

Chapter 9: Diving into Design with Publisher Templates

Walkthrough Extras

Easy Web Design, Chapter 9, pages 254-291

Easy Web Design's Chapter 9 walkthrough shows you how to create a Web site using Microsoft Publisher's design templates and Web tools.

In these online walkthrough extras, you can:

- Delete objects
- Add and import text
- Use Wizards to format objects
- Format headings with WordArt
- Work with hyperlinks

If you've been working through the walkthrough in Chapter 9, you've already created the site framework, added and customized a navigation bar, inserted an image and clip art, modified AutoShapes, and replaced text in a couple small text boxes. The time has come to pay attention to the main content area of the Web site.

Please note that for these walkthrough extras, we provide the prepared text for these steps because we believe you can hone your typing skills another time (if necessary). If you prefer, you can type your own text into your Web site.

You can access each walkthrough extra using the links in this page's left navigation area. Each extra presents the online steps and a print option so you can follow along online or refer to a hard copy printout.

You can also **print all Chapter 9 walkthrough extras in one document** ([doc :: pdf](#)).

Deleting Objects

Before deleting objects, you should clear your screen of any ruler guides. This will make identifying objects easier.

To clear all ruler guides, make sure your Web site is open in Publisher and then follow these steps:

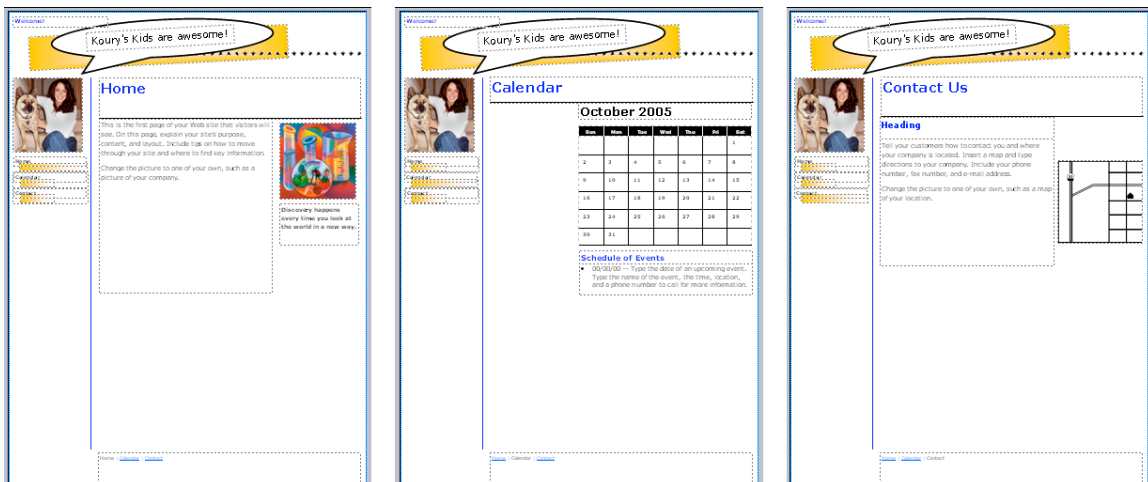
1. Click **Ruler Guides** on the **Arrange** menu
2. Click **Clear All Ruler Guides**.

Next you might want to shrink the page view by using the **Zoom** drop-down list on the **Standard** toolbar. We suggest that you reduce the page down to about **66 or 75 percent**.

After you've prepared your view, you're ready to delete. To delete an object, simply select it and use any standard delete action, such as pressing the **Backspace** or **Delete** key, clicking the **Cut** button in the **Standard** toolbar, or right-clicking and choosing **Cut** or **Delete Object**.

tip To select multiple objects at one time for deleting, press CTRL while you click the objects to be deleted. When you execute the cut or delete process, all selected objects will be removed.

For this walkthrough, you will delete items on each page so your pages will appear as shown here.



Deleting template objects on the home page and subpages

First, delete the following objects on the home page (**page 1**):

- The horizontal rule line above the To Contact Us box
- All three text boxes associated with the To Contact Us area
- The short black vertical rule line to the right of the To Contact Us area

Next, on **page 2**, clear all the ruler guides and delete all the text boxes *except* the calendar and the footer box.

Finally, on **page 3**, delete all objects in the main area of the page *except* the Heading box, the large text box below the Heading box, the placeholder map, and footer area.

