

welcoming  
friendly  
exciting  
customer-focused  
fun  
happy  
innovative  
digital  
relaxing  
growing  
super  
excitement  
colorful  
travel  
educational  
comfortable  
bright  
cheerful  
indispensable  
joy  
caring  
warm  
creative  
family-oriented  
enticing  
pizzazz  
inspire  
imagination  
awe

*Gloucester County Library System*

# Gloucester County Library System



## **MICROSOFT PUBLISHER 2007**



# Computer Classes

**Check online calendar for  
monthly classes**

We offer computer courses for adults. which include basic computer skills. Our goal is to teach you what you need to know, using patient, experienced and friendly instructors. Classes are small in size with individual attention.

- **Basic Computer Skills,**

Required for all other computer classes, Learn how to use the mouse, opening and closing programs, selecting items and text.

- **Internet Basics** Learn how to use the Internet, click links, navigate sites and print useful information ,

- **Email Basics** Learn about email, create your own email address and get some valuable practice.

- **Overview** of common office software such as Excel, PowerPoint, Microsoft word

# Computer Guides

## Basic Computer Guide



FREEHOLDER DIRECTOR  
Robert M. Damminger

FREEHOLDER LIAISON  
Warren S. Wallace, Ed.D.

## Quick Reference Guides:

### Computer Basics

Microsoft Internet Explorer 7

Microsoft Windows Vista

Microsoft Windows XP

Adobe Acrobat 8

Microsoft word 2003

Microsoft office 2007

Microsoft Publisher 2007

Microsoft Excel 2007

Microsoft Power Point 2007

# Key Points



- From the Getting Started window, you can create a publication based on one of the many purpose-specific templates that come with Publisher. You can specify fonts, colors, and layout options before creating the publication.
- Publisher doesn't have multiple views, but because publications often consist of many different elements, it is important to know how to zoom in and out to check details or to get an overview of the entire publication.
- You can store sets of personal and company information for Publisher to automatically enter in all the appropriate places in your publications

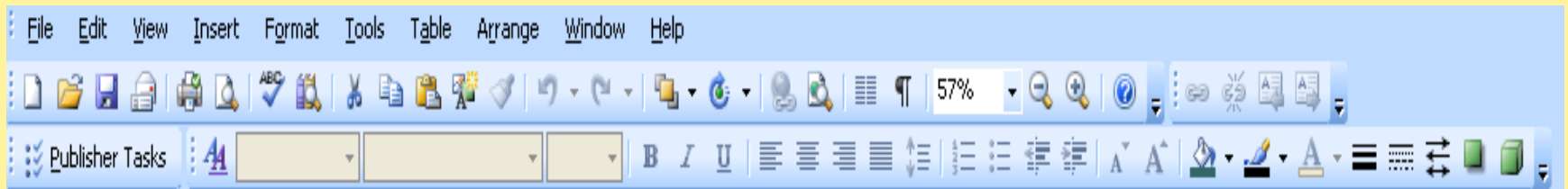
# Opening Microsoft Publisher



- Using the Start Menu, click on All Programs and navigate to the Microsoft Office folder.
- Click on Microsoft Office Publisher 2007.



# Menus / Toolbars

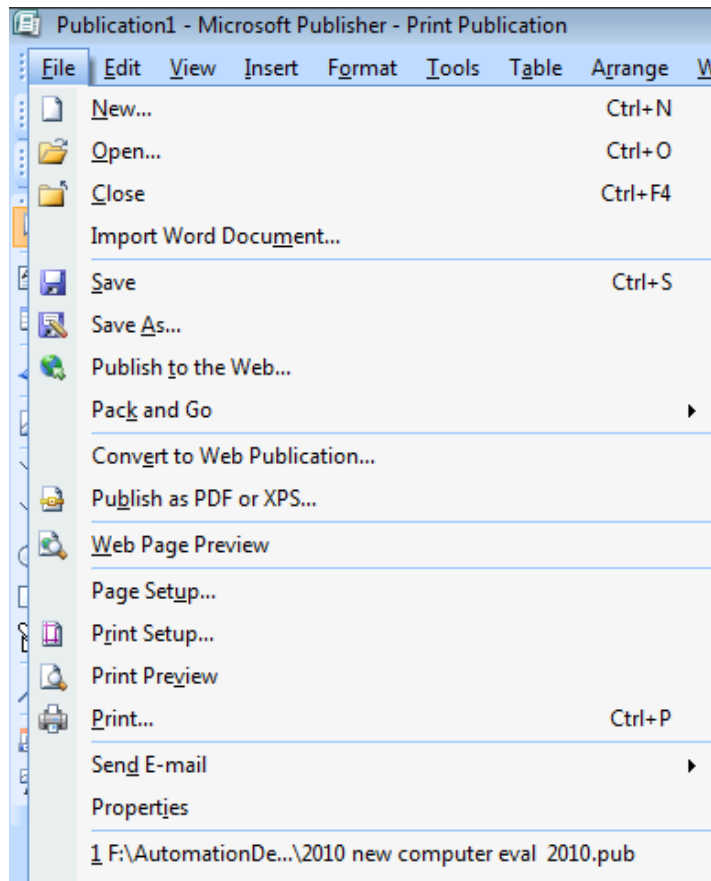


Click to select the desired toolbar.  
Standard, Formatting, Connect Text Boxes,  
Measurement, Objects, Picture, Task Pane, Word Art

