

Microsoft Publisher 2003

Using Blank Publications



=Shortcut =Advice =Caution

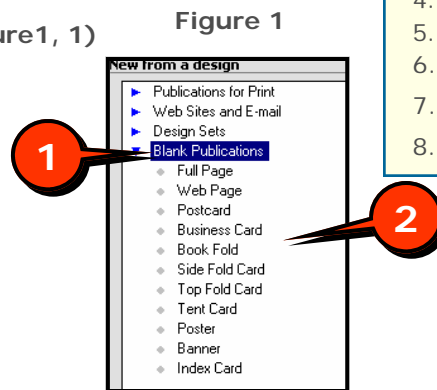
Generally, when people use Microsoft Publisher, they use the templates to create publications. Although, this is a fine way of creating documents, some people require a greater level of creativity. For those people, Microsoft included the ability to create publications from blank pages in Microsoft Publisher 2003.

Summary

1. Choosing a Form
2. Design Gallery Objects
3. Editing Options
4. Color and Font Schemes
5. Ungrouping
6. Changing Pictures
7. Adding Text Boxes
8. Adding Pages

Choosing a Form

1. Open **Microsoft Publisher 2003**.
2. Click on **Blank Publications (Figure 1, 1)**
3. Choose a layout (**Figure 1, 2**).



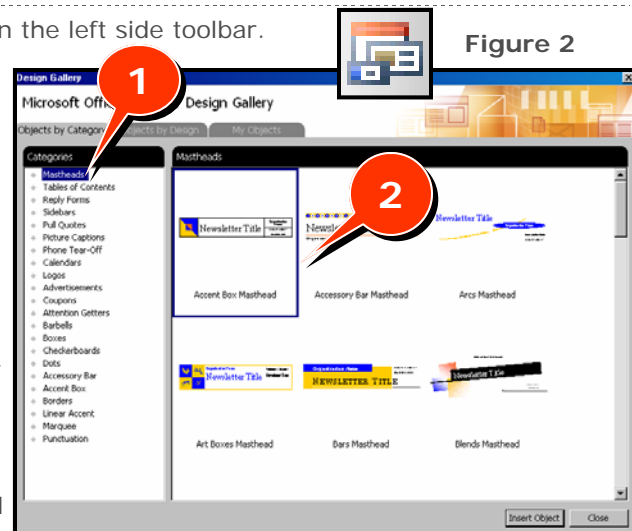
Design Gallery Objects

1. Click on the **Design Gallery Object** button on the left side toolbar.
2. If not already selected, click on the **Objects by Category** tab and click on **Mastheads** and choose one to your liking (**Figure 2, 1**). Double-click on the one to insert the object (**Figure 2, 2**).



A masthead is a graphic and text box, reserving room for a title.

3. After selecting a masthead, you may want to add a sidebar or table of contents. A Table of Contents will describe what is included in the publication with a corresponding page number. Sidebars will fill room on the side of the publication and often include some special points of interest.
4. Borders can also be added under the **Objects by Category** tab. Borders are designs which run around the edge of the paper, adding more color and creativity.
5. Many other options exist under the **Objects by Design** tab, these designs are worth taking the time to look through.

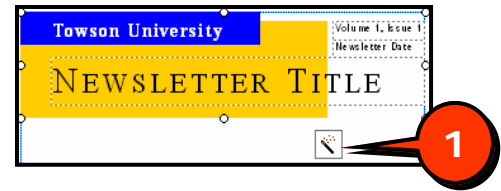


Editing Options

After inserting a Design Gallery Object, a magic wand icon appears underneath the object while highlighted (**Figure 3, 1**). This wand gives users the option to change the object. To change the masthead to a different choice:

1. Click the magic wand icon.
2. Choose and click on a new object in the task bar on the left.
Your new object will be taking the place of the old one.

