

# What is Publisher 2000?

Microsoft Publisher 2000 is a 'Desk-top publishing' application. This means that it is possible to produce professional looking printed items without the need of a professional designer. All you will need is a personal computer (PC) with Publisher 2000 software loaded, and an understanding of how to use Publisher 2000 (that is what this manual is all about), together with a good quality color printer. To be effective you need a good eye for design, but Publisher has many publication designs already stored that you can use to get started quickly.

## Creating a New Publisher Document

When Publisher 2000 starts, it begins by opening what is known as the Catalog. This Catalog contains many different designs for the most commonly used types of publications, ranging from simple signs to complicated newsletters and brochures. There are 3 different tabs to choose from:

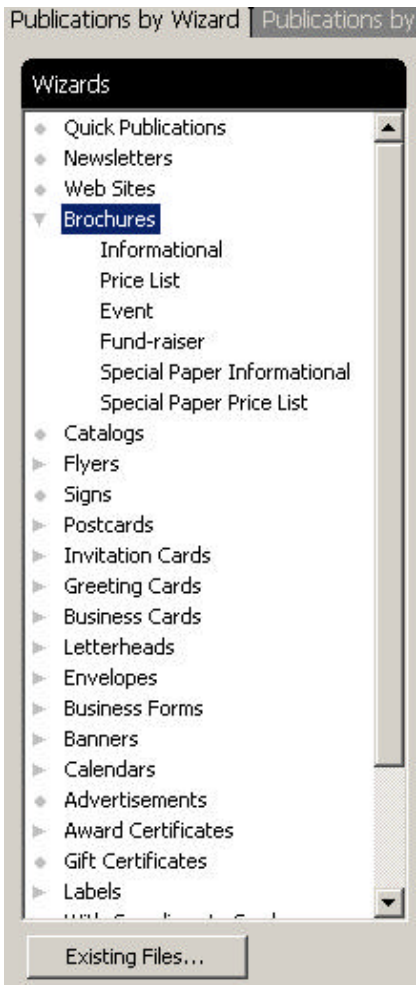
**Publications by Wizard:** Select the type of document that you would like to create.

**Publications by Design:** Select a publication by design (powered by a wizard).

**Blank Publications:** Create a publication from scratch.

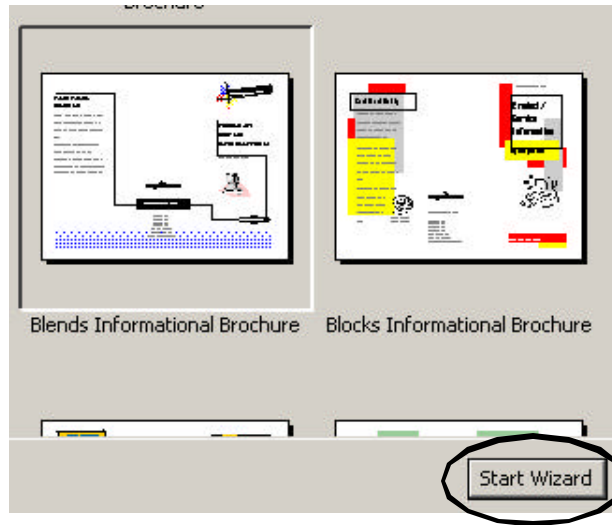


## Publications by Wizard



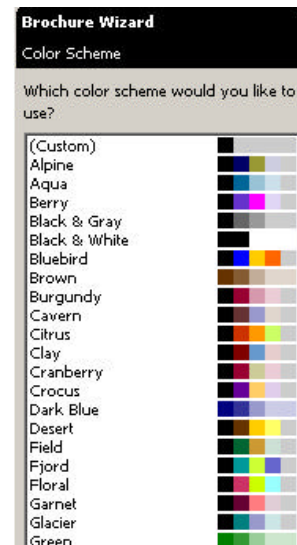
Select the type of publication to be created. Select the arrows next to the name of the desired publications, and there are submenus to help find the desired publication faster. Views of the publications will appear on the right. Select the desired publication and then click the start wizard button.