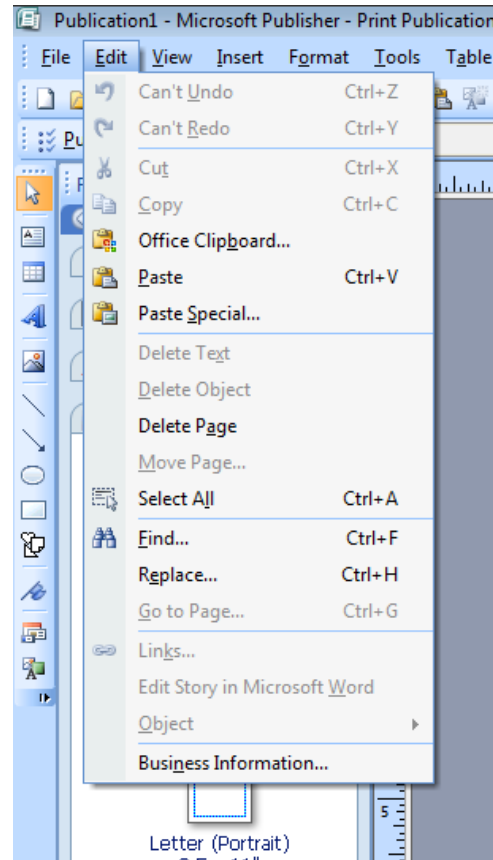
# Menus / Toolbars



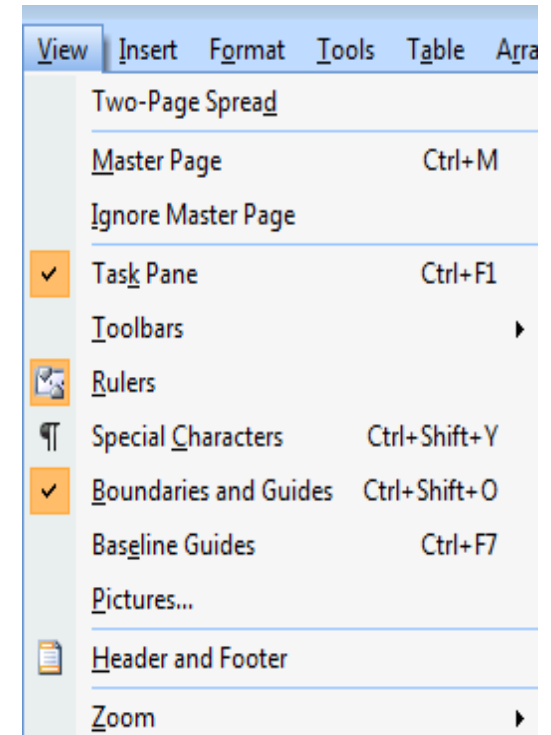
## File



## Edit



## View

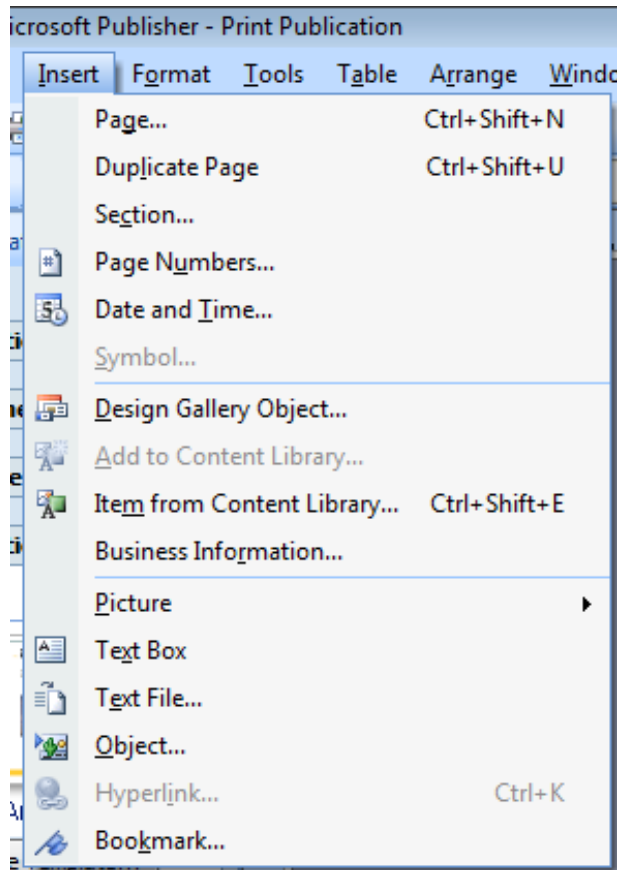




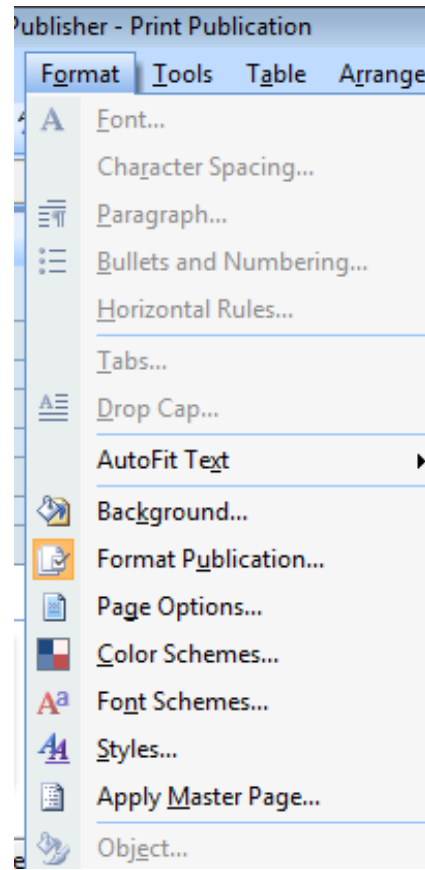
# Menus / Toolbars



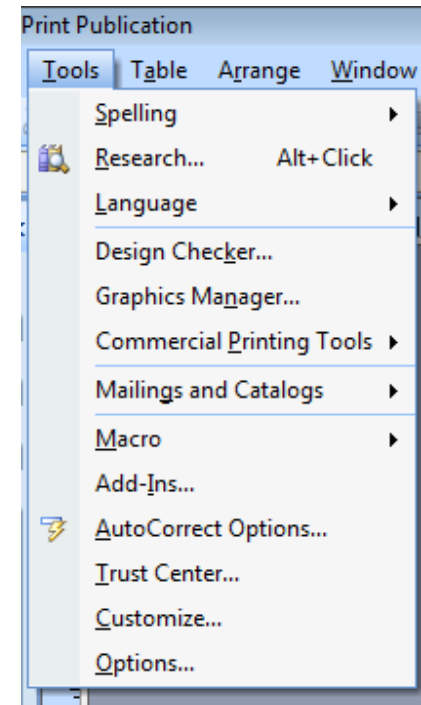
## Insert



## Format



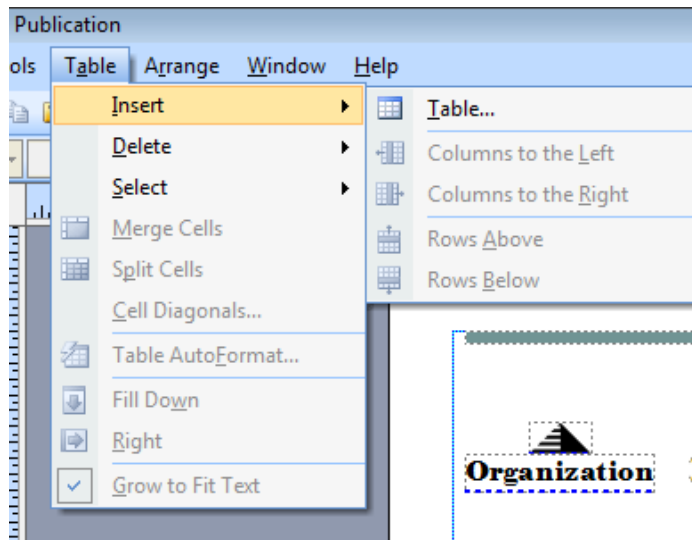
## Tools



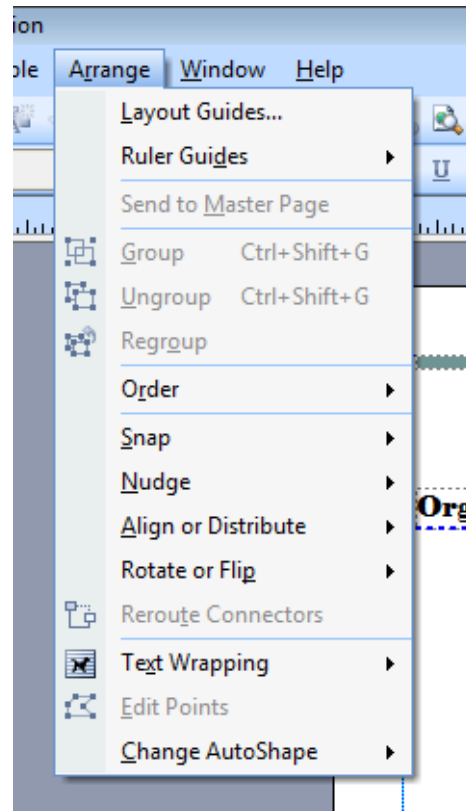
# Menus / Toolbars



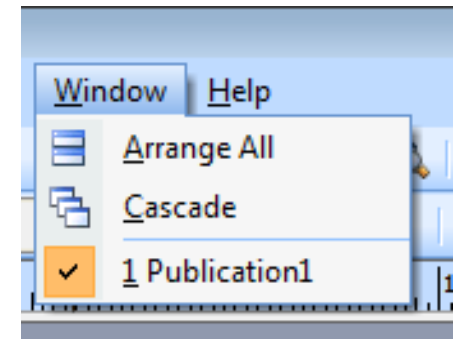
## Table



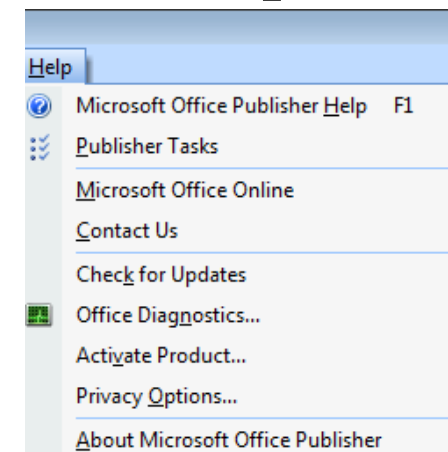
## Arrange



## Window



## Help



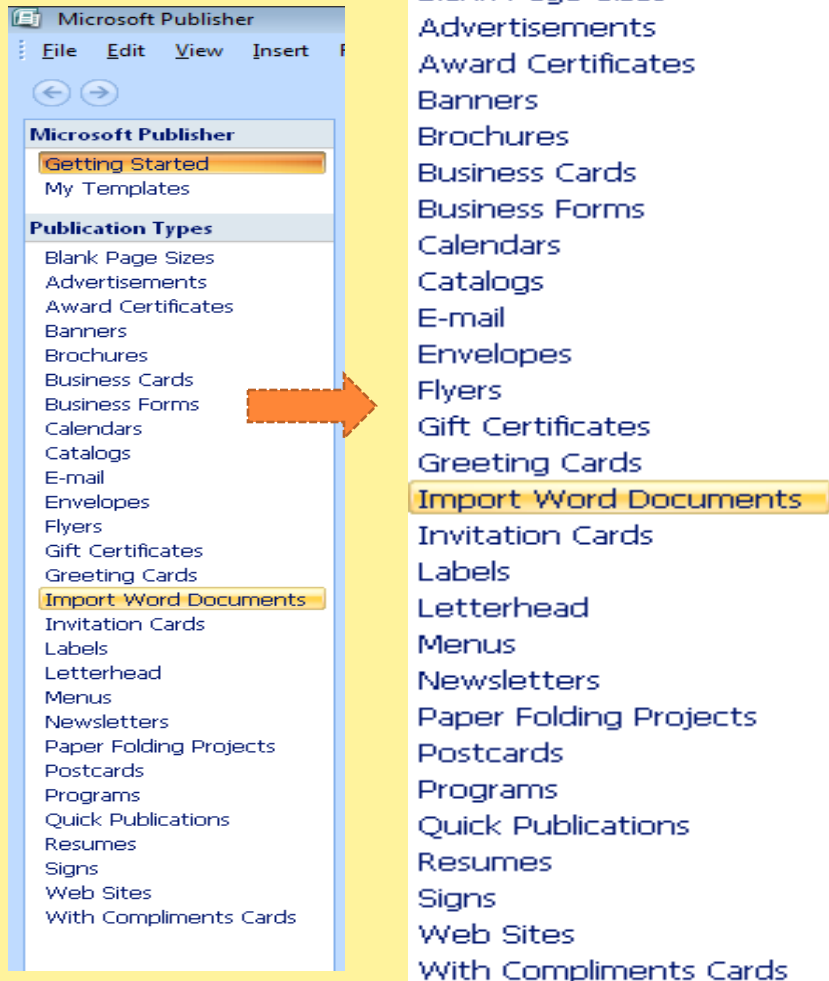
# Key Points with Templates



With so many templates to choose from, you can save time by selecting the one that is closest in size and layout to the publication you want.

- Although all the templates come with a default color scheme, you can switch to a different scheme at any time. And you can expand the scheme by adding custom colors
- Printing is a big consideration whenever you need more than just a few copies of a publication. Design with the printing method—and your budget—in mind.
- If you need to send a publication to a large group of people, save time by merging their contact information directly into the publication.
- Subtle backgrounds can unify a publication. In a multi-page publication, the background belongs on the master page

# Choosing a Publication Project from the Task Pane



Using the Task Pane on the left, click on the publication choices and view the templates on the right.

# Choosing a Publication Project from the Task Pane

- **Publication Type** - Displays types of publications by category newsletters, brochures, business cards, flyers, calendars, etc.
- **Popular Publication Types** are shown on the window to the right. Double clicking a folder will open the templates for the category.
- **Templates** – Once a category is chosen, four sections to select templates from will appear in the window to the right. Microsoft Office Online Templates, Newer Designs, Classic Designs and Blank Sizes are available to choose from.



- **Design**- Clicking one time on the template will show a larger view at the right. In the Customize section, choose the Color Scheme, Font Scheme and Business Information. In the Options section, different options will be available for specific publication types

