

Form 2

Desktop publishing (DTP)

THEORY LESSON FULL TOPIC

USING MS PUBLISHER 2019

COURSE OUTLINE

- ✓ Introduction
- ✓ Desktop publishing
- ✓ Purpose of DTP
- ✓ Advantages and types of DTP
- ✓ Designing a publication
- ✓ Getting started with publisher, setting up a publication, saving the layout, setting measurements, rules etc.
- ✓ Manipulating text and graphical objects
- ✓ Editing a publication
- ✓ Formatting a publication
- ✓ Text, paragraph, measuring objects and text frames , formatting a graphical object
- ✓ Printing a graphical object

DESKTOP PUBLISHING (DTP)

•Introduction

Publishing is the process of producing publications such as newspapers, cards, pamphlets, pictures, calendars, books, etc that has special text and graphical layouts & designs.

•Definition of Desktop Publishing

Desktop publishing refers to the process of producing publications by designing their text and graphics layout using special desktop publishing software installed on personal computers. The text and graphical objects can then be inserted, edited, formatted and printed.

Examples of desktop publishers;

- Adobe PageMaker
- Adobe Photoshop - mainly used for editing & formatting photographs.
- Adobe Illustrator - used for creating complex freehand artwork such as drawings & logos.
- CorelDraw.
- Microsoft Publisher.
- Ventura.
- Harvard graphic.

Difference between a desktop publisher and a word processor.

– A DTP software gives the user more tools and control of the page layout, text manipulation and graphic design than a word processor.

However, today's word processors have been incorporated with text and graphic formatting and editing tools, e.g., you can design a full publication in Microsoft Word by using the available Drawing and Picture tools, create columns, etc.

Purpose of Desktop publishing software

DTP programs give the *typesetter* (the person designing publications) a lot of control on:

Graphic design:

Using DTP software, a typesetter can create and edit very complex text & graphical objects of high quality.

For example, the software provides the user with rulers & ruler guides that can be used to place an object in the correct position within the publication.

Page layout design:

With a desktop publisher, the user can design a page layout by setting consistent (constant) picture and object locations, divide a page into a number of columns, and also create layers.

Layering is the arrangement of objects on top of each other with the one on top being on the first layer.

Printing:

To produce any publications, they must be printed. Therefore, DTP software helps the user to prepare *artwork* (i.e., publications that are ready for printing).

Types of Desktop publishing software

There are 2 main types of DTP software:

Graphical based:

They are specifically developed for editing & formatting graphic objects like pictures.

Examples;

- Adobe Photoshop.
- CorelDraw.
- Harvard graphic.

Graphic-based desktop publishers have superior capabilities for handling images such as setting resolution, brightness, contrast, cropping, and filling the images with colour.

Layout based:

They are specifically developed to create different page layout designs for text and pictures.

Examples;

- Adobe PageMaker.
- Microsoft Publisher.

Designing a publication

Different publications have different design layouts and formatting.

Types of publications

There are several types of publications that can be produced using DTP software. They include:

Cards:

They may be for special occasions such as weddings, graduations, harambee, and for congratulations.

Certificates:

These are types of publications used to show completion of courses and special events.

Note. Certificates are very sensitive, and must be designed to discourage any type of duplication or counterfeits.

Newspapers, Magazines, Pamphlets and Newsletters:

They contain news targeting a group of people.

Books:

Are bulky publications with many pages that are bound together.

Calendars:

They are used to show dates. They are also used by companies to advertise their products.

Notices, Brochures, Posters / Advertisement, and Catalogues.

Features of DTP software

- 1) Text can be entered directly into a DTP publication. Alternatively, the text can be entered into a Word processor and then copied into the DTP document.
 - Graphics can be created in a separate program, then incorporated into a Desktop publishing program.
 - A Scanner can also be used to copy images, such as photographs and drawings, into a Desktop publishing document. A **Scanner** is a device that reads text and images into a document.
- 2) A DTP program gives you more control over the graphics in a publication. You can:
 - ◆ *move* - change the position of a graphic on a page,
 - ◆ *size* - make a graphic larger or smaller,
 - ◆ *Rotate* - turn or spin a graphic, and
 - ◆ *Crop* - trim part of a graphic.
- 3) Has a wide range of Fonts & print sizes that can be merged with useful symbols, such as arrows and stars. Has Columns of various widths, in which the text is fitted automatically using sensible hyphenation. The columns can also be reorganization automatically.
- 4) Enables Scaling and cropping of publications so as to fit the available space.
- 5) Page numbers can be inserted.
- 6) Enables production of multiple page documents.

Steps in using a DTP System.

Prepare your text and illustrations with a Word processor or a Graphics package.

Alternatively, use a Scanner to input text and graphics from other sources.

Using the DTP program, develop the format of each page.

Your screen becomes an electronic paste board with rulers, column guides and other page design aids.

Copy the text and illustrations into the page format you have designed in the DTP program.

The DTP program will automatically move the excess text to another column or page and also help size and place illustrations and headings.

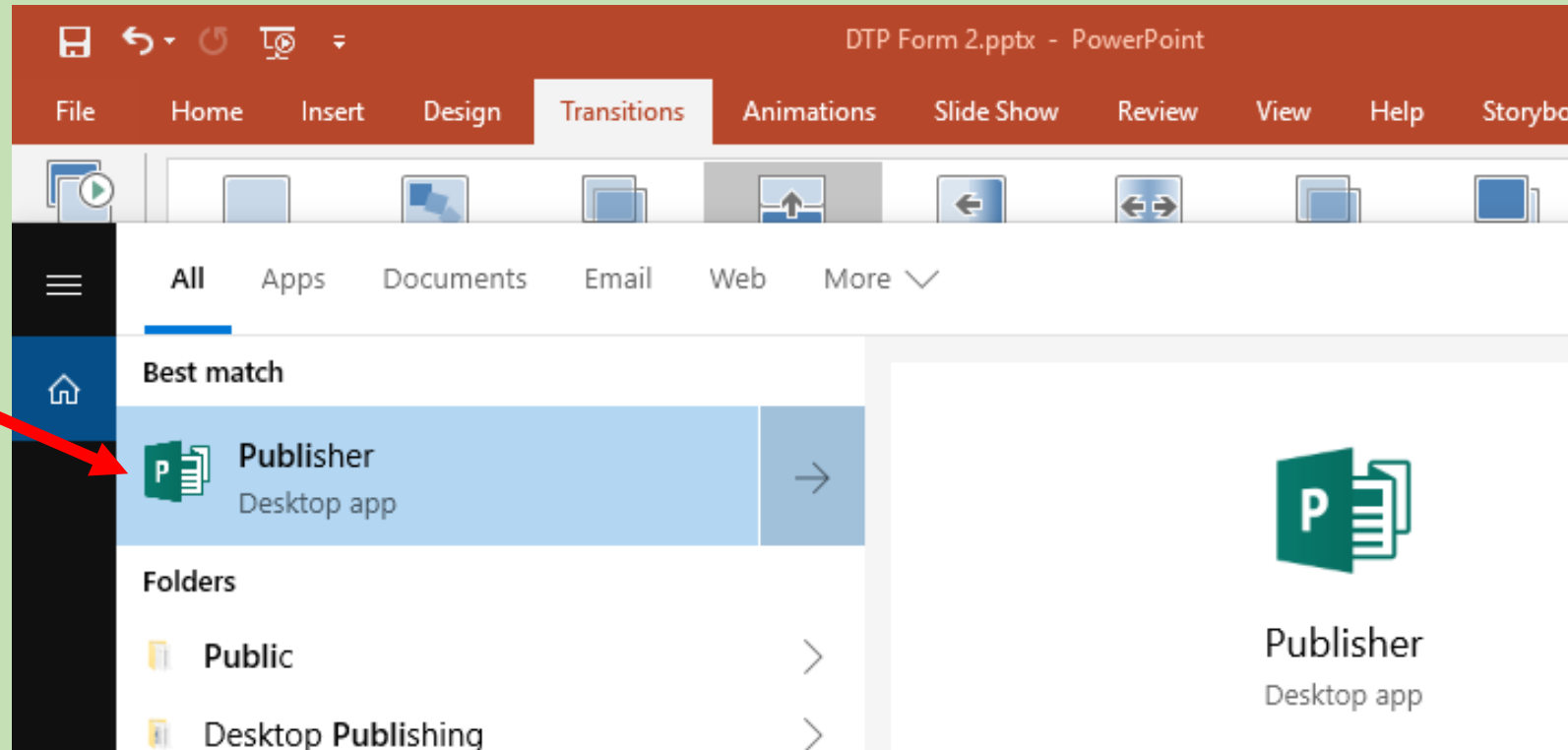
Format the pages on the screen to look the way you want them, then store them electronically on your hard disk. If necessary, print them on a Laser Printer to produce the finished printed material.

