

ISBN 978-1-921780-74-5

**PRODUCE DESKTOP PUBLISHED  
DOCUMENTS  
(PUBLISHER 2010)  
BSBITU309A**



*by*  
*Cheryl Price and Julia Wix*



**Software Publications**

## **Produce desktop published documents** (Publisher 2010)

This book supports BSBITU309A Produce desktop published documents in the Business Services Training Package.

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With thanks to Kerry-Lee Kilkenny from SQIT Toowoomba for her contribution.

**ISBN 978-1-921780-74-5**

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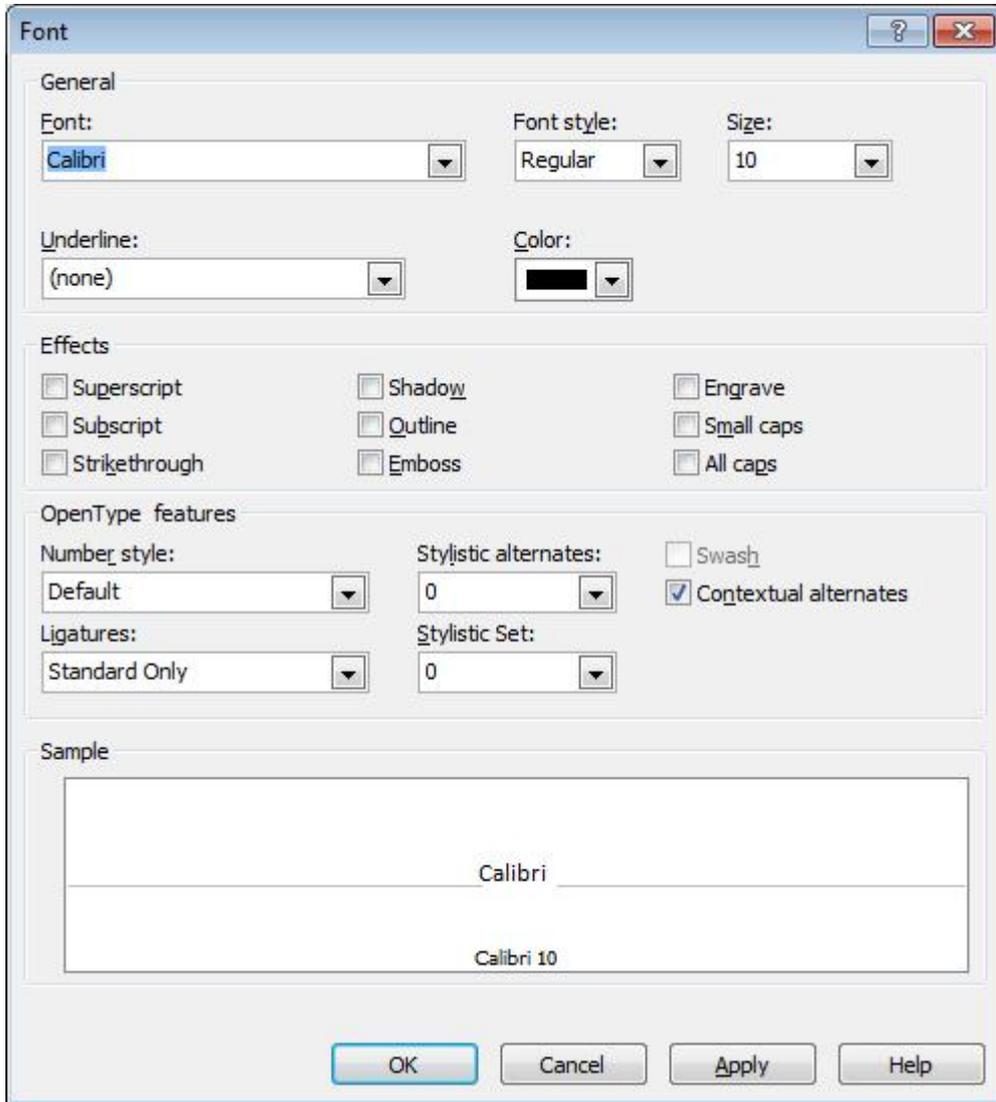
[www.SoftwarePublications.com.au](http://www.SoftwarePublications.com.au)

