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Installation guide

This chapter explains how to install the components of Publisher and what system requirements you need to be able to run and install them successfully. It also explains some of the common terms and phrases used in this guide.

Before you begin

Before you begin to install Publisher, please:

- ◆ read the greenstreet.htm file on the Publisher CD. To read this file, open it in a web browser such as Internet Explorer. This file contains information on installing and registering Publisher.
- ◆ read the README file on the Publisher CD. To read this file, open it in a text editor such as Windows WordPad.
- ◆ familiarise yourself with the styling conventions used in this guide. They are described at the end of this chapter.
- ◆ ensure your computer meets the requirements listed in the appropriate sections.

What you need to run Publisher

To install and run the components of Publisher you need a Pentium® P166 Processor, running Windows® 95, NT 4.0, ME, XP or 2000 with the following configuration:

- ◆ a CD-ROM drive;
- ◆ at least 16 Mbytes of Random Access Memory;
- ◆ an SVGA video card capable of 256 colours at 800 x 600 resolution;
- ◆ a mouse or other Windows-compatible pointing device.

The installation requires approximately 170 Mbytes.

If you are unsure if your computer meets these requirements, consult your dealer or the person who installed it.

Installing Publisher

If you are installing Publisher for the first time, insert the CD into your CD-ROM drive. Publisher is installed automatically.

The installation will copy all components onto your hard disk, with the exception of some photos, clipart and sample documents in order to save disk space. You can load these items from the CD.

Using this guide

This guide has been designed to help you begin work with Publisher. It includes a suite of tutorials to help you get started. The contents pages at the beginning of the guide will help you find the section you're looking for.

Styling conventions

This guide consistently uses specific text formats and visual cues to help you distinguish between different types of information.

Keys on the computer keyboard are represented like this:

ENTER. Sometimes you will need to hold down one key while you press another one, e.g. hold down **CTRL** and press **G**. This is shown as **CTRL G**.



Where possible, when a tool is named in the text, the tool is illustrated in the margin.

Text that you enter is shown as: `enter this text`.

The names of menu commands, dialog boxes, tools and options are shown in bold text, for example, select **Open** from the **File** menu.

✍ Any notes in the text are identified by the use of grey shading, i.e. the text you are reading now. Notes are items to which you should pay particular attention.

Common terms and phrases

The following terms are used to tell you to do something, usually with the mouse, although sometimes there are keyboard shortcuts.

Click	Press and release the left mouse button quickly.
Right-click	Press and release the right mouse button quickly.
Double-click	Click the left mouse button quickly twice in succession.
SHIFT -click	Hold down SHIFT as you click the left mouse button.
Drag	Move the mouse while pressing down the left mouse button, e.g. to move a frame.
Select	Click on a tool, object or menu command to select it.
Check	Select an option shown as a small, square box on a dialog box. These options are known as check boxes and can be checked (ON), or cleared (OFF). When a check box is on, a ✓ is displayed in the box. Sometimes a third state is available; when this is selected, the check box is shaded grey.
Clear	Turn off a check box.





Where to go now

If you are a newcomer to Microsoft Windows, refer to your Microsoft Windows User's Guide or online Help for a basic introduction to using Windows. If you are new to Publisher or any of its components, the tutorials in this guide will help you learn how to use it to its full potential.

To start any of the Publisher programs you can either use the Start Menu or click on the Program Launcher icon in the right hand end of your taskbar to display a menu of the installed programs, allowing you to select and run any one of them.

Welcome to Publisher

Publisher is a sophisticated desktop publishing application for Windows that is powerful and easy to use. With Publisher installed on your PC, you will soon be able to create professional looking documents. This chapter explains how to run Publisher and goes on to describe how to start work.

Starting Publisher

If you haven't already installed Publisher, do so now. (Refer to Chapter 1 for details). Once Publisher is installed, you are ready to start it. To start Publisher:

1. Turn on your PC to run Windows.
2. From the **Start** menu, locate the program folder where you installed Publisher.
3. Click on the Publisher icon.



After a moment, the Publisher desktop appears and you are presented with the **Startup** dialog box.



From this dialog box, you have the option of:

- ◆ starting a new document
- ◆ opening an existing document
- ◆ opening a tutorial document
- ◆ quickstarting a document.

Starting a new document

The **Starting a new document** option gives you total control over the creation of your document.

Using a document style

1. Do one of the following:
 - ◆ If Publisher is not already running, open it. The **Startup** dialog box appears.
Double-click on **Start a new document**. The **New Document** dialog box appears.
 - ◆ If Publisher is running, select **New** from the **File** menu. The **New Document** dialog box appears.
2. From the **Category** window, select the type of document you want. The styles available are displayed in the **Templates and Designs** window.
3. From the **Templates and Designs** window, select the template or design on which you want to base your new document.
4. Click on **New**. One of the following will occur:
 - ◆ If a blank page style is selected, an untitled blank document is created, based on the template selected.
 - ◆ If any other category is selected, the **New Document Wizard** is launched. Follow the instructions to create a new document based on the options you specify.



✍ Once a document is opened, you can alter its style using the **Document Restyling** dialog box.

Using a blank page

To start a new document from a blank page, follow the steps below:

1. Do one of the following:
 - ◆ If Publisher is not already running, open it. The **Startup** dialog box appears.
Double-click on **Start a new document**. The **New Document** dialog box appears.
 - ◆ If Publisher is running, select **New** from the **File** menu. The **New Document** dialog box appears.
2. From the **Category** window, select **Blank Page**.
3. From the **Templates and Designs** window, select the template you want to use.
4. Click on **New**. An untitled blank document is created, based on the chosen template.



☞ Once a document is opened, you can alter its page orientation through the **Orientation** tab on the **Page** dialog box and its page size through the **Document Restyling** dialog box.

Using an existing document

You can use any existing document as a type of template on which to base your new document.

1. Do one of the following:
 - ◆ If Publisher is not already running, open it. The **Startup** dialog box appears.
Double-click on **Start a new document**. The **New Document** dialog box appears.
 - ◆ If Publisher is running, select **New** from the **File** menu. The **New Document** dialog box appears.
2. Click on the **Browse** tab. The drives and folders available are displayed in the left-hand pane; the same as in Windows Explorer.
3. In the **Name** box, type the path to the folder where the document you want is stored.



☞ If you are not sure of the path, use the navigation tree in the left-hand pane to locate the document you want.

4. From the preview area, select the document on which you want to base your new document.
5. Click on **New**. An untitled document is created based on the original document.

The information line indicates the progress of the open operation.

Opening an existing document

To open one of the sample documents supplied with Publisher, or a document you have previously saved, follow the steps below:

1. Do one of the following:
 - ♦ If Publisher is not already running, open it. The **Startup** dialog box appears.
2. Double-click on **Open an existing document**. The **Open Document** dialog box appears.
 - ♦ If Publisher is running, select **Open** from the **File** menu. The **Open Document** dialog box appears.
3. Click on the **Browse** tab. The drives and folders available are displayed in the left-hand pane; the same as in Windows Explorer.
4. In the **Name** box, type the path to the folder where the document you want is stored.



☞ If you are not sure of the path, use the navigation tree in the left-hand pane to locate the document you want.

5. Use the preview area to navigate to the document you want to open.

☞ To navigate to a recently used document, use the preview area on the **Recently used** tab.

6. Click on **Open**. The document is opened in Publisher.

The information line indicates the progress of the open operation.

Quickstarting a document

The fastest way to create a new document with Publisher is through Quickstart. Quickstart simply creates a blank untitled document based on the default template. This option is only available from the **Startup** dialog box.

1. Open Publisher. The **Startup** dialog box appears.
2. Click on **Quickstart** to select it.
3. Click on **Next**. An untitled blank document is created.

Bypassing the Startup dialog box

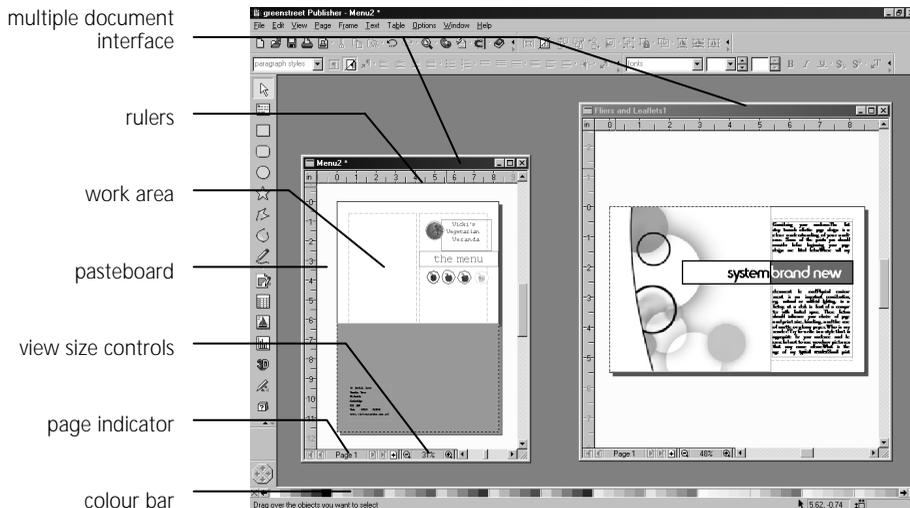
You can bypass the **Startup** dialog box when loading Publisher.

1. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
2. In the **Startup** group box, select **Blank Page** or **Open Last Document** from the drop-down list box.
3. Click on **OK**.

When you next load Publisher, the default template, or the last document you worked on will appear in the work area.

The Publisher desktop

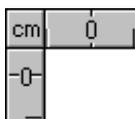
The Publisher desktop contains all the tools and commands you need to create professional quality documents. Some of the main features of the desktop are identified in the illustration below:



The rulers

The rulers are displayed along the top and left-hand edges of the work area. Thin hairlines on the rulers follow the mouse pointer movements to indicate the pointer's current position.

The unit of measurement used by the rulers is shown in the top left-hand corner where they intersect; to change the unit, click in this intersection area. A list of available units is displayed in the ruler shortcut menu; click on one to select it. Alternatively, you can specify the units using the **Document** tab on the **Preferences** dialog box. You can also turn the rulers on and off using the **Controls** tab on the **Preferences** dialog box.





The contents box

The contents box holds a list of all the objects in your Publisher document, such as pictures, text and OLE objects. It also has tools for some of the things you will do most frequently with objects in your document, such as importing or deleting.

You can move the contents box around the window by dragging its title bar, resize it in the same way as any other window, or 'dock' it in one of the window borders. To turn the display of the contents box on and off:

1. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
2. Click on the **Controls** tab.
3. In the **Show Controls** group box, click on **Contents Box**.
4. Click on **OK**. The contents box is displayed.

The pasteboard

The pasteboard appears around the document page: you can use it as a storage area for any items you have not finally placed in your document. Any items on the pasteboard are saved with your document. You can also change the colour of the pasteboard, through the **View** tab of the **Preferences** dialog box.

The work area

The work area is the area where your document is displayed. Depending on the selected view size, you may be able to see all, or just part of your document.

The view size controls



The view size controls at the bottom left of the document window let you adjust the view size of the current page. To increase the view size, click on the 'plus' tool to the right; to decrease the view size, click on the 'minus' tool to the left. The view size will increase or decrease to the next standard view.

When you click on the centre control (which shows the view size as a percentage), the view size popup menu appears, from which you can select a view size.

The page indicator



To the left of the view size controls is the page indicator; this shows which page you are currently working on.

There are two tools on each side of the page indicator, which take you to the first, previous, next, or last page.



Click on the **Add Page** tool (+) at the right-hand end of the page indicator to add a page to your document.

Click on the centre control to display the **Go To Page** dialog box, from which you can go to a specified page number or to the master page(s).

The colour bar

Running along the bottom of the Publisher desktop is the colour bar. Use this to select a colour for your text, frames and graphics.



You can edit a colour by right-clicking on it in the colour bar to display the colour shortcut menu and then selecting **Edit colour** to display the **Edit Colour** dialog box. You can create a new colour by clicking on the + button to the right of the colour bar to display the **Add Colour** dialog box.



Click on the **X** button to the left of the colour bar to return the fill style of the selected object to none, or the selected text to the colour selected in the current paragraph style. Right-click on the **X** button to display the colour shortcut menu with further options.