Printing terminologies used in DTP.

- 1) **Runner** – the main headline across the top of the page.
 - 2) **Cross head** – a small heading used to break up text into easily readable sections.
 - 3) **Bullet** – solid dot printed before pieces of text in order to add an emphasis.
 - 4) **Cast off** – a calculation as to how much space the text will use on a page.
 - 5) **Footer** – a line of text at the bottom of each page giving the publications title, author's name, etc.
 - 6) **Masthead** – details of the person involved in printing the publication.
 - 7) **WYSIWYG** (What You See Is What You Get) – this means that, the presentation on the screen is exactly what you will get from the Printer.
- 1) **Jigging** – moving text around by means of DTP software.

To start Microsoft publisher

To load the **Microsoft Publisher 2007-2019** program, **Double click** on the **Publisher 2007-2019** icon on the main **Windows** screen, or **click-on Start** in the **lower left corner** of the screen, then **click-on Programs**, and then **click on Microsoft Publisher 2007-2019**.










Publisher

Recent

Pinned

Pin files you want to easily find later. Click the pin icon that appears when you hover over a file.

Older

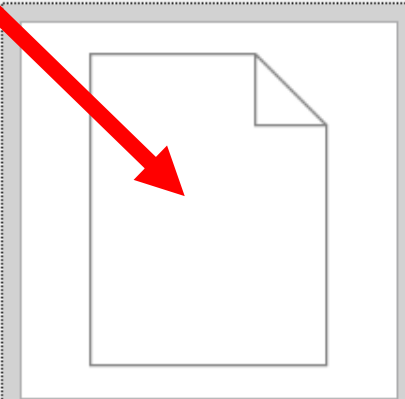
-  INVOICE GICHAJ.pub
Desktop
-  INVOICE GICHAJ.pub
C: » Users » BELINDA » Documents
-  book cover.pub
Desktop » gichai2020
-  Certificate.pub
Desktop » 0001
-  business card.pub
Desktop
-  business card.pub
Desktop » 001
-  New Microsoft Publisher Document.pub
Desktop

 Open Other Publications

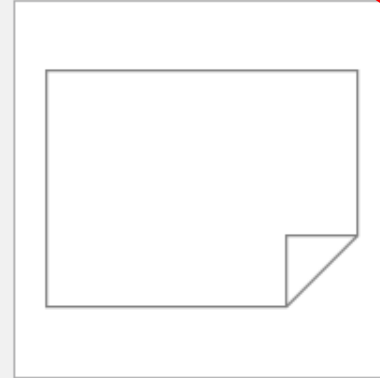
Search for online templates



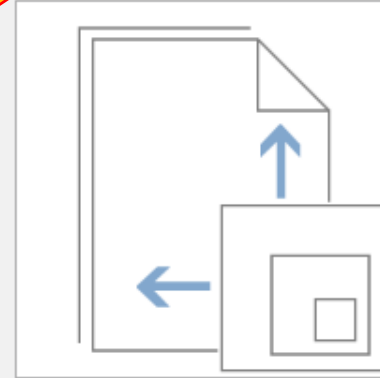
DON GICHAJ
gichai27@hotmail.com
[Switch account](#)



Blank A4 (Portrait)



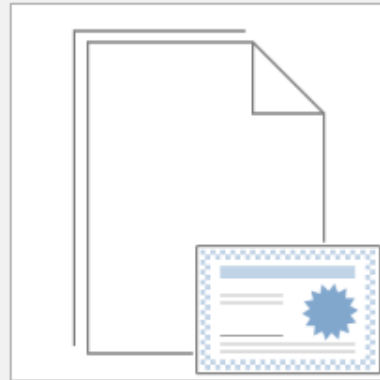
Blank A4 (Landscape)



