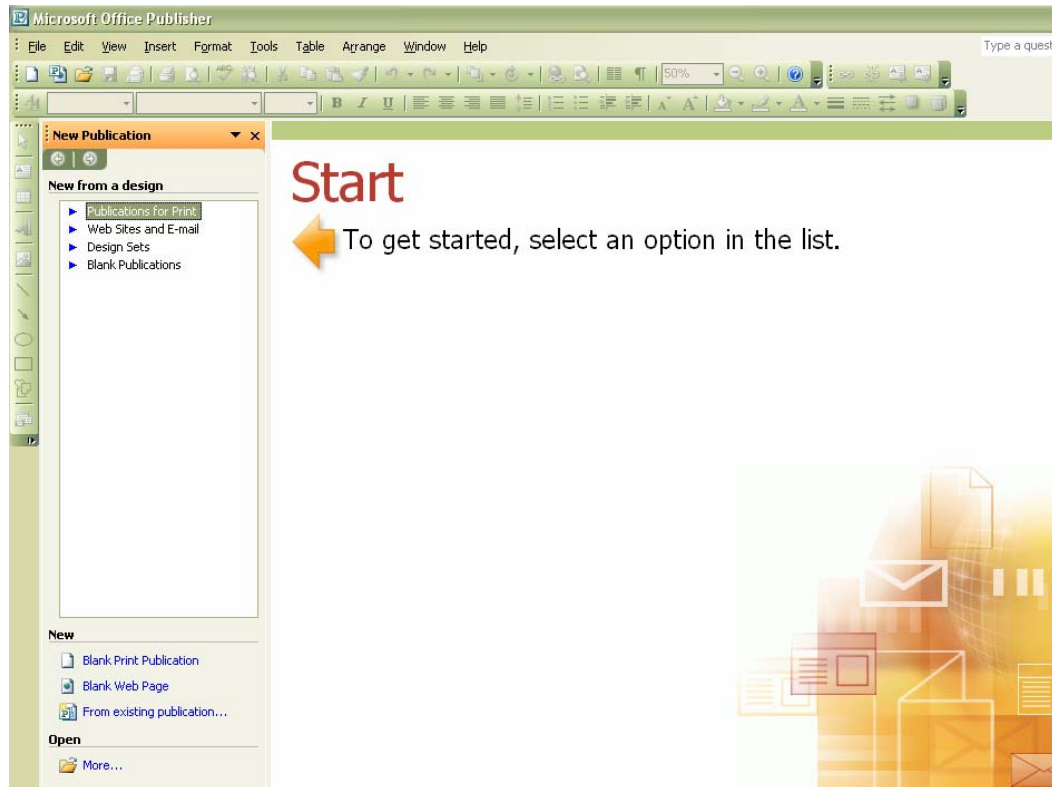


MS Publisher 2003 Basics

About Publisher 2003

Microsoft Publisher 2003 is an easy-to-use desktop publishing program that helps students and teaches eye-catching newsletters, flyers, brochures, programs, and Web sites.



Publisher 2003 Main User Interface

Exploring The Publisher Catalog

When you open Publisher 2003, the Publisher Catalog appears on the desktop. It appears each time you start Publisher 2003.

You can use the Catalog to open existing publications or create new ones:

- Select the Publications by Wizard tab to create personalized publications using wizards
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- Select the Publications by Design tab to create a set of publications, such as letterhead, business cards brochure, all with a common design theme.
- Select the Blank Publications tab to create a publication without using wizards.
- Click Existing Files to work on files you have already created

Create a newsletter using a wizard

- Use the clip gallery to enhance the newsletter layout
- Insert a text file into existing frames
- Review and edit existing text, including checking your spelling
- Add a “drop cap” to a story to add visual interest
- Add or delete extra pages.

Designing With The Newsletter Wizard

The publisher 2003 newsletter Wizard helps you create a professional looking layout for your newsletter. The Newsletter Wizard takes you step-by-step through the design process by asking you questions about layout, color scheme, and printing.