To turn the display of the colour bar on and off:

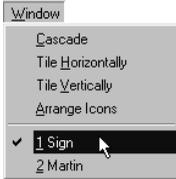
1. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
2. Click on the **Controls** tab.
3. In the **Show Controls** group box, click on **Colour Bar**. The colour bar is displayed when this option is checked.
4. Click on **OK**. The colour bar is displayed.

The multiple open document interface

Each open document in Publisher has its own window, rulers, view size controls, page indicator and buttons, and title bar. These document windows can be moved and resized individually.

The Toolbox, colour bar, toolbars, information line and menu bar all work with the active document window.

There are options in the **Window** menu to cascade and tile document windows and to arrange the icons of minimised document windows. There is also a list of open documents, so you can select a document straight from the menu. A tick is placed next to the active document.



You can close a document window by doing any of the following:

- ◆ double-clicking on the window's Control-menu icon
- ◆ selecting **Close** from the window's Control-menu
- ◆ clicking on the window's Close button
- ◆ pressing CTRL F4.



Hints and tips for beginners

Publisher incorporates a number of helpful hints and tips to help you create great documents.

ToolTips

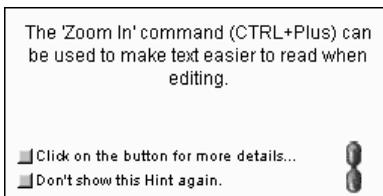
ToolTips appear when you pause the mouse pointer over a tool. The ToolTip tells you the name of the tool under the pointer.

You can turn ToolTips on and off via the **Options** menu.



Pop-up Hints

Pop-up Hints are suggestions for how to carry out an action in a more efficient way. They appear at relevant moments when you are using the program and have a link to an appropriate topic in the online Help.



An hourglass timer indicates how long before the Hint disappears. Clicking on the hourglass causes the timer to pause. Clicking on the hourglass again restarts the timer from the beginning.

To move a Pop-up Hint:

1. Move the mouse pointer over the Hint until the mouse pointer changes to a four-headed arrow.
2. Press and hold down the left mouse button.
3. Drag the Hint to its new position.
4. Release the mouse button.

You can turn Pop-up Hints on and off, and define how often they recur, through the **Ease-of-use** tab on the **Preferences** dialog box. Click on an individual Hint to remove it.

Using online Help



Publisher offers you a complete online guide to every aspect of using the program, providing you with all the information you need.

Think of the Help as your user guide: there are topics and an index, and instead of cross-references there are jumps. Anything you would expect to find in a user guide is there.

One of the many features in Publisher 4 are the online tutorials. These are the same as the tutorials in this manual, but are presented in an online format for those who prefer to work this way.

Exiting Publisher

You can exit Publisher by doing any of the following:

- ◆ selecting **Exit Publisher** from the **File** menu
- ◆ double-clicking on the program's Control-menu icon
- ◆ selecting **Close** from the program's Control-menu
- ◆ clicking on the program's Close button
- ◆ pressing **ALT F4**.



16: Exiting Publisher

Upgrading to Publisher 4?

If you are upgrading to Publisher 4, you will soon notice the extensive improvements that have been made. Not only is there a whole range of new features and functionality, but the existing features have been made even easier to use.

What's new in Publisher 4?

Here are just a few of the improvements to be seen in Publisher 4 that are covered in more detail further on in this chapter:

- ◆ spreadsheeting
- ◆ charts and graphs
- ◆ mail merge and AddressBook
- ◆ PowerText
- ◆ HTML export
- ◆ ease-of-use features
- ◆ single-use tools and frame properties
- ◆ working with documents
- ◆ Help.

These are just the changes you will notice as soon as you start work. There are also many other changes that have been made behind-the-scenes, to make Publisher work better for you and make it run more smoothly.

Spreadsheets

Spreadsheets are a powerful way of allowing easy entry and manipulation of data in a table format. They are especially useful for financial planning and budgeting.

Publisher 4 features full formula support, delivering a fully workable spreadsheet for use in your documents.

Entering a formula into a table



1. Select the cell you want to enter a formula into.
2. Type =. A broken blue border is added to the cell, indicating that a formula is being entered. The **Formula Tools** appear.
3. In the **Formula Tools**, click on the **Insert Formula** button. The **Function Wizard** appears.
4. In the text box, type one or more words to describe the function you are looking for. The list box is updated with a selection of functions related to the word(s) you enter.
5. To limit your search further, select an option from the drop-down list box.

☞ If you do not want to limit your search, make sure **All functions** is selected in the drop-down list box.

6. Select the function you require from the list box. The syntax for the function appears in the **Syntax** preview area.
7. Click on **OK**. The formula is written into the cell, ready for you to enter the appropriate cell references over the greyed out areas.

For a detailed explanation of how to use spreadsheets in your documents, refer to the online Help.

Charts and graphs



Charts are the perfect tool for displaying data in a visual way. They provide a useful complement to a table, or can be used as a separate feature.

With Publisher 4 you can create charts from scratch and also generate them from existing data. Those created from existing data automatically update if the data they are based on is changed. A wizard is used to guide you through the process of generating a chart, which means all you have to do is select the options you want and the wizard creates a chart for you, based on the options selected.

The properties of charts and graphs are completely customisable. As well as bar charts and pie charts there is a range of other types available, such as lines charts, scatter charts, and area charts. The charts and graphs can be 2D or 3D and a legend can be attached. The colours can be changed and titles customised.

Charts and graphs are placed in the contents box, allowing them to be placed in more than one frame.

More detailed information about charts and graphs can be found in the online Help.

Mail merge and AddressBook



Mail merge is a useful and convenient way of creating standard documents with varying information, both quickly and easily.

The **Mailing List** dialog box from Publisher 3 has now been replaced with AddressBook. Each record now has separate tabs for **Home**, **Work**, and **Notes**, giving greater organisational capacity. Within these tabs there is also a much wider range of fields, for example fields for mobile phone numbers and URL addresses, as well as a field for a formatted address – useful when creating envelopes.

When records are added, they are filed in an alphabetical tree structure so you can quickly locate records you want to amend.

A much improved PowerText



Several significant changes have been made to PowerText, now with its own menu bar, making it an even more versatile and powerful product.

Layers are now more sophisticated, with up to twenty-five layers supported, each with its own tab.

Pictures can now be imported into PowerText and are treated in the same way as other PowerText items. It is now possible to drag-and-drop other PowerText items and pictures directly into PowerText from outside the program.

To help you use the program, PowerText has its own dedicated Help covering everything you need to know to get the very best out of this powerful utility.

HTML export



Using a simple, yet intuitive, dialog box, your document can be exported as a set of HTML pages with supporting files. Just select a folder to place your pages in and away you go – it couldn't be easier!

In the vast majority of cases, the exported document will resemble the original document. This is possible because the exporter works in conjunction with the Document Restyler to overcome any difficulties in exporting. You can then edit the files further, or you can put them straight on the Web as they are.

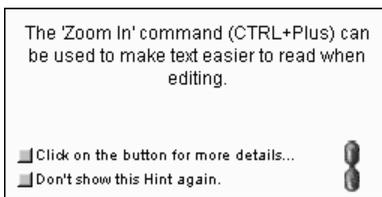
More information can be found on HTML export in the online Help.

Ease-of-use features

To enable you to get the most out of the product, Publisher now includes an expanded range of ease-of-use features. These are useful for beginners and upgraders alike. As an upgrader they will help you discover the potential of the new features on offer with Publisher 4.

Pop-up Hints

Pop-up Hints are suggestions for how to carry out an action in a more efficient way. They appear at relevant moments when you are using the program and have a link to an appropriate topic in the online Help.



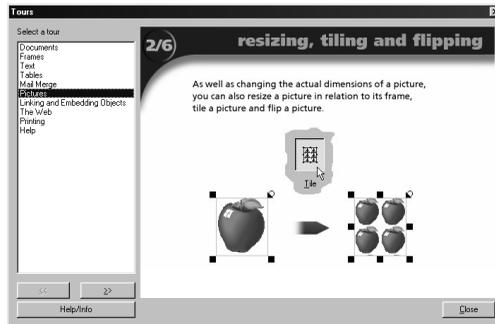
An hourglass timer indicates how long before the Hint disappears. Clicking on the hourglass pauses the timer. Clicking on the hourglass again restarts the timer from the beginning.

As with dialog boxes, Pop-up Hints can be moved by clicking and dragging.

You can turn Pop-up Hints on and off and define how often they recur, through the **Preferences** dialog box. Click on an individual Hint to remove it.

Tours

Tours are a new feature in Publisher 4. They are a series of short graphical introductions to all the key features of the program. Tours are accessible from the **Help** menu.



The left-hand pane contains a list of all the tours. Clicking on a tour displays it. Use the navigation buttons to cycle through the pages of a tour.

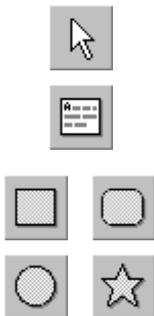
For more information on a feature, click on **Help/Info**.

Frames

Frames are a crucial element in the design of a successful DTP document – they are an integral part of page layout. Several improvements have been made to frames to make them even more flexible and user-friendly.

Single-use tools

In Publisher, frames can be used to contain any type of content. In Publisher 4, it is still possible for a frame to contain any content, but each frame tool now has a specific use and it is best to match the right tool to the right content. The tools are listed overleaf:



- ♦ The **Pointer** tool is used to select a frame on the page. It can also be used to drag and stretch frames and to edit text.
- ♦ The **Text** tool is used to create a frame designed to contain text. A white, borderless frame is created and the text cursor appears, ready for you to enter text.
- ♦ The **Box**, **Rounded Box**, **Ellipse** and **Star** tools are used to create frames in their respective shapes. When you use one of these tools, any changes you make to its border and its background style and colour are 'remembered'. The next time you draw a frame using one of these tools, the same border and background are used.

☞ Only the **Box** tool supports decorative borders.



- ♦ The **Line**, **Curve** and **Pencil** tools are used to draw lines directly on the page, which can be made into frames by joining the points.

For more information on single-use tools and on frames generally, refer to the online Help.

Frame properties

Publisher has always given its users maximum control over frame properties. Now the options are even more comprehensive, with several key additions and improvements introduced in the **Frame Properties** dialog box.

Size and position

There is now a **Resize frame constraints** group box, giving you control over frame resizes. You can now choose between preserving the current aspect ratio and preserving the picture's aspect ratio.

☞ All options on the **Frame Text** tab in Publisher 3 are now featured on the **Size and Position** tab.



Border styles

The **Border Styles** tab of the **Frame Properties** dialog box has been radically changed. Decorative borders are now depicted exactly as they appear in the frame, giving you a better idea of what the border will look like. To help you identify them, all decorative borders are now labelled.

A new **Edges** group box has been added, to let you select the edges of the frame you want the border to appear on. The default varies, depending on which border is selected.

Picture composition

The **Frame Picture** tab of the **Frame Properties** dialog box has been replaced by two other tabs. The first of these is the **Picture Composition** tab.

The **Picture Composition** tab deals with all aspects of a picture not relating to its colour, or certain aspects relating to its size (see above). All the options from Publisher 3 are present in Publisher 4: resizing, flipping, tiling, and changing the picture angle.

Picture colour

The second tab replacing the **Frame Picture** tab is the **Picture Colour** tab.

The options available for customising the colour of pictures in your documents have been greatly extended, with the manipulation of picture colour being divided into three groups: colour, balance, and transparency.

- ◆ In the **Colour** group box, there is a drop-down list of four colour options which can be applied to a picture: **None**, **Mono**, **Duotone**, and **Custom**. Selecting **Mono** lets you select the colour of the picture from the **Override** drop-down colour palette, which appears beneath the drop-down list box. Selecting either **Duotone** or **Custom** lets you customise the colour of the picture using the **Shadow**, **Midtone**, and **Highlight** drop-down colour palettes, which appear beneath the drop-down list box. If you are happy with the picture colour the way it is, make sure **None** is selected.

- ◆ In the **Balance** group box, there are three sliders to control the level of brightness, contrast, and saturation.
- ◆ Transparency is a brand new feature. It lets you make frames see-through, so that anything beneath the frame is visible through it.

There are four options available from the drop-down list box, in the **Transparency** group box: **None**, **White**, **Colour range** and **All except colour range**. The last three options offer you a choice as to how Publisher handles the transparency. **White** makes anything white in the picture transparent; **Colour range** lets you select the range of colours to be made transparent; **All except colour range** lets you select the one colour not to be made transparent. If you don't want the picture to be transparent, make sure **None** is selected.

