INTRODUCTION TO DESKTOP PUBLISHING

Desktop publishing uses page layout software and a personal computer to combine text, type, drawings, and images on a page to create books, newsletters, marketing brochures, flyers, greeting cards, and Web sites, for example. Anything you can print on a page can be put into a page layout program.

**Microsoft Publisher 2007** lets you place elements on a page, precisely position them, modify them, and specify a print job by using techniques that commercial printers require. Whether you print to your inkjet or laser printer, go to your local Staples, or send your files to a commercial printer, Microsoft Publisher 2007 helps you prepare your work for that level of quality.

But why use Microsoft Publisher when you can do most of these things with Microsoft Word? The biggest advantage of using Publisher over Word is that Publisher lets you control the contents of a document with finer precision. It also includes special tools to help you format your document that do not exist in Word.

GETTING STARTED WITH MICROSOFT PUBLISHER

To open Microsoft Publisher, you will need to click on **Start > All Programs > Microsoft Office > Microsoft Office Publisher 2007**.
Once you open Microsoft Publisher you will see a Catalog window that shows templates for the most popular publication types — business cards, brochures, and postcards, for example — but you can change the view by choosing other categories from the **Publication Types** pane, on the left.

Using a Publisher template is the easiest way to create a publication in Microsoft Publisher 2007. After you select a publication type and choose a template from the Catalog window, the Publisher Tasks pane appears, presenting you with a set of dialog boxes that leads you through the creation of a project based on selections you make.

Once you select a template, you will be brought to the Publisher workspace environment:
Standard Toolbar: Lets you control the appearance of the text in your publication.

Publisher Tasks Pane: Provide links that guide you through the steps necessary to complete the design of your publication.

Objects Toolbar: It has the tools to help you create text boxes, tables, pictures, etc.

Publication Workspace: This area represents the page upon which you create your publication.

Rulers: The rulers located above and to the left of the publication workspace are provided to help you lay out and properly align objects on your page.

Page Selection Bar: Lets you quickly go to any page in your publication.

LAYOUT AND RULER GUIDES

Layout guides are a great way to determine where to place various objects on each page so that everything is lined up properly. They don’t appear when you print your publication, but the blue or pink lines provide visual references on every page that make the objects in your document look organized.

Publisher provides three types of layout guides:
1. **MARGIN GUIDES**
   - They define the boundary of your printable area and automatically appear in every publication
   - They indicate where you should and shouldn’t place objects
   - They help you align objects along the perimeter of each page

2. **GRID GUIDES**
   - They are like lines on graph paper that are very useful for aligning objects that you don’t want to align to the margin guides
   - For example, if you want to set an image in the centre of the page, grid guides can help you do this

3. **BASELINE GUIDES**
   - These guides help you align text in between text boxes in columns even though the text boxes are not linked

When you use templates to begin a publication, Publisher sets up grid guides automatically to save you the trouble of doing it yourself. Of course, you can always change them, if you like.

To set up or change layout guides:

1. Choose **Arrange → Layout Guides**.
2. The **Layout Guides** dialog box will appear and from here you can set the margins for your printed page by clicking the **Margin Guides** tab.
3. Click the **Grid Guides** tab to enter the number of columns and rows you want. Grid guides evenly divide the space contained by the margin guides. If you want to change the amount of space between the columns or rows, use the arrows next to the respect **Spacing** boxes.

If you can't see your layout guides after setting them, check the **View** menu to see whether the **View → Boundaries and Guides** command is hiding your guides. If the **View → Boundaries and Guides** command appears on the menu without a check mark next to it, choose that command or press **CTRL+SHIFT+O**. To hide the guides again, reapply the **View → Boundaries and Guides** command or press **CTRL+SHIFT+O** again. If you still can't see your guides, they may be covered by other objects, such as lines or a frame boundary.
RULER GUIDES

In addition to setting layout guides, you can set ruler guides anywhere on your page. Ruler guides let you arrange elements on your page at any horizontal or vertical position you want. You can create as many ruler guides as you need. Here are some of the ways you can use ruler guides:

**To create a vertical guide:**

Position the mouse cursor over the vertical ruler until the cursor changes to a double-headed arrow. Then click and drag from the vertical ruler right to the desired position on your layout. A green dotted line appears and remains when you release the mouse button.

**To create a horizontal guide:**

Position the mouse cursor over the horizontal ruler. Then click and drag from the horizontal ruler down to the desired position on your layout.

**To place a vertical guide in the centre of the page:**

Choose Arrange → Ruler Guides → Add Vertical Ruler Guide. Publisher places a vertical guide in the exact centre of the page.

**To place a horizontal guide in the centre of the page:**

Choose Arrange → Ruler Guides → Add Horizontal Ruler Guide. Publisher places a horizontal guide across the center of the page.

**To move a ruler guide:**

Just click and drag it.

**To remove a ruler guide:**

Click and drag the ruler of the page.
To remove all ruler guides:

Choose the Arrange → Ruler Guides → Clear All Ruler Guides command.

ALIGNING OBJECTS USING THE “SNAP TO GUIDE” FEATURE

The purpose of using guides in a Publisher document is to allow users to automatically align objects to them. Publisher has a Snap to Guides feature which directly aligns objects you place close to a guide. The Snap To commands ensures that any objects you draw or drag near a guide automatically aligns with that guide.

To turn the Snap To commands on and off, you will need to do the following:

- Choose Arrange → Snap → To Ruler Marks to align objects with your ruler marks
- Choose Arrange → Snap → To Guides to align objects with your layout guides
- Choose Arrange → Snap → To Objects to align objects with selected objects in your publication

A check mark next to the command name means that the option is turned on; click it to turn it off. If there is no check mark that means that the option is turned off; click it to turn it on.

You’ll notice that the Snap → To Objects command has no check mark. When this command is turned on, you will see a coloured background on the icon next to the command. When the Snap → To Objects command is turned off, the coloured background goes away.

USING THE NUDGE COMMAND TO ALIGN OBJECTS

Another way you can precisely place objects on your publication is by using the Nudge commands which lets you use the arrow keys on the keyboard to move your objects a very small amount at a time in any direction.

To set up the Nudge commands:

1. Choose Tools → Options.
2. From the Options dialog box, select the Edit tab.
3. Select the Arrow Keys Nudge Objects By check box and type the amount to nudge the selected object by in the adjacent box.
Set the number of inches you want to nudge objects.