

## SIMPLE PUBLISHER 2003: Getting Started

*How to create, design and produce flyers, newsletters and catalogues.*

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**Step 7.** Close the Font Schemes panel.

**Step 8.** Select the Text Box and apply a Two Colour Diagonal Fill Effect.

### TWO COLOR DIAGONAL - FILL EFFECT

- a. Click on the **Fill Color icon** from the Formatting toolbar
- b. Click on **Fill Effects** from the menu provided
- \* The Fill Effects window appears
- c. Click on the **Two Colors** option from the **Colors** area
- d. Click on the **Color 1 scroll bar** and select a **Dark Blue** from the Color Pallet, then click on the **Ok** button
- e. Click on the **Color 2 scroll bar** and select a **Light Blue** from the Color Pallet, then click on the **Ok** button
- f. Click on the **Diagonal Up** option from the **Shading Styles** area
- g. Click on the **Ok** button

This is a card size being 8.5 cm by 5.5 cm. Often you will need to use the ruler to align certain objects and get an exact measurement.

**Step 9.** Ensure your ruler is displayed.

### RULER

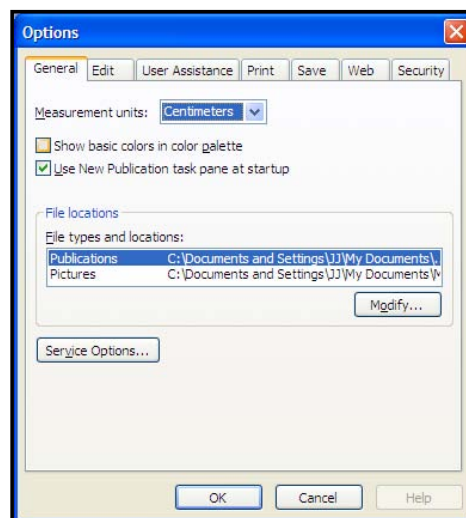
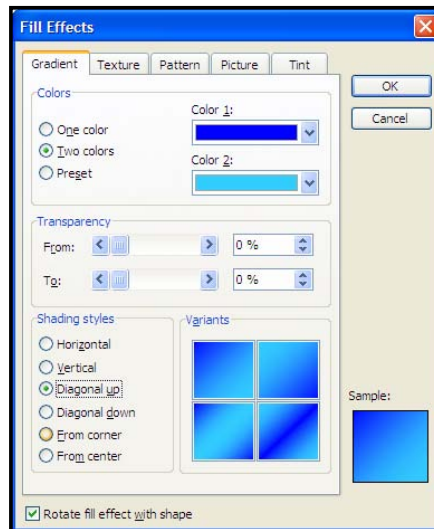
- a. Click on **View** from the main menu
- b. Click on **Ruler** from the next menu
- \* The Ruler should be displayed

**Step 10.** Ensure that the Ruler is displaying the measurements in centimetres.

### MEASUREMENT UNITS

- a. Click on **Tools** from the main menu
- b. Click on **Options** from the next menu
- c. Click on the **General tag**
- d. Click on the **Measurement Units scroll bar** and select **Centimetres**
- e. Click on the **Ok** button

**Step 11.** Insert a Text Box, the top left corner is to be at the 0.25 cm mark on the top ruler and 2.25 on the left ruler, the bottom right corner is to be at the 3.25 cm mark on the top ruler and 4.25cm mark on the left ruler.



Your cursor should be in the Text Box and the Font is still set to Gill Sans MT.

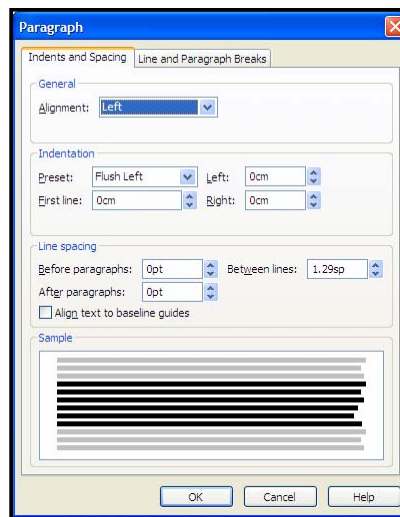
**Step 12.** Set the Font to Arial Rounded MT Bold, the Font Size to 6 and type the following text shown in the diagram. As we will be applying the Bullet function afterwards you will need to apply a Paragraph Character after each line. (*Press the Enter Key*)



**Step 13.** Select the text and set the Line Spacing to single.

**LINE SPACING**

- a. Click on **Format** from the main menu
- b. Click on **Paragraph** from the next menu
- \* The Paragraph window appears
- c. Click on the **Indents and Spacing tag**
- d. Click on the **After paragraphs down scroll bar** until it reads **0 pt** in the **Line Spacing area**
- e. Click on the **Ok** button



The Bullet function will set up an Indent Setting on the ruler which will determine the space between the bullet and the text.

**Step 14.** Whilst the text is selected apply the Bullet function.

**BULLETS**

- a. Click on the **Bullet icon** located on the Formatting toolbar



On the ruler you have a Left Indent marker located top left of the ruler, a Right Indent marker located bottom right of the ruler and a Hanging Indent marker which is only displayed when an Indent or Bullet has been applied and it is located at the bottom of the ruler on the left side.

Keep the text selected.

**Step 15.** Decrease the gap between the Bullet and the Text.

**DECREASING THE INDENT**

- a. Click-drag the **Hanging Indent marker** (bottom triangle) to the left as shown in the diagram



Keep the text selected.

