes that can appear on a page. A box can be very small, or it can fill the page.

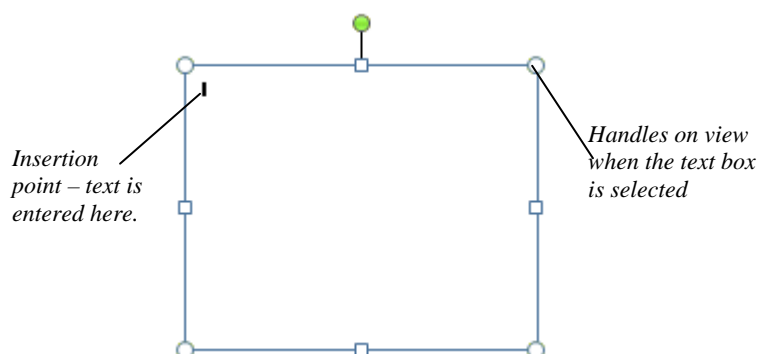
Text boxes can be resized at any time to fit a particular area.

### Actions:

1. Display the **Home** tab on the **Ribbon** and click the **Draw Text Box** tool from the **Objects** group.

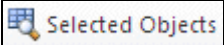


2. Move the cursor over the page and notice how it changes to a cross.
3. Click and drag to draw a large square in the centre of the page. The **Text Box** appears on the page, with the cursor flashing inside it, ready for text to be entered. Notice that the box has small white circles, known as “handles” around it. This shows that it is selected - text can only be entered into a box that is selected.



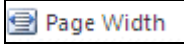

4. Type in the following text as accurately as possible, but do not worry if you make mistakes:

**By the time I have completed this open learning guide, I should have mastered the skills necessary to produce impressive multi-page desktop publications.**


5. In the default view, any entered text will be too small to read. Press the <F9> key on the keyboard to zoom in and enlarge the view of the box.
6. Press <F9> again to zoom out.
7. With the text box selected, i.e. the handles on view, select the **View** tab.
8. From the **Zoom** group, click  so that the selected object (the text box) fills the view.

**continued over**




## Exercise 3 - Continued

9. Select . The view changes to just fit the full width of the page.
10. Select **Whole Page** to see the complete page displayed. This was the original view.
11. It is also possible to zoom in using different percentages of magnification. Click the drop down arrow at the right of the **Zoom** percentage box,  and select **75%**.
12. This feature is also available from the **Zoom** control on the **Status Bar**.



13. Use the slider or the + and – controls to vary the zoom percentage from 10% to 800%.
14. Finally click the **Show Whole Page** button,  to reset the original whole page view.

*Note: From now on, use the <F9> key to zoom in whenever you need to type text into a box.*

15. Make sure the text box is selected, i.e. the handles are on view.
16. Move the cursor over the middle handle at the bottom of the box. It changes to . Click and drag it upward to resize the box.
17. Move to the bottom right corner handle. The cursor changes to . Click and drag, inwards and upwards to resize the text box in two directions.
18. Move to the edge of the text box, but not on a handle. The **Move**  cursor appears.
19. Use this cursor to move the box to a different place on the page.
20. Leave the publication open for the next exercise.


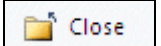
*Note: When entering text, words with jagged red lines below are words that the spell checking feature does not recognise, such as names or spelling errors.*

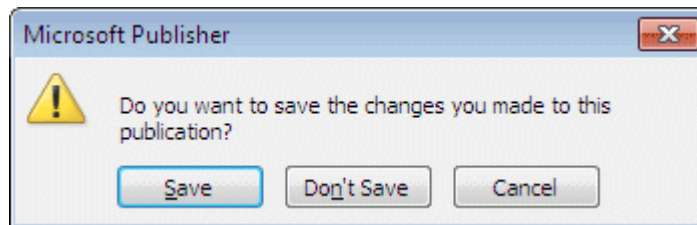
## Exercise 4 - Closing a Publication

### Guidelines:

*Publisher 2010* allows more than one publication to be open at one time. However, they will still need to be closed at some point.

