

Creating Dazzling Publications with Publisher 2000

WAYS TO CREATE A NEW PUBLICATION

Using Wizards

Wizards walk you through a series of steps to create a specific type of presentation. Publisher 2000 has wizards to create publications from newsletters to paper airplanes and origami. Select a wizard from the list and click the Start Wizard button.



Using Design Sets

Design sets simplify the creation of multiple types of publications with a common look and feel. For example, you can create a brochure, flyer, invitation and Web site for an event using the same colors and design schemes. On the Publications By Design tab, select a design and click the Start Wizard button.



From Scratch (Blank Publications)

Even when you create a publication from scratch, you have a variety of page sizes and folds to choose from. You can choose to create publications using standard 8½" x 11" paper, post cards, posters, banners, side-fold cards, tent cards and any other paper size and dimension you can imagine.

DESIGNING WITH OBJECTS

- Objects can be text, tables, pictures and other graphics, or a combination of these.
- Each object can be resized and repositioned independently.
- Objects can be grouped together to keep them in relationship.
- Text objects can be linked so text flows freely from one text box to another.

What Are the Publisher Objects?

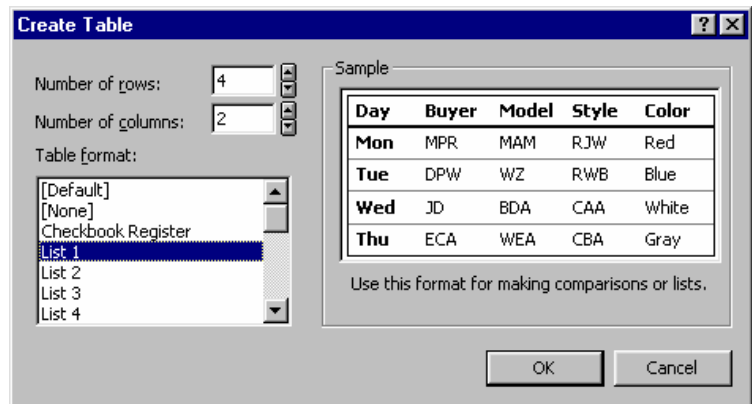
Text Frame

A text frame holds text so you can position it on the page. Text boxes can be resized and linked to other text boxes.



Table Frame

A table frame is an object that contains columns and rows in which you can enter text and graphics. When you create a table frame you choose from several table formats in the Create Table dialog box.



WordArt Frame

A WordArt frame is a box that holds text converted to a Microsoft Office Drawing object format to display special effects. WordArt is typically used for headings and to call attention to other short blocks of text.



Picture Frame

A picture frame is a box that holds clip art, photographs or other graphic objects. The handles on the outside of the frame allow you to resize the picture. Yes, this is the TRIAD cat. His name is Sherman.



Clip Gallery

The Microsoft collection of clip art, photographs, sounds and motion clips that can be inserted into a publication. The Clip Gallery tool creates a picture frame to hold objects from the Clip Gallery. The Clip Gallery can be customized to reference all of your clips as well as clips from the Microsoft Clip Gallery Live available from <http://cgl.microsoft.com/clipgallerylive/default.asp>





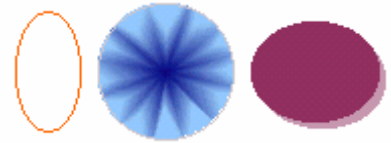
Line

With the Line tool, you can create straight lines that can be adjusted for length, color, line/border style, dash style and shadow.



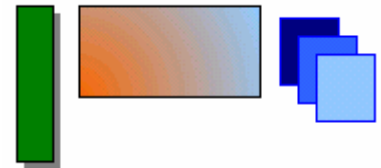
Oval

With the Oval tool, you can create an oval shape or circle, which can be modified with a variety of fills, line colors, line/border style, and shadow.



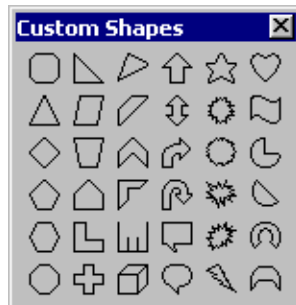
Rectangle

The rectangle tools creates rectangles or squares, which can be modified with a variety of fills, line colors, line/border style, and shadow.



