

Easy Way



Teach yourself...
Microsoft Publisher 2013
(Level 2)

- ☒ Easy to follow
- ☒ Step-by-step instructions
- ☒ Written in plain English

A Cheryl Price Publication

Easy Way - Microsoft Publisher 2013 (Level 2)

This book is designed to teach intermediate topics for learning Microsoft Publisher 2013. It contains simple step-by-step exercises to guide you through the learning process.

There are dozens of exercises including consolidation exercises, both theory and practical at the end of each section.

The process of consolidation and accumulation of learning is unique to the Cheryl Price books.

Retrievable exercise files are used with this book and listed on page xi. These are available as a free download from our web site at www.cherylprice.co.nz. Instructions for downloading the exercises are included on page xii.

This book has been written using Microsoft Publisher 2013 with Windows 8.1.

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Introduction

Welcome to Easy Way Publisher 2013 Level 2.

This book has been written using Microsoft Publisher 2013 with Windows 8.1. (The Windows 7 operating system can be used. However screen shots will differ slightly from those shown in this book.)

Retrievable Exercise Files

Some exercise files have been created for you to prevent time in keying in many exercises. You can use these files to help create your publications in Publisher.

A list of these files is shown on page xi and instructions for downloading these files from our web site are included on page xii.

What you will learn

In this course you will learn how to -

- plan desktop published documents for organisation use;
 - A brief is developed that identifies the requirements for the documents to realise their purpose.
 - Range may include but is not limited to – target audience, specifications (including constraints).
 - A plan is developed to realise the brief.
 - Range milestones, resources, stakeholder consultations.
 - Conceptual designs are produced in accordance with the specifications of the brief.
- produce the documents in according to the specifications of a brief;
 - Text is formatted according to the brief's specifications.
 - Graphics are placed in the documents to meet the specifications.
 - The documents demonstrate the consistent application of the principles of page layout.
 - The documents are saved according to current conventions.
 - Range may include but are not limited to – file type, file name, location.
- and evaluate and print the documents.
 - The documents are evaluated to ensure they communicate effectively in terms of their readability, legibility, presentation, and accuracy.
 - The draft documents are proofed and edited to ensure that the brief is met.
 - Sources of text and graphic images used are referenced in accordance with recognised copyright requirements.
 - The edited documents are printed, reproducing text and graphics accurately and clearly, and in accordance with the brief.

How you will learn

This book is divided into sections. Each section page lists the learning outcomes for that section. You will work through each section and do all exercises.

A Consolidation Exercise is included at the end of most sections. Our books include accumulation and consolidation of learning which carries across each section.

Word meaning boxes

Sometimes you will see a box at the left side of the page of a line that has dotted underlining. This box will contain information to help you understand the meaning of the underlined word (or how that word is formed). An example is shown below.

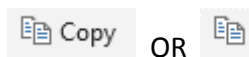
forecast
= to
calculate a
future
result

Data can therefore be altered to re-calculate budgets and to forecast results using different sales figures. Worksheets can be saved, opened and printed as required.

Different Publisher buttons

Depending on the size of your Publisher screen, buttons on the ribbon may vary to those shown in this book. The icon with the word of that feature may show, or the icon only.

For example, the Copy button in the Clipboard group on the Home tab may be displayed in either of the following ways.





The Symbol button can show as either -



Shortcut keys

Shortcut keys are indicated in the left margin, usually the first time they are used. An example follows.

Ctrl S

- 1 Click on the Save button  on the Quick Access Toolbar .
- 2 Type a file name for your document then click on Save.

Glossary

Generally when a word(s) is first used that is a technical term or a word that you may not know that relates to an exercise, or a particular Word 2013 feature, a description is given. You will also see that such words are in **bold**.

These terms are listed on each section page, an example is shown below. Explanations are also included in the Glossary at the end of the book.



In this section you will come across the following words highlighted in bold. This indicates that the word is included in the Glossary at the end of the book together with a description of that word.

