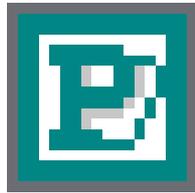


BLACKPOOL AND
THE FYLDE COLLEGE

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Travelling IT Notes

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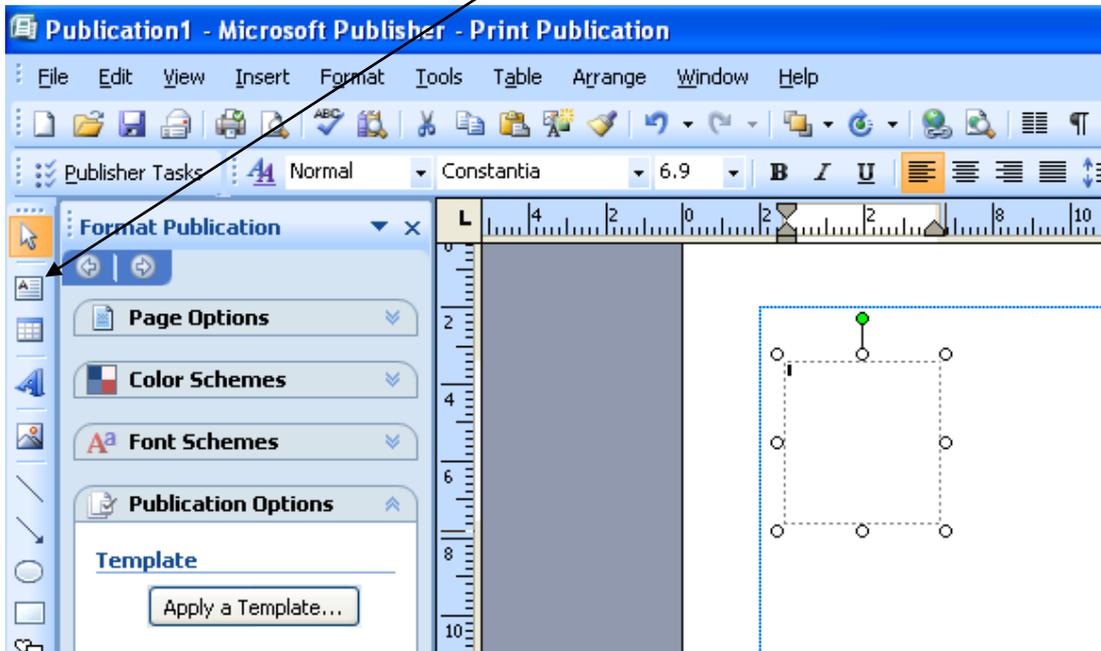


Microsoft Publisher

Adding Text Frames

Text is added to a document by inserting a text frame and keying the text into it.

To add a text frame, click on the **text frame tool**. Move the mouse pointer over the page and click again to produce a text frame or box.



Use the F9 key to zoom in and out.

 Resize mouse shape



Move mouse shape

Moving Text Frames

To move a text frame, point at any edge (away from the black handles) so that the removal van is showing. Hold down the left mouse button and drag the frame to the required position.

Resizing Text Frames

To resize a text frame, point at one of the black handles so that the mouse pointer says 'resize'. Hold down the left mouse button and drag the handle to the required size. Note that the handles in the middle of an edge only resize in ONE direction. The handles at the corners will resize in TWO directions.

Formatting Text

Text can be formatted (as in a word processor) by selecting it (highlight it by using CTRL + A or by dragging the mouse across it with the mouse button pressed) and using the tools on the formatting tool bar.

Adding Pictures (from Clip Art)

To add a Clip Art picture, select INSERT, PICTURE, CLIPART from the menu. From the task pane on the left, select your picture and click on it to insert it into the document.

To view pictures from a particular theme, insert a key word in the search box and click the Search button.

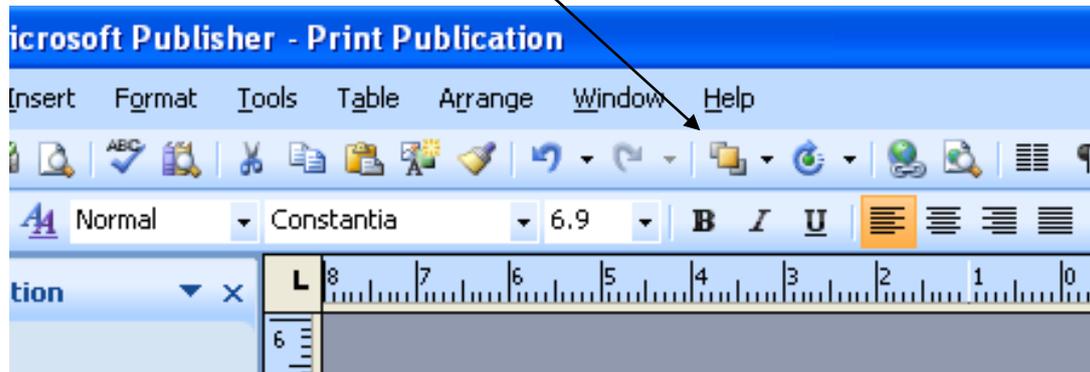
Add a Photo

Photos can be added from any source by clicking Insert, Picture, from file. . . and then looking in the folder where the picture is stored.

Picture frames can be resized and moved in the same way as text frames.

Solving "Overlapping Frame" problems

When frames overlap (say a picture frame overlapping a text frame) some of the text may be displaced. This is because the frame which is 'on top', or inserted last, has priority over lower frames. It is often necessary to bring the text frame to the front to give it priority and avoid the text being displaced. Use the order button to change item levels.



Higher level frames such as text frames that have been brought forward can obscure picture frames. To see a picture (or other object) through a high-level text frame, select the file colour tool and click on NO FILL.