

Using Microsoft Publisher for Creating Exhibits

Microsoft Publisher is part of the Microsoft Office Suite and Office 365

Publisher is included in some Office Suites—check your computer to see if you have it before going out to buy a copy

The current version is Publisher 2016. All examples in this handout are from Publisher 2010.

**Handout—AAPE Seminar—Richmond 2017
Pat Stilwell Walker**

Title page of Single Frame exhibit produced with MS Publisher,

Imagine doing this with a Word Processor

The next page shows you what it looks like in Publisher's main work space.

**Ship Letter Rates of Ireland:
Act of 1711 through Act of 1840**

Letters were carried on board private ships as they were engaged in commerce, long before the Post Office existed. In the context of postal history, the term "Ship Letter" has come to be used specifically to mean a letter carried on a private ship, that ship not being under formal contract with the Post Office for regular mail carriage. Despite the lack of formal arrangements the Post Office was very much involved with ship letters, mail passing by the inland posts to or from the ships. In order to encourage the captain of a ship to turn over to the Post Office the letters he carried, it became customary to pay the captain a gratuity of one penny for each letter; this fee was first formalized in 1711.

The purpose of this exhibit is to show the ship letter rates effective in Ireland from the 1711 Post Office Act through the 1840 Uniform Postage Act. Shown in addition to the basic rates are variations for port of arrival letters, consignee letters, penny post fees and "India Letters". The exhibit is organized chronologically according to the following table.

Irish Ship Letter Rates

British Act of 1711	1d, plus inland
British Act of 1765	1d, plus inland
Irish Act of 1784	1d, plus inland
Irish Act of 1815	
single letter	6d, plus inland
double or over	1s, plus inland
British Act of 1835	
Ship letters	8d, plus inland
India letters, up to 3 ounces	4d, plus inland
British Uniform Postage Act of 1840	8d, no inland

The Irish Post Office was controlled by Acts of the British Parliament except for the period from 1784 to 1835 when it was independent.

Although inland rates are included in the analysis of rates, this exhibit makes no attempt to provide a detailed discussion of this sometimes complex area.



Effective **29 September 1711**, the **Act of 9 Queen Anne, Cap. 10** provided for a ship letter fee of 1d, as follows: *And for the Port of all and every Letters and Packets of Letters directed on board, or fetched or brought from on board any Ship or Vessel, riding or stopping in any Port within her Majesty's Dominions, the Sum of one Penny, over and above the Rates granted in and by this Act.*

Act of 1711

January 1712



Ship Letter fee:	1d
Kinsale to Dublin, > 40 miles:	4d
Dublin to London:	6d
Total due:	11d

Dateline *Jamaica 8ber 9th 1711 Seven Plantations.*

KINSALE town name overstruck with London Bishop mark of January 28. No ship letter marking existed at this time.

MS Publisher main work screen—shows source page

The screenshot displays the Microsoft Publisher interface with the following elements:

- Title Bar:** Irish Ship Letter Rates OFE Title and Synopsis.pub - Microsoft Publisher
- Menu Bar:** File, Home, Insert, Page Design, Mailings, Review, View
- Task Pane (Left):** Page Navigation showing two pages, with page 1 selected.
- Source Page Content:**
 - Section Header:** Ship Letter Rates of Ireland: Act of 1711 through Act of 1840
 - Text:** Letters were carried on board private ships as they were engaged in commerce, long before the Post Office existed. In the context of postal history, the term "Ship Letter" has come to be used specifically to mean a letter carried on a private ship, that ship not being under formal contract with the Post Office for regular mail carriage. Despite the lack of formal arrangements the Post Office was very much involved with ship letters, mail passing by the island posts to or from the ships. In order to encourage the captain of a ship to turn over to the Post Office the letters he carried, it became customary to pay the captain a gratuity of one penny for each letter; this fee was first formalized in 1711.
 - Text:** The purpose of this exhibit is to show the ship letter rates effective in Ireland from the 1711 Post Office Act through the 1840 Uniform Postage Act. Shown in addition to the basic rates are variations for port of arrival letters, consignee letters, penny post fees and "India Letters". The exhibit is organized chronologically according to the following table.
 - Table:** Irish Ship Letter Rates