**Published and printed in Australia**

# Fonts

## The Font Dialog Box

The Font dialog box is one option for applying font formatting to selected text. With the cursor positioned inside a text box, the Font dialog box can be accessed by clicking on the dialog box launcher  from the Font Group of the Home Ribbon or the Text Box Tools Format Ribbon.



When you make changes to any of the features in the Font dialog box the Sample box at the bottom will change to reflect the changes made. The Font dialog box is divided into the following sections.

### General

#### Font

Click on the *Font:*  and then use the  or  on the horizontal scroll bar to view additional fonts. Each font can be seen from the drop-down list or from the Sample box.

#### Font style

Click on the *Font style:*  to choose from Regular, Italic, Bold and Bold Italic.

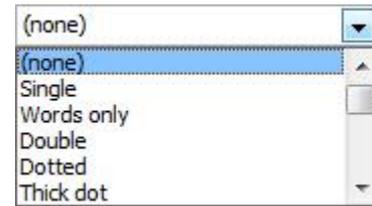


### Size

Click on the *Size*:  to select the desired size OR type the size directly into the *Size*: box.

### Underline

Click on the *Underline*:  to select the style of underlining desired.



### Color

Click on the *Color*:  to choose from different colours.

### Effects

Click in the check boxes to turn on the desired option - All Capitals, Small Capitals, Outline, Emboss, Engrave, Shadow, Subscript (lowers text to display below the line), Superscript (raises text to display above the line) and Strikethrough. A sample of some of the options are shown below (these are printer dependent).

ALL CAPITALS

SMALL CAPITALS

Outline

Emboss

Shadow

Engrave

### OpenType Features

Some fonts can now support a range of new features that let you transform them into fine typography. Examples of these are the Calibri and Gabrioli fonts. If the chosen font does not support these OpenType features, this section will not be available.

### Sample

Displays a sample of the formatting selected in the Font dialog box.

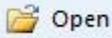
### Keyboard Shortcuts

Ctrl Key Combination	Applies
Ctrl B	Bold
Ctrl Shift F	Opens the Font dialog box
Ctrl U	Underline
Ctrl I	Italic
Ctrl Shift K	Small Caps
Ctrl ]	Increases font size by one point
Ctrl [	Decreases font size by one point
Ctrl =	Subscript
Ctrl Shift =	Superscript
Ctrl Spacebar	Removes all formats applied to selected text

The same key can also be used to turn off character formats, i.e. Ctrl B to apply bold and Ctrl B to turn off bold when finished.

