Introduction to Publisher 2007

Microsoft Publisher helps you create great-looking publications and makes it especially easy by providing hundreds of professional designs to choose from. These pre-designed publications are available for a wide range of publication types, including business cards, postcards, flyers, gift certificates, resumes, catalogs, and even Web sites.

If you want to create a publication quickly, you can select the publication design that you want, add your own content and graphics, and then customize the publication’s design, layout, color schemes, and font schemes.

To Create a New Publication

1) Select a **Presentation Type** from the left
2) Click on one of the **Designs**
3) Customize your presentation by selecting a color scheme, font scheme, and layout
4) Click on **Create**
Your publication is now available for you to modify. At this point you can do any of the following:

- Change the publication’s color scheme
  - Click **Color Schemes** in the task pane, and then click the color scheme that you want
- Change the publication’s font scheme
  - Click **Font Schemes** in the task pane, and then click the font scheme that you want
- Change the publication’s overall design
  - Click **Quick Publication Options** in the task pane, and then click the publication design that you want
Text and Pictures Frames
Your publication is made up of frames. You replace the text and picture frames with your own text and pictures, or with other objects.

To Replace Text:
1) Click on the text frame
2) Type your own text

Text that won't fit into the first text box flows into the next connected text box. A chain of connected text boxes, also known as a story, can span multiple pages and have numerous columns.

Text Autoflow
If you paste or insert more text into a text box than it can hold, a message is displayed that asks if you want to use autoflow. If you click YES, autoflow will find an empty text box or create a new one to hold the overflow text. To connect boxes yourself, click NO.
To manually connect text boxes:
1) Click the text box that shows the autoflow icon to select it.
2) Click the Create Text Box Link button on the toolbar. The pointer changes to a pitcher.
3) Click the text box you want to connect to.

Text boxes that are connected will display the Go to Next Text Box and Go to Previous Text Box buttons in the corner of each box. You break the link between two text boxes using the Break Forward link button on the Connect Text Boxes toolbar.

To add captions to connected text boxes:
1) Right-click the text box with the autoflow icon.
2) Click Format Text Box.
3) Click the Text Box tab.
4) Select Include “Continued on page…….”
5) Repeat steps on the connected text box but select Include “Continued from page…..”

To replace picture frames:
1) Click on the picture to select it.
2) Click on Insert.
3) Click Picture.
4) Click on Clip Art or From File.

To insert a new text box:
1) On the Objects toolbar, click Text Box.
2) In your publication, click where you want one corner of the text to appear, and then drag diagonally until you have the box size you want.
3) Type your text.

To insert a picture:
1) Click on Insert.
2) Click Picture.
3) Click on Clip Art or From File.
4) Once the picture appears on the page you can resize it and/or move it.

Design Gallery Objects
Publisher provides a selection of objects that can be used to enhance your publication.

To insert design gallery objects:
1) Click the Design Gallery Object in the toolbar on the left.
2) In the left pane, click a design category.
3) Click on one of the style selections.
4) Click Insert Object.
You can now replace the text with your own, resize the object and/or move it.

**To Work with Pages:**
Right-click the page icons on the bottom of the screen and select an option from the menu.