

Part 1c MICROSOFT OFFICE PUBLISHER 2007

Publisher: Microsoft Corporation Version:

Office 2007 Print and web publishing software that assists in creating business sets for letterhead and business cards, brochures, newsletters, flyers and more. Many templates are available for quick use.

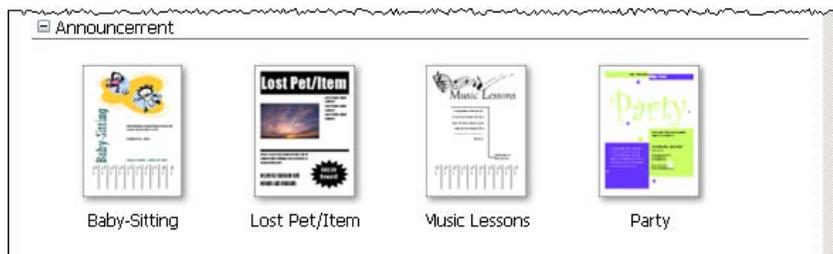
ACTIVITY 1 • QUICK FLYER

In this activity, you will become familiar with:

- Creating Publications for Print
- Changing Text
- Changing Pictures
- Changing Bulleted Text
- Changing Line Spacing
- Using the Attention Getter Wizard
- Resizing an Object
- Applying Color Schemes
- Applying Font Schemes
- Using Print Preview
- Using Quick Zoom
- Saving a Publication

Creating Publications for Print

1. Open Microsoft Publisher. In the Publication Types, click Flyers.
2. Use the scroll bars to move down the expanded list. Under Announcement, click on Lost Pet/Item.



3. Click Create underneath the expanded list.



Changing Text 1. In Publisher, everything must appear within a frame. On the Lost Pet/Item flyer there are seven frames. See if you can locate all seven. 2. Click in the title frame at the top. Key over the existing text **Lost Shih Tzu**. Note that the Font size automatically adjusts to fit the frame.

Changing Pictures

1. Click the picture underneath the title frame to select it. 2. The Picture Toolbar should automatically appear. If the toolbar is not showing once the picture is selected, choose View > Toolbars > Picture from the menu bar.

3. On the Picture Toolbar, click on the Insert Picture button. Browse to your student data files and double click [shih_tzu](#).



Changing Bulleted Text

1. Click in the middle of the bulleted list to select it. 2. From the menu bar, choose Format > Font. Change the font size to 21 by clicking in the drop-down box then keying **21**.



Font Dialog Box

3. Click OK.

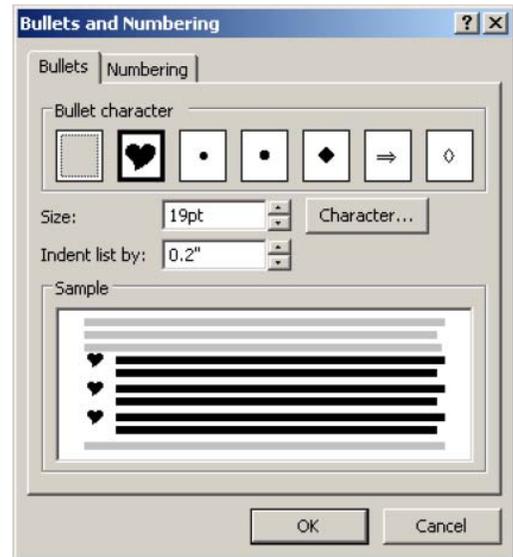
4. Replace the bulleted list with the following information:
Solid white tail (Enter), **Brindle and white with solid streak of white on head** (Enter), **Name is Gracie** (Enter), **Hot pink collar with red heart-shaped name tag**

5. Select the entire Bulleted List by clicking and dragging the cursor over the text.

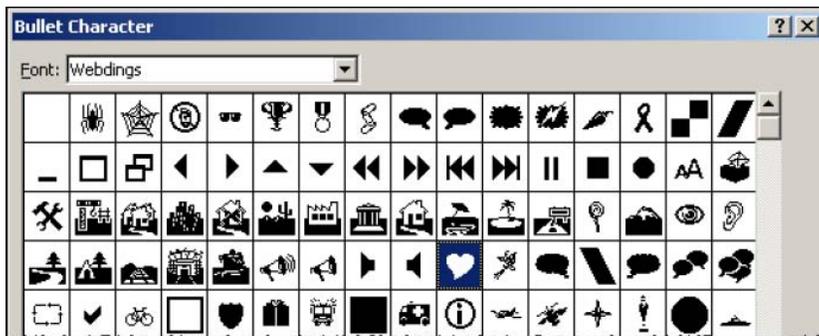
6. From the menu bar, choose Format > Bullets and Numbering.

