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EdTech Day

EdTech Day 2008

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Jan 16th, 1:00 PM - 2:50 PM

### Creating Newsletters Using Microsoft Publisher 2007

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# TTC Introduction to Publisher 2007 Workshop

## Getting Started Today

Welcome to our workshop! The goal of this session is to introduce you to the basic features of *Microsoft Publisher 2007*. This will help you create exciting publications, such as newsletters.

**Agenda** for today's workshop:

- Brief Introductions
- Overview of Publications
- Hands-on Exploration of Features
- Publisher Practice Exercises
- Review of Newsletters
- FAQs and Q&A

Although the workshop is meant to be hands-on, feel free to just sit back and watch at any point. This session is scheduled for two hours, so we'll have plenty of time for individual questions at the end.

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## When You Leave...

...you may feel overwhelmed—please don't! The purpose of this workshop is to introduce you to some of the many features of *Microsoft Publisher 2007*, not to make you an desktop publishing expert. You will receive a handout with step-by-step instructions for the feature we cover in today's workshop, this will help you remember how to get started in your publications. Also, please note the Resources Box below which provides additional help available to you as you move forward in your work with *Microsoft Publisher 2007*.

Today, in roughly this order, you will be shown:

- Building a Publication from a Design
- Adding Personal Information
- Creating Columns
- Importing Text
- Auto Flow
- Connecting Text Boxes
- Text Wrap
- Using Graphics
- Adding Pages
- Pack & Go Wizard
- E-mail Newsletters

Remember: *Microsoft Publisher 2007* is a wonderful tool which will be invaluable in creating publications!

## Microsoft Publisher 2007 Online Resources

**Element K** (*You have an account already, its your BSC sign-in*)

<https://www.bridgew.edu/elementk/>  
*Microsoft Office Publisher 2007: Self-paced course*

### Microsoft Office Online

<http://office.microsoft.com/en-us/publisher>  
*Help and How-To, Training and Templates*

### Desktop Publishing Basics

[http://desktoppub.about.com/od/publisher/Microsoft\\_Publisher\\_Tutorials.htm](http://desktoppub.about.com/od/publisher/Microsoft_Publisher_Tutorials.htm)  
*Choose and Use Desktop Publishing Software and Kickstarting Your Creativity*