The slider bar lets you decide how exact the transparency will be, in relation to the colour you have selected. The closer to **Exact** the slider is, the closer a colour must be to your selected colour before it is made transparent. The closer to **Loose** the slider is, the less exactly like your selected colour a colour has to be before it is made transparent.

Fade

With Publisher 4's new fade functionality, you can achieve professional looking fade effects, which can make your documents stand out.

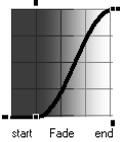
To apply a fade to a frame, follow the steps below:

1. Select the frame to which you want to apply a fade.
2. Right-click on the frame. A shortcut menu appears.
3. Select **Frame Properties**, the **Frame Properties** dialog box appears.
4. Click on the **Fade** tab.
5. From the **Fade Type** group box, select the fade type you want to use.



✍ Any changes you make when inside this dialog box, take effect immediately.

✍ Some fade types give you the option of setting the angle of the fade, using the **Angle** arrow.



6. Use the **Fade** chart to precisely set the strength and extent of the fade.
7. Click on the Close button in the top right-hand corner of the dialog box.

For more information on frame properties, refer to the online Help.

Working with documents

Many changes have been made in Publisher 4 which affect the way you work generally with your documents.

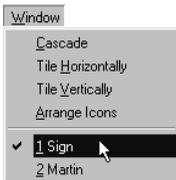
Multiple open documents

In Publisher 4 you can have more than one document open at the same time. A new window containing your new / opened document is created within the program, without closing any other open document.

A document window behaves in the same way as most program windows – it can be resized, maximised, minimised and closed using the buttons on its title bar. A **Next** option has also been added to the Control-menu of each document window, letting you cycle through all open document windows. Each window has its own rulers, view size controls, page indicator and buttons and title bar.

The Toolbox, colour bar, toolbars, information line and menu bar all work with the active document window.

A new **Window** menu is also available, which can be used to control various aspects of your open documents. There are options to cascade and tile windows within the program and arrange icons. There is also a list of open windows, so you can select a window straight from the menu. A tick is placed next to the active window.



If you try to exit Publisher without saving all your open documents, you will be prompted to save for each open document window.

User definable guides

Page layout is a crucial element of any well produced document. In Publisher this is achieved through the use of frames and their positioning on the page using the grid and column guides. With Publisher 4, there is a more flexible way of arranging frames on the page – user definable guides.

User definable guides give you maximum control over where you place your frames. They are completely customisable and therefore allow greater flexibility when aligning frames on the page.

User definable guides can be customised in many different ways: they can be positioned vertically and horizontally; they can be used on a master page and thereby used on all pages; their colour can be customised through the **Preferences** dialog box; they can be moved or deleted quickly and easily.

Document creation and restyling

To help you style your documents there is now a series of sample files and wizards.

Creating a document of a particular type runs a wizard to guide you through the process of creating a new document based on the type you selected. Similarly, opening a sample file results in the appropriate wizard being run to add content and restyle it. There are several new sample files available, including postcards.

There are pages in the wizard to control the layout, page size, information, colour and text style of your document. With some document types there is also a **Custom** page, which lets you enter custom details to be inserted into the document.

If you want to change the style of a document after you have created it, there is now a Document Restyler available, accessible from the **Page** menu. Instead of a wizard, a dialog box appears, with tabs containing different options depending on the document type selected. These options are largely identical to those found in the **Document Creation Wizard**.

More information can be found on document creation and restyling in the online Help.



Getting help

A newly expanded and now HTML based online Help system is available to offer you step-by-step instructions about working in Publisher 4.

The Help Assistant has been removed, although the tutorials are still available online.

All the improvements and additions made are geared to make working with Publisher 4 easier and more effective. Once you are accustomed to these changes you will soon notice how much quicker and easier it is to create eye-catching and dynamic documents, whether it is for home or business use.

28: Getting help

Publisher tutorials – an introduction

This chapter introduces the theme behind the Publisher tutorials.

The theme

The Publisher tutorials are designed around an amateur dramatics society, its committee, and the problems they face. The list below shows the members of the committee of the St Ives Players. As you will see in the tutorials, they have chosen 'Macbeth' as this year's show.

<u>Position</u>	<u>Role / Needs</u>
<u>President</u>	Head of the society; wants to produce a newsletter.
<u>Secretary</u>	In charge of internal communications and external correspondence; wants to introduce memos.
<u>Treasurer</u>	In charge of the society's accounts; needs to produce a report for the AGM.
<u>Publicity Officer</u>	Responsible for advertising the society and publicising the show; wants to create posters and fliers as part of a publicity campaign.

<u>Social Secretary</u>	Organises social events for the society; wants to design envelopes for sending invitations to a party.
<u>Programme Editor</u>	Plans and produces the programme for the show; needs to plan the layout of the programme.

As you work through the tutorials, you can see how the various members of the committee achieve their very different objectives using Publisher.

Creating a memo

The Secretary has decided to tackle the problem of notes and messages getting lost or misdirected, by creating a memo sheet and issuing copies to all committee members.

In this tutorial you will learn how to create a standard memo. The skills it teaches you include how to:

- ♦ **set up column guides**
- ♦ **draw frames**
- ♦ **copy and paste frames**
- ♦ **resize frames**
- ♦ **type in and format text.**

All of these aspects provide the basis for a well presented document.

Before you start

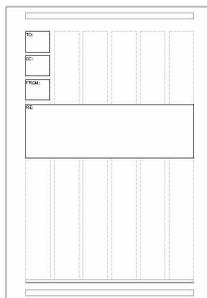
To work through this tutorial, you need to create a new document based on the document Tutorial 1 – creating a memo.dtp.

1. Do one of the following:
 - ♦ If Publisher is not already running, open it. The **Startup** dialog box appears.
Double-click on **Run a tutorial**. The **Tutorials** dialog box appears.
 - ♦ If Publisher is running, select **Tutorials** from the **Help** menu. The **Tutorials** dialog box appears.
2. Select Tutorial 1 – creating a memo.

☞ If you cannot see the file, use the scroll bar to view more of the files.

3. Click on **Open**. An untitled document appears in the work area ready for you to begin work.

4. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
5. Click on the **View** tab.
6. In the **Graphic Markers** group box, check the **Guides** and **Frame Outlines** check boxes.
7. Make sure the **Printer Margins** check box is cleared.
8. Click on **OK**. The column guides are visible but the printer margins are not visible, giving you a clearer space to work in.



Guides and margins

In Publisher there are two kinds of guides: user definable guides and column guides. In this tutorial you will be dealing with column guides. User definable guides are covered in **Chapter 8**.

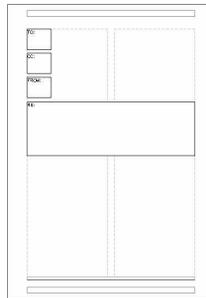
Column guides are represented by grey dotted rectangles with an equal amount of space between each column. They appear on each page, but are not printed.

The column guides cannot be resized or repositioned directly using the mouse; you can change the number of columns and the space between them using the **Margins & Columns** tab on the **Page** dialog box.

Margins are used to give the page an imaginary white frame, balancing the features on the page and making them stand out.

Setting the column guides

1. From the **Page** menu, select **Margins & Column Guides**. The **Page** dialog box appears with the **Margins & Columns** tab selected.
2. In the **Column Guides** group box, type 2 in the **Number of Columns** spin box.
3. In the **Columns Gap** spin box, type 0 . 64.
4. Click on **OK**. The column guides change on the page and your document should now look like the picture below:



Using frames to create a page layout

Use the column guides you have just set to help you draw and position your frames. Before you start to draw your frames, you need to switch on the **Snap to Guides** and **Snap to Grid** commands.



To turn on frame snapping, follow the steps below:

1. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears with the **Document** tab selected.
2. In the **Grid** group box, make sure the **Snap to Guides** and **Snap to Grid** check boxes are checked.

 If the **Snap to Guides** and **Snap to Grid** check boxes are already checked, it means the commands are already turned on.

3. In the **Grid Size** spin box, make sure **0.10** is selected.
4. Click on **OK**.

When you draw or resize a frame with **Snap to Guides** and **Snap to Grid** turned on, the horizontal and vertical edges of the frames are drawn to the column guides and grid, ensuring that accurate and consistent frames are created.

Drawing frames

To draw your first frame, follow the steps below:

1. Make sure the top of the page is visible.

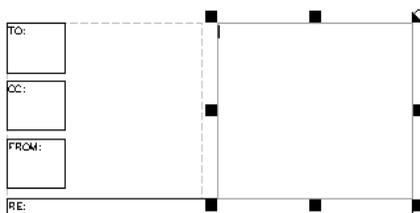
 Use the scroll bar at the right-hand side of the desktop to scroll up or down.



2. From the Toolbox, select the **Text** tool. The mouse pointer now has a box when you move it over the page or pasteboard.
3. Position the frame cursor in the top left-hand corner of the right column guide.



4. Press and hold down the left mouse button. The mouse pointer changes to a crosshair.
5. Drag the frame cursor diagonally down and to the right, so that it covers all the right column guide down to just above the top of the **RE:** frame.
6. Release the mouse button. A frame is drawn on the page with eight handles around it, indicating it is selected. The text cursor appears inside, ready for you to enter text.



7. Make sure **CAPS LOCK** is selected on your keyboard.

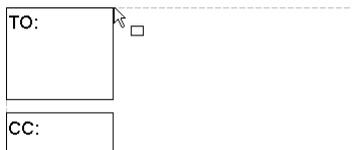
8. Type **MEMO**. The text appears in the frame.

You now need to draw a frame alongside the **TO:** frame.



1. From the Toolbox, select the **Box** tool.

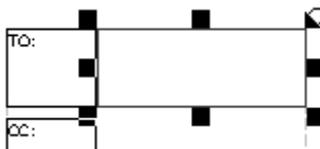
2. Position the frame cursor at the top right-hand corner of the **TO:** frame, inside the left column guide.



3. Press and hold down the left mouse button. The mouse pointer changes to a crosshair.

4. Drag the frame cursor diagonally down and to the right until the frame is the same height as the **TO:** frame and reaches to the right-hand edge of the left column guide.

5. Release the mouse button. A frame is drawn next to the **TO:** frame with eight handles around it, indicating it is selected.



In the next stage of this tutorial you will make two copies of this frame.

Copying and pasting frames

To copy and paste the selected frame, follow the steps below:

1. Make sure the second frame you drew is still selected.

2. In the General Tools, click on the **Copy** tool to make a copy of the frame.





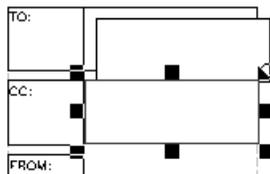
3. In the General Tools, click on the **Paste** tool. A copy of the frame is pasted on top of, and slightly below and to the right of, the original.
4. Click on the **Paste** tool once more. The two copies are staggered on top of the original frame with the top frame selected.

You are now going to drag the frames to their new positions.

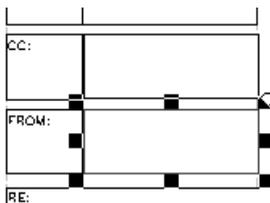
Dragging frames

To move the frames you have copied, follow the steps below:

1. From the Toolbox, select the **Pointer** tool.
2. Position the mouse pointer over the selected frame. The mouse pointer changes to a four-headed arrow.
3. Press and hold down the left mouse button.
4. Drag the frame down so it is below the original frame and level with the **CC:** frame, as shown below:



5. Release the mouse button. The selected frame appears in the new position.
6. Select the other pasted frame on top of the original. The mouse pointer changes to a four-headed arrow.
7. Drag this pasted frame so it is below the frame you have just moved and level with the **FROM:** frame, as shown below:



✍ Don't worry if you can't get the pasted frames exactly level with the existing frames; just position them as accurately as possible.

8. Click away from the page to make sure nothing is selected.

The top of your document should now look like the picture below:

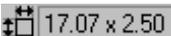
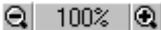
TO:		
CC:		
FROM:		
RE:		

Resizing frames

You have decided the **RE:** frame is too big and you would like to increase the space available for the actual memo.

