

Microsoft®

The Microsoft Office logo is positioned on the left side of the cover. It consists of five colored squares (orange, blue, yellow, green, and red) arranged in a grid, with a white square in the center. The squares are slightly offset and have a 3D effect.

Step by Step

Microsoft®

Office Publisher 2007

Build *exactly* the skills you need.
Learn at the pace *you* want.

Joyce Cox and Joan Preppernau

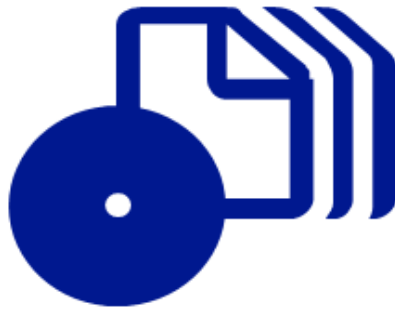
A CD-ROM is shown in the bottom right corner of the cover. It is a standard silver disc with a rainbow-like reflection.

Easy-search CD includes:

- Skill-building practice files
- Complete eBook



How to access your CD files



The print edition of this book includes a CD. To access the CD files, go to <http://aka.ms/622999/files>, and look for the Downloads tab.

Note: Use a desktop web browser, as files may not be accessible from all ereader devices.

Questions? Please contact: mspinput@microsoft.com

Microsoft Press

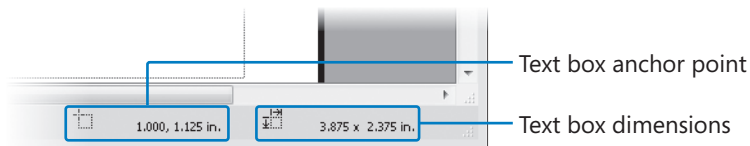
Tip Throughout this chapter, we work with letter-size publications, but you can choose any size you want. You might want to try a different size for each exercise to see some of the available options.



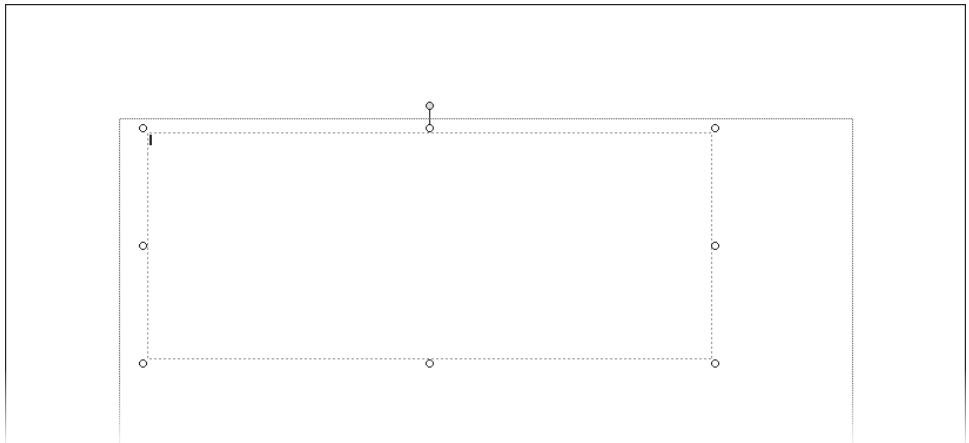
Text Box

4. Close the **Format Publication** task pane. Then on the **Objects** toolbar, click the **Text Box** button.
5. Move the cross-hair pointer over the blank page, and when the pointer is slightly to the right of the left margin guide and slightly below the top margin guide, hold down the mouse button, and drag to the right and down, without releasing the mouse button.

Notice as you drag that Publisher displays the exact *coordinates* of the upper-left corner (the anchor point) of the text box and its exact dimensions on the status bar. The anchor point coordinates are expressed in relation to the upper-left corner of the page.



6. Release the mouse button when the text box dimensions are **5.000 x 2.000 in.** A blinking insertion point in the text box shows where any text you type will appear.



- Without clicking anything else, on the **Insert** menu, click **Text File**.

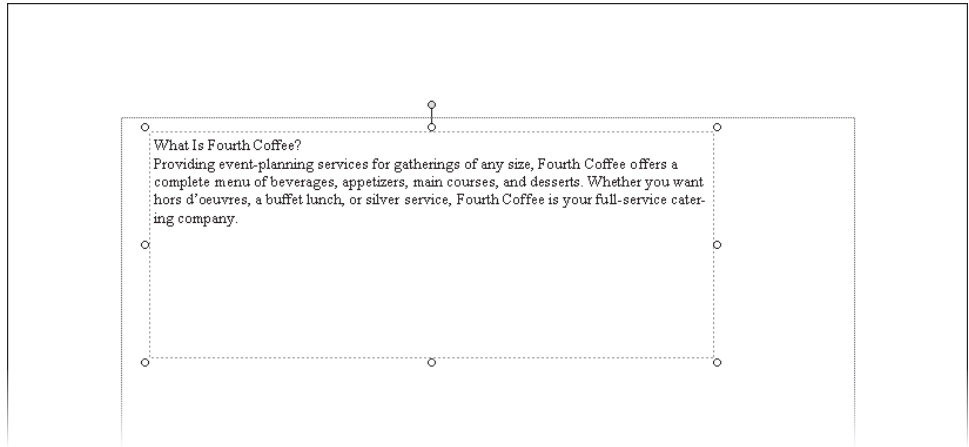
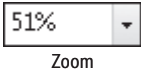
The Insert Text dialog box opens, displaying the contents of your *Documents* folder.