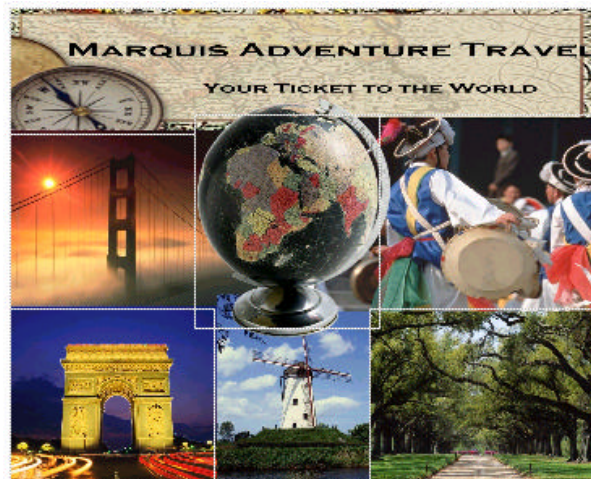
Custom Shapes

The Custom Shapes toolbar is a collection of predefined shapes such as flow-charting shapes, arrows, callouts and other objects. Custom shapes can be modified with fills, line colors, line/border styles and shadow.



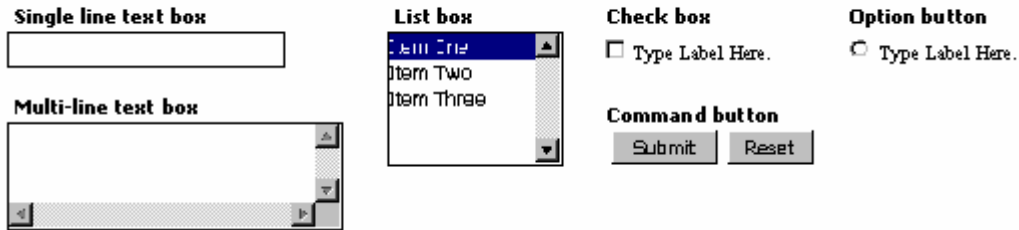
Hot Spots

With the Hot Spots tool, you can select areas on art objects and assign a hyperlink to the selected area. Hot spots are used to create image maps on Web graphics. Users click a portion of a graphic to follow a link.



Form Control

You can use the Form Control to insert one of several types of form objects to create Web forms. The form controls include single-line text boxes, multi-line text boxes, check boxes, option buttons, list boxes and command buttons

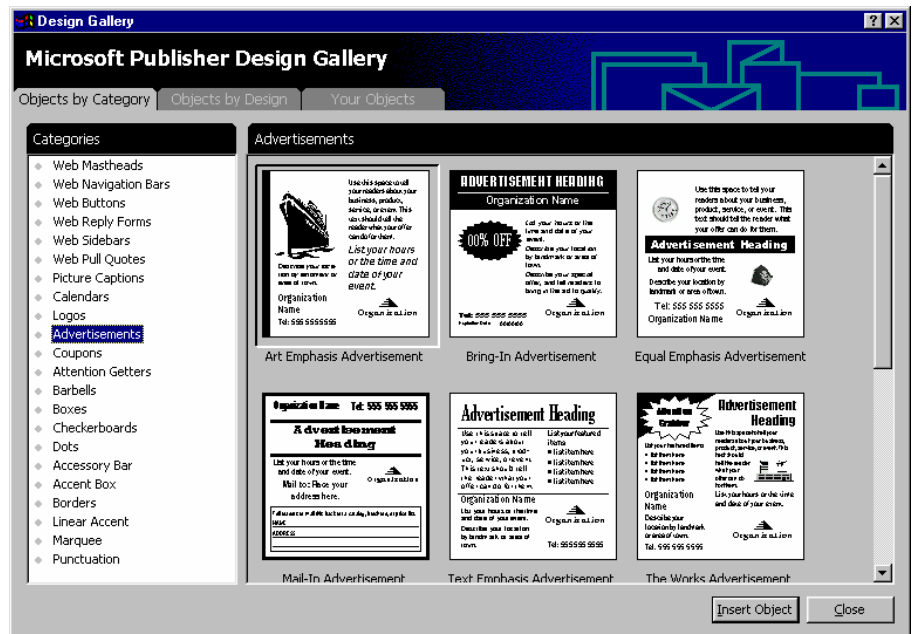


HTML Code Fragment

The HTML Code Fragment tool creates a text box that contains HTML code fragments. You use the code fragments to add features to your Web page, such as a script, a hit counter, or a scrolling marquee. You can include standard HTML, ActiveX, VBScript, or Java applets in code fragments. When the finished page is displayed in a browser, you see the feature the code creates.