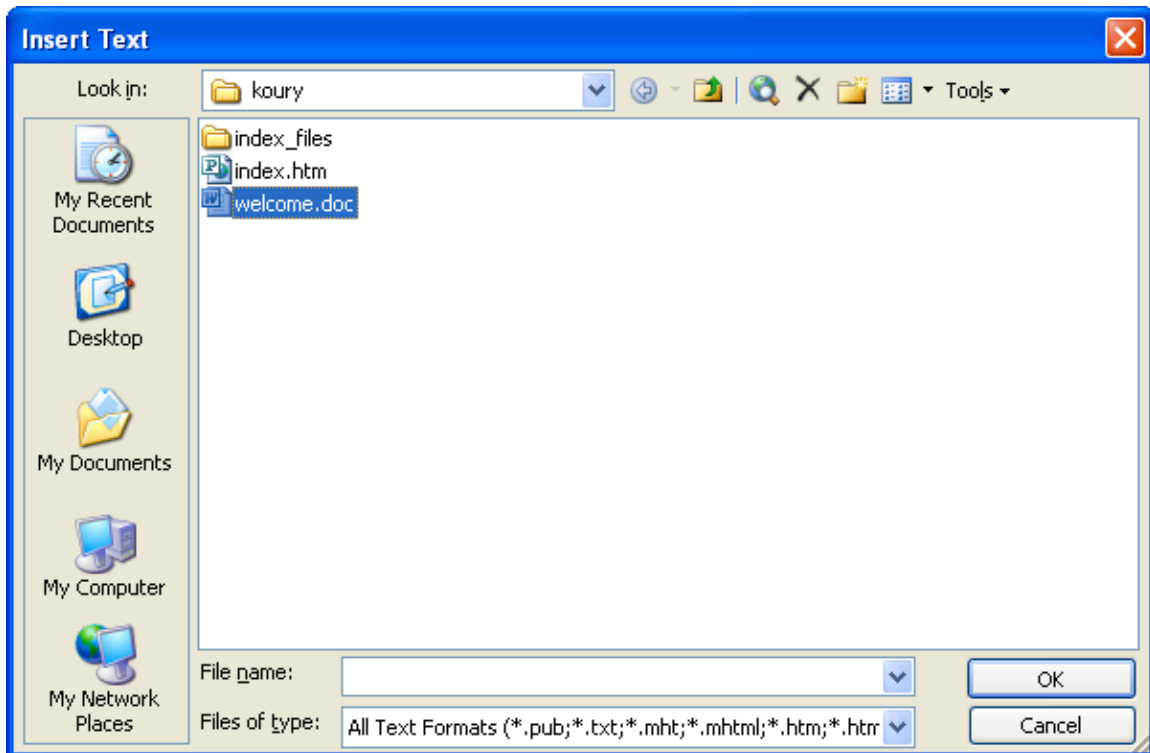
Adding and Importing Text

Typing and pasting text are basic skills that you've probably already mastered to some degree, so we won't cover those procedures here. Importing text might not be a familiar task, so you can try that method here by adding some home page text we've already prepared for you.

Importing text enables you to quickly add edited and formatted text to a Web publication. In this section, you'll import the text from the welcome.doc Word document that you downloaded from the CreationGuide Web site at the beginning of Chapter 9.

Here are the steps you should follow to import text into the large text box on the your walkthrough Web site's home page:

1. Display page 1 of your Web site if necessary.
2. Select and delete the placeholder text in the large text box on the home page.
3. Click **Text File** on the **Insert** menu.
4. In the **Insert Text** dialog box, display the contents of the C:\koury folder, as shown in the following figure.



Importing text from a text file

5. Double-click the **welcome.doc** file.


The text fills the text box, and then a message box indicates that the text box is not large enough to contain the text. The message box asks if you want Publisher to automatically flow your text onto the next page. You're going to resize the text box in the , so you don't need Publisher to flow the text for you.

6. Click **No** in the message box, and then **save** your changes.

Resizing Objects

Resizing objects in Publisher is a simple task of selecting the object you want to change and then dragging a horizontal, vertical, or corner selection handle.

Dragging a corner selection handle enables you to resize an object both vertically and horizontally at the same time.

To practice resizing a text box, you'll resize the text box you filled in the previous section (Adding and Importing Text) because it contains text in overflow. You can tell when a text box contains text in overflow because the Text in Overflow visual aid  appears when you select the text box.

To resize the text box, follow these steps:

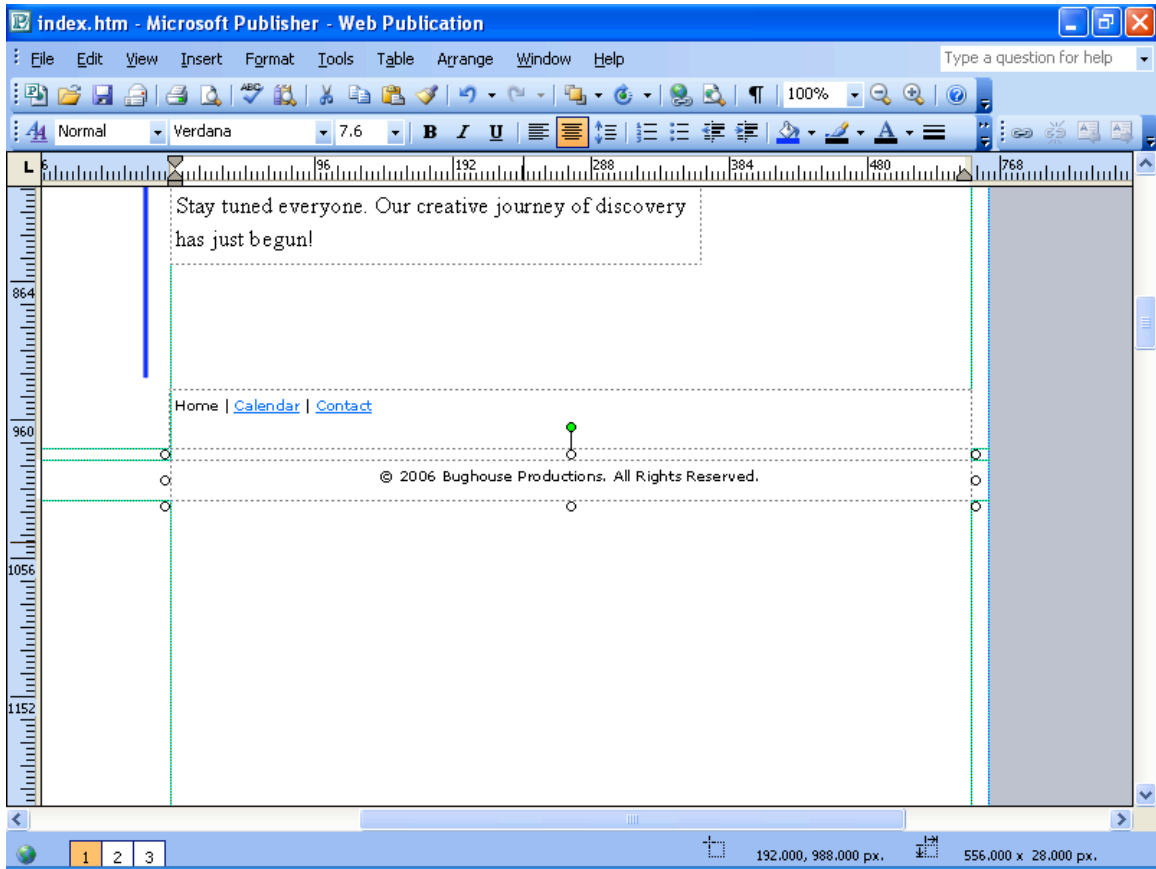
1. Select the text box on the home page that contains the text you inserted in the preceding section.
2. Click and drag the middle selection handle on the bottom edge of the text box down until all the text is viewable (around **850 px**).