### Actions:

1. The publication from the previous exercise is on screen. From the menu, select the **File** tab  and click .
2. At the prompt, there are options to either, save the publication (**Save**), close it without saving (**Don't Save**) or return to the publication (**Cancel**).



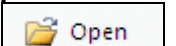
3. Select **Don't Save** to close the publication without saving. *Publisher* is now ready for another publication to be started.

## Exercise 5 - Opening a Publication

### Guidelines:

It is always wise to keep all of your publications in one place so that they can easily be found and opened at any time.

### Actions:


1. The opening **Available Templates** screen should be displayed. If not, click **New** from the **File** tab. Click .
2. Make sure the **Open Publication** dialog box displays the contents of the supplied data files for this unit (see *Downloading the Data Files* on page 4).
3. Select **Tourist** from the list and click **Open**. The publication is displayed. Zoom in to display the text more clearly.
4. Select the **File** tab and click **Close** to close the publication.
5. Practise opening and closing the publications available with this unit.

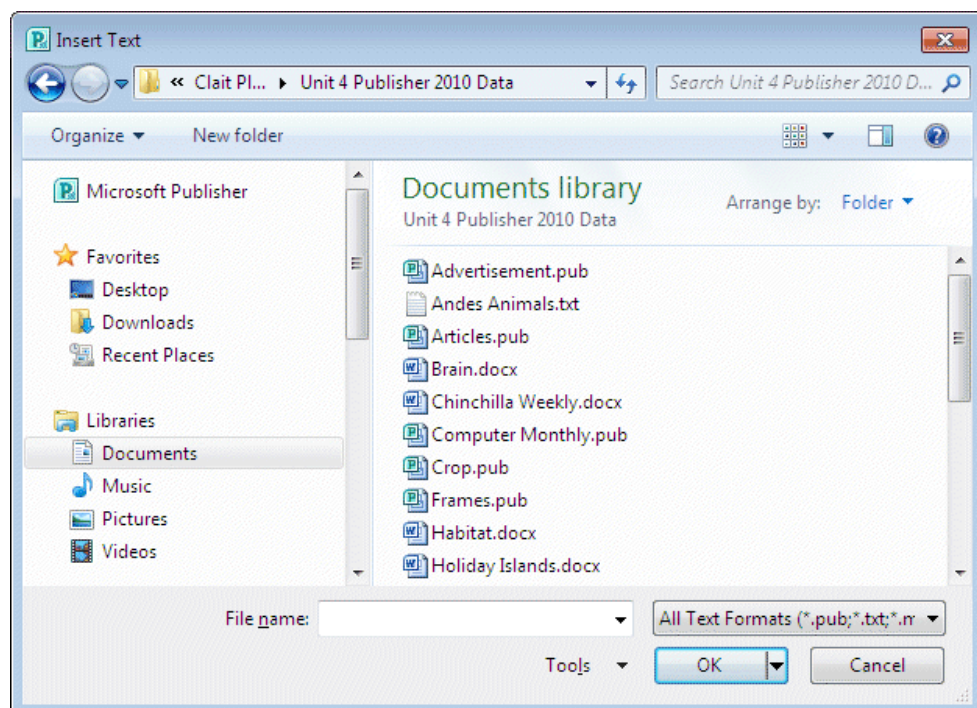
## Exercise 6 - Importing Files

### Guidelines:

Text, which already exists in another location, can be inserted into a publication. Once a text box has been drawn, it is easy to insert the contents of a file into it.

### Actions:

1. Start a new **Blank A4 (Portrait)** publication, and draw a large text box to cover the top half of the page.
2. With the box selected, display the **Insert** tab and click  from the **Text** group to display the **Insert Text** dialog box.
3. Make sure that the contents of the supplied data folder are displayed in the dialog box, and that **All Text Formats** is selected for the file type.



4. Click on **Brain** to select the file.
5. Click **OK**. The message **Publisher is converting this file** appears. The file is inserted in the text box.
6. Close the publication without saving.