See Also For information about how to move around in dialog boxes such as this one, see “Saving and Closing Publications” in Chapter 1, “Getting Started with Publisher 2007.”

- Navigate to the *Documents\Microsoft Press\SBS_Publisher2007\VisualInterest* folder, and double-click the *Text* document.

Publisher inserts the contents of the document into the text box.

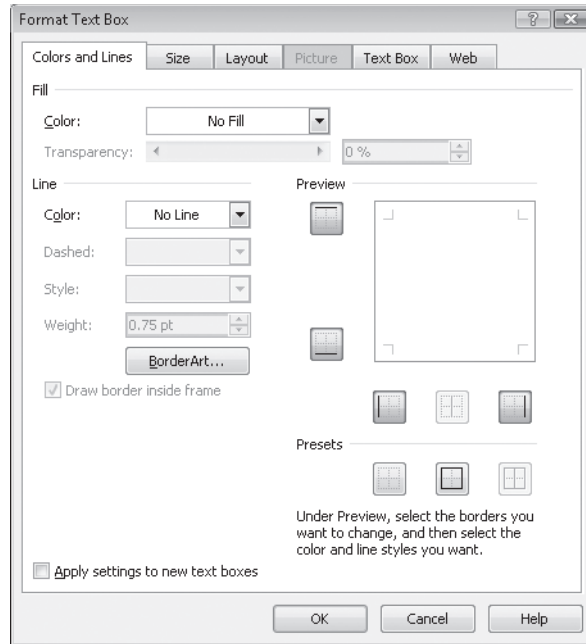
- On the **Standard** toolbar, click the **Zoom** arrow, and change the zoom level to **100%**.



- Point to the frame around the text box, and when the pointer changes to a four-headed arrow, drag the frame down and to the right, releasing the mouse button when the text box coordinates are **2.000, 2.000 in**.

Tip Publisher can display measurements in inches, centimeters, picas, points, or pixels. To change the unit of measure, click **Options** on the **Tools** menu, and then on the **General** tab of the **Options** dialog box, select the unit type you want in the **Measurement Units** list.

- Double-click the text box frame to open the **Format Text Box** dialog box.



- 12.** On the **Colors and Lines** tab, under **Fill**, click the **Color** arrow, and in the default color palette, click the orange square (**Accent 3**). Then click **OK**.

See Also For information about applying a different color scheme and using custom colors, see “Creating Folded Cards” in Chapter 3, “Creating Colorful Cards and Calendars.”

- 13.** On the **Edit** menu, click **Select All** to select all the text in the text box.

Tip You can also select all the content in a box by pressing Ctrl+A.

- 14.** On the **Formatting** toolbar, click the **Font** arrow, and then in the list, click **Verdana**.

See Also For information about using font schemes, see “Choosing a Font Scheme” in Chapter 4, “Marketing Your Product, Service, or Organization” and “Solving Organization Problems” in Chapter 5, “Creating Text-Based Publications.”

- 15.** On the **Formatting** toolbar, click the **Increase Font Size** button twice, to increase the font size to 12 points.

If the font is too big, you can click the **Decrease Font Size** button. You can select a specific point size by clicking the **Font Size** arrow and clicking the size in the list.



Increase Font
Size



Font Color

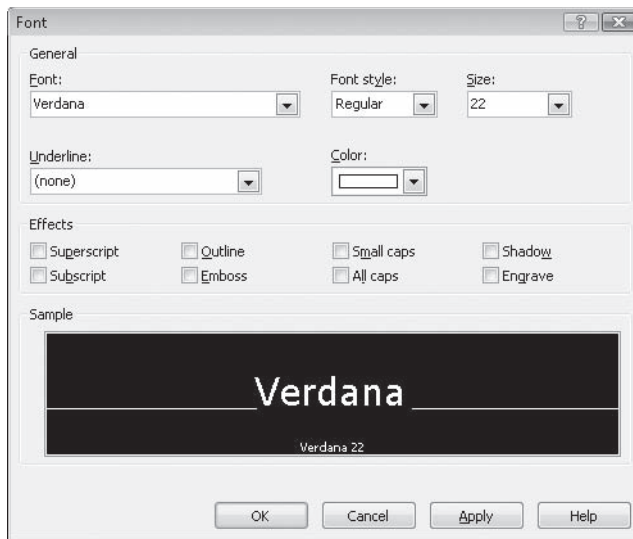
16. On the **Formatting** toolbar, click the **Font Color** arrow, and in the default color palette, click the white square (**Accent 5**). Then click anywhere in the text box to release the selection.