7. On the Bullets and Numbering dialog box, change the Bullet type by clicking Character.

8. On the Bullet Character dialog box, click in the Font drop-down box and select Webdings. Locate a heart-shaped bullet. Click on the heart-shaped symbol then click OK twice to close the dialog boxes.



Bullets and Numbering Dialog Box



Bullet Character Dialog Box

Changing Line Spacing

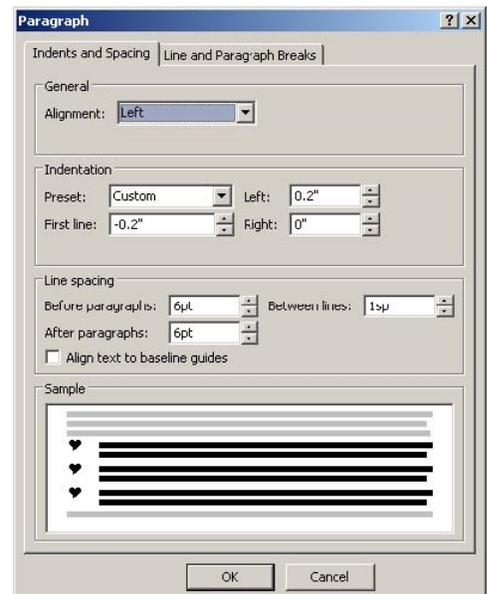
1. Select the text in the bulleted list, if necessary. From the menu bar choose Format > Paragraph

2. On the Indents and Spacing tab of the Paragraph dialog box, change the Line spacing Before paragraphs to 6pt.

3. Click OK.

4. In the text frame below the picture of the Shih Tzu, key the following paragraph: **Last seen on the corner of Melrose and Main in Houston, Texas. If found, please contact K-9 Kennels immediately.**

5. In the bottom left text box, change Contact Person to **Contact Ted**. Change the phone number to **(713) 555-0151**.

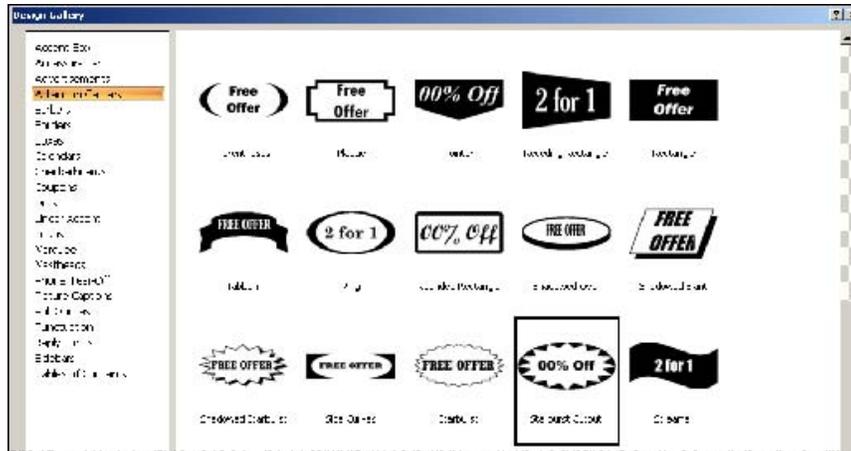


Using the Attention Getter Wizard

1. Select the Reward pane at the bottom right corner of the flyer. Press Delete to remove the image and text from the text box. Be sure the Objects toolbar is showing on your screen by choosing View > Toolbars > Objects from the menu bar.
2. Click on the Design Gallery Object button. On the Design Gallery dialog box, click Attention Getter. Use the scroll bar to locate Starburst Cutout then click Insert. Click OK.