## Exercise 7 - Edit Text

### Guidelines:

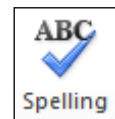
*Publisher 2010* includes a range of text editing and formatting tools so that most editing of text in a publication can be done in the application. If a piece of text is to be used in more than one box and even more than one page, it may be more convenient to create and edit the text in a word processing application such as *Microsoft Word* and then import it. In a word processing application the text can be seen as a continuous passage.

Some people may prefer to use *Word* to produce all the text content because they feel more proficient using this application. It is a matter of choice.

It is also possible to use text from other word processors, as below.

### Actions:

1. Open a new publication and draw a large text box in the top half of the page.
2. Insert the text file **The Chinchilla Story**. This has been created in *Word*. Zoom in to read the text.
3. All basic word processing features such as insert and delete text and automatic line wrapping are available. Look at the buttons on the **Home** tab. There are commands here such as **Copy and Paste**, **Find and Replace** and font formatting.
4. To correct the spelling errors, select the **Review** tab and click the **Spelling** button. At each suggestion select to either **Ignore** or **Change** as appropriate.





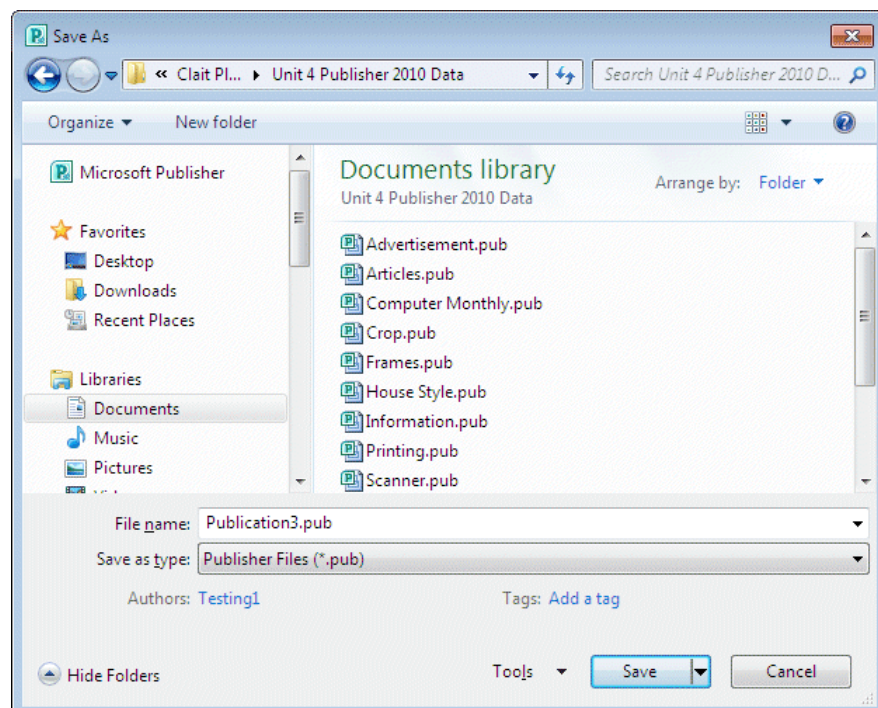
## Exercise 8 - Saving a Publication

### Guidelines:

A publication must be saved if it is to be used again. There are two main ways to save a publication, depending on whether it is a newly created publication, or whether it has previously been saved and already given a name.

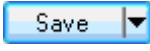
### Actions:


1. Using the publication left open previously, select the **File** tab and click the **Save As** command. The **Save As** dialog box is displayed.
2. Locate the folder where your publications are to be saved, usually the supplied data folder. Consult your tutor if you are not sure.



3. The publication must be given a name. Enter **Chinchilla** in the **File name** box.

*Note:* A file name can be of any length. Choose a meaningful name but do not use any of the following characters: ><"\*?:\;/|

4. Click the **Save** button, , at the bottom right of the dialog box.
5. Leave the publication open for the next exercise.

*Note:* A previously named publication can be saved to the same location under the same name by clicking the **Save** button, , on the **Quick Access Toolbar**. When a new document is to be saved, selecting **Save** will display the **Save As** dialog box.