Adding a Text Box and Inserting Copyright Information

You might have noticed that Publisher's Web site template doesn't include any copyright information. To add a copyright, you add a text box and enter your information. In this section, you'll use ruler guides to help you resize the bottom-of-page navigation bar text box and insert a new text box to hold the copyright information below the bottom-of-the-page links:

1. Display page 1 of your walkthrough Web site.

2. Position the following ruler guides by dragging ruler guides from the rulers or configuring the Ruler Guides dialog box as follows:
 - **Horizontal:** 980 px, 988 px, 1016 px
 - **Vertical:** 192 px, 748 px
3. Scroll to the bottom of the home page, select the text box containing the text navigation buttons, and drag the bottom edge of the text box to the **980 px** ruler guide.
4. To create a new text box, click **Text Box** on the **Insert** menu, and then drag in the document to create a text box below the navigation bar. After you draw the text box, use the selection handles to resize the new text box to fill the area between the **988 px and 1016 px horizontal** ruler guides and the **192 px and 748 px vertical** ruler guides.
5. With the new text box selected, click **Symbol** on the **Insert** menu, click the **copyright** symbol in the Symbol dialog box, click **Insert**, and then click **Close**.
6. Press SPACEBAR, type copyright text similar to *2006 Bughouse Productions. All Rights Reserved.*, and then click the **Center** alignment button on the **Formatting** toolbar. Your copyright text should look similar to the copyright text shown in following figure.



Creating a text box and adding copyright information

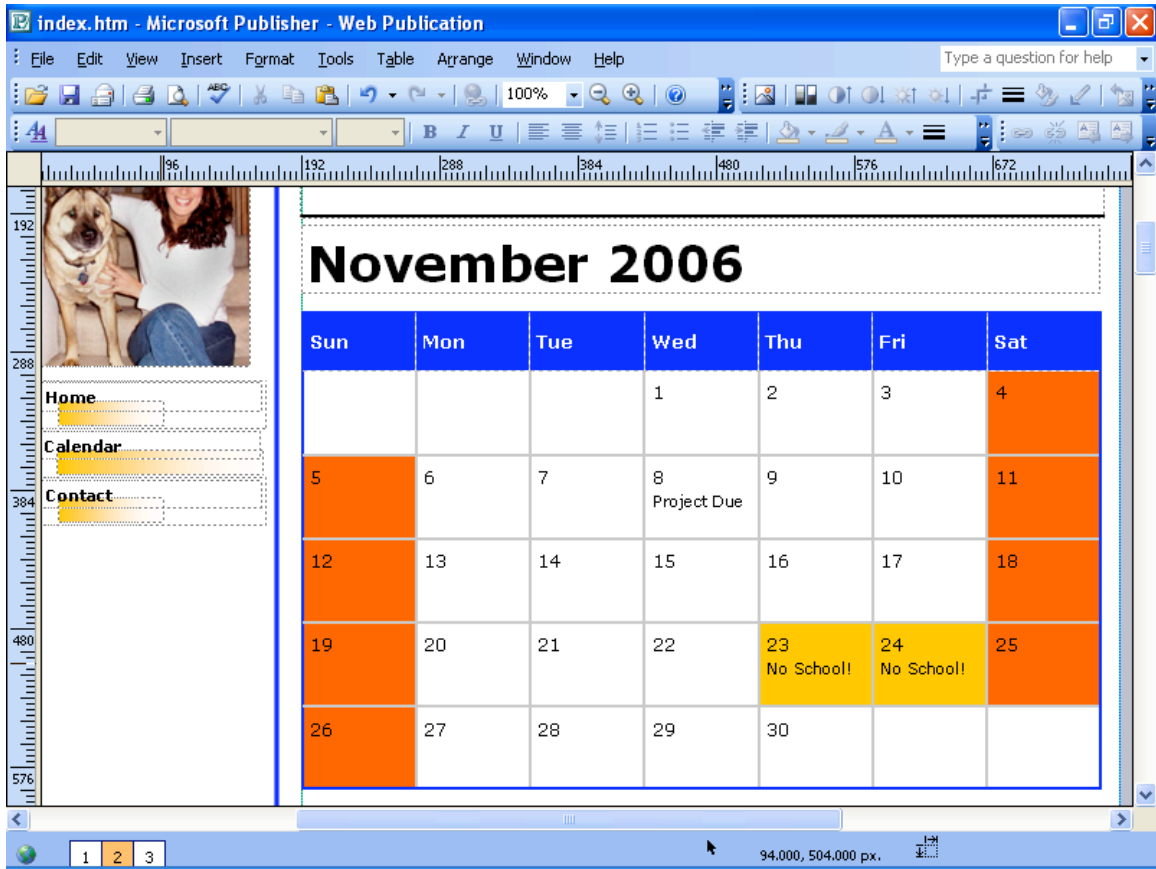
7. Repeat the process to add copyright text to pages 2 and 3 (or copy and paste the footer text boxes onto pages 2 and 3).
8. **Save** your changes.
9. Clear all ruler guides on each page, and preview your pages to check your work.

