

Publisher 2000: Formatting & Design

ATN

Introduction

We discussed several ways of creating publications in the *Publisher 2000: Introduction* (dwb03) document, including starting with blank - but preformatted - pages, or using the PageWizard to create a publication with objects and frames already on the page. We learned that these objects and the frames that encompassed them came in different flavors (text frames, picture frames, table frames, etc.), but that essentially they all were manipulated in the same ways. We will learn some additional ways to work with these objects in this handout, as well as noting other ways you can customize publications to make your document truly your own.

Tools Part Two

Recall that the buttons running down the left-hand side of the screen are object tools which allow us to create frames. We discussed six of these in *Publisher 2000: Introduction* (dwb03): the Pointer Tool, the Text Tool, the Picture Tool, the Clip Art Tool, the Table Tool, and the Word Art Tool. We now move on to discuss the remaining tools, though they work in much the same way as these first six did.

Line Tool

The Line Tool allows you to draw lines. As with our other tools, we create lines by first clicking on the Line Tool button, and then positioning our pointer (now in the form of a crosshair) on the page where we want to begin drawing. Click and hold to lay down one endpoint of the line; wherever you now drag the mouse, a line stretches out to meet the crosshair. Position this crosshair to indicate where the other endpoint of the line should go and release the mouse button. Your newly formed line has handles at both ends, just as our frames did. As before, this indicates that the line can be deleted, copied, or moved, as well as formatted. To draw "straight" lines (at some increment of 45 degrees), hold the **Shift** key down as you drag out the line.



Oval Tool

This tool allows you to draw ovals. To draw an oval, select the Oval Tool with the button and click and drag to draw in the same way you did with the Line Tool. The only appreciable difference in drawing ovals is that they will have more handles, just as frames did. To constrain your drawing to perfect circles, hold down the **Shift** key while drawing the oval.



Box Tool

The Box Tool creates rectangles. Click on the Box Tool to select it and then click and hold once more on the page; drag to draw a box the size you want and release the mouse button. Like ovals, rectangle objects have both corner handles and side handles. To draw perfect squares with the Box Tool, simply hold down the **Shift** key while you draw.

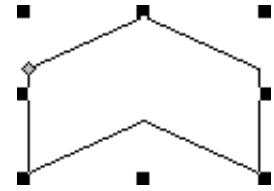


Custom Shapes Tool

While the creative person can make some pretty impressive pictures just using graphic tools like those above, the rest of us will be glad to know that Publisher provides more graphic tools for more interesting shapes. The Custom Shapes Tool allows you to draw arrows, chevrons and even lightning bolts in the same way we drew ovals and boxes. Click on the Custom Shapes tool; a menu of different shapes will appear.



To begin drawing, click on the shape you want to draw and then position your pointer on the page where you want to start drawing. You will notice the pointer has become the familiar crosshair; draw by dragging as we did with the other tools. The **Shift** key once again constrains your drawings in some way. Some of these shapes may present you with additional handles other than those we have seen thus far. For example, the chevron tool features an additional handle that you can click and hold on to change the width of the chevron.



Insert Objects Command

Besides creating your own text and graphics objects with the tools we have used thus far, you can also insert objects you have created with other programs that support Microsoft's Object Linking and Embedding (OLE) technology. To insert an OLE object into your document (which can include sounds and movie clips), go to the **Insert** menu and choose **Object...** Choose one of the programs listed to insert a file of that type, and indicate **Create New** or **Create from File**, if you already have the sound file or whatever to include. You will be prompted to create a new object or locate a file whose contents you want to insert into the document. You can also click the **Link** box to have a link maintained between the original file and the one embedded in your publication so changes to the former will be reflected in the latter. Alternatively, you can insert other files into your document by choosing the **Insert** menu, then clicking **Text File...**, **Picture...**, or **Object...**

Color, Borders and Shadows

Once you have created drawing objects with the tools above, whether they be ovals, lines or chevrons, you can then jazz them up with color, borders and shadows. Click on the object to select it, and then choose one of the three buttons from the rightmost side of the Format Toolbar. The first is the **Fill Color** button, which allows you to specify a fill color, so that instead of a hollow oval hoop your drawing object can be an oval filled with Carolina blue or fire engine red; your choices may be first restricted to colors from your color scheme but you can ask to see **More Colors** The **Line Color** button allows you to specify a different color for the border of the object. The **Line/Border Style** button next to it allows you to create objects with dashed lines for borders or thicker lines.