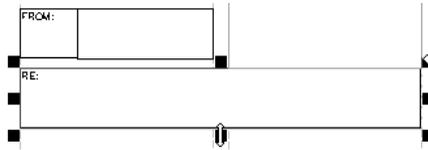
To resize the **RE:** frame, follow the steps below:

1. Click on the **View Size** control above the colour bar at the bottom of the desktop. A popup menu appears.
2. From the popup menu, select **75%**. The page is displayed at 75% view size, making all of the **RE:** frame visible.
3. Select the **RE:** frame.
4. Position the mouse pointer over the middle handle on the bottom of the frame. The mouse pointer changes to a vertical two-headed arrow.
5. Press and hold down the left mouse button.
6. Drag the arrow up until the frame is around 2.5 cm high.



✍ The exact measurements of the frame are shown at the right-hand end of the information line.

7. Release the mouse button. The frame is now resized as shown in the picture overleaf:



Formatting text

You are now going to format the text you typed.

1. Double-click on **MEMO** to select it.
2. From the **Font** drop-down list box in the Text Tools, select **Arial**. The text changes to the selected font.
3. From the **Point Size** drop-down list box in the Text Tools, select **72**. The size of the text increases.
4. In the Text Tools, click on the **Underline** tool. The text is now underlined.
5. In the Paragraph Tools, click on the **Centred** tool. The text is now centred between the vertical sides of the frame.
6. In the colour bar at the bottom of the desktop, click on 100% Blue. The text changes colour.



100% Blue

 If you cannot see the colour you need, use the left and right arrows at each end of the colour bar to scroll along the selection.

 When you move the mouse pointer over a colour, its name appears in the information line.

7. Click away from the page to make sure nothing is selected. The changes you have made to the text are now fully visible and the top of your document should now look like the picture below:

TO:		MEMO
CC:		
FROM:		

For a better view of the finished memo, you are going to hide the frames and guides, and change the view size. Follow the steps below:



1. From the **View** menu, select **Scale**. A submenu appears.
2. From the submenu select **Fit Page**. The whole page is now visible in the work area.
3. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
4. Click on the **View** tab.
5. In the **Graphic Markers** group box, clear the **Guides** and **Frame Outlines** check boxes.
6. Click on **OK**. This gives you a better idea of what the finished document would look like if it were printed out.

TO:

CC:

FROM:

RE:

MEMO

This tutorial has explained how to work with frames and text. You can now go on to create similar documents of your own, using the skills you have learnt from this tutorial.

To save your document, select **Save As** from the **File** menu and refer to the section 'Saving your document' in the chapter entitled 'Saving and Printing'.

40: Formatting text

Making a poster for the show

The Publicity Officer wants to make a poster advertising the show.

This tutorial explains about frames and their properties and how you can use them to make your documents look more stylish and professional. You will learn how to:

- ◆ **add colour to a frame**
 - ◆ **add a border**
 - ◆ **draw a round frame**
 - ◆ **size and align frames**
 - ◆ **import a picture.**
-

Before you start

To work through this tutorial, you need to create a new document based on the document Tutorial 2 – making a poster for the show.dtp.

1. Do one of the following:
 - ◆ If Publisher is not already running, open it. The **Startup** dialog box appears.
Double-click on **Run a tutorial**. The **Tutorials** dialog box appears.
 - ◆ If Publisher is running, select **Tutorials** from the **Help** menu. The **Tutorials** dialog box appears.
2. Select Tutorial 2 – making a poster for the show.

☞ If you cannot see the file, use the scroll bar to view more of the files.

3. Click on **Open**. An untitled document appears in the work area ready for you to begin work.



4. In the extended General Tools, click on the **Fit Page** tool. The whole page is now visible in the work area.



- To extend the General Tools, click on the right arrow at the right-hand side of the toolbar.

You will notice that there are already some frames drawn with text and a border. You will now go on to add the finishing touches to the poster.

Adding colour to frames

You are now going to add some colour to the large frame covering the page. To add a graduated fill style:

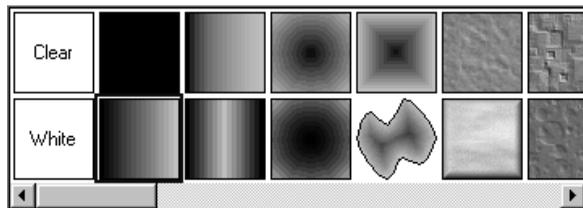
1. Select the large frame covering the page.



- This frame is locked and so the frame cursor appears similar to a **No Entry** sign and the frame handles have a cross through them.

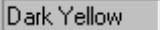


2. From the **Frame** menu, select **Properties**. The **Frame Properties** dialog box appears.
3. Click on the **Background** tab.
4. In the **Style** group box, click on the second fill style from the left on the bottom row.



- Any changes you make when inside this dialog box, take effect immediately.

5. In the **Attributes** group box, from the top drop-down colour palette, select Dark Yellow.


 A rectangular color palette with a grey border and the text "Dark Yellow" in a sans-serif font.


☞ When you move the mouse pointer over a colour, the colour name appears in the information line.

6. Drag the tint slider to the left until it displays a 25% tint.

☞ Use the left and right arrow keys on your keyboard to move the slider by increments of 1%.

7. From the bottom drop-down colour palette, select Dark Yellow.

Adding a border

You are now going to add a border to the frame to which you have just added colour.

1. On the **Frame Properties** dialog box, click on the **Border Styles** tab.
2. In the **Style** group box, click on the **Decorative** radio button.
3. From the drop-down list box, select **Historic**.
4. From the preview box, select **columns**.

☞ Use the scroll bar at the bottom of the preview box to view the range of borders available.

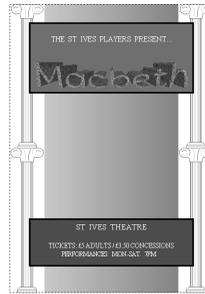
5. Check the **Colour Override** check box.

6. In the drop-down colour palette, make sure Black is selected.

7. Drag the tint slider to the left until it displays a 50% tint.

8. Click on the Close button in the top right-hand corner of the dialog box.


 A rectangular color palette with a grey border and the text "Black" in a sans-serif font.

In the previous tutorial you learnt how to draw rectangular frames. In the next section you will learn how to draw a round frame.

Drawing a round frame

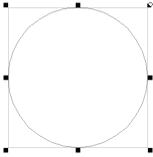


1. From the extended Toolbox, select the **Ellipse** tool. The mouse pointer now has a circle when you move it over the page or pasteboard.

 To extend the Toolbox, click on the down arrow in the bottom right-hand corner of the Toolbox.

2. Position the frame cursor just below the bottom left-hand corner of the dark green frame.
3. Press and hold down the left mouse button. The frame cursor changes to a crosshair.
4. Drag the crosshair down and to the right, until it is immediately above the top right-hand corner of the bottom frame.
5. Release the mouse button. A round frame with eight handles is drawn roughly in the middle of the page. Don't worry about its exact size or position, you will change these in the next few sections.

 Publisher 'remembers' the properties selected for the last frame and applies them to new frames created. If you want to clear a frame, click on the **Clear Colour** button at the far left-hand end of the colour bar.



Sizing frames

1. Make sure the round frame is still selected. When the frame handles around the frame are visible, the frame is selected.
2. From the **Frame** menu, select **Properties**. The **Frame Properties** dialog box appears.
3. Click on the **Size and Position** tab.
4. In the **Size and Position** group box, in the **Width** spin box, type 15.
5. In the **Height** spin box, type 15.
6. Click on the Close button in the top right-hand corner of the dialog box.

Aligning frames

To precisely position the frame you have drawn, you can align it with another frame, or to the page. To align the round frame to the page, follow the steps below:

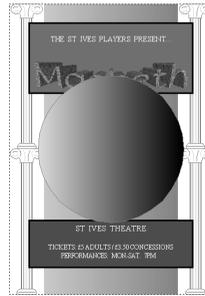
1. Make sure the round frame is still selected.
2. Hold down **CTRL** and select the frame with the 'columns' border.
3. Release **CTRL**.
4. From the **Frame** menu, select **Align**. The **Align Frames** dialog box appears.
5. In the **Alignment** group box, under **Align these frames with**, make sure **the Page** is selected.
6. From the **Horizontal** drop-down list box, select **Centre**.
7. From the **Vertical** drop-down list box, select **Centre**.



☞ Any changes you make when inside this dialog box, are shown in the preview area.

8. Click on **OK**. The round frame is now positioned directly in the centre of the large bordered frame.
9. Click away from the page to deselect all frames.

Your page should now look like the one below:



Nudging frames

You will notice that the round frame you've drawn is overlapping text in the rectangular frame towards the top of the page. You are now going to bring the rectangular frame forward so it is in front of the round frame. To bring the frame forward, follow the steps below:

1. Select the rectangular frame at the top of the page.
2. From the **Frame** menu, select **Bring to Front**. The rectangular frame is brought to the front of the page.

Importing a picture

Pictures and graphics play an important part in document design. They help to break up long pieces of text, provide focal points of interest for the reader and help to convey important information. To add a picture to your poster:

1. Select the round frame.
2. From the **Edit** menu, select **Insert**. The Insert submenu appears.
3. From the Insert submenu, select **Picture**. The **Import Picture** dialog box appears.
4. Double-click on the PROGRAM FILES folder, then the GREENSTREET folder, then the PUBLISHER 4 folder and finally the TUTORIALS folder.
5. Select Poster.jpg.



6. Click on **Open**. The picture is now imported into the selected frame.

Click away from the page to make sure nothing is selected. Your finished poster should look like the picture below:



To save your document, select **Save As** from the **File** menu and refer to the section 'Saving your document' in the chapter entitled 'Saving and Printing'.

48: Importing a picture

Designing a newsletter

The President wants to design a newsletter, so all the members of the society can be kept informed of past and future events.

This tutorial shows how to add the finishing touches to a document. It teaches you how to:

- ♦ **edit text**
 - ♦ **flow text into frames**
 - ♦ **insert tabs**
 - ♦ **insert and edit a design snippet**
 - ♦ **add page numbers**
 - ♦ **print your document as a booklet.**
-

Before you start

To work through this tutorial, you need to create a new document based on the document Tutorial 3 – designing a newsletter.dtp.

1. Do one of the following:

- ♦ If Publisher is not already running, open it. The **Startup** dialog box appears.

Double-click on **Run a tutorial**. The **Tutorials** dialog box appears.

- ♦ If Publisher is running, select **Tutorials** from the **Help** menu. The **Tutorials** dialog box appears.

2. Select Tutorial 3 – designing a newsletter.

☞ If you cannot see the file, use the scroll bar to view more of the files.

3. Click on **Open**. An untitled document appears in the work area ready for you to begin work.



4. In the extended General Tools, click on the **Fit Page** tool. The first page is now displayed in the centre of the work area.



☞ To extend the General Tools, click on the right arrow at the right-hand side of the toolbar.

Changing the font size

1. Right-click on the main article text. The text shortcut menu appears.
2. From the text shortcut menu, select **Select all text**. All the text in the frame is now selected.
3. In the Text Tools, select **11** from the **Point Size** drop-down list box. The text is now larger and no longer fits the frame.

Flowing text into frames

If you import text into a frame that is too small, you can select or draw another frame in which to flow the remainder of the text. Flowing text is also useful in cases such as this one, where you have changed the point size of a piece of text and it no longer fits its frame.

1. Make sure the frame with the main article text is still selected.
2. Position the mouse pointer over the **Story flow** tool at the bottom of the frame. The mouse pointer changes to the story flow cursor.
3. Click on the **Story flow** tool. The text is no longer selected.
4. Position the story flow cursor over the frame immediately to the right.
5. Click the mouse button. The text flows into the frame.





Using tabs

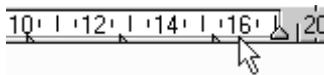
Tabs are very useful for lining up text accurately. You can also apply leaders, that lead your eyes across the page to the tab position.

Positioning a tab

1. Right-click on the text in the frame beneath the main title frame. The text shortcut menu appears.

**Hamlet it is
Pub crawl
Raffle results in full**

2. Select **Select all text**. All the text in the frame is now selected.
3. On the tab bar in the top ruler, position the mouse pointer over the number **16**.



4. Click the left mouse button. A tab stop appears.

Editing a tab stop

1. Right-click on the tab stop. The tab stop shortcut menu appears.
2. Select **Properties**. The **Tab Stop** dialog box appears.