AutoCorrect
Clipboard
Correction Signs
Cut
Drag and Drop
Find

Format
Microsoft Office Help
Move Text
Navigation Pane
Proof-reading
Redo

Replace
Selecting Text
Synonyms and Thesaurus
Typing Replaces Selection
Undo

Icons used in this book

This book contains icons to help guide you in your learning.

The following list shows the icon and its meaning.



Learning Outcomes

Learning Outcomes are displayed on the section page and describe what you will learn in that section.



EXERCISE 1

These are the exercises that you are required to do. Often there will be an introduction sentence to tell you what you will be doing in that exercise.



These are notes for your information.

☒ Consolidation Exercise

Each consolidation exercise covers a review of topics learnt in that section and provides additional practice.

OneDrive

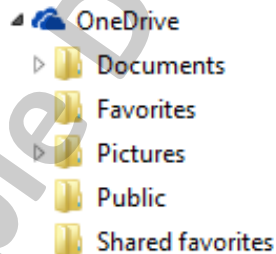
OneDrive is a cloud storage application from Microsoft. It is one of the major online file storage options competing with Dropbox and Google Drive.



Because files are stored “in the cloud” (in addition to your hard drive) it means that you can access those files from anywhere in the world because you will always have access to the OneDrive application and your files. You do however need an Internet connection for the files to be updated from your hard drive to OneDrive.



Saving to OneDrive

OneDrive is automatically set up when Microsoft Office 2013 (ie Office 365) is installed on your computer. A OneDrive folder will be displayed on the Navigation Pane in Windows Explorer as below.



Files can be saved manually by clicking on the Save button  on the Quick Access Toolbar, specifying a name for your file then clicking on the  OneDrive icon (you may wish to double click on Documents and save to that folder).

OneDrive Website

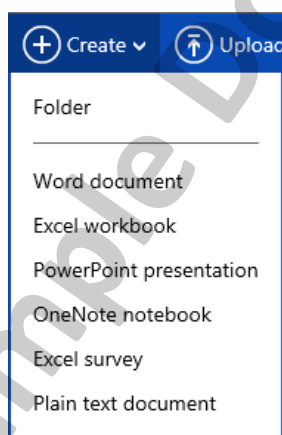
You can log in to the OneDrive website using your web browser with your login name and password.

The website is www.OneDrive.live.com.



You can upload photos and use files and share files.

New files can be created through OneDrive by clicking on **Create** and selecting the program you wish to use, eg Word (web applications in OneDrive are slightly cut-down versions of Office 2013 programs).



Sharing Files

From within Word 2013 you can save files to OneDrive (usually to the Documents folder) and then share those files. You can then click on the **FILE** tab, on **Share** and invite people to share files in OneDrive.

Alternatively, you can right click on a file in the OneDrive website (see above) and select Sharing.

Use Google in your web browser to search for additional information on OneDrive.

Exercise Files used in this book

(Instructions are included on the following page for downloading retrievable files from our web site at www.cherylprice.co.nz)



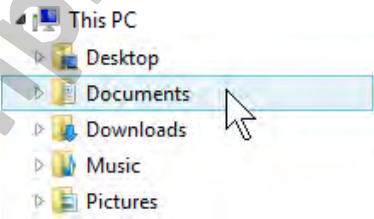

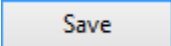
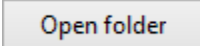
Names of files	
Baker	Heli-Skiing
Bee Logo	Heli-Snowboarding
Bee Pollen	Herbal
Biloba	Herbal1
Cellulite	Herbal2
Cellulite Formula	Home Lighting
Cherylprice Logo	Honey Soap
City	Honey Soap (pic)
Coconut	Jug
Coconut Soap	Lifestyle logo
Companion Planting	Light1
Cruise	Light2
Cup	Light3
Desktop Published Documents	Light4
FAQ-1	Manuka
FAQ-2	Morton Wines
Fashion	Nutrients
Festivals Text	Pres Report
Flower Show Text	Rafting
Food	Relieved
Garden Planner	Roses
Gardening – Headers and Footers	Shopping
Gardening Info2	Sure Céroc Invitation
Ginkgo	Venom
Golf News	Wine Bottles
Growing Camellias	

Downloading Exercise Files

The exercise files listed on the previous page can be downloaded from the Cheryl Price web site using the instructions below.