Manipulating Objects

We learned several ways of manipulating objects and the frames that hold them in the *Introduction* (dwb03) handout. Here we discuss several other important ways to manage objects which are used in most applications as well as Publisher.

Layering

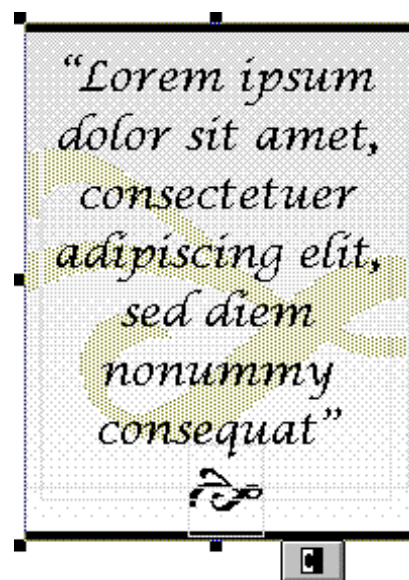
One important consideration when working with objects in most programs is the concept of layering. Every object created occupies a layer; specifically, the topmost one. So as you create objects, you are creating more layers on top of older layers, and should you move objects so that they overlap, later objects may obstruct objects you created earlier. Often you may want part of an object to obscure part of another, but other times you will want to maneuver them so that both are visible. For this we will need the **Arrange** menu. Notice the second section of this menu has four commands: **Bring to Front**, **Bring Forward**, **Send Backward**, and **Send to Back**. To reorder the objects' layers in your publication, first click on the object you want to manipulate. This should bring up the object's handles to indicate you have selected it. Now you can click on the **Arrange** menu and then one of the four layering commands to reposition it. **Bring to Front** will bring the selected object to the topmost layer, regardless of how long ago it was created. Conversely, **Send to Back** will send the selected object to the back of all objects on the page. You can also move the objects forward or backward one layer at a time with **Bring Forward** and **Send Backward**, respectively. Learning to properly layer objects is an important skill in any drawing program.

Grouping

Another useful tool in drawing programs is the ability to treat several objects as one. We were briefly exposed to this concept in the previous handout when we discussed the Design Gallery, which inserted preformatted quotes, dividers, sidebars and other objects into our publication which were in fact made up of several smaller objects.

To group several objects, you must first select them. You can select an object by simply clicking on it to reveal its handles, but when we click on another object it is selected and the first object is deselected. To select additional objects beyond the first, hold down the **Shift** key while clicking on additional objects. That is, click on the first object you want to select and then Shift-click on other objects you want to add to the selection. Their handles should appear as well.

At this point you can manipulate them as a group. Pressing **Delete** will delete all of the selected objects, choosing **Copy** will copy all of the selected objects, dragging one object moves them all as a group, etc. However, as soon as you select some object with a regular click (not by Shift-clicking), these objects will no longer behave as a group. To treat them as one group until you decide to separate them, select the objects as above and then select **Group Objects** from the **Arrange** menu. Each of the objects' individual handles should be replaced by one set; at this point Publisher treats the group as one great big object, even if you select another object, and will continue to do so until you again select the grouped object and select **Ungroup Objects** from the **Arrange** menu. You can accomplish the same thing by using the Group/Ungroup Object button in the lower right-hand corner of the selected group (it looks like interlocking puzzle pieces). Clicking on this button while the pieces look interlocked will ungroup the objects (separating them back into their component objects), while clicking when the pieces are apart will regroup them into one big object.



