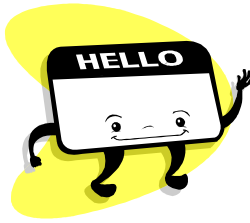


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Introduction to Microsoft PUBLISHER 2003



DOCUMENT



Introduction to Microsoft PUBLISHER 2003

1. FAMILIARIZING YOURSELF WITH WHAT YOU SEE (Publisher Work Area)

A. **Menu bar:** located at top of screen

File Edit View Insert Format Tools Table Arrange Window Help

B. **Toolbars:**

- **Standard/Formatting**—located at top of screen, below Menu bar.

Consists of icons: piece of paper - folder - floppy disk - printer - etc.

Consists of small windows, large letter B, large letter I, lines, & icons: bucket of paint, ink pen, etc.

- **Objects**—located at left of screen.

Consists of icons: arrow, line, circle, rectangle, shapes, etc.

C. **ZOOM** IN/OUT of work area using:

- **ZOOM** window on Toolbar or
- **-/+** magnifying glass icons on Toolbar.

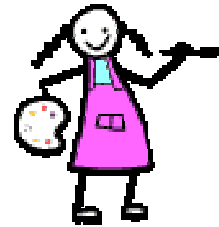
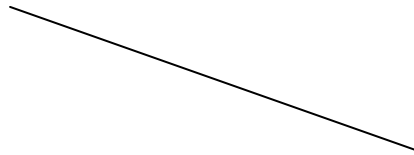
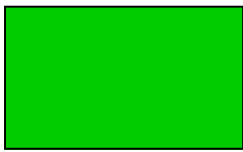
D. **Document:** white space in center of screen

E. **Workspace:** grey space surrounding document

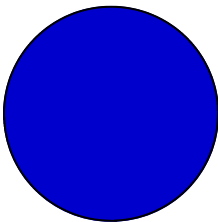
DOCUMENT

Introduction to Microsoft PUBLISHER 2003

2. OBJECTS — graphic items
 - A. Shapes: rectangles, circles, hearts, lines, arrows
 - B. Text boxes
 - C. Pictures/clip art



THIS IS A TEXT BOX
The quick brown fox
jumped over the lazy dog.

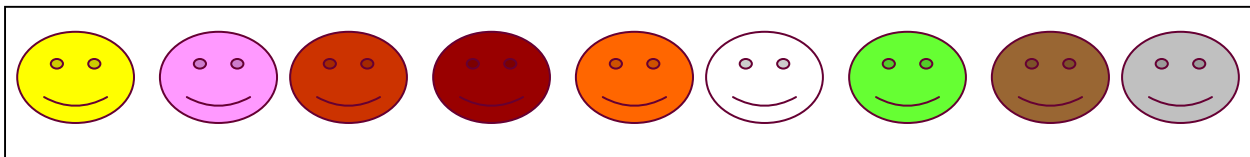


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3. CURSOR CONTROL—the mouse controls the cursor

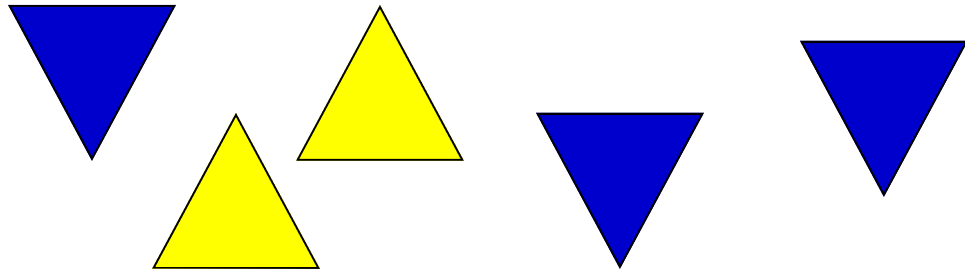
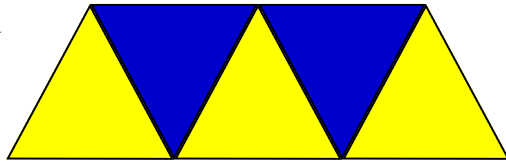
- A. POINT-CLICK: Point cursor to particular place; LEFT mouse CLICK places the cursor in the particular place
- B. SELECT: a 4-pointed cross appears when cursor moves over an object—POINT-CLICK then SELECTS the object
- C. To UNSELECT an object, POINT-CLICK anywhere but on the object.
- D. MOVE (aka, DRAG&DROP): SELECT an object and HOLD LEFT mouse while dragging object moves the object; let go of LEFT mouse to drop the object.
- E. RESIZE: SELECT an object, place cursor over one of the handles of the object till a 2-headed arrow appears, HOLD LEFT mouse while dragging handle up or down or right or left to make object bigger or smaller, then let go of LEFT mouse when object is desired size.
- F. SCROLL Up/Down: Use mouse wheel or DRAG scroll bar at right of screen to move work area up and down.
- G. SCROLL Left/Right: DRAG scroll bar at bottom of screen to move work area to left and to right.