## Exercise 9 - Printing a Publication

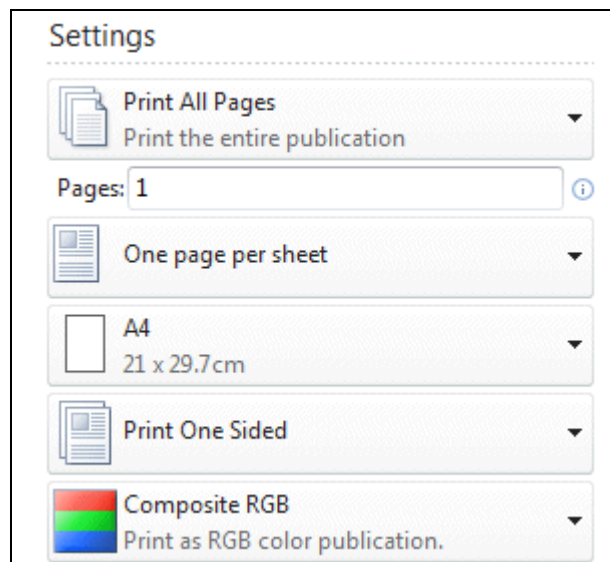
### Guidelines:

A printout from a publication can take many forms. A **composite proof** is one where all items on the page are printed on one page.

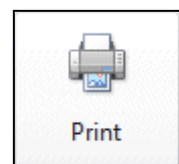
This is as opposed to a **colour separation proof** that will print only one colour per page.

### Actions:

1. The **Chinchilla** publication should still be open from the previous exercise. Select the **File** tab and click the **Print** option. A list of print settings is displayed, with a print preview of the current page on the right.



2. The **Page range** option is automatically set to **Print All Pages**. This means that the whole publication will be printed. The **Copies of print job** option is automatically set to **1**.
3. Click the drop down arrow for each setting to see the available options but do not change any of the default values.
4. Click **Print** to print the publication.
5. Select the **File** tab and click **Close**. There should be no prompt to save, as the file has not been amended since its last save in the previous exercise.



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## Exercise 10 - Saving as a Template

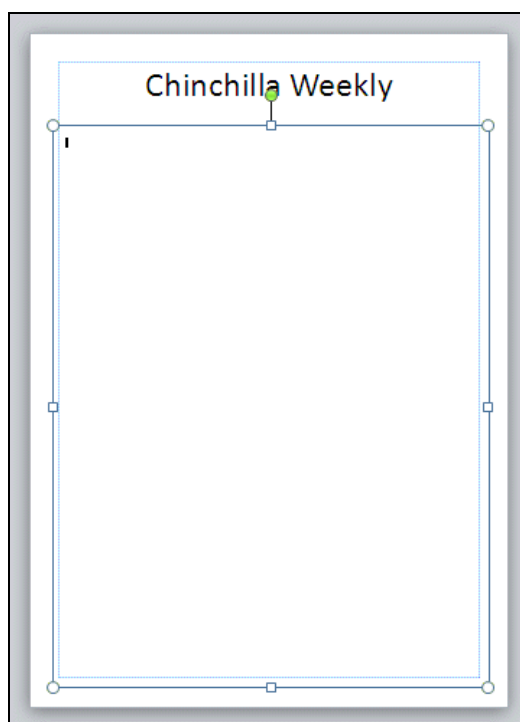
### **Guidelines:**

Any publication can be set up to be used as a template, i.e. a base from which other publications can be generated. *Publisher* has many templates already provided, which you may have already come across on the **Available Templates** screen. A **template** can have text or pictures already added so that if several people needed to use the same template, then you can be sure that they are starting from the same point.

Once a template is saved then it can be used at any time to produce a publication. Templates are saved in a special place where they can all be kept together and used by anyone. They can, of course, be saved to any drive or disk, but would then not be available for general use.