Design Gallery Object



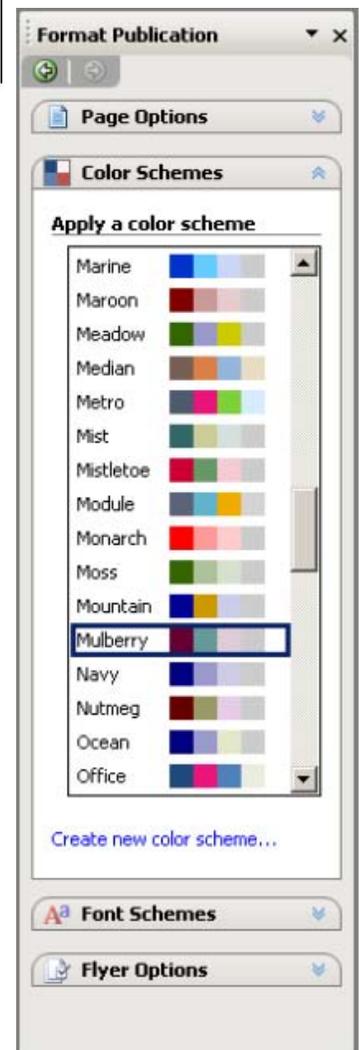
Design Gallery

Resizing an Object

1. The Starburst Cutout and text are grouped. Click the grouping to select both objects.
2. Hover your cursor over the bottom right resizing handle. Click and drag toward the bottom right to resize the attention getter. To keep the image proportionate, hold down the Shift key while resizing.
3. Click any area outside of the reward pane.
4. Select the text within the text box and key **\$500** (Enter) **Reward**.

Applying Color Schemes

1. Click the down arrow on the Format Publication Task Pane. Choose Color Schemes on the drop down list. If the Task Pane is not showing, from the menu bar, choose View > Task Pane.
2. In the Apply a color scheme section, choose Mulberry.



Color Schemes Task Pane

Applying Font Schemes

1. In the Task Pane, click the drop-down arrow and choose Font Schemes. 2. Under Apply a font scheme, change to Data with the Major font as Courier and Minor font as Arial.

Using Print Preview

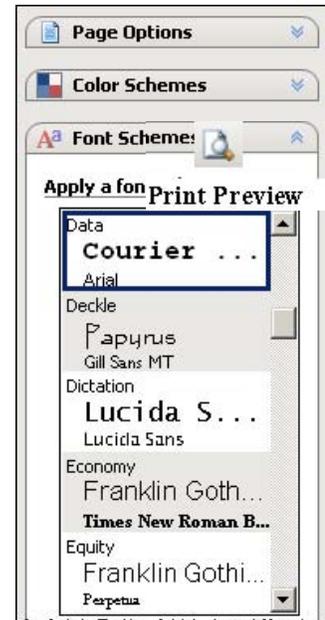
1. On the Standard Toolbar, click the Print Preview button. Print Preview should always be used to check for placement of text boxes and pictures. Using Print Preview will help find errors before you print a publication, therefore avoiding overprinting.

2. Close Print Preview by clicking the Close button.

Using Quick Zoom

1. Click inside each text block and press F9 to proofread the text. The F9 key zooms in to show the actual size of the text. Press F9 to toggle back to normal view.

2. Alternatively, you can use Zoom on the Standard Toolbar by clicking in the Zoom box and typing in a new percentage desired, or using the drop-down menu. There are additional Zoom tools located to the right of the Zoom box.



Font Schemes Dialog Box

Saving a Publication

1. From the menu bar choose File > Save as. 2. Browse to your solutions folder and name the file *shih_tzu*. 3. Click Save.

4. From the menu bar choose File > Close.

ACTIVITY 1 • MINI-PROJECT

Create a Flyer for a School Board Election

1. One of your parents, a friend, or a relative has decided to run for the school board. They have asked you to help them create a flyer that will be placed in various locations around your city. Using a flyer template from Publisher, create three different designs to use. You may want to sit down with the person running for the board and get some input into qualifications and a possible slogan to use for the flyer. Save your flyers as *01_sbelection*, *02_sbelection*, and *03_sbelection*. 2. Divide into a team of three or four students. Meet with your team to discuss what you like about each person's design. On the back of each flyer, write down one positive remark made about the flyer. Then write down two constructive changes that were suggested. Place the flyer on top that you and your team decide is your best to turn in to your teacher. The following criteria should be met:

- Digital or scanned picture of good quality, appropriate size, and placement is used.
- Bulleted list of qualifications is used. List brief, but effective.
- Appropriate slogan is used.
- Eye-catching heading is used.
- Appropriate font schemes are applied.
- Appropriate color schemes are applied.
- Fonts used are appropriate size.
- Change of bullet type is appropriate.
- One Attention Getter Design with a text box over it is used.
- Entire flyer and paragraph spacing is adjusted to balance white space.
- All spelling or grammatical errors are corrected.
- Demonstrated creativity
- Organized information in flyer.