ABCDEFGHIJKL MNOP **QRST** UVWXYZ

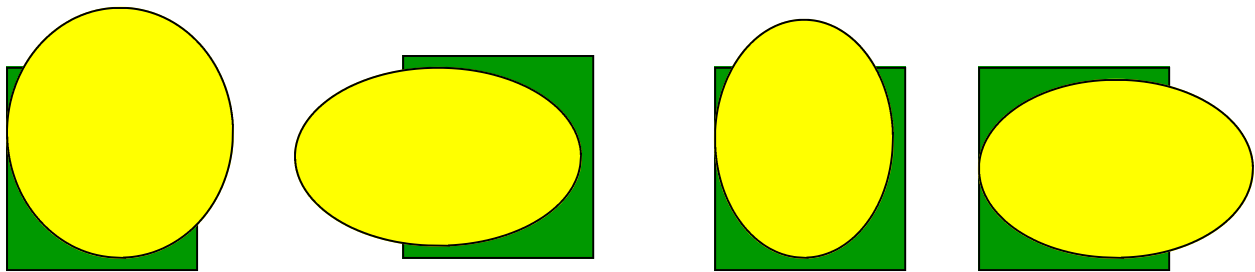


EXERCISE: MOVE the independent yellow and blue triangles so they continue the pattern.

PATTERN



EXERCISE: RESIZE the yellow spheres so they fit within the green boxes.

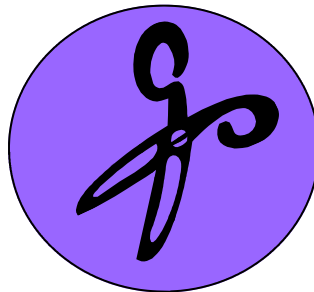


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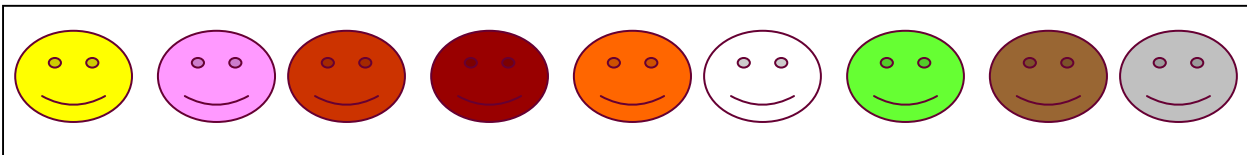
4. SHORTCUTS

- A. COPY/PASTE: 1) SELECT an object, then click on EDIT on Menu bar, then click on COPY; 2) Click on EDIT on Menu bar, then click on PASTE.
- B. CUT/PASTE: 1) SELECT an object, then click on EDIT on Menu bar, then click on CUT; 2) Click on EDIT on Menu bar, then click on PASTE.
- C. DELETE: SELECT an object, then click on DEL key or click on EDIT on Menu bar, then click on DELETE OBJECT.
- D. UNDO: Click on UNDO icon (backwards arrow on Toolbar) to undo the last action.
- E. REDO: Undoes the UNDO.
- F. Grouping (more than one) objects: SELECT 1st object, hold SHIFT key down while SELECTING additional object(s), then click on GROUP OBJECTS icon.
Or drag a selection box around all the objects you want to group together, then click on GROUP OBJECTS icon.

COPY



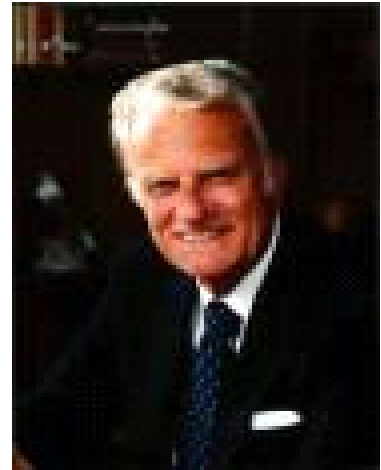
DELETE



Identify the following famous people by moving their names below their pictures. See EXAMPLE. Then *group* the person's picture and name together.

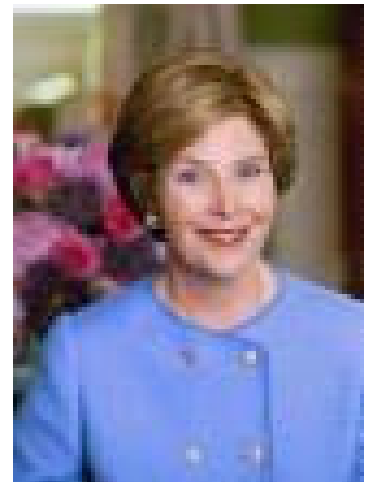


BRAD PITT



FRANK SINATRA

*Former First Lady
Nancy Reagan*



GARY COOPER

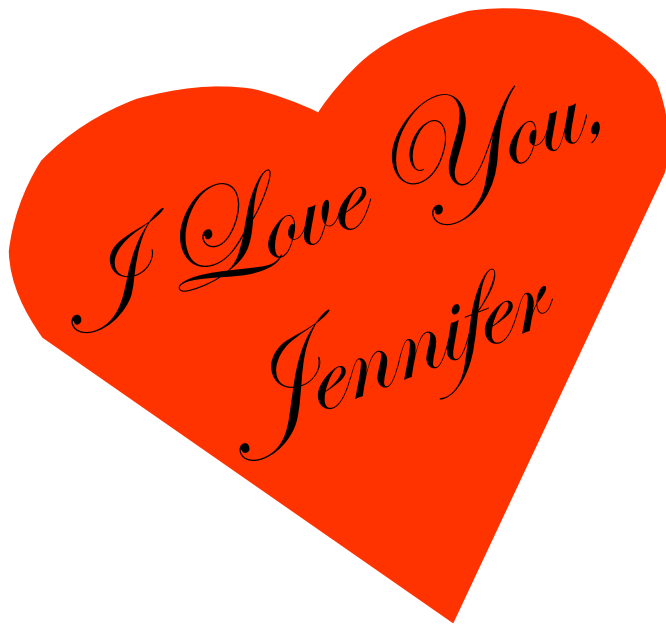
First Lady Laura Bush

Reverend Billy Graham

JOHN WAYNE

RUSH LIMBAUGH





BRAD