Lesson 6

Working with Text from Other Applications

➤ What You Will Learn

Opening a File from Another Program

Opening a Word Document

Inserting Text from Other Programs

Customizing the Ribbon

Editing a Story in Word

Software Skills   Sometimes you may want to include text in a publication that has already been typed in another program. You can either open a file created in another program (and save it as a new publication), or insert a text file from another program as a story in your existing publication. In addition, Publisher allows you to apply templates to imported Word documents.

What You Can Do

Opening a File from Another Program

- Publisher can open files of several types. Besides its native format (.pub), it can also open Microsoft Word files (.docx), Web files (.htm and .mht), and plain text files (.txt), among others.
- When you open a document from another program, Publisher converts the document content to a Publisher publication.
- The imported document will likely need some formatting work to resemble the original; you will learn about text formatting in Chapter 3. You may find that the document will retain some of the functionality of its original source; for example, an imported Web page can be viewed in a browser and will retain its hyperlink functionality.

WORDS TO KNOW

Autoflow
A feature that allows a story to continue into linked text boxes when the original text box is too small to hold it.

Import
To bring something in (e.g., text or a graphic) from another program or format.

Overflow
Text that does not fit in a text box; Publisher automatically creates additional pages and text boxes to display the overflow text.

Try It!   **Opening a File from Another Program**

1 Start Publisher and open **PB06TryA.mht** from the data files for this lesson. Publisher converts the single-file Web document to a publication.

2 Click FILE > Share > Email Preview, and then click Email Preview to see the publication in your browser.

3 Click the link *About Barkley*. This is a dummy link that will open the Office.com Web page.

4 Close the browser.

5 Save the document as **PB06TryA_xx** in the location where your teacher instructs you to store the files for this lesson, and then close the publication. Leave Publisher open for the next Try It.

Opening a Word Document

■ If the document you want to open is a Word file, you can **import** the file using the Import Word Documents option among the BUILT-IN templates.

■ After selecting this option, you can choose a template to apply to the Word document, as well as choose to customize the template with a new color scheme and font scheme. You can also choose page size, include a title page, and specify number of columns for the imported text.

■ After clicking Create, you select the document to open and Publisher converts it, applying the formats you chose.

■ If the document is too long to fit on a single page, multiple pages are created, each with a single text box, and the document text flows automatically (using **autoflow**) from box to box via text box links.

✓ *You learn more about linking text boxes in Chapter 2.*

Try It!   **Opening a Word Document**

1 In Backstage view in Publisher, click BUILT-IN > Import Word Documents.

2 Click the Layers template.

3 Click the Color scheme drop-down arrow and select Civic.

4 Click the Page size drop-down arrow and click One-sided portrait.

5 Click Create.

6 In the Import Word Document dialog box, navigate to the data files for this lesson and click **PB06TryB.docx**.

7 Click OK. Publisher converts the document and displays it as a new publication.

8 Click on each page in the Page Navigation pane to see the content in the publication area.

9 Save the publication as **PB06TryB_xx** in the location where your teacher instructs you to store the files for this lesson, and then close it. Leave Publisher open to use in the next Try It.

Inserting Text from Other Programs

■ You may prefer to insert the contents of a text file as a story within an existing publication rather than placing it in its own new publication.

■ You can insert text in a text box using the Insert File command in the Text group on the INSERT tab to locate the file you want to insert.

■ If the imported text is too lengthy to fit in the text box, the text **overflows** the text box. Publisher automatically creates the necessary pages and text boxes to display all the text. Additional text boxes are linked to the first text box so that text flows from text box to text box.

■ You can then adjust text box size after the text has been placed in the text boxes.

■ The Insert File command will insert only text files. If you want to include material such as an Excel chart, you have to use Copy and Paste. The pasted object appears in its own container rather than the currently selected text box.
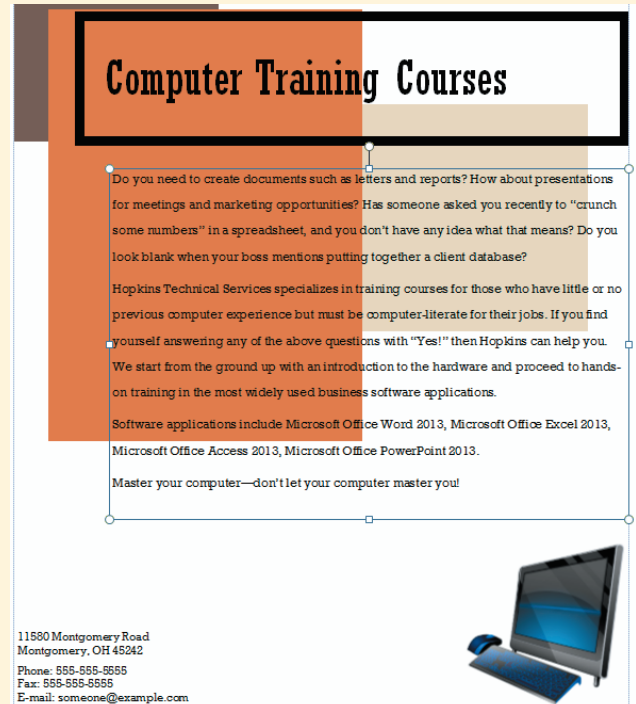