### Views of Publications



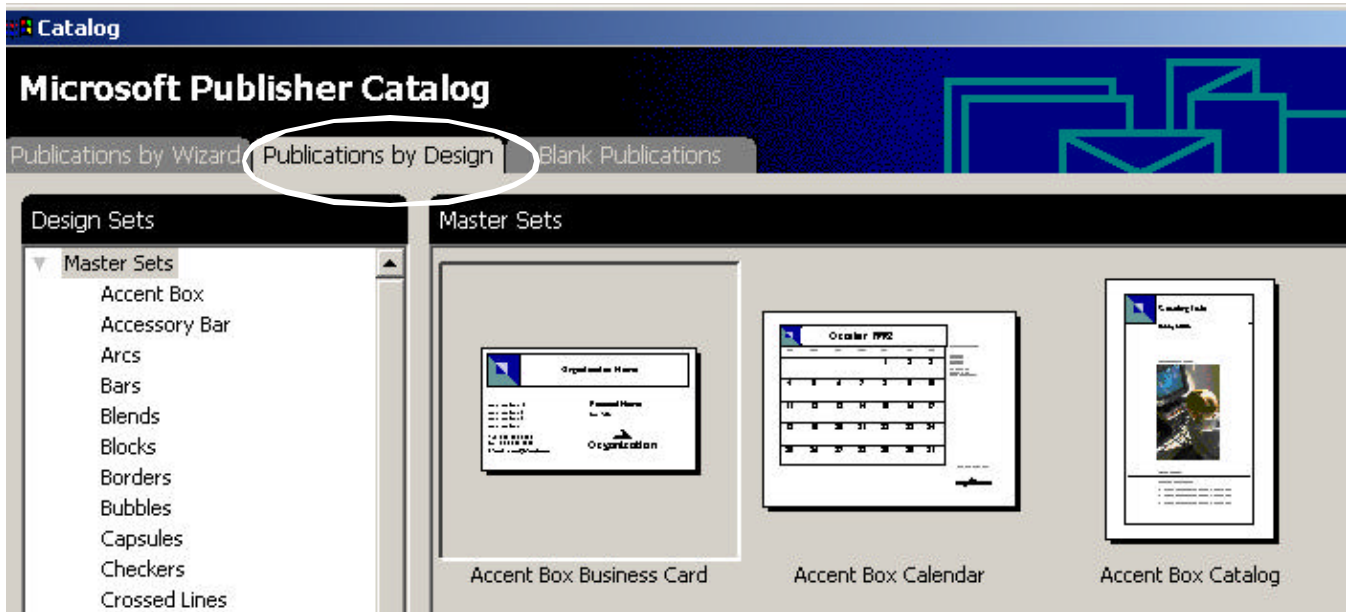
Once 'Start Wizard' is selected, Publisher will create the document. Continue using the wizard that is on the left hand side of the screen before working on the document. With this wizard you will select the type of layout that you would like to use, then colors, etc.

After the wizard is completed, the document is now ready to be customized (replace sample text with your own, graphics, etc). There will always be a mini-version of the wizard located in the upper left corner of the screen, which will allow you to modify any of the settings that you previously chose in the wizard.



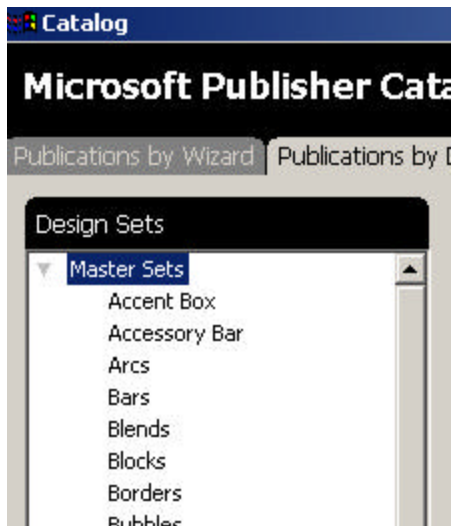
## Publications by Design

Publications by Design allows you to pick a complete look and feel for a set of business documents. When you have picked the design, the Wizard will guide you through the steps to create your documents.



## Sets

The Publications by Design tab contains Sets that can be used.

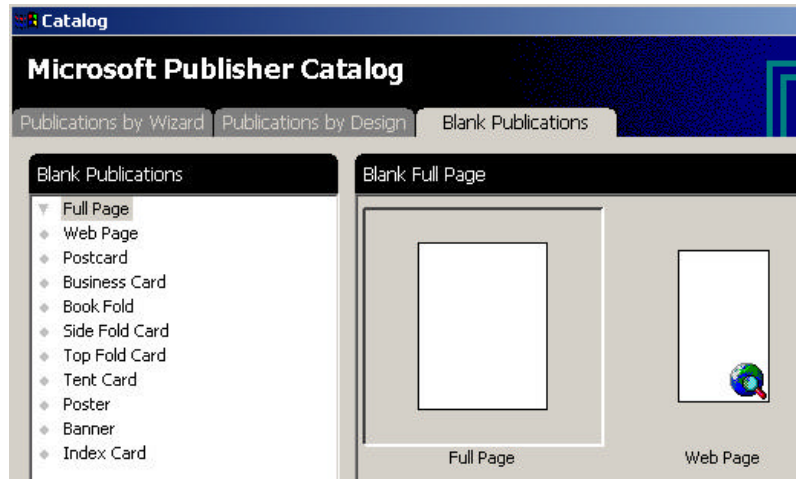


Master Sets includes all the publications that you would need for a small business: calendars, letter headed paper, envelopes, brochures, invoices, quote sheets and many more. The concept of the Master Set is that you pick your style and then create publications using the design. This ensures that all your publications have the same look and feel.