British Act of 1711	1d, plus inland
British Act of 1766	1d, plus inland
Irish Act of 1784	1d, plus inland
Irish Act of 1835	single letters 1d, plus inland
	double letters 1s, plus inland
British Act of 1835	Ship letters 8d, plus inland
	India letters, up to 3 ounces 4d, plus inland
British Uniform Postage Act of 1840	8d, no inland
 - Text:** The Irish Post Office was controlled by Acts of the British Parliament except for the period from 1784 to 1835 when it was independent. Although inland rates are included in the analysis of rates, this exhibit makes no attempt to provide a detailed discussion of this sometimes complex area.
 - Text:** Effective 29 September 1711, the Act of 9 Queen Anne, Cap. 10 provided for a ship letter fee of 1d, as follows: And for the Post of all and every Letters and Packets of Letters directed on board or fetched or brought from one board any Ship or Vessel, rating or stopping in any Port within her Majesty's Dominions: the Sum of one Penny over and above the Rate granted in and by this Act.
 - Text:** Dated the Jamaica 8ber 9th 1711 Seven Plantations: KINSALE towns name overstruck with London Bishop mark of January 28. No ship letter marking existed at this time.
 - Table:** Ship Letter fee

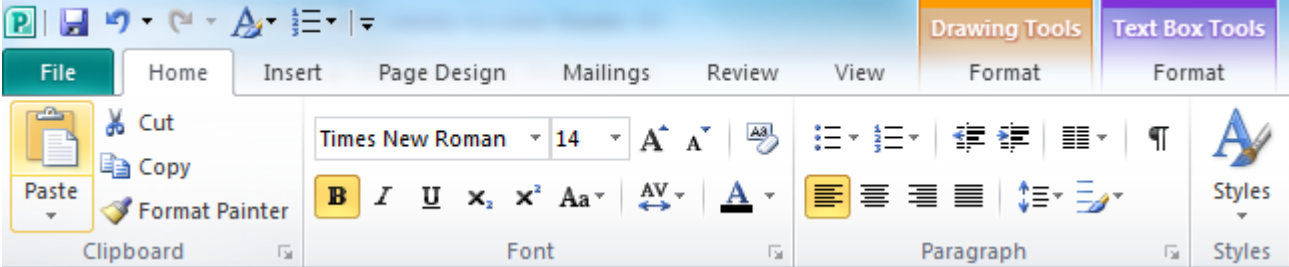
Ship Letter fee	1d
Kinsale to Dublin, > 40 miles	4d
Dublin to London	6d
Total due:	11d
 - Image:** A starburst graphic with the word "COVER" inside.
 - Page Design:** Includes "Act of 1711" and "January 1712" callouts.
- Page Footer:** Page: 1 of 2, -5.25, 6.73 in.
- Taskbar:** Shows various open applications including "Ireland", "comcast-project...", "psw123@comcast...", "Using MS Pub for...", "MSPUB for exhibit...", and "Irish Ship Letter R...".
- System Tray:** Shows system clock as 12:03 PM on 2/25/2017.

Why Publisher?

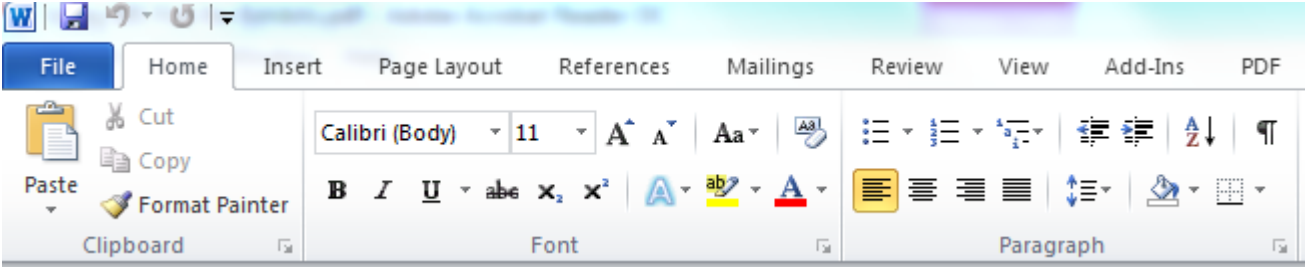
Publisher is an entry level desktop publishing program. There are not a lot of fancy bells and whistles you have to learn, just to ignore.

