

Deicing District Property

Recipes4Success®



Deicing District Property

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Deicing District Property

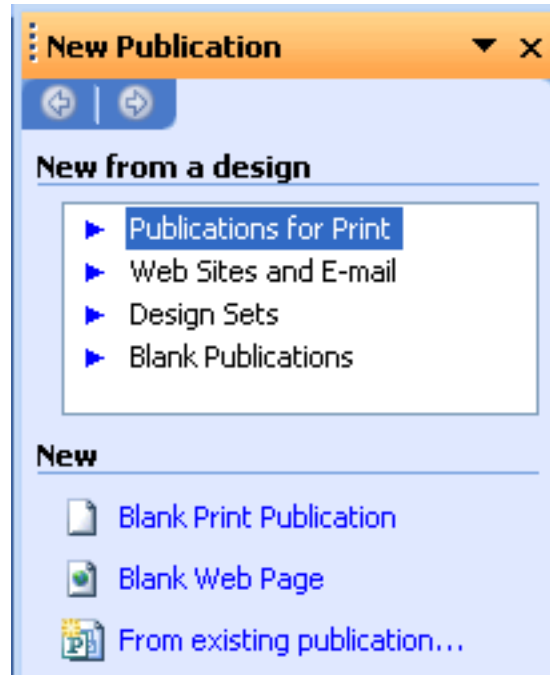
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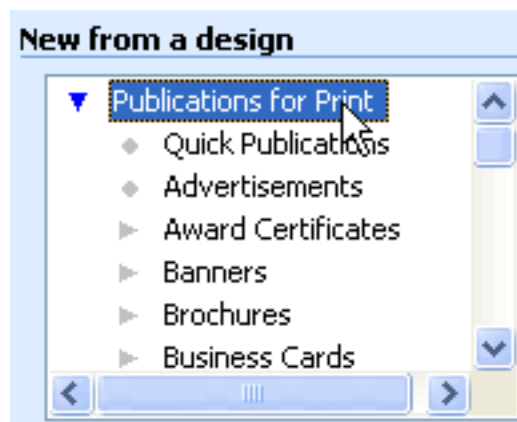
Use a Design Publisher 2003

Open Publisher.

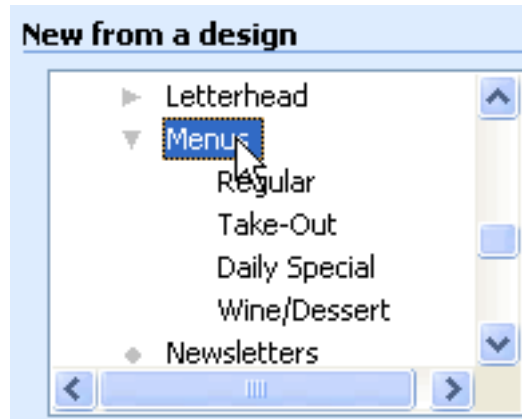
You will see publication designs on the New Publication task pane.



Click the Publications for Print option to create a brochure, menu, or invitation.



Choose a publication type from the list on the task pane.