There are also other sets depending on what type of publication you are trying to create (special events, fundraisers, holiday's).

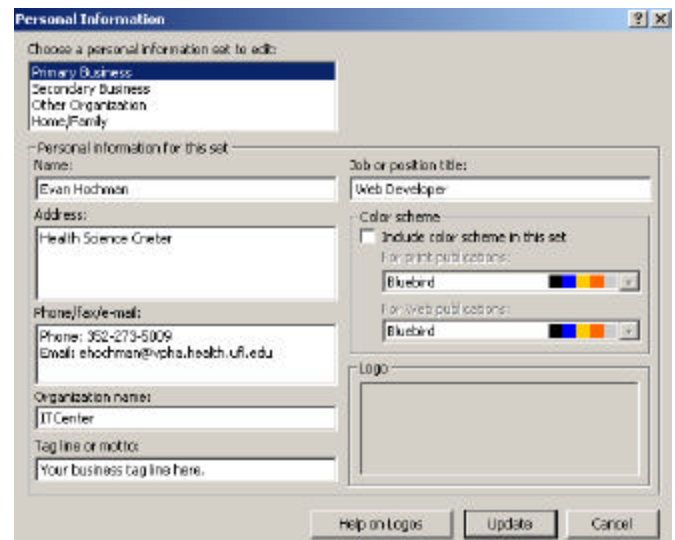
## Blank Publications

This option is for users that are comfortable creating a document on their own. There are several templates available, but the main design and content need to be created.



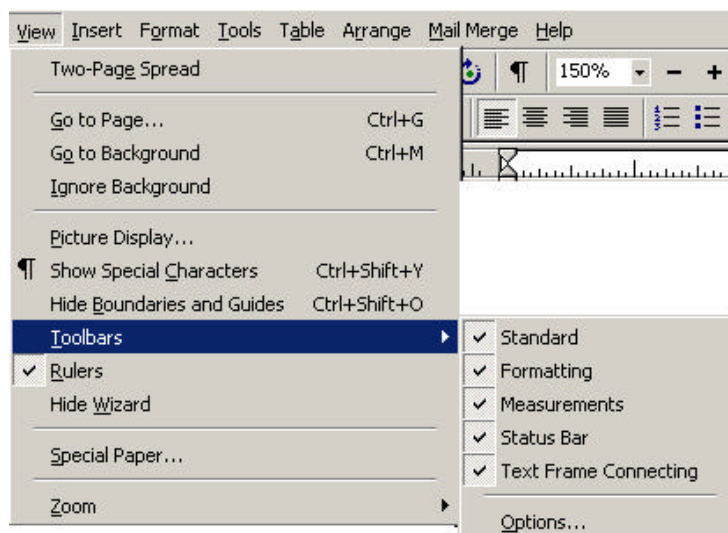
## Personal Information

When Publisher is started for the first time, it asks for personal information to be entered. This should be done to make the use of the wizards. If personal information needs to be changed later on, this is possible by clicking on edit, and then personal information.

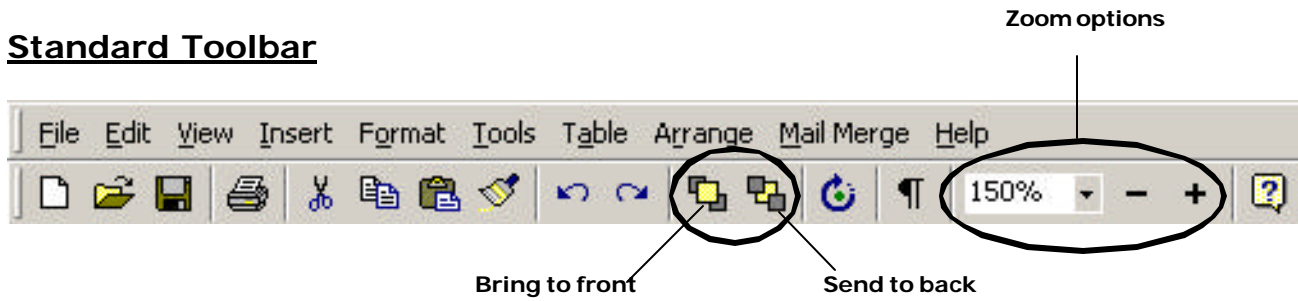


## Toolbars

The toolbars in Publisher will resemble the toolbars in other Microsoft Office applications. If these toolbars do not show up properly on the screen, go to View, and then to Toolbars, and make sure that the desired toolbars have a check next to it.