More Blank Page Sizes



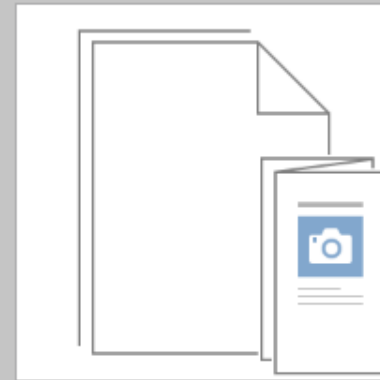
Advertisements



Award Certificates



Banners

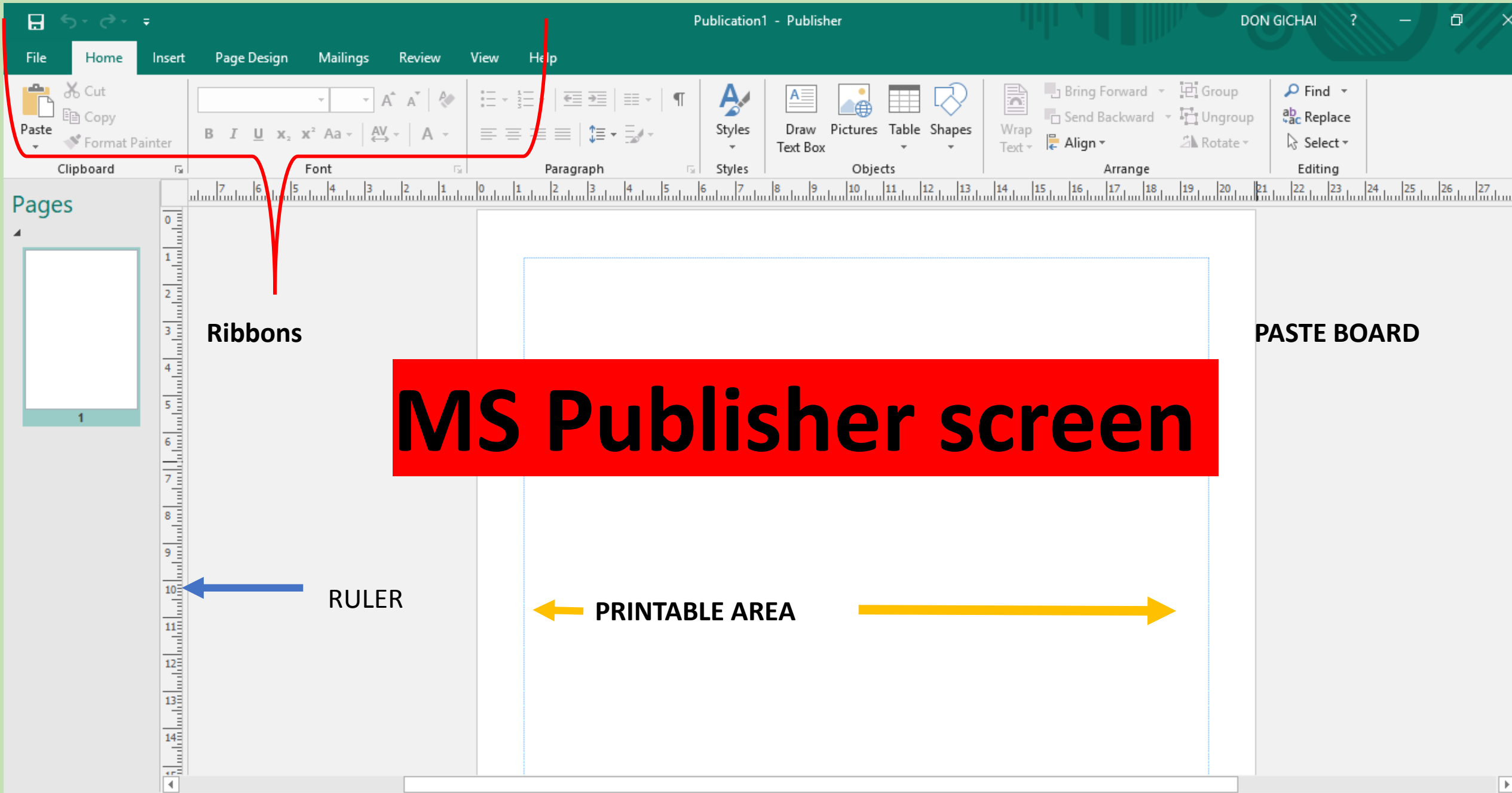


Brochures
Brochures



Business Cards





Ribbons

PASTE BOARD

MS Publisher screen

RULER

PRINTABLE AREA

Create a New Publication in Publisher: Instructions

1. A startup screen appears when you first open Publisher, which lets you create a new publication in Publisher.

2. To create a new publication in Publisher from the startup screen, click the type of publication to create in the listing of available templates at the right side of the startup screen.

3. Alternatively, to create a new publication after creating a publication, then click the “File” tab in the Ribbon.

4. Then select the “New” command at the left side of the backstage view.

5. Next, click one of the available templates that appears at the right side of the backstage view.

6. Then click either the “Create” or “Download” buttons that appear to create a new publication in Publisher from the template.

7. To create a new, blank publication that is a standard page size, select the “Blank (8.5 x 11)” item from the template list.

Create and edit master pages

Use **master pages** to repeat design and layout elements on multiple pages in a publication. Using master pages for these common elements gives your publication a more consistent appearance and allows you to create and update these elements in one place, rather than changing them on each publication page

Create or edit master pages

You can create a new master page from scratch or duplicate an existing master page, which you can then edit to change just those elements that you want to be different.

If you set up your publication to be viewed as two-page spreads, you should use two-page master pages. If you set up your publication to be viewed as single pages, you should use single-page master pages.

You can also [Change a single-page master page to a two-page master page](#), or [Change a two-page master page to a single-page master page](#).

- 1.To view the current master pages in your open publication, click **View > Master Page**.
- 2.Begin to edit the master page in the master page window by adding elements such as headers and footers or page numbers.
- 3.Click **Close Master Page** to go back to publication view.

Add Master Page
 Two Page Master
 Apply To
 Duplicate
 Rename
 Delete

Show Header/Footer
 Insert Page Number
 Insert Date
 Insert Time
 Close Master Page

Pages

A

Add a duplicate page

1. In the **page** navigation area at the bottom of the screen, right-click the **page** that you want to copy.
2. On the shortcut menu, click **Insert Duplicate Page**. A **duplicate page** will be **inserted** into your publication immediately after the selected **page**

Add a page

- In your open publication, turn to the **page** that will come before or after the **pages** you want to **add**.
- On the **Insert** tab, click the arrow below the **Page** button.
- Select an option: **Insert blank page** to **insert** a new blank **page** after the currently selected **page**.

Page numbering

Like in world document, numbering pages of a publication like books and magazines make it easier to read and make references.

To insert a page number

INSERT tab in the header and footer group, click page number command

Select one of the options e.g. bottom center on the drop down list

Changing page number style

Click **page number** command

Click format page number command

In the page number format dialog box , in the number format drop down list , select a page number format

Click OK.

REARRANGING PAGES

in publisher , you can change the order of your pages by rearranging page thumbnails in the pages pane.

Changing the order of pages does not affect the text objects in publications, even though they may have moved to different pages.

Steps

On the **pages pane** click a page

Drag a page to the required location in the page

INSERTING HEADER AND FOOTER

PAGE DESIGN RIBBON, in the page background group click master pages command , Select EDIT MASTER PAGES from the drop down list on the masters page ribbon in the header and footer group, click the show header and footer button, type your header and footer

Layout Guides in Publisher: Types of Layout Guides

You use layout guides in Publisher to help with the layout of page content. There are many different types of layout guides in Publisher. For example, margin guides appear onscreen to help you stay within the printable page area. Margin guides are one of the layout guides in Publisher that you can use when designing publications.

In this lesson, you will learn how to use the different types of layout guides in Publisher, like ruler guides, baseline guides, and grid guides. You can add layout guides in Publisher by using the buttons in the “Layout” button group on the “Page Design” tab in the Ribbon.

Layout Guides in Publisher: Using Ruler Guides

The first of the layout guides in Publisher to discuss is the ruler guide. To add a ruler guide to your page for object alignment, click the “Page Design” tab in the Ribbon. Then click the “Guides” button in the “Layout” button group. Then choose a set of ruler guides to add from the drop-down menu.

Alternatively, you could also select the “Add Horizontal Ruler Guide” or “Add Vertical Ruler Guide” command from the button’s drop-down menu to add a single horizontal or vertical ruler guide to the center of the page. Alternatively, you can also add ruler guides to your page by clicking directly into the ruler and then dragging your mouse into the page to place a ruler guide at the location at which you release your mouse.