## Launching the Application

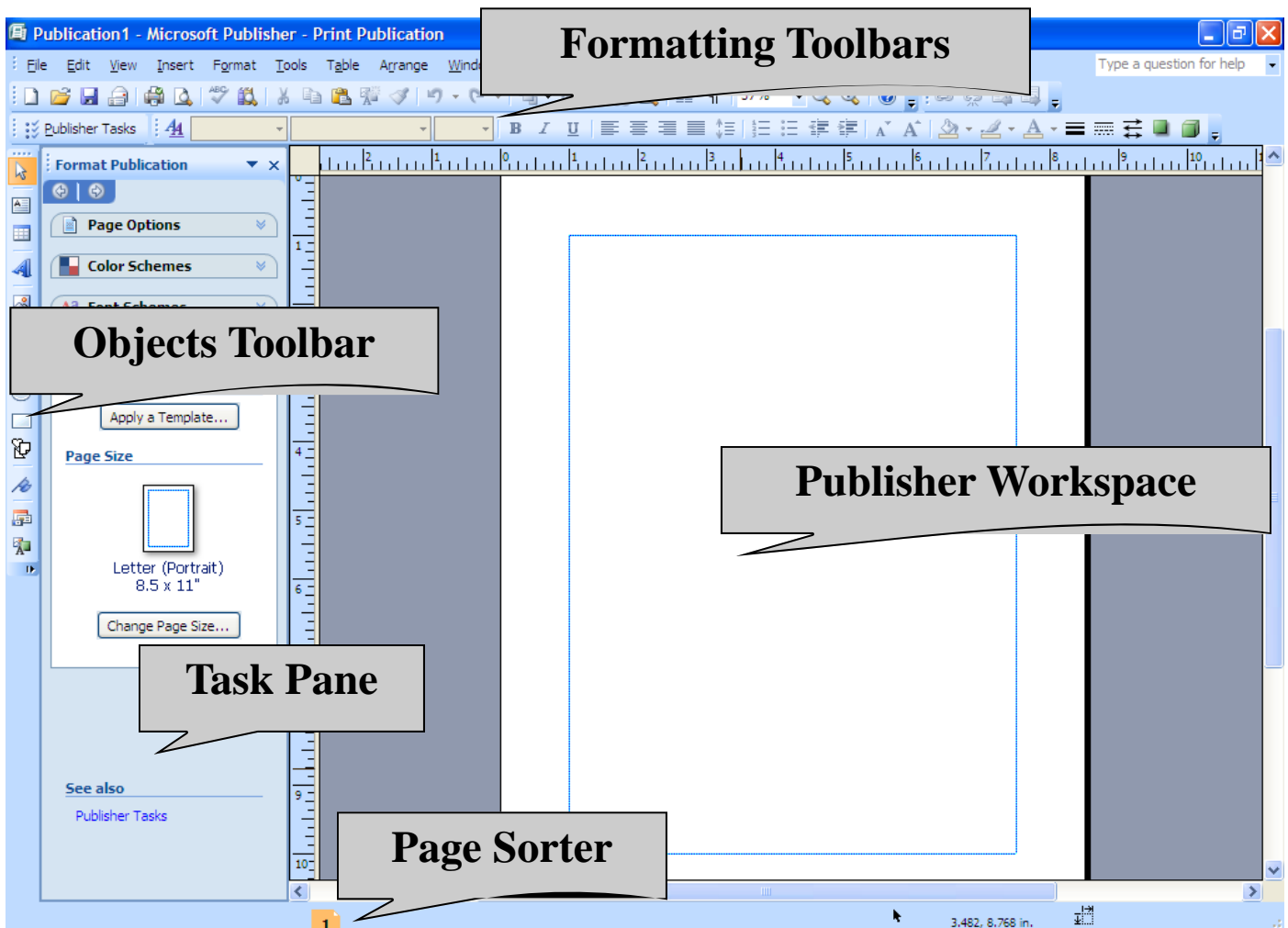
Go to:

