

Modesto City Schools

Larry A. Hines Supervisor, Instructional Technology

Page 2 pub2000.doc

Publisher 2000

Microsoft Publisher 2000 is an easy-to-use desktop publishing program that helps students and teachers create eye-catching newsletters, flyers, brochures, programs, and Web sites. Publisher 2000 complements writing and learning activities in your classroom, and can help you expand the visibility of your school events and activities.

Publishing is a necessary, final stage of the writing process. It gives students the opportunity to further develop their personal styles, reach out to an audience, and acknowledge their own work. Desktop publishing with Publisher 2000 moves publications beyond word processing and helps you and your students create professional, distinctive publications without any design experience. Publisher 2000 lets you and your students focus on creativity, instead of learning how to use software.

In this booklet, you can learn about Publisher 2000 by doing the following:

- Use a wizard to create a publication.
- Use the Design Gallery to change layout.
- Insert text and graphics into frames.
- Edit text and check spelling.
- Add interest to the newsletter with a Drop Cap.
- Add or delete pages.

New for 2000

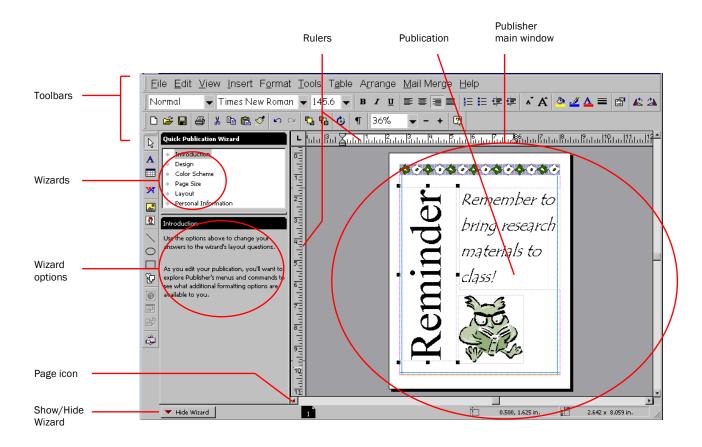
Whether you are new to Publisher2000 or are already familiar with it, the new features will make it easier than ever to create eye-catching publications:

- Improvements and additions to Publisher 2000 have made it even easier to learn and use.
- Publisher 2000 looks and works like Office 2000. The most obvious similarities include the
 familiar menus and toolbars. You can also add automatic bullets and numbering to your
 publications, similar to Word and Excel documents. The File Open/Save feature is common
 to all Microsoft programs and themes are shared across Office so your Word documents,
 PowerPoint presentations, and Publisher 2000 publications all share a consistent look and
 feel.
- Publisher 2000 has made it easier than ever for you to get professional looking results without professional design expertise.
- Quick Publication Wizard, Catalog Wizard, and 400 new publication templates have been created by professional designers. Flip Graphics and the Advanced Editing Toolbar help you add even more design elements.
- Publisher 2000 is your complete publishing solution.
- Publisher 2000 publications can be printed to your black and white or color desktop printer, taken to a copy shop, or taken to a commercial printer, and printed just as more sophisticated publications are. New features for publishing include:
- Pack and Go Wizard which makes it easy to pack a publication across multiple diskettes (including fonts, graphics, and text) for easy travel to a copy shop or commercial printer.
- New commercial printing support includes automatic conversion to spot or 4-color Process (CMYK) with automatic color separations.
- Support for PANTONE® colors, Color Matching, and device independent layout.
- All of these features make it possible for you to create professional caliber publications.

Page 4 pub2000.doc

Exploring The Publisher 2000 Window

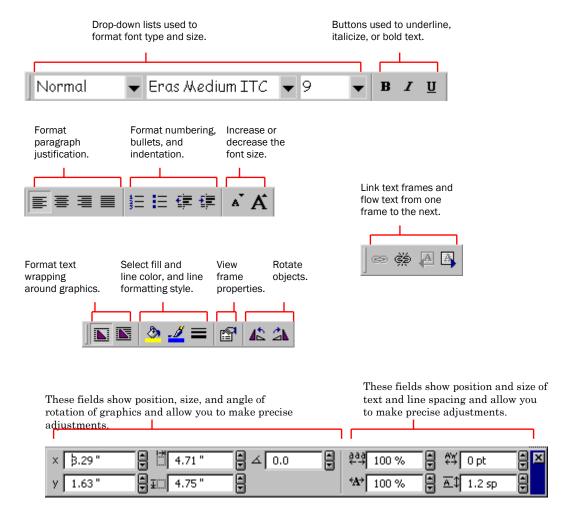
With the Publisher Quick Publication Wizard, you can create a layout for your quick publication. You can now modify a publication on your own with Publisher 2000 tools, or you can return to the wizard and make any global changes to the publication—modify the Design, Color Scheme, Page Size, or Layout—without disturbing the content, or you can use Publisher 2000's other wizards. Take a moment to explore the elements of the Publisher window.