### **Actions:**

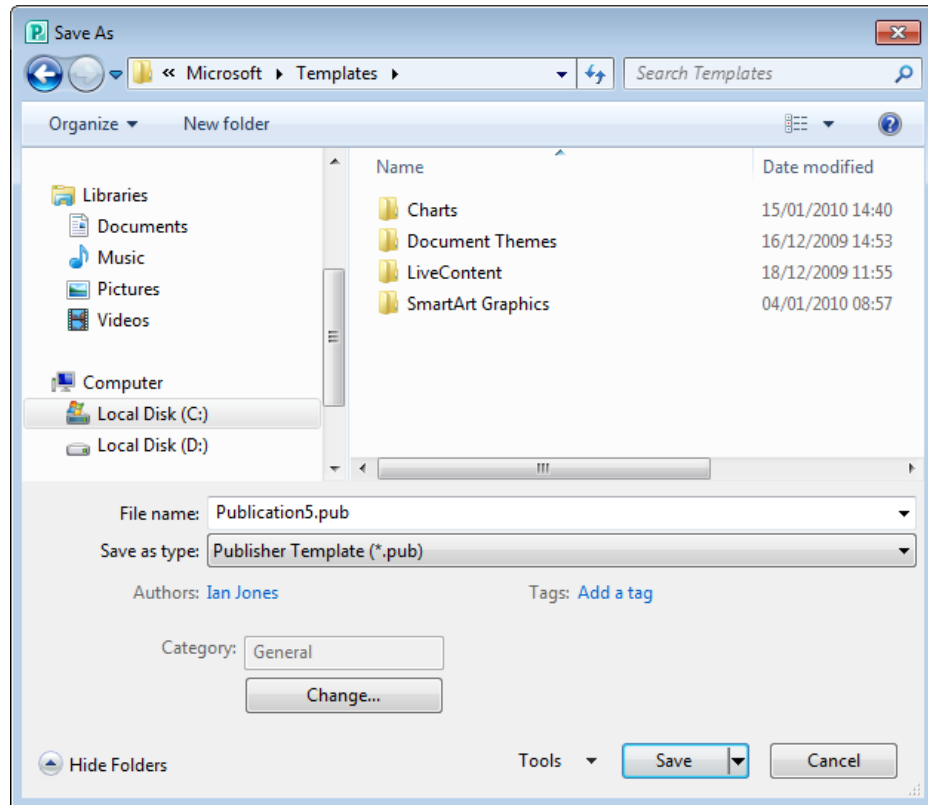
1. Create a **Blank A4 (Portrait)** publication and draw a text box between the margins at the top of the page.
2. Insert the text file **Chinchilla Weekly**.
3. Select the text, right click on it and select **Best Fit**.
4. Add another text box that covers the rest of the page. This forms the basis of the template and should look something like that below.



**continued over**

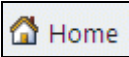
## Exercise 10 - Continued

5. Select **Save As** from the **File** tab. At the **Save As** dialog box, drop down the **Save as type** list and select **Publisher Template**.



6. Notice how the location has automatically changed to the **Templates** folder. This is the place where all templates are stored by default.
7. In the **File name** box enter **Weekly** and click **Save**. The template is now saved for repeated use.
8. Close the publication.
9. Click **My Templates** from the **Available Templates** window. As the **Weekly** template was saved in the default location, it is now available here.

*Note: Templates can be stored in any other location, but would not then be displayed in the **My Templates** window. Using templates is covered again in a later Section.*


