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Microsoft Publisher II

Starting from Scratch

More great
MS Publisher tips.
Learn how
starting from scratch
can turn your
creativity loose.

Weak passwords
can be as bad as
no passwords at all.
Add a new level
of security
to your passwords.

The best work you will ever do can begin with a blank sheet of paper. Wizard's and templates are a great way to learn, but when you start from scratch there is nothing to stifle your own creativity and inspiration. Microsoft Publisher places the tools at your fingertips. The rest is up to you.

Open Publisher. When the Catalog appears, click the *Blank Publications* tab at the top. Let's start with a blank *Book Fold* card. Click the words *Book Fold* in the left windowpane, then click the *Create* button at the bottom of the window, or you can double click on the picture of a *Book Fold* card in the right windowpane to get things rolling. You should see a yellow popup appear asking you if you want to have Publisher automatically insert pages for you. It goes on to explain how this particular publication layout prints pages in groups of 4. Click where it says *Yes* to automatically insert the next 3 pages.

Layout Note ... Layout is one of the most important details to consider when you are creating with Publisher. This is what determines how your final product will print. At this point, you should be looking at a blank "paper" in the right windowpane, and a *Quick Publication Wizard* in the left pane. Click the word *File* at the top left of the main Publisher window. Then click the words *Page Setup*. You should see *Book Fold* checked at the top of the next window that appears, measurements below that, and the choice of *Portrait* or *Landscape* further down. Make sure *Landscape* is selected and that the measurements are 5.5 inches wide and 8.5 inches tall. This will insure that when you print both sides, your finished product will be a perfect folded 8 1/2 by 11 inch sheet of paper or card stock. Click OK to close that window and return to your blank pages.

The pink and blue lines you see are your *layout guides*. These do not print. They are just to give you an idea of where to place your pictures and text boxes. I like to set my layout guides to .5 inches all the way around. Do this by clicking the word *Arrange* at the top of the main window. Click the words *Layout Guides*. A new dialog box will appear. Click in each box (top, bottom, left, right) and change what is there to .5. There is also a place for *Columns* and *Rows* if you need even more help positioning your objects. This can really come in handy if you are doing something like a newsletter and want to have perfectly positioned columns of text. Click *OK* when you are finished here.

Design Wizard ... The *Design Wizard* to the left can be hidden at any time by clicking the *Hide Wizard* button at the bottom. Don't worry. You can bring it back when you need it by clicking the *Show Wizard* button. This will give you a lot more room to work on your publication.

Look around a bit ... At the bottom of your main window, you will see (to the right of the *Show Wizard* button) your page indicators. The dark one is the current page view. Left click once on any of the other page numbers and that page will appear. Notice how pages 2 and 3 seem to be together? That is because they are the inside pages of your card. Page 1 is the outside cover. Page 4 is the back.



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Working with the Objects Toolbar ... On the left of the main Publisher window, you will find the *Objects Toolbar*. Most of what you do will begin by clicking one of these buttons. There are two basic *object* types. Text boxes, where you can type text, and picture boxes. When working with *Objects*, it is as simple as choosing (clicking) the one you want, then “drawing” it on your page. Then it is up to you to fill it in with what you want. Here’s a brief rundown on the top 6 object tools and how to use them.

The Pointer Tool is the easy to spot arrow at the top. Click this tool every time you need to select an object. Then left click once on the object you want to select and you will see the selection *handles* appear.

Text Frame Tool ... Click the large *A* to select this tool. Move the mouse pointer to your page. You should see the pointer change to a cross. While holding down the left mouse button (and starting at the top left), drag to the right and down until the area you want to place your text is outlined. Let go of the mouse button and your text box is ready for you to type in. Don’t worry if it isn’t big enough, or if it is too small, you can always make it larger or smaller by positioning the mouse pointer on any of the little black *handles* until you see the *resize* indicator. Then drag the box in or out to resize.

You should see a blinking cursor in your text box when it is first created. If you need to get a little closer, press the F9 key at the top of your keyboard. That will quickly toggle you between a full page view or up close and personal. It will quickly become one of your favorite keys when using Publisher.

When you have a Text Frame open, you should see an additional set of buttons at the top of the Publisher window. These are *Formatting Tools* to use for your text. Choose the font you want, the size, and color. If you let your mouse pointer linger over each button, a description will appear, letting you know what it will do. Click each one to select. Working in a Text Frame (text box) is very similar to using a word processor.

There are quite a few extra perks in Publisher’s text boxes. This is not your average word processor. Look at the top toolbar and click the *Fill Color* tool. Choose *None* to make the background of the text frame clear. This is great when you need to place text over a picture and you want the text to appear to be part of the graphic.