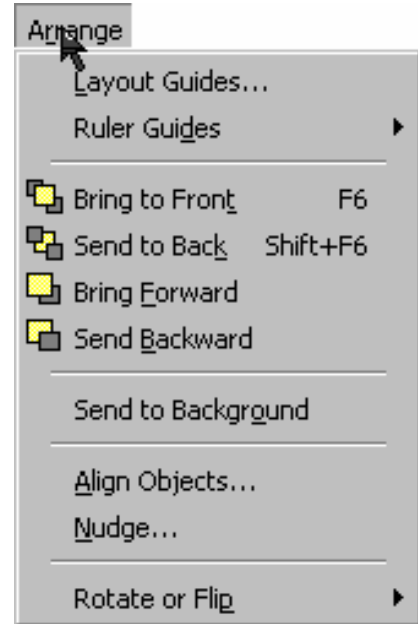
Design Gallery Objects

The Design Gallery contains an assortment of pre-designed objects, such as pull quotes, logos, and calendars that you can add to your publication.



HOW DO YOU ARRANGE OBJECTS IN PUBLISHER?

Publisher provides a number of tools to help you align, layer and manipulate objects. Most of these tools are found on the Arrange menu. They include tools to line up objects, layer multiple objects, align objects with each other and rotate and flip objects.

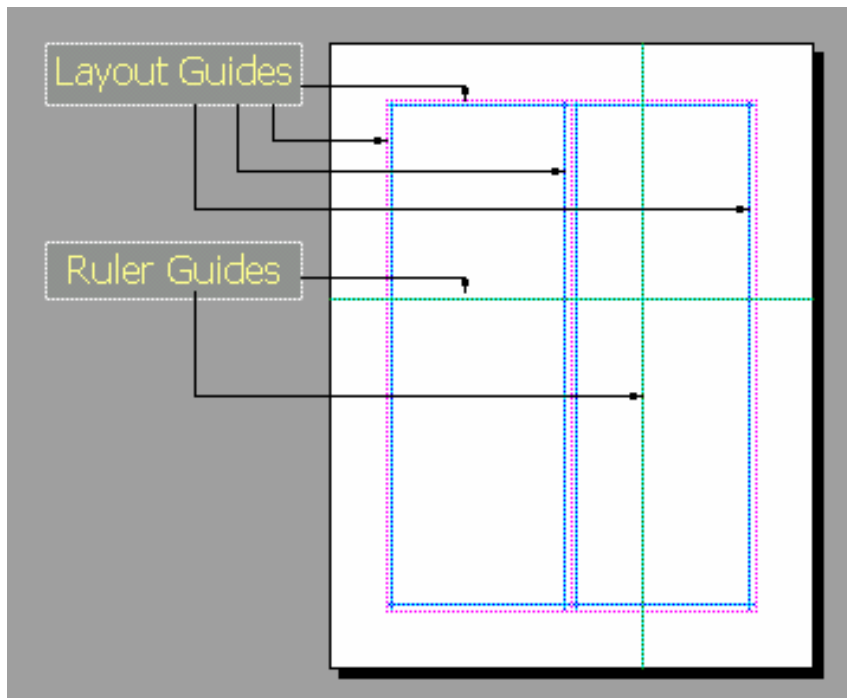


Layout Guides

The default layout guides show you where the margins are on the top, bottom, left and right of the page. You can also add layout guides to mark columns and divide the page horizontally.

Ruler Guides

Ruler guides can be inserted anywhere on a page horizontally and vertically to line up objects. You reposition ruler guides by pointing to them and holding Shift while you drag.



Layering Objects

Using Publisher's layering tools, you can position objects in front of and behind each other. Bring to Front, Send to Back, Bring Forward and Send Backward are all designed to help you layer objects you create and insert. For example, you can create a shape with the Custom Shapes tool and then position a text box on it to add text to it.



You can also send objects to the publication's background to position them behind everything in your publication. Use Send to Background on the Arrange menu to create watermarks and other backgrounds.