To Use The Newsletter Wizard

- If the Microsoft Publisher Catalog is not visible, click New on the File menu
 - Click the Publications by Wizard tab
 - In the Wizards pane, click Newsletters
 - Click Blends Newsletter and then click Start Wizard
 - Read the introduction and then click Next
 - Select Mountain as you color scheme and then click Next
 - Select the number of columns (1,2 or 3) for your newsletter and click Next
 - Select the No option and then click Next
 - Select the Double-Sided option and then click Next
 - Select the Other Address option and then click Next
 - Select the Other Organizations option

 - Click Finish
 - Save your newsletter by clicking Save on the File menu and supplying a name for the file.
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Zooming to change the view

- In Publisher 2003, viewing text and graphics is easy when you increase and decrease the magnification image on screen with Zoom mode.
- Located on the Standard toolbar, Zoom shows the current magnify on your page
- The percentages for increasing and decreasing the size of the image are preset. This does change the actual size of the publication.

There are five ways to change the view:

- On the standard toolbar, click the Zoom drop-down box next to the plus and minus signs and then select view
- Click the plus sign (+) on the Standard toolbar to increase the magnification (view size) of the newsletter
--Or--
- Click the minus sign (-) on the Standard toolbar to decrease the view size to as small as 10%
- On the View menu, click Zoom and select a new view
- Right-click on the publication and then click Whole Page, Page Width, Actual Size, or Selected Objects
- Click and object in your publication. Press F9 to zoom in or out to 100%.

Enter Captions for Graphics

No matter how good an illustration is, a caption can tell the readers a lot more. In the newsletter, each picture frames also have a caption frame attached to it. You can also insert caption frames in the publication.

To Change the caption:

- Click anywhere on the text “caption describing picture or graphic” below the lead story graphic to select the text
- Zoom in to get a closer look at the caption
- Type a sentence describing the significance of the graphic or picture to the lead story
- Click outside the text frame
- Press F9 to zoom out to see the whole page again

Adding or deleting extra pages

The newsletter you created may contain fewer or more pages than you'll need. Adding and deleting pages are simple. If you need six pages to fit the content in your newsletter, follow the instructions for deleting and adding extra pages.

To add extra pages:

- To go to the third page of the newsletter, click the page icon with the number 3, which is at the bottom of the window
- On the Insert menu, click page. The insert page dialog box appears
- In the left page drop-down box, select the layout you want for the page
- In the Right page drop-down box select the layout you want for the page
- Click OK to add two pages.

To delete extra pages:

- To go to the third page of the newsletter, click the page icon with the number 3, which is at the bottom of the window
- On the Edit menu, click Delete Page
- Select Both Pages
- Click OK to delete the pages

To insert a drop cap:

- Go to the lead story on the page 1 of the newsletter
- Click in the lead story text frame on the first paragraph. If you have not already added a story in this text frame, add at least one line of text before continuing
- On the Format menu, click Drop Cap
- Click the Drop Cap tab, if necessary, and then click one of the drop-cap options in the Available drop caps, before scrolling along the 'Available drop cap' box to see additional drop-cap options
- Click OK to add the drop cap you selected.

Checking Spelling

Publisher 2003 includes some of the same features found in Microsoft Word, including background spell checking.

To check spelling:

- If you misspelled a word or Publisher 2003 does not recognize it, a red wavy line appears directly beneath the screen. Right-click the underlined text to see suggested options
 - You can select a correction, add the word to the dictionary, or tell Publisher 2003 to ignore all instances of background spell checking
--Or--
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- Publisher 2003 also has the spelling option on the Tools menu.
 - On the Tools menu, click on Spelling and then click Spelling. The spell checker checks one story, then a dialog box appears at the end of the first story asking if you want to check the rest of the publication
 - Click OK to continue checking spelling. The Check Spelling dialog box appears when a misspelled word is found, and you can change, ignore, or add the word to the dictionary
 - If a misspelled word is not recognized (no spelling suggestion), you can right-click on the word and select Check spelling. Then type the word in the change to field and click Change.
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