

# Publisher XP

Workbook - Intermediate Level



SAMPLE

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## Installing the Sample Files into the Hard Disk

### Installing the sample files

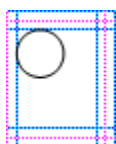
- Use Windows Explorer to create a folder called **Publisher XP Intermediate Samples**, in the **My Documents** folder.
- Copy the sample files for this course to the **My Documents\Publisher XP Intermediate Samples** folder. If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.

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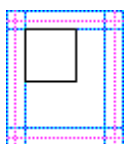
## Drawings and Pictures

### Drawing Lines and Shapes

- Start Microsoft Publisher 2002.
- Click the **Open** button on the **Standard** toolbar.
- Locate your Publisher XP Intermediate Samples folder.
- Select **PetFlyer.pub**.
- Click **Open**.
- Click the **Oval** button on the **Objects** toolbar.
- Press and hold the **Shift** key on your keyboard.
- Click on the publication page and drag your mouse until you have a **circle** approximately half the size of a grid square:



- Click the down arrow on the **Fill Color** button on the **Formatting** toolbar.
- Select **Red** from the drop-down menu.
- Click the **Rectangle** button on the **Objects** toolbar.
- Press and hold the **Shift** key on your keyboard.
- Click on the publication page and drag your mouse until you have a **square** approximately the same size as your circle:



- Click the down arrow on the **Fill Color** button on the **Formatting** toolbar.
- Select **Gold** from the drop-down menu.
- Click and drag the gold square so it is directly to the right of the red circle.
- Press and hold the **Shift** key on your keyboard.
- Select the red circle and the gold square.
- Click and drag the red circle and gold square until they are left-aligned directly under the headline:



- Click the **Rectangle** button on the **Objects** toolbar.

- Click on the bottom-left corner margin border and drag your mouse to the top-right margin corner border so your rectangle is the same size as the margin border.
- Click the **Line/Border Style** button on the **Formatting** toolbar.
- Select **3pt** from the drop-down menu.
- Click the down arrow on the **Line Color** button on the **Formatting** toolbar.
- Select **Gray 50%** from the drop-down menu.
- Click the **Save** button on the **Standard** toolbar.

## Inserting Clip Art and Pictures

- With *PetFlyer.pub* open, from the main menu, select **Insert > Picture > Clip Art**.

**Note:** When you first use the **Insert Clip Art** Task Pane, you will be prompted to add clips to your **Clip Organizer**. This will search your computer for media clips and organize your clips into the **My Collections** folder.

- Uncheck **My Collections** in the **Search in** drop-down menu.
- Uncheck **Movies** and **Sounds** from the **Results should be** drop-down menu.
- Type **Puppies** in the **Search text** textbox.
- Click **Search**.
- Scroll down the results in the Task Pane until you find the Clip Art with a dog and the word **Thank You**:



- Click the puppy picture.

**Note:** If you cannot locate this Clip Art, from the main menu select **Insert > Picture > From File**. Locate your **Publisher XP Intermediate Samples** folder. Select *Puppy.gif* and click **Insert**.

- Click and drag the **Resize** handle so the puppy picture is the size of one grid square.
- Click and drag the puppy picture so it is in the bottom-right grid square on the publication page:



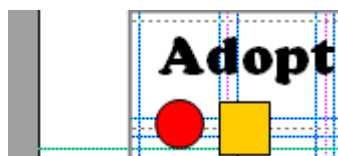
- From the main menu, select **Insert > Picture > From File**.
- Locate your Publisher XP Intermediate Samples folder.
- Select **CatAndDog.jpg**.
- Click **Insert**.
- Right-click on the cat and dog picture.
- From the pop-up menu, select **Show Picture Toolbar**.
- Click the **Color** button on the **Picture** toolbar.
- Select **Washout** from the drop-down menu.
- Click the **Text Wrapping** button on the **Picture** toolbar.
- Select **None** from the drop-down menu.
- Close the **Picture** toolbar.
- Click and drag the **Resize** handle on the cat and dog picture until the picture is as wide as the margin guides border.
- Click the **Save** button on the **Standard** toolbar.