If you use MS Word it is easy to learn because text editing uses many of the same toolbar buttons.

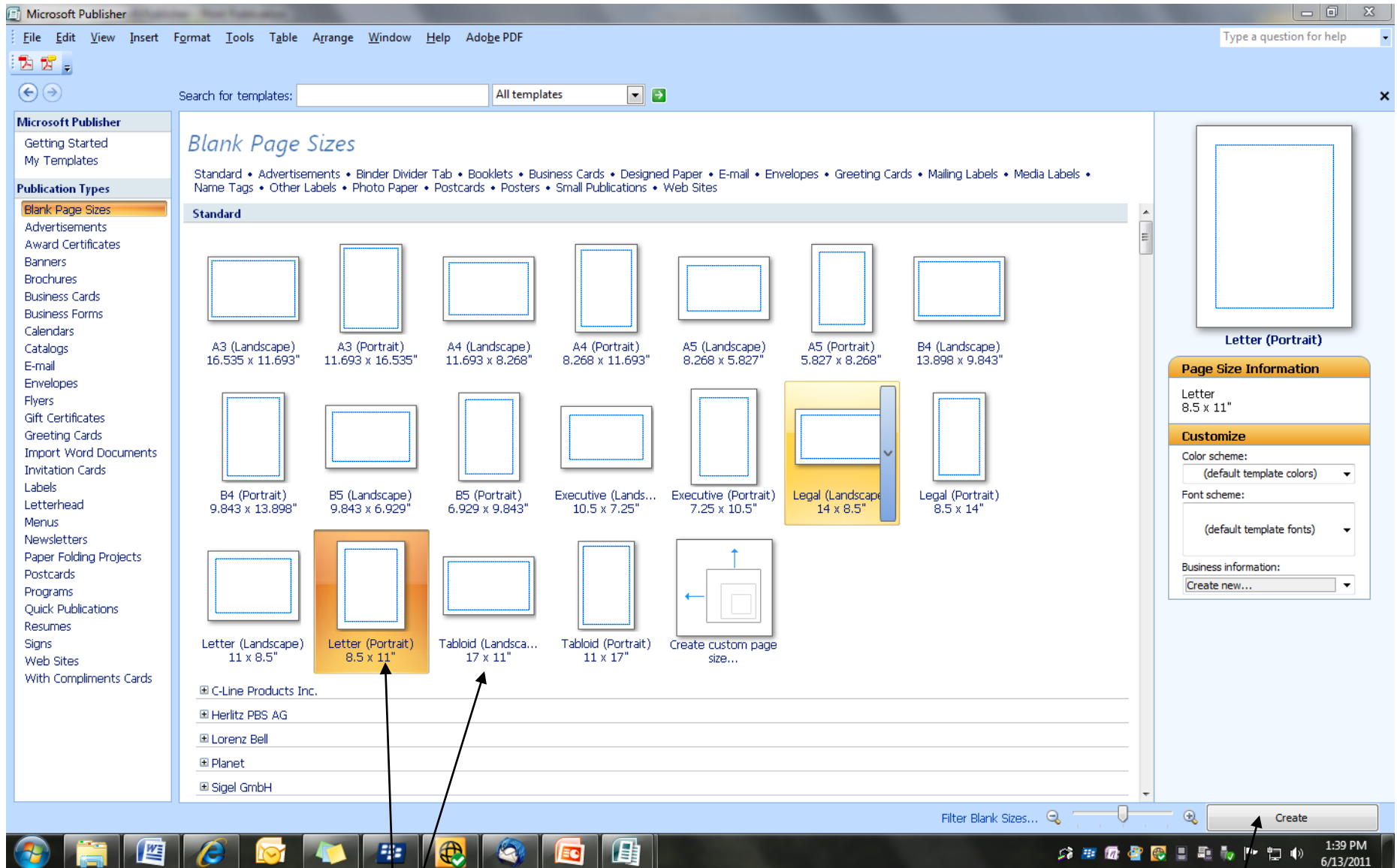
MS Publisher



MS Word



Creating New File—Choosing page size



2 most common sizes

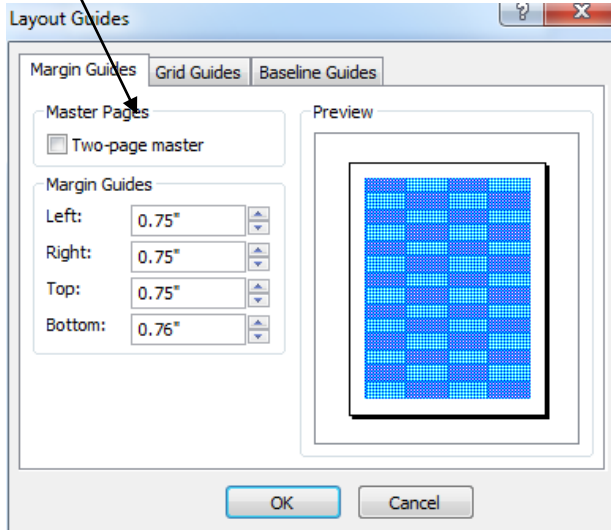
Create file

Margins and gridlines

Default margins are 1 inch—which is too large for an exhibit page. I start with .75 for everything and then feel free to go past.