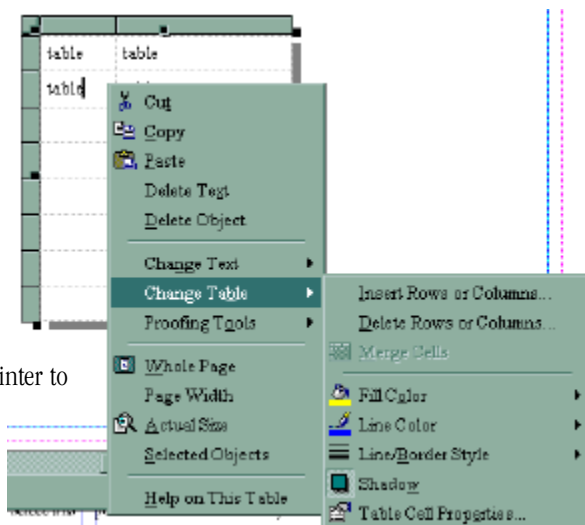
Table Frame Tool ... is the perfect way to put rows and columns into your publication. This makes lining up lists much easier than trying to use the tab key and when you print, the columns will be perfect.

Click it once, then move the mouse pointer to outline the area you want your table to fill. Let go of the mouse button and a new window will appear with different options for your table. Fill in the number of rows and columns you want to start with and which formatting you want (you can scroll and click to see a small preview of what it might look like). When finished, click OK.

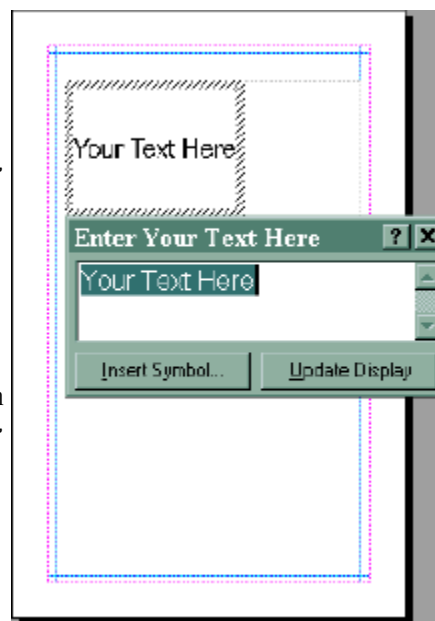
Once you have your table created, treat it just like any other table. Right click on it and move the mouse pointer down to where it says *Change Table* to see additional options. You can choose whether or not to have the lines show

WordArt Frame Tool ... This is a great way to create fancy text headlines. Click it once to select, then draw a box the size you want your headline or fancy text to be. When you release the mouse button, a window will appear for you to type the text you want. The words *Your Text Here* will already be highlighted. There is no need to delete before typing. Just begin typing. Once you do, the existing (highlighted) words will be replaced with what you type. When you are finished, X out of the *Enter Text* window.

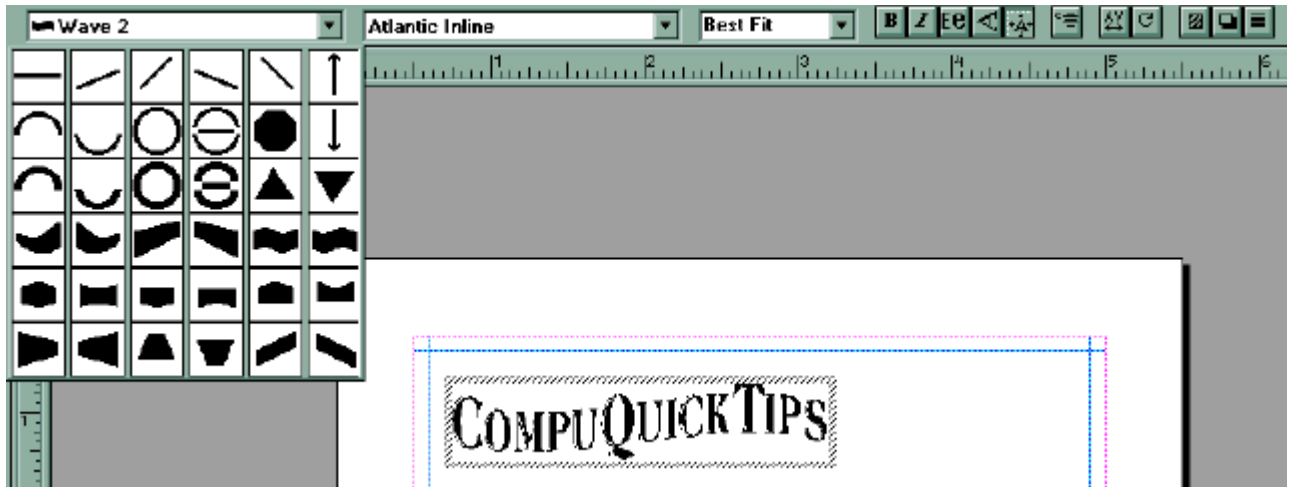
Your text will appear as a special object. When it is selected, you should see a new set of tools appear at the top of the main window. These are special tools, because a *WordArt*



**2 + 2 = 5
It has to!
My computer
said so!**



Microsoft Publisher II – Starting from Scratch



8" disks mean that you really need a new computer.