For the purposes of this book we have specified Exercise files to be downloaded to the Documents folder within This PC which is the shortcut for the actual pathname of C:\Users\User Name\Documents. This is where files will be opened from and saved to.

1	In the address bar of Internet Explorer, type: www.cherylprice.co.nz
2	Press Enter on the keyboard to display the Cheryl Price website.
3	Click in the Resources tab as shown at the right. 
4	Under the heading of Easy Way Books - Computing Click on Easy Way – Microsoft Publisher 2013
6	Under the Exercise Files heading click on the underlined blue hyperlink, ie Publisher 2013, Level 2 Free Download The File Download dialog box will display.
7	<p>a Click on  Save as then</p> <p>b Change file name to <i>Easy Way Publisher 2013 Level 2 Exercise Files</i>.</p> <p>c Click on the Documents folder shown below.</p>  <p> The Documents folder under This PC is the shortcut for C:\Users\User Name\Documents</p> <p>d Click on .</p>
8	<p>a Click on .</p> <p>b Right click on the zipped exercise file and select Extract All. Click on Extract. A folder will be created containing the exercise files.</p> <p>c Delete the Compressed (zipped) Folder.</p>

Section

1

Theory



Learning Outcomes

In this section you will learn -

- ☐ Desktop publishing information
- ☐ Basic design concepts
- ☐ Desktop publishing terms
- ☐ To identify elements of a publication



In this section you will come across the following words highlighted in bold. This indicates that the word is included in the Glossary at the end of the book together with a description of that word.

Captions

Em Dash

Grid

Headers and Footers

Headlines

Hyphenation

Kerning

Leading

Mastheads

Orphan

Pull-Quotes

Reverse Type

Sans Serif

Serif

White Space

Widow

Sample Document

Desktop Publishing Information

Desktop publishing software enables the production of documents, magazines, newspaper pages, etc to be achieved using a computer and a high quality printer, eg laser printer. Various kinds of graphics can be printed on the same page and lines, boxes, shading and colour can be incorporated.

The printed output can be distributed as it is, or photocopied (or it can be used as a camera-ready copy for an offset printer).



The concept of producing a document using desktop publishing software is entirely different from that used in word processing programs.

Desktop publishing techniques require the layout of a page to be planned in advance, to allocate areas for pictures, graphic displays, etc. Text and/or graphics can be imported from other programs.

Equipment required:

Computer with a hard disk and desktop publishing software.

Mouse - Use a mouse for drawing boxes, lines, moving graphics and text around the page. When using menus, a combination of shortcut keys and mouse can be used.

Printer - A good quality printer is essential, usually a laser or ink-jet.

Optional - Scanner for photographs, drawings, etc from other documents to be incorporated.



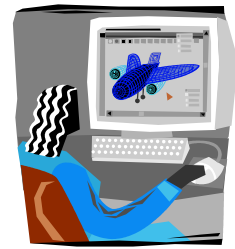
Desktop publishing programs currently in use include:

- Microsoft Publisher 2013, 2010 or 2007
- PageMaker 7.0
- Corel Ventura
- QuarkXpress

Basic Design Concepts

Graphic design gives you great challenges and opportunities, mainly because there are no universal rules for graphic design. However there are guidelines that can be adapted to most situations which provide a framework for your design approach, ensuring that the publication receives the kind of attention it needs to transmit its message effectively.

A Visual Glossary is included on pages 10 and 11. Some of the design concepts explained on the next few pages are shown in these illustrations.



Experimentation

Be willing to experiment

Design excellence is often the result of trial and error and professional graphic designers rarely solve design problems on their first attempt. Often they spend a considerable amount of time sketching out solutions that might work.