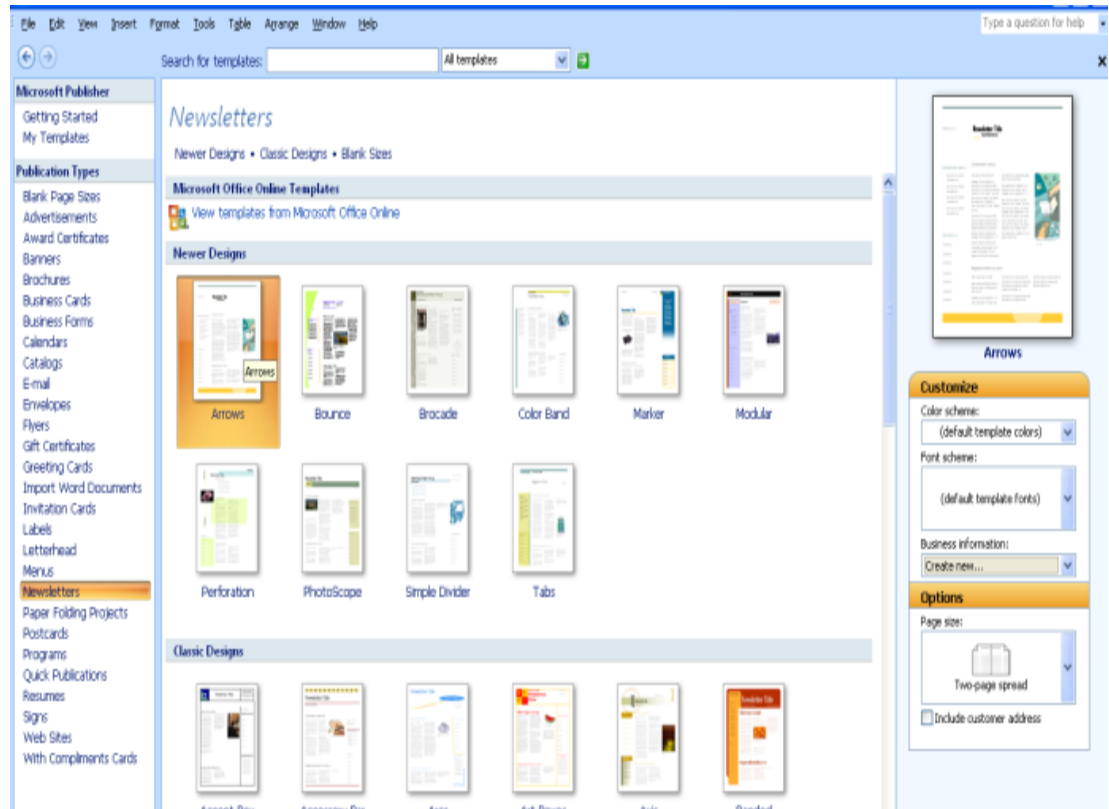
# Selecting a Template



Double click to select a publication template

OR you can click to select a template

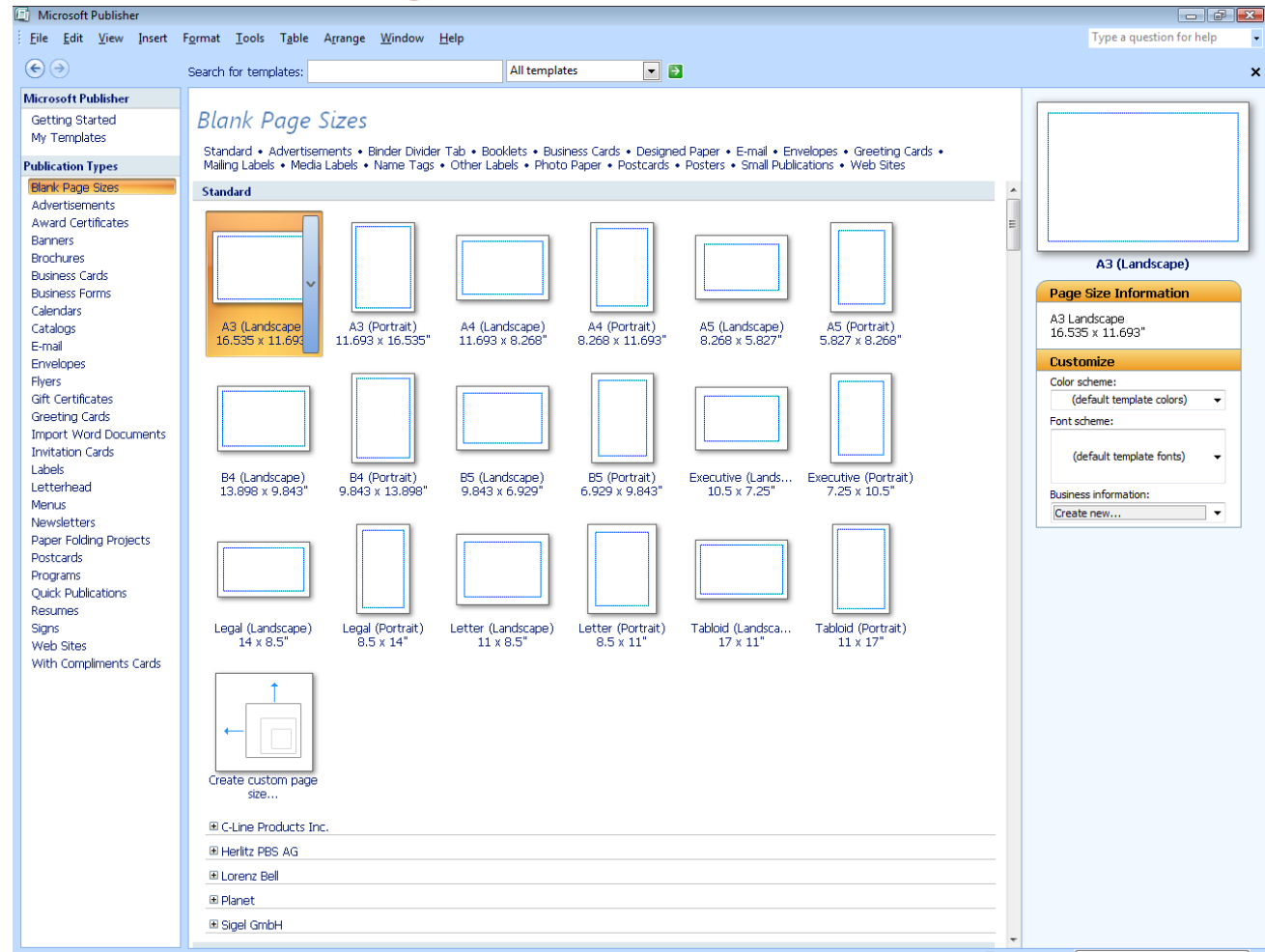
And then click the Create button in the bottom right corner of the screen.



# Blank Page Setup



Double click  
to select a  
page size  
and then  
click the  
Create  
button in the  
bottom right  
corner of the  
screen.



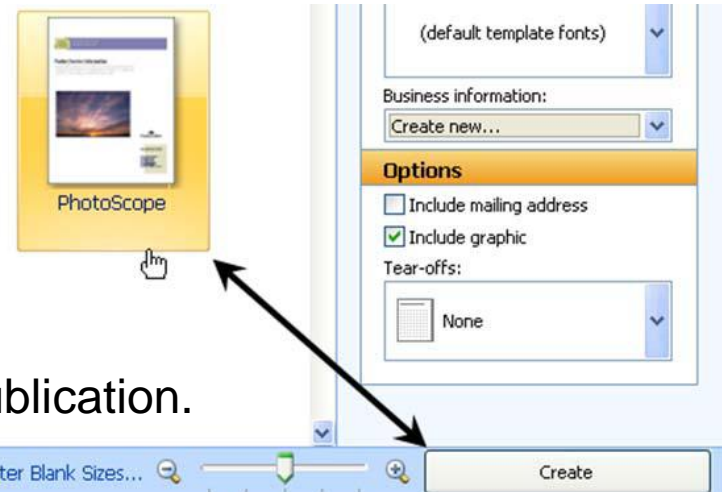
# Challenge



For this exercise, the class will create a flyer (click Flyers folder)



Choose a template for your flyer by clicking on one you like. A preview will appear on the right side of the screen. From here, you can customize your publication by changing the color scheme from the drop down menu, font scheme, etc.



Click Create to begin working with the publication.



# Key Points Working with Graphics

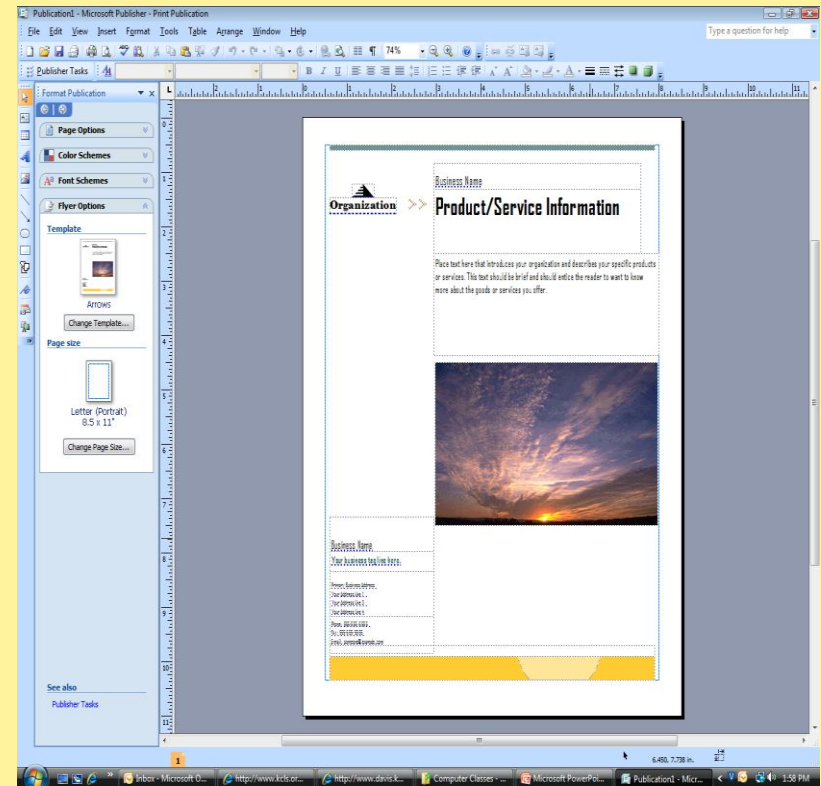


Creating and manipulating visual elements is a basic Publisher skill that you will use when working in most publications.

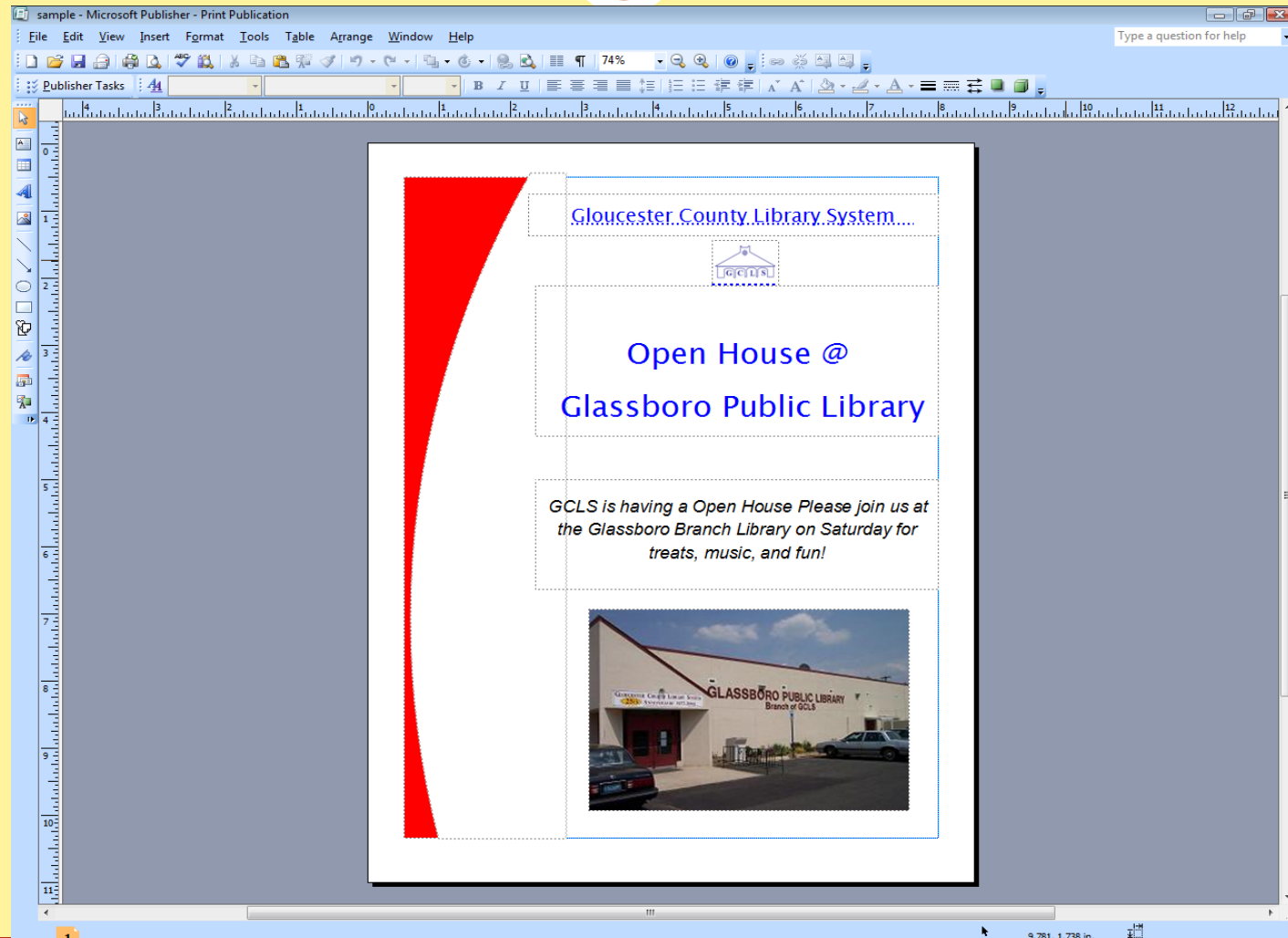
- You can reposition most elements by dragging them, and you can resize elements by dragging their sizing handles.
- You can group elements together to manipulate them as a single unit.
- Before you spend time creating graphics, check for publicly available clip art and ready-made Design Gallery elements.

# Making a Flyer

- Inserting Text, Pictures, and Formatting
- Publications are made up of many independent elements called placeholders. You can add and edit pictures and text in the placeholders by clicking the designated area to activate each placeholder is an independent element.



