

Microsoft Publisher 2007

Award Certificates

Use the **Mail Merge** task pane to guide you through the steps for creating a mail merge: Drop down **Tools** menu > Click **Mailings and Catalogs** > Click **Mail Merge** > Follow steps indicated

Signs & Posters

- Choose **Signs** or **Flyers**
- Flyers are set up to have more text; signs are bolder with less text
- Choose a style that fits your purpose, then add or delete text boxes and objects to help relay your message

Calendars

- Set calendar preferences in right column under **Options** before selecting design
- To add an event to a date, click in box and type; use **Enter** key to move text down
- Switch between pages/months in bottom, left-hand corner of window

Programs or Booklets

- Choose **Programs** or **Catalogs**; page layout varies between the two
- Must add pages in groups of four (will happen automatically)
- May link two or more text boxes (see back)
- Switch between pages in bottom, left-hand corner of window

Brochures

- Set brochure preferences in right column under **Options** before selecting design.
- Switch from side-to-side in bottom, left-hand corner of window
- May want to fold a paper to help plan the brochure

Newsletters


- Switch between pages in bottom, left-hand corner of window
- May link two or more text boxes (see back)
- Develop and save a stencil to work from for each edition of your newsletter

Misc.

- To access Publisher: **Start** menu > **All Programs** > **Microsoft Office** > **Microsoft Office Publisher 2007**
- Utilize options in **Format Publication** panel on left (If panel is missing: drop down **Format** menu > select **Format Publication**)
- In print preview, be sure to check for extra text or designs you do not want and delete them.
- Edit business/school information: **Edit Menu** > **Business information** > **Edit**
- **Color Schemes**: Select from preformatted color schemes or create your own by clicking: **Create New Color Scheme** at bottom of list.
- **Font Schemes**: Select a different font style to change all text in document.
- **F9** key on upper keyboard toggles between 100% scale and other chosen percentage.

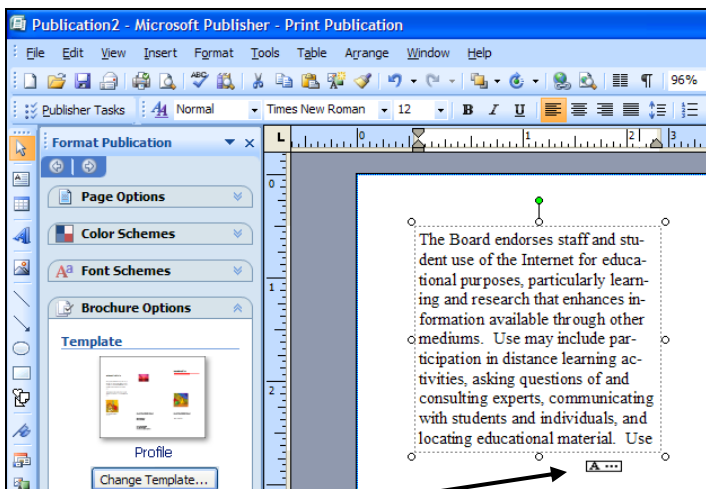
Linking Text in a Brochure or Booklet

Start text on one page of a newsletter or booklet and continue it on another page. To link one text box to another:

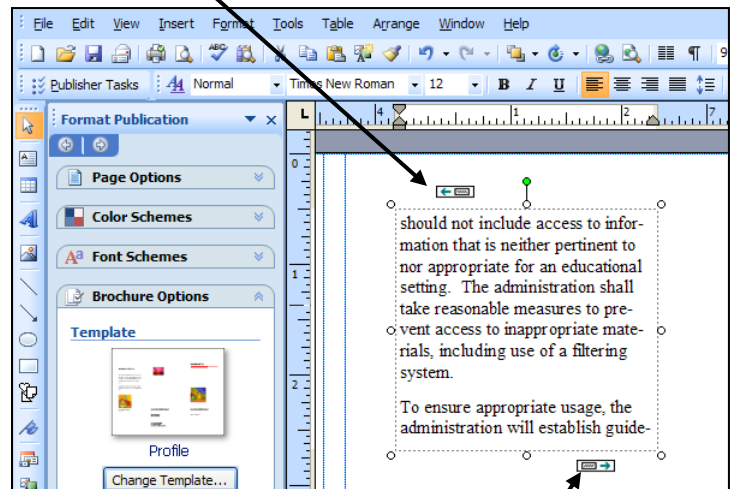
1. Click the text box that you want to link from
 2. Click the **Create Text Box Link** icon  in the top row of icons
 3. Cursor becomes a little pitcher. Use it to click the empty text box where the overflow text should go.
- ❖ Optional: To add a “continued” notice to the first text box, right-click the first text box > Click **Format Text Box** > Click **Text Box** tab > Click box in front of **Include “Continued on page ...”** > Click **OK**
 - ❖ Optional: To add a “continued from” notice to the second text box, right-click the second text box > Click **Format Text Box** > Click **Text Box** tab > Click box in front of **Include “Continued from page ...”** > Click **OK**

As you work on your publication, you can tell when one text box is linked to another: When you click a linked text box, a button appears either below or above it.

Go To Previous Text Box button indicates that text starts in another text box. Click to move to linked text box.



Symbol indicates overflow of text. Need to extend text box or link text box to another, empty text box.



Go To Next Text Box button indicates that text finishes in another text box. Click to move to linked text box.