3. From the **Type** drop-down list box, make sure **Left** is selected.
4. In the **Tab Position** spin box, make sure **16** is displayed.
5. In the **Leader Character** text box, type a full stop (.).
6. In the **Leader Spacing** text box, type 3.
7. Click on **OK**. Your tab stop is now set.

Inserting a tab

1. From the **View** menu, select **Scale**. The Scale submenu appears.
2. From the submenu, select **Fit Window**. The width of the page now fits the width of the work area.
3. Position the mouse pointer at the end of the first line of text.



4. Click the mouse button. The text insertion point appears at the end of the first line of text.
5. On your keyboard, press **TAB**. A row of dots appears at the end of the line of text.
6. Type 2.
7. Repeat steps 3-6 with the second and third lines of text, inserting the numbers 3 and 4 respectively. Your frame of text should look like the picture below:

Hamlet it is	2
Pub crawl	3
Raffle results in full	4

Inserting a design snippet

If you find you constantly use the same combination of frames in your documents, you can save them as a design snippet. Instead of recreating the frame combination in another Publisher document, you just insert the design snippet, saving both time and effort and ensuring accuracy.



1. From the **File** menu, select **Insert Design Snippet**. The **Insert Design Snippet** dialog box appears.
2. Double-click on the **Bubbles** folder.
3. Double-click on the design snippet with four white bubbles. After a few moments the design snippet appears on the page. Don't worry about its position, you will change that next.
4. Drag the design snippet, so that the largest bubble is covering up part of the first paragraph of main article text, as shown below:



✍ When you drag an object or piece of text onto the edge of the work area, the screen scrolls with it.

Editing a design snippet

1. Right-click on the text in the largest bubble in the design snippet. The text shortcut menu appears.
2. Select **Select all text**. All the text in the design snippet is now selected.
3. Make sure **CAPS LOCK** is selected on your keyboard.

4. Type **TO BE OR NOT TO BE?** Your text appears in the frame, overwriting the text already there. Not all the text is visible because the currently selected font is too large for the bubble.
5. Select all the text you have just typed.
6. From the **Point Size** drop-down list box in the Text Tools, select **14**. The text is now fully visible.

You are now going to repel the main article text around the large bubble in the design snippet. This means that text will no longer be hidden beneath the shape, but instead will be positioned around the shape, or 'repelled' by it.



1. Move the mouse pointer over the frame with the selected text until it turns into a four-headed arrow.
2. Click the mouse button. The frame remains selected, but the text is deselected.
3. Press the **TAB** key on your keyboard. The largest frame on the page is selected.

✍ The **TAB** key can be used to cycle through frames.



4. Keep pressing the **TAB** key until the design snippet is reselected as a whole. The largest bubble is also selected.
5. From the **Frame** menu, select **Properties**. The **Frame Properties** dialog box appears.
6. Make sure the **Shape** tab is selected.
7. In the **Repel** group box, select **Frame Repels Text**.



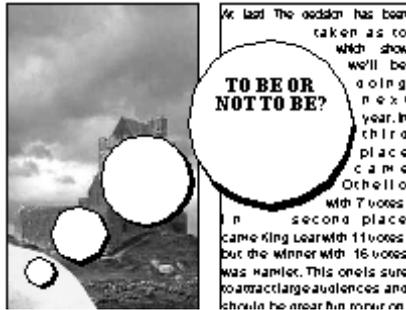
✍ Any changes you make when inside this dialog box, take effect immediately.

8. In the **Vertical Padding** spin box type 0 . 3.
9. In the **Horizontal Padding** spin box type 0 . 3.



- Click on the Close button in the top right-hand corner of the dialog box.

Your picture should now look like the one below:



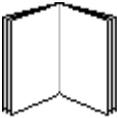
Page numbering

You are now going to add page numbers to the newsletter. Follow the steps below:

- From the **Page** menu, select **Page Numbers**. The **Page** dialog box appears with the **Page Numbers** tab selected.
- Check the **Insert Page Numbers** check box.
- From the **Position** drop-down list box, make sure **Bottom of Page (in Footer)** is selected.
- From the **Alignment** drop-down list box, make sure **Centre** is selected.
- In the **Style** group box, click on the third style of page numbers: **I II III**.
- Click on **OK**. The page number appears in the centre of the footer on each page. The view changes to display the page number of the current window.

Booklet printing

If you want to turn your finished document into a booklet, you need to select **Booklet Printing** when printing it out. It automatically arranges the pages to print in such an order, that when you fold them into a booklet, the pages are in their original order. The pages automatically resize to fit into half the printed page. There are on-screen prompts to tell you when to turn the page over.



1. From the **File** menu, select **Print**. The **Print** dialog box appears.
2. Click on the **Paper** tab.
3. From the **Paper Mapping** list box, select **Booklet printing**.
4. In the **Paper Sides** group box, make sure the **Pause Between Sides** check box is checked.
5. Click on **Print**.
6. Follow the on-screen prompts. Your newsletter will now be printed in booklet form.

You have made all the necessary changes to the newsletter and can now go on to create a newsletter for yourself.

To save your document, select **Save As** from the **File** menu and refer to the section 'Saving your document' in the chapter entitled 'Saving and Printing'.

Editing a programme

The Programme Editor is working on pages of the programme for the show: the President has written a letter for inclusion in the programme and there are some adverts that need to be aligned.

You will learn how to:

- ♦ **import text**
 - ♦ **format text**
 - ♦ **set user definable guides.**
-

Before you start

To work through this tutorial, you need to create a new document based on the document Tutorial 4 – editing a programme.dtp.

1. Do one of the following:

- ♦ If Publisher is not already running, open it. The **Startup** dialog box appears.

Double-click on **Run a tutorial**. The **Tutorials** dialog box appears.

- ♦ If Publisher is running, select **Tutorials** from the **Help** menu. The **Tutorials** dialog box appears.

2. Select Tutorial 4 – editing a programme.

☞ If you cannot see the file, use the scroll bar to view more of the files.

3. Click on **Open**. An untitled document appears in the work area ready for you to begin work.

Importing text

1. Position the mouse pointer in the top left-hand corner of the empty frame on page 4. The mouse pointer changes to an I-beam.
2. Click the left mouse button. The frame is selected with the text cursor inside, ready for you to import text.
3. From the **File** menu, select **Import Text File**. The **Import Text** dialog box appears.
4. In the **Look In** drop-down list box, select the drive you installed Publisher on to. This would normally be C.
5. From the **Files of type** drop-down list box, select **Plain text(.txt)**.
6. Double-click on the PROGRAM FILES folder, then the GREENSTREET folder, then the PUBLISHE 4 folder and finally the TUTORIALS folder.
7. Select Letter.txt.
8. Click on **Open**. The text is imported into the frame.



You are now going to format the imported text.

Editing a paragraph style

You are now going to change the font, point size and colour of the text. To do this, follow the steps below:

1. In the Paragraph Tools, click on the **Edit Paragraph Style** tool. The **Edit Paragraph Style 'normal'** dialog box appears with the **Font** tab selected.
2. From the **Font** drop-down list box, select **Arial**.
3. From the **Point Size** drop-down list box, select **14**.
4. From the **Colour** drop-down palette, select **Dark Blue**.



Dark Blue

☞ When you move the mouse pointer over a colour, its name appears in the information line.

5. Click on **OK**. The dialog box closes and the text appears as you have specified.

It has been a wonderful experience being the President of the society this year and I have made many new friends during the course of this year's production. It was marvellous fun being on hand to help at the auditions and a great challenge to help the newcomers take a role in the society. This year we had an even greater number of new recruits than usual and they have certainly added a freshness to this year's efforts.

Macbeth is a personal favourite of mine and so it was a great delight to discover that it had been chosen for this year's production. The last time it was done by the society was back in 1986.

I would particularly like to thank John and Emma for being so supportive, my parents for backing me all the way, and to Geoff who has done such an incredible job as stage manager. Also thanks to Steve our director for his hard work and seemingly endless patience and willingness to help.

I know I shall miss the cast and crew very much when I move on at the end of the year. I have been involved with the society now for nearly five years, so it will be quite a wrench to leave everyone after being such a close knit group for so long. I would like to wish those on the committee next year, the best of luck for next year's show and I hope the experience will be as enjoyable for them as it has been for me.

Setting user definable guides

You are now going to create a set of user definable guides which you will use to align the adverts on page 5.

User definable guides (user guides) allow greater flexibility when aligning frames on the page. Column guides are more limited in that they only allow you to align frames to predefined positions.

1. Click on page 5. The frame containing the imported text is deselected and page 5 is now active.



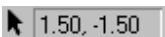
- ☞ The sections of the rulers not relating to a selected page are greyed out to show which page is active.



2. Move the mouse pointer over the horizontal ruler directly above page 5. The mouse pointer turns into a user guide position indicator with a vertical bar, indicating that a vertical user guide is to be created.



3. Press and hold down the mouse button. The indicator turns into a vertical line with two horizontal arrows.
4. Move the indicator so that it is roughly 1 ½ cm from the left-hand edge of page 5. A line appears down the page, indicating where the user guide will appear.



- ☞ The exact position of the user guide is shown at the right-hand end of the information line.



✍ If you try to position the user guide outside the page, the indicator changes into a cursor similar to a **No Entry** sign, indicating that this is not possible.

5. Release the mouse button. The user guide appears on the page, marked by a grey dotted line and two grey handles.



6. Now create three more user guides, 7cm and 8cm from the left-hand edge of page 5 and another approximately 1 ½ cm from the right-hand edge of the page.

The middle two user guides now need to be positioned more precisely.



1. Right-click on the handle at the top of the middle-left user guide. The user definable guide shortcut menu appears.
2. From the shortcut menu, select **User Guide Properties**. The **User Guide Properties** dialog box appears.
3. In the **Position** group box, type 6 . 72.
4. Click on **OK**. The user guide is repositioned.
5. Now repeat steps 1 to 4 for the middle-right user guide, setting its position to 8 . 07.

You have now set four vertical user guides. The next step is to set horizontal user guides.



1. Position the mouse pointer over the vertical ruler. The mouse pointer turns into a user guide position indicator with a horizontal bar, indicating that a horizontal user guide is to be created.
2. Press and hold down the mouse button. The indicator turns into a horizontal line with two vertical arrows.
3. Move the indicator so that it is approximately 1 ½ cm from the top of the page.
4. Release the mouse button. The user guide appears on page 5.



5. Repeating steps 1 to 4, create three more user guides, 10 cm from the top of the page, 11 cm from the top of the page and 1 ½ cm from the bottom of the page.

Now you are going to change the colour of the user guides to make them stand out from the column guides. This will make moving the frames easier.

1. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
2. Click on the **View** tab.
3. From the list box in the **Colours** group box, select **User guides colour**.
4. From the drop-down palette, select Red.
5. Click on **OK**. The dialog box closes and the user guides are now red.

Your page should now look like the one below:



Aligning the frames to the user guides

To align the adverts to the user guides, follow the steps below:

1. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
2. In the **Grid** group box, check the **Snap to Guides** check box.
3. Click on **OK**.
4. Click on the frame containing the guitar to select it.
5. Move the frame so the top left-hand corner fits exactly into the intersection of the user guides at the top left of the page. Don't worry that some of the frames overlap, you will change this next.



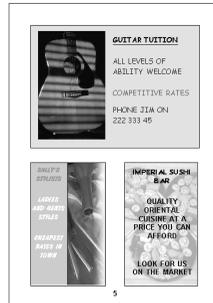
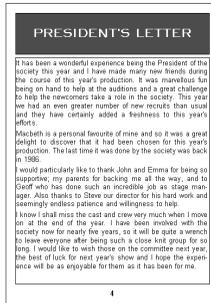
 The frame will snap to the user guides when you move the frame near them, helping you to position the frame precisely.

6. Now move the other two frames on the page in the same way, so your page looks like the one overleaf:



For a better view of the finished pages, you are going to hide the frames and guides. To hide the frames and guides, follow the steps below:

1. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
2. Click on the **View** tab.
3. In the **Graphic Markers** group box, clear the **Guides** and **Frame Outlines** check boxes.
4. Click on **OK**. The guides and frame outlines are now hidden.



This tutorial has explained how to import text and create user definable guides to control the layout of frames on your page. These are highly useful techniques, which can be found behind many successful desktop published documents.

To save your document, select **Save As** from the **File** menu and refer to the section 'Saving your document' in the chapter entitled 'Saving and Printing'.