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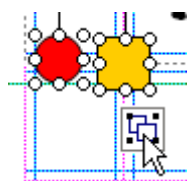
## Working with Objects

### Grouping, Layering, and Aligning Objects

- With *PetFlyer.pub* open, from the main menu select **Arrange > Ruler Guides > Add Horizontal Ruler Guide**.
- Press and hold the **Shift** key on your keyboard.
- Click and drag the ruler guide until it is directly under the red circle:



- Press and hold the **Shift** key on your keyboard.
- Select the red circle and the gold square (make sure nothing else is selected).
- Click the **Group** icon underneath the selection:



- Click the **Copy** button on the **Standard** toolbar.
- Click the **Paste** button on the **Standard** toolbar **3** times.
- Arrange each grouped object next to each other so the ruler guide is directly underneath each red circle:



- Press and hold the **Shift** key on your keyboard.
- Select each of the circle/square objects.
- From the main menu, select **Arrange > Align or Distribute > Relative to Margin Guides**.
- From the main menu, select **Arrange > Align or Distribute > Distribute Horizontally**.
- Click the **Group** icon underneath the selection.
- Select the cat and dog picture.
- Click the down arrow on the **Order** button on the **Standard** toolbar.
- Select **Send to Back** from the drop-down menu (this ensures all objects will appear over the cat and dog picture).
- From the main menu, select **Arrange > Align or Distribute > Align Center**.

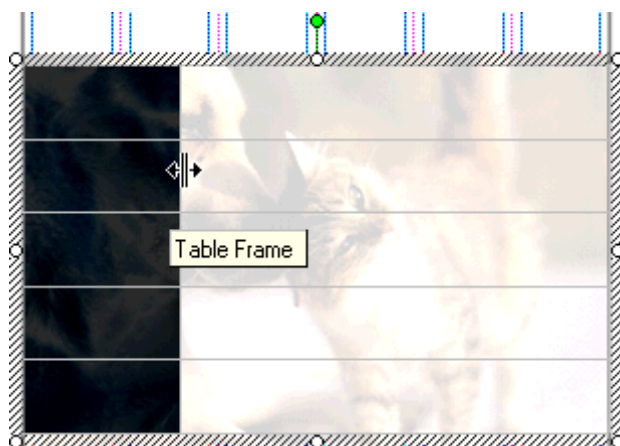
- From the main menu, select **Arrange > Align or Distribute > Align Middle**.
- Click the **Save** button on the **Standard** toolbar.

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## Working with Tables

### Adding and Editing a Table

- With *PetFlyer.pub* open, click the **Insert Table** button on the **Objects** toolbar.
- Click just inside the bottom-left corner of the cat and dog picture and drag your mouse to just inside the top-right corner of the cat and dog picture.
- Enter **5** in the **Number of rows** box.
- Enter **2** in the **Number of columns** box.
- Click **OK**.
- Click outside the table (the table should be slightly smaller than the cat and dog picture on all four sides).
- Select the first column.
- Press and hold the **Shift** key on your keyboard.
- Click and drag the column border to decrease the width of the first column (so the column border ends near the dog's eye):



- Click in the first column in the first row.
- Type **Date:** (make sure to include the colon).
- Click in the first column in the second row.
- Type **Location:** (make sure to include the colon).
- Click in the first column in the third row.
- Type **Time:** (make sure to include the colon).
- Click in the first column in the fourth row.
- Type **What to Expect:** (make sure to include the colon).
- Click in the first column in the fifth row.
- Type **Costs:** (make sure to include the colon).
- Select the first column.
- Click the down arrow on the **Font** button on the **Formatting** toolbar.
- Select **Arial Rounded MT Bold** from the drop-down menu.
- Click the down arrow on the **Font Size** button on the **Formatting** toolbar.

- Select **16** from the drop-down menu.

**Note:** If the text doesn't fit onto one line in each column, select the entire column and press the **Shift** key on your keyboard while you increase the width of the column.