Tip To apply the color currently shown on the Font Color button, simply click the button (not its arrow).

17. Drag the bottom handle of the text box frame upward, releasing the mouse button when the dimensions shown on the status bar are **5.000 x 1.500 in.**

Troubleshooting If the dimensions don't change but the coordinates do, you missed the handle and moved the text box by dragging its frame instead of the handle. On the Standard toolbar, click the Undo button, and then try dragging the handle again.

18. Select the heading **What Is Fourth Coffee?** by dragging across or double-clicking it, and then click the **Increase Font Size** button five times to increase the font size to 22 points.
19. With the heading still selected, on the **Format** menu, click **Font** to open the **Font** dialog box.

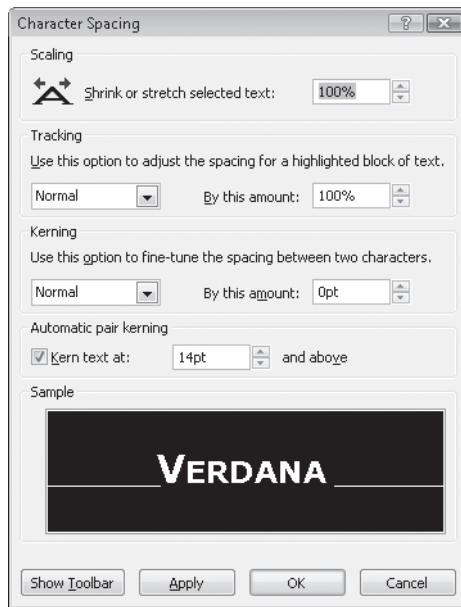


The Sample box shows the formatting applied to the selection. As you make changes to the settings in the dialog box, the sample changes to show how the selection will look if you click Apply or OK. (Clicking Apply implements the current settings without closing the dialog box.)

20. Click the **Font style** arrow, and in the list, click **Bold**. Then under **Effects**, select the **Small caps** check box, and click **OK**.

You can click buttons on the formatting toolbar to change the font style of text, but to apply font effects, you have to use the Font dialog box. If you want to apply several attributes to the same text, it is often quicker to open the dialog box and apply them all from there.

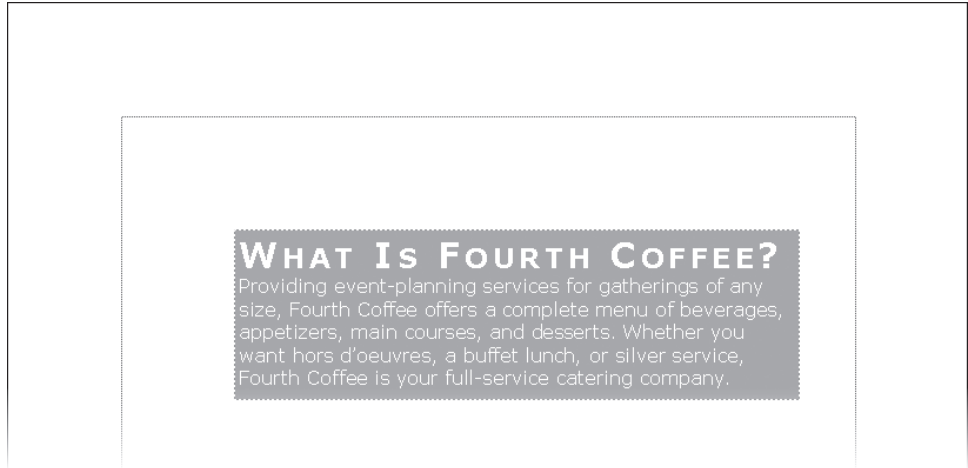
21. On the **Format** menu, click **Character Spacing** to open the **Character Spacing** dialog box.



22. Under **Tracking**, click the arrow of the left box, and in the list, click **Very Loose**. Then click **OK**.

Tip To copy the formatting of one word or phrase to another, select the text whose formatting you want to copy, click the Format Painter button on the Standard toolbar, and then select the text onto which you want to “paint” the formatting.

23. Click outside the text box to release the selection and see the results.



CLOSE the publication without saving your changes.

Working with WordArt

If you want to add a fancy title to a publication, and you can't achieve the effect you want with regular text formatting, you can use **WordArt**. With WordArt, you can visually enhance text in ways that go far beyond changing a font or font effect, simply by choosing a style from a set of small **thumbnail** images arranged in a **gallery**.

Tip For the best results, use WordArt to emphasize short phrases, such as *Customer Service*, or a single word, such as *Welcome*. Overusing WordArt can clutter your publication and draw attention away from your message.

You add stylized text to a publication by clicking the WordArt button on the Objects toolbar. You then select a style from the WordArt gallery, enter your text, and apply any additional formatting. Publisher inserts the text in your publication as a WordArt object that you can size and move like any other object. You can also change the shape of the object to stretch and form the letters of the text in various ways.

In this exercise, you will add a WordArt object to a publication and then modify the appearance of the text. There is no practice file for this exercise.