Using Wizards to Format Objects

To demonstrate how a custom wizard works, this section shows you how to format Ms. Koury's calendar page:

1. In the **Page Sorter**, click page 2 to display the Calendar page, set a vertical ruler guide at **192 px**, and drag the lower-left corner of the Calendar object to the **192 px** ruler guide.
2. Right-click the calendar, and then click **Wizard For This Object** (or select the calendar, and click **Wizard For This Object** on the **Format** menu). The Calendar Designs task pane displays Calendar Design options.
3. In the task pane, click a calendar style. (This project uses the **Watermark** calendar style.) The calendar is reformatted to match the selected style.
4. In the task pane, click the **Change Date Range** button, select a month in the **Start Date** drop-down list, and then click **OK**. The Calendar heading and dates update automatically.
5. Click **Font Schemes** in the drop-down list of task panes, and click the **Online** font scheme in the **Font Schemes** task pane to apply the Web site's font scheme to the calendar item.
6. Select all the **Sundays** in the month, and then click the **Accent 3 (Orange)** color in the **Fill** drop-down list on the **Formatting** toolbar.
7. Select all the **Saturdays**, and then fill them with the **Accent 3 (Orange)** color.

8. Select **two consecutive weekdays** of your choice (the 24th and 25th are selected in the walkthrough sample site), and then fill them with the **Accent 2 (Gold)** color.
9. Click **any weekday** (the 8th is selected in the walkthrough sample site), click the **Font Size** drop-down arrow on the **Formatting** toolbar, and select **8**.
10. Hold down SHIFT and press ENTER, and then type **Project Due**.
11. Using 8-point text, add **No School!** to the gold-colored calendar dates.
12. **Save** your changes. Your calendar should look similar to the calendar shown in the figure.



Formatting an object by using a wizard

Formatting Page Headings by Using WordArt

In this section, we show you how to use WordArt so you know you have the capability to create stylized text when you need it. In this walkthrough extra, you'll replace the three page headings in Ms. Koury's Web site with WordArt, as described here:

1. Display the home page of your walkthrough Web site in Publisher.
2. Delete the blue **Home** text, and add a **192 px horizontal** ruler guide.

3. On pages 2 and 3, delete the **Calendar** and **Contact** text, and add a **180 px horizontal** ruler guide. You'll use the ruler guides as the baseline for your WordArt text.
4. Click page 1 in the **Page Sorter** to return to the home page.
5. Click **Picture** on the **Insert** menu, and then click **WordArt**.
6. In the **WordArt Gallery**, click the **second style** in the **second row**, as shown in the figure, and then click **OK**.