- Select the second column.
- Click the down arrow on the **Font** button on the **Formatting** toolbar.
- Select **Arial** from the drop-down menu.
- Click the down arrow on the **Font Size** button on the **Formatting** toolbar.
- Select **16** from the drop-down menu.
- Click in the second column in the first row.
- Type **Saturday, May 28th**.
- Click in the second column in the second row.
- Type:

**Smith Junior High School  
123 Smith Street, Kenmore**

- Click in the second column in the third row.
- Type **8:00 a.m. to 5:00 p.m.**
- Click in the second column in the fourth row.
- Type Lots of cats and dogs looking for a home to call their own.
- Click in the second column in the fifth row.
- Type **Kittens: \$60, Cats: \$30, Puppies: \$80, Dogs: \$50.**
- Click the **Text Box** button on the **Objects** toolbar.
- Click and drag a text box directly under the table so it is as wide as the table and as high as one grid:



- Type **All animals have been spayed or neutered and are up to date with their vaccinations.**
- Select the text in the text box.
- Click the down arrow on the **Font** button on the **Formatting** toolbar.
- Select **Monotype Corsiva** from the drop-down menu.
- Click the down arrow on the **Font Size** button on the **Formatting** toolbar.
- Select **24** from the drop-down menu.
- Click the **Bold** button on the **Formatting** toolbar.
- Click the **Center** button on the **Formatting** toolbar.
- Right-click in the text box.
- From the pop-up menu, select **Format Text Box**.
- Click the **Text Box** tab.

- From the **Vertical alignment** drop-down menu, select **Middle**.
- Click **OK**.
- Click the text box border.
- Click the **Copy** button on the **Standard** toolbar.
- Click the **Paste** button on the **Standard** toolbar.
- Move the copied text box to the top of the cat and dog picture and below the red circle and gold square objects.
- Select the text in the text box.
- Type **Details**.
- Click the **Save** button on the standard toolbar.

## Formatting a Table

- With *PetFlyer.pub* open, click inside the table.
- From the main menu, select **Table > Select > Table**.
- Right-click on the table.
- From the pop-up menu, select **Format Table**.
- Click the **Cell Properties** tab.
- From the **Vertical alignment** drop-down menu, select **Middle**.
- Click **OK**.
- Click the **Save** button on the **Standard** toolbar.
- From the main menu, select **File > Exit** to exit Microsoft Publisher.

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## Working with Web Sites

### Creating a Web Site

- Start Microsoft Publisher 2002.
- Select **Web Sites** from the **Publication Type** list on the **New Publication** Task Pane.
- Click the **Art Boxes Web Site** design from the Publication Gallery:



- Click the **One** icon in the **Navigation bar** area on the **Web Site Options** Task Pane.
- Click the down arrow on the **Zoom** button on the **Standard** toolbar.
- Select **100%**.
- Select the text box above **Home Page Title**:



- Click the text box border.
- Press the **Delete** key on your keyboard.
- Select the text **Home Page Title**.
- Type **Bob's Online Food**.
- Select the text **Your business tag line here**:



- Type **The Best Food Online**.
- Select the text in the main text box (beginning **Your home page...**).
- Type **Order Form**.

- From the main menu, select **Insert > Page**.
- Click **OK**.
- Select the headline **Story Page Title**.
- Type **About Bob**.
- Select the text Caption describing picture or graphic.
- Type **Bob with his family**.
- Select the text in the caption text box (beginning **To draw readers into the page...**).
- Type **Bob's Online Food is fast and convenient, and best of all, tasty!**
- Select the text in the main text box (beginning **Developing a successful Web site...**).
- Type:

**Bob's Online Food began as a family business in 2002 and gained immediate acceptance from the hungry public. Bob's online ordering process ensures that orders are correct and delivered promptly every time. Bob's Online Food is currently available in New York and Los Angeles.**