Design Gallery Revisited

Now that we know how to make our own groups of objects like those we inserted into our documents by means of the Design Gallery tool, we can enter our own great designs into the Design Gallery for later use. After grouping objects with the **Group Objects** command, select the **Insert** menu and then choose the **Add Selection to Design Gallery. . .** command. Now you can pull up that nifty logo you made in any Publisher document you are working on!

Lining Up and Nudging Objects

You might want to nudge an object just a bit, and dragging it with the mouse might move it farther than you had intended. For this, you can click on **Arrange** and choose the **Nudge Objects. . .** command, then specify in what direction and how far you want to move the object. You can also nudge objects by holding down the ALT key and pressing one of the arrow keys. You might also want to line up several objects quickly so that their edges are flush without having to do it manually. This is also easily accomplished by selecting a group of objects (in the same way we did before grouping them, by Shift-clicking) and then selecting the **Align Objects. . .** command, again from the **Arrange** menu.

Rotating and Flipping Objects

You might want your address text frame turned on its side or your lightning bolt graphic rotated 45 degrees. This is possible through the **Rotate/Flip** submenu of the **Arrange** menu. Choosing **Rotate Left** will rotate a selected object 90 degrees counterclockwise, while selecting **Rotate Right** will spin the object 90 degrees clockwise. Choosing **Custom Rotate. . .** allows you to choose some other degree of rotation.

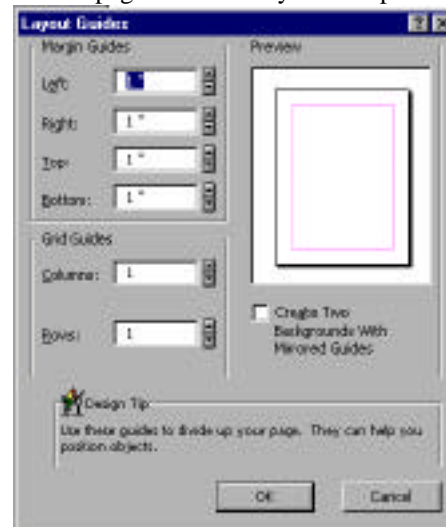
You may also want to flip an object along its X or Y axis to mirror it. To do this, simply click on the object you want to flip and select either the **Flip Vertically** or **Flip Horizontally** command from the **Rotate/Flip** submenu.

Using Guides

A way to make you work easier is to utilize guides to help you line up objects. These include the margins you are probably used to from most other programs, but also column guides or other guides you designate. Objects you drag will automatically adjust to guides as long as you have this option selected from the **Tools** menu. You can create a horizontal or vertical guide line by pointing at the appropriate ruler and holding down the Shift key. Now click and drag to produce a guide line that you can drag onto the page area. Once you have placed guides in this way, you can Shift-drag them to a new location.

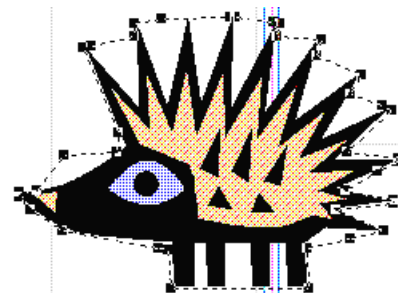
You can also add these guides by clicking on the **Arrange** menu, then by clicking on the **Ruler Guides** submenu, and finally by clicking on **Add a Horizontal Ruler Guide** or **Add a Vertical Ruler Guide**. You can rid yourself of all these guides by selecting **Clear All Ruler Guides**.

If you need evenly spaced guides, such as with margins or perhaps you want a three-column newsletter with evenly spaced columns, then you will probably instead want to choose **Layout Guides. . .** from the **Arrange** menu. This will bring up the Layout Guides dialog, which allows you to specify both margin guides and row and column guides which will be evenly spaced.