Desktop publishing software programs permit you to follow this same procedure - you can save your attempts with different file names until you arrive at the ideal layout. (It is however, preferable to initially use hand sketches.)

Appropriateness

Be flexible in applying the rules that follow

Success in graphic communications is based on appropriately relating the elements of graphic design to their surroundings. Appropriateness is based on proportion. The size of any graphic element should be based on the size of the page, the graphic elements that surround it, and the emphasis you want it to receive.

appropriateness
= to be
suitable

Appropriateness also relates to the content of the publication and the people who will be reading it - an advertisement for a clothing sale would have a totally different appearance than a company report.

Consistency

Be consistent

Be consistent in the layout of various elements of graphic design; also in each page, and across a publication, eg same margins throughout the publication; same size heading font sizes. Inconsistency can lead to confusion which will weaken a publication.

Balance

Avoid static balance

Balance can lead to boredom and interrupted eye movement. Unequal left/right or top/bottom balance helps provide movement and create interest to the reader.



Establish a Format

Planning

Start by creating a plan

Before creating a publication on screen you need to sketch out a plan based on a brief that has been given to you. You'll be taken through the planning process in Section 2 of this book.

Grid

Creating a grid

A **grid** is an essential part of layout and graphic design. A grid consists of a series of nonprinting horizontal and vertical lines which define the placement of the graphic elements that make up a printed page. Grids enable you to provide consistency in a publication.

Margins

Standardise Margins

Ensure that copy, headlines, chapter titles and page numbers are the same distance from the top, bottom, and sides of a page throughout a publication. A deep top margin can make it easy to locate and read these options. Wide inside margins are good if you are printing on both sides of each page.

Borders

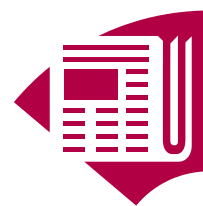
Use borders for visual identity

Lines and borders can strengthen the visual identity of a publication.

Columns

Organise body text into columns

Choose column widths appropriate to the size of type used. Columns do not have to be the same width. Always use hyphenation if you use justified columns and increase/reduce word spacing to create lines of equal length. Unjustified columns create a more informal, easy-to-read publication.



Lines

Use horizontal or vertical lines (sometimes referred to as rules)

Lines can be thick or thin, depending on how they relate to the copy and white space on each page. Use vertical lines between columns; use horizontal lines to separate topics in a column.

Headers and Footers

Used to keep the reader informed

Headers and footers are information about a publication that are usually located in the top or bottom margin of each page (sometimes called "running heads"). Page numbers can be included.

Fonts and Font Sizes

Use fonts to create a personality for your publication

Fonts add personality and expressiveness to a publication.

Some fonts are formal:

The Grand Hotel

and others are informal;

Mr and Mrs R J Brown cordially invite

some are interesting;

Mid-winter Christmas Dinner

some are serious.

This is a good reading font.

There are two categories of fonts - **serif** and **sans serif**.

Serif type has “curly” parts at the top and bottom of characters: This is serif type

Sans serif type is plain and ideal for headlines and subheadings: This is sans serif type

Do not mix too many different fonts on a page or in a publication. Be consistent with the fonts used for headlines, subheadings, body text and captions.

Mastheads

A **masthead** identifies the publication and gives it stability from issue to issue, for example, a monthly newsletter. Often a logo is included.

Headlines

Use strong, descriptive headlines

Design a **headline** so it will inform the reader of the focus of the page. Headlines should be large enough for easy reading and can be centred, left aligned, or right aligned.

Subheadings

Subheads are a transition from headline to body text

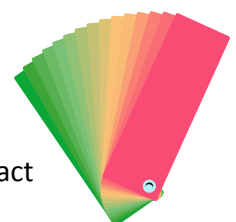
Subheadings lead readers from the headline into the body text and make it easy for readers to locate information. Subheadings are usually in bold.

Captions

Use **captions** in small type to describe photos, artwork, illustrations, etc.


Colour

Use colour to reflect the message you are communicating and to gain impact. Bright colours indicate excitement; subdued colours add dignity. Colour loses impact when it is overused.