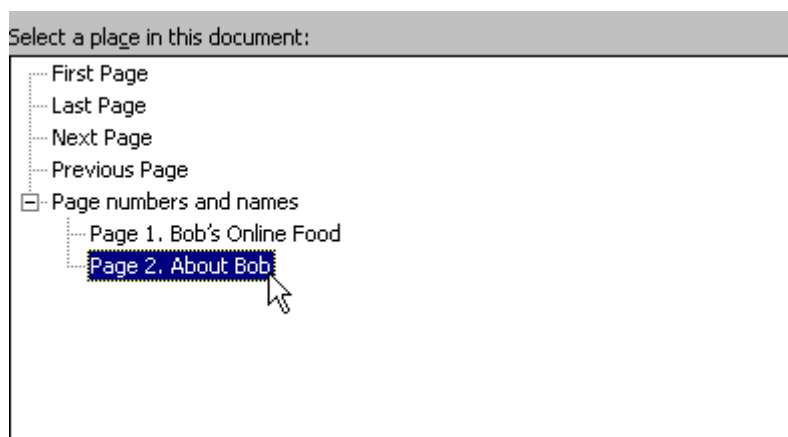
- At the bottom of the page, change the e-mail address to read **xyz@bobs.com**.
- Click page **1** in the **Page Navigation** area.
- At the bottom of the page, change the e-mail address to read **xyz@bobs.com**.
- Select the **Primary Business Address** text.
- Type:

**123 Bob Street  
Los Angeles, CA 87390**

- Click the **Save** button on the **Standard** toolbar.
- Locate your Publisher XP Intermediate Samples folder.
- Type **BobsFood** in the **File Name** box.
- Click **Save**.

## **Adding Hyperlinks**

- With **BobsFood.pub** open, select the headline **Bob's Online Food**.
- Click the **Insert Hyperlink** button on the **Standard** toolbar.
- Select **Place in This Document** in the Link to area.
- Select **Page 2. About Bob**, from the Select a place in this document box:



- Click **OK**.

## Working with Hot Spots

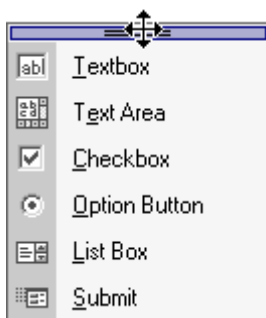
- With *BobsFood.pub* open, click the **Hot Spot** button on the **Objects** toolbar.
- Select Page 2, About Bob, from the Select a place in this document box.
- Click **OK**.
- Right-click on the Hot Spot.
- From the pop-up menu, select **Format AutoShape**.
- Click the **Web** tab.
- Type About Bob in the Alternative text box.
- Click **OK**.
- Click the down arrow on the **Order** button on the **Standard** toolbar.
- Select **Bring to Front** from the drop-down menu.
- Click and drag the Hot Spot over the top-left graphic:



- Click and drag the **Resize** handle so that the Hot Spot covers the entire graphic.
- Click the **Save** button on the **Standard** toolbar.

## Working with Form Controls

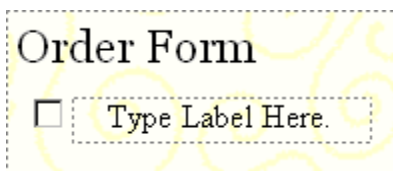
- With **BobsFood.pub** open, click the **Form Control** button on the **Objects** toolbar.
- Position your mouse cursor over the horizontal lines at the top of the **Form Control** drop-down menu:



- Click and drag your mouse until you have a floating **Form Control** toolbar:



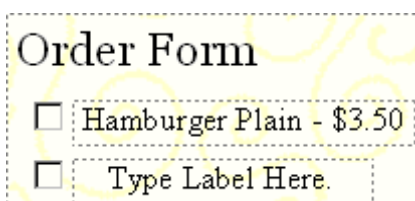
- Make sure your cursor is not located in a text box (if it is, click outside of the text box).
- Click the **Checkbox** button on the **Form Control** toolbar.
- Click and drag the check box underneath the text **Order Form**:



- Click in the **Type Label Here** text box and type **Hamburger Plain - \$3.50**.
- Click the **Align Left** button on the **Formatting** toolbar.