Custom Text Wrapping

We noted in the *Introduction* (dwb03) handout that graphics could be dragged onto text frames and that the text would automatically wrap around the graphic frame. We also saw that we could instead have the text wrap to the image itself, instead of its frame, if we wanted to eliminate some white space around the object. This wrapping can also be edited if, for whatever reason, you are not happy with Publisher's boundaries. To do this, select the picture or clip art. Then, change from **Wrap Text to Frame** to **Wrap Text to Picture** on the Formatting toolbar. Once you have changed to Wrap Text to Picture, choose **Edit Irregular Wrap** from the **Format** menu. Handle-like points will appear along the outside of the image, which you can click and hold on to drag to new locations. As you do so, the boundaries of the wrap also change. Think of the text wrap this way: there is a fence which text cannot get into, so it has to wrap around. When text wraps around the frame, the fenceposts of this fence are simply the handles of the picture frame. But when you choose to wrap the text to the image itself, the fence tightens to just outside the image. When you click on the **Edit Irregular Wrap** button you can drag the fenceposts to any location you want.



Text Formatting and Styles

As with word processing programs you might have used, text is formatted by first highlighting the text within a frame that you want to format, and then applying formatting options either by means of the Format Toolbar or by clicking on the **Format** menu and then choosing **Font. . .**, **Line Spacing. . .** or **Tabs. . .** Such commands present you with dialog boxes that allow you to preview text formatting before applying it.



You can also apply fancy effects such as drop caps (those big letters that start out fairy tales) by selecting the **Drop Cap. . .** command from the same menu. This allows you to specify what sort of drop cap you want and how many lines tall it should be.

Once you have done all this fancy text formatting, you may find yourself wishing you could quickly apply the same formatting over and over again. This can be accomplished by means of the Format Painter. To use the Format Painter, select some text that has all the character formatting you want to apply to another set of text. Then click on the Format Painter button on the toolbar. Your pointer should now have a little paint brush next to it; click on and drag over some text and you will "paint" the formatting of your example text onto the new text.



Another more powerful way of accomplishing this is to define a text style. This allows you to quickly apply character and paragraph formatting quickly but also allows you to redefine a style so that all the text of that style changes instantly to match your new specifications. It works like this: once you have formatted some text and you would like to repeatedly use its format, go to the **Format** menu and choose the **Text Style. . .** command. You will be presented with a dialog box; one of its options is to create a text style. Choose this option, and you will be presented with another dialog box like the one to the right. You are to name the new style and specify any formatting options you would like your text to have; a preview is provided in the lower right-hand corner. Once you have specified this new text style, it will show up in the **Text Style** menu on the **Format** Toolbar (the leftmost one). You can now highlight text and choose your newly-defined text style from the **Text Style** menu to have the text instantly conform to the definitions of the text style. Should you change your mind about what your text style should look like, simply go back to the **Text Style. . .** command and choose to change an existing style. Once you have made your changes, all text in your document that has been defined as that style will immediately pick up the changes you specified.



The Background

Finally, we should note Publisher's background, which is where you will place things that you want to repeat on every page, such as headers or page numbers. To work on the background, go to the **View** menu and choose **Go To Background**. Objects you create here (or paste here, if you have already created them) will appear on every page unless you indicate otherwise. You can get back to working on page-specific items by returning to the **View** menu and choosing **Go To Foreground**. Some things you might want to do with the background include the following:

Page Numbers

You will of course want to number your pages, but to do so you must place the numbers in the background. Go to the background, then select **Page Numbers** from the **Insert** menu. If you are not viewing the background when you try to insert page numbers, it will fail, but Publisher will remind you to go to the background first.

Watermarks

Perhaps you are interested in putting some sort of text (such as "DRAFT" or "TOP SECRET") or some picture or logo in gray in the background. To do this, make a picture frame or a WordArt frame once you have gone to the background, and you can create a recurring watermark.

Hiding Background Objects on Certain Pages

It might be the case that you want recurring headers, page numbers or watermarks on some pages, but not on others. Not to worry--it is simple to suppress background objects for individual pages. Simply go to the page

where you want to suppress the background objects, click on the **View** menu, and choose **Ignore Background**. Background objects now will not show up on this page. To toggle them back on, choose this option a second time. Note that this is an all-or-nothing proposition; either all background objects are displayed, or none of them are.

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