Sample of Available Fonts and Font Sizes

Samples of fonts that may be available on your computer are displayed below. Fonts can be selected from the Font group on the HOME tab, the Font dialog box or the Mini Toolbar. Shortcut keys can be used to change the font and font size. Ensure appropriate fonts are used.

Typeface	Sample
Arial Black	This is Arial black 14 pt font
Copperplate Gothic Bold	THIS IS COPPERPLATE GOTHIC BOLD 14 PT FONT
Copperplate Gothic Light	THIS IS COPPERPLATE GOTHIC LIGHT 14 PT FONT
Curlz MT	<i>This is Curlz MT 14 pt font</i>
Eras Bold ITC	This is Eras Bold ITC Bold 14 pt font
Eras Demi ITC	This is Eras Demi ITC 14 pt font
Felix Titling	THIS IS FELIX TITLING 14 PT FONT
Forte	<i>This is Forte 14 pt font</i>
Franklin Gothic Demi	This is Franklin Gothic Demi 14 pt font
Franklin Gothic Demi Condensed	This is Franklin Gothic Demi Condensed 14 pt font
Franklin Gothic Heavy	This is Franklin Gothic Heavy 14 pt font
French Script	<i>This is French Script 14 pt font</i>
Haettenschweiler	This is Haettenschweiler 14 pt font
Impact	This is Impact 14 pt font
Imprint MT Shadow	This is Imprint MT Shadow 14 pt font
Palace Script MT	<i>This is Palace Script MT 14 pt font</i>
Perpetua Titling MT	THIS IS PERPETUA TITLING MT 14 PT FONT
Rockwell	This is Rockwell 14 pt font
Rockwell Condensed	This is Rockwell Condensed 14 pt font
Wingdings	

Add Emphasis Where Needed

When changing font size, style, or using enhancements consider the importance of readability (easy to read and follow) and legibility (font size and type is appropriate and easy to follow).

Font Size

Use a large font size to emphasise important ideas

Font size should reflect the importance of the various parts of a publication. Headlines should be larger than subheads and subheads should be larger than body text. Body text should be larger than captions.

Font Style

Vary type styles to emphasise important ideas

Add emphasis to important ideas by setting headlines, subheads, and body text in variations of the fonts usually used, eg if the body text is in Times New Roman font, use Arial font for headings. Avoid the over-use of full capitals.

- Use bold for emphasis
- Use italics to add emphasis in a less authoritative way
- Use bold-italics to give a sense of action.

White Space

Use white space to make design elements stand out

Use **white space** for easy reading. Avoid white space in the middle of a page but use it extensively to space out the publication, in the margin areas, and to surround headings.

Reverse Type

Use reverse type to emphasise elements of the page

Use **reverse type** (white letters on black background) to add emphasis to headlines and short blocks of copy.

This is Reverse Type

Avoid the use of small font size; it is preferable to use a sans serif font, bold.

Shading and Boxes

Use boxes and shades of grey to attract attention

Shading can be used to add interest to pages without photographs or illustrations - you can use dark type against light shading, or reverse type. Plain boxes can also draw attention to elements for text and/or photographs and illustrations.

Artwork and Pull-Quotes

Photographs, illustrations, charts and graphs can be added to communicate important ideas. **Pull-quotes** are short quotations taken from publication text used to summarise surrounding material and draw attention to it. They can be in large type with lines, or boxed.

Add the Finishing Touches

Proofreading

Check for text and layout errors

Information entered into the document needs to be checked for accuracy. Use the spell check facility if available. Get someone else to review it. As well as proofreading text, check for graphic consistency - ensure that line elements are even, headings are in the correct font size, etc.



Leading

Adjust line spacing

Adjust the vertical line spacing (often referred to as “**leading**”) where necessary.

Widows and Orphans

Avoid short lines of type at the tops or bottoms of columns

Ensure that a **widow** (a single word or short line of copy) does not occur at the bottom of a column (or page), and that an **orphan** is not carried to the top of a column or page to end a paragraph.