**Note:** Increase the width of the text box so the text fits into the text box.

- Click outside all text boxes.
- Click the **Checkbox** button on the **Form Control** toolbar.
- Click and drag the check box so it's underneath the **Hamburger Plain** text box:



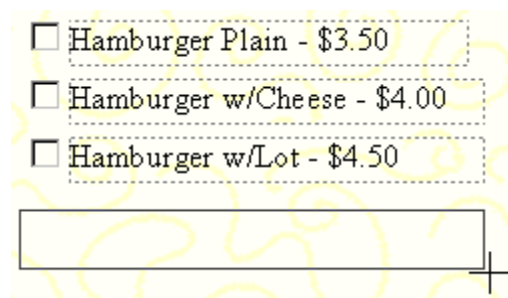
- Click in the **Type Label Here** text box and type **Hamburger w/Cheese - \$4.00**.
- Click the **Align Left** button on the **Formatting** toolbar.

**Note:** Increase the width of the text box so the text fits into the text box.

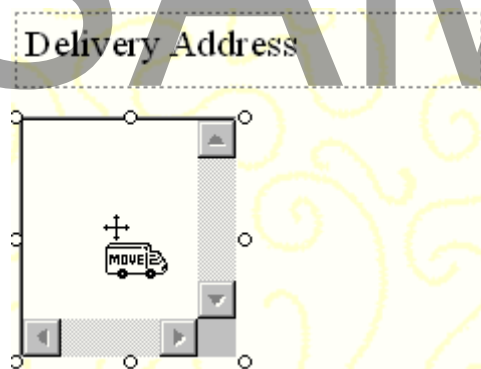
- Click outside all text boxes.
- Click the **Checkbox** button on the **Form Control** toolbar.
- Click and drag the check box so it's underneath the **Hamburger w/Cheese** text box.
- Click in the **Type Label Here** text box and type **Hamburger w/Lot - \$4.50**.
- Click the **Align Left** button on the **Formatting** toolbar.

**Note:** Increase the width of the text box so the text fits into the text box.

- Click the **Text Box** button on the **Objects** toolbar.
- Click and drag a text box directly under the three check boxes:



- Type Delivery Address.
- Select the **Delivery Address** text.
- Click the down arrow on the **Font Size** button on the **Formatting** toolbar.
- Select **12** from the drop-down menu.
- Click the **Align Left** button on the **Formatting** toolbar.
- Click outside all text boxes.
- Click the **Text Area** button on the **Form Control** toolbar.
- Click and drag the **Text Area** so it's underneath the **Delivery Address** text box:



- Click outside all text boxes.
- Click the **Submit** button on the **Form Control** toolbar.
- Click **OK**.
- Click and drag the **Submit** button so it's underneath the **Text Area**.
- Close the **Form Control** toolbar.
- Click the **Save** button on the **Standard** toolbar.

## Managing Web Pages

- With **BobsFood.pub** open, from the main menu select **File > Web Page Preview**.
- Click **OK**.
- Scroll over the top-left graphic.
- Notice how the alternative text, **About Bob**, is displayed.
- Click the top-left graphic.
- Notice how the Hot Spot takes you to the next page.
- Click the **Back** button on your browser toolbar.
- Click the headline **Bob's Online Food**.
- Click the **Back** button on your browser toolbar.
- Close the **Browser** window.
- From the main menu, select **File > Save As**.
- Locate your Publisher XP Intermediate Samples folder.
- From the Save as type drop-down menu, select Web Page (\*.htm, \*.html).
- Make sure your file name is **BobsFood**.
- Click **Save**.
- Click **No**.
- From the main menu, select **File > Exit**.
- Locate your Publisher XP Intermediate Samples folder in the My Documents folder.
- Double-click on **BobsFood.htm**.
- Navigate through your Web site.
- Close the **Browser** window.
- Locate your Publisher XP Intermediate Samples folder in the My Documents folder.
- Double-click on **BobsFoodSample.htm** to see what your Web site should look like.
- Close the **Browser** window.
- Close the **My Documents** window.

## Working with Mail Merge

### Using the Mail Merge Wizard Task Pane

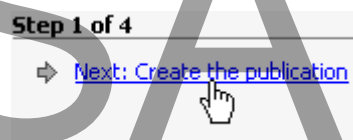
- Start Microsoft Publisher 2002.
- Click the **PetFlyer.pub** link in the **Open a publication** area on the **New Publication** Task Pane.