Designing a flier

As part of her advertising campaign for the show, the Publicity Officer has designed a flier to whet the public's appetite.

This tutorial describes how to turn an ordinary document into a professional-looking flier. It covers fades and also other aspects of editing pictures. It also gives you an introduction to PowerText. You will learn how to:

- ♦ **create PowerText**
 - ♦ **add a background texture**
 - ♦ **rotate frames**
 - ♦ **edit a picture**
 - ♦ **group frames.**
-

Before you start

To work through this tutorial, you need to create a new document based on the document Tutorial 5 – designing a flier.dtp.

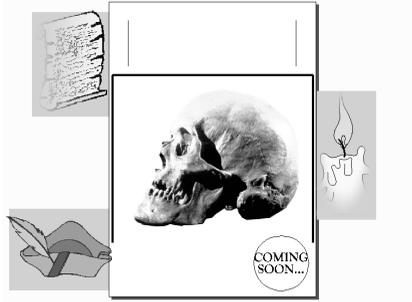
1. Do one of the following:
 - ♦ If Publisher is not already running, open it. The **Startup** dialog box appears.
Double-click on **Run a tutorial**. The **Tutorials** dialog box appears.
 - ♦ If Publisher is running, select **Tutorials** from the **Help** menu. The **Tutorials** dialog box appears.
2. Select Tutorial 5 – designing a flier.

☞ If you cannot see the file, use the scroll bar to view more of the files.

3. Click on **Open**. An untitled document appears in the work area ready for you to begin work.



4. From the **View** menu, select **Scale**. The Scale submenu appears.
5. From the submenu select **Fit Page**. The whole page is now visible in the work area.



You will notice some pictures are partly on the pasteboard as well as on the page. These frames have a shaded background. The pasteboard is a useful place to put pictures and other objects before you decide where to position them on the page.

Creating PowerText

The first step is to create a title for the flier using PowerText.

1. Select the frame with two grey borders at the top of the page.
2. From the Toolbox, select the **PowerText** tool. The **PowerText Gallery** appears.
3. Click on the **Home folder** button to make sure the default folder is selected.
4. Click on the **3D** folder and select **3d03.ptx** from the preview area.
5. Click on **New**. PowerText is launched and the 3D text layer appears in the PowerText preview window, ready for you to begin work.



Entering text

1. In the text box, highlight the existing text.
2. Make sure **CAPS LOCK** is selected on your keyboard.

3. Type **MACBETH**.

✍ Any changes you make in PowerText are displayed in the preview window.

fF

Changing the font

1. Make sure the **Font** tab is selected.
2. From the **Font** list box, select Goudy Old Style.

3D
↔

Choosing the letter spacing

1. Click on the **Spacing** tab.
2. In the **Letter Spacing** group box, click on the **Tight** button.

ABC

Changing the text effect

1. Click on the **Effect** tab.
2. From the **Choose an effect** box, select the effect in the top left-hand corner



Changing the text colour

1. Click on the **3D Lighting** tab.
2. In the **Text Colour** group box, drag the **Brightness** slider to the right until it is approximately halfway between **Dim** and **Bright**.
3. From the **Colour** drop-down palette, select Dark Blue.
4. Drag the tint slider to the left until it displays a 50% tint.



5. In the **Spotlight** group box, drag the **Brightness** slider to the left until it is approximately halfway between **Dim** and **Bright**.
6. From the **Colour** drop-down palette, select Blue.
7. Drag the tint slider to the left until it displays a 25% tint.





8. In the **Spotlight** group box, click on the **Straight On** tool, next to the **Direction** arcball.

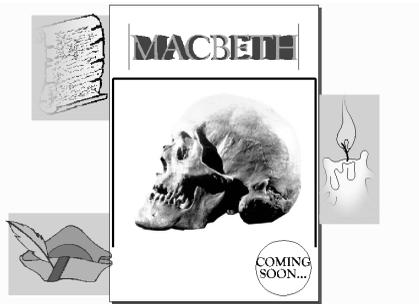
Changing the orientation



1. Click on the **3D Orientation** tab.
2. In the **Perspective** group box, drag the slider to the left, until your PowerText effect looks similar to the example below:



3. Click on the Close button in the top right-hand corner of the PowerText title bar. You return to your document and the PowerText is placed in the selected frame.



Adding a background texture

You are going to add colour to the circle in the bottom right corner of the page, using a background texture. Follow the steps below:



1. Select the circle at the bottom right-hand corner of the page.
2. From the **Frame** menu, select **Properties**. The **Frame Properties** dialog box appears.
3. Click on the **Background** tab.



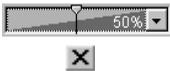
- From the **Style** box, select the tenth style from the left on the bottom row. The texture appears in the selected frame.

✎ Use the scroll bar at the bottom of the preview box to view the range of backgrounds available.

- In the **Attributes** group box, select **Mono** from the drop-down list box. The drop-down colour palette is now active.
- From the drop-down colour palette, select Cornflower Blue. The texture changes colour to Cornflower Blue.

Cornflower Blue

✎ When you move the mouse pointer over a colour, the colour name appears in the information line.



- Drag the tint slider to the left until it displays a 50% tint.
- Click on the Close button in the top right-hand corner of the dialog box.

Rotating a frame

- Make sure the round frame is still selected.
- Position the mouse pointer over the rotate handle, on the top right-hand corner of the frame. The mouse pointer changes to a circular arrow.
- Press and hold down **CTRL** on your keyboard.
- Press and hold down the left mouse button.
- Drag the rotate handle in a clockwise direction, so that the text is at an angle of 45 degrees. A pair of arrows at right-angles to each other appear on the shape, to help you calculate the angle.
- Release **CTRL**.
- Release the mouse button. The frame is now rotated, and should look like the picture below:





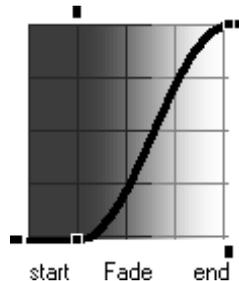
Editing pictures

Even simple pictures can be made to look professional with Publisher's picture editing facilities.

In the next two sections you will make changes to the photo in the centre of the page.

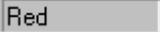
Fade

1. Select the photo of the skull.
2. From the **Frame** menu, select **Properties**. The **Frame Properties** dialog box appears.
3. Click on the **Fade** tab.
4. In the **Fade Type** group box, select the fade type in the middle of the top row.
5. Make sure the **Angle** arrow points straight down.
6. On the **Fade** chart, drag the top-left-hand marker one square to the right. The chart should look like the one below.



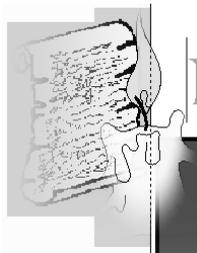
Picture colour

1. Make sure the photo of the skull is still selected.
2. On the **Frame Properties** dialog box, click on the **Picture Colour** tab.
3. In the **Colour** group box, select **Custom** from the drop-down list box.
4. Check the **Midtone** check box.
5. From the **Midtone** drop-down colour palette, select Red.
6. From the **Highlight** drop-down colour palette, select Red.
7. In the **Balance** group box, drag the **Brightness** slider approximately one centimetre to the left, towards **Min**.
8. Drag the **Contrast** slider all the way towards **Max**.
9. Drag the **Saturation** slider all the way towards **Max**.
10. Click on the Close button in the top right-hand corner of the dialog box.

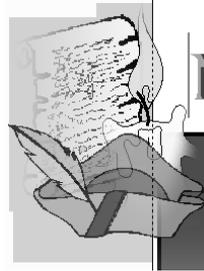

 A screenshot of a color palette with the word 'Red' selected.
**Grouping frames**

When frames are grouped together, they act as one object. This can be useful if you want to move more than one frame at a time.

1. Select the candle.
2. Drag-and-drop the candle on top of, and slightly to the right of, the parchment, as shown below:



3. Select the hat.
4. Drag-and-drop the hat on top of, and slightly below, the parchment and candle, as shown below:



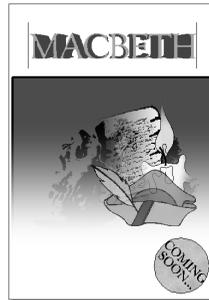
5. Making sure the hat is still selected, hold down **CTRL** on your keyboard.
6. Select the parchment and the candle.
7. Release **CTRL**. All three frames are now selected.
8. From the **Frame** menu, select **Group**. The frame handles change to indicate the frames are now grouped.



9. Drag-and-drop the grouped frames over the right side of the photo, as shown below.



Click away from the page to deselect any frames.
Your finished flier should look like the picture below:



This tutorial has explained how to use PowerText and how to work with background textures, fades and picture colour. The next tutorial explains how to use document restyling and mail merge.

To save your document, select **Save As** from the **File** menu and refer to the section 'Saving your document' in the chapter entitled 'Saving and Printing'.

Producing a set of envelopes

The Social Secretary wants to produce envelopes to send invitations out to members of the society, inviting them to the Director's party.

This tutorial gives you an introduction to document restyling. It will also describe how to use the mail merge function within your documents. You will learn how to:

- ♦ **restyle a document**
 - ♦ **use mail merge**
 - ♦ **print a mail merge document.**
-

Before you start

To work through this tutorial, you need to create a new document based on the document Tutorial 6 – producing a set of envelopes.dtp.

1. Do one of the following:
 - ♦ If Publisher is not already running, open it. The **Startup** dialog box appears.
Double-click on **Run a tutorial**. The **Tutorials** dialog box appears.
 - ♦ If Publisher is running, select **Tutorials** from the **Help** menu. The **Tutorials** dialog box appears.
2. Select Tutorial 6 – producing a set of envelopes.

☞ If you cannot see the file, use the scroll bar to view more of the files.

3. Click on **Open**. An untitled document appears in the work area ready for you to begin work.

Restyling a document

Document restyling lets you change the layout of your open document. The restyling options available depend on the style chosen, but generally include layout, graphics, colour schemes and text styles.

To restyle your document, follow the steps below:



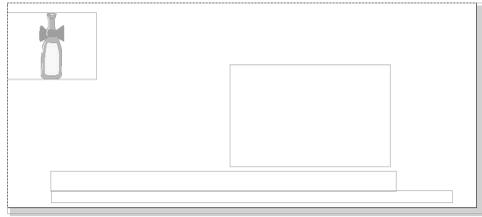
1. From the **Page** menu, select **Document Restyler**. The **Document Restyling** and **Document Type** dialog boxes appear.
2. In the **Document Type** dialog box, select **Envelope** from the **Document type** drop-down list box.
3. Clear the **Display Headers and Footers** check box.
4. Click on **OK**. The **Document Type** dialog box closes.

☞ Use the scroll bar at the side of the tab to view the range of layouts.

5. Click on **Plain Envelope**.

☞ Any changes you make in this dialog box are shown in the preview area, but the document is not restyled until you click on **OK**.

6. Click on the **Page Size** tab.
7. From the **Page Size** list box, select **Envelope No 10**.
8. Click on the **Text Style** tab.
9. From the list box, select **Contemporary**. A description of the fonts and paragraph attributes used in the style appears at the bottom of the tab and the style is previewed in the preview box.
10. Drag the **Scale** slider to **120%**.
11. Click on **OK**. The dialog box closes and your document is restyled as you have specified.



Using mail merge

This is an easy way of inserting varying information, such as names and addresses, into a document. You simply need to create a mailing list containing all the information and then insert a field, or fields, into your document corresponding to the information in your mailing list. When you print the document, you are asked to select which records from your mailing list you want to print.

Creating a mailing list



1. From the **File** menu, select **Mail Merge AddressBook**. AddressBook opens.
2. Click on **Add**. A new record is created ready for you to enter your details.
3. Use the **TAB** key on your keyboard to move the text insertion point to the **Title** text box.
4. Type **Mr.**
5. In the **First Name** text box, type **John**.
6. In the **Last Name** text box, type **Smith**.
7. In the first **Address** text box, type **2, Church Close**.
8. In the **City** text box, type **Cambridge**.
9. In the **Postcode** text box, type **CB6 4YK**.
10. Click on **Add**. The record is written to the AddressBook file and a new record is opened.



Records are filed in alphabetical order. A plus sign (+) appears in the AddressBook tree next to the letter corresponding to the **Last Name** in the record.