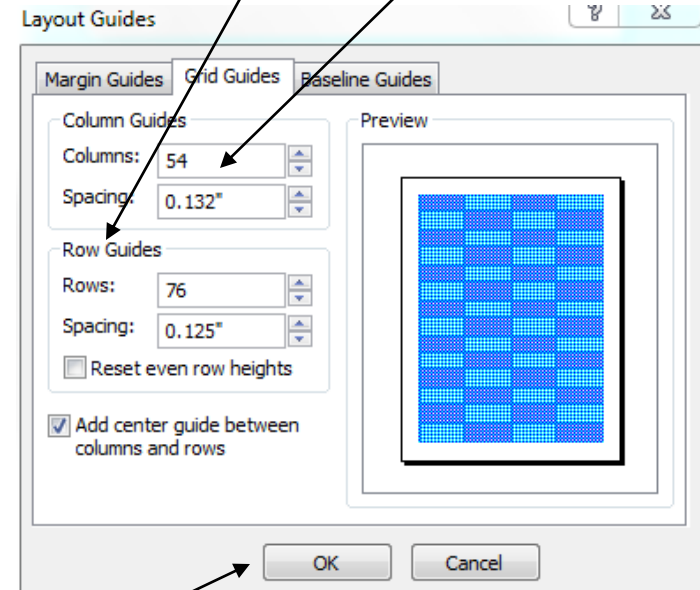
Click on Page Design , then Margins, then Custom Margins

Resulting Window—change all margins to .75



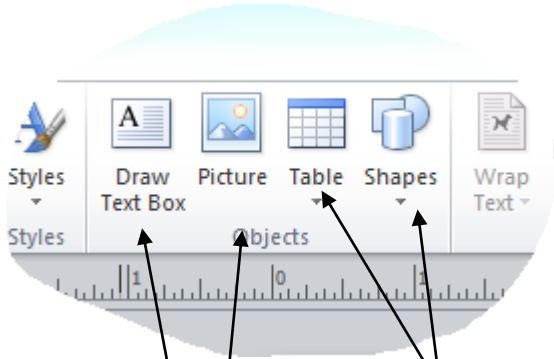
Set grid lines—this lets you position text and material evenly on your pages—it doesn't print.

Experiment with number of rows and columns to get the fineness you want.



Don't forget to click OK!