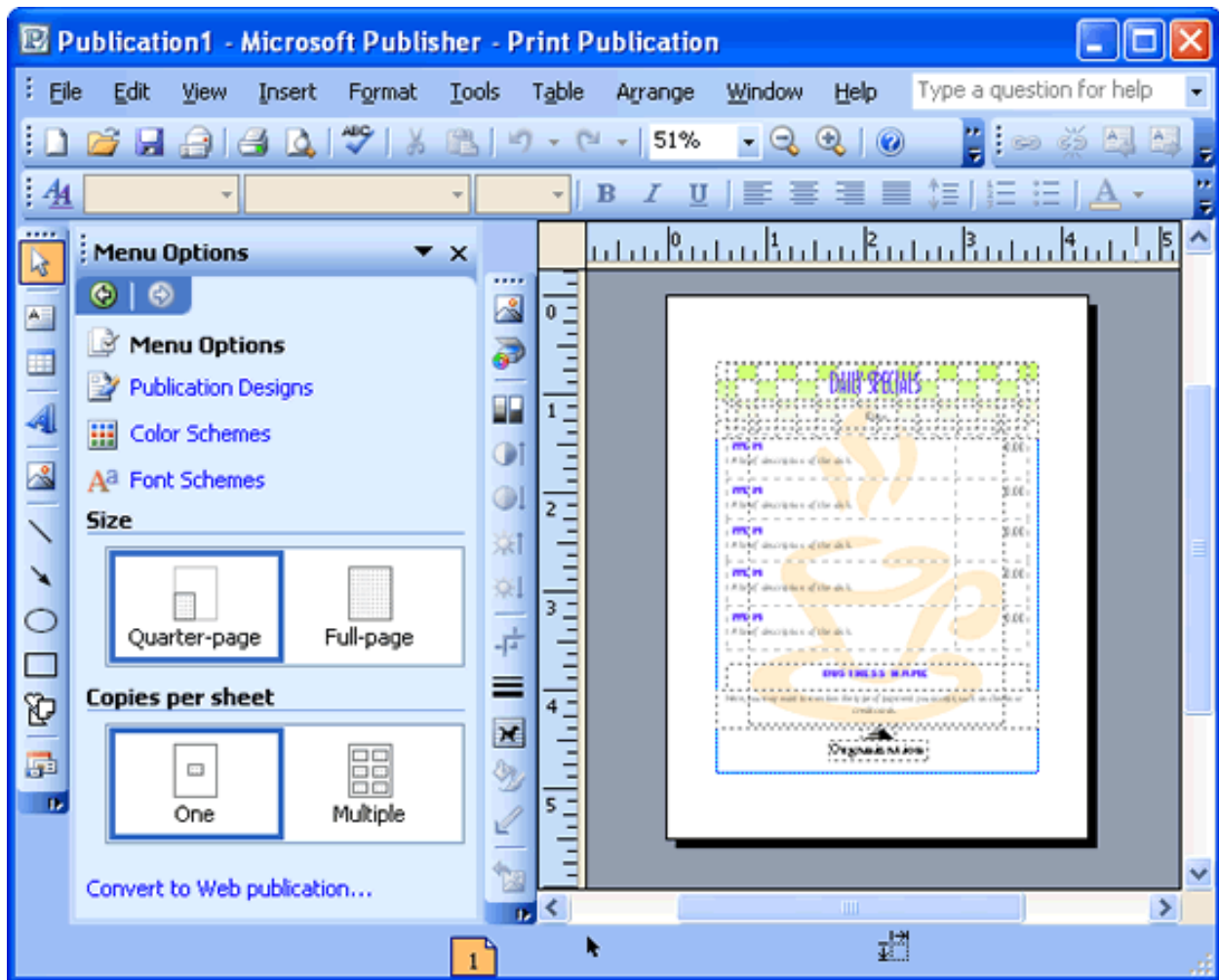
You will see design options on the right.

Use the scroll bar to see all of the designs.

Click the design you want to use.



The design template will open.



You can now begin adding your text to the text boxes and making changes to the graphics to customize the publication.

Add a Text Box Publisher 2003

Click the Text Box button on the Objects toolbar.

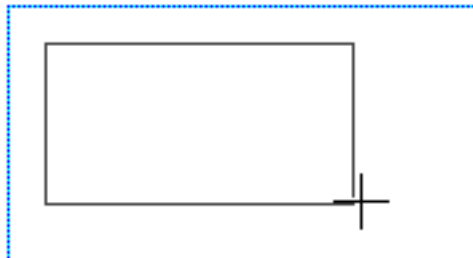


The cursor will change to a crosshair



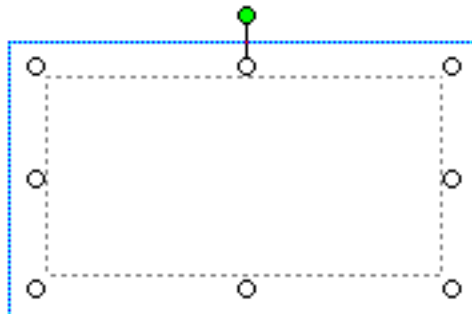
Position the cursor where you want one corner of the text box to be.

Click and drag to create the text box.



Release the mouse button.