Try It!   **Inserting Text from Other Programs**

1 Open **PB06TryC** from the data files for this lesson and then save the file as **PB06TryC_xx** in the location where your teacher instructs you to store the files for this lesson.

2 Click INSERT > Draw Text Box [icon] and use the crosshair pointer to draw a text box beneath the heading, as wide as the heading and about 2 inches high.

3 Click INSERT > Insert File [icon] and navigate to the location where the data files for this lesson are stored.

4 Click **PB06TryD.docx** and then click OK. The imported text fills up the text box you created, and Publisher adds a page and a text box to display the overflow text.

   ✓ *The Next ▶ and Previous ◀ arrow pointers attached to the text boxes allow you to quickly jump from one text box to another to work with the text.*

5 Click page 1 in the Page Navigation pane, click the text box that contains the inserted text, and drag the bottom selection handle down to just above the computer graphic.

6 Click the Next arrow pointer attached to the text box to display the text box on page 2. Press DEL to remove the empty text box. Then click PAGE DESIGN > Delete [icon] in the Pages group to remove the blank page.

7 Save the changes to **PB06TryC_xx**, and leave it open to use in the next Try It.

Text has been imported into the text box

Computer Training Courses

Do you need to create documents such as letters and reports? How about presentations for meetings and marketing opportunities? Has someone asked you recently to "crunch some numbers" in a spreadsheet, and you don't have any idea what that means? Do you look blank when your boss mentions putting together a client database?

Hopkins Technical Services specializes in training courses for those who have little or no previous computer experience but must be computer-literate for their jobs. If you find yourself answering any of the above questions with "Yes!" then Hopkins can help you. We start from the ground up with an introduction to the hardware and proceed to hands-on training in the most widely used business software applications.

Software applications include Microsoft Office Word 2013, Microsoft Office Excel 2013, Microsoft Office Access 2013, Microsoft Office PowerPoint 2013.

Master your computer—don't let your computer master you!

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Customizing the Ribbon

- You can customize the Ribbon by adding commands you use frequently or removing commands you rarely use.

- You can create new groups on a Ribbon tab to hold commands you select, and you can even create a completely new tab with new groups.

- You use the Customize Ribbon tab of the Publisher Options dialog box to create new tabs or groups and add commands to them.

Try It!	Customizing the Ribbon

1 In the **PB06TryC_xx** file, click FILE > Options to open the Publisher Options dialog box.

2 Click Customize Ribbon in the left pane to display the Customize the Ribbon settings.

3 On the right side of the dialog box, in the list of Main Tabs, click Review and then click the New Group button below the list.

4 Click the Rename button and type the display name **Editing**. Click OK.

5 Near the left side of the dialog box, click the Choose commands from drop-down arrow and click All Commands.

6 Scroll down to locate the Edit Story in Microsoft Word command, select the command, click Add, and then click OK.

7 Save the changes to **PB06TryC_xx**, and leave the publication open for the next Try It.

Editing a Story in Word

- You may prefer to edit text in Microsoft Word because of Word's superior editing capabilities. For example, Word includes a grammar checker and many other features that Publisher does not.

- When you edit in Word, the entire story appears there (that is, the current text box and all the text from any linked text boxes). Save your changes and close the document to see your edits in Publisher.

- The Edit Story in Microsoft Word command does not appear on any Ribbon tab by default. You can take advantage of Publisher's ability to customize the Ribbon to make this command available.

Try It!	Editing a Story in Word

1 In the **PB06TryC_xx** file, click in the text box and then click REVIEW > Edit Story in Microsoft Word to open the story in Word.