Start > (All) Programs > Microsoft Office Publisher 2007

- or -

Start > (All) Programs > Microsoft Office > Microsoft Office Publisher 2007

## Navigation

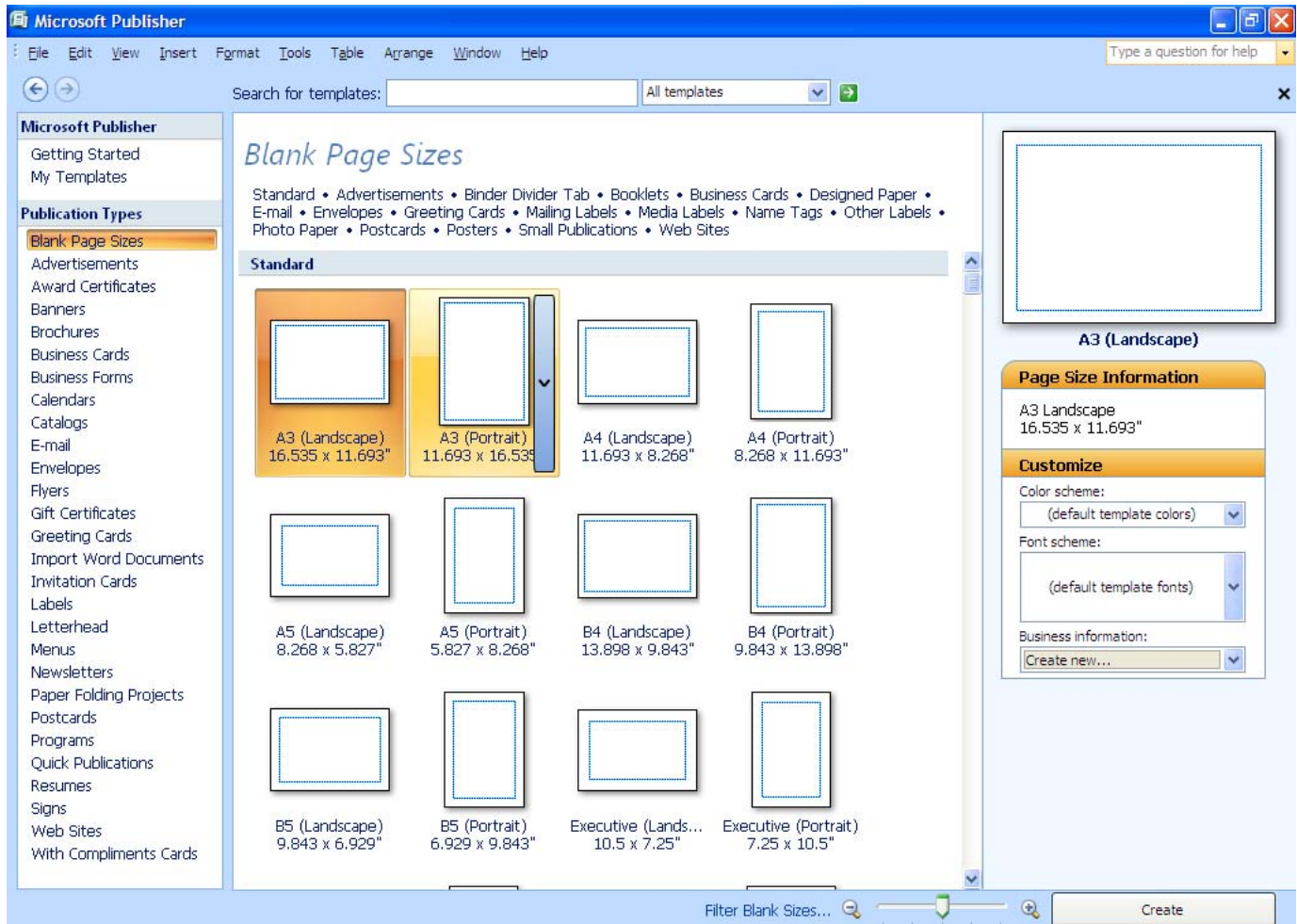


## Working With The Task Pane

Go to: *Task Pane > Format Publication > Publication Options > Template*