Adding text boxes, pictures and tables to your page



Text box

Picture

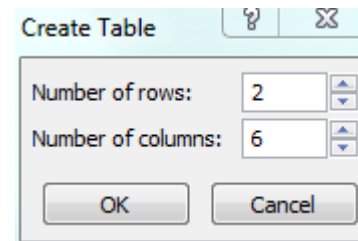
Table

Arrow

The selection tool is part of the main top tool bar by default

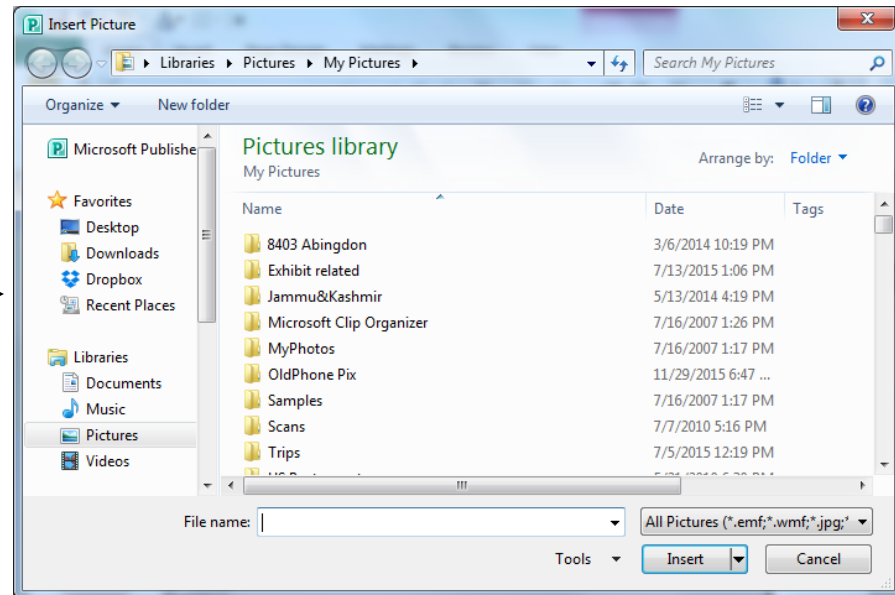
Click on the text box icon to start, then move your cursor to the blank page and hold down the left mouse button and draw a box.

Click on the table icon to start, and select rows and columns using your cursor, or click Insert Table and get this window



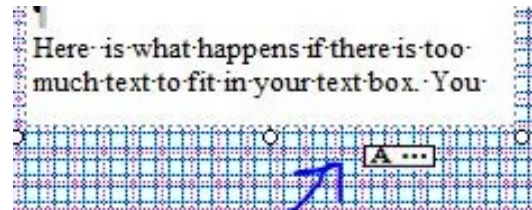
To Insert a picture—usually a SCAN, click on the Picture icon, you will then get the familiar pop up window that lets you locate your file in your documents/picture library. Select your picture, click insert. Resize as needed.

To draw an arrow—click on Shapes icon, select the arrow, move cursor to page - hold down left button of mouse, draw a line, let go—point will go where you stopped



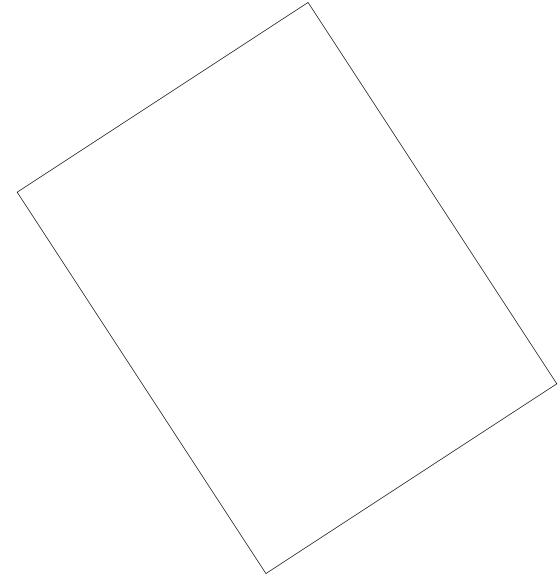
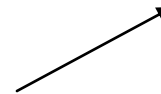
Moving and resizing text boxes