   ✓ *If the command is grayed out, click the text box to select it. The command should then be available.*

2 At the end of the third paragraph, click to the left of the period and type **, and Microsoft Office Publisher 2013**.

3 Click FILE > Save and then close the document and Word. Notice the story has been updated in Publisher.

4 With the insertion point still in the text box, click TEXT BOX TOOLS FORMAT > Text Fit 🔲 > Best Fit.

5 Close the publication, saving changes, and exit Publisher.

Lesson 6—Practice

Sue Murphy, president of the Geology Club, has typed some text she wants you to put on the flyer you began in the preceding lesson. She has provided it to you in Microsoft Word format. In this exercise, you import that file into the publication.
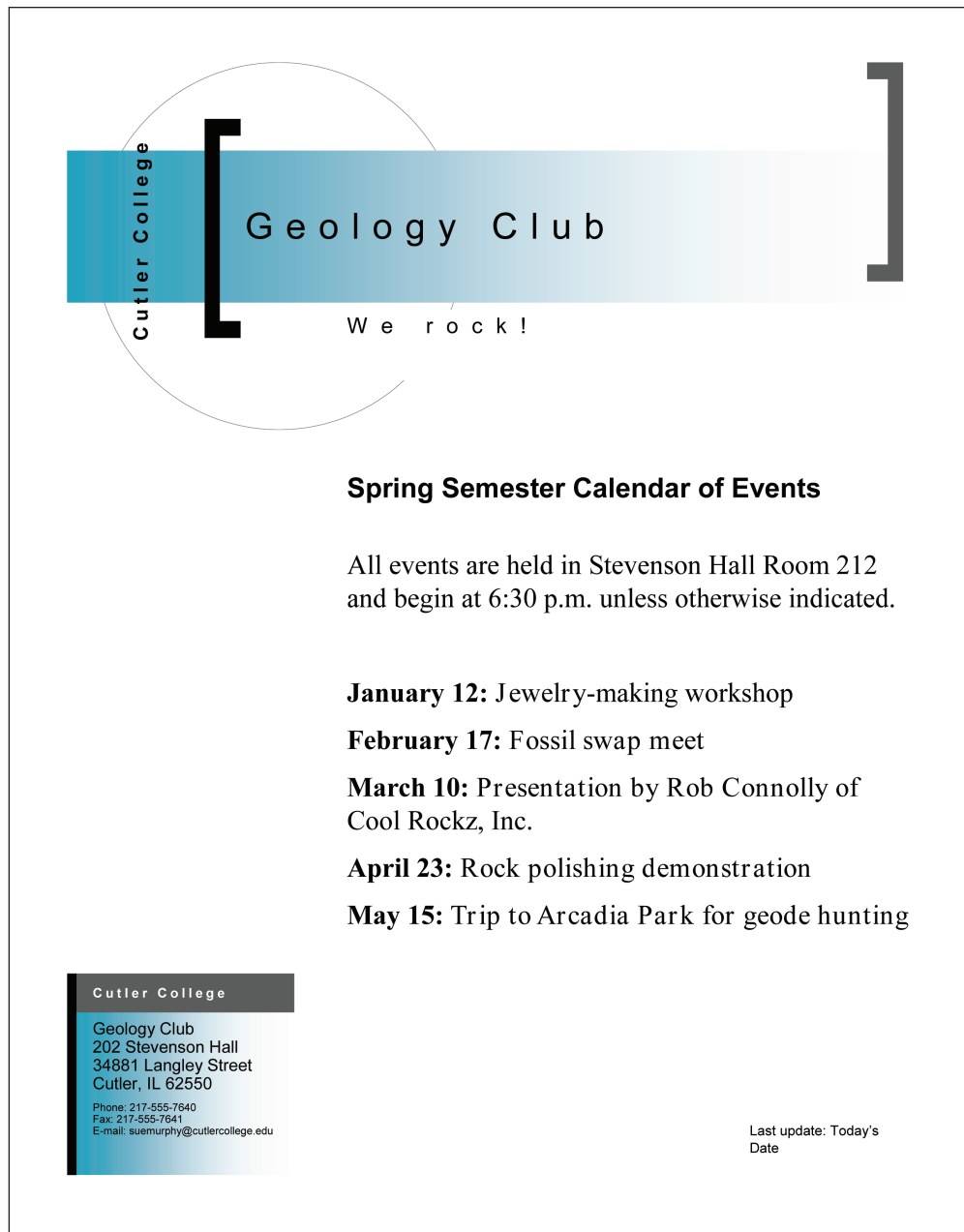
DIRECTIONS

1. Start Publisher, if necessary, and open **PB06PracticeA** from the data files for this lesson.
2. Save the publication as **PB06PracticeA_xx** in the location where your teacher instructs you to store the files for this lesson.
3. In the Last update text box, insert the current date.
4. Click in the text box in the center of the page and select the text.
5. Click **INSERT** > **Insert File** .
6. Navigate to the location where data files are stored for this lesson, click **PB06PracticeB.docx**, and click **OK**.
7. Click **REVIEW** > **Edit Story in Word**.