To adjust the position of ruler guides onscreen, click and drag them to a new location with your mouse. To do this, place your mouse pointer over the ruler guide until your mouse pointer turns into a double-pointed line intersected by an arrow. Then click and drag the guide to the desired location in the publication. To remove a ruler guide, click and drag it off the publication page into the scratch area.

Page formatting

Is the enhancement of a publication layout by partitioning a page into columns page numbering adding headers and footers

column guides

Helps you divide the pages into columns that make the publication look more organized. The idea is to partition a page into short readable sentence blocks. Columns are mostly used in designing large publications like newspapers and journals.

CLICK PAGE DESIGN TAB

In the **Layout group**, click guides commands

Select the relevant **column guides** from the drop down list

Insert evenly distributed columns

Click text frame to activate

click on column button on the format ribbon to display columns drop down list

Select the option with number of preferred columns

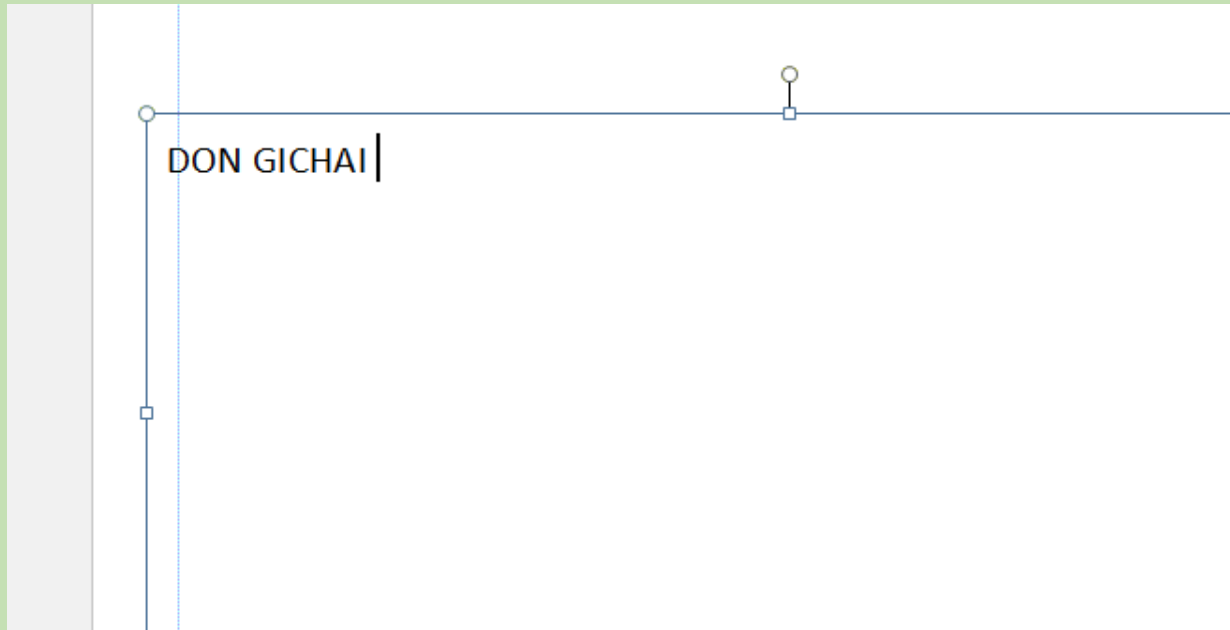
Layout Guides in Publisher: Using Grid Guides

To view the grid and baseline guides, click the “Page Design” tab in the Ribbon. Then click the “Guides” button in the “Layout” button group. Then select the “Grid and Baseline Guides...” command from the button’s drop-down menu.

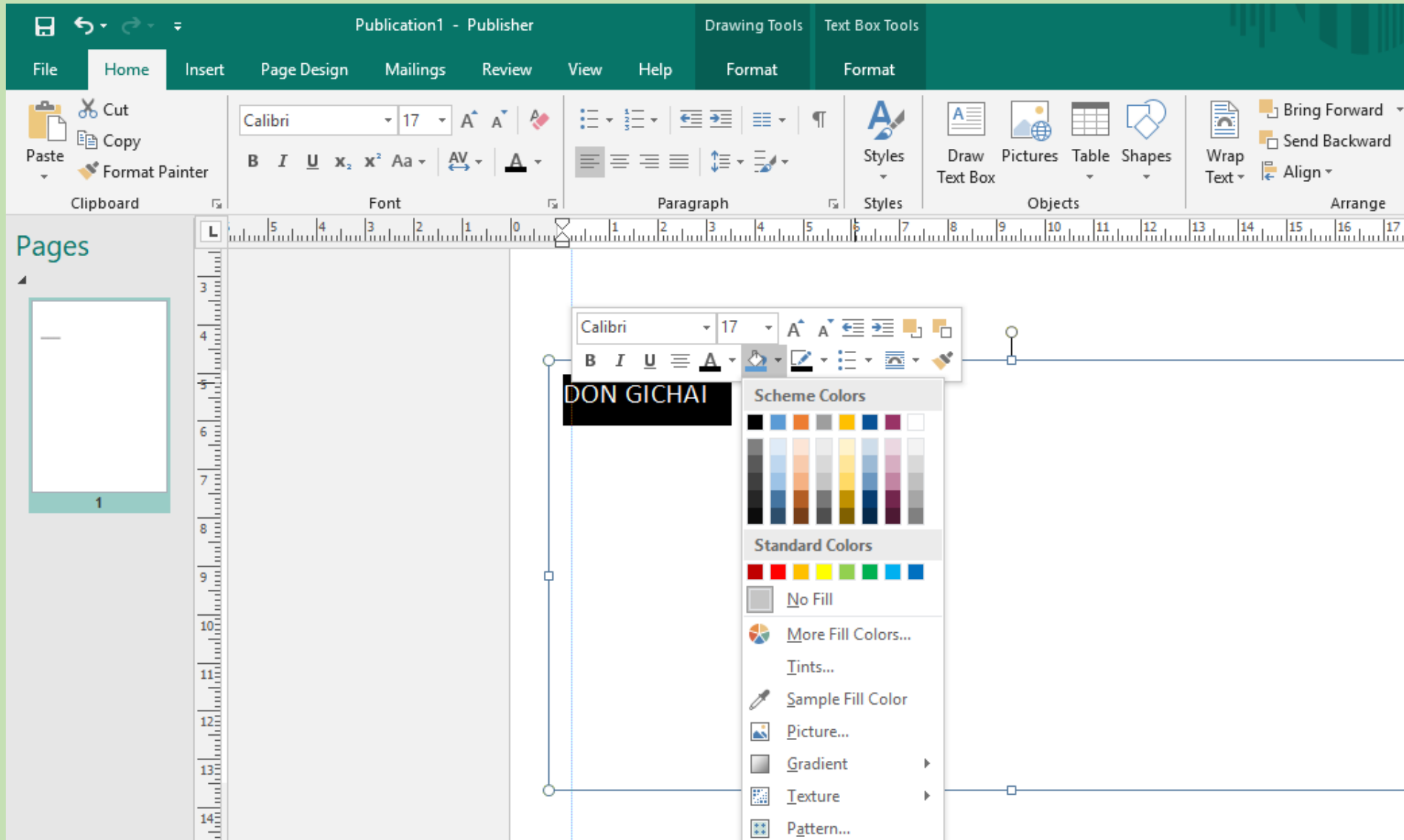
In the “Layout Guides” dialog box, the “Grid Guides” tab then appears. You can create additional columns and rows within a page using the settings on this tab. Enter the number of columns to show on the page into the “Columns:” spinner box in the “Column Guides” section. Then enter the desired column spacing to allocate by using the “Spacing:” spinner buttons in the “Column guides” section. Enter the number of rows to add to the page into the “Rows:” spinner box in the “Row Guides” section. Then enter the spacing to allocate between the rows in the “Spacing:” spinner box.