## Standard Toolbar



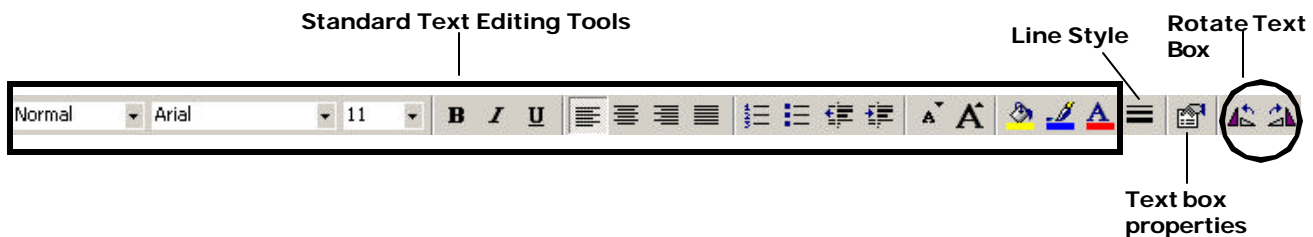
This toolbar consists of the standard New file, Open file, Save, Cut, Copy, Paste, etc. The two icons that are below the 'arrange' menu are new and unique to Publisher. These icons are used when there are multiple layers that overlap. They will either bring the selected item to front or send the selected item to the back.

The zooming options are also located on this toolbar. Pull down the drop down menu and select the amount of zoom you would like, or select the (+) (-) signs next to this menu to increase, or decrease the zoom level, respectively.

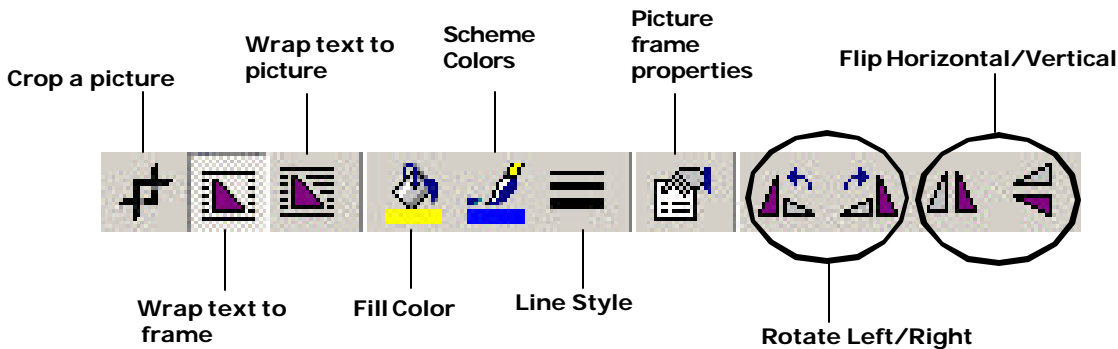
## Formatting Toolbar

The formatting toolbar is the toolbar located directly below the standard toolbar discussed above. This toolbar changes its appearance depending on what type of object that is selected in the document. When working within a text box, the toolbar will display options on how to format text options for formatting the box itself. That text toolbar is shown below.

## Text Box



## Formatting Toolbar (for a graphic/box)



**Crop a picture:** In order to crop a picture, select the picture in the document and then click on the 'crop picture' icon on the formatting toolbar. Bring the mouse pointer over to one of the corners of the picture until pointer turns and says "crop." Then, click and drag as if shrinking the image, but remember, this is not going to shrink your image, rather it is going to crop out the part that the mouse pointer is drags over.

**Text Wrap:** There are two different ways that text can be wrapped around a graphic. Text can be wrapped around an invisible square box around the picture, or if the graphic has an irregular shape such as a circle or many edges, the text can be wrapped around the graphic's edges.

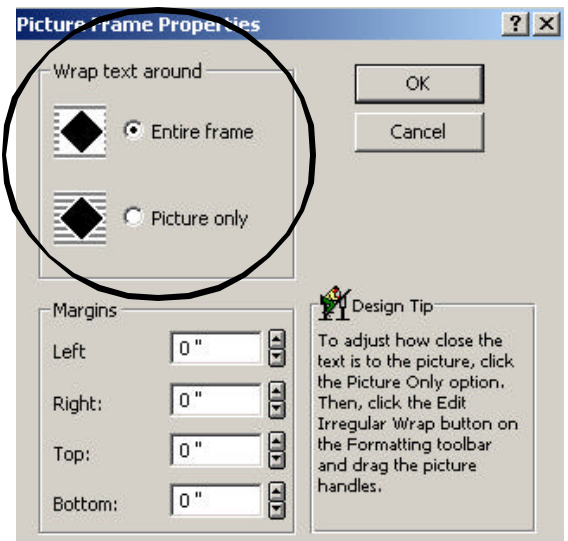
**Fill Color:** When working with a shape, the color inside the shape (fill color) can be changed.