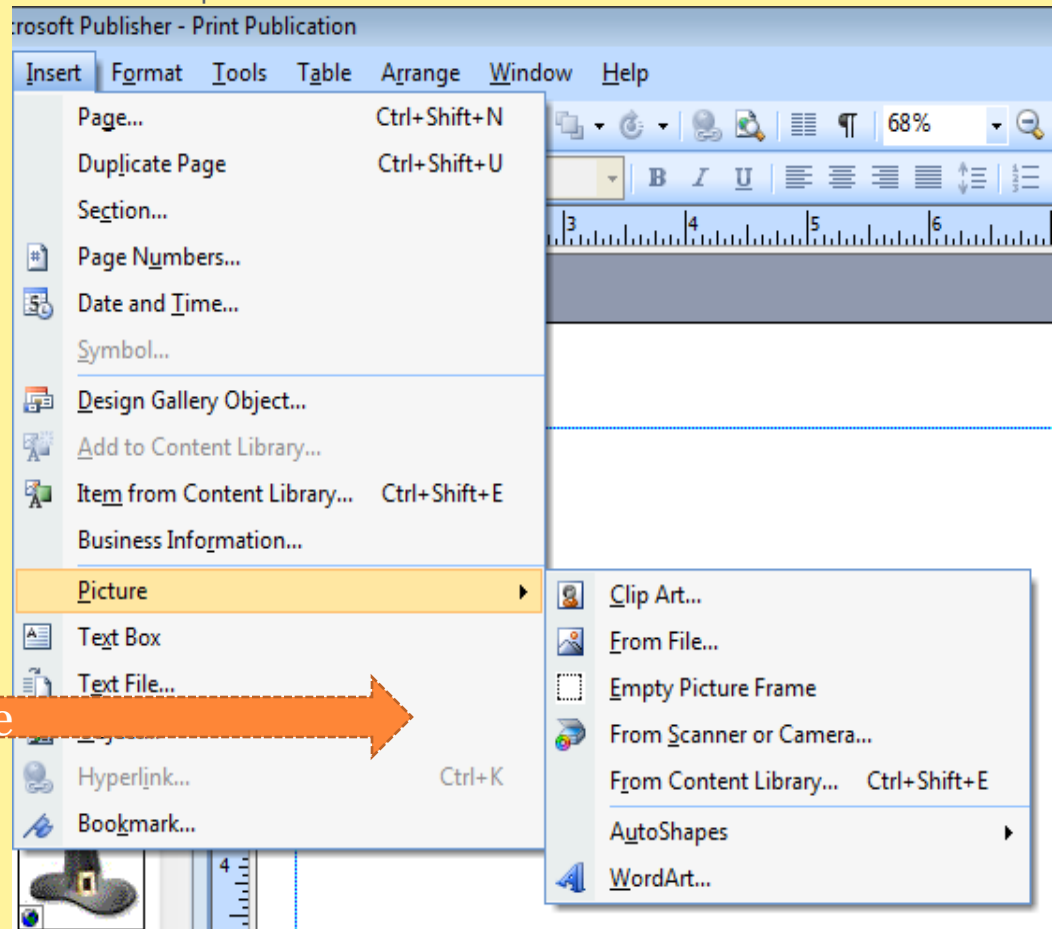
# Example Flyer



# To Add Clipart



- To add clipart
- On the toolbar
- Go to insert
- Click on picture
- Select a location



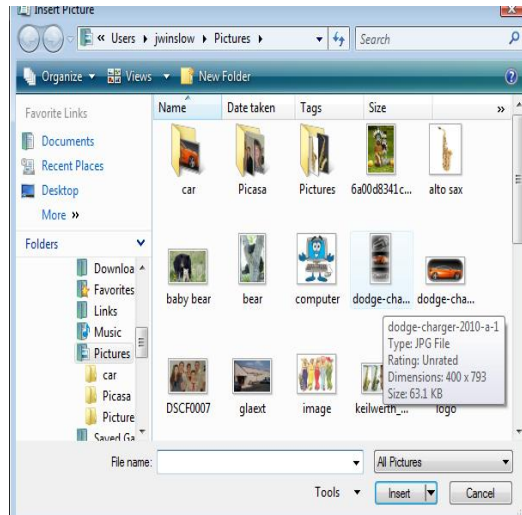
# Insert



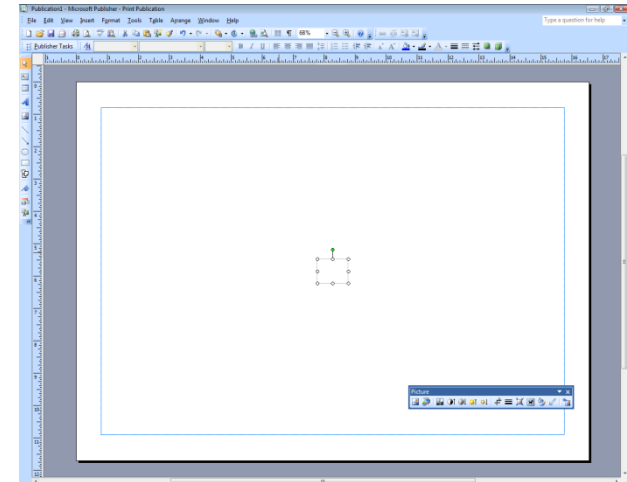
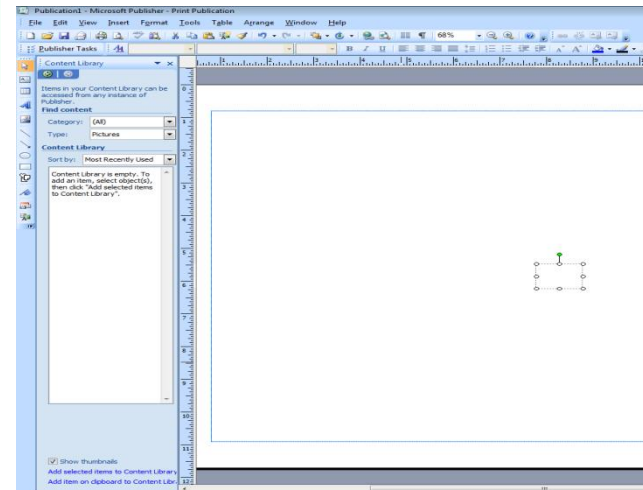
## Clip Art



## A File



## A Content library

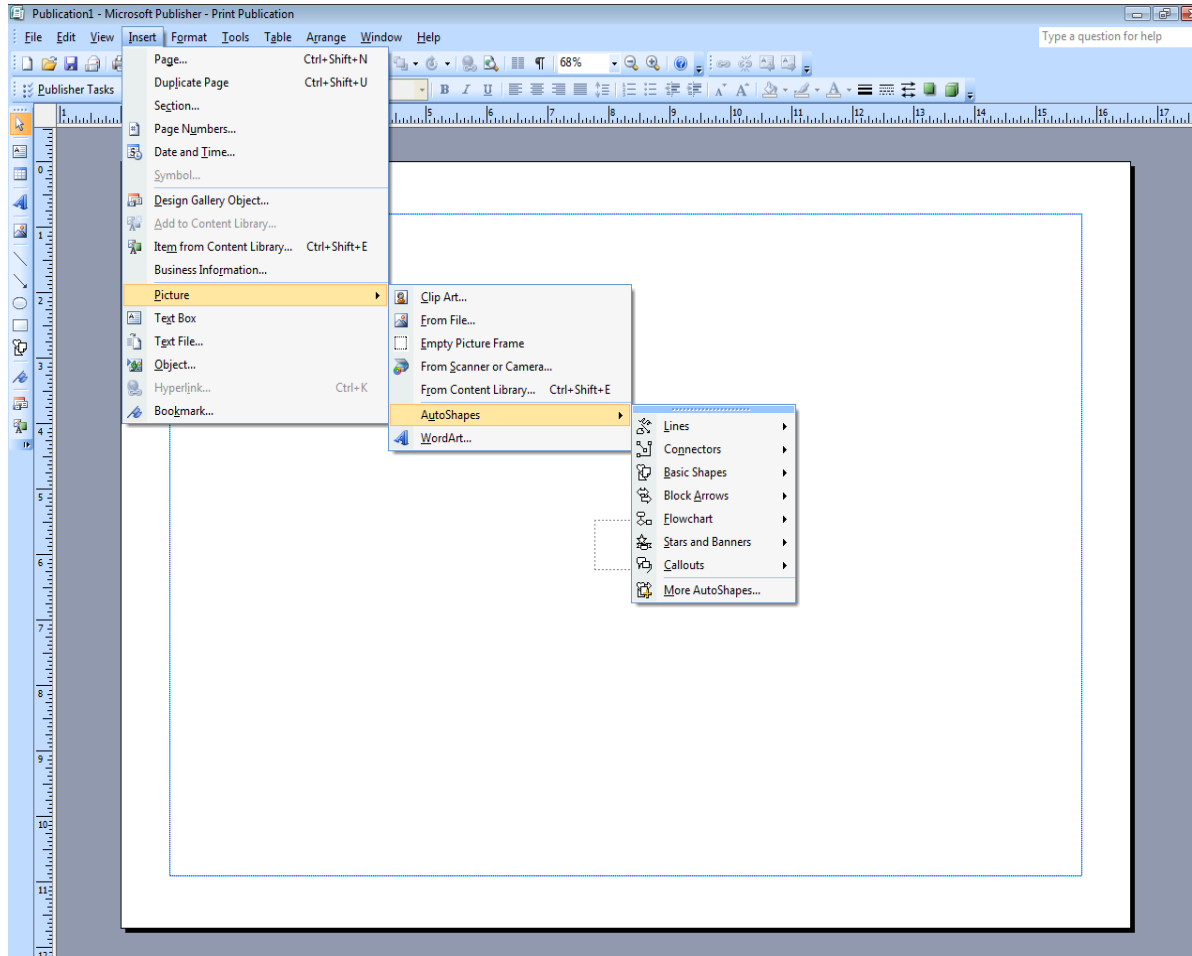


## An empty photo frame

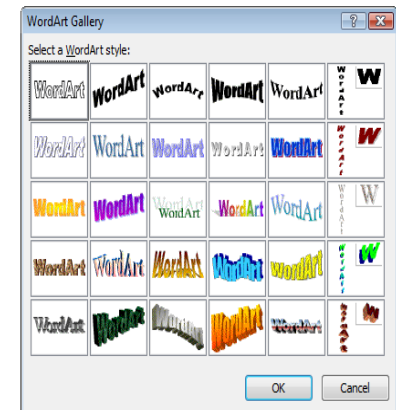
# Insert



## Auto Shapes



## Word Art



# Modifying the Appearance of a Graphic



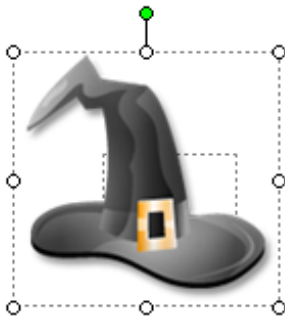
Modifying the Appearance of a Graphic When a graphic object is selected, Publisher displays the Picture toolbar. You can use the buttons on this toolbar to modify the appearance of the selected graphic in various ways, including the following:

- Change the color.
- Change to shades of gray (called *g r a y s c a l e*), black and white, or muted shades of its original colors (called *w a s h o u t*).
- Adjust the contrast.
- Adjust the brightness.
- Change the color and style of the border.
- Make parts of the graphic transparent.

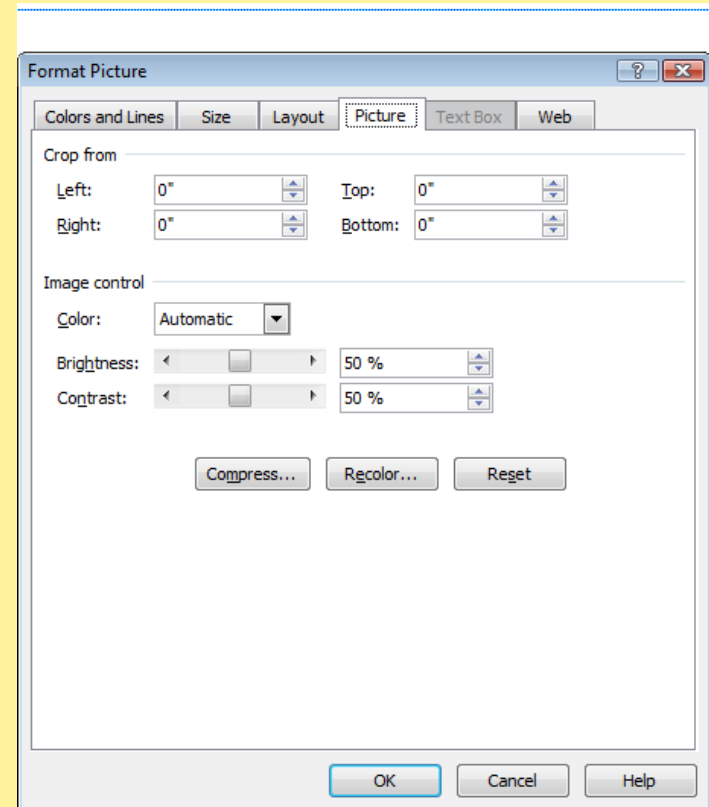
And if you decide you don't like the changes you have made to a graphic, you can restore the original settings by clicking the Reset Picture button. In this exercise, you will insert and modify a clip art image, and then insert and crop

# Picture Toolbar

- With the clip art image still selected
- On the toolbar, click the button.
- Format Picture



The Format Picture dialog box opens





# Group and Ungroup Clipart

1.