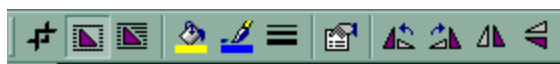


object has special powers. It is sort of a cross between a graphic and text. Text, because you can choose any fonts available on your computer, and graphic, because you can do things to it that normally would be done in a graphic program. Click each one of the tools and experiment with different colors and shapes. Let your imagination take you away!

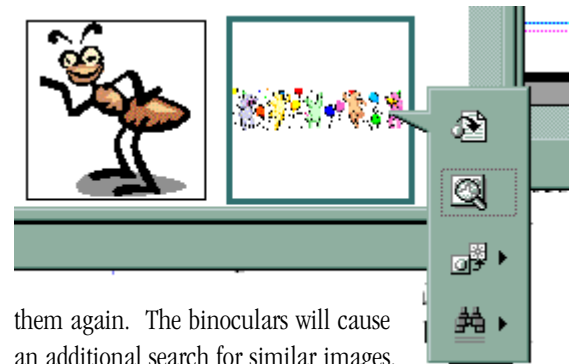
Because special effects are so dramatic, be sure to use this tool sparingly. You wouldn't want to detract from your main message.

Picture Frame and Clip Gallery Tools ... The two buttons below the *WordArt* tool both have to do with graphics. Click either, and draw a frame the size you want to fill with an image. They do have a few differences. The **Picture Frame Tool** can be used for any graphic image. It is up to you to know where they are. Once you have your frame drawn, double click in it to open a mini file management window. When you find the folder you want to browse, click each image once to see a preview appear in the right pane. To make your selection, double click and the window will disappear and your image will be in the frame. You can resize by holding your mouse over any of the selection handles until you see the word *resize*. While holding your left mouse button down, drag in or out to resize the object. To avoid distorting your images during the resizing process, hold down the *CTRL* key and drag out from the corners.

When you are working with a picture frame, you will have another special set of tools to use. Look for the buttons on the far right of the example below. These make rotating and flipping your pictures a breeze!



ClipArt Gallery Tool ... There are thousands of high quality ClipArt images stored on the CD that comes with MSPublisher. Be sure to have the CD inserted if you want to use this because most of the goodies are there. When the ClipArt Gallery tool is selected, draw your picture frame the same way you would any other frame. When the ClipArt Gallery window appears, you can use keywords to search for specific graphics or browse until you find just the one you want. Click once on any picture you want to use and look for additional buttons to appear to the right. Clicking the top button will insert the clip into your frame. The second button down will show you a preview of your picture. If you don't have your CD in, and the graphic is on the CD, you will be asked to insert the CD. The third button will add specific clips to your Favorites category so you won't need to hunt for



them again. The binoculars will cause an additional search for similar images.

Once your graphics are in place, making changes is as easy as double clicking. If it is an image frame, your mini file manager will appear. If it is a clipart frame, the ClipArt Gallery will appear. Just choose another graphic and you are ready to continue your quest for creativity!

Tiny Treasures ...

JadeMage Typing



Have you ever wondered just how fast you can type? This *Tiny Treasure* will let you know! JadeMage Typing is a simple little program. The 52Kb file size makes it a very quick download, and it is FREE! There is nothing to setup and it won't gum up your system. Just double click the file *Typing.exe* and tell it how long you want to type (in seconds). Then just start typing. When your time is up, it

will calculate your speed. Neat huh? It's just plain FUN!

The *Help* and *About* buttons are a great way to learn more about David King, the author. Click the email link and let him know you appreciate his great work.

When you download it, choose "Save file to disk" and save it on your Desktop. That way it will be nice and handy.

Download it from the author's website below or click the little shamrock next to the description at <http://mrswizard.com/ttreasures.htm>.

Read about other goodies these people have developed here! <http://www.glaine.net/~JadeMage/demo.html>

*12 steps?
There are 12 steps
between my
computer and the
toilet.*

Password Tips ...

Passwords have become part of our culture. They are everywhere from your first Window logon to your Internet service provider. If you have a user name, you have a password.

Many casual users of the Internet have a tendency to take passwords for granted. To conserve a few brain cells, they might create a simple password that is easy to remember and use it for anything and everything that requires registering and protecting with a password. The keyword here is *protecting*. Weak passwords can be as bad as no passwords at all.