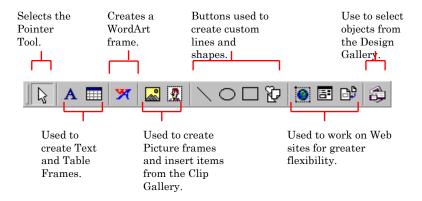
Depending on your publishing needs, skills, or experience, you can choose to modify your publications using the Publisher tools and toolbars. Each publication type also has a unique set of wizards. More complex publications, such as newsletters or catalogs, have more wizards than simpler publications, such as business cards and letterhead. You'll find the wizards located in the left pane of the screen. They are available to you any time during the design process. ScreenTips and the Office Assistant provide additional help and are described in the pages to follow.

Page 5 pub2000.doc

The Formatting toolbar contains buttons that change according to what the type of frame you have selected (text frames for text editing, picture frames for picture editing). Each button acts on the text or object you select.



The Measurements toolbar contains buttons that give you the ability to do more precise higher-end work. The Objects toolbar is located on the left side of the screen and can also float on the screen. You can also place it with other toolbars. The Objects toolbar contains buttons that help you create frames, place objects, and format for the Web.



Page 6 pub2000.doc

Creating A Publication

This lesson introduces you to the basics of Publisher 2000 while you use a wizard to create a newsletter. Creating a school newsletter with Publisher 2000 helps you organize text and graphics. You can use a newsletter to communicate information and ideas to students or to the community. Your students can use the newsletter to develop skills in acquiring information, organizing it, and communicating it to others. Once you have learned how to use the Newsletter Wizard, you can use the same skills to create publications using any of the other wizards.

Exploring the Publisher 2000 Catalog

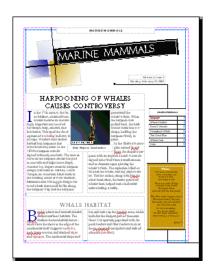
When you open Publisher 2000, the Publisher Catalog appears on the desktop. The Publisher Catalog is a visual directory of publication designs. It appears each time you start Publisher 2000. You can use the Publisher Catalog to open existing publications or create new ones:

- Select the Publications by Wizard tab to create personalized publications using wizards.
- Select the Publications by Design tab to create a set of publications, such as letterhead, business cards, and a brochure, all with a common design theme.
- Select the Blank Publications tab to create a publication without using wizards.
- Click Existing Files to work on files you have already created.

Designing with the Newsletter Wizard

The Publisher 2000 Newsletter Wizard helps you create a professional looking layout for your newsletter. The Newsletter Wizard takes you step-by-step through the design process by asking you questions about layout, color scheme, and printing.

This lesson guides you through creating a four-page newsletter with your own articles. You will be able to add pages with various layout designs and add graphics with captions that enhance your articles.



Page 7 pub2000.doc

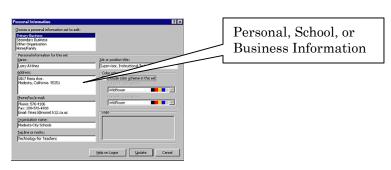
To use the Newsletter Wizard

- 1. If the Microsoft Publisher Catalog is not visible, click the **FILE**>*New* menu.
- Click the Publications by Wizard tab.
- 3. In the Wizards pane, click *Newsletters*.
- 4. Click **Blends**Newsletter and then click **Start Wizard**.
- 5. If you are presented with the "Personal Information" dialogue box, fill in the primary information

with information about your school site.



- 6. Read the introduction and then click *Next*.
- 7. Select **Mountain** and then click *Next*.
- 8. Select the **2-column** option and then click *Next*.
- 9. Select the "No" for customer's address option and then click Next.
- 10. Select the **Single-Sided** option and then click *Next*.
- 11. Select the **Primary Business** option.
- 12. Click Finish.
- 13. Save your newsletter by clicking on the **FILE**>*Save* menu.
- 14. Click on "Hide Wizard".