Here's how to add new text to a page:

1. Click **Text Box** on the Objects toolbar. (By default, when you open **Publisher**, the Objects toolbar extends vertically along the left side of the **Publisher** window.)
2. Drag to create a rectangle on the page.
3. In the **text** box you created, type the **text** you want.



FORMATING TEXT

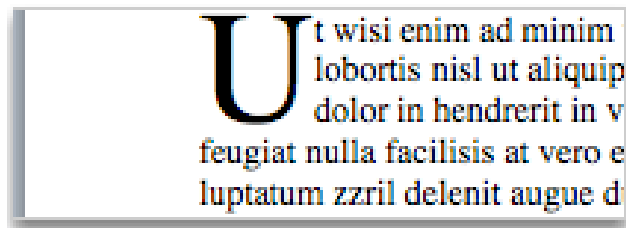


Insert a drop cap

Word for Microsoft 365, Outlook for Microsoft 365, Word 2019, Outlook 2019, [More...](#)

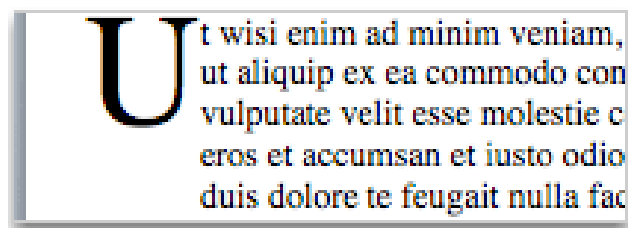
A *drop cap* (dropped capital) is a large capital letter used as a decorative element at the beginning of a paragraph or section. The size of a drop cap is usually two or more lines.

The following illustration shows your options for positioning a drop cap.

The illustration shows a large, bold capital letter 'U' that is significantly larger than the rest of the text. It is positioned at the start of a paragraph and overlaps the first line of text. The text continues on the second and third lines.

Ut wisi enim ad minim
lobortis nisl ut aliquip
dolor in hendrerit in v
feugiat nulla facilisis at vero e
luptatum zzril delenit augue d

Dropped

The illustration shows a large, bold capital letter 'U' that is significantly larger than the rest of the text. It is positioned at the start of a paragraph and is set within the left margin, not overlapping the main body of text.

Ut wisi enim ad minim veniam,
ut aliquip ex ea commodo con
vulputate velit esse molestie c
eros et accumsan et iusto odio
duis dolore te feugait nulla fac

In margin

Review View Help Format Format

Columns Margins

Alignment Linking WordArt Styles

Drop Cap abc Stylistic Sets

Drop Cap Style 5

Custom Drop Cap...

The image shows the Microsoft Word interface with the Drop Cap gallery open. The ribbon includes 'Review', 'View', 'Help', and 'Format'. The 'Format' ribbon has sections for 'Columns Margins', 'Alignment', 'Linking', and 'WordArt Styles'. The 'Drop Cap' section is active, showing a grid of 20 different drop cap styles for the text 'DON GICHA I'. A blue arrow points from the 'Drop Cap' button on the ribbon to the text 'DON GICHA I' in the document. Another blue arrow points from the text to the 'Drop Cap Style 5' option in the gallery. The text 'DON GICHA I' is currently in a simple black font with a thick black drop cap 'D'. The 'Drop Cap Style 5' option shows a blue drop cap 'D'.

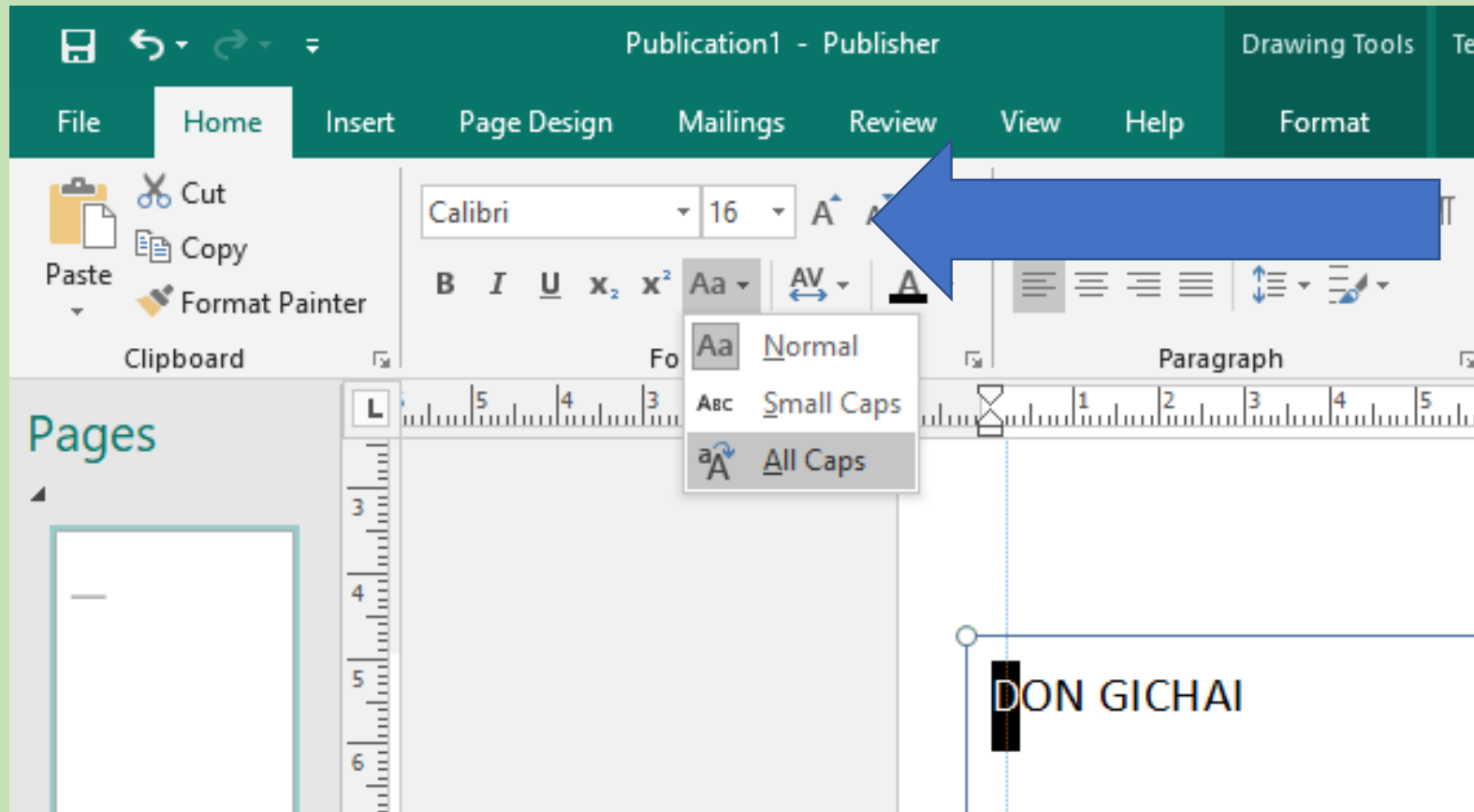
DON GICHA I

Drop Cap Style 5

Custom Drop Cap...