# Formatting Fonts

## Exercise 50

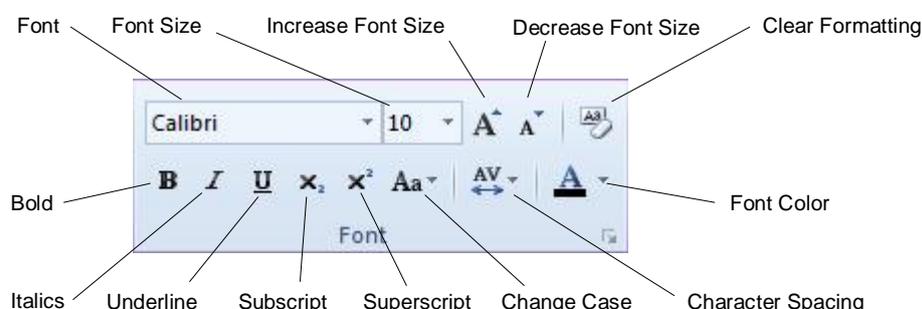
- 1 In Publisher with the New template gallery displayed click on  .
- 2 In the Open Publication dialog box navigate to your exercise files folder and select **Sunseekers**. Click on  . (The final publication can be viewed on page 87.)
- 3 From the View menu ensure Boundaries is checked  .
- 4 Click in the top text box and press F9 to zoom in then press Ctrl A to select all the text.
- 5 From the Text Box Tools Format Ribbon click on the dialog box launcher  in the Font Group. The Font dialog box will display.
- 6 From the Font: section click on the  of the *Font:* box and select the font Papyrus.
- 7 Click on the  of the *Font style:* box and select Bold.
- 8 Click on the  of the *Size:* box and select 26.
- 9 Click on the  of the *Color:* box and select Hyperlink (Blue), Darker 25%.
- 10 From the Effects section check Shadow and Small Caps. Click on OK.
- 11 Click on the Align Center button  to centre the text.
- 12 Right click on the text box and select  **Format Text Box...** . The Format Text Box dialog box will display.
- 13 Ensure the Colors and Lines tab is selected. In the Preview section deselect the left and right border buttons as shown at the right.
- 14 In the Line section click on the  of the *Color:* box and select Hyperlink (Blue), Darker 25%.
- 15 Click on the  of the *Dashed:* box and select Long Dash Dot Dot  .
- 16 Select the text in the *Weight:* box and type **2 pt** then click on OK.
- 17 Save the publication.



## The Font Group

The Font Group can be found on both the Home Ribbon and the Text Box Tools Format Ribbon (which is only displayed when a text box is selected). The Font Group will only be available (i.e. not greyed out) when the cursor is in the text box. It contains the features detailed below.

When buttons are chosen they will be highlighted indicating the feature is on. Clicking on the same button will turn off that feature. Options can be selected before typing and deselected when you have finished typing using that particular format.



## Character Spacing

The altering of spacing between characters is called **Kerning**. Kerning is useful in changing the style of a heading to space out or condense characters.

When each character is typed, a small space automatically appears between each character. This spacing can be increased or decreased to alter the style of type.

The term **Tracking** refers to the spacing between characters in an entire paragraph.

**Scaling** refers to expanding or condensing the width of individual characters within a word.

Examples of these three character spacing types are shown below.

Microsoft Publisher 2010	Normal Spacing
Microsoft Publisher 2010	Kerning - Expand
Microsoft Publisher 2010	Kerning - Condense
Microsoft Publisher 2010	Tracking - Very Loose
MicrosoftPublisher2010	Tracking - Very Tight
Microsoft Publisher 2010	Scaling - 130%
Microsoft Publisher 2010	Scaling - 70%

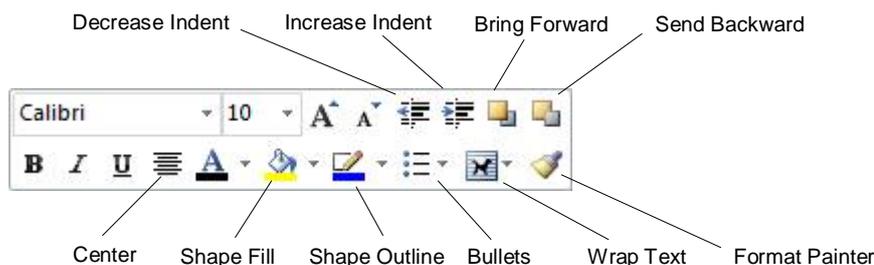
### Exercise 51

- 1 Ensure the text in the top text box is still selected. From the Text Box Tools Format Ribbon click on the Character Spacing button  in the Font Group and select .
- 2 In the second text box down select the text *The Ideal Getaway*. Click on the Character Spacing button  and select . The Character Spacing dialog box will display.
- 3 In the Kerning section click on the  and select Expand.