Page 8 pub2000.doc



Customize Your Newsletter

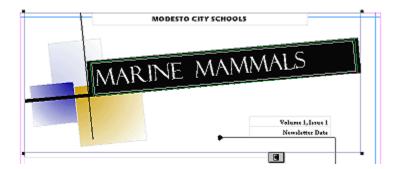
Now that you've created the basic newsletter layout, you can drop in headlines, articles, and clip art to customize your newsletter.

To enter information on the first page of your newsletter

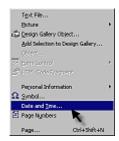
- 1. Zoom in on the publication in one of the following ways:
 - On the **Standard** toolbar at the top of the screen, click the plus sign (+) to zoom.



- Click the **Zoom** box next to the plus and minus signs and then select a magnification from the list.
- Press **F9** to zoom-in to 100% or zoom out to fit the screen.
- 2. Click the placeholder text "Newsletter Title" and type **Marine Mammals Newsletter**. If AutoFit is activated, the text gets smaller as you type to fit in the text box.



- 3. Click the placeholder text "Newsletter Date" in the upper-right corner of the newsletter and insert the current date by using the **INSERT**>*Date and Time*.
- 4. Click the placeholder text "Lead Story Headline" and type *Harpooning of Whales Causes Controversy* for the title of the lead story.





- 5. Click the placeholder text below the Lead Story Headline. Delete the text in the story columns.
- 6. Launch Microsoft Word. Open the document in the tutorials file labeled "Harpoon.doc". Highlight the entire Word article and copy it to the clipboard. (**EDIT**>*Copy* or Ctrl+C)

Page 9 pub2000.doc

- 7. Return to Publisher and make sure your cursor is still in the lead story area. Paste the story from the clipboard into the frame from Word (**EDIT**> *Paste* or Ctrl+V). If the text doesn't fit, you can edit it or change the font to a smaller point size.
- 8. Select and delete the lead story graphic. Select **INSERT**>*Picture*> <u>From File</u>. Insert the picture labeled harpoon.jpg. You may have to resize the image to fit in the space provided.



- 9. Click the text "Secondary Story Headline" and type Whale Habitat.
- Select the text in the columns and delete it. Open the Word document in the tutorials file labeled "Habitat.doc". Highlight the entire Word article and copy it to the clipboard. (EDIT>Copy or Ctrl+C)
- 11. Return to Publisher and make sure your cursor is still in the secondary story area. Paste the story from the clipboard into the frame from Word (**EDIT**> *Paste* or Ctrl+V). If the text doesn't fit, you can edit it or change the font to a smaller point size.



12. On the **FILE** menu, click *Save* to save the changes you have made to the newsletter.

To enter information on the inside of the newsletter

1. To go to the second page of the newsletter, click the page icon with the number 2 at the bottom of the Publisher window. You should see a page icon for each of the pages currently in the newsletter.



Page 10 pub2000.doc

2. On the Newsletter Wizard in the left pane, click **Inside Page Content**. The Inside Page Content wizard allows you to change the layout of the page to accommodate the information types you may want to add to the newsletter.



- 3. In the lower-left pane, click the Calendar with 1 story option.
- 4. Click on the page three icon.
- 5. Click the **Response form with 1 story** option. The page now has one story and a form that can be used to add questions about the articles found in the newsletters.
- 6. On the File menu, click Save to save the changes you have made to the newsletter.
- 7. Pages two and three should look something like the following:



Page 11 pub2000.doc

Zooming to Change the View

In Publisher 2000, viewing text and graphics is easy when you increase and decrease the magnification of the image on screen with Zoom mode. Located on the Standard toolbar, Zoom shows the current magnification of your page. The percentages for increasing and decreasing the size of the image are preset. This does not change the actual size of the image. There are four ways to change the view:

• On the Status Bar, click the Zoom drop-down box next to the plus and minus signs and then select a new view.



- Click the plus sign (+) on the Status Bar to increase the magnification (view size) of the newsletter up to 400%.
 - Or -

Click the minus sign (-) on the Status Bar to decrease the view size to as small as 10%.

