

PC SIMPLICITY!

SIMPLE PUBLISHER 2003: Advanced

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

SESSION 1

AutoShapes	3
Fill Effects – Two Colors	3
WordArt	4
WordArt Shapes	4
Moving & Resizing WordArt	5
Format Painter	5
Tabs	6
Adjusting Tabs	7
Drop Caps	7

SESSION 2

Free Rotate	8
Line	9
Group	9
Sending a Email	10

SESSION 3

Web Site	11
Web Page Preview	11
Color Scheme	12
Font Scheme	12

SESSION 4

Arrows	14
Select All	15
Fill Effects – Textured	15
Insert Web Pages	16
Hyperlinks	18
Web Page Options – Sound	19

SESSION 5

WordArt Format Color	20
Custom Colors	20
Rotate Vertically	21

Creating a Picture using

MS Paint	21-24
Saving a Picture	24

SESSION 6

Header and Footer area	25
Creating a Picture File	25
Customising Borders	26
Switching between Header and Footer	26
Base Guides	26
Creating a Template	28
Opening a Template	28

SESSION 7

All Caps	30
Mail and Catalog Merge	32
New Address List	32
Entering Records	32
Inserting Fields	33
Sent to Back	34
Show Merge Results	34

SESSION 8

Arty Borders	35
Edit Address List	36

SESSION 9

Table with pre-defined Format	37
Excel Chart	38
Editing the Excel Sheet	39
Exit Excel Chart	40
Enter Excel Chart	40
Data Source	41



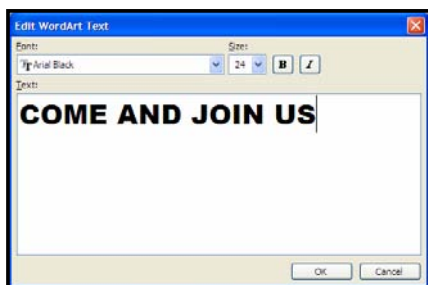
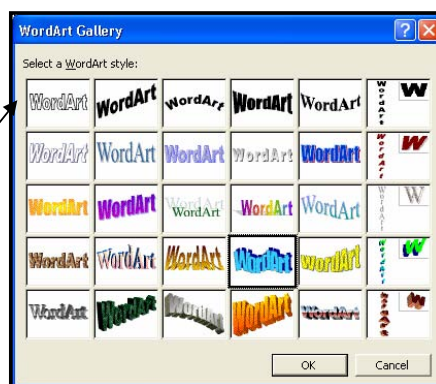
- h. Click on the **Color 2 scroll bar** and select the **More Colors** option
- * The Colors window appears
- i. Click on the **Standard tag**
- j. Click on the **Yellow pallet** then click on the **Ok** button
- k. Click on the **From corner** option in the **Shading Style area**
- l. Click on the **Ok** button

Step 6. Unselect the Shape. (Click on a blank area of the page)

Step 7. Create the following WordArt text shown in the diagram on the next page.

WORDART

- a. Click on the **WordArt icon** located on the Objects toolbar
- * The WordArt Gallery window appears
- b. Select your **WordArt style** from the menu provided
- c. Click on the **Ok** button
- * The Edit WordArt Text window appears
- d. Type **COME AND JOIN US** into the text box provided
- e. Click on the **Font scroll bar** and click on **Arial Black**
- f. Click on the **Size scroll bar** and click on **24**



We will need to change the shape of the WordArt text to a Wave format so it will fit within the Wave AutoShape.

Step 8. Click on the WordArt text to select it, the WordArt toolbar should be displayed.

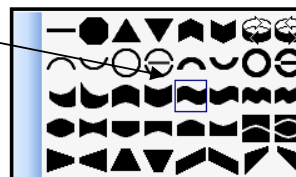


If the WordArt toolbar is not displayed. (Click on View, click on Toolbars, click on WordArt)

Step 9. Change the WordArt Shape to a Wave shape.

WORDART SHAPE

- a. Click on the **WordArt Shape icon** from the WordArt toolbar
- b. Click on the **desired shape** from the menu provided



Step 10. Move the WordArt text into the AutoShape, adjust the Size of the WordArt text so it fits the AutoShape neatly.

MOVING AND RESIZING THE WORDART TEXT

- Click-drag the **WordArt text** into the AutoShape
- Click-drag the selection **markers up, down, left or right** to adjust the size and shape to fit within the AutoShape



Step 11. Create the following WordArt text shown below. (*Click on the WordArt icon, click on the WordArt Style being the same one we recently selected (the first one), click on the ok button, enter the text 'and DANCE', set the Size to 36 and the Font to Arial Black, click on the Ok button*)

We want to apply the same Fill Effect that is placed on the AutoShape to the new WordArt text.

and DANCE

Step 12. Apply the Format Painter function, select the Fill Effect colour scheme from the AutoShape and apply it to the WordArt text.

FORMAT PAINTER

- Select the **object** that contains the **Format (Fill Effect)**
- Click on the **Format Painter icon** from the Formatting toolbar
 - * A copy of the format is now stored in memory
- Click on the **WordArt text**
 - * The same Format (Fill Effect) is applied to the text



Step 13. Change the WordArt Shape to Wave 1 for the new WordArt text. (*Click on the WordArt text to select it, click on the Shape icon from the WordArt toolbar, click on the Wave 1 option*)



COME AND JOIN US
and DANCE

Step 14. Move the WordArt text into place as shown in the diagram above. (*Click-drag it*)

Step 15. Set the Zoom to 75% then scroll up the page so you can see the middle of the page.