11. Enter a second and third set of details in exactly the same way for the following people. After the final record, do not click on **Add**. The last record you enter will be filed automatically when you save the file.

Mr Paul Turner
5,Acacia Avenue
Cambridge
CB4 2TH

Miss Kate Jones
10,Mill Street
Cambridge
CB1 5QZ

12. From the AddressBook **File** menu, select **Save As**. The **Save As** dialog box appears.
13. Select the drive and folder in which you want to save your AddressBook file.
14. In the **File name** text box, type a name for your file. The filename is given the .MDB file extension.
15. Click on **Save**. Your AddressBook file is saved to the location you selected.
16. Click on the **Close** button.

Inserting a field

To insert these mail merge fields into your document, follow the steps below:



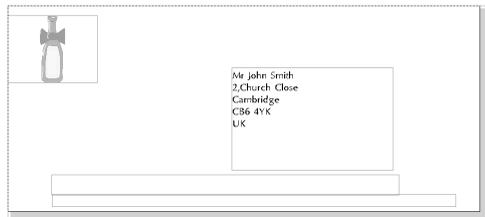
1. Position the mouse pointer in the top left-hand corner of the empty rectangular frame. The mouse pointer changes to an I-beam.
2. Click the left mouse button. The frame is selected with the text cursor inside, ready for you to insert a field.
3. From the **Text** menu, select **Insert**. The Insert submenu appears.



4. From the Insert submenu, select **Mail Merge Field**. The **Insert Mail Merge Field** dialog box appears.
5. From the **Field to Insert** list box, select **Formatted Home Address**.

✍ If you cannot see the field, use the scroll bar to view more of the fields.

6. Click on **OK**. The first record you entered into AddressBook appears in the frame.



Printing your document



1. From the **File** menu, select **Print**. The **Print** dialog box appears.

✍ If you have the stationery available and your printer supports it, you may want to print the documents on actual envelopes. To do this, use the **Print Setup** dialog box.

2. In the **Mail Merge Selection** group box, make sure **All Records** is selected.
3. Click on **Preview**. You are shown exactly how the document will be printed out.
4. Click on **Print**. Your documents will now be printed. A copy of each mail merge entry appears on a separate A4 sized page.



✍ For more information on printing, refer to the section 'Printing your document' in the chapter entitled 'Saving and Printing'.

To save your document, select **Save As** from the **File** menu and refer to the section 'Saving your document' in the chapter entitled 'Saving and Printing'.

Creating a report

The Treasurer needs to create a report to accompany his speech to the AGM.

This tutorial shows you how to finish compiling a report. You will learn how to:

- ♦ **edit a spreadsheet**
 - ♦ **create a chart.**
-

Before you start

To work through this tutorial, you need to create a new document based on the document Tutorial 7 – creating a report.dtp.

1. Do one of the following:
 - ♦ If Publisher is not already running, open it. The **Startup** dialog box appears.
Double-click on **Run a tutorial**. The **Tutorials** dialog box appears.
 - ♦ If Publisher is running, select **Tutorials** from the **Help** menu. The **Tutorials** dialog box appears.
2. Select Tutorial 7 – creating a report.

☞ If you cannot see the file, use the scroll bar to view more of the files.

3. Click on **Open**. An untitled document appears in the work area ready for you to begin work.

Editing a spreadsheet

It is easy to manipulate data using a spreadsheet. Data is entered and formulas are applied to make calculations. The data is displayed clearly in a table.

The needs of a Treasurer illustrate the most common uses of spreadsheeting – financial planning and budgeting.

Inserting a row

The Treasurer has forgotten to take advertising costs into account and needs to insert a new row to enter this data.

1. Click in the cell containing the text **Miscellaneous**, in the first column on the left. The column and row headings appear around the table and the cell is surrounded by a grey border, indicating it is selected. The text insertion point appears.

	A	B	C	D
1		COSTS		REVENUES
2	Theatre Hire	6275	Ticket Sales	4581.5
3	Costumes	267.25	Programme Sales	1287.25
4	Socials	1538.11	Sponsorship	4000
5	Warehouse Hire	500	Socials	1475.34
6	Programme Production	982.67	Donations	406.05
7	Miscellaneous	332.25	Miscellaneous	316.87
8	Total Costs		Total Revenues	
9			Total Profits	

2. From the **Table** menu, select **Insert Rows**. The **Insert Rows** dialog box appears.
3. Make sure **1** is displayed in the **Rows to insert** spin box.
4. In the **Add New Rows** group box, make sure **Below current row** is selected.
5. Click on **OK**. A new row is inserted below the **Miscellaneous** cell and is given the number **8** as a row heading.

7	Miscellaneous	332.25	Miscellaneous	316.87
8				
9	Total Costs		Total Revenues	

Entering data

The column and row headings provide a useful way of identifying cells through a grid reference system. For example, the cell containing the text **Sponsorship** may be referred to as **C4**, because it is in column **C** and row **4**.

1. Select cell A8.
2. Type Advertising.
3. Using the arrow keys on your keyboard, select cell B8.

4. Type 1097.32.
5. Select cell B9.

Your table should now look like the one below:

	A	B	C	D
1		COSTS		REVENUES
2	Theatre Hire	6275	Ticket Sales	4581.5
3	Costumes	267.25	Programme Sales	1287.25
4	Socials	1538.11	Sponsorship	4000
5	Warehouse Hire	500	Socials	1475.34
6	Programme Production	982.67	Donations	406.05
7	Miscellaneous	132.25	Miscellaneous	316.87
8	Advertising	1097.32		
9	Total Costs		Total Revenues	
10			Total Profits	

Using formulas

Now all the data has been entered into the table, you need to use simple formulas to calculate **Total Costs**, **Total Revenues** and **Total Profits**.

1. Make sure cell B9 is still selected.
2. Type =. A broken blue border is added to the cell, indicating that a formula is being entered. The **Formula Tools** appear.

`=sum(item1,item2,...)`

 If the formula you enter is part of a function, the spreadsheet displays the function in 'ghost' form beneath the text you are entering, as a guide. You do not have to copy the function.

3. Type `sum(b2:b8)`.
4. Press **ENTER** on your keyboard. The contents of cells B2 down to B8 are added (or summed) together and the result displayed in the cell. The **Formula Tools** disappear and cell B10 is now selected.

	A	B
1		COSTS
2	Theatre Hire	6275
3	Costumes	267.25
4	Socials	1538.11
5	Warehouse Hire	500
6	Programme Production	982.67
7	Miscellaneous	132.25
8	Advertising	1097.32
9	Total Costs	10792.6
10		

You are now going to calculate **Total Revenues**. A quicker way of applying the previous formula is to use **Table Sum**, which adds together all numerical values above its own cell, in the same column.



1. Select cell D9.
2. From the **Table** menu, select **Insert Table Sum**. The formula is applied and the result displayed in the cell.

C	D
	REVENUES
Ticket Sales	4581.5
Programme Sales	1287.25
Sponsorship	4000
Socials	1475.34
Donations	406.05
Miscellaneous	316.87
Total Revenues	12067.01
Total Profits	

Next, you need to subtract **Total Costs** (cell B9) from **Total Revenues** (cell D9) to give **Total Profits** (cell D10).

1. Select cell D10.
2. Type =. A broken blue border is added to the cell, indicating that a formula is being entered. The **Formula Tools** appear.
3. Click in cell D9. D9 appears in the formula.
4. Type -.
5. Click in cell B9. B9 appears in the formula.
6. Press **ENTER** on your keyboard. The formula is applied and the result displayed in the cell.

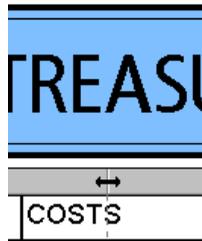
C	D
	REVENUES
Ticket Sales	4581.5
Programme Sales	1287.25
Sponsorship	4000
Socials	1475.34
Donations	406.05
Miscellaneous	316.87
Total Revenues	12067.01
Total Profits	1274.41

Formatting a table

You are now going to increase the width of column **A**, to increase the space available for entries in that column.



1. Move the mouse pointer over the border between column heading **A** and column heading **B**. The mouse pointer turns into a two-headed arrow.
2. Hold down the mouse button and drag the column border to the right, until it is directly underneath the left-hand edge of the letter **A**, in the title frame.



3. Release the mouse button. The column is resized, with each entry now fitting on a single line.

A
Theatre Hire
Costumes
Socials
Warehouse Hire
Programme Production
Miscellaneous
Advertising
Total Costs

To make the numbers reflect monetary values, you are going to format the cells containing numbers, so that the numbers are displayed to two decimal places.



1. Select cell B2.
2. Click and drag the I-beam down column **B** to cell B9. The grey border is extended down the column, indicating which cells are being selected.
3. Release the mouse button. Cells B2 down to B9 are selected.
4. Right-click on the cells. The Table shortcut menu appears.
5. Select **Cell Properties**. The **Table Cell Properties** dialog box appears.
6. Click on the **Format** tab.
7. From the **Style** list box, select **Number**.
8. Make sure **2** is displayed in the **Decimal Places** spin box. The numbers in the selected cells are now displayed to two decimal places.

✍ Any changes you make when inside this dialog box, take effect immediately.

9. Now repeat the above procedure with cells D2 to D10.

✍ If you can't see the changes being made to the selected cells, you can move the dialog box to one side by dragging its title bar.



10. Click on the Close button in the top right-hand corner of the dialog box.

To make the costs and revenues stand out, you are going to add colour to the numbers in columns **B** and **D**.

1. Click on column heading **B**. Column **B** is selected.
2. In the colour bar, click on 100% Red. The column title and the numbers change colour.

100% Red



☞ When you move the mouse pointer over a colour, the colour name appears in the information line.

☞ If you cannot see the colour you need, use the left and right arrows at each end of the colour bar to scroll along the selection.

3. Now do the same with column **D**.

Your completed table should now look like the one below:

	COSTS		REVENUES
Theatre Hire	6275.00	Ticket Sales	4581.50
Costumes	267.25	Programme Sales	1287.25
Socials	1538.11	Sponsorship	4000.00
Warehouse Hire	500.00	Socials	1475.34
Programme Production	982.67	Donations	406.05
Miscellaneous	132.25	Miscellaneous	316.87
Advertising	1097.32		
Total Costs	10792.60	Total Revenues	12067.01
		Total Profits	1274.41

Creating a chart

A chart is a good way of presenting data in a simple and visual way.

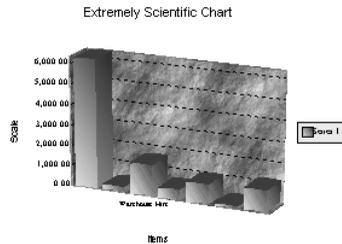
In this section you are going to create a chart based on the **Costs** data in the table, to accompany the text immediately beneath the table.

1. Select cells A2 down to A8 and B2 down to B8.
2. From the Toolbox, select the **Chart** tool. The **Create New Chart** wizard appears.



Chart Type

1. Make sure the **3D Chart** check box is checked.
2. Click on **Bar3d1** to select it. The selected chart appears in the preview area.



3. Click on **Next**. The **Data Source** page appears.

Data Source

1. In the **Table Data** group box, make sure the **Series titles from data** check box is cleared.

✍ Any changes you make are shown in the preview area, but the chart is not created until you click on **Finish**.

2. Click on **Next**. The **Labels and Titles** page appears.

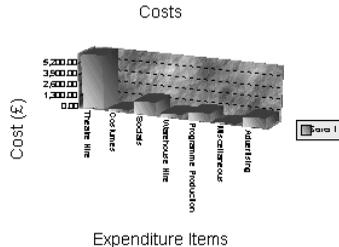
Labels and Titles

1. In the **Titles** group box, type `Costs` in the **Main** text box.
2. In the **X Axis** text box, type `Expenditure Items`.
3. In the **Y Axis** text box, type `Cost (£)`.
4. Click on the **Properties** button for the **Main Title**. The **Text Properties** dialog box appears.
5. In the **Font and Style** group box, select **24** from the **Point Size** drop-down list box.
6. Click on **OK**.

✍ Any changes you make are shown in the **Preview** box.

7. Select the same point size for the X axis and Y axis.
8. In the **Axis and Data labels** group box, make sure the **Show Item Labels** and **Show Axis Values** check boxes are checked.
9. Click on the **Properties** button for the **Item Labels**. The **Text Properties** dialog box appears.