10. Click the **Home** button  to return to the **Available Templates** window.

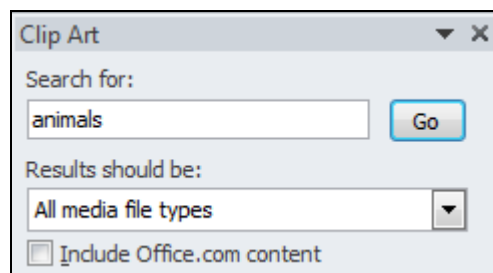
## Exercise 11 - Clip Art

### Guidelines:

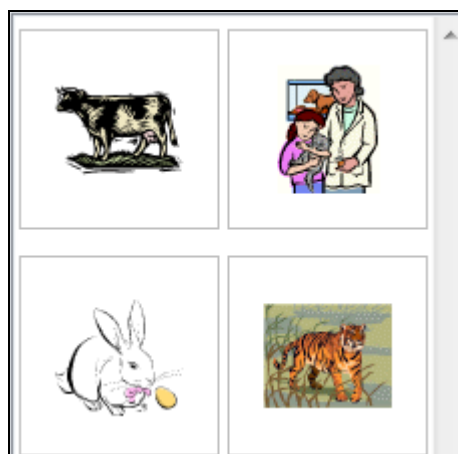
Pictures, as well as text, can be inserted into *Publisher*. They can be from *Publisher's* own **Clip Art** or from a picture file saved elsewhere.

### Actions:

1. Create a **Blank A4 (Portrait)** publication, select the **Insert** tab and click the **Clip Art** button,  **Clip Art** from the **Illustrations** group. The **Clip Art** task pane is displayed on the right.
2. If there is already text in the **Search for** box, select it and press <Delete>. Type **animals** into the **Search for** box. Make sure **Include Office.com content** is not selected. Click on it if necessary.



3. Click **Go**. Graphics from this category will be displayed. Graphics will be selected from those installed with *Publisher*.



4. Click **Include Office.com content** to select it and click **Go**. If you have an active Internet connection, content from on-line collections will also be displayed.
5. Use different search criteria to look through content in other categories.
6. Leave the **Clip Art** task pane open for the next exercise.

## Exercise 12 - Inserting and Deleting Pictures

### Guidelines:

Graphics can be inserted from the **Clip Art** task pane by simple clicking or by dragging on to the page.

*Note: If graphics used in the following exercises are unavailable, replace that specified with an alternative.*

### Actions:

1. Using the publication created in the previous exercise, enter the search text **car** in the **Clip Art** task pane and click **Go**.
2. Click on the following picture from the **Clip Art** task pane. It will be inserted in the centre of the page with white handles to show that it is selected.



3. Use click and drag to move the picture to the top left corner of the page.
4. Click away from the picture to deselect it.

*Note: If the picture is still selected, the next inserted picture will go into the same frame, overwriting the original.*

5. Click on another picture from the **Clip Art** task pane. This will be inserted to the centre of the page again.
6. Modify the search to look for clips of **house** and locate the following clip.



7. Use click and drag to copy the picture from the task pane to the bottom right of the page.
8. With the **house** picture still selected, press **<Delete>**. The picture will be deleted.
9. Close the **Clip Art** task pane.
10. Close the publication without saving.

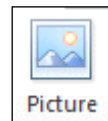
## Exercise 13 - Importing a Picture

### Guidelines:

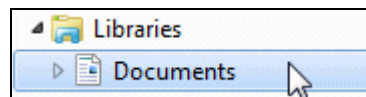
Picture files, such as photographs, which are stored on your computer, can be added to a page. This is sometimes called **importing** images.

### Actions:

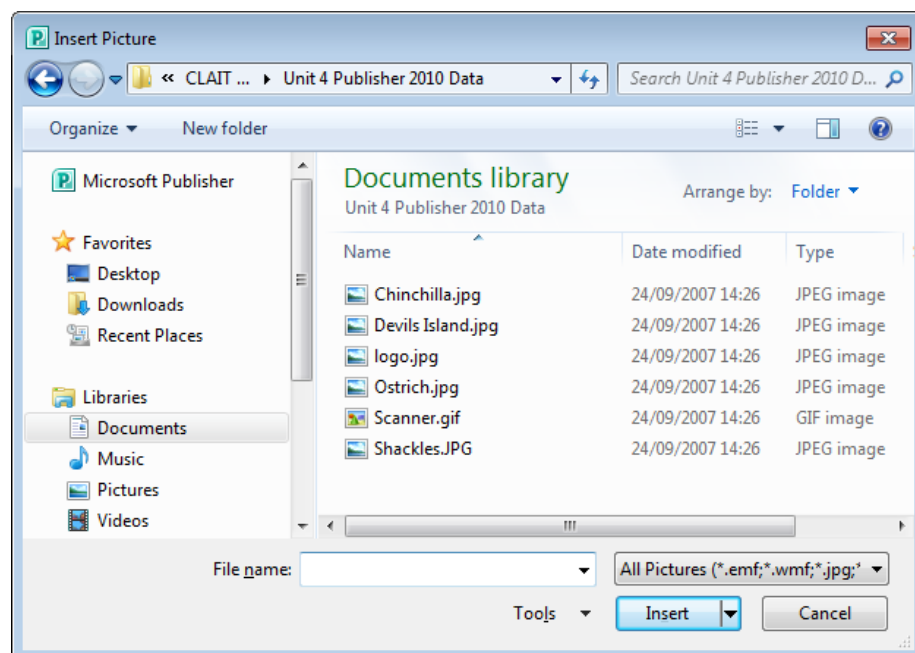
- Using a blank publication, display the **Insert** tab and click the **Picture** button. The **Insert Picture** dialog box is displayed.