**Scheme Color:** This icon is especially useful if a wizard was used to create the document. The color scheme that was picked initially can be changed. Click this icon, and then click 'more color schemes' and select the desired colors.

**Line Style:** This icon allows a border to be placed around your graphic.

**Picture Frame Properties:** This icon brings several options relating to the selected picture. The following screen will appear when this icon is selected.

**Rotate/Flip Object:** This icon will rotate or flip the selected object. Click the appropriate icon depending on which way you would like to rotate/flip the selected object.



**Note:** This screen will vary depending on the selected text wrap options.

## Objects Toolbar

**Pointer:** This is used to select the various objects in a document.

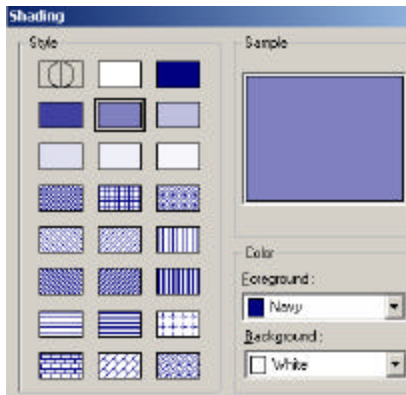
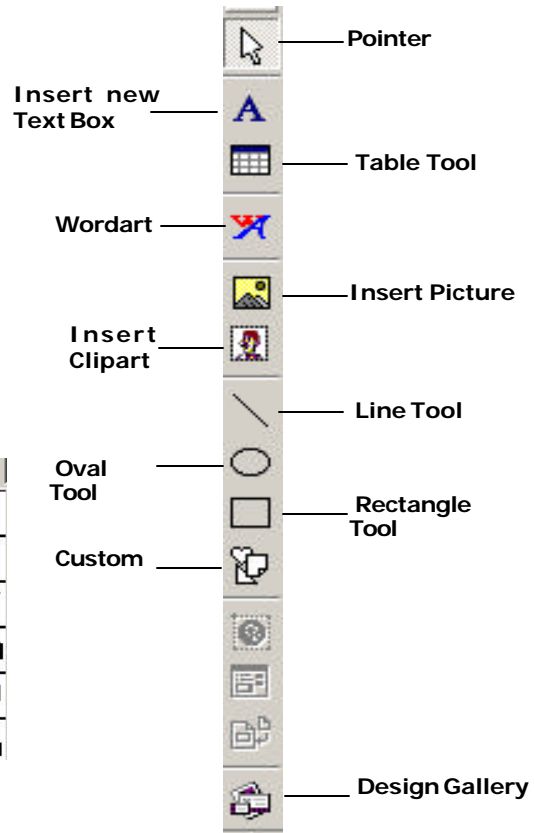
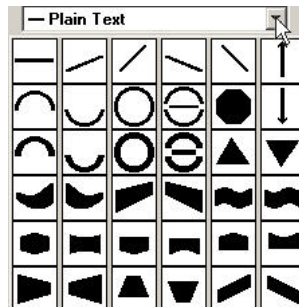
**Insert New Text Box:** Select this icon, and move the mouse to the document, and click and drag until a text box the desired size is created.

**Table:** This allows a table to be inserted into the document. Once clicked, several options will be displayed. Select the desired table.

**WordArt:** Select the icon and click and drag over the part of the document that the WordArt should be placed in. A new screen will pop up. Enter the text.

To apply WordArt, look to the upper right of the screen and select the desired effect. Once finished, click outside the left margin to return back to the normal view. Look toward the upper right of the screen for a tool bar that will give you some more options to customize your WordArt, such as adding a shadow etc. Also, to modify your shadow and change colors of the text, you will need to visit Format menu, and then the Shading option. This will give the following window allowing you to change colors and shading.