8. Select the text in the first line, *Spring Semester Calendar of Events*, and then click **HOME** > **Bold** B in the Font group.
9. Select *April 21* and type **April 23**.
10. Click **FILE** > **Save** and then close the file and exit Word.
11. With the text box still selected, click the bottom selection handle and drag the text box border down until it aligns with the top of the *Cutler College* text box.
12. **With your teacher's permission**, print the publication. It should look similar to Figure 6-1 on the next page.
13. Close the publication, saving changes, and exit Publisher.

Figure 6-1

Cutler College

[Geology Club

We rock!

Spring Semester Calendar of Events

All events are held in Stevenson Hall Room 212 and begin at 6:30 p.m. unless otherwise indicated.

January 12: Jewelry-making workshop

February 17: Fossil swap meet

March 10: Presentation by Rob Connolly of Cool Rockz, Inc.

April 23: Rock polishing demonstration

May 15: Trip to Arcadia Park for geode hunting

Cutler College

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Last update: Today's Date

Lesson 6—Apply

Sue Murphy wants you to send a letter to Geology Club members. She has created the text in Word. In this exercise, you import the text into Publisher and then edit it in Word.

DIRECTIONS

1. Start Publisher, if necessary, click **BUILT-IN**, click the **Import Word Documents** category, and click the **Axis** template under Installed Templates.

2. If necessary, customize the publication to use the **Concourse** color scheme and the **Basis** font scheme.

3. Select the **One-sided portrait** page size and click **Create**.

4. Navigate to the location where data files are stored for this lesson and open **PB06Apply.docx**.

5. Save the publication as **PB06Apply_xx** in the location where your teacher instructs you to store the files for this lesson.

6. Select the *Document Title* text box at the top of the page and delete it.

7. Select the text box that contains the body of the letter. Choose to edit the story in Word and make these changes:

   a. Delete all the blank paragraphs above the date and the blank paragraphs below Sue Murphy's title.

   b. Remove two blank paragraphs below the date.

   c. Change the date of the rock polishing demonstration to **April 23**.

8. Save changes, close the story, and return to Publisher.

9. Resize the text box containing the letter so the top of the text box is 2 inches from the top edge of the page, the left and right sides are 1 inch from the left and right edges of the page, and the bottom of the text box is 2 inches from the bottom of the page.

10. Delete the unnecessary text box on page 2, and click **PAGE DESIGN** > **Delete** to remove the blank page. Click **Yes** when asked if you want to delete the page.

11. Use Best Fit to increase the text size on page 1.

12. **With your teacher's permission**, print the publication.

13. Close the publication, saving changes, and exit Publisher.

End-of-Chapter Activities

➤ Publisher Chapter 1—Critical Thinking

Making Business Communications More Accurate

Vanessa Bradley, Senior Consultant at Bradley & Cummins, has noticed recently that written communications at the Realty have suffered from some inaccuracies in word choice. She has also noticed that annoying phrases such as "you know" and "like" are creeping into verbal communications with clients. She has asked you to prepare some small posters to remind agents and other staff that business communications should be as accurate and pleasant as possible.

In this project, you will research words that are often misused—such as "alright" instead of "all right"—as well as words and phrases that are considered to be annoying or otherwise troublesome. You will prepare two posters, one for a misused word and one for an annoying phrase.

DIRECTIONS

1. **With your teacher's permission**, search the Web for information about words that are commonly used incorrectly in place of other words. Write down one example, with an explanation of how the word should be correctly used. If your word is frequently used in place of another word or words, include all the misused words and their definitions.

2. Perform a second search to find information on words and phrases that most people find annoying in conversation. Write down one example, with an explanation of why this particular phrase is considered to be unnecessary or irritating.

3. Start Publisher and select a template for the first poster (the misused word poster). Choose a quick publication template that will catch the eye.

4. Select a color scheme that will stand out from a distance and, if desired, select a different font scheme. Choose the layout option with no picture.

5. Create the publication and save it as **PBCT01A_xx** in the location where your teacher instructs you to store the files for this chapter.

6. In the heading placeholder, insert the word or words that are misused.

7. In the message area, insert explanations of what each word means, so that it will be clear to viewers how the words should actually be used.