- or -

Go to: *Task Pane > Format Publication > Publication Options > Page size*



# TTC Introduction to Publisher 2007 Workshop

## Working With Toolbars

Select: **Text Box** button from the *Objects Toolbar*

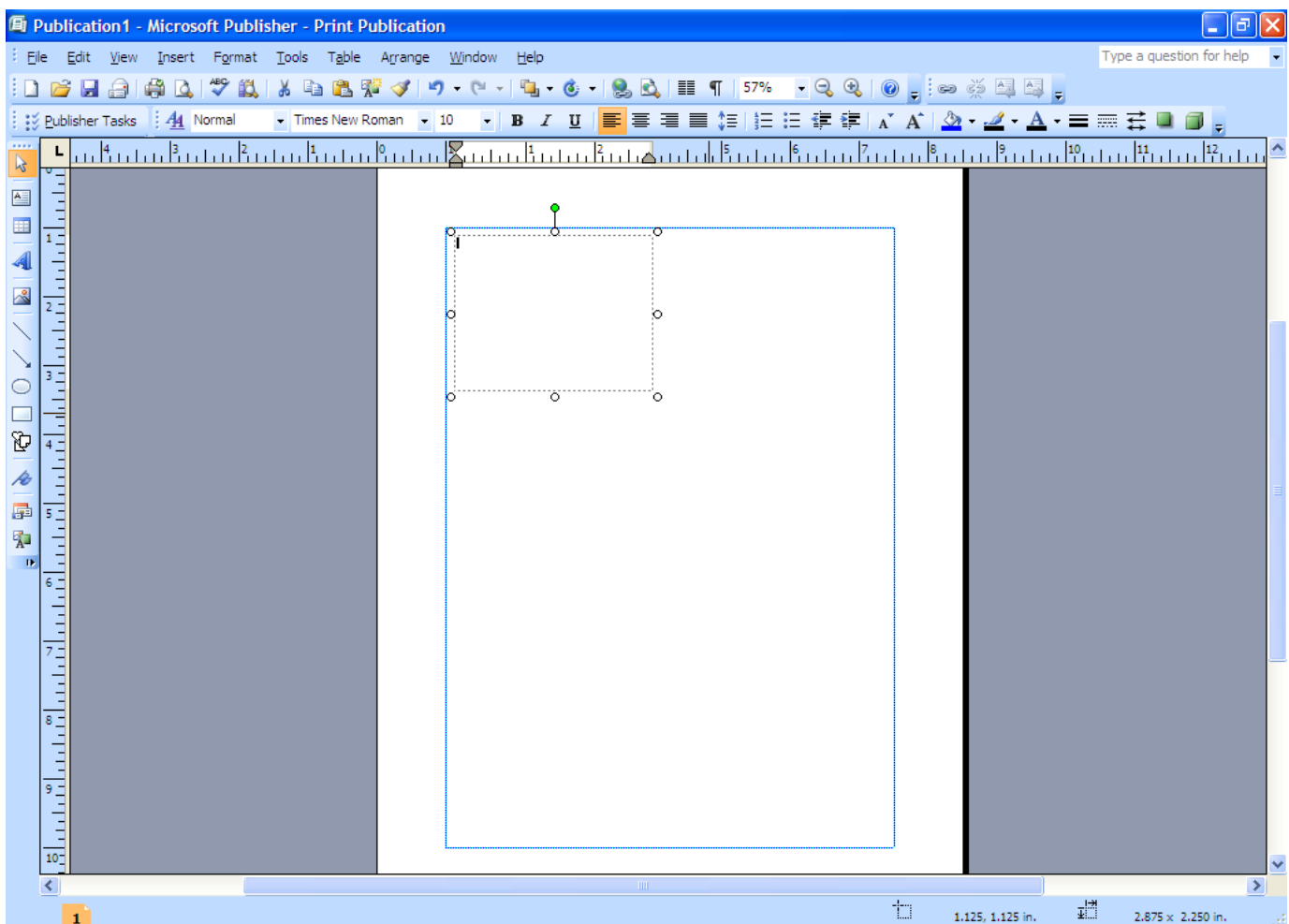
Cutting and Pasting Text, or Inserting Text from File