**Note:** If the **PetFlyer.pub** link is not displayed in the **Open a publication** area, perform the following actions:

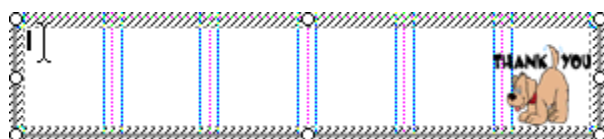
- Click the **Open** button on the **Standard** toolbar.
  - Locate your **Publisher XP Intermediate Samples** folder.
  - Select **PetFlyer.pub**.
  - Click **Open**.
- From the main menu, select **Tools > Mail Merge > Mail Merge Wizard**.
  - Make sure the **Use an existing list** box is checked in the **Select recipients** area on the **Mail Merge** Task Pane.
  - Click the **Browse** link in the **Use an existing list** area:



- Locate your Publisher XP Intermediate Samples folder.
- Select **SampleList.mdb**.
- Click **Open**.
- Look at the details of each Mail Merge recipient.
- Click **OK**.
- Click **Next: Create the Publication** to continue.



- Click in the text box at the bottom of the publication (the thank you dog is situated on the text box):



- Click the **Address block** link in the **Create the publication** area.
- Uncheck the Insert company name box.
- Click **OK**.
- Right-click on the **text box border** containing the **Address block**.
- From the pop-up menu, select **Format Text Box**.
- From the **Color** drop-down menu in the **Fill** area, select a light shade of yellow.
- From the **Color** drop-down menu in the **Line** area, select black.
- Type **1.5** in the **Weight** box in the **Line** area.
- Click **OK**.

**Note:** If the dog graphic is too close to the border, move the graphic so it is situated nicely in the text box.

- Click **Next: Preview the Publications** when you have finished creating your publication.
- Click the forward and backward arrows in the **Preview the Publications** area to preview the three merged publications:



- Click **Next: Complete the Merge** when you have finished previewing each publication.
- Click the **Print** link in the **Merge** area to print the three merged publications.
- Click **OK**.
- Click the **Save** button on the **Standard** toolbar.

## Managing a Mail Merge

- With *PetFlyer.pub* open, close the **Mail Merge** Task Pane.
- From the main menu, select **Tools > Mail Merge > Cancel Merge**.
- Click **Yes** to clear all merge information. The publication is no longer associated with a data source.
- From the main menu, select **Tools > Mail Merge > Open Data Source**.
- Locate your Publisher XP Intermediate Samples folder.
- Select **SampleList.mdb**.
- Click **Open**.
- From the main menu, select **Tools > Mail Merge > Show Merge Results**.

- Click the forward and backward arrows in the **Preview the Publications** area to preview the three merged publications.
- Click the **Save** button on the **Standard** toolbar.

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## More on Sending and Printing the Publication

### Using the Design Checker

- With *PetFlyer.pub* open, from the main menu select **Tools > Design Checker**.
- Click **OK** to check all pages.
- Click **OK** (there should be no design errors. However, if there are errors, choose ignore).
- Click the **Open** button on the **Standard** toolbar.
- Locate your Publisher XP Intermediate Samples folder.
- Select **BobsFood.htm**.
- Click **Open**.
- From the main menu select **Tools > Design Checker**.
- Click **OK** to check all pages.
- Click **Change** for any errors that are displayed.
- Click **OK**.
- Click the **Save** button on the **Standard** toolbar.
- Click **No**.
- From the main menu, select **File > Close** to close **BobsFood.htm**.

### Using the Pack and Go Wizard

- With *PetFlyer.pub* open, from the main menu select **File > Pack and Go > Take to a Commercial Printing Service**.
- Read the wizard screen.
- Click **Next**.
- Click the **Browse** button.
- Locate your Publisher XP Intermediate Samples folder.
- Select the **Packed** folder.
- Click **OK**.
- Click **Next**.
- Read the wizard screen.
- Click **Next**.
- Read the wizard screen.
- Click **Finish**.
- Wait for your publication to pack.
- Click **OK** to acknowledge the font problem if there is one.
- Uncheck the **Print a composite** box.
- Click **OK**.
- Locate your Publisher XP Intermediate Samples folder in the My Documents folder.

