



MS PUBLISHER 2007

Presented by:

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PUBLISHER ADVANTAGE

- Provides predesigned templates for a wide range of publication types
 - including business cards, postcards, flyers, gift certificates, resumes, catalogs, and even web sites
- Advantages over word processors
- Predesigned publications already have images and placeholder text or flexibility of custom layouts



TEXT BOX FLEXIBILITY

- Text can
 - Fill up space between margins
 - Flow from page to page
 - Can be arranged easily
 - Can be any size
 - Can be in columns
 - Change in appearance

Tip When you resize a text box, some of the text may no longer fit inside it. To have Publisher automatically change text size so it all remains visible as you resize text boxes in your publication, point to **AutoFit Text** on the **Format** menu, and then click **Best Fit**.



FORMATTING TEXT BOXES INTO COLUMNS

- When you add text to columns that you create by dividing a text box, the text automatically flows from one column into the next.
- To divide a text box into columns, click **Text Box** on the **Format** menu, click the **Text Box** tab, and then click **Columns**.
- Separate Text Boxes will not flow automatically
- For web documents, make each column a separate text box.



CREATE A TEXT BOX LINK

- To link one text box to another, first click the text box that you want to link from, and then click the **Create Text Box Link** tool .
- The cursor becomes a little pitcher .
- When you click the empty text box that you want to link to, any overflow text pours into the text box.
- To add a "Continued" notice to a text box, click the text box. On the **Format** menu, click **Text Box**, and then click the **Text Box** tab.
- You can choose to include either "Continued *on* page..." or "Continued *from* page...".



IMAGE TYPES

- Graphic Interchange Format (GIF) for line art
- Joint Photographic Experts Group (JPEG or JPG) for photographs
- Bitmap (BMP) for line art
- Windows Metafile Format (WMF) for line art
- Tagged Image File Format (TIFF) for photos and line art
- Portable Network Graphics (PNG) for line art animation



DESIGNING TIPS

- Consider the message
- Use white space effectively
- Begin with a template
- Use appropriate clip arts or graphics
 - Don't overload on graphics
- Stick with the same font family
 - Use headings
- Plan, plan, plan
- Consider the elements of design
 - The elements of design are space, line, shape, form texture, and color.



RESOURCE

- Content from: Training-Microsoft Office Online;
<http://office.microsoft.com/training/training.aspx?AssetID=RP102448811033&CTT=6&Origin=RP102448801033>, July 13, 2009.

