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INTRODUCTION TO PUBLISHER

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I. Introduction

With Microsoft Publisher 2000, you can easily design newsletters, catalogs, advertisements, business cards and even Internet pages, through your own personalization or by using one of the multiple formats offered by the program.

II. Access

There are two (2) methods to access Publisher in Windows 2000. The first method consists of the following steps:

- 1) In the taskbar, press the *Start* option.
- 2) From the menu that will appear on screen, select *Programs*
- 3) From the options displayed, choose Microsoft Publisher
- 4) Press that option.

The second method consists of:

- 1) If the Microsoft Publisher icon is displayed on the desktop, make a double-click on it.

III. Initial Window

The first window that will appear consists of the *Microsoft Publisher Catalog*, from where you can select what kind of publication you want to create. Among these selections, there are formats on how to create from quick publications to labels. It also offers the option to edit or open an existing publication or to simply start a new blank publication and be able to personalize it.

IV. Create a publication with the *Wizard*

After selecting the option, press the *Start Wizard* command at the bottom right of the *Catalog* window. The chosen option will appear and a small wizard will be displayed on the left part of the window. Press *NEXT* to select the color scheme. After selecting it, press *NEXT* again to choose the type of content and format that will appear on the publication. After that, an option will appear

regarding what kind of information you want. When you select it, you have the option to update it by pressing *UPDATE*; to make changes to the personal information. To finish and see the result, press *FINISH*.

To perform changes in the recently created publication, a split window wizard will be available at the left part of the window. The upper window will allow changing the options recently chosen by the wizard. The lower window, will display the different kinds of options. For example, on the upper window select color scheme and the lower window will display all the color schemes available.

V. Toolbar

The toolbar consists of the following options:

A) FILE

- *New* – create a new publication
- *Open* – opens an existing publication
- *Close* – closes the publication displayed on the screen
- *Save* – saves the publication and it's changes
- *Create Web Site from Current Publication* – converts the publication to a web page format
- *Pack & Go* – prepares the publication for a commercial printout or simply take it to another computer
- *Page Setup* – allows changes on the work scheme and paper size
- *Print* – prints the publication

B) EDIT

- *Undo* – allows to undo changes made to the publication
- *Redo* – allows re-doing the changes made to the publication
- *Cut* – removes from the page the item selected and saves it on the clipboard
- *Copy* - makes a copy of the item selected and saves it on the clipboard

- *Personal Information* – a window will appear with the personal information of the person owning the program or company and can edit it

C) VIEW

- *Picture Display* – allows displaying the images in different forms. For example, very detailed or with zoom
- *Show special characters* – displays the special characters that have been applied to the publication
- *Hide (show) boundaries & guides* – allows to show or hide the margins displayed on the document
- *Toolbars* - select what type of commands you want on the toolbar
- *Rulers* – allows to display the ruler on the publication
- *Show Wizard* – presents the wizard so you can edit the information

D) INSERT

- *Picture* – allows to insert pictures from Clip Art, From File (pictures saved on any folder, for example, MY PICTURES), or From Scanner
- *Personal Information* – allows to insert on the publication the information saved on the personal information
- *Date and Time* – inserts the date and time in which the publication was made
- *Page Numbers* – inserts numbers to the publication's pages

E) FORMAT

- *Recolor Picture* – allows to change the object's original color
- *Fill Color* – allows filling or re-filling the chosen object. Also displays different color schemes
- *Line/Border Style* – controls the size and style of the selected object

- *Color Scheme* – allows you to select one of the four color schemes
- *Text Style* – changes the text's style

F) TOOLS

- *Spelling* – verifies the text's spelling
- *Language* – text's language. You have a variety of languages to choose from and personal dialects. This is available in the *Set Language* option.
- *Design Checker* – verifies all the pages.

G) TABLE

Allows the user to insert a table in the publication.

H) ARRANGE

- *Bring to Front* – positions the selected image in front of the publication.
- *Send to back* – position the selected image in back of the publication.
- *Bring Forward* – positions an object in front of another object.
- *Send Backward* – positions an object in back of another object.
- *Align Object* – positions the objects in different parts of the publication.
- *Rotate or Flip* – after selecting the object, you can rotate it in different forms.

I) HELP

Will display a small window in which you can type any question or uncertainty you're having.

VI. Print your job

There are three (3) ways to print your publication: with a *desktop printer*, in a copy center or with a commercial printing service. The difference between these options is the cost and quality.