Selecting a text box—sketch the handles



Resizing a text box—pull from any corner handle

**Moving a text box—put cursor on edge
NOT on a handle and drag and drop to
desired location.—sketch what the cursor
changes to.**

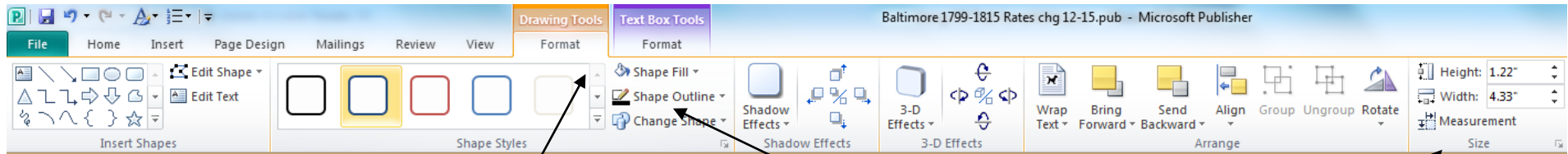
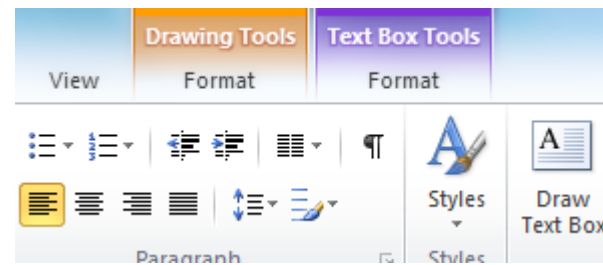


**Rotating a text box—click on Rotate button on top
tool bar to Free Rotate—note how corner handles turn
green; put cursor on a handle and turn and drop to
desired location.—sketch what the cursor changes to.**

Arrows can be rotated the same way.

Formatting text boxes

Since we have added a grid to our page, we need to make all text boxes opaque. There are also other reasons to format text boxes.



Select Drawing tools, select Shape fill
Choose a color box—use white to make opaque. Use same technique to fill text box with another color.

You can add frames using the Shape Outline, but you can also add frames from the main tool bar

Sizing text boxes

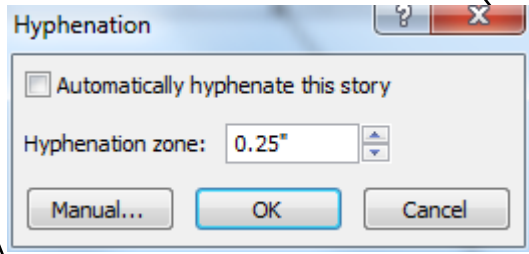
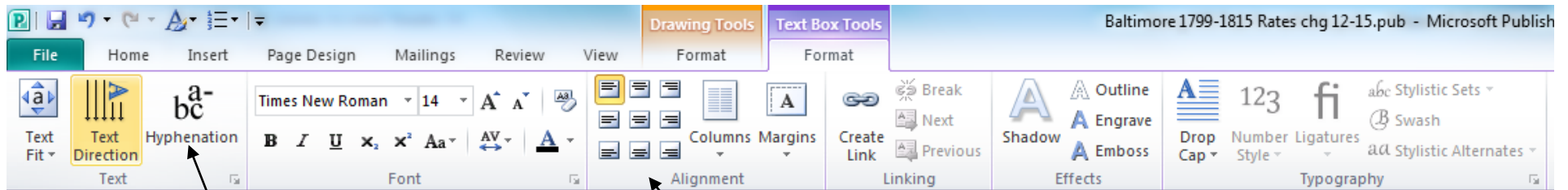
Normally it is easy to size a text box—for TEXT, just by pulling on a corner handle.

HOWEVER, when writing exhibits it is almost **MANDATORY** to draw text boxes as place holders for your stamps and covers, thus allowing you to compose draft pages directly on your screen.

You may want to have computer drawn frames, or shadow background for stamps and covers as a presentation technique.

In this case, you will likely want the text box to be of an exact size—change the dimensions on the tool bar and hit enter.

