

Microsoft Publisher for Office 2000  
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## Publisher Catalog Wizard



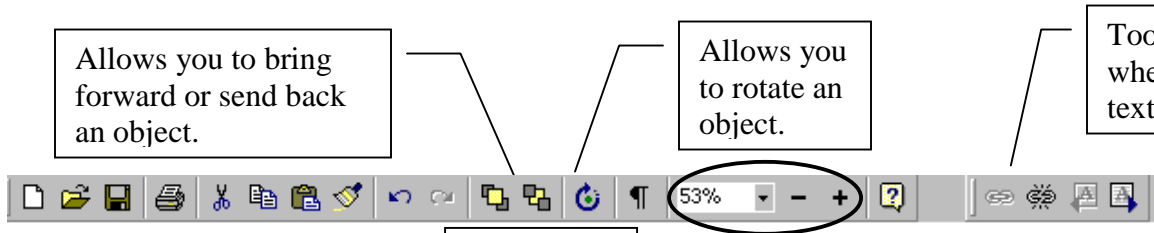
Displays type of publications created by wizards.

Displays publications that are designed to go together as a set.

Displays publications you can make from scratch.

Shows available options for the tab you have selected.

## Standard Toolbar



Allows you to bring forward or send back an object.

Allows you to rotate an object.

Toolbar to use when linking text objects.

Allows you to zoom in and out.

## Formatting Toolbar for Text



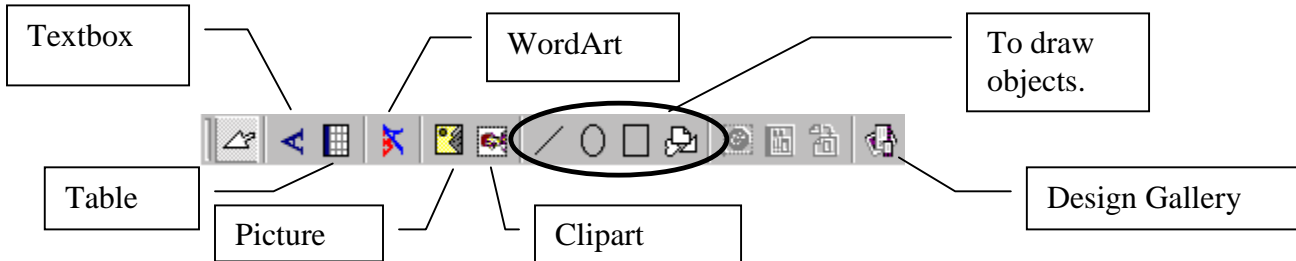
Rotate Icons

Text Frame Properties

## Formatting Toolbar for Graphic Objects



## Objects Toolbar—This toolbar is down the left side of screen.



## Working with Publisher Wizard to Change the Publication



## Working with Frames and Objects

Every object in your publication is placed in a frame. You can create the different objects (i.e. textbox, picture, clipart, WordArt, table, drawn objects) by clicking the icons in the Objects Toolbar.

You move and size your objects by clicking on the object to get the sizing handles (the little black boxes).

Objects can be stacked in layers. The first object you create will be on the bottom.

1. You can change the way they are layered by selecting the object and then on the Standard Toolbar clicking on the Move Forward or Move Back icons.

### ***Transparent Frames***

Making a frame transparent allows the object below it to be seen through it. This is especially good for when you place text on top of a picture or clipart.

1. To make a frame transparent select the object and then press CTRL+T.

### ***To Flip/Rotate Objects***

You can also flip objects, by:

- Clicking on the appropriate icon in the Objects Formatting Toolbar.
- Clicking on the Custom Rotate icon on the Standard Toolbar.
- Or manually, by holding down the ALT key and going to one of the sizing handles and rotating.

### ***Grouping Objects***

Grouping objects allows you to join more than one object together so that you can move, resize, or rotate them all at once. You can tell if objects are grouped because they have one set of sizing handles.

1. To group objects together hold down the left mouse button and drag a box around the items, when you start your mouse should be totally outside of the area you want to group.
2. Click on the Group Items icon that appears.

### ***Inserting an Excel Chart***

1. Highlight and copy the chart in the Excel worksheet. It works best if you use a chart that is in the same sheet as your data or numbers. If the chart is a separate sheet it comes in very large.
2. In Publisher, go to where you want the chart and click on paste. Resize the chart.

### ***Inserting a Picture***

1. On the Menu Bar, select Insert, slide down and select Picture, and slide over and select From File.
2. Navigate to the location of the picture you want to insert, click on the filename, and click insert.
3. Resize the picture.

### ***Background***

The background is where you place things that will appear on every page of your publication. (I.e. page numbers, borders, etc.) The background page is like a transparent page on your publication.

### ***To Work with the Background***

1. From the View Menu, slide down and select Go To Background.
2. Make appropriate changes.
3. To get back to your publication, from the View Menu, slide down and select Go To Foreground.

### ***Sending an object to the Background***

This allows you to send an object from your publication to your background page.

1. Select the object you want to send to background.
2. From the Arrange Menu, slide down and select Send to Background.

### **Working With Textboxes**

#### ***Text Overflow***

If you have created a text frame and there is not enough space in the object it will be placed in a text overflow. You can tell if this happens because a graphic with an A and ... will appear.

#### ***Connecting Text Frames***

This allows you to connect text frames so that a topic will continue on to a different text frame on the same page or another page.

1. To connect text frames click on the frame that has too much text.
2. From the Tools Menu, slide down and select Connect Text Frames.
3. On the Connect Frames toolbar that appears click the Connect Frames icon, then click on an empty text frame you want the text to flow to.

### **Personal Information**

The personal information section has information like your address, etc. If you need to change it you can:

- Go to the Quick Publication Wizard and click on Personal Information, and then click update.
- Or from the Edit Menu, slide down and select Personal Information.

### **Creating a Logo that is associated with Personal Information Set.**

1. From the Insert Menu, slide down and select Personal Information, and select logo.
2. Make changes to the logo.
3. Save your publication.
4. If you have made changes to your logo it will ask if you want the logo to be part of your information set. Say yes if you want to save your changes.

### **Mail Merge**

This allows you to personalize your publication.

#### ***Working with the Data Source (The Personal Information)***

You can either import your data source from another program such as Excel or Access or create the data source from within Publisher.

1. From the Mail Merge Menu, slide down and select Open Data Source.

2. If you have created a database some place else select Merge information from another source. Select where to look for the file. (Make sure that file is not open.)  
Or...
2. If you want to create the data source in Publisher select Create an address list in Publisher. Add the appropriate information for a person then click New Entry. Repeat process until finished with your list then click Close. Give it a filename, decide where you want to save it and decide which type of file you want to save it as.

### ***Adding the Fields to Your Publication***

1. Select the text frame where you want to insert the fields.
2. In the Insert Fields window click which field you want. (You might have to move this window around so you can see your text frame.)
3. Back in your text frame add spaces and punctuation where needed then click in the Insert Fields window.
4. Repeat process until finished.

### ***To Make Insert Fields Window Appear***

1. From the Mail Merge Menu, slide down and select Insert Fields.

### ***To Merge***

1. If you want to see the results of the merge before you print, from the Mail Merge Menu, slide down and select Merge.

### ***To Print the Merge***

1. On the File Menu, slide down and select Print Merge.

### **Creating Web Pages from Your Publication**

You should be familiar with the basics of creating web pages and you should know how to send your web page to the web server (FTP) before you attempt to create a web page from your publication.

*\*Before you follow the steps in the Microsoft in Education handout make sure you create a folder on your computer to keep your web pages and graphics in.*