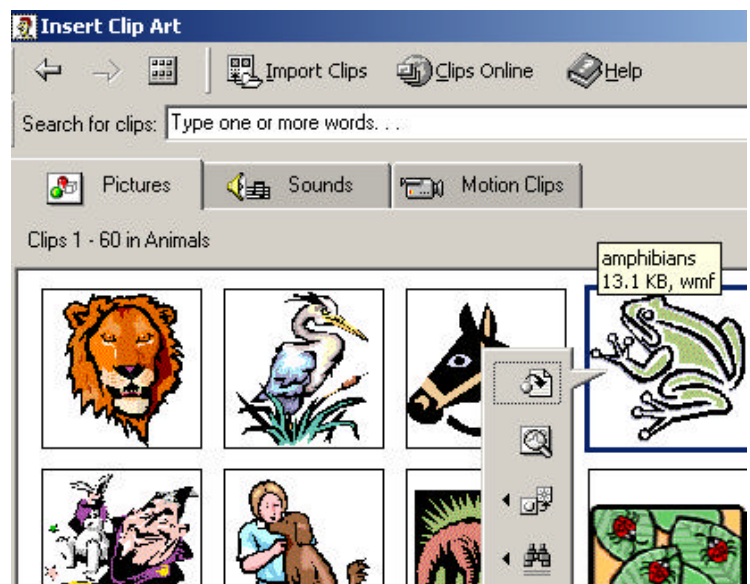
### Word Art Designs



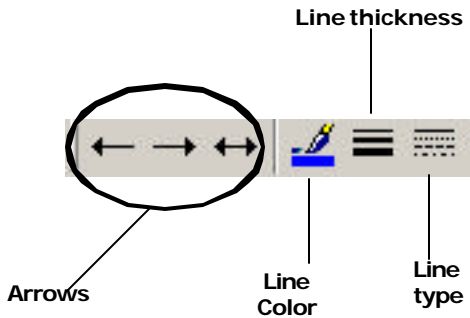
**Insert Picture:** Select the icon. Then click and drag to create a space in the document for the new image. Then double click this box to select the picture.

**USEFUL TIP:** An easier way to insert an image is to go to the top menu, insert, picture from file.

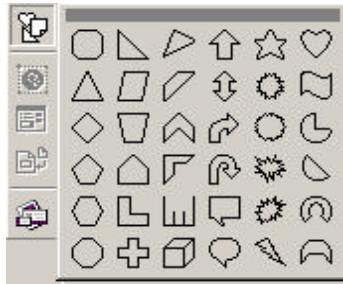
**Insert Clipart:** Select the icon, and click and drag to create a space in the document where you would like to clipart to be placed. It will open up the clipart gallery. Once you find an image, click on it, and then click on the first icon on the menu that appears next to the picture that was selected.



**Line Tool:** Use this tool to create a line. Then specify the weight of the line, or whether you would like to create an arrow with the line. Look on the top toolbar toward the left and the following screen will appear.

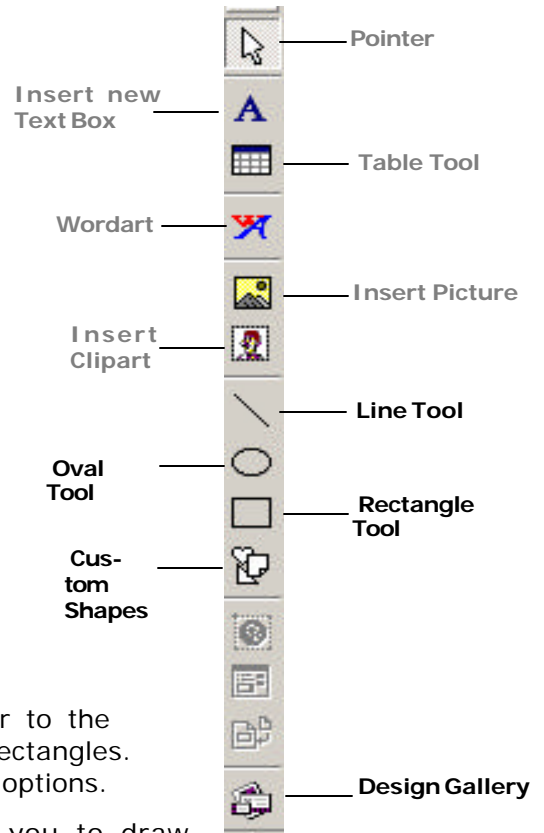


**Oval Tool:** Use this tool to draw an oval in the document. The options are nearly identical as for the line. The only difference is the leftmost icon can be used to change the fill color of the oval.

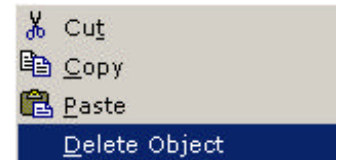


**Rectangle Tool:** This tool is similar to the oval tool, except it is used to draw rectangles. It's options are identical to the Oval options.

**Custom Shapes:** This will allow you to draw customized shapes. Select one of the shapes and click and drag to create a shape in the document.

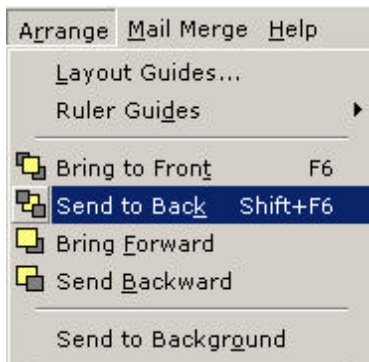


**Removing Objects from the document:** To remove an object, right click on it, and select 'Delete Object.'

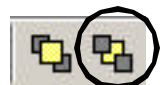


## Layering Objects

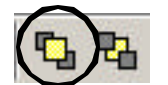
When you work with any objects in Publisher 2000 you must understand the concept of layering. The first object you create will be arranged on the bottom layer of the page. Subsequent objects are created in layers that sit on top of the previous object. It is important to grasp the concept because you may otherwise unintentionally 'lose' your objects behind others.



