

Microsoft Publisher 2003

Creating a publication from scratch

1. In the **New Publication** task pane, under **New from a design**, click **Blank Publications**.
2. In the **Preview Gallery** on the right, click the blank publication that you want.
3. In your publication, add text, pictures, and any other objects you want.
4. On the **File** menu, click **Save As**.
5. In the **Save in** box, select the folder where you want to save the new publication.
6. In the **File name** box, type a name for your publication.
7. In the **Save as type** box, select **Publisher Files**.
8. Click **Save**.

Video here: <http://screencast.com/t/rcYjm2oH>

In File – Page Setup, you can choose if you want your publication to be portrait (long A4) or landscape (wide A4).

Video here: <http://screencast.com/t/mcyL8hxxzHJs>

Create a text box

In Microsoft Office Publisher, text doesn't just fill up the space between the margins and flow from one page to the next, as it does in a word-processing program. Instead, each block of text lives within a container called a text box. You build publications by arranging text boxes on pages. You can move objects around by holding down the left mouse button and dragging them.

Adding new text to a publication is a two-step process – create a new text box, then enter the text you want.

1. On the **Objects** toolbar (or on the drop-down Insert menu), click **Text Box** .
2. In your publication, click where you want one corner of the text to appear, and then drag diagonally until you have the box size that you want.
3. Enter the text you want in the text box.

You can format the text (font, text size etc) using the toolbar at the top. If you click on the Format menu then click Text Box, you can add lines or shading to the box.

Video here: <http://screencast.com/t/sfxsdBnjAQNL>

Add a picture

1. On the **Objects** toolbar, click **Picture Frame** , and then click **Picture from File**.
2. Drag the mouse diagonally until you have the size picture frame you want (you can always resize this afterwards).

3. In the **Insert Picture** dialog box, find the folder that contains the picture you want to insert, and then click the picture file.
4. Click **Insert** to make the picture appear in your document.

Video here: <http://screencast.com/t/rtcoHfNSophe>

If you have Clip Art on your computer, you can insert a clip art picture:

1. On the **Insert** menu, point to **Picture**, and then click **Clip Art**.
2. In the **Search for** box, type a word or phrase that describes the clip you want.
3. Click **Go**.
4. In the **Results** list, click the clip to insert it.

Video here: <http://screencast.com/t/BVd2Z86wd>

Add Word Art

1. On the **Objects toolbar**, click **Insert WordArt** .
2. In the **WordArt Gallery**, click the **WordArt** effect you want, and then click **OK**.
3. In the **Edit WordArt Text** dialog box, type the text you want, and then select any options you want.

Video here: <http://screencast.com/t/LKWcAmdI9>