Auto Flow

Auto Create Text Boxes

Auto Insert Pages

Select: **Columns** button from the *Standard Toolbar*



## Working With Toolbars

Select: **Create Text Box Link** button from the *Connect Text Boxes Toolbar*

Next Text Box Icon

Select: **Insert WordArt** button from *Objects Toolbar*

Select: **Picture Frame** button from *Objects Toolbar*

- or -

Go to: *Insert > Picture > From File*

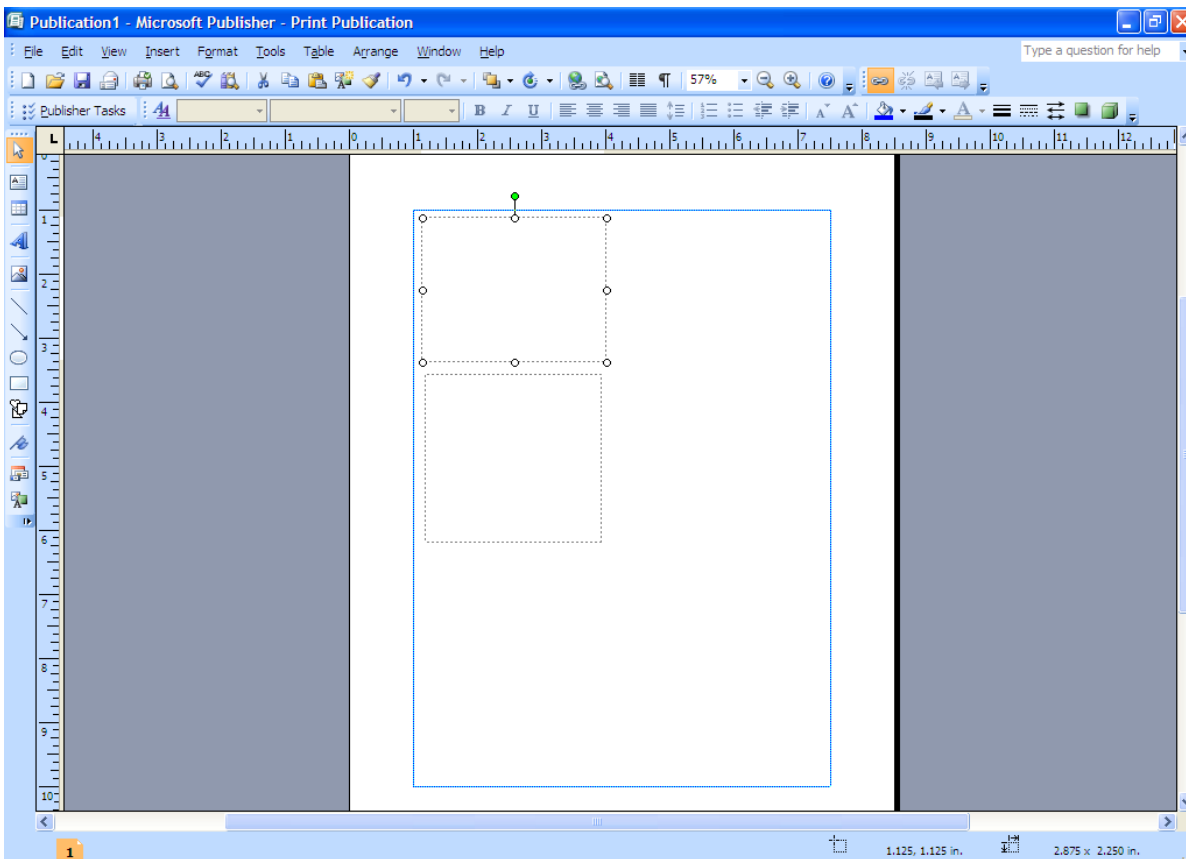
*Picture Toolbar* and Text Wrapping

Clip Art from the *Task Pane*

Select: **AutoShapes** button from the *Objects Toolbar*

Select: **Handles** from an *Object*

Moving and Resizing



# TTC Introduction to Publisher 2007 Workshop

## Working With Templates

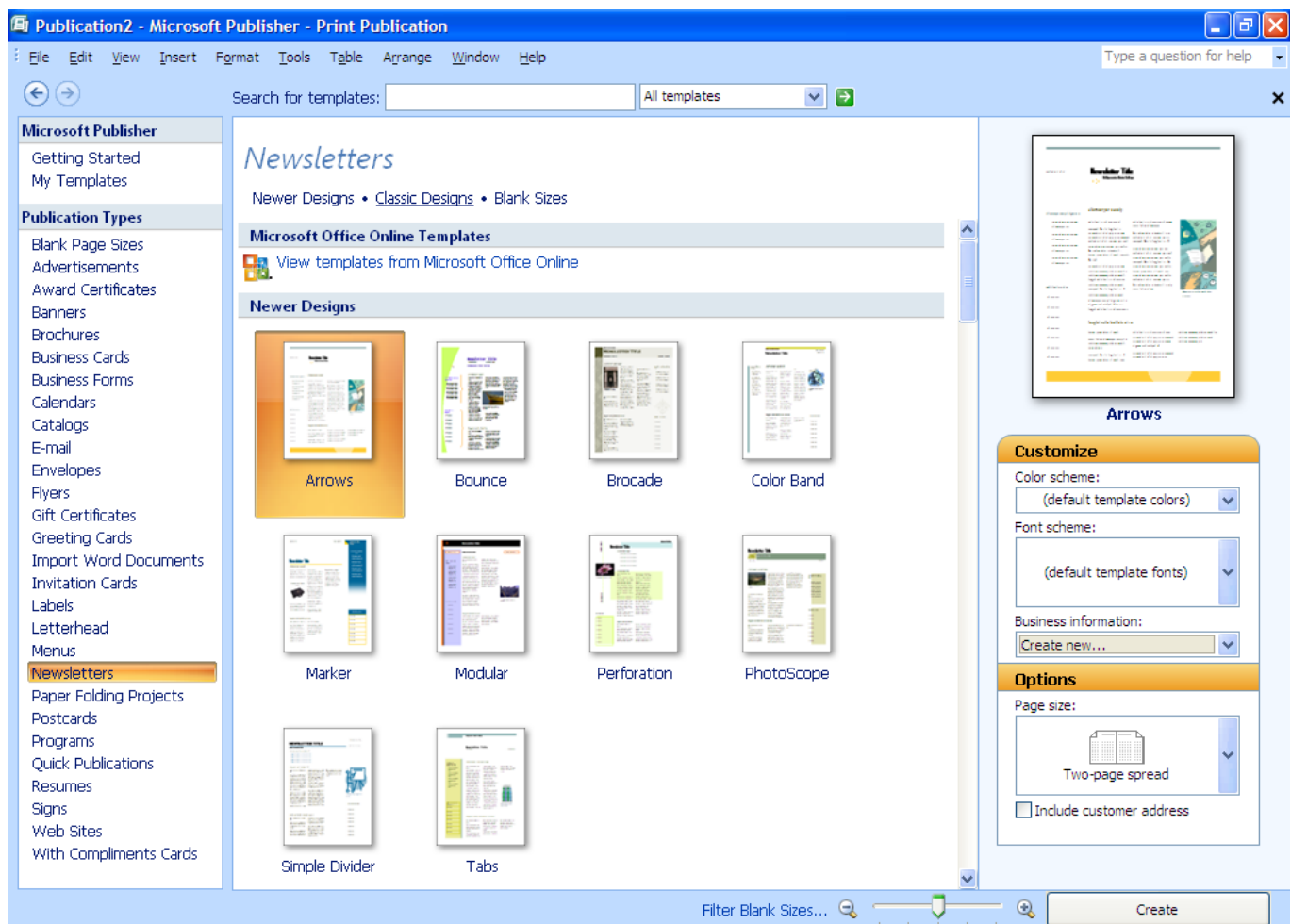
Go to: *Task Pane > Publication Options > Template > Apply a template*