Figure 3

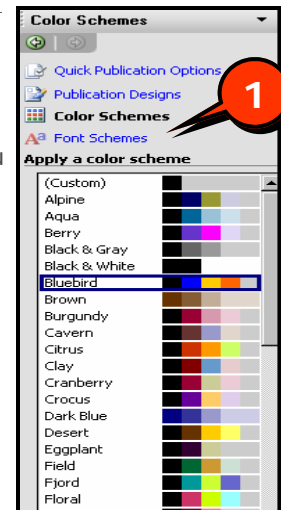


Schemes

Just like in the design process using the wizard, color and font schemes can be applied to publications created from blank documents. To add a color and font scheme:

1. If the task pane is not currently open, go to the **View > Task Pane**. You can also hit **Ctrl + F1** on the keyboard as a shortcut.
2. Click **Color Schemes** located in the task pane on the left (**Figure 4, 1**).
3. Choose a color scheme by left clicking on the appropriate one.
4. Click **Font Scheme** to add the same font style throughout the publication.

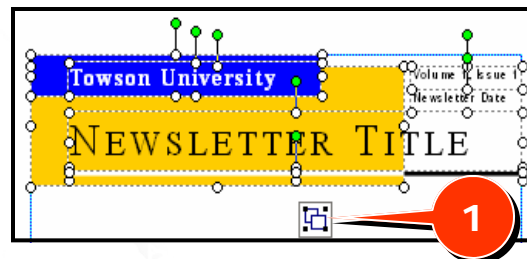
Figure 4



Ungrouping

Even more creativity can be added by right clicking on **Design Gallery Objects** and selecting **Ungroup** (**Figure 5, 1**). Answer **Yes** to the prompt and the Design Gallery Objects will split up. You can select a single object and delete it if you wish. When finished, select the whole object by clicking and dragging. Left click the button with two squares on it.

Figure 5



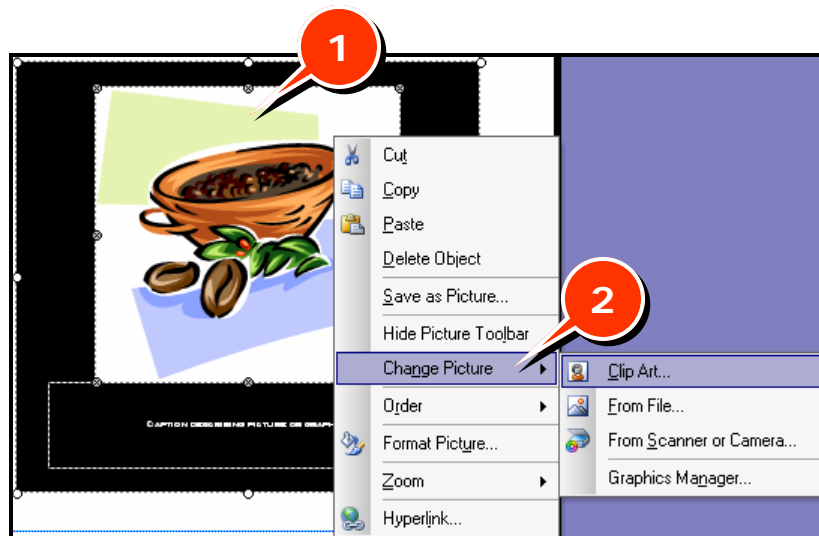
A quicker way to select more than one object is holding down **Ctrl** on your keyboard and clicking the objects.

Changing Pictures

One design gallery object is called Picture Captions, located in the Objects by Category toolbar. The pictures in samples can be changed. To add a picture caption with a new picture:

1. Click the **Design Gallery Object** button.
2. Click **Picture Captions**.
3. Double click one of the choices.
4. Right-click on the picture (**Figure 6, 1**).
5. Choose **Change Picture** (**Figure 6, 2**).
6. Decide where the new picture will be coming from. The border and text box will remain intact, but the picture will change into the new one selected by the user.

Figure 6



Adding Text Boxes

Text boxes are frames added to a document in order to type words into Microsoft Publisher.

To add a text box

1. Click the **Text Box** button on the tool bar on the left (**Figure 7**)
2. Your cursor will turn into crosshairs. Click and drag the crosshairs to the appropriate length.
3. Place your cursor in the text box and begin typing.

Figure 7



Adding Pages

You may need to add pages as you create your document.

1. Click **Insert** in the menu bar at the top.
2. Select **Page**.
3. Choose how many pages to add (**Figure 8, 1**).
4. Decide where to place the page (**Figure 8, 2**).
5. Add any options if needed (**Figure 8, 3**).
6. Click **OK**.

Figure 8