2.



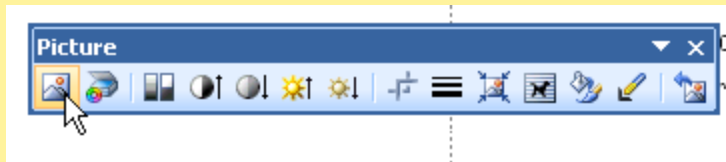
3.



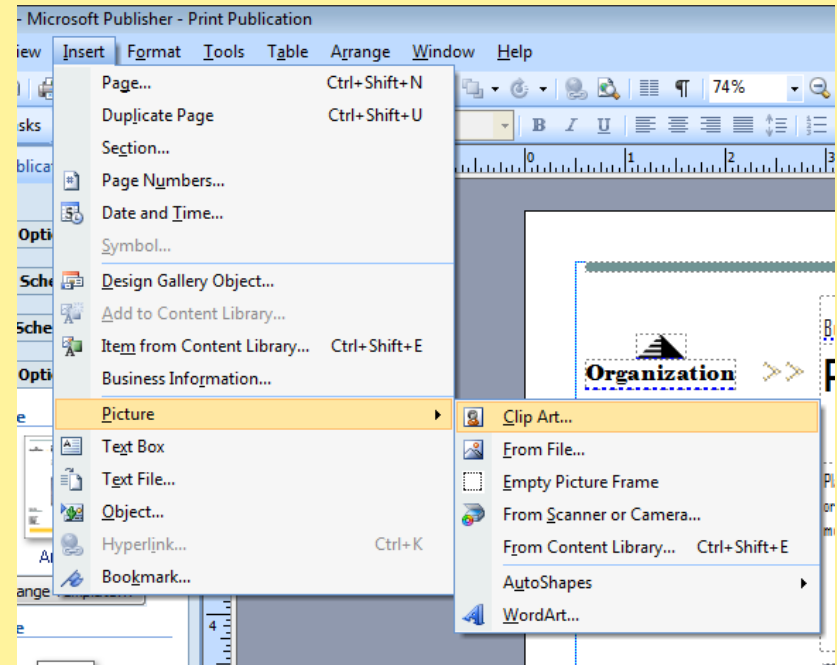
Click the grouped shape to select it,  
and then click the button.  
To Ungroup Objects

# Challenge

Double click the picture placeholder to insert a new picture. A picture formatting bar should appear.



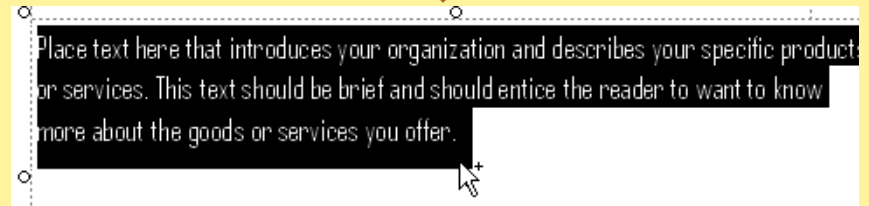
Click the insert picture icon to search the computer or removable device for a new picture. Find the location on the computer where pictures are saved. Click the picture you want to use and then Insert.



# Challenge

- Click one of the text boxes
- Now, type text in the box.  
For example:
- *Free Refreshments!*

*GCLS is having a Open House  
Please join us at the Glassboro  
Branch Library on Saturday for treats,  
music, and fun!*



If you make a mistake or want to  
reverse a change, use **Undo**



# *Help*



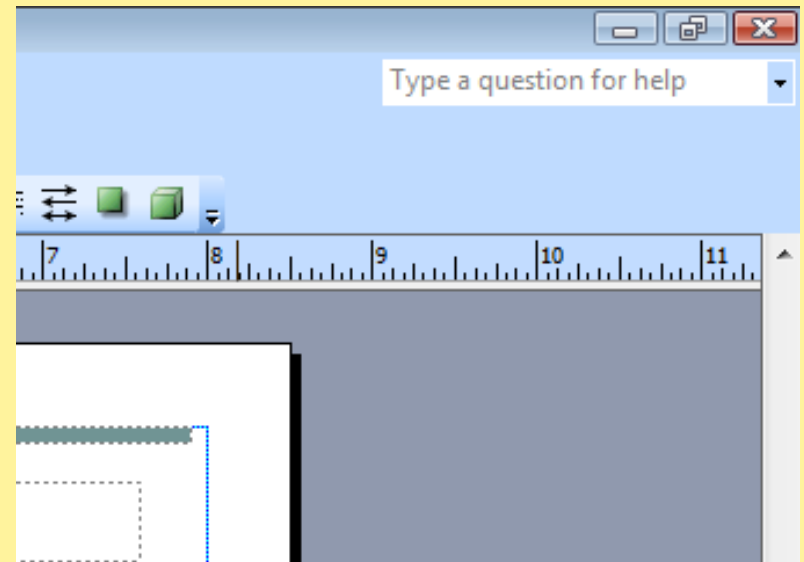
**Click on the white box  
in the top right corner.**

Type the desired word in the search box and then press the Enter key.

Choose the desired topic from the ones displayed.

To research another topic, enter the desired word in the search box and then press the Enter key.

**Note** – An active Internet connection will find more results.



# Key Points when Printing Publications

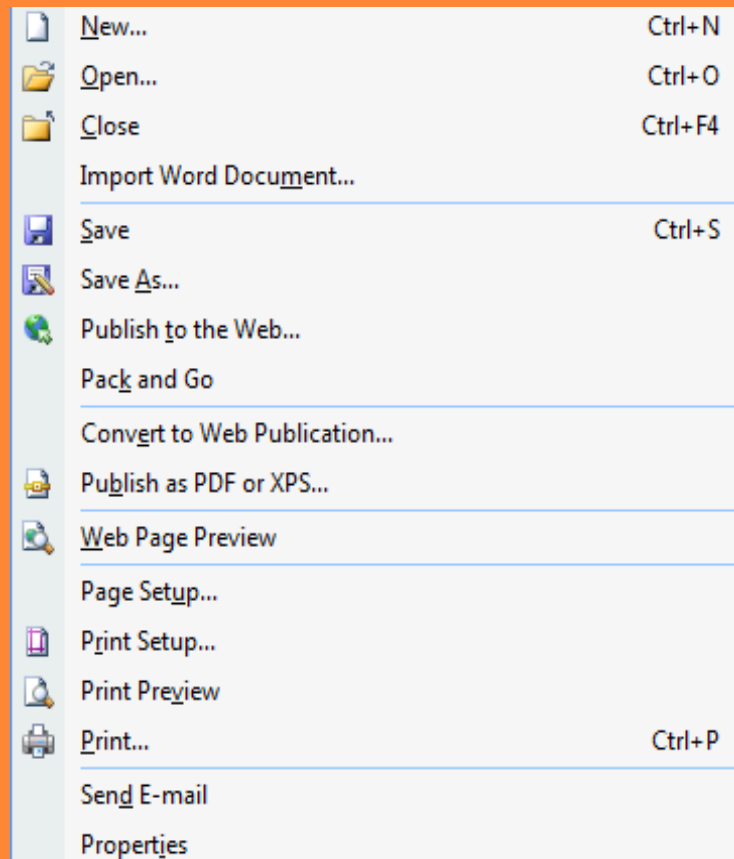


When you are ready to print a publication, you can print to your computer's default printer and with the default settings by clicking the Print button on the Standard toolbar.

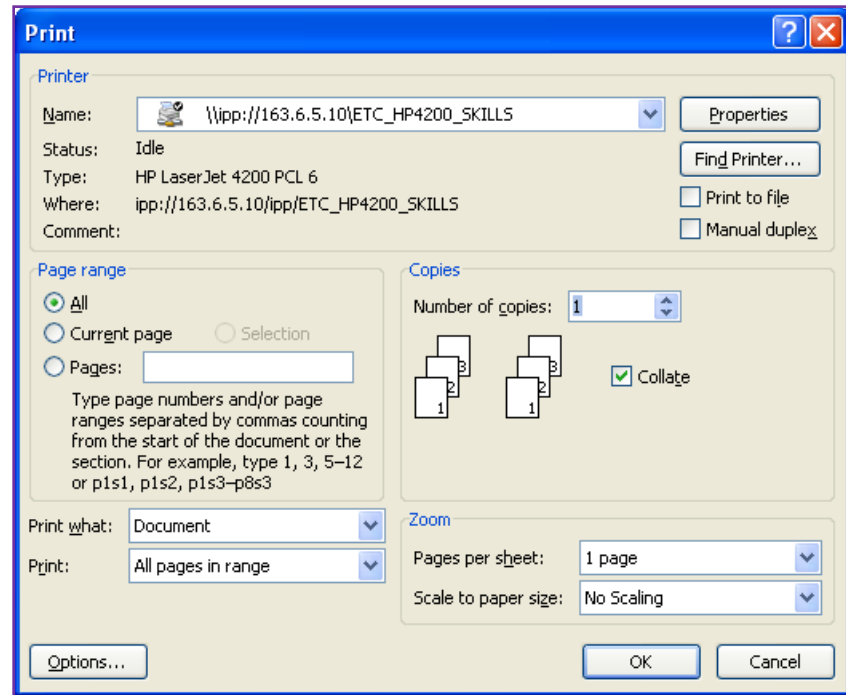
- To use a different printer or change the print settings, click Print on the File menu to open the Print dialog box. You can then specify which printer to use, what to print, and how many copies, and you can make other changes to the print settings.
- **Previewing a Publication** Before you print a publication, you will almost always want to check how it will look on paper by previewing it. Previewing is essential for multi-page publications but is helpful even for one-page publications.
- In this view, Publisher shows exactly how each page of the publication will look when printed and displays a Print Preview toolbar to provide tools for checking each page.



To Print  
Click on file  
Choose  
Print  
Option



# Printing in Publisher



## *Printing Options*

Other options are available for printing by clicking on the Microsoft Office Button, choosing Print and then clicking on one of the available options.

**Print** – Click in the Print button to open the Print dialog box as noted above.

**Quick Print** – Sends the document directly to the printer last used.

**Print Preview** – Displays how the document will appear before printing it.

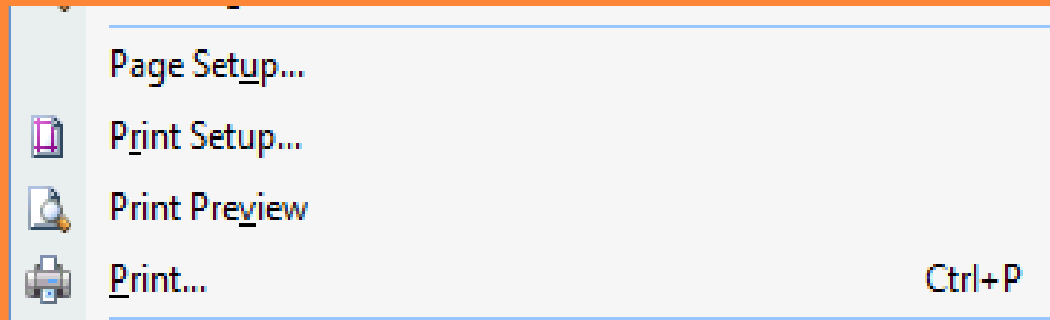
# Challenge!



Open an existing document.

View the document in Print Preview.

Close the Print Preview format without printing.