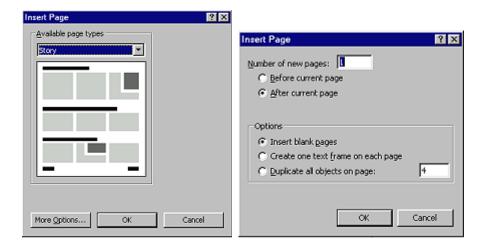
- On the View menu, click Zoom and select a new view.
- Right-click on the publication and then click Whole Page, Page Width, Actual Size, or Selected Objects.
- Click an object in your publication. Press F9 to zoom in or out to 100%.

Adding or Deleting Extra Pages

The newsletter you created may contain fewer or more pages than you'll need. Adding and deleting pages is simple. If you need six pages to fit the content in your newsletter, follow the instructions for adding extra pages. If you need only two pages to fit the content in your newsletter, follow the instructions for deleting extra pages.

To add extra pages

- 1. To go to the fourth page of the newsletter, click the page icon with the number 4, which is at the bottom of the Publisher window.
- 2. On the **INSERT** menu, click *Page*. The *Insert Page* dialog box appears.

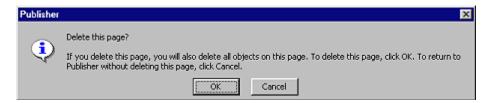


Page 12 pub2000.doc

- 3. In the drop-down box, select the layout you want for the page.
- 4. Click the "*More Options*" button to enter the number of pages you wish to insert and whether you wish to insert them before or after the current page.
- 5. Click **OK** to add a new page.

To delete extra pages

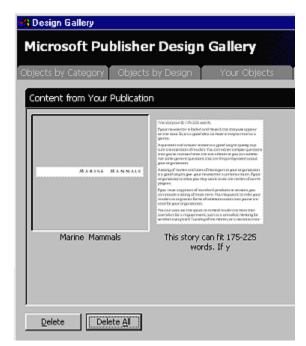
- 1. Now that you've successfully added a page to your newsletter, we'll delete pages 4 and 5.
- 2. Go to the fourth page of the newsletter; click the page icon with the number 4, which is at the bottom of the Publisher window.
- 3. On the **EDIT** menu, click *Delete Page*.



- 4. Click **OK** to delete the page.
- You will get a notification box to let you know that the objects that were on that page can be deleted or moved to another location.
- 6. Notice that page 5 has now become page 4.
- 7. Repeat steps 2, 3 and 4 to delete the new page 4.

Add Two New Articles to Your Newsletter

On pages 2 and 3, there is now space for two more articles. In your tutorial folder, you will find two more articles to be inserted into our newsletter. Follow the steps outlined earlier on completing page one of our newsletter.



- 1. On page two, insert the article labeled "humpback.doc" and give the article a headline.
- 2. On page three, insert the article labeled "blue.doc" and give the article a headline.
- 3. On page three, insert the picture of the Blue Whale from the tutorial folder. The graphic is labeled "bluewhale.jpg". We'll add a caption later.

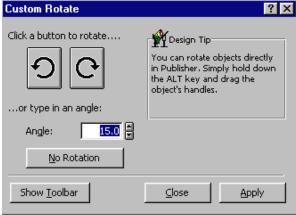
Page 13 pub2000.doc

- 4. On page two, we will insert a piece of clip art into the Humpback article. From the Insert menu select **PICTURE**> *From Clip Art*.
- 5. When the Clip Art Gallery opens, type the word "Whale" in the Search text box and the top of the window and press the **ENTER** key. All of the pictures containing the keyword Whale will appear.

ن

- 6. Select the clip pictured here and insert it into your newsletter. Place the clip art between the two columns.
- 7. Using the "*Rotation*" tool, rotate the whale counter-clockwise so that it looks as if the whale is diving.





Enter Captions For Graphics

No matter how good an illustration is, a caption can tell the readers even more. In the newsletter, each of the picture frames also has a caption frame attached. You can also insert caption frames in the publications.

To add or change the caption

- 1. Click anywhere on the text "caption describing picture or graphic" below the lead story graphic to select the text.
- 2. Zoom in to get a closer look at the caption.
- 3. Click in the caption box below the picture of the harpoon displayed in the lead story.
- 4. Type a sentence describing the significance of the graphic or picture to the lead story. "Early Harpoon Construction." You can adjust the font and size as well.
- 5. Click outside the Text Frame.
- 6. Click on the page three icon and locate the blue whale graphics we inserted earlier. Move the graphic to the right hand column.