- 4 Click on the ▾ of the *By this amount:* box and reduce the amount to 2.5pt. Click on OK.
- 5 With the text still selected do the following:
  - a Click on the ▾ of the Font Color button  and select Hyperlink (Blue), Darker 25%.
  - b Click on the Change Case button  and select  Small Caps .
  - c Click on the ▾ of Font  and select the font Book Antiqua.
  - d Click on the ▾ of the Font Size  and select 12.
  - e Click on the dialog box launcher  in the Font Group. Click on the ▾ of the *Underline:* box and select the underline style Dot dot dash.
  - f Click on OK.
- 6 Click off the text to deselect it and save the publication.

## The Mini Toolbar

The Mini Toolbar, new in Publisher 2010, is a context menu that automatically displays when text is selected. The toolbar displays as transparent and changes to opaque when the mouse pointer is positioned over it. As well as some of the features available in the Font Group, the Mini Toolbar also contains the following options.



## Format Painter

When formatting text you may need to use the same formatting further down the page, e.g. apply, bold, small caps, Arial, 14 pt to three sub headings. Format Painter copies the text and paragraph formatting from text and allows you to apply that same formatting to other text. Format Painter can be used to copy line styles and fill colours from one object to another regardless of the shape of the object. Format Painter can be accessed from both the Mini Toolbar and the Home Ribbon.

### Exercise 52

- 1 Select the text *The Ideal Getaway* and notice the Mini Toolbar display as transparent. Move the mouse pointer over the toolbar and click on the Bold button  .
- 2 Click on the Center button  to centre the text.  
Click on the Format Painter button  . The mouse pointer will display as .
- 3 Scroll down the page and in the third text box select the text *Package Deals*. The formatting will be applied to the heading.
- 4 Scroll back to the second text box and select all the text except the already formatted heading.
- 5 Using the Mini Toolbar apply the following formatting:  
Font Book Antiqua, font size 14 pt, Italics and Center.

- Using Format Painter from the Mini Toolbar apply the same formatting to the text in the third text box (excluding the heading).
- Select the text *Friends Around* and apply bold. Do the same for the text *Couples Cosy*.
- In the bottom text box apply the formatting described below using the various options that you have learnt over the last three exercises.

Font Size 18 pt  
Bold  
Underline

ALL TEXT  
Font Papyrus  
Font Color Hyperlink (Blue), Darker 25%  
Character Spacing Very Loose  
Centred

Font Size 14 pt  
Bold  
All Caps

Font Size 14 pt

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Bold

- Click on **File** then **Print** to preview the finished publication.
- Click on the Print button to print a copy then save and close the publication. The finished publication is shown below.

**SUNSEEKERS' ISLAND RESORT**



**THE IDEAL GETAWAY**  
Self-contained serviced cabins for up to 8 people  
Just a minute's walk away from your own crystal clear, private beach  
Beach bar and restaurant for the use of resort clientele only  
Snorkelling, wind surfing and fishing facilities available for hire

**PACKAGE DEALS**

**Friends Around**  
One week for 6 people cabin share - breakfast and lunch included  
\$1465 per person

**Couples Cosy**  
3 days and nights in your own cabin - all meals provided  
\$785 per person



**Reservations & Enquiries**  
Visit online at [www.sunseekers.com](http://www.sunseekers.com)  
OR  
Phone: 9864 3993 — Fax: 9864 3994

# Paragraph Formatting

Alignment, indentation, line spacing and tabs are referred to as paragraph formats. This means that they are applied to a *paragraph*.

As for other Microsoft programs, Publisher defines a paragraph as any text you type before pressing Enter.

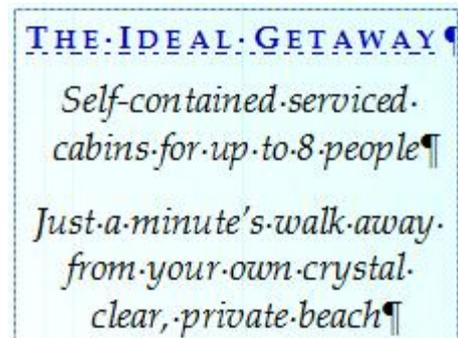
Text can be wrapped to the next line (a line break) without starting a new paragraph by pressing Shift Enter or it may be forced to the next line when it reaches the edge of its text box. It remains however part of the same paragraph.