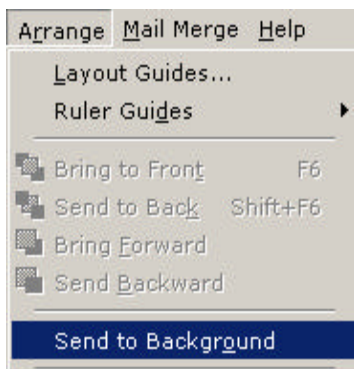
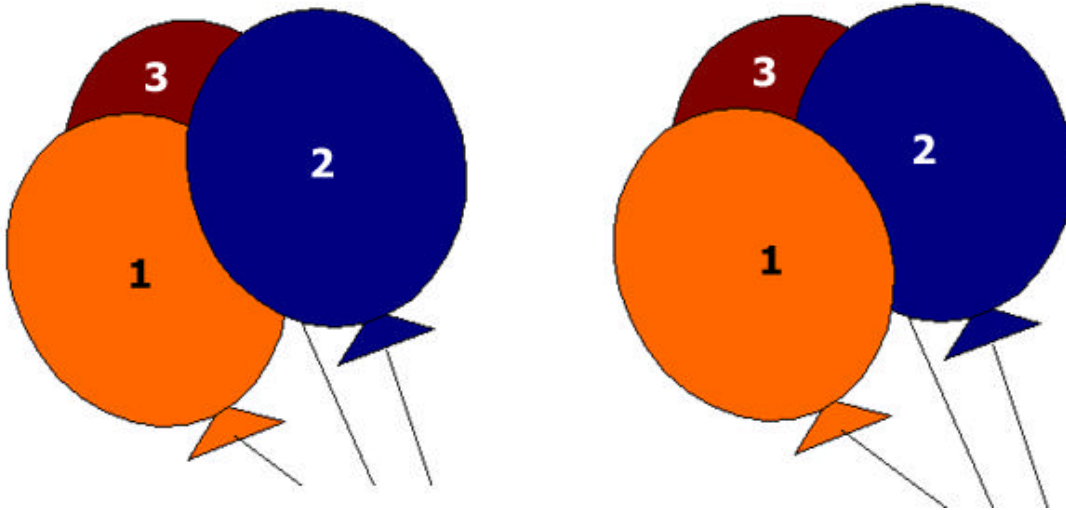
Sometimes you may want to edit an object that is on a lower layer. In order to select it and work with it you may need to send the object on top to the back first. This can be done using the icon on the toolbar located on the top, or by going to the Arrange menu, and selecting 'Send to Back.'



If an object needs to be brought to the front, select the object, and either the 'Bring to Front' icon can be clicked or it can be selected from the Arrange menu at the top of the screen.



**Send Backward:** This will send the selected object backward one layer. This is useful if you are working with more than two layers. Consider the example below: If the blue balloon (#2) is selected and it is sent to the back, then it will go behind the all of the layers, so it would be behind the red balloon (#3). What if we want it below the orange balloon (#1) but above the red balloon(#3), this is a case where it would need to be 'Sent backward.'

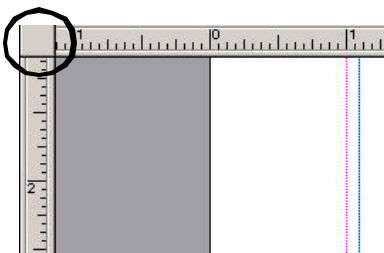


**Send to Background:** This option is used to send an object to the background. A good example of this is when creating a border. A box must be created the size of the page, and then that box has to be send to the background. This can be done by selecting the object, and selecting 'Send to Background' from the arrange menu. This option could be used when using a background image or border in the publication. If the object that has been sent to the background needs editing, press CTRL-M, and that object will be brought forward for editing. To send it back again, press CTRL-M.

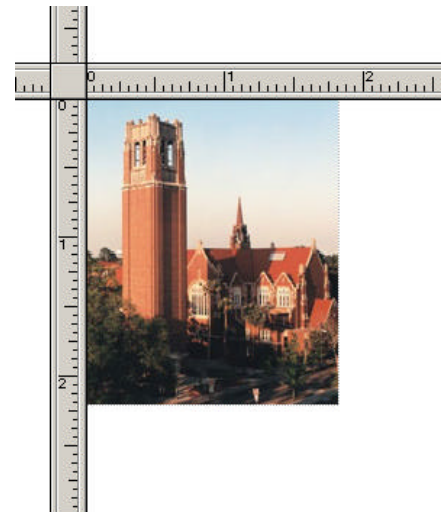
## Rulers

Publisher 2000 has rulers along the top and left-hand side of the screen. The rulers allow you to accurately measure and align objects on the page. If you wish to turn the rulers off, click the View menu and then click Rulers.