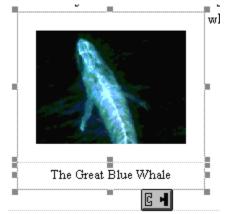
Page 14 pub2000.doc

7. To add a caption, start by clicking on **Tools** on the menu bar and clicking on "*Snap to Objects*".

8. On the objects toolbar, generally docked on the left hand side of your screen, click on the *Text Box* button. Draw a caption box just below the picture of the blue whale.



- 9. In the caption box type: "*The Great Blue Whale*". Bold and center the caption within the caption text box using the bold button and the center justify button.
- 10. Next you will join both the image and the caption box together something called "*Grouping*" objects. Click once on the caption text box hold down the **SHIFT** key and click once on the whale image.
- 11. Click on the puzzle piece at the bottom of the selection to group them together.
- 12. Press F9 to zoom out to see the whole page again.



Inserting A Drop Cap

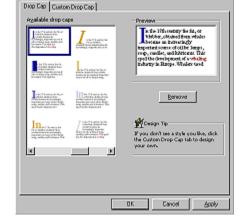
Sometimes a fancy first letter (called a drop cap) in a paragraph catches the reader's attention. The drop cap can also help fill a page that does not have a lot of text. In order to perform this task, you must already have a story in the text frame.



оор Сар

To insert a drop cap

- 1. Go to the lead story on the page 1 of the newsletter.
- 2. Click in the lead story text frame on the first paragraph. If you have been falling behind, talking to a friend or asleep, and have not already added a story in this text frame, then add at least one line of text before continuing.
- 3. On the **FORMAT** menu, click *Drop Cap*.
- 4. Click the *Drop Cap* tab, if necessary, and then click one of the drop-cap options in the **Available** drop cap box. You can scroll in the **Available** drop cap box to see additional drop-cap options.
- 5. Click **OK** to add the drop cap you selected.
- 6. If you would like to try other drop cap styles, go ahead and add drop caps to the other articles in this newsletter. (Knock yourself out)



Page 15 pub2000.doc

Checking Spelling

Publisher 2000 includes some of the same features found in Microsoft Word, including background spell checking.

To check spelling

- 1. If you misspell a word or Publisher 2000 does not recognize it, a red wavy line appears directly beneath the word on the screen. Right-click the underlined text to see suggested options.
- 2. You can select a correction, add the word to the dictionary, or tell Publisher 2000 to ignore all instances of the word.

-Or-

Publisher 2000 also has the spelling option on the **TOOLS** menu.

- 3. On the **TOOLS** menu, point to *Spelling* and then click *Check Spelling*. The spell checker checks one story at a time. A dialog box appears at the end of the first story asking if you want to check the rest of the publication.
- 4. Click **OK** to continue checking spelling. The *Check Spelling* dialog box appears when a misspelled word is found. You can change, ignore, or add the word to the dictionary.

Fill out the Form and Links on Page Three

On page three, we indicated that it should contain one story and a form. The form can be used for any number of tasks. The form can be used for surveys, ordering materials or, in our case, a review of the material contained in this newsletter.

- 1. Click on the page three icon.
- 2. Starting at the top of the form, select the form title and change it to "Marine Mammals".
- 3. Change the form title below the heading to "A Whale Of A Lot Of Questions".
- Read the articles contained in this newsletter. Take a few minutes to answer the questions below and turn them into your teacher. You will be given credit for this Science

4. In the instructions box type the

following:

Review the illustration provided to complete the questions and checkboxes.

and Mammals assignment.

6. There are several lines at the bottom of the form. We will use

When a Whale leaps out of the water, it is called:
Slapping
Arching
Breaching
The shallow-bottom habitat that extends from the shore to the edge of the continental shelf:
Shallow Zone
Benthic Zone
Shelf Zone

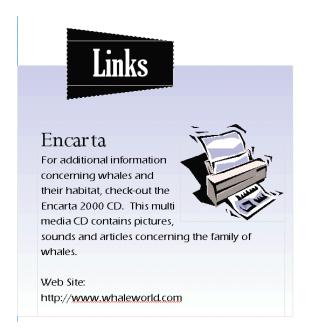
Page 16 pub2000.doc

three lines only. Delete the other lines by clicking on the line and pressing the *Delete* key.