Change case

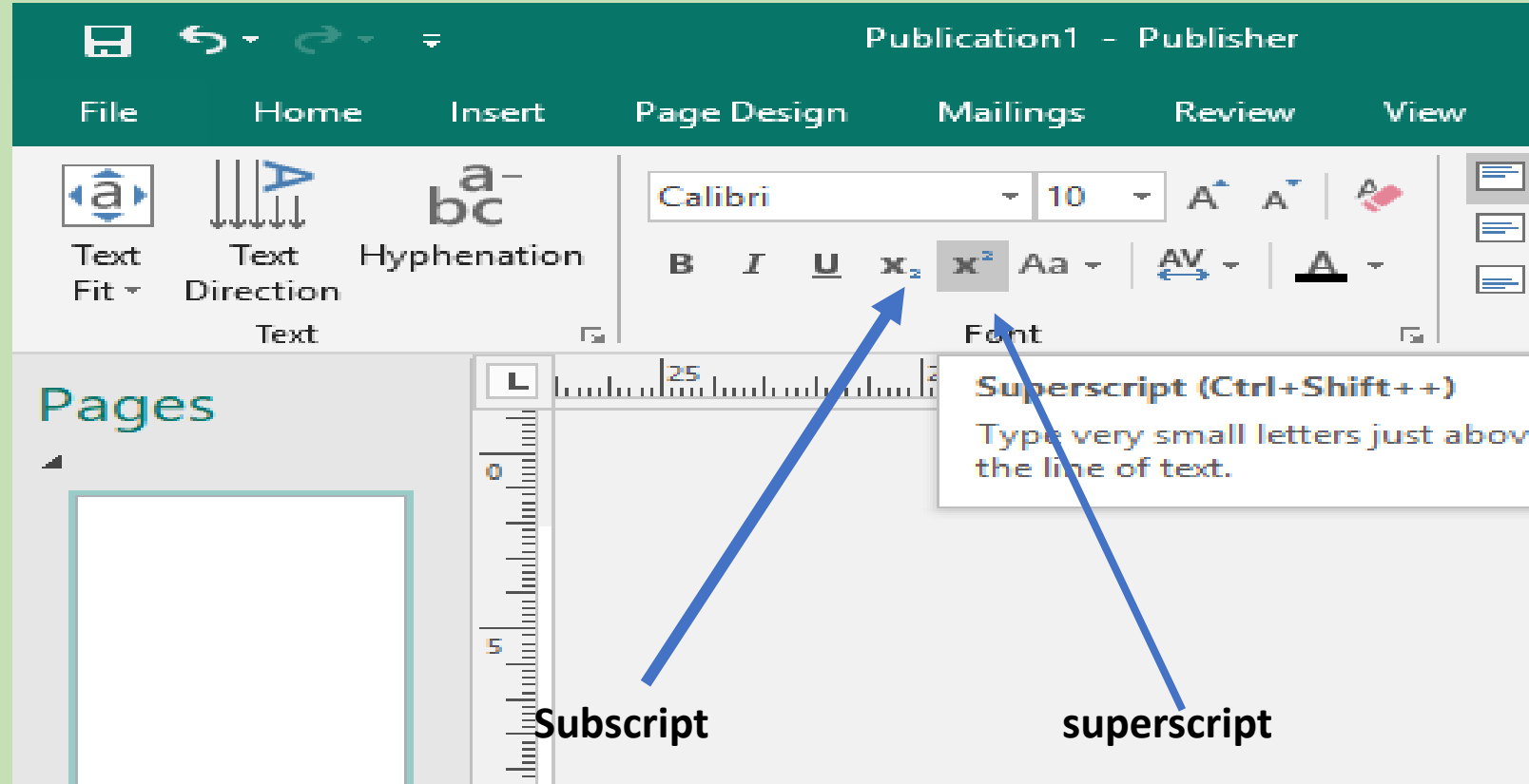
1. Select the text for which you want to **change** the **case**.
2. Go to Home > **Change case** .
3. Do one of the following: To capitalize the first letter of a sentence and leave all other letters as lowercase, click **Sentence case**. To exclude capital letters from your text, click **lowercase**.



Formatting text to superscript or subscript

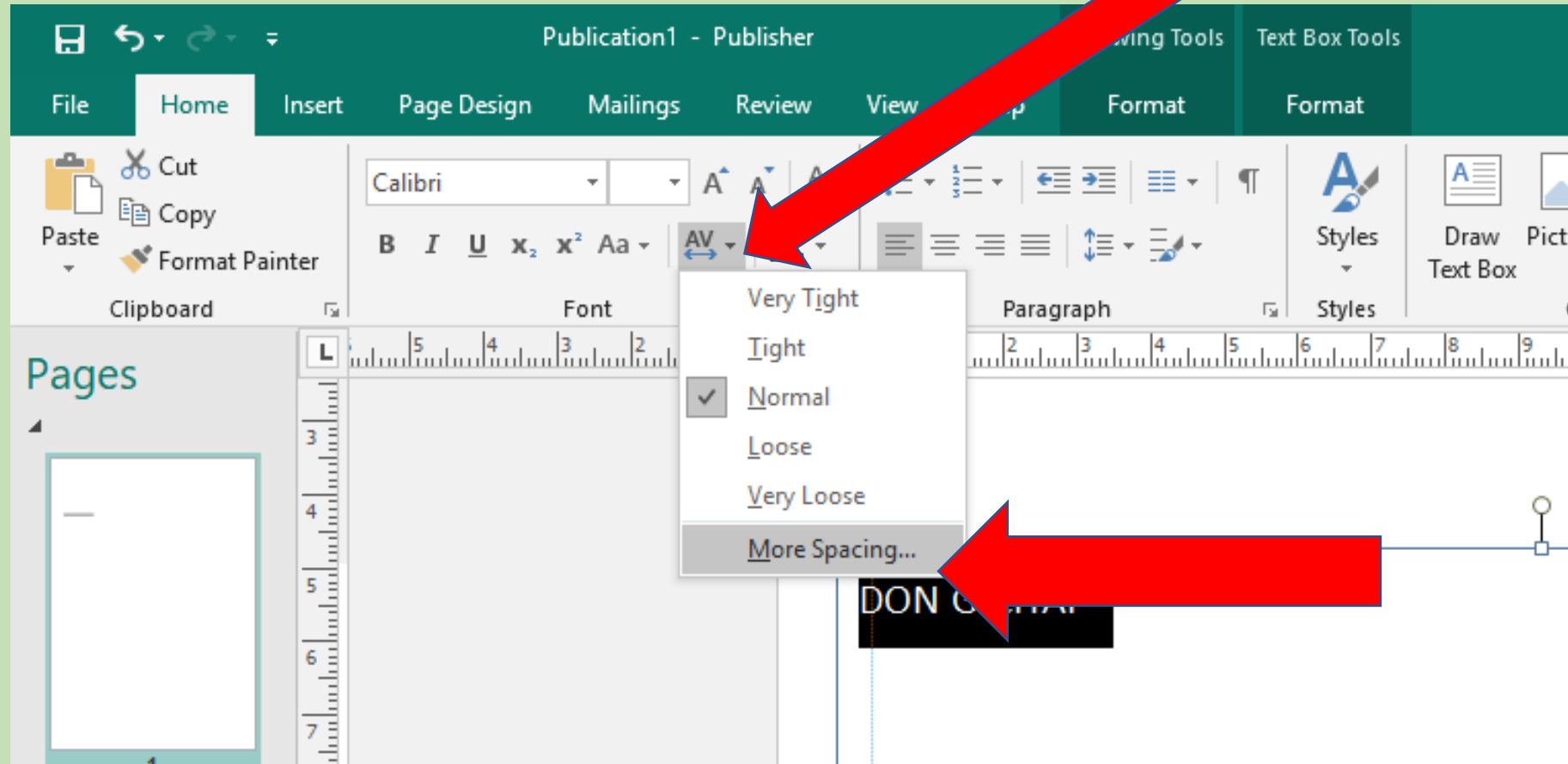
Select the text you want to style as **superscript** or **subscript**