- If the supplied data folder are not displayed, locate it in the following manner. First click the **Documents** library in the **Navigation** pane of the dialog box.



- The **Documents** library will contain the **CIA DATA FILES** folder. Double click on this folder on the right of the dialog box.
- Double click on the **CLAIT Plus 2006** folder and finally, double click on the **Unit 4 Publisher 2010 Data** folder.
- The dialog box may look different to that shown below depending on which of the **Views** is selected. The example below shows **Details View**. Whatever the view, click once on the file named **Ostrich** to select it.



- Click **Insert** to add the picture to the page. Click away from the picture.
- Close the publication without saving.

## Exercise 14 - Closing Publisher

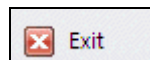
### Guidelines:

*Publisher* can be closed at any time.

*Note: When closing Publisher, if the current publication has not been saved, a warning will be displayed asking if it is to be saved.*

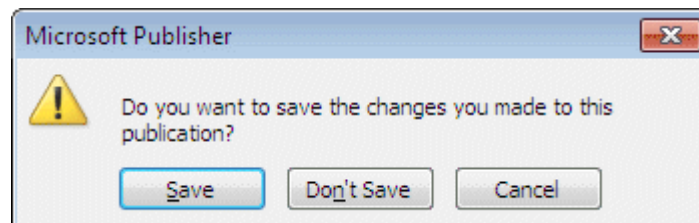
### Actions:


1. If there are no publications open, the *Publisher Available Templates* screen will be displayed. If a publication is open, click the **File** tab.
2. Locate the **Exit** option at the bottom of the options on the left.



3. Place the mouse pointer over **Exit** and click once. If there are no unsaved publications open, the Publisher application will close down.

*Note: If there were unsaved publications open, the following message would be displayed, giving you the option to save them before Publisher closes.*



*Note: An alternative method of closing is to click the **Close** button, , in the top right corner of the Publisher window.*



## Exercise 15 - Revision

1. Open *Publisher*.
2. Create a **Blank A4 (Portrait)** publication.
3. Draw a text box that reaches all of the blue margin guides.
4. Insert the text file **Printers**.
5. Insert a **Clip Art** picture of a printer. Move it to the middle of the text.
6. Close the **Clip Art** task pane.
7. Save the publication as **Exercise 15** in the supplied data folder and close it.

## Exercise 16 - Revision

1. Create a blank publication.
2. Import the picture **Devil's Island**.
3. Move the picture to the top right corner.
4. To the left of the picture draw a text box, making it fill the remaining width of the page and insert the file **Holiday Islands**.
5. Save the publication as a **Template** called **Holiday Islands**.
6. Close the publication.

## Exercise 17 - Revision

1. Open the publication **Scanner**.
2. Place another blank line between each paragraph.
3. Insert a picture of a computer and move it to the middle of the text. Resize the text box to accommodate all of the information.
4. Close the publication without saving and then close *Publisher*.

*Note: Sample publications are shown in the **Answers** section at the end of the guide.*