- 7. Click on each of the remaining lines and vertically space them equal distance apart. (Alt+Any Arrow Key will nudge the line up, down, left, or right.)
- 8. Add text boxes to each of the lines (or copy and paste the existing one). Line one: Name, Line Two: Grade Level, Line Three: Teacher.
- 9. Your completed form should look something like the following illustration.

newsletter. Take a few mir	itions nutes to answer the questions lit for this Science and Mammals
water, it is called: Slapping Arching Breaching eshallow-bottom habitat textends from the shore he edge of the continental	Comments:
	cher. You will be given cred en a Whale leaps out of water, it is called: Slapping Arching Breaching shallow-bottom habitat t extends from the shore he edge of the continental if: Shallow Zone Benthic Zone

10. Change the information in the 2 for 1 box to reflect the following illustration.



Page 17 pub2000.doc

Adding a Logo

It would also be nice to have our logo placed in several strategic locations on our newsletter. When you apply the logo it will be come part of your personal information that can be used in later publications.

- 1. Under the links box, you will notice a graphic labeled "Organization". Click once on the graphic.
- 2. You should see an icon at the bottom of the graphic that looks like a magic wand.



- 3. Click once on the wand to get the logo dialogue box. This dialogue box is used to create a logo or get an existing logo from either Publisher or other source.
- 4. In this case, select "Image I Already Have" and click on the "Insert Picture" button. Navigate to the Publisher tutorial folder for this lesson and select the image labeled "CompanyLogo.jpg".
- 5. The logo should now appear in the space below the *Links* box.
- 6. Click on the page two icon to go back to the calendar page. Place your cursor in the space below the calendar.
- 7. From the **Insert** menu, select "*Personal Information*" and select "*Logo*" at the bottom of the menu. The logo will appear in the space at the bottom of the calendar. You can resize the logo just like any other graphic by clicking the lower left corner and dragging it out or in.

Inside This Issue Box

Return to page one by clicking on the page one icon at the bottom of the screen. Enter the article names and page numbers into the "*Inside This Issue*" box.

Add a Poem to the Sidebar

Next we'll add information into the sidebar on page one. You can enter any information into this sidebar that you wish. If you wish, you can open the "WhalePoem.doc" document in your tutorial folder and insert it into your sidebar or you could add a piece of clip art. You choose.

The Final Product

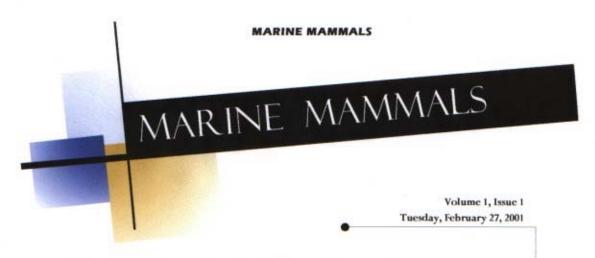
Check out the next several pages to see an illustration of the final product. Yours, of course, may vary. This is a fun way for presenting material in the classroom. Once you have become proficient at developing these kinds of documents, let the student use this tool to design and present classroom research. This looks great at Open Houses.

Use Of Encarta For Research And Resources

Use the Microsoft Encarta CD-ROM to assist in the research process. Encarta contains a wealth of information on a large number of topics. You may also cut and paste images out of Encarta into your newsletter and reports. The Encarta material may be used to enhance the educational process and research based learning, but may not be published outside of the district.

Page 18 pub2000.doc





HARPOONING OF WHALES CAUSES CONTROVERSY

n the 17th century the fat, or blubber, obtained from whales became an increasingly important source of oil for lamps, soap, candles, and lubricants. This sped the development of a whaling industry in Europe. Whalers used doublebarbed iron harpoons that were thrown by hand. In the 1830s a harpoon was de-

signed with only one barb. The uneven force on the harpoon caused it to pull to one side and lodge more deeply. Another key improvement in harpoon design was made in 1848 by Lewis Temple, an American blacksmith in the whaling center of New Bedford, Massachusetts. His toggle design featured a barb that would lie flat along the harpoon's tip until the harpoon



Early Harpoon Construction

penetrated the whale's flesh. When the harpoon was pulled back, the barb would rotate into a Tshape, holding the harpoon firmly in place.