In font group, click superscript or subscript button



Tracking and kerning are two **Publisher** options for controlling the space between characters. **Kerning** is helpful for fine-tuning the space between individual characters, especially at large font sizes used in display text.

Tracking reduces or increases spaces while kerning changes spacing between two specific text characters.



Indent and paragraph formatting

Alignment and indentation

The image displays the Microsoft Word interface with the **Home** tab selected. The **Paragraph** group in the ribbon is highlighted, showing options for alignment and indentation. A blue arrow points from the **Home** tab to the **Paragraph** group. Another blue arrow points from the **Paragraph** group to the **Paragraph** task pane. A third blue arrow points from the task pane to the text "DON GICHAJ" in the document. The task pane shows the following settings:

- Alignment:** Left
- Indentation:** Preset: Flush Left, Left: 0cm, First line: 0cm, Right: 0cm
- Line spacing:** Before paragraphs: 0pt, Between lines: 1.19sp, After paragraphs: 6pt
- Align text to baseline guides

The text "DON GICHAJ" is centered in the document, and a vertical dashed line is visible at the 2 cm mark on the horizontal ruler.

Editing a publication

Find and replace

You can search for specific occurrences of word or group of words in your publication.

To find and change a word or phrase in the publication

On HOME ribbon in the editing group, click the replace command

The find and replace pane appears

In the search for box type the word or phrase to search

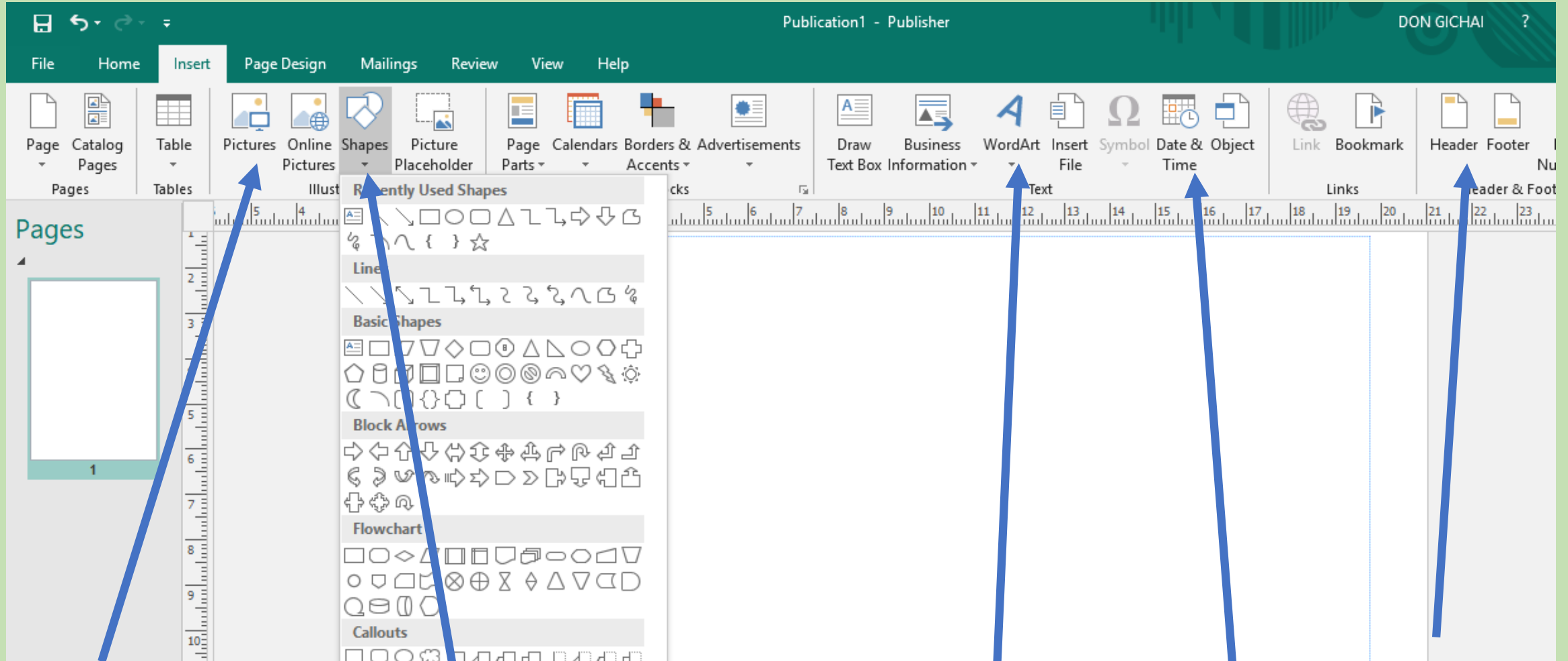
In the replace with box, type the new word that will replace

Click on replace or replace all

Checking for spelling mistakes

Click REVIEW tab then in the proofing group click the spelling command.

Inserting objects , graphics, pictures and auto shapes



Picture

auto shapes

word Art

date and time

headers

Importing graphical objects

Click picture insert picture

Select file then insert

GROUPING AND UNGROUPING OBJECTS

Using a pointer tool, hold down the shift key as you click the objects to be grouped

Click group button located in the arrange group of format ribbon

to ungroup

select the Group

Click the Ungroup button text to Group button.