Kerning

Adjust letter spacing with kerning

Use **kerning** to improve the appearance and readability of headlines by increasing or decreasing letter spacing.

Hyphenation

Adjust word spacing with hyphens

Use the **hyphenation** facility to correct unnaturally large spaces that occur with, or at the ends of lines - especially in narrow columns.

Punctuation

Well-designed publications use curved open and close quotation marks and apostrophes, such as “widows” and “orphans”. Desktop published documents mostly use a single long stroke, called an **em dash** to indicate a dash. There is usually only one space left after a full stop.

- If you are intending to do desktop publishing work it is strongly recommended that you read books on layout and display, and observe layout. Such books can be purchased, or borrowed from a library. There are many websites on the Internet that can be used to look at layout and display options.

Visual Glossary

Masthead - name of the newsletter

Headline - The title

Tag Line
A second smaller heading

Drop Cap
A large initial character used to enhance the paragraph

Body Text
The main text

Continuation Notice
A line indicating where the rest of the story can be found

Callout
Descriptive text connected by a line to an object

Bleed Art
Picture that runs off the edge of the page

Caption
Text describing the picture

Border
A line that appears around text, graphics and other objects

Footer
A line of text that appears at the bottom of each page

GALLERY NEWS

Gisborne City Art Gallery - Quarterly News

REMBRANDT TO RENOIR

Over 300 years of European Masterpieces from The Fine Arts Museums of San Francisco.

The Rembrandt to Renoir Exhibition is a breathtaking selection of sixty-six masterpieces from one of the richest European art collections in the United States. Spanning three centuries, from 1600 to French Impressionism, Rembrandt to Renoir includes examples of Italian, Spanish, Dutch, Flemish, French and British painting. Highlights of the exhibition include El Greco's John the Baptist; Rembrandt van Rijn's outstanding portrait of Joris de Caullerij; Elisabeth Louise Vigée Le Brun's beguiling portrait of Hyacinthe Gabrielle Roland; and a fine Monet from the artist's popular Water Lilies series.

Continued on Page 2

Europe

The Earth Today

EXHIBITION DETAILS

HOURS

Saturday-Wednesday 10 am - 4.50 pm

Late Nights

Thursday and Friday 10 am - 8.50 pm

Late admission and ticket sales 50 minutes before Gallery closing. Please allow for queuing time. Taking photographs is not permitted in the exhibition.

ADMISSION

Adults	\$10.00
Senior Citizens, Beneficiaries, Students	\$7.50
Friends of the Gallery, Children	\$5.00
Family (2 adults and up to three children)	\$25.00
Adult multi-visit pass (5 visits)	\$40.00

1 Gallery News

Header

A line of text that appears at the top of each page

Gutter

The distance between columns

Sidebar

A small additional story relating to the main article

Pull quote

A small quote relating to the main body text

Gisborne City Art Gallery

Public Program

Open Late Lecture Series

Thursdays at 6 pm in the Auditorium

17 June

Corot's View of Rome

Dr Michael Durin, Head of Art History
University of Melbourne

24 June

The Legacy of Cardvaggio

Dr Hugh McGuire, Art History Dept,
University of Sydney

1 July

French Words from the 19th Century: A Social & Political context

Danielle Jamieson, Senior Lecturer in
French, University of Melbourne

22 July

Low-life and landscapes in Rembrandt to Renoir

Peter Shand, University of Auckland

29 July

Madonna or Eve:

Images of Women in the Exhibition
Robin Woodward, University of Auckland

ADVANCE TICKET PURCHASES

Available thru all BASS outlets (plus booking fee). Express entry to the exhibition is provided for all pre-purchase and group ticket holders.

EDUCATION

Groups must be booked in advance. Phone 307 7728. School groups concession: \$2 per person. Non education group visits are welcome and organisers are advised to purchase tickets in advance through BASS.



