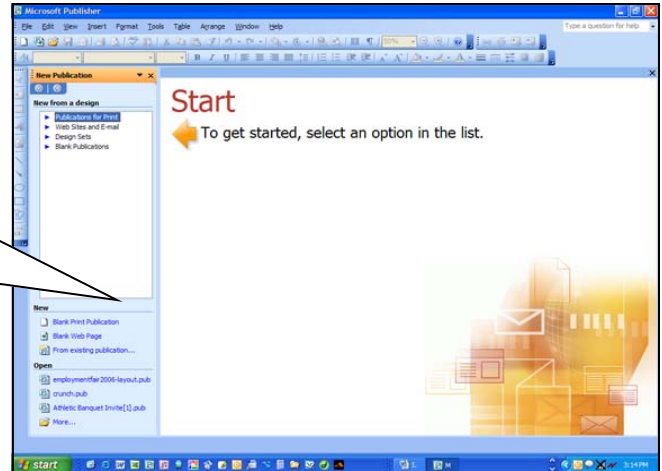


Page layout is your Friend...

Step 1

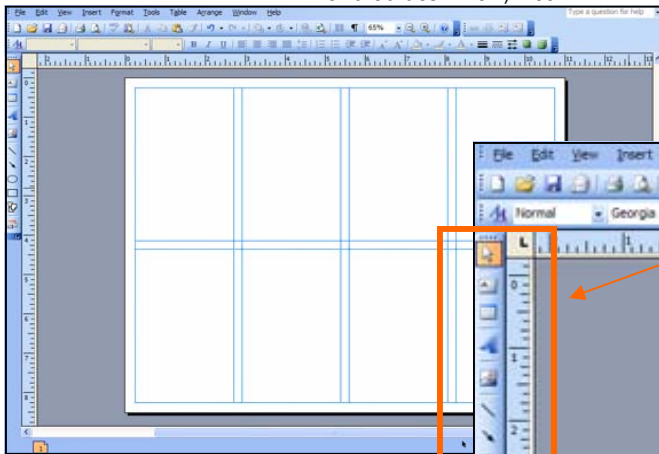
We are using Microsoft Publisher, but the basic concepts are the same for all page layout software. Double click the icon, or select in the START menu.

This is the main layout of MS Publisher. The column on the left is a list of templates. The collection of templates is pretty extensive, so feel free to look around on your own.



Step 2

Open our template file, or try it yourself:
Arrange > Layout Guides > all margins .25 >
Grid Guides: 2 row, 4 col.



Step 3

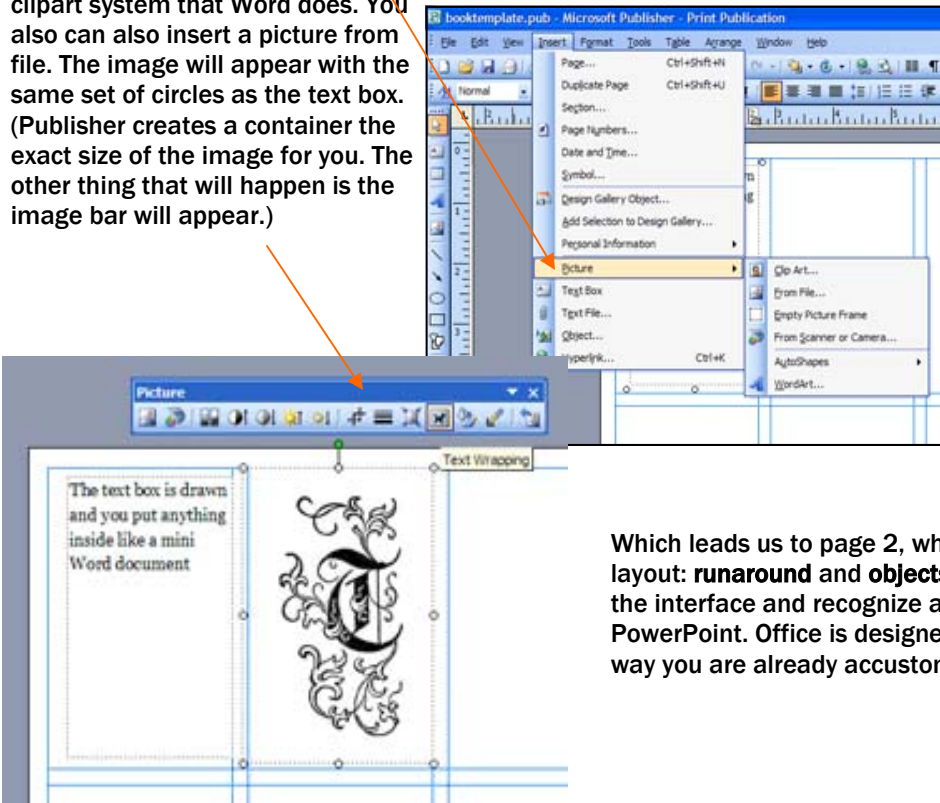
The purpose of a page layout program is to combine words and pictures. The tools you need to do this are located on the toolbar to the very left of the window.