ROTATING AN OBJECT

Click the object

Click on Rotate button in the Arrange group

Select rotation option

Cropping an object

after inserting a picture or a clip art into your publication, you may want to hide parts of the graphic that you do not want to be printed. This process is referred to as cropping.

Click on the image then click on CROP TOOL

Fill and stroke

Stroke Refers to line style applied around an object or text while **fill** is the style applied in the text or object block TO APPLY RIGHT CLICK ON THE AUTO SHAPE

The image shows a screenshot of the Microsoft Word interface. The **Format** ribbon is active, displaying the **Shape Styles** group with four shape style icons (blue, orange, grey, yellow). The **Arrange** group includes icons for **Wrap Text**, **Bring Forward**, **Send Backward**, **Align**, **Group**, **Ungroup**, and **Rotate**. The **Size** group shows **Height: 3.52 cm** and **Width: 2.88 cm**. A blue square shape is selected on the page. The **Format AutoShape** task pane is open, showing the **Colors and Lines** tab. The **Fill** section has **Color:** set to blue and **Transparency:** set to 0%. The **Line** section has **Color:** set to **No Color** and **Width:** set to **2 pt**. The **Format Shape** task pane is also open, showing the **Fill** section with **Solid fill** selected and **Transparency** set to 0%.

Change the color of fills, lines, and borders

Publisher for Microsoft 365 Publisher 2019 Publisher 2016 Publisher 2013 [More...](#)

1. Right-click the object you want to change, and then click **Format <object type>**.

2. The **Format <object type>** dialog box appears.

3. On the **Colors and Lines** tab, select the options you want:

4. Change a fill

5. Color - Select the fill color that you want from the palette, or select one of the options in the list:

1. Scheme Colors – Select colors from the applied color scheme of your publication.

2. Standard Colors – Select from a standard set of colors ranging from red to blue.

3. No Fill - Click this option to give the selected cells or table no fill of any kind. Cells with no fill have a transparent background.

4. More Colors - Click this option to open the Colors dialog box. You can select a new color from the standard color palette, or you can select a custom color that you can define by using the RGB, HSL, or CMYK color model. You can also select a PANTONE® color.

Wrap text around a picture in Publisher

1. Click the picture to select it.
2. On the Format tab, in the Arrange group, click **Wrap Text**.
3. Do one of the following: Click Square to **wrap text** around the border of your image. Click Tight to **wrap text** closely around an irregularly shaped picture. Click Top and Bottom to place the image on its own line.

Inserting tables

Create a table and add text

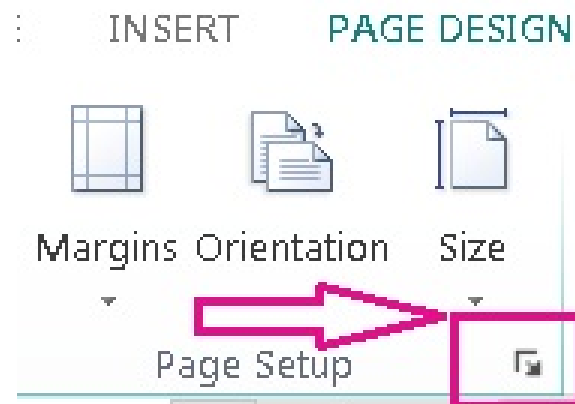
1. Click where you want the table to appear in your publication .
2. On the **Ribbon** toolbar, click **Insert**, and then select **Table** and
3. Create your table by dragging across the row or column squares to create the rows and columns.
4. To increase the size of the table, select the table, position the mouse pointer over a selection handle until you see the **Resizer** icon, and then drag to resize the table.
5. In the table, click the cell where you want to add text, and then start typing.
6. To add text to another cell, click inside that cell.
7. Each cell expands to fit your text, unless you lock the table size by clearing the check mark next to **Grow to Fit Text** on the **Table** menu.

Create a table from existing Publisher text

1. If the text is in a table, select the cells you want.
2. If the text is in a text box, make sure there's a tab or comma between each entry in a row, and a paragraph mark at the end of each row.
3. Highlight the text, right-click the highlighted text, and then click **Copy**.
4. On the **Edit** menu, click **Paste Special**.

Setting up a page

1. On the **Page Design** tab, click the Page Setup dialog launcher.



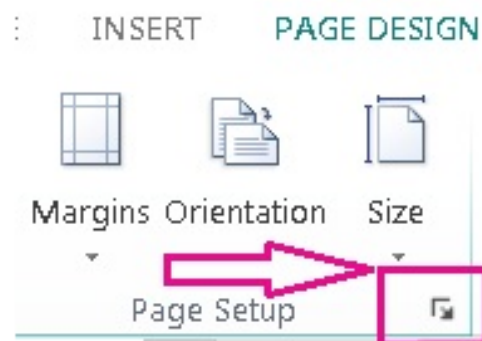
2. Enter the width and height of the page.

Note: To create a re-usable custom page size, use the **Create New Page Size** dialog found in the **Size** button on the **Page Design** Ribbon tab.

Setting margin guides

Margin guides set the amount of space between the edges of the pages in your publication and the words and images on the page.

1. On the **Page Design** tab, click the Page Setup dialog launcher.



Note: There is a limit to the area of a sheet of paper that can be printed on by your printer. Many printers do not print to the edge of the paper, regardless of how wide you set your margins. When you set your margins and create your page, you must make sure that the content that you want to print remains within the printable area for your specific printer.

2. Enter the amount of space that you want at the top, left, right and bottom of the publication.

Any portion of the publication that is outside the page size dimensions won't be printed.

Types of layout

One page per sheet This will print one page of your publication on one sheet of paper. The **Preview** window will show you how the page fits on the sheet.

Booklet This will set your publication to a booklet design. The margin guide labels will change so that **Left** becomes **Outside**, and **Right** becomes **Inside** to reflect their positions in the booklet. Booklets are typically printed on sheets of paper that are then folded to create the booklet.

Email This will set your publication's page design for email.

Envelope This will set your publication for a standard 9.5-by-4.125 inch envelope. You can change these dimensions using the **Width** and **Height** settings in the **Page** section of this dialog.

Folded card This layout type is for creating greeting cards by printing pages on a sheet and then folding the sheet to make the card. If you choose the **Folded card** layout, then sheet fold options are displayed. Select an option in the list to specify how you will fold your publication:

- **Quarter-sheet side fold** Each page of your publication will be printed on the same sheet of paper. The finished card will have a fold along one side.
- **Quarter-sheet top fold** Each page of your publication will be printed on the same sheet of paper. The finished card will have a fold along the top.
- **Half-sheet side fold** Two pages of your publication will be printed vertically on the same side of a sheet of paper.
- **Half-sheet top fold** Two pages of your publication will be printed horizontally on the same side of a sheet of paper.

Multiple pages per sheet This will print more than one page on each sheet of paper. If you select **Multiple pages per sheet** as the layout type, target sheet options are displayed.

Printing a publication

On **the File menu**, click **Print**. In the **Print** dialog box, click the **Publications and Paper Settings** tab. Under **Print** range, click **Pages**. In the text box, type the page number of the first page that you want to **print**, type a comma, and then type the next page that you want to **print**.

The end

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