Go to: *Edit > Business Information*

Go to: *Task Pane > Color Scheme*

Go to: *Task Pane > Font Scheme*

Go to: *Task Pane > Background*



# TTC Introduction to Publisher 2007 Workshop

## Working With Page Layout Views

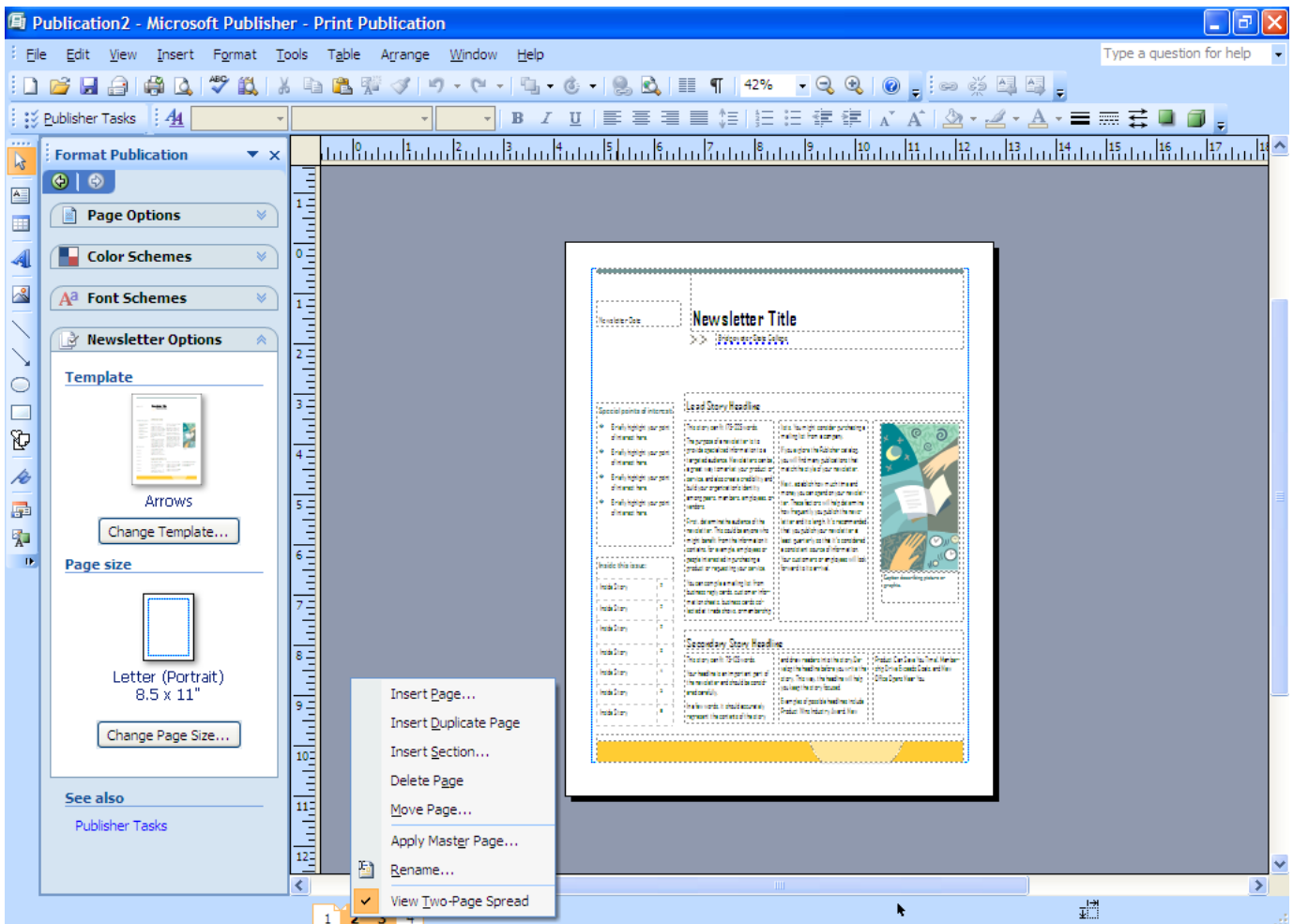
Right Click *Page Sorter Icon(s)* > *Insert Page...*