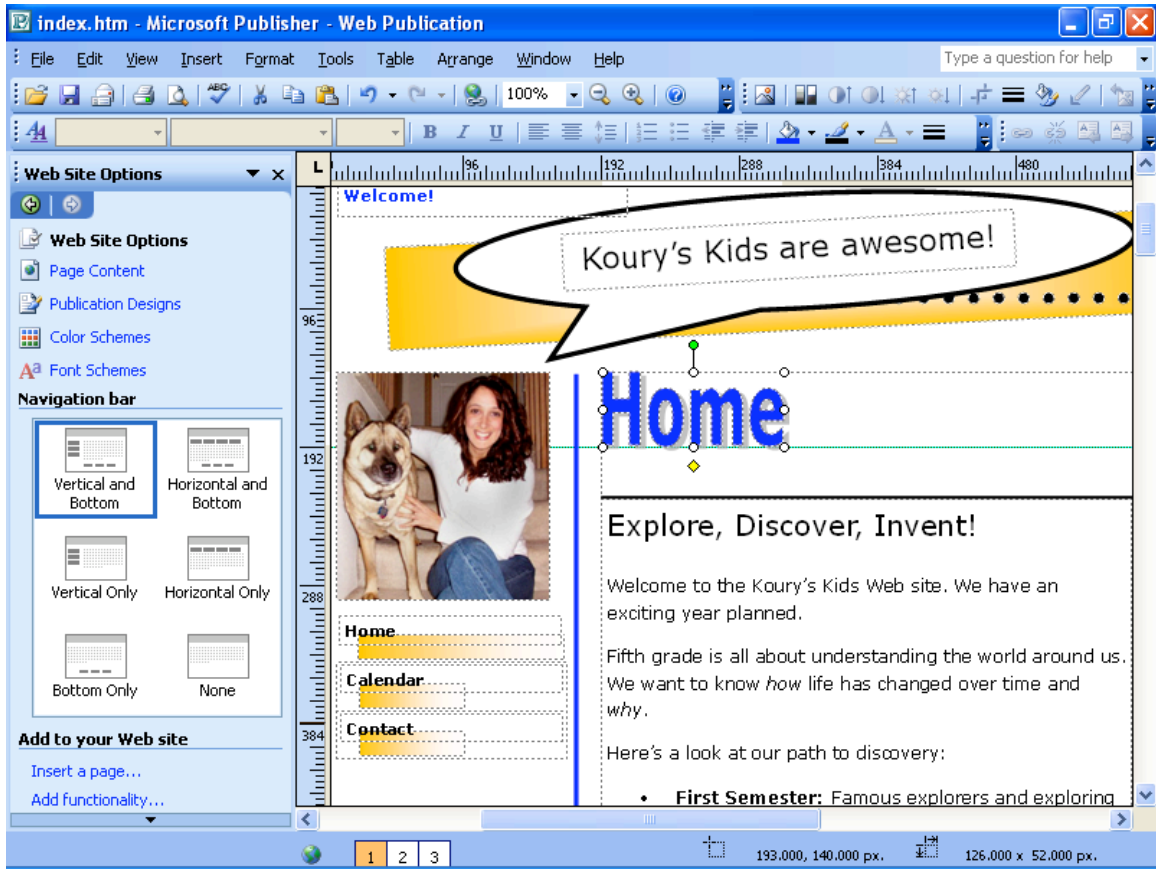


Selecting a WordArt style

7. In the **Edit WordArt Text** dialog box, type **Home**, select **Verdana** in the **Font** list, select **32** in the **Size** list, click the **Bold** button, and then click **OK**.

The WordArt object appears as a selected object on the page, and the WordArt toolbar is visible.

8. Click the **Format WordArt** button on the **WordArt** toolbar.
9. In the **Fill** section, change the color to **Accent 1 (Blue)**, and then click **OK**.
10. Position the **WordArt** text in the top-left corner of the text box, as shown in the following figure.



Positioning a WordArt object

tip To *nudge*, or move, selected objects small increments at a time, hold down ALT and press the arrow keys.

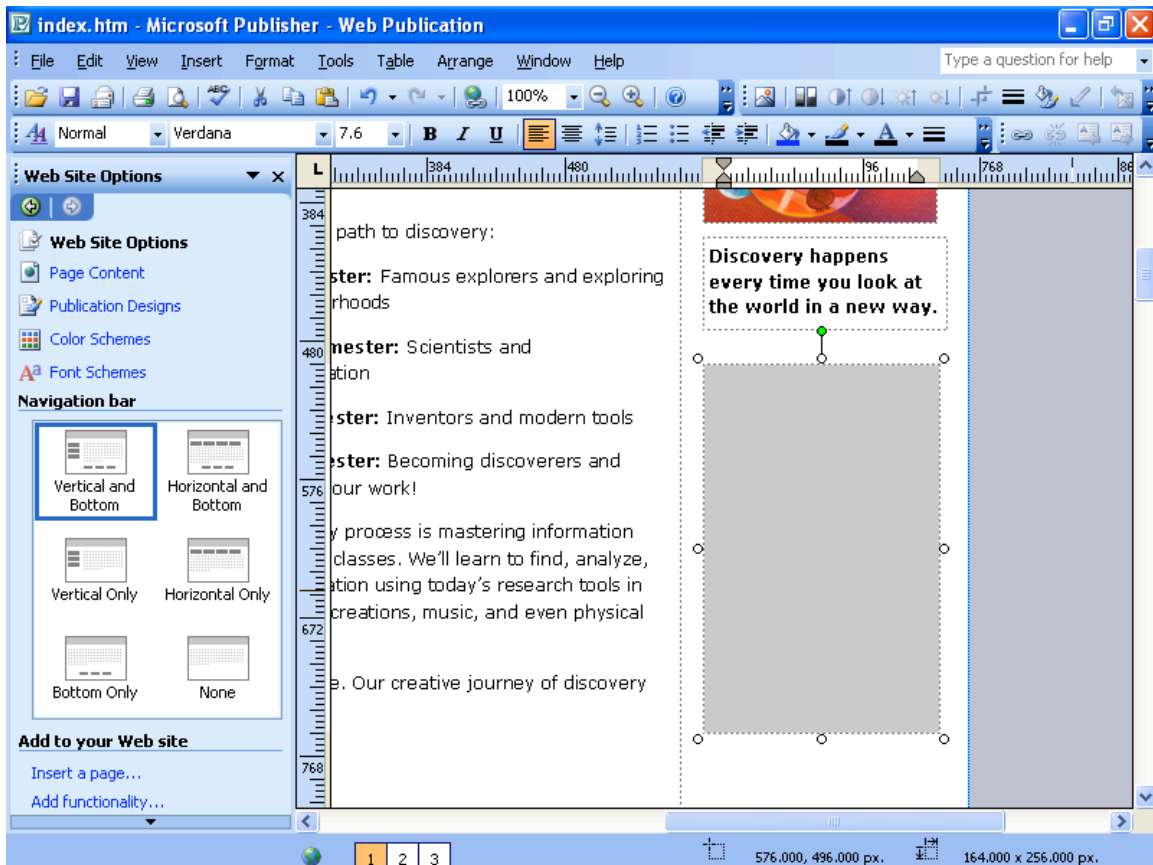
11. Create WordArt text for the Calendar and Contact pages, but format the text to have a size of 24 instead of 32 and align the headings on the 192 px horizontal ruler guide.
12. Save your work.

Linking to a Page in Your Site

For this procedure and the following two hyperlink procedures, you'll link text that has been added in a gray sidebar. Therefore, in this first procedure, you'll create the gray sidebar:

1. Display the home page of your walkthrough Web site.
2. Click **Text Box** on the **Insert** menu, and then draw a small box below the caption you formatted for the discovery clip art (Easy Web Design, Chapter 9, page xxx). Don't worry about the size or placement of the text box—you'll configure those settings using the Format Text Box dialog box in the upcoming steps.
3. Click **Text Box** on the **Format** menu.
4. In the **Fill** section on the **Colors And Lines** tab, click the **Color** down arrow, and then click **Accent 4** (which is the gray color in the color scheme row on the color palette).
5. On the **Size** tab, locate the **Size And Rotate** section, type **256** in the **Height** box, and then type **164** in the **Width** box. Leave the **scale** settings at **100%**.
6. On the **Layout** tab, set the **Horizontal** position to **576 From: Top Left Corner** and the **Vertical** position to **496 From: Top Left Corner**.