Paragraphs are defined by hidden paragraph marks (as shown at the right) inserted when the Enter key is pressed, i.e. moving text to the next line. These may be seen by

clicking on the Show/Hide button  from the Home Ribbon.

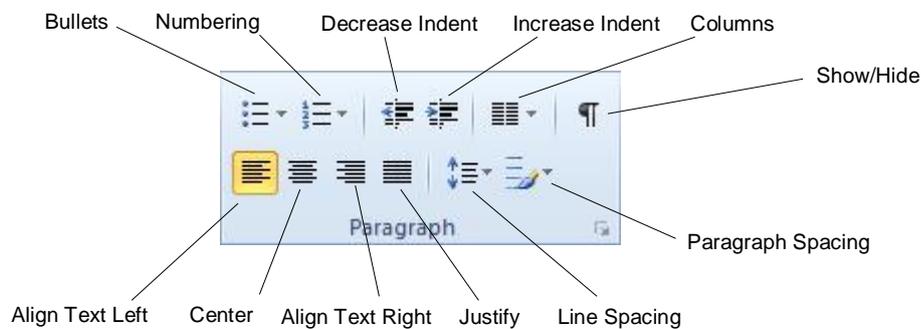
Paragraph spacing determines the spacing applied between paragraphs. Line spacing determines the spacing applied between each line of text.

By default Microsoft Publisher applies 1.19sp (spaces) line spacing *between* each line and 6 pt paragraph spacing *after* each paragraph.



## The Paragraph Group

Paragraphs can be formatted through various options from the Home Ribbon Paragraph Group, as detailed below.



The alignment options, Align Text Left, Center, Align Text Right and Justify, enable text to be aligned within a text box as shown below.

Align Text Left	Center	Align Text Right	Justify
This text is left aligned. The right margin is "ragged".	This is centred text. Each line is exactly centred between the margins.	Text can be right aligned. Not used often. Ideal for references.	This is justified text. It is even at the left and right margins

## Keyboard Shortcuts

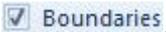
The following paragraph formatting shortcut keys can be used.

Shortcut Key	Description
Ctrl E	Centre a paragraph
Ctrl J	Justify a paragraph (align between right and left margins)
Ctrl L	Left align a paragraph
Ctrl R	Right align a paragraph
Ctrl 1 (top row numbers)	Single spacing
Ctrl 2	Double spacing
Ctrl 5	1.5 line spacing
Ctrl 0 (zero)	Removes space inserted before a paragraph.
Ctrl Q	Removes all paragraphs formats (line spacing, indents, alignment, tabs, etc and returns to defaults).
Shift Enter	Starts a new line without the new line becoming a new paragraph.

## Paragraph Spacing

### Exercise 53

- 1 In Publisher, with the New template gallery displayed, click on  .
- 2 In the Open Publication dialog box navigate to your exercise files folder and select **Candyland**. Click on  .  

The publication that displays is an advertisement containing two text boxes from which all default paragraph formatting has been removed and to which you will now apply text and paragraph formatting to complete the publication.
- 3 From the View menu ensure Boundaries is checked  .
- 4 Click in the top text box, press F9 to zoom in then press Ctrl A to select all the text.
- 5 From the Home Ribbon Font Group format the font to Candara, 16 pt.
- 6 With the text still selected click on the  to align all the text to the centre of the text box then click in the text box to deselect the text.
- 7 Select the text *Holiday Specials* then click on the dialog box launcher  from the Font Group and format the text to 36 pt, bold, the colour Red (in Standard Colors) and apply Shadow. Click on OK.
- 8 From the Paragraph Group click on the Paragraph Spacing button  and select 10 pt spacing  which will apply 10 pt paragraph spacing after the text.
- 9 Select the text *Made On The Premises*, format to bold then click on the Paragraph Spacing button  and select 10 pt spacing  .