Right Click *Page Sorter Icon(s)* > *View Two-Page Spread*

Go to: *View > Rulers*

Go to: *View > Header and Footer*

Select: **Page Number** icon



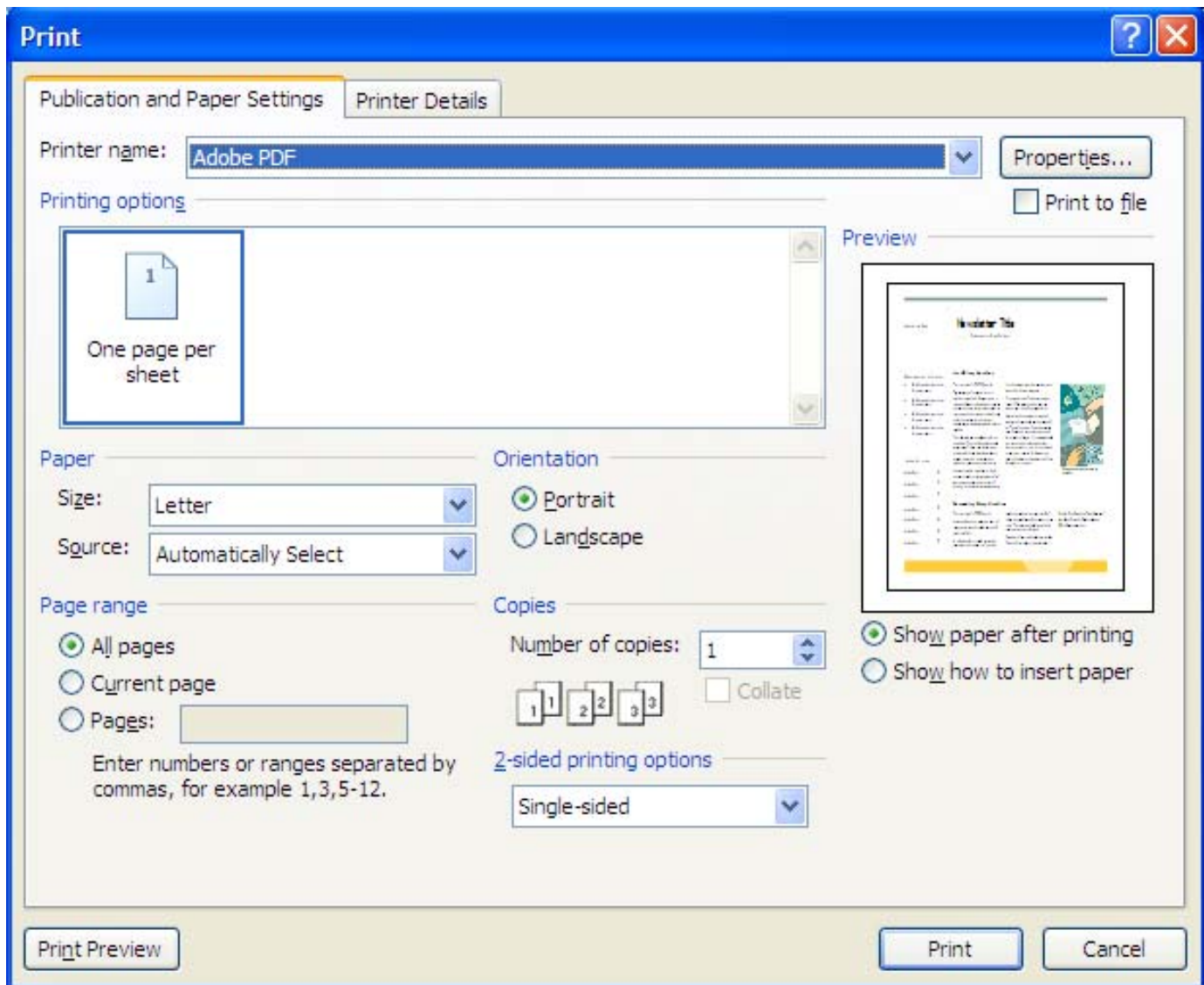


## Intermediate Functions: The Finishing Touches

The .pub Format: Printing, PDFs, and Pack and Go

Save as Web Page

Send as E-Mail



## Advanced Functions: The Next Steps

Task Pane:

Apply Master Page > View Master Page

Styles

Objects Toolbar:

Tables

