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

Creating Newsletters Using Microsoft Publisher 2007

Reid Kimball
Bridgewater State College, rkimball@bridgew.edu

Follow this and additional works at: http://vc.bridgew.edu/edtech


This item is available as part of Virtual Commons, the open-access institutional repository of Bridgewater State University, Bridgewater, Massachusetts.
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.

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
Help and How-To, Training and Templates

Desktop Publishing Basics
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

![Diagram of Publisher Workspace with labels for Formatting Toolbars, Objects Toolbar, Publisher Workspace, Task Pane, Page Sorter]
Introduction to Publisher 2007 Workshop

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
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
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
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