10. In the **Font and Style** group box, select **Arial** from the **Font** drop-down list box.
11. From the **Point Size** drop-down list box, select **12**.
12. In the **Text Angle** group box, type **270**.
13. Click on **OK**.
14. Click on the **Properties** button for the **Axis Values**. The **Text Properties** dialog box appears.
15. In the **Font and Style** group box, from the **Font** drop-down list box, select **Arial**.
16. From the **Point Size** drop-down list box, select **12**.
17. Click on **OK**.



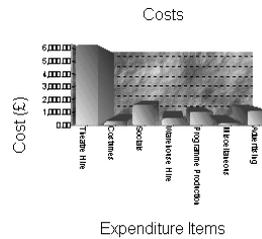
18. Click on **Next**. The **Legend Box** page appears.

Legend Box

1. Clear the **Display Legend Box** check box.
2. Click on **Next** until the **3D Properties** page appears.

3D Properties

1. In the **View** group box, make sure **Rotated View** is selected.
2. In the **Orientation** group box, click on **Reset**.
3. Drag the **Perspective** slider to the right until it is approximately halfway between **Low** and **High**.
4. Drag the **Depth** slider to the left until it is approximately halfway between **Thin** and **Thick**.



✎ Clicking on the <<**Prev** button lets you return to earlier pages in the wizard.

5. Click on **Finish**. The wizard closes and the chart appears on the page. Don't worry about its size and position, you will change these next.

Resizing and moving a chart

You are now going to resize and move the chart, placing it immediately below the table in the empty space. Follow the steps below:

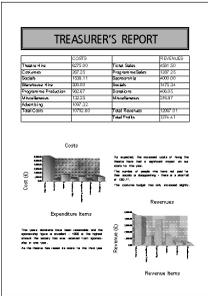


1. In the extended General Tools, click on the **Fit Page** tool. The whole page is now visible in the work area.
2. Move the mouse pointer over the frame containing the chart you have just created. The mouse pointer changes to a four-headed arrow.
3. Right-click. A shortcut menu appears.
4. From the shortcut menu, select **Frame Properties**. The **Frame Properties** dialog box appears.
5. Click on the **Size and Position** tab.
6. In the **Size and Position** group box, type the following amounts in the appropriate boxes:
 - ◆ **Left:** 1 . 81
 - ◆ **Top:** 13 . 11
 - ◆ **Width:** 9 . 55

✎ Any changes you make when inside this dialog box, take effect immediately.



- 7. Click on the Close button in the top right-hand corner of the dialog box.
- 8. Click away from the page. Your page should look like the one below:



Well done! You are now familiar with the essentials of editing a spreadsheet and creating a chart.

To save your document, select **Save As** from the **File** menu and refer to the section 'Saving your document' in the chapter entitled 'Saving and Printing'.

92: Resizing and moving a chart

Saving and printing

This chapter explains how to:

- ♦ **save your document as a .DTP file**
- ♦ **print your document to your default printer**
- ♦ **use a professional printer**
- ♦ **print colour separations.**

Saving your document

Saving your document makes a permanent record of it on disk. None of the changes you make are recorded on disk until the document is saved. If there is a system crash, or you close your document without saving the changes, any changes made since the last save are lost.



To save the document in the active window, select **Save** from the **File** menu. If the document is untitled when you try to save it, Publisher prompts you to specify a name for the document by displaying the **Save Document As** dialog box.

Sometimes you may want to save a document to a new file. For example, if you have made your document by modifying an old one, you may want to save it without overwriting the original on disk. The **Save As** command saves the document as a new file, prompting you for a new name. The original file is then closed.

To save your document as a new file:

1. From the **File** menu, select **Save As**. The **Save Document As** dialog box appears.
2. Select the drive and folder in which you want to save your document.
3. In the **File name** text box, type a name for your document. The filename is given the .DTP file extension.
4. Click on **Save**.

If you have typed a filename that already exists, a message appears asking if you want to overwrite the existing document or choose another filename. Select the appropriate option.

 A large document may take a long time to save.

Printing your document

You can choose to print your document to your default printer, or to print it as colour separations if you want your document to be professionally reproduced.

Printing your document to your default printer

If your default printer is a colour printer, you can print the colours available in Publisher. Depending on the type of printer you are using, you may be able to see more colours on the screen than your printer can print.

If you are printing to a monochrome printer, the colours will be printed in black and shades of grey. Follow the steps below to print your current document to the default printer:



1. In the General Tools at the top of the desktop, click on the **Print** tool. The **Print** dialog box appears.
2. In the **Printer** group box, make sure your default printer is selected.
3. To use a different printer, click on the **Printer Setup** button to display the **Print Setup** dialog box. In the **Printer** group box, select a different printer from the drop-down list box then click on **OK**.
4. In the **Copies** group box, in the **Number** spin box, type the number of copies.
5. In the **Page Selection** group box, specify if you want to print all of the pages in your document, the current page, or a range of pages. Specify a range of pages to be printed using the **From** and **To** spin boxes.
6. Click on the **Paper** tab.
7. In the **Paper Mapping** group box, specify how you want to position your page on the paper.
8. Click on the **Options** tab.
9. In the **Print** group box, check the check boxes of the items you want to print.

10. When you are satisfied with your choices, click on **Print**.

The **Printing** box appears, indicating the progress of the print job. To abandon the printing job, click on **Cancel**.

If your document fails to print, the cause is often a simple mechanical problem such as the printer being disconnected or the paper being jammed. Refer to the online Help for more information on solving printing difficulties.

Before going ahead with printing, it is often useful to preview the document so you can see exactly how it will look on paper. The **Preview** option is available via the **Print** dialog box and General Tools and lets you easily go back and change any print options. This is particularly useful when you are printing colour separations.

Commercial reproduction

If you need a higher quality print, a large number of copies, thick or special paper, or better colour or black and white reproduction, you will need to produce professionally printed artwork. You will therefore need to use a commercial phototypesetter and printer. We will refer to the Service Bureau as the phototypesetter and the Printer as the commercial printer, although some bureaus provide both services.

When choosing a bureau, you will need to contact one that uses PCs and has experience of producing output from other PC products. If in doubt, ask them if they can output PostScript files on a PC disk created in a Windows application. However, you may be able to use a printer that uses only MACs, by giving them a PS (PostScript) file.

If your local printer is not familiar with your product, you may find it helpful to produce a simple trial document to find which method works best.

Preparing your document for commercial reproduction

Before you produce your document, you should decide on the quality of paper you want your document to be printed on, how many copies you need and how many colours you will be using. At this point, contact your printer who will be able to advise you on the best way of reproducing the document you have planned.

Colours and colour separations

You can mix any colour using the **Edit Colour** and **Add Colour** dialog boxes and any one of the colour models (RGB, CMYK, or HLS).

⚠ Due to the nature of colour, you cannot rely on your PC monitor to match or judge colour. Do not use your screen colours as a guide to your printed colours.

There are two ways of producing separations for a document to produce colour.

Spot Colour - each colour in your document is printed as a unique single separation. This method is generally used when the document only uses 1, 2 or 3 colours, or when you need a specific colour e.g. a corporate company colour “red”.

Process Colour - produces only four separations, Cyan, Magenta, Yellow and Black, which are referred to as “process” colours. Publisher will calculate what percentages of the four colours are needed to produce the colours in your document. This method is more appropriate when you are including colour photographs or using a large number of colours.

In some circumstances you may need to combine spot and process colours in your document; your printer will be able to advise you if this is necessary.

⚠ Do not authorise a print run until you have seen a proof of your document and you are happy with the colours. Most commercial printers will produce one, but make sure you ask. Make sure you check the document carefully, as mistakes can be expensive.

Producing colour separations

You have three methods you can use to produce your colour separated document:

- ◆ print your colour separations directly from Publisher and use them as camera-ready art;
- ◆ if you are including photographs, print your colour separations directly from Publisher and have your bureau scan and strip the photographs in;
- ◆ save your document as a PostScript (.PS) file and give this to your printer on disk for them to print.

Including photographs in your Publisher document

Today it is easy to include high quality images in your document. You can load a photo from the PictureBrowser or have it scanned at a bureau. However, high quality photos in your document can cause the size of the file to become very large.

If your document is a catalogue or brochure with a large number of images, you may find it easier to use low resolution images to position the images and then let your bureau strip-in the high resolution photos. With this process, all of the photos in your document are removed before the separations are produced, leaving just a thin box for positioning. The bureau then produces the separations for you and strips the pictures in place. This is a service that most bureaus can provide.

What to ask the printer

You will need to find out from the printer which printer driver you need to output to. Commercial printers have high quality printers such as Linotronics; you will have to select this as your output printer if you are going to print separations. If you do not have a match for a particular printer version (e.g., you have Linotronic 300 and not 350), you can contact the printer manufacturer to find out which equivalent driver will work or they might send you a new one.

You should also check if you need to change the screen frequency and angles from those set by default in the program. You should not change these values unless directed to do so by your printer.

What to tell the printer

Give the printer a proof of your document and mark this with stripping instructions and colour references. You should also produce a list of instructions with details of your job such as the number of colours and colours used, dpi, screen frequencies, photo references, number of copies and any other details. The clearer your instructions are, the better the results are likely to be.

You should place the whole job in a folder for the printer. This should include:

- ◆ your job instructions;
- ◆ the disk(s) with the separations;
- ◆ your desktop printer proof;
- ◆ any hard copy of photos if they are to be stripped in.

Printing colour separations

To print colour separations, you must have a PostScript® printer selected as the default printer. You do not need to have a PostScript printer, but the printers you have set up in Windows must include a PostScript printer.

To add a PostScript printer to your Windows setup, refer to the Microsoft Windows User's Guide or online Help. To print colour separations:



1. In the General Tools at the top of the desktop, click on the **Print** tool. The **Print** dialog box appears.
2. Make any selections you need in the **Print** dialog box.
3. Click on the **Separations** tab.
4. Check the **Print Separations** check box. The **Separations** tab becomes active.
5. From the **Type of Separations** drop-down list box, select the type of separations you want to print.
6. In the **Separations to Print** list box, select which colour separations you want to print by clicking on the colour name as necessary. The separations selected for printing are checked.

✍ Colours only appear in the **Separations to Print** list box if they have been saved as spot colours in the **Edit Colours** dialog box, or if they are one of the four process colours.

7. Click on the **Halftone Screen Settings** button. The **Halftone Screen Settings** dialog box appears. Change your separation settings as directed by the printer.

✍ Do not adjust these values unless directed to do so by your printer.

8. Click on **OK** to return to the **Separations** tab on the **Print** dialog box.

9. Click on **Print** to print the selected separations to the selected printer.

Printing colour separations to disk

Supplying your document on disk will allow the printing bureau to produce a better quality reproduction of your document than if you had supplied it to them on paper. To print your document to disk as colour separations:



1. In the General Tools, click on the **Print** tool. The **Print** dialog box appears.

2. On the **General** tab, in the **Printer** group box, check the **Print To File** check box.

3. Make any other selections you need in the **Print** dialog box.

4. Click on the **Separations** tab.

5. Check the **Print Separations** check box. The **Separations** tab becomes active.

6. From the **Type of Separations** drop-down list box, select the type of separations you want to print.

7. In the **Separations to Print** list box, select which colour separations you want to print by clicking on the colour name as necessary. The separations selected for printing are checked.

✍ Colours only appear in the **Separations to Print** list box if they have been saved as spot colours in the **Edit Colours** dialog box, or if they are one of the four process colours.

8. Click on the **Halftone Screen Settings** button. The **Halftone Screen Settings** dialog box appears. Change your separation settings as directed by the printer.

✍ Do not adjust these values unless directed to do so by your printer.

9. Click on **OK** to return to the **Separation** tab on the **Print** dialog box.

10. If you want to create a separate file on disk for each colour separation, check the **Output Individual Separation Files** check box.

11. Click on **Print** to print your selected separations to disk. The **Filename for disk output** dialog box appears.

12. Select the drive and folder in which you want to print your file.

13. In the **File name** text box, type a name for your file.

14. Click on **Save**.

If the file is very big, you can use a compression program such as PKZIP to reduce its size and save disk space. Check with your bureau to find out which utility they use. If the file is still too big, you may have to make each separation a separate file and then compress it. PKZIP and other utilities are capable of making files save over a number of disks if necessary.

Once you have worked out a method both you and your service bureau/commercial printer are happy with, you will be amazed by the high quality reproductions you can obtain.