













Publisher 2000

Microsoft Publisher 2000 is a software tool used to design flyers, newsletters, handouts, certificates and other types of publications. Microsoft Publisher contains a wizard to walk you through setting up each of the predefined components and then editing the document created through the wizard. You also may start with a blank document and create your own by using the following tools to design your publications.

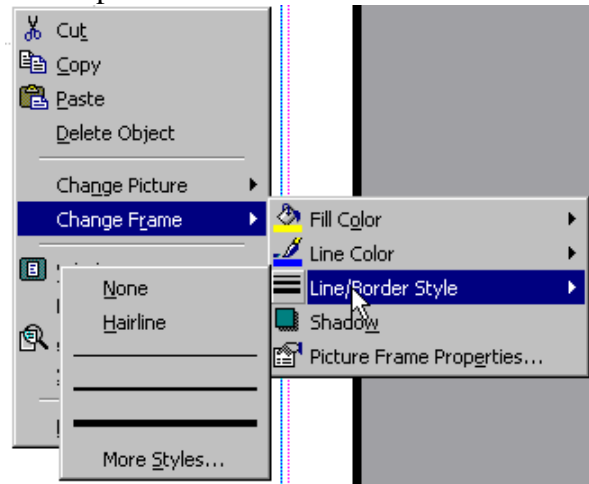
Pointer: 	Insert a line: 
Text Tool: 	Insert a circle: 
Create a Table: 	Insert a square: 
Insert Word Art: 	Insert a shape: 
Insert Picture Frame Tool: 	Insert from Design Gallery: 
Insert Clipart: 	

These tools are found on the left side of your screen. You have additional options in the menu bar and the title bar.

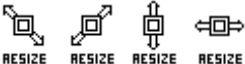



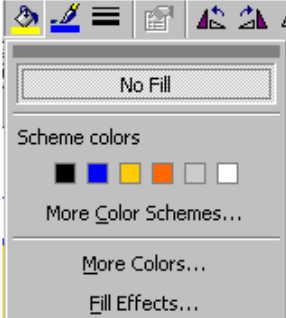

Open a blank document in Publisher by selecting File, select New, and select the tab on the top titled Blank Publications. Full Page should be selected, then click on Create. On the menu bar change document size to 75%  (currently set at 38%).

To add images select Insert, select Picture, and select Clip Art or File. You also may select the Insert Picture Frame Tool, to add a border and image. Click on the Picture Frame Tool tool, move your mouse to the page, you will have a plus sign to find the location on the page you would like to place your object. Click and drag to begin sizing the object on your page.

Right click to select Change Picture to add an image from ClipArt or from File. Also to add a border around the image select Change Frame, select Line/Border Style, select More Styles to view all the options.




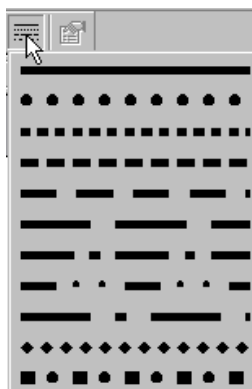
As you add images and objects another tool area will appear at the top row as the image and object is selected. The following are tools that you can use to change the effects of your image and objects on a page.

Resize Tools: 	Rotating image position: 
Move Tool: 	Line Color: 
Paint Bucket: 	Line Style: 

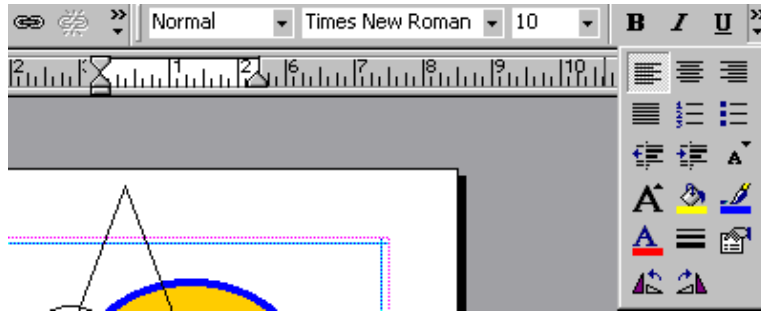
To add shapes, you click on the shape tool, move your mouse to the page; you will have a plus sign to find the location on the page you would like to place your object. Click and drag to begin sizing the object on your page. Notice you have control of how large or small your shape is but not necessarily its correct proportion.

******* To have the image placed proportionally on your page, hold the shift key as you place your image. You must do this the first time.*******

When you use the line tool, you have the following additional options added to your menu bar:  Included are adding arrows to your line and also changing the size of the line as you did with the objects. You also have additional border styles not included with objects.



The following are tools added to the menu for text and tables similar to other Microsoft Products:



As you select Word Art to add text to your document, the Word Art file will open to make all your additional changes to the look of your text (just like in Microsoft Word).

As you can see from all the available options, this is very powerful tool. You can spend a few minutes using Publisher to jazz up publications. Publisher also has a menu of predefined templates to use to create publications. Select File, New, Publications by the Wizard tab or Publications by the Design tab. You have many different options to select from and the wizard will allow you to add information as you go and then you can use the tools we discussed to customize your publications.

By selecting Help from the title menu, an option for Publisher Tutorials is included for future reference. Also from this menu option is a link to the Microsoft Publisher Website. This is filled with numerous images that can be incorporated into a publication.