Text Box Tools



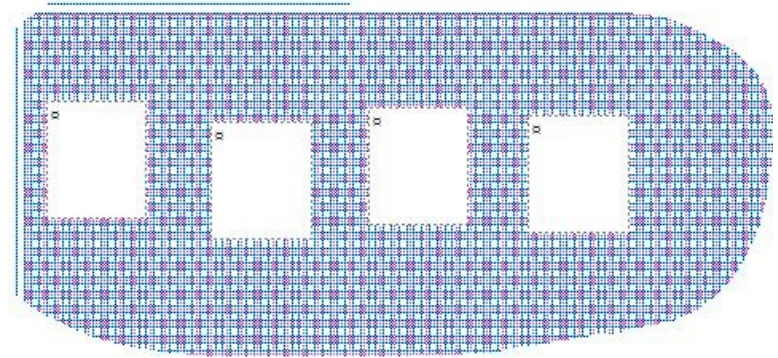
I use this tool bar to control hyphenation—I turn it off.

One uses this tool bar to position text within a text box—usually needed only if you have a box with a frame.

Arranging

Consider these 4 text box “place holders” for stamps—we would like them lined up and evenly distributed across the page.

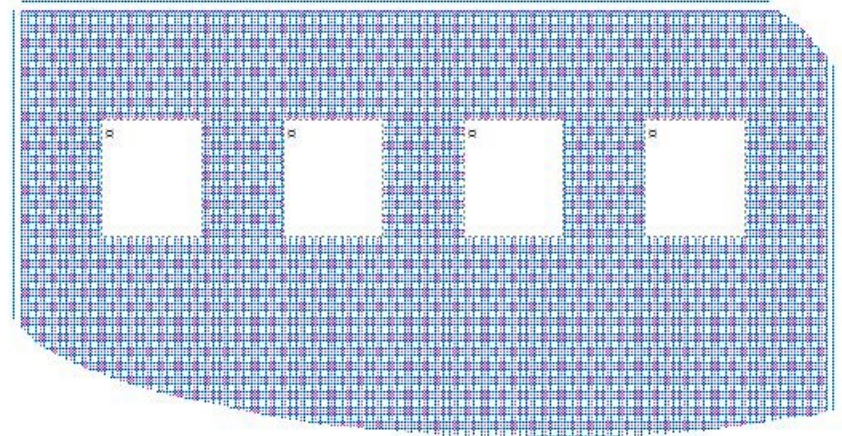
Publisher can do this for you with a few steps



Select EACH box while holding down the CTRL key. This will group the boxes together

1. Select the **Align** menu
2. Click on **Align Bottom**
3. Click on **Distribute Horizontally**

The **Align** menu is available on the main tool bar and from the **Drawing Tools** tool bar



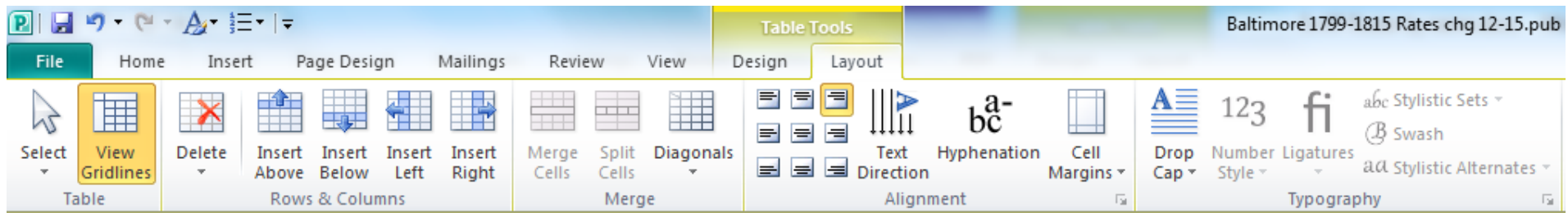
Tables— manipulating

Create a small table for depicting rates, merge cells in top row

Use **Insert**, choose **Table** from top tool bar

Select the Table and use the Table Layout tool bar to add rows and columns and the Design tool bar to manipulate the borders.