8. Edit the explanation text in Word, making any adjustment to alignment or spacing that you think will better present the information. Illustration 1A on the next page shows an example.

9. **With your teacher's permission**, print the publication.

10. Create a new publication using the same template, with a different color scheme and font scheme. Use the same layout option to display the heading and message area, but no picture.

11. Save the publication as **PBCT01B_xx** in the location where your teacher instructs you to store files for this chapter.

12. Insert the annoying word or phrase as the heading in the new publication.

13. In the message area, insert the explanation of why the phrase might be grating or troublesome.

14. Check the spelling and grammar in the document and correct errors as necessary.

15. **With your teacher's permission**, print the publication.

16. Close the publication, saving changes, and exit Publisher.

their, there, they're

their—belonging to them; "give them
    their **keys"**

there—in a place; "meet them *there***"**

they're—contraction of they are;
    "*they're* **meeting you at the**
    house"

➤ Publisher Chapter 1—Portfolio Builder

Foster Home Flyer

Pet Rescue, a local charity, is looking for volunteers to provide foster homes for dogs and cats while they await permanent homes. You have been asked to create a flyer that explains the responsibilities and rewards of the job, to be handed out at events animal-lovers are likely to attend.

DIRECTIONS

1. Start Publisher, if necessary, and begin a new quick publication based on the Bars template.
   a. Use a color scheme of your choice.
   b. Use the **Basis** font scheme.
   c. For the Layout, choose **No picture**.
   d. Create a new business information set as follows:
      Individual name: **Rashelle James**
      Job or position title: **Volunteer Coordinator**
      Organization name: **Pet Rescue**
      Address: **2077 W. 166th Street Indianapolis, IN 46240**
      Phone/fax/e-mail:
      Phone: **212-555-9191**
      Fax: **212-555-9089**
      E-mail: **rjames@petrescueindy.org**
      Tag line or motto:
         Loving and Caring for Companion Animals
      Save as: **PetRescue**

2. Create the publication and save it as **PBPB01_xx** in the location where your teacher instructs you to store the files for this chapter.

3. Replace the *Heading* placeholder with **Pet Foster Homes Needed!**

   ✓ *If the heading text fills the placeholder without autofitting, click Text Fit > Do Not Autofit, and then click Text Fit > Best Fit.*

4. Drag the heading text box toward the top of the page, and then drag the bottom border of the heading text box up, making the text box shorter so that the text occupies only two lines, as in Illustration 1B, shown on the next page. The text box should be about 2 inches tall.

5. Resize the message frame as shown in Illustration 1B and type the following text:

   Pet Rescue has dozens of cats and dogs who need temporary homes while we are finding them permanent ones. Foster "parents" receive a weekly pet care stipend and are eligible for monthly drawings and prizes.

   If you would like more information about the foster care program, please contact Rashelle James at (212) 555-9191.

   ✓ *If the area code is separated from the phone number on the last two lines in the text box, click to the left of* (212) *and press* SHIFT + ENTER *to insert a line break*

6. At the bottom of the page, insert a new text box 0.4 inches tall and the full width of the page between the margin guides. Set the Text Fit to Shrink Text On Overflow. Insert the organization name, address, and phone/fax/e-mail information from the business information set.

7. Delete any line breaks so all the information is on one line. Delete the Fax information, and separate the pieces of information with a round circle from the Symbol font, as in Illustration 1B.

8. Choose to edit the message story in Word. Delete the text *and are eligible for monthly drawings and prizes.*

9. Check the spelling for the entire publication.

10. Zoom out to Whole Page view and examine your work. Make any changes to the positions of text boxes if needed for a more attractive layout.

11. **With your instructor's permission**, print the publication. Your publication should look similar to Illustration 1B on the next page.

12. Open the Publisher Options dialog box and choose to customize the Ribbon. Expand the Review tab under Main Tabs, and then expand the Editing group.

13. Remove the Edit Story in Microsoft Word command and then remove the Editing group.

14. Delete the PetRescue business information set.

15. Close the publication, saving changes, and exit Publisher.

Illustration 1B

Pet Foster Homes Needed!

Pet Rescue has dozens of cats and dogs who need temporary homes while we are finding them permanent ones. Foster "parents" receive a weekly pet care stipend.

If you would like more information about the foster care program, please contact Rashelle James at (212) 555-9191.

Pet Rescue • 2077 W. 166th Street Indianapolis, IN 46240 • Phone: 212-555-9191 • E-mail: rjames@petrescueindy.org