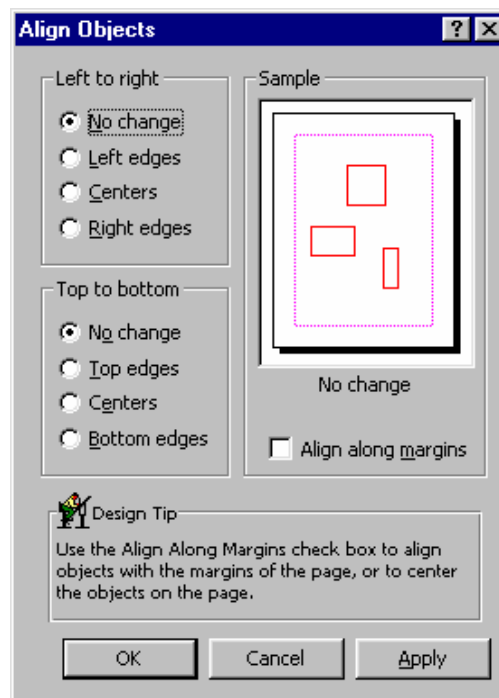
Grouping Objects

After you line up objects the way you want them, you can group them so they always stay in the same position to each other. You can resize and reposition grouped objects as if they were one. Select the objects you want to group and click the Group Objects button.



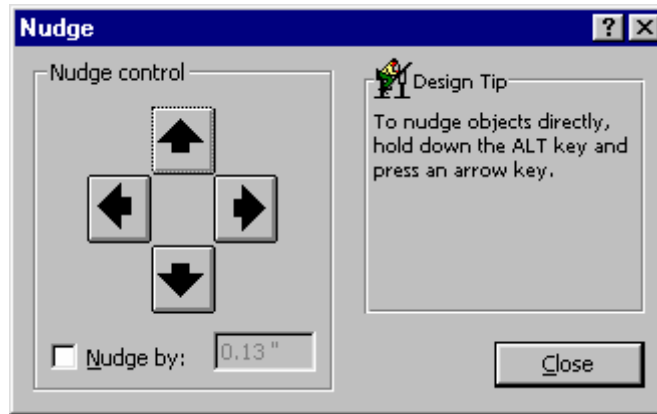
Aligning Objects

Trying to line up objects by sight can sometimes be a frustrating process. Select the objects you want to align and use the Align Objects feature on the Arrange menu to let Publisher align objects for you.



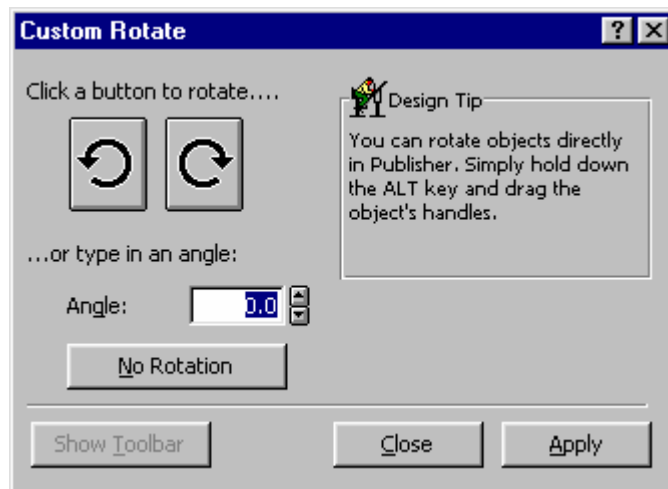
Nudge

Use Nudge to move an object slightly in one direction or another.



Rotate or Flip

Change the direction that objects are facing with Flip, or use Rotate to position an object at a different angle.



LINKS TO OBTAIN ADDITIONAL CLIP ART AND OTHER PUBLISHER TOOLS

Microsoft Publisher

Microsoft's Office Update site dedicated to Microsoft Publisher
<http://officeupdate.microsoft.com/welcome/publisher.asp>

Microsoft ClipGallery Live

All kinds of clip art, backgrounds, photos and animated gifs
<http://cgl.microsoft.com/clipgallerylive/default.asp>

ClipArt.com

The Net's Best Clipart, Font, Photo and Web Graphic Links

<http://www.clipart.com/>

Yahoo

Search on keyword "*clip art*" to find a ton of sites with free graphics

<http://www.yahoo.com>

FreeGraphics

This site rates a variety of graphics sites around the Web

www.freegraphics.com

Lycos Multimedia Search

Search for graphics, movies, streams and sounds

www.multimedia.lycos.com

WebSEEK (Columbia University)

A content-based image and video search and catalog tool for the Web

www.ctr.Columbia.edu/webseek