Registered-Letter	
Domestic-letter-rate	3¢
Registration	20¢
Total-paid	23¢



Now we all agree this looks ugly—need to align text, make rows smaller, etc.

If you create tables with Word and are comfortable doing so—please do that as you can copy them directly into a Publisher document.

This is now my preferred method.

Registered-Letter	
Domestic-letter-rate	3¢
Registration	20¢
Total-paid	23¢

Saving yourself work for all future tables

So after some more formatting we get this final result—looks great but it was a ton of work and you expect to have a lot of similar tables in your exhibit.

You do NOT have to format each one from scratch.

Domestic-letter-rate	3¢
Registration	20¢
Total-paid	23¢

Place a duplicate of your table on the gray work “space” outside your page. It will appear there for every page in the file and can be copied as a starting point.

You will just need to add rows and change the text! Whew

Domestic-letter-rate	3¢
Registration	20¢
Total-paid	23¢

Domestic-letter-rate	3¢
Registration	20¢
Total-paid	23¢

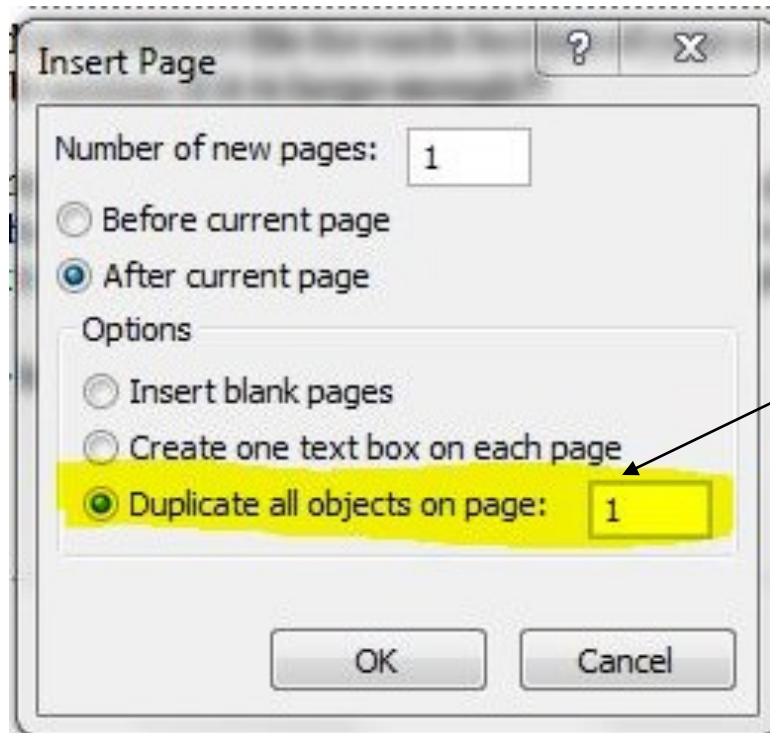
Copy, Cut and Paste “short cut” - works for ALL Microsoft programs and most Windows pop-ups.
Select your target: Ctrl+c copies, Ctrl+x cuts and Ctrl+v pastes

Saving yourself work with “template” pages

I recommend a Publisher file for each Section of your exhibit—possibly a sub-section if it is large enough.

Create a “template” - it will have the running heading, place holders for the page titles at a minimum—you may have some boxes for text and place holders for material if it is helpful. This will be page 1 in each file.

You do NOT have to format each new page from scratch.



Click on Insert, then Page. A drop down menu offers, blank, duplicate or Insert Page, choose Insert Page and get this menu.

Choose number of pages to add and then select Duplicate all objects on page 1

You can also copy some of the objects on a page or a complete page, including one from a different file.

Select all the objects on a page by “grouping” them together—position the cursor outside all the objects, hold down the left mouse button, draw an imaginary box around what you want to copy and let go.

This is one time you cannot use the Ctrl+c short cut = use Edit, Copy and Edit Paste from the tool bar. To preserve the exact object positions on your new page.

Saving yourself work—Defining “styles” to save your exhibit formats