7. On the **Text Box** tab, type **15** in the **Left**, **Right**, **Top**, and **Bottom** boxes. You should now have a gray box on your home page below the clip art item, as shown in the figure.

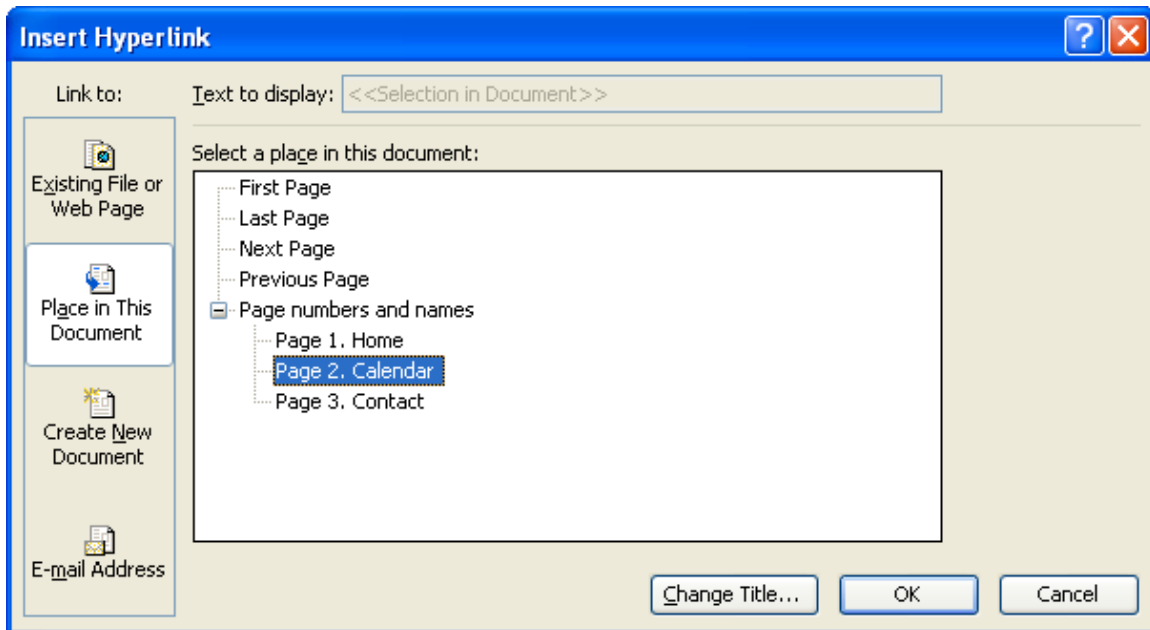


Creating a shaded sidebar box

8. Click in the gray box, type **The latest newsletter was sent home. Did you get it?**, and then press ENTER.
9. Type **This month's calendar has been updated. See our upcoming events and deadlines.**, and then press ENTER.
10. Type **Have a question? Send me a message. I am always happy to hear from you.**, and then press ENTER.

You are now ready to add links to your sidebar text. First you'll link the word *calendar* in the second paragraph to the Calendar page in Ms. Koury's site:

11. Double-click the word **calendar** in the second paragraph, and then click **Hyperlink** on the **Insert** menu (or press Ctrl+K).
12. In the **Insert Hyperlink** dialog box, click the **Place In This Document** button in the **Link To** area, and then click **Calendar**, as shown in the following figure.



Linking text to another page in the current Web publication

13. Click **OK**, and save your Web publication. Your sidebar should now look like the one shown in the following figure.

The latest newsletter was sent home. Did you get it?

This month's [calendar](#) has been updated. See our upcoming events and deadlines.

Have a question? Send me a message. I am always happy to hear from you.

