

Microsoft Publisher

Open program > **Blank Page** > **OK**.

PAGE SETUP

Arrange > **Layout Guides**, type in margin sizes and columns. Check the **Create Two Backgrounds With Mirrored Guides** for facing pages. **Rows** can be used to align banners, etc.

ADDING PAGES

Insert > **Pages**, type in the amount of pages you want to add. Click on the arrow buttons on the bottom scroll bar to switch between pages. To delete a page, turn to the page you want > **Edit** > **Delete Page**. To restore page, immediately > **Edit** > **Undo**. To view a two-page spread > **View** > **Two Page Spread**.

PAGE NUMBERS, HEADERS, FOOTERS

Publisher works with foregrounds and backgrounds. The foreground is the text and graphics you are working with that you want on a single page. The background is set up to contain information that is repeated on each page, such as page numbers, watermarks, etc. **View** > **Go To Background**, follow instructions. To return to foreground > **View** > **Go To Foreground**. (See **Show Index**, type in *backgrounds* for details on page numbers.)

WORKING WITH TEXT FRAMES

Select the Text tool (A) and create a text frame to fit the column by placing the pointer in the upper left hand corner, click and drag diagonally to other side of column or margin. For best accuracy > **Tools**, check the **Snap To Guides**.

To get the text to flow from one column or page to the next, create another text frame where you want the story to continue, click in the frame that has the beginning of your story, then click on the **Connect** button at the bottom of the frame. The pointer will turn to a pitcher. Click in the new text frame to continue.

Setting Columns Within a Text Frame

You can also create a text frame from margin to margin for instance, right click in the text frame > **Text Frame Properties** to set margins and columns within the text frame.

Word Art

Click on the Word Art (WA) tool, click and drag where you want it placed. Type your text in the entry box. To begin a new line, hit Enter. Close entry box. To format text, use the text toolbar at the top or see **Show Index** and type in *WordArt*.

GRAPHICS

You can create objects by using the art tools on the left side or import graphics. To import graphics, click on the picture tool, create a picture frame by clicking and dragging diagonally > **Insert**, choose where you want to obtain your graphic from > **OK**.

SAVING YOUR WORK

To save your publication, **File** > **Save as**, select the file you wish to save it in, name it, select the **type**. (To keep your work formatted exactly as you created it, save the **type** as **Publisher Files**.)

The easiest way to save your newsletter layout with just the items that appear in every issue (i.e., the banner, editorial policy, page numbers, etc.) is to save it as a template. If you have a completed publication saved, open it, delete everything except for the items that you want in every issue. Click **File** > **Save as**, select where you want to save it—you may want to save it on your desktop for easiest access—name it, save the file **type** as **Publisher Files**, check **Template**.

Picture formats Publisher can import

The types of pictures that Publisher recognizes fall into two broad categories: bitmapped pictures and draw-type pictures.

Publisher can import any picture that is stored in one of the file formats listed below. You may have additional choices in the Insert Picture dialog box, depending on which Microsoft programs are installed on your computer.

Bitmapped (paint-type) pictures

Format	File extension
Bitmap	.BMP
Tagged Image Format	.TIF
PC Paintbrush	.PCX
Kodak PhotoCD	.PCD
JPEG Picture Format	.JPG
Graphics Interchange Format	.GIF

Draw-type (object-oriented) pictures

Format	File extension
Computer Graphics Metafile	.CGM
Windows Metafile	.WMF
Micrografx Designer/Draw	.DRW
Encapsulated PostScript	.EPS
DrawPerfect	.WPG
CorelDRAW	.CDR

- Using Windows Explorer to see a picture's file format