If you are using an on-line service to access the Internet, one of the first things you did was choose a user name and password. Don't treat your passwords casually. Anyone with access to your user identification and password information can, in effect, be *you* with all the rights and privileges you have on *your account*. Your account could be used for anything and everything, including unauthorized purchases and other illegal activities. Here are a few tips to protect yourself.

Don't be lazy ... Change your password frequently, at least once a month.

Use longer passwords ... Make your password at least 7 characters long – preferably 10 or more.

Mix it up ... Have at least one character that is uppercase, lowercase, a number, and a symbol like \$, %, or &.

Symbols ... Have at least one symbol character in the second through sixth positions.

Be different ... Be entirely different from previous passwords.

No names ... Make sure your password contains no names or usernames.

Uncommon ... Do not let your password contain words or names found in a dictionary.



Mrs. Wizard QuickTips ...

One good thing about my computer - it never asks "Why."

Good Shortcuts gone Bad ... If you use Windows 98 long enough, you are bound to click a shortcut on your desktop and find that it no longer works. It could be any number of reasons for this. You might have removed the software and forgotten all about the shortcut. Or, you may have moved the file the shortcut was pointing to. There are two choices you can make that will remedy the situation. The first is to just delete the shortcut. Make sure it has a little arrow on it (so you can be sure it is just a disposable shortcut), then right click on it and choose *Delete*. Another option is to fix it. Right click on the shortcut and choose *Properties*. Look in the *Target* field for information about the file it is pointing to. If you know where you moved it, change the information to reflect the new location. If you are not certain, click the *Find Target* button and poke around until you find it.

Take Control of the Taskbar ... Many people have a rough time finding that certain *sweet* spot to click on and hold when they need to put the Taskbar back from an accidental move. You would think that as easy as it is to move accidentally, it would be just as easy to put it back. Normally, you can move the Taskbar to any edge of your main computer screen by left clicking in any *empty* area, then (while holding the left mouse button down) *drag* the Taskbar to its new location. Since nothing is ever normal, and some days are better than others, the next time you need to move your Taskbar, left click the clock and move to your heart's content. It works every time!

Insert or Overtyp, that is the question ... The default setting on your computer is to *Insert* text whenever you see that notorious blinking cursor. Just type away, and all the text to the right will be pushed further to the right to make room for the new text. This is the *Insert Mode*. If you want to *replace* the text to the right, instead of pushing it over, press the *Insert* key on your keyboard. This will cause any typing (where the blinking cursor is) to *overtyp* or *replace* everything to the right as you type. Just remember to press the *Insert* key again when you are finished, to avoid any confusion later on.

Find Files Fast ... If you know the file name and have a general idea where it is, you don't need to go through a complete search of your computer (Start/Find/Files or Folders) to ferret it out. Cut to the chase by right

clicking on *My Computer*, choose *Explore*, then in the left windowpane right click on the folder you think it is in and choose *Find*. The same *Find* window will appear that you would normally see if you were to go to the *Find* area from your *Start* button, but only the folder you want to check will be searched.

Something NEW has been added ... Are you typing challenged? Would you rather use your mouse to click those keys so you can free up the other hand for Krispy Kremes? If your computer has Windows ME, you have a virtual keyboard available to you in the *Accessibility* area (under *Accessories*). It is called the *On Screen Keyboard* and what it does is put a virtual keyboard on your screen that you can use by pointing or clicking the keys with your mouse. Once opened, there are several options for customizing under *Settings*, including making a sound every time you click a key, or "pressing" a key by allowing the mouse pointer to *hover* over the key for a certain number of seconds. Seriously, this tool is going to be great for people who have a hard time using a regular keyboard. What *will* Microsoft think of next? I can hardly wait!

Right Clicker Option ... Want another way to right click on something? Try the *Application Key* on your keyboard. It's the one to the right of your spacebar, just past the *Alt* key. It looks like a tiny menu with a pointer arrow. Hit it any time you want, and wherever you are, whatever you are doing, the right mouse button options will appear. Heck! A person could easily become spoiled by this little key!

AOL Address Book ... You can quickly add an email address by clicking the *Address Book* button when you are reading an email. The address book will open with the person's email address correctly entered. All you need to do is fill in the correct name in the *Name* box and add any other notes you wish. This sure beats running the risk of mistyping an email address!



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You can help support CompuQuickTips by ordering Mrs. Wizard's CD Essentials when you visit <http://mrswizard.com>. Look in the *Special Offer* section. Due to popular demand, the latest version has ALL the past newsletter issues (almost 6 years now), as well as CompuQuickTips (the book). Acrobat Reader (the latest version) is on the CD for you to install with one click of your mouse, as well as lots of Mrs. Wizard's favorite graphic shareware programs. This is a terrific learning tool! Just pop in the CD and have fun!

Sincerely,

Cindy O'Neal



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In June ...

Microsoft Publisher III... Advanced Tips & Tricks

Subscriber Contest
June's Tiny Treasure is the Prize!



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