# Key Points to Email a Publications



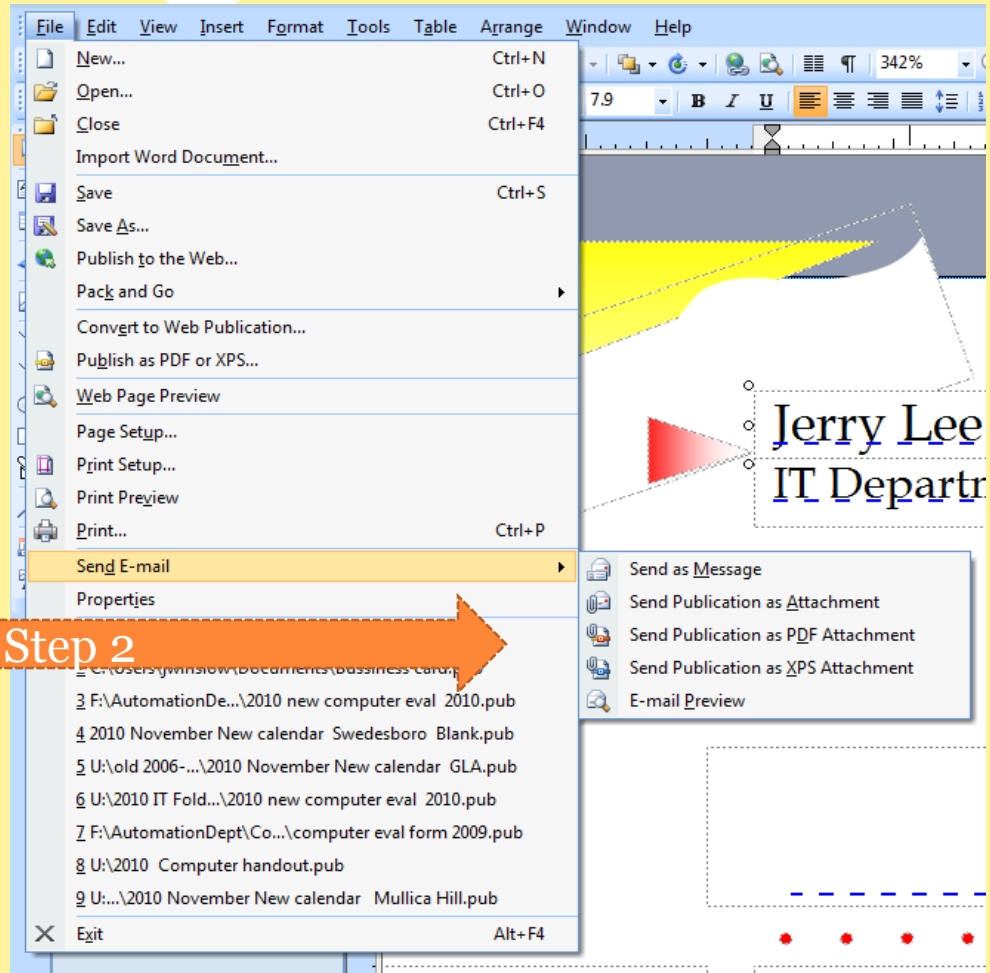
If you use recent versions of Outlook, Outlook Express, or Windows Mail, you can generate an e-mail message form containing the formatted content of a single-page or multi-page publication directly from Publisher.

- You can save a publication in several formats appropriate for sending as an attachment to an e-mail message.
- You can create a fully featured Web site with a wide variety of pre-designed pages, and edit the site content just as you would any other publication.

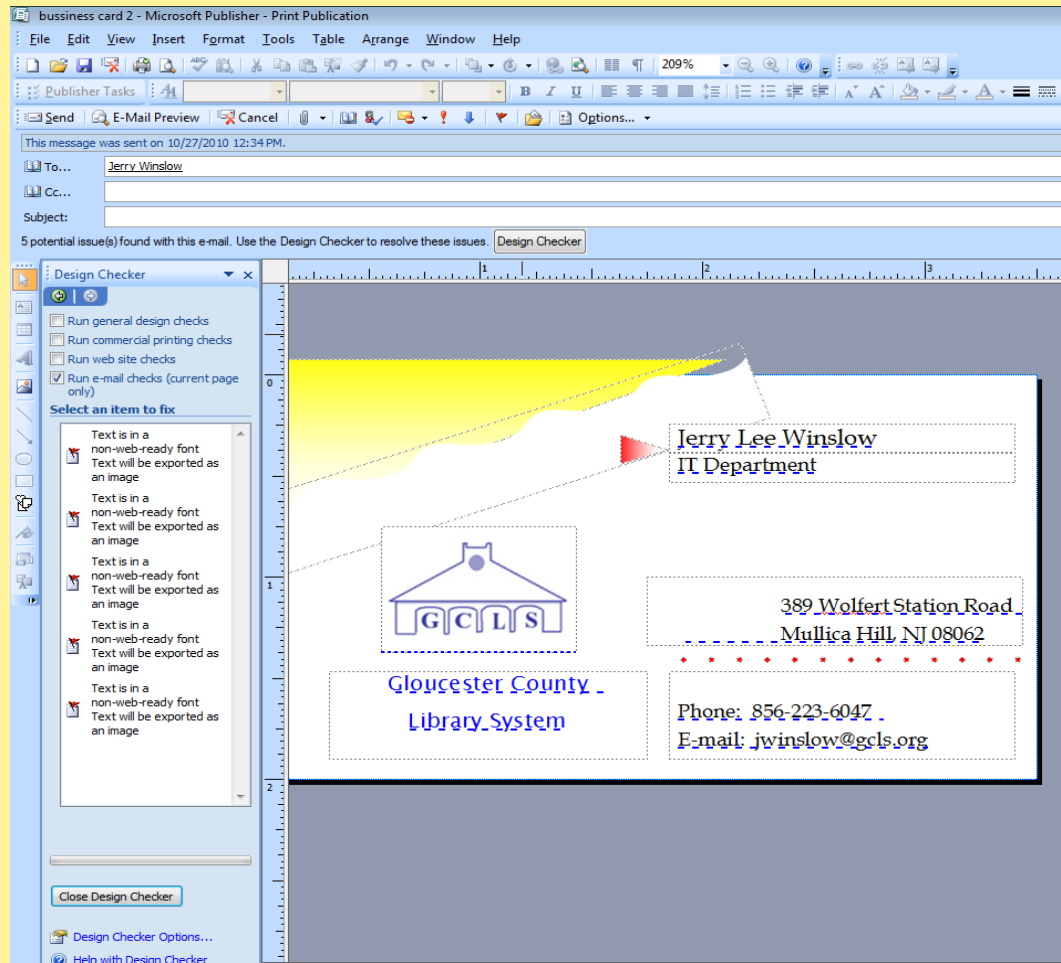
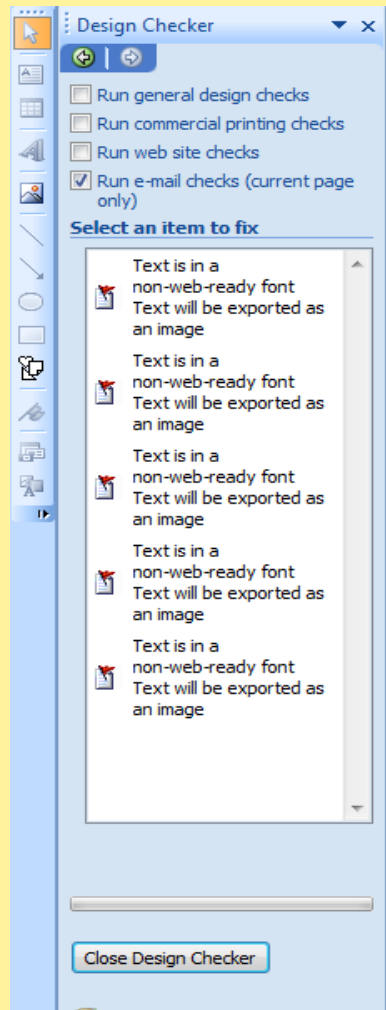
# Creating a Basic E-Mail Message



- Open File
- Go to Send E-mail
- Choose an option on right



# Design Checker in email option



# Creating and Modifying a Web Site

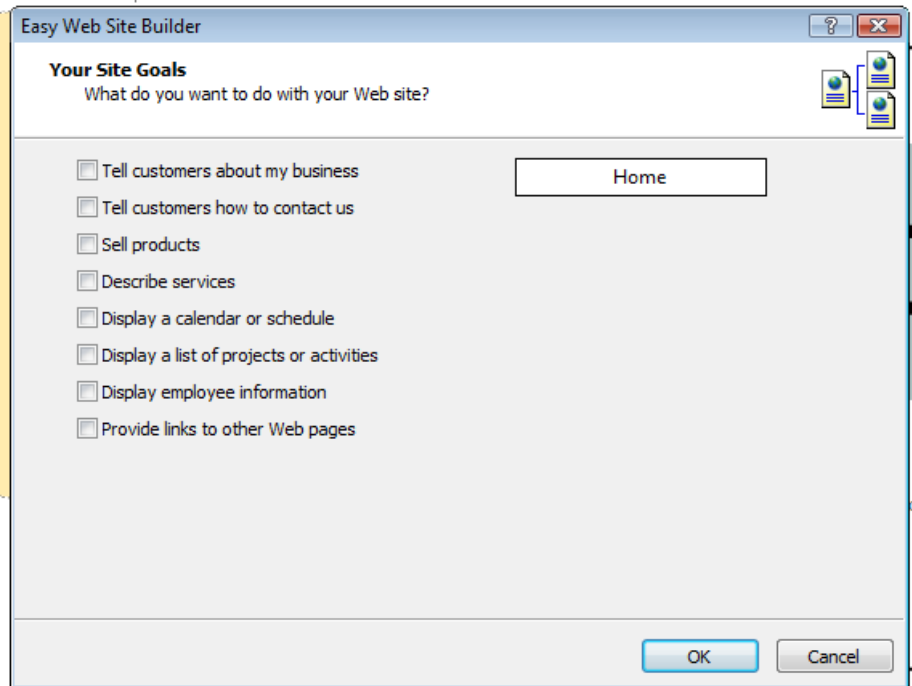


Publisher doesn't immediately come to mind when thinking about Web site development applications, but it does actually provide a good basis for the development of a simple Web site. An advantage to using Publisher to develop your Web site or to develop Web pages is that you can very easily reinforce your brand by incorporating colors, fonts, and graphic elements from other publications. If you are a professional Web designer or want to create a site with a significant number

# Creating and Modifying a Web Site



Publisher 2007 includes 72 design templates (including No Design) and a blank template in three widths designed for varying screen resolutions (or if you want to purposefully limit the width of the site content). As with all publications, you can specify the font scheme and color scheme when you create it. You can also select the navigation bar location, choosing between a vertical bar on the left, a horizontal bar on the top, a horizontal bar on the bottom, and combinations thereof; or you can opt to go without a navigation bar.



# Web Builder



## Publisher provides 30 Web page templates

These 9 common page types are available  
through the easy web site builder:

### HOME

- Every Web site has one home page—this is the page that appears when a visitor connects to your primary URL (for example, `www.microsoft.com`). To serve as the home page, the file name must be either `index` or `default`, because this is the name Web browsers look for. On the home page, you can welcome visitors, provide an overview of your organization (or the purpose of the site), and provide links, search engines, or other tools to help visitors find the information they are seeking.
- Use this page to tell people about your company or organization, your products or

### About US

- Use this page to tell people about your company organization, your products or services, and your personnel.