The way a page layout program accomplishes this (different from a word processor like Word) is to put everything inside "containers" that look like boxes. Select the Text Box tool.

Then, over the workspace, click&drag a box about the size you want. You will see a box with dotted lines and circles on the four corners and middle of each side. You can click&drag these to adjust the dimensions of the box. Click once inside the box and you will see a cursor. The inside of a text box is just like a "mini" Word document you can do anything you would normally do in Word. You also have the ability to click&drag on the dotted lines of the box and move your whole text box around.

Step 4

Being able to move text is powerful. But that is only half the equation—the other is images! Publisher supports the same clipart system that Word does. You also can also insert a picture from file. The image will appear with the same set of circles as the text box. (Publisher creates a container the exact size of the image for you. The other thing that will happen is the image bar will appear.)



Which leads us to page 2, where we go over the two main concepts of page layout: **runaround** and **objects**. Before you move on, take a look again at the interface and recognize all the familiar things you know from Word and PowerPoint. Office is designed to be consistent, so things should work the way you are already accustomed to.

Page layout is your Friend... too!

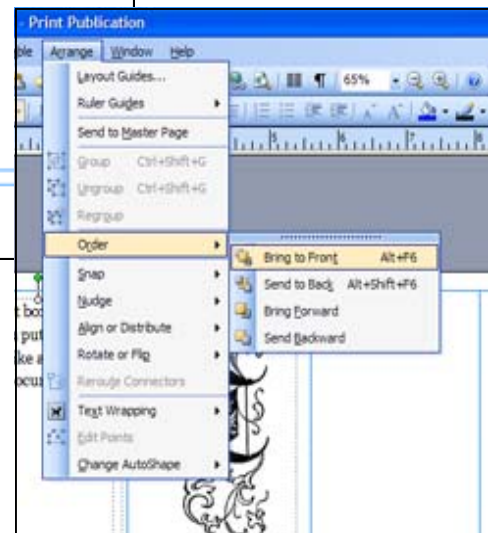
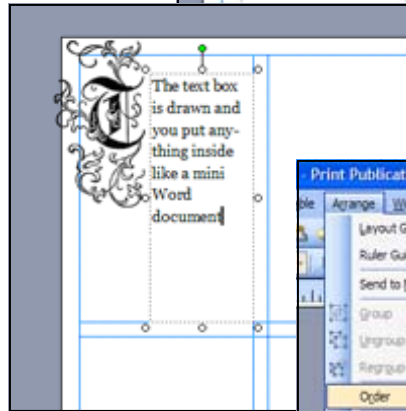
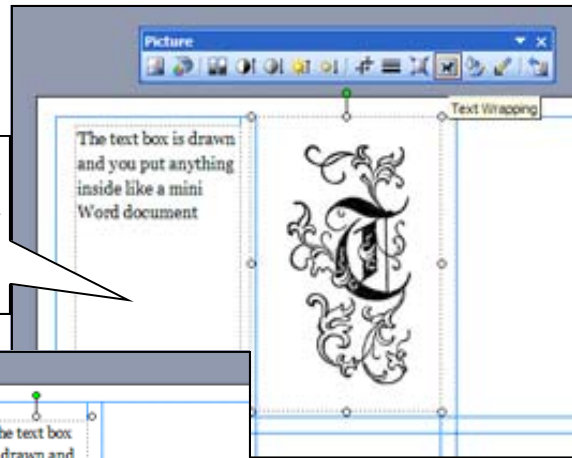
What is an Object?

In computer parlance, an object is a “thing” that can be selected and manipulated. An object can also be a bundle of other objects.

Both of these “boxes” are objects. We can select them, we can move them, or change their size. If you hold the shift key down and click on both boxes, you can select and move both objects at once.

The best part about objects is they “float.” You can overlap objects or layer them just by dragging them around. This is because every object has a “level,” based on when it was created. Just like a stack of paper, the first object sits at the bottom and every object created afterwards stacks on top.

But, what if the order isn’t to your liking? Then change it! Select the object (by clicking on it) and use the Arrange > Order menu to move the object above or below the other objects.



What is the Runaround?



With an image selected, you can change the runaround on the image toolbar. For type you can double click on the line around the object or select Format > Textbox menu and check the layout tab. Remember the object that affects the type is the top most object.

The last concept deals with objects and overlapping. Its called “runaround” and it’s the ability for an object to push type around.