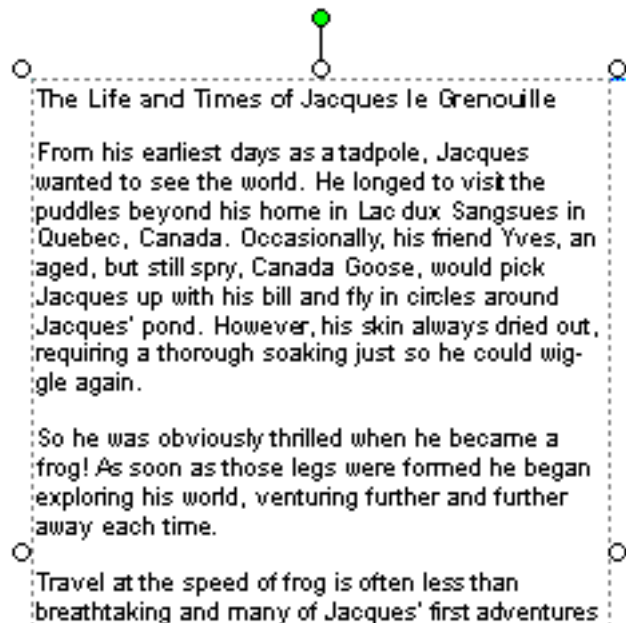
You will see the text box.



You can now type the text you want to add to the box.

Add Columns to a Text Box
Publisher 2003

Click the text box you want to change.



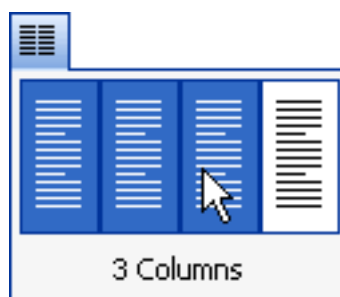
Click the Columns button on the Standard toolbar.



You may have to click the Toolbar Options button on the toolbar to see the Columns button.

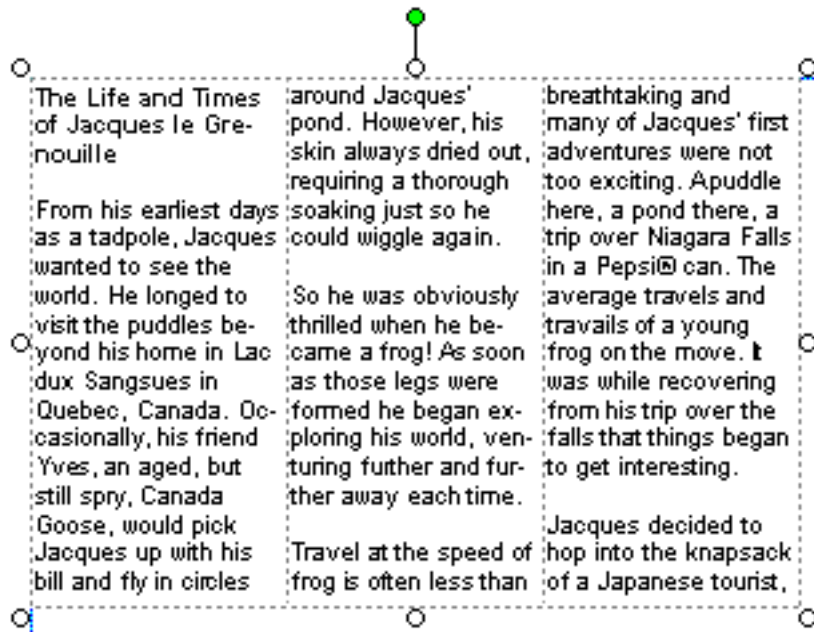


Move the cursor over the number of columns you want in the text box.



Click to make your selection.

The text box will display the text in the number of columns you specified.



Add WordArt Publisher 2003

Click the WordArt button on the Objects toolbar.



You will see the WordArt Gallery dialog.

Click the WordArt style you want to use.



Click the OK button.

You will see the Edit WordArt Text dialog.

Type the text you want to use into the Text field.



Change the font using the Font pull-down menu.