### Contact Us

- Use this page to tell people how to contact your company or organization and where you are located

### Products list with Links

- This consists of a one-page product list and six Product Detail pages. The default product list includes space for six products, each with specific areas for a picture, a description, an identifying code (such as the SKU or ISBN), the price, and a link to the associated Product Details page where you can provide additional pictures, a more detailed description, a feature list, and contact information

### Service List

- This page includes space for four services, each with specific areas for a picture, a description, an optional link to a Service Detail page (not created by default), and contact information

# Web Builder



## Calendar

- This page displays a monthly calendar and a list of events, each with an optional link to an Event page (not created by default). Publisher creates a calendar for the current month; you can change the month by deleting the calendar object and replacing it with another from the Design Gallery

## Project List

- Although this is identified for use with projects, you can use the structure provided by this page to list a variety of information, including projects, clients, or activities. This page includes space for five entries, each with specific areas for a picture, a description, and an optional link to a Project Detail page (not created by default)

## Employee List

- This page includes space for five entries, each with specific areas for a picture, a biography or job description, contact information, and an optional link to an Employee Detail page (not created by default)

## Related Links

- From this page, you can provide visitors with links to other Web sites, or (less commonly) to specific pages of your site

**Adding Text and Graphics** to a Web Page You customize the placeholder content of a Web site in the same way you would the content of any other publication you work with in Publisher. You can replace or remove placeholder text and graphics; add, remove, or rearrange text boxes and images; and link text boxes to control the flow of content. Publisher makes it simple for you to do all these things regardless of your experience with Web programming languages.

**Adding Features to a Web Page** You can format many of the same page features for a Web page as you can for a printed publication page, including bookmarks, hyperlinks between locations, and a background color, pattern, or picture. Although Publisher does not provide as many bells and whistles as Microsoft Office Front Page, Microsoft Office SharePoint Designer, Microsoft Expression Web, or similar programs intended solely for Web design, it does make it easy to insert background sounds, form controls, and hotspots, and to attach metadata to a page to help search engines locate it. You can implement other functionality, such as a hit counter, by inserting the necessary HTML code on the page (by using the Insert HTML Fragments command).

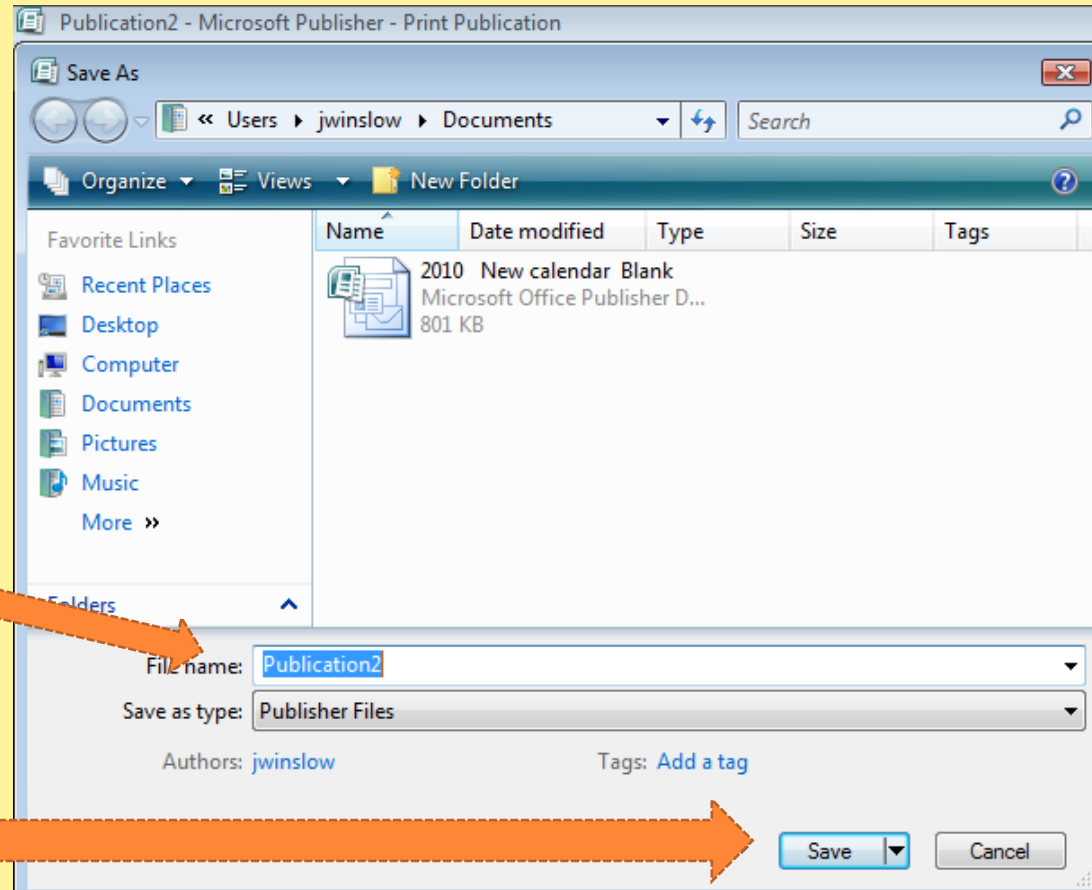
# To Save a Document

1. File:

2. Save As :

3. Name File

4. Then click Save

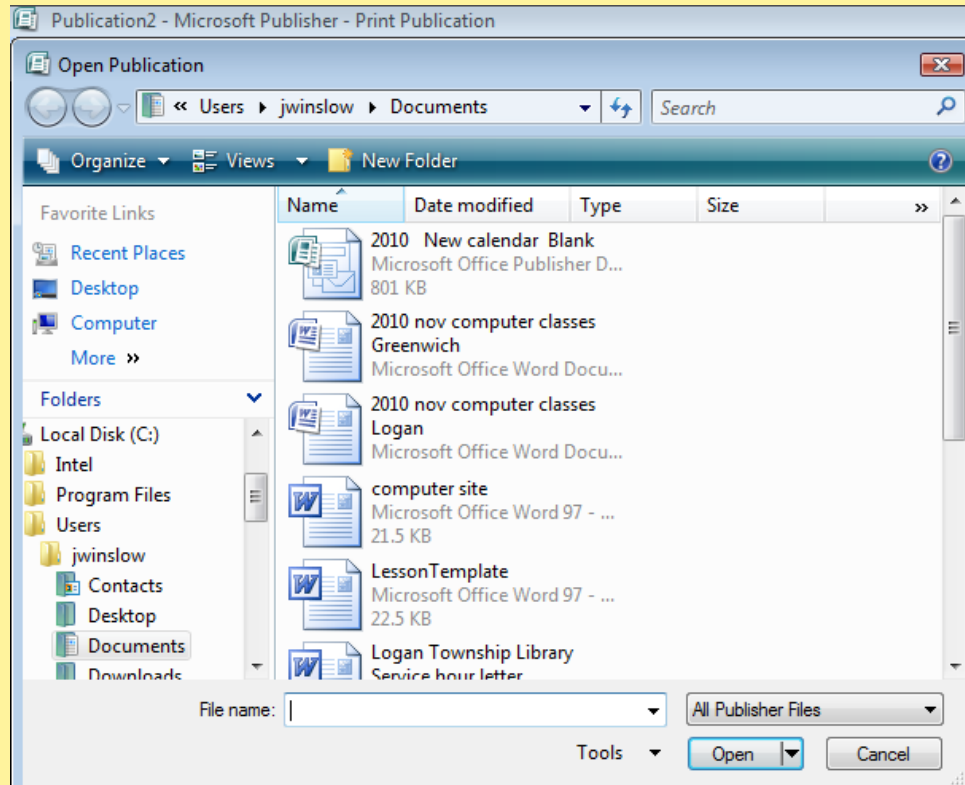




# To Open a Document



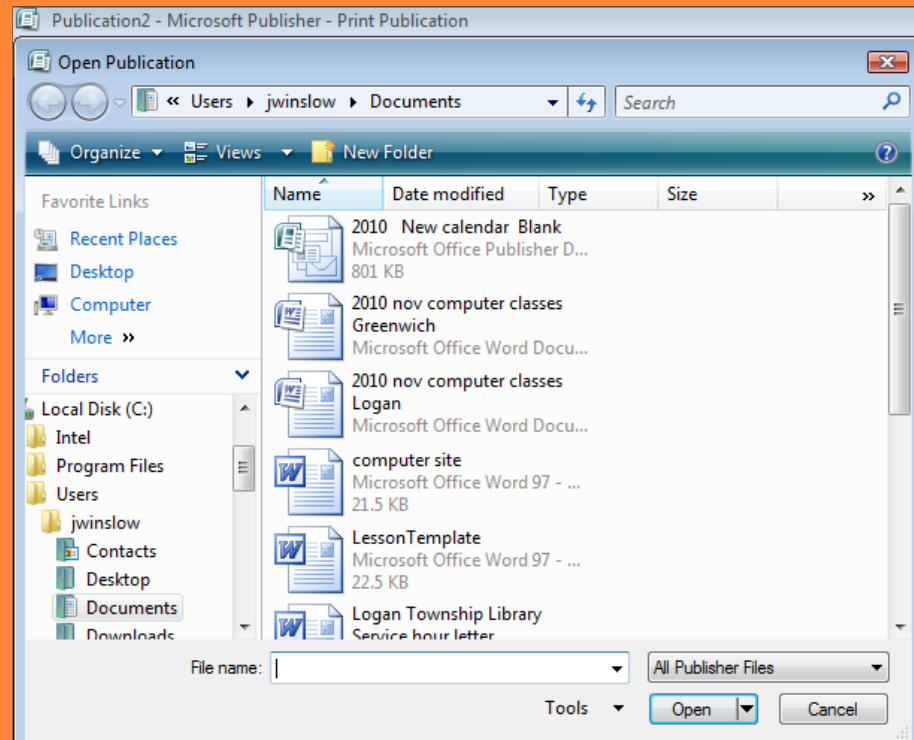
- File:
- Open:
- Choose a Folder:
- Click on open:



# Challenge!

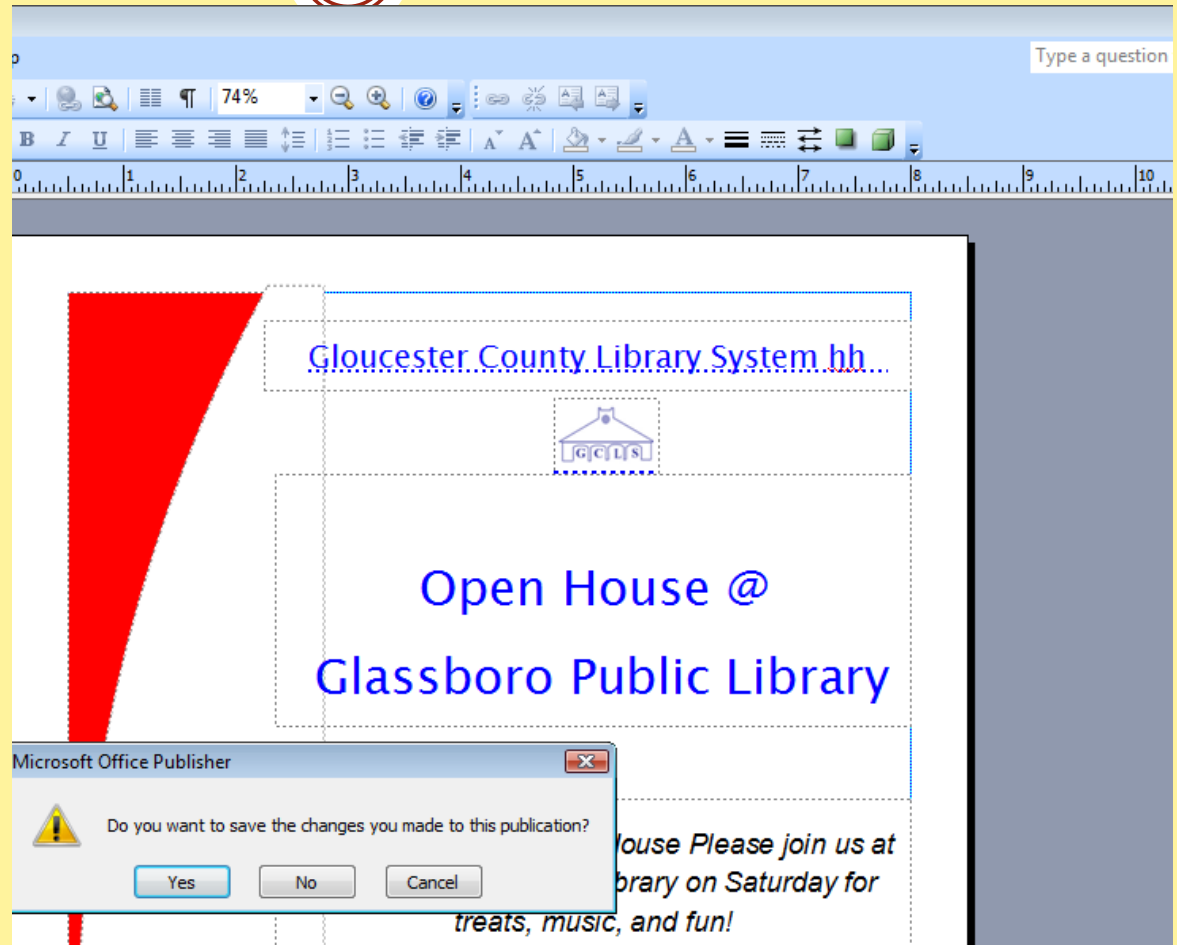
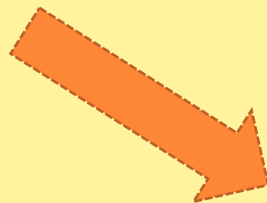


Open an  
existing  
document.