RECORDED TOURS

Recorded tours of the exhibition provide an informative commentary on key paintings and can be hired. Exhibition tours run from 11 am - 4 pm daily. The Docents will provide guided tours as well as talks on single works in the exhibition.

FRIENDS OF THE GALLERY MEMBERS

Can enter the exhibition for half the adult price. Discounts at the Bookshop. For further information phone 307 7707.

EXHIBITION SHOP

The Rembrandt to Renoir Exhibition Shop (in the Gallery foyer) offers a wide range of high quality exhibition merchandise including cards, reproductions and posters and the official exhibition catalogue. The Rembrandt to Renoir souvenir catalogue (\$39.95) features full-colour reproductions of paintings in the exhibition, with detailed and up-to-date information about each artist and their work.

The Gallery Cafe serves excellent snacks and light meals. Open from 10am until 30 mins before Gallery closing time. Parking within each walking distance.

Gisborne City Art Gallery

Corner West and Cross Streets

TELEPHONES

- Office (05) 9567 6730
- Exhibition Details (05) 9567 6731
- Recorded Information (05) 9567 6732

Gallery News 2

Subheading

A smaller heading of an article

Bullets

Squares, dots etc used to mark paragraphs.

Publisher Publications

Publisher publications for general office use can be divided into categories, eg

- Single page* One page flyers, advertisements, notices, short newsletters, cover pages, business forms, etc.
- Multi-page* Newsletters, reports, magazines and books.
- Folded* Brochures which are usually created on a single landscape page, folded in half for an A5 brochure, or into thirds for a 3-fold brochure.

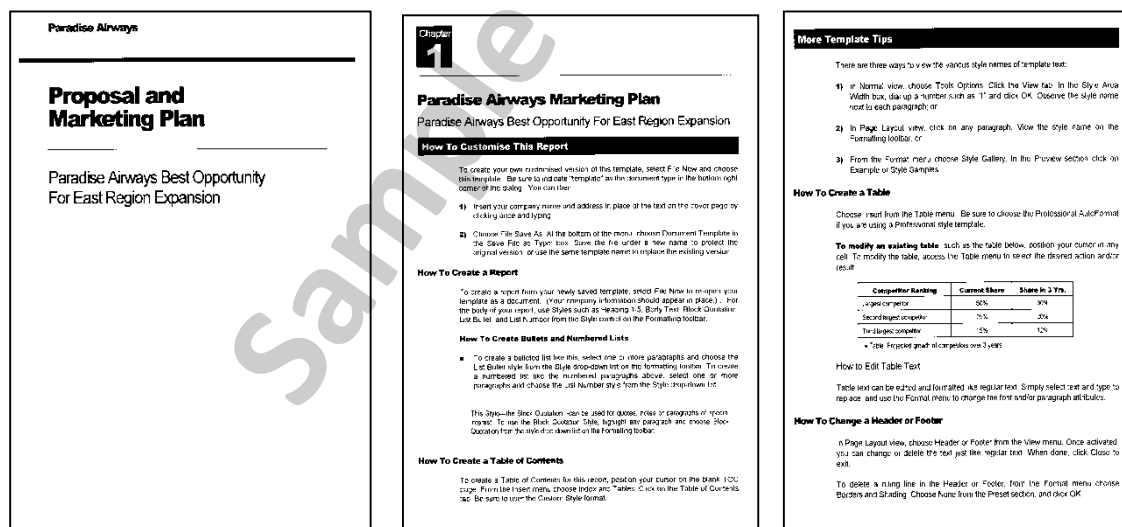
Publisher contains templates which can be used to set up publications automatically - from office-type publications to personal and home/fun types of publications, eg CVs, birthday cards, postcards, invitations, origami, etc. Publisher can also be used to create your own web site.

The following pages describe the layout and content with a design checklist of the most commonly used office publications.

Reports

Layout

The layout of a report can vary from single column to multi column. Reports require consistency and continuity throughout and this must reflect in the layout. An example of a report is displayed below.



EXERCISE 1

- Collect a report. On a piece of paper sketch out the layout that has been used for the report.