In the 1860s a Norwegian named Svend Foyn developed a har-

poon with an explosive head. It was designed to be fired from a small cannon and to detonate upon piercing the whale's flesh. The explosion killed or stunned the whale, making capture easier. This invention, along with Foyn's other innovation, the steam-powered whaler boat, helped make industrialscale whaling a reality.

Inside this issue:

Hapoons	1
Whale Habitat	1
Event Calendar	2
Humpback Whale	2
The Great Blue	3
Whale Quiz	3
Links	3

WHALE HABITAT

enthic plants and animals inhabit distinct seafloor habitats. The shallow-bottom habitat that extends from the shore to the edge of the continental shelf supports mollusks, polychaete worms, and attached algae and sponges. The continental slope and

beyond make up the benthic zone, which includes the deepest part of the ocean floor. It is sparsely populated with deposit feeders and filter feeders such as the pycnogonid sea spiders and stalked crinoids (sea lilies).

Whales we have the Narwhal th a three meter task

ext comes the Beliage A beby in the bunch And will pull the first punch

The Blue is the largest enimal That's ever lived, they say But sadly only two hundred Are left alive today

You have to listen to DO NOT HUNT WHALES! What did they ever do to you?

VOLUME 1, ISSUE 1

PAGE 2



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			



Schedule of Events

- Date Briefly describe the event here, including time and place.
- Date Briefly describe the event here, including time and place.
- Date Briefly describe the event here, including time and place.
- Date Briefly describe the event here, including time and place.
- Date Briefly describe the event here, including time and place.
- Date Briefly describe the event here, including time and place.

THE HUMPBACK WHALE

Humpback Whale, perhaps the best known of the baleen whales, occurring in all oceans. Humpback whales migrate to the pack ice in summer and to shallow, tropical breeding areas in winter. The northern and southern hemisphere forms are

distinctly different. Humpback whales have a dorsal fin about two-thirds of the way from the front of the body and a characteristic high humping or arching of the back when diving. They have long, thin pectoral fins and a massive tail, the underside of which is mottled white and

and can vary distinctly in shading pattern. Because humpback whales usually throw their tails above water just before a deep dive, researchers have used the distinctive tail coloration and the shape of the trailing edge of the tail to identify several thousand individuals.

Humpback whales are highly acrobatic. They often slap their flippers and tails on the water's surface and breach, or leap out of the water. An adult humpback whale may leap completely clear of the water, then

fall back in a cascade of foam. Such aerial activity occurs at all times of year but is especially prevalent in the winter mating and calving grounds. Males, females, and even young calves may engage in such displays.

Page 20 pub2000.doc

black

VOLUME 1, ISSUE 1

THE BLUE WHALE—THE LARGEST WHALE IN THE WORLD

Blue Whale, largest whale, and the largest creature ever to inhabit the earth. Blue whales are found in all oceans of the world. Most populations migrate extensively, traveling from the Tropics or near Tropics in winter to the edges of the pack ice in the northern and southern hemispheres in summer. Blue whales produce loud, low-frequency moans that can be heard in deep ocean waters from more than 160 km (100 mi) away. It is likely that they communicate by means of these moans, enabling the members of a group to remain in contact across a vast expanse of ocean.

Blue whales may reach 29 m (95 ft) in length; mature females are usually slightly longer than mature males. A small dorsal fin is set far back on the

body. The skin has a light-gray-and-white mottled pattern, which appears light blue when the whale is just below the surface of the water on a sunny day. The mottled pattern, which is unique to each animal, has been used by researchers to identify individual whales.

PAGE 3



The Great Blue Whale

MARINE MAMMALS Links Whale of a Lot of Questions Read the articles contained in this newsletter. Take a few minutes to answer the quasitions tellow and turn them into your teacher. You will be given credit for this Science and Mammali. When a Whale leaps out of Encarta Stapping Blue Arching For additional information Big Gray Breaching concerning whales and The device used to capture that extends from the shore to the edge of the continents their habitat, check-out the Encarta 2000 CD. This multi media CD contains pictures, Benthic Zone sounds and articles concerning the family of whales. Web Site: http://www.whaleworld.com Phone: 576-4106 1017 Reno Ave. Modesto, California 95351 Fax: 209-576-4938 Instructions Email: hines.I@monet.k12.ca.us

Page 21 pub2000.doc



Modesto City Schools 1017 Reno Ave. Modesto, California 95351

Page 22 pub2000.doc