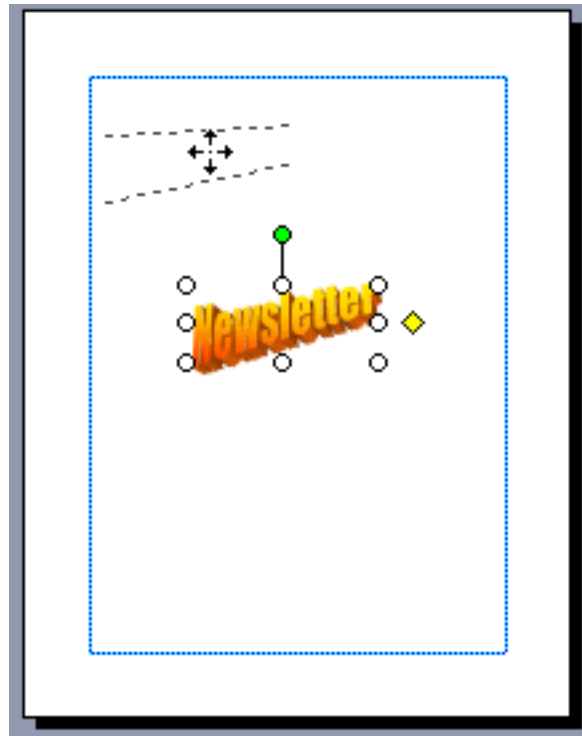
Change the font size using the Size pull-down menu.

Click the OK button.

The WordArt will be added to the publication.



To move the WordArt, click and drag it to a new place on the page.



To resize the WordArt, position the cursor over one of the handles.

The cursor will change to two arrows.

Click and drag toward the center of the WordArt to make it smaller.

Click and drag away from the WordArt to make it larger.

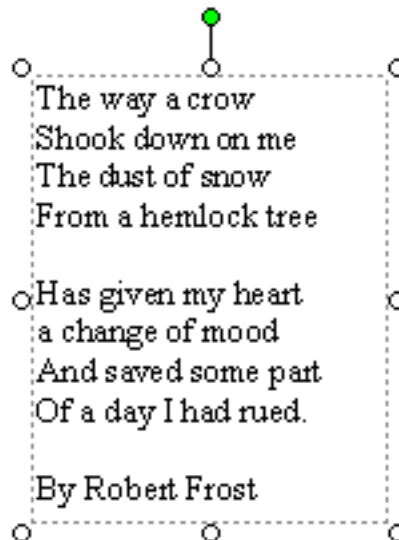


When you release the mouse button, the WordArt will be the new size.

Click the page away from the WordArt to deselect it.

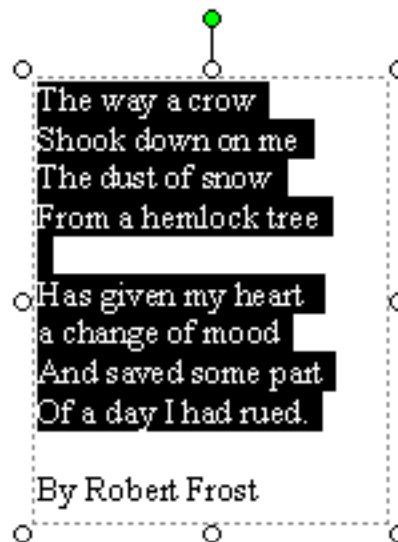
Align Text Publisher 2003

Click a text box you want to change.



Click the cursor after the last letter of the text you want to align. Click and drag across

the text to select it.



The Align buttons are on the Formatting toolbar.

The current alignment is selected.



Click the button for the alignment you want to use.

If you want to align the text along the center, click the Center button.



You will see the text change.

The way a crow
Shook down on me
The dust of snow
From a hemlock tree

Has given my heart
a change of mood
And saved some part
Of a day I had rued.

By Robert Frost

If you want to align the text along the right edge, click the Align Right button.



You will see the text change.

The way a crow
Shook down on me
The dust of snow
From a hemlock tree

Has given my heart
a change of mood
And saved some part
Of a day I had rued.

By Robert Frost

If you want to text to touch both edges, click the Justify button.



You will see the text change.

The way a crow
Shook down on me
The dust of snow
From a hemlock tree

Has given my heart
a change of mood
And saved some part
Of a day I had rued.

By Robert Frost

If you want to align the text along the left edge, click the Align Left button.



You will see the text change.

The way a crow
Shook down on me
The dust of snow
From a hemlock tree

Has given my heart
a change of mood
And saved some part
Of a day I had rued.

By Robert Frost