To move the ruler(s) onto the page, click and drag the square at the intersection of the two ruler:



To move the ruler and reset the value to zero, hold the Ctrl key while dragging the square on the intersection.

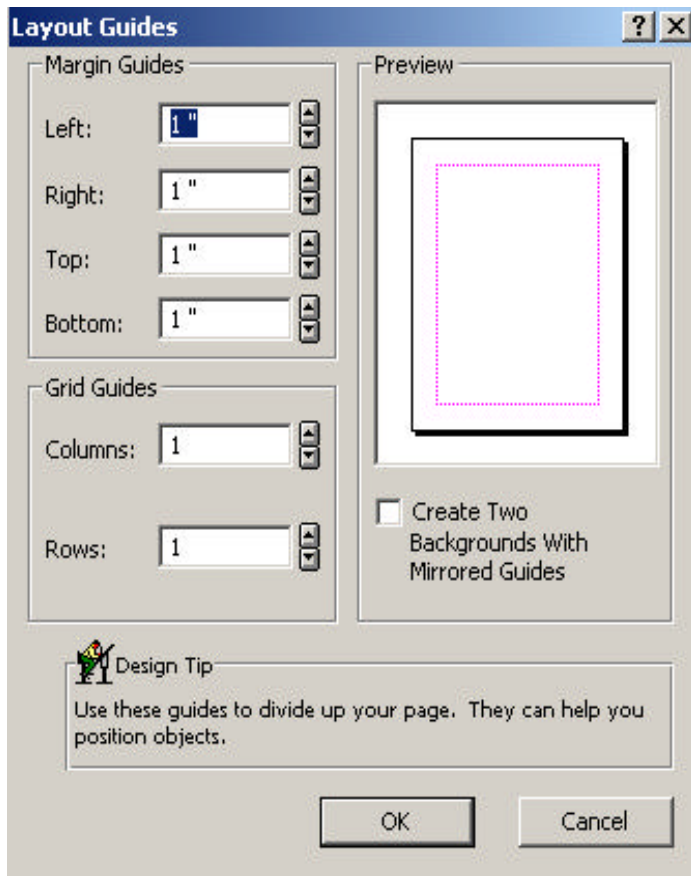


# Addendum

## Layout/Margin Guides

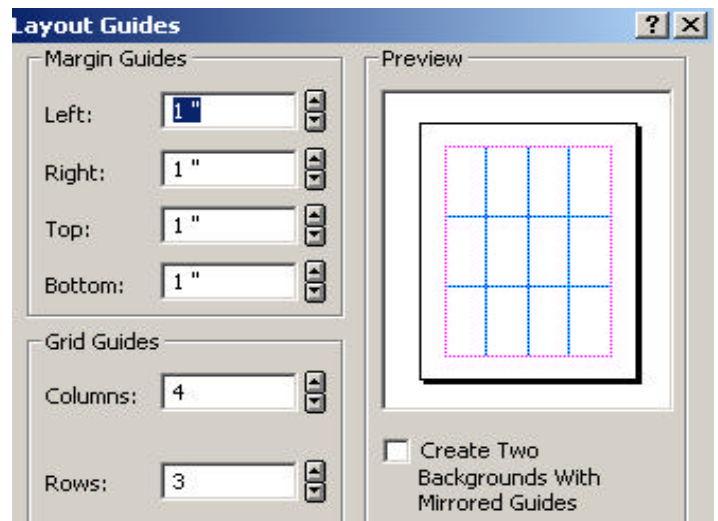
Guides assist with the positioning of objects in Publisher. A standard document will open up only with margin guides, which is the blue rectangle around the page. The margins can be adjusted by clicking, 'Arrange,' and then 'Layout Guides.'

The following screen will appear.



In order to change the position of the margin guides, adjust the appropriate measurements.

If you increase the amount of grid guides, this will allow you to create columns or rows of guides.



Guides are very useful when trying to line up different objects in Publisher, or if you are designing a newsletter from scratch that requires multiple columns.

## Ruler Guides

Ruler guides are horizontal or vertical guides created by the user. These are different than grid guides because they can be moved freely around the page. To create a ruler guide, select 'Arrange,' 'Rulers,' and insert a horizontal or vertical guide. Another way to create a ruler guide, press and hold the 'Shift' key and click on a ruler (depending whether you want a horizontal or vertical guide) and drag over the document and a guide will be created.

## Send to Background

In addition to what is discussed in the packet, when an object is sent to the background, it will exist on all of the pages that are created within the document. For example, if a border was created on a single page, and then sent to the background, and it is later decided that you want to add another page to the document, the new page will also contain the border.