Viewing a hyperlink in the shaded sidebar

Linking to an Outside Page That Opens in a New Window

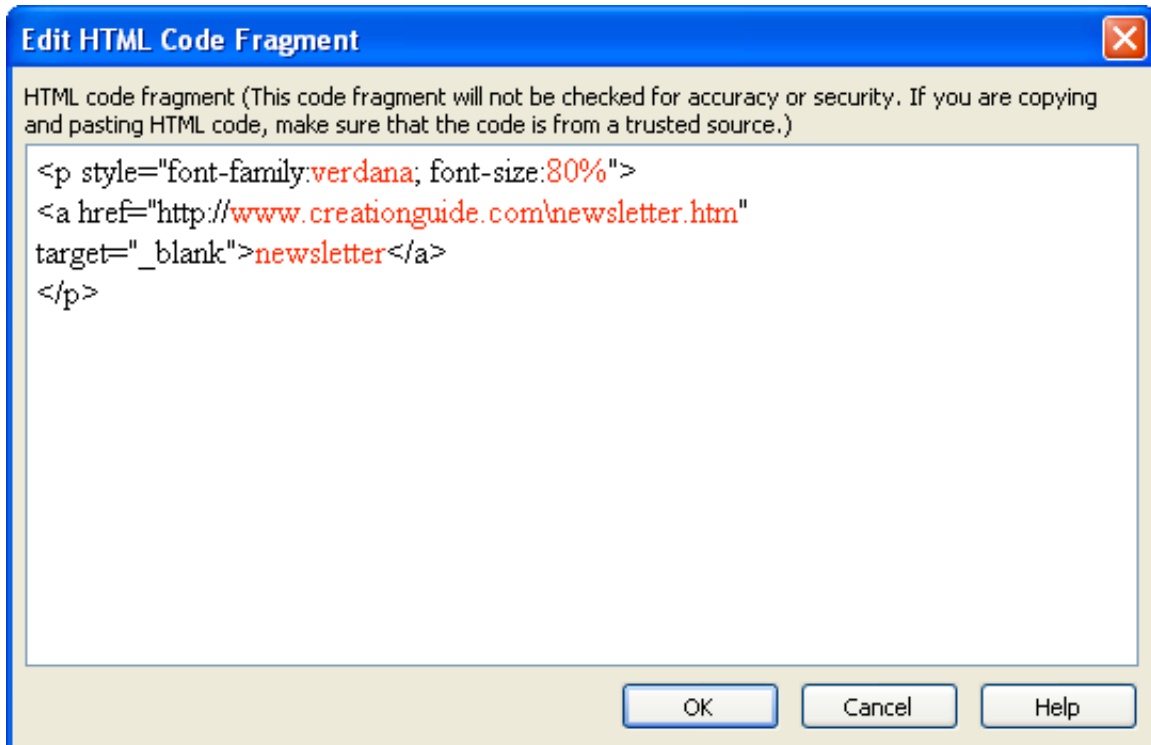
By default, hyperlinks you create in Publisher open the linked page in the same browser window. If you link to an outside resource, such as the newsletter Ms. Koury wants to make available to visitors, you might want to have that resource open in a new browser window. To do this in Publisher, you need to insert an *HTML code fragment*. You'll see what we mean in a moment.

For this procedure, we created a "fake" newsletter from a Publisher print document by saving it as an .htm file located at <http://www.creationguide.com/koury/newsletter.htm>. We didn't add any content to the Publisher newsletter template for this exercise, because newsletter development isn't the focus of this walkthrough. But we're all for

helping out whenever we can, so we are pleased to be able to provide you with a top 10+1 list from a design professional regarding how you can create [great newsletters](#).

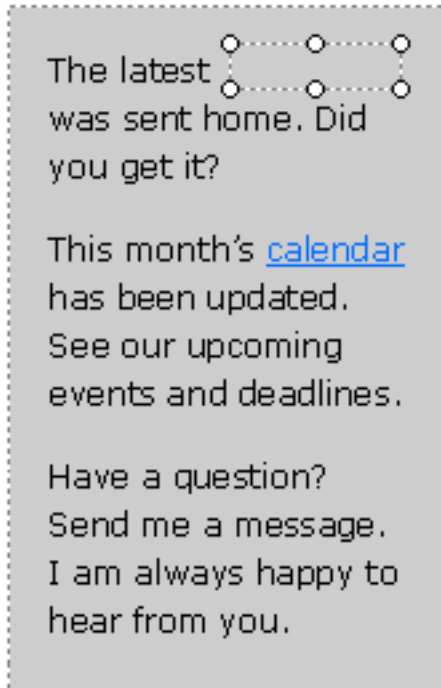
To link to the newsletter and open it in a new window, follow these steps:

1. In the gray sidebar box, click after the word **latest**, press ENTER, and then **delete** the word *newsletter*. In this procedure, you will place an HTML code fragment after the word *latest* that displays the word *newsletter* for you.
2. On the **Insert** menu, click **HTML Code Fragment**, and then enter the code shown in the following figure. The red text indicates text that you would modify if your Web site has a different font family or font size. It also shows where the address for the linked page should be inserted as well as the text that should be included on your page.



Creating an HTML code fragment to open a link in a new window

3. Click OK.
4. Your page should now include a transparent box containing the code fragment. Resize the box to approximately the size of the word *newsletter*, and then position the box in the gray sidebar as shown in the next figure.