- Double-click the **Packed** folder.
- Notice the packed files Microsoft Publisher has added to your **Packed** folder.
- Close the **My Documents** window.

## Using Commercial Printing Tools

- With *PetFlyer.pub* open, from the main menu select **Tools > Mail Merge > Cancel Merge**.
- Click **Yes**.
- From the main menu, select **Tools > Commercial Printing Tools > Color Printing**.
- Look at the color printing options available.
- Click **Cancel**.
- From the main menu, select **Tools > Commercial Printing Tools > Trapping > Preferences**.
- Look at the trapping options available.
- Click **Cancel**.
- From the main menu, select **Tools > Commercial Printing Tools > Graphics Manager**.
- Select the **Puppy** graphic (this may be listed as a **GIF** file or **WMF** file).
- Click **Create Link**.
- Click **OK**.
- Locate your Publisher XP Intermediate Samples folder.
- Select **Puppy.gif**.
- Click **Link to file**.
- Notice the **Puppy** placement has changed in the **Graphics Manager** dialog box.
- Click **Close**.
- From the main menu select **File > Print**.
- Click the **Advanced Print Settings** button.
- Look at the print options available.
- Click **Cancel**.
- Click **Cancel** again.

SAMPLE

## Customizing Publisher 2002

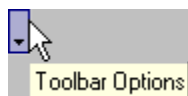
### Configuring Publisher 2002 Options

- With *PetFlyer.pub* open, from the main menu select **Tools > Options**.
- Click the **General** tab in the **Options** dialog box.
- Look at the options available.
- Click the **Edit** tab in the **Options** dialog box.
- Look at the options available.
- Click the **User Assistance** tab in the **Options** dialog box.
- Look at the options available.
- Click the **Print** tab in the **Options** dialog box.
- Look at the options available.
- Click the **Save** tab in the **Options** dialog box.
- Look at the options available.
- Click **OK**.
- From the main menu, select **Tools > AutoCorrect Options**.
- Click the **AutoCorrect** tab in the **AutoCorrect** dialog box.
- Look at the options available.
- Click the **AutoFormat As You Type** tab in the **AutoCorrect** dialog box.
- Look at the options available.
- Click **OK**.

### Customizing Toolbars

- With *PetFlyer.pub* open, from the main menu select **Tools > Customize**.
- Click the **Toolbars** tab.
- Click **New**.
- Type **Sample** in the **Toolbar name** box.
- Click **OK**.
- Click the **Commands** tab.
- Select **View** from the **Categories** box.
- Drag the **Master Page** toolbar button out of the **Commands** box, into your toolbar.
- Drag the **Boundaries and Guides** toolbar button out of the **Commands** box, into your toolbar.
- Select **Tools** from the **Categories** box.
- Drag the **Spelling** toolbar button out of the **Commands** box, into your toolbar.
- Drag the **Thesaurus** toolbar button out of the **Commands** box, into your toolbar.
- Click **Close**.

- Click the **Boundaries and Guides** button on the **Sample** toolbar.
- Click the **Toolbar Options** button at the right-end of the **Formatting** toolbar:



- Select **Add or Remove Buttons >Customize**.
- Select **Format** from the **Categories** box.
- Drag the **Small Caps** toolbar button out of the **commands** box into your toolbar.
- Click somewhere on the publication page.
- Notice the **Small Caps** button has been added to the **Formatting** toolbar.
- From the main menu, select **Tools > Customize**.
- Click the **Options** tab.
- Look at the options available.
- Click **Close**.
- Click the **Save** button on the **Standard** toolbar.
- From the main menu, select **File > Close**.
- Click the **Open** button on the **Standard** toolbar.
- Locate your Publisher XP Intermediate Samples folder.
- Select **PetFlyerSample.pub**.
- Click **Open** to see what your flyer should look like.
- From the main menu, select **File > Exit**.

SAMPLE