# Challenge!

- To Close an existing document.
- Always save work
- If you click on the red X on top right corner you will get a reminder to save.



# Publisher 2007 Glossary



- **Alleys** The spaces between the system of columns and rows comprising a grid.
- **back matter** Portions of a publication that are typically located after the main content, such as an index, glossary, or bibliography.
- **Background** The design, such as color, texture, or picture, that appears behind your text or other publication objects.
- **baseline** guides Horizontal lines used to help align text or design elements.
- **Bleed** The extent to which an element extends beyond the edge of the printed page.
- **Bookmark** A location or selection of text in a file that you name so that you can later refer or link to it.
- **Brand elements** The name, logo, fonts, colors, and design in materials sent to customers that identify a company or organization.
- **Bulleted list** A method of listing an unordered series or unspecified number of concepts, items, or options.

# Publisher 2007 Glossary



- **Card stock** A heavier weight of paper, also known as postcard paper.
- **Character formatting** Formatting such as font, size, style, effect, color, or spacing that you can apply to selected text characters to vary the appearance.
- **Character spacing** The distance between characters in a line of text, which can be adjusted by using tracking, kerning, and scaling .
- **Chevron** The « or » characters that surround data fields in the publication.
- **clip art** License-free graphics that often take the form of cartoons, sketches, or symbolic images, but can also include photographs, audio and video clips, and more sophisticated artwork.
- **Clip art** License-free graphics that often take the form of cartoons, sketches, or symbolic images
- **Color gradient** A visual effect in which a color gradually changes from light to dark, from dark to light, or from one color to another.
- **Color scheme** The set of default colors specified for a template or publication.
- **compressTo** To shrink the file size of an image, document, or other box flows into another file

# Publisher 2007 Glossary



- **Compress** To shrink the file size of an image, document, or other file.
- **Connection point** The end point of a line that connects two shapes. Moving a connected shape also moves the line, maintaining the relationship between the connected shapes.
- **Continuing a story** The process of connecting text boxes so that text that doesn't fit in one text box flows into another text box.
- **Coordinates** The location of the insertion point or of the upper-left corner of an element, expressed as the distance from the upper-left corner of the page.
- **Copyfit** To format text so that it fits within a text box.  
**copyright** A form of protection for artistic or literary works.  
**crop** To hide or cut away the vertical or horizontal edges of a graphic that you don't want to show.
- **Copyright** A form of protection for artistic or literary works.
- **Crop** To hide or cut away the vertical or horizontal edges of a graphic that you don't want to show.
- **Crop marks** Horizontal and vertical lines indicating the four corners of a publication page, when

# Publisher 2007 Glossary



- **Data fields** Categories of information that correspond to fields (usually columns) in a data source.
- **Data source** A file that contains the information to be merged into a publication.
- **Desktop publishing** The use of a specialized computer program to create professional-quality documents that combine text and other visual elements in non-linear arrangements.
- **Direct mail** A service provided by some copy and print shops, in which they merge your publication and data source while printing, sort the printed pieces, and then deliver them to the post office, ready for bulk mailing.
- **Duplex** The capability of a printer to print on both sides of the paper.
- **File Transfer Protocol (FTP) server** A server that can be used to upload or download files to the Internet.
- **Filtered HTML files** HTML files, created from an Office document or publication, that contain no Office-specific codes. Filtered HTML files are smaller than unfiltered files and require less bandwidth to upload

# Publisher 2007 Glossary



- **Font** The style set you specify for your text, consisting of alphabetic character
- **Font color** The specific color of the text, chosen from a palette of harmonious colors or custom colors you specify.
- **Font effect** The enhancement of a font, such as underlining, small capital letters (small caps), or shadows.
- **Font size** The measurement of the font in points. See points.  
font style  
Character formatting such as regular (or plain), italic, bold, and bold italic.
- **Footprint** The amount of space required by an element.
- **Frame** The outline around a text box or other object. You can move an object by dragging its frame.
- **Front matter** Portions of a publication that are typically located before the main content, such as a table of contents or an introduction.
- **Gallery** A grouping of thumbnails that display options visually.
- **Grayscale** Shades of gray in a graphic.



# Publisher 2007 Glossary



- **Grid** A system of columns and rows that imposes a logical layout on the content of the publication and provides visual continuity from one page to the next.
- **Grid guides** The horizontal and vertical lines that make up a grid.
- **Grid units** The division of space within a publication. The default number of units is determined by the purpose of the publication and the number and type of elements to be included in the layout.
- **Group** To associate multiple shapes or objects so they are treated as one object. See also regroup and ungroup.
- **Handles** The points surrounding a text box or other object that you can move to change the size or shape of the box.
- **Hot spot** A hyperlink that is not anchored to specific text or to a bookmark.
- **Hover** To pause the pointer over an object, such as a menu name or button, for a second or two to display more information, such as a submenu or ScreenTip.
- **Information set** A customized group of information, about either an individual or an organization, that can be used to quickly fill in appropriate places in publications, such as business cards and flyers.

# Publisher 2007 Glossary



- **Keyword** A word associated with a Publisher template. You can type a keyword in the Search For Templates box at the top of the Getting Started window and then click the Search button to display thumbnails of the templates.
- **Layout** The designation of where objects are placed in the publication.leaf The front and back of one page of a publication.
- **Line break** A manual break that forces the text that follows it to the next line. Also called a text wrapping break.
- **List** A way to present sequential (numbered) or non-sequential (bulleted) information. See also bullet list and numbered list.
- **Logo** A graphic or text or a combination of the two that identifies a company or organization—or its products or services—in a unique way.
- **Mail merge** A process that combines the static information in a publication with the variable information

# Publisher 2007 Glossary



- **Margin guides** A guide on the top, bottom, left, and right sides of a page that are used to define its margins. Most contents of a page are within the margin guides.
- **Master page** The page in which the overall publication design is controlled. Anything that appears on the master page appears on every page. Most master page elements can be changed only on the master page.
- **Metadata** Information inserted in a Web publication that helps search engines locate it.
- **Microsoft Clip Organizer** A tool in which you can arrange clip art images, pictures, audio clips, and video clips stored in
- **Microsoft Office Online** A Web site from which you can download publication templates.
- **Newsletter** A periodic publication containing information of interest to a specific group—for example, employees of a company or members of a club or other organization.
- **Numbered list** A method of listing sequential information or a specified number of items.

# Glossary Publisher 2007



- **Object** A finite element, such as a graphic or a text box, that can be moved, sized, stacked, grouped, and formatted in various ways.
- **Page layout** The arrangement of elements in the publication.
- **Page sorter** One or more page-shaped controls, located in the lower-left corner of the Publisher window, that represent each page of the publication and can be used to go to, rearrange, or work with publication pages.
- **Paragraphs** Created by typing text and pressing the Enter key. A paragraph can be a single word, a single sentence, or multiple sentences.
- **Patent** A form of protection for inventions.
- **Placeholder** Boxes inserted into the publication, in which you can enter text, pictures.
- **Points** A measurement unit of approximately 1 /72 of an inch. Font sizes expressed in points are measured from the top of the character ascenders to the bottom of the character descenders.
- **Portable Document Format (PDF)** A device-independent and resolution-independent file format for representing documents containing any combination of text and images

# Glossary Publisher 2007



- **Public domain** Belonging to the public, such as text or artwork that anyone can use in a publication.
- **Publication** A file created for distribution, such as to advertise for promotional events or to send birthday wishes.
- **Publication type** The style of a publication, such as a flyer, a business card, or a greeting card.
- **Read-only** A setting applied to a publication to protect it from inadvertent changes.
- **Recto** In a two-page spread, the right, odd-numbered page of the spread.
- **Regroup** After ungrouping a group of shapes, to make them one object again. See also group and ungroup
- **Rotate** To change the angle of a graphic or text box
- **Rotating handle** A green handle, available when a text box is active, that you can drag to change the angle of the text box and the text within it.

# Glossary Publisher 2007



- **Ruler guides** A non-printing horizontal or vertical guide that you can align with any point on the ruler.
- **Scratch area** The gray area around the page in Publisher in which you can place objects for later use.
- **ScreenTip** A small window that appears when you point to a program element, usually containing explanatory information.
- **Section opener** A special page that signifies the starting point of a new section of a publication.
- **Sections Topics** in a publication that fall logically into groups, such as parts, subjects, or time periods.
- **Service mark** A registration of your company's name or logo, used to identify the source of a service.
- **Signature** A printed sheet that will be folded into a specific number of pages (often 16). Pages are arranged on the sheet to be in the proper sequence and orientation after the sheet is folded.

# Glossary Publisher 2007



- **Snap** To automatically align an object with the nearest ruler mark, guide, or other object.
- **Spot colors** A method of specifying and printing colors in which each color is printed with its own ink. See also process colors.
- **Spread Represents** the facing left and right pages of a publication.
- **Stacked** A term used to describe objects overlapping each other. The default stacking order is determined by the order in which objects are inserted, with the first object at the bottom of the stack.
- **Stapling** A type of binding in which pages are stapled in the middle and then folded to create a booklet. Also called saddle - stitching.
- **Status bar** An area across the bottom of the program window that gives information about the current document.
- **Story** Any discrete block of text that occupies a text box or a set of linked text boxes. It can be a single
- **Style** A collection of character and paragraph formatting

# Glossary Publisher 2007



- **Table Information** presented in a grid that consists of a series of cells laid out in columns and rows.
- **Tabular list** A series of paragraphs, each containing a specific number of pieces of information separated by tab characters.
- **Template** A basic publication containing elements that you can modify.
- **Text box** An object that can be sized to fit the text it contains. You can type text directly into the text box, paste text from another file, or insert the entire contents of another file.
- **Texture** A pattern or gradient applied to the background of a publication to make it appear more.
- **Thumbnail** A small graphic representing choices available in a gallery or pages in a document.
- **Title bar** An area at the top of the program window that displays the name of the active document



# Glossary Publisher 2007



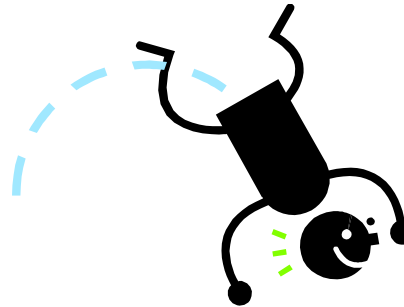
- **Trademark** A registration of your company's name or logo, used to identify the source of a product.
- **Ungroup** To separate a group of objects into individual objects.
- **Verso** In a two-page spread, the left, even-numbered page of the spread.
- **Washout** An effect applied to a graphic or text that results in muted shades of the original color.
- **Watermark** A word or image that appears faintly in the background of a publication or other document.
- **Word processing** The use of a computer or typewriter to create text documents.
- **WordArt** Text objects you can create with ready-made effects to which you can apply additional formatting options. Used to visually enhance the text in headings or other short phrases.

# Thank You!

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