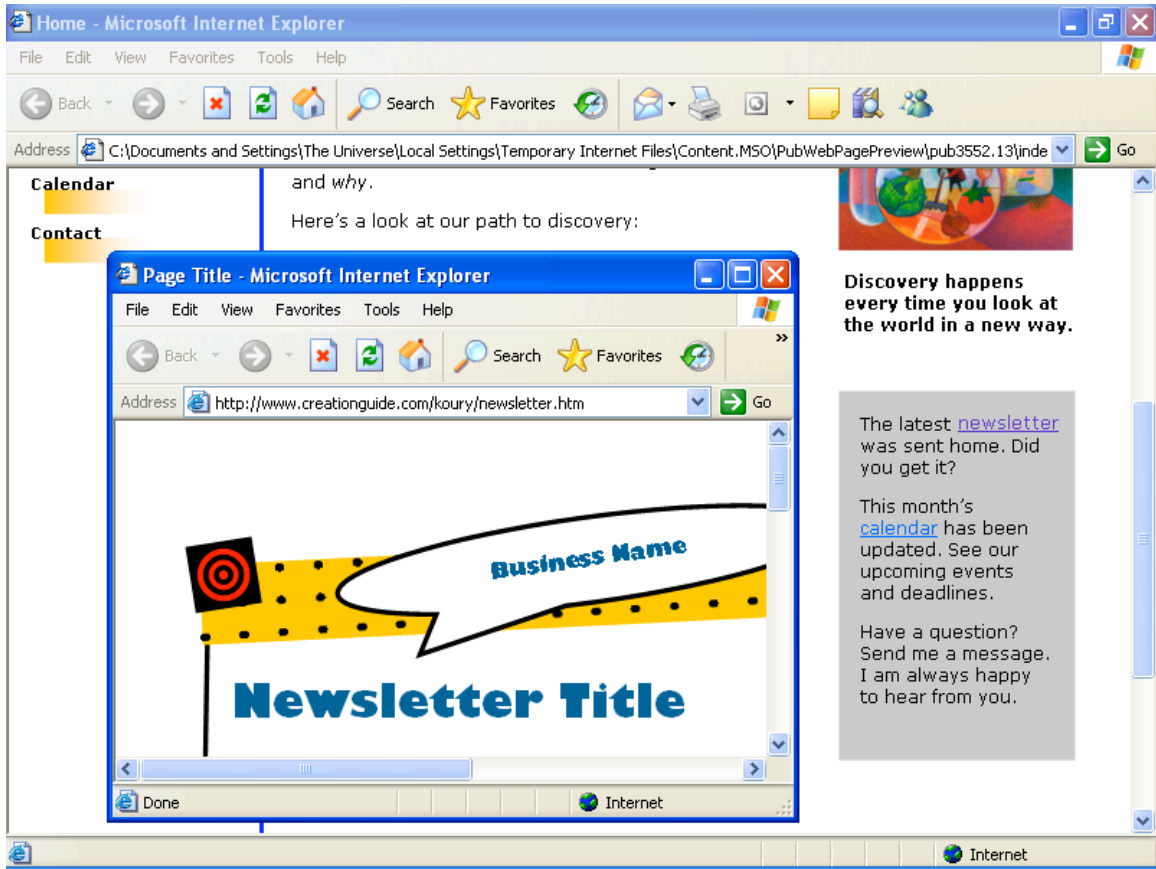


Viewing an HTML code fragment box in place

5. To see if your inserted text is positioned correctly, you must **view** the page in **Web Page Preview** mode.

tip You might have to go back and forth between Publisher and Web Page Preview before you align the linked text to your satisfaction. Remember to use the nudge technique (hold down ALT and press the arrow keys) to make small adjustments.

6. After you're satisfied with the position of your link and you've tested the link to ensure that it works properly, **save** your changes. The following figure shows how the newsletter link created by the HTML code fragment appears in Web Page Preview, with the hyperlink clicked to open the online newsletter.



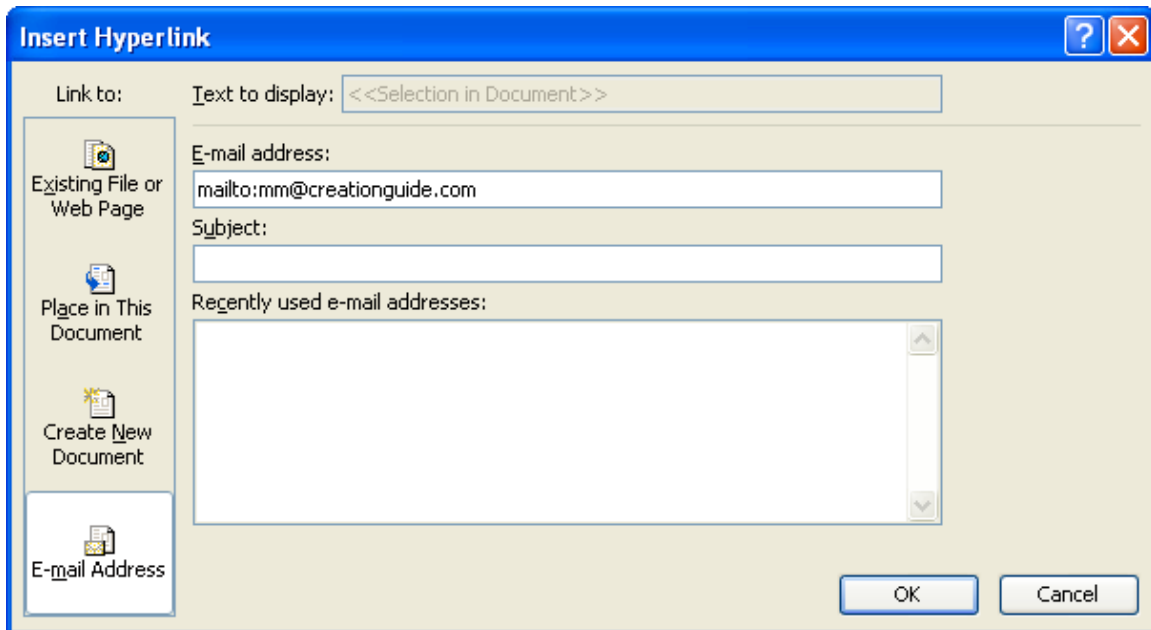
Viewing a completed HTML code fragment in Web Page Preview

Linking to a New E-Mail Message

Creating a hyperlink that opens a new e-mail message doesn't involve creating a HTML code fragment (as described in the previous section) and returns to the more typical process of using the Insert Hyperlink dialog box. To add an e-mail message link to the gray sidebar, follow these steps:

1. On the home page of your walkthrough Web site, select the text **Send me a message.** in the third paragraph of the gray sidebar.
2. Click **Hyperlink** on the **Insert** menu (or press **Ctrl+K**).

3. Click the **E-mail Address** button in the **Link To** list.
4. Enter your e-mail address in the **E-mail Address** box. Publisher automatically adds *mailto:* in front of your e-mail address, as shown in this figure.



Configuring an e-mail hyperlink

5. Click OK, and then save your Web publication.

Nice work! Now, return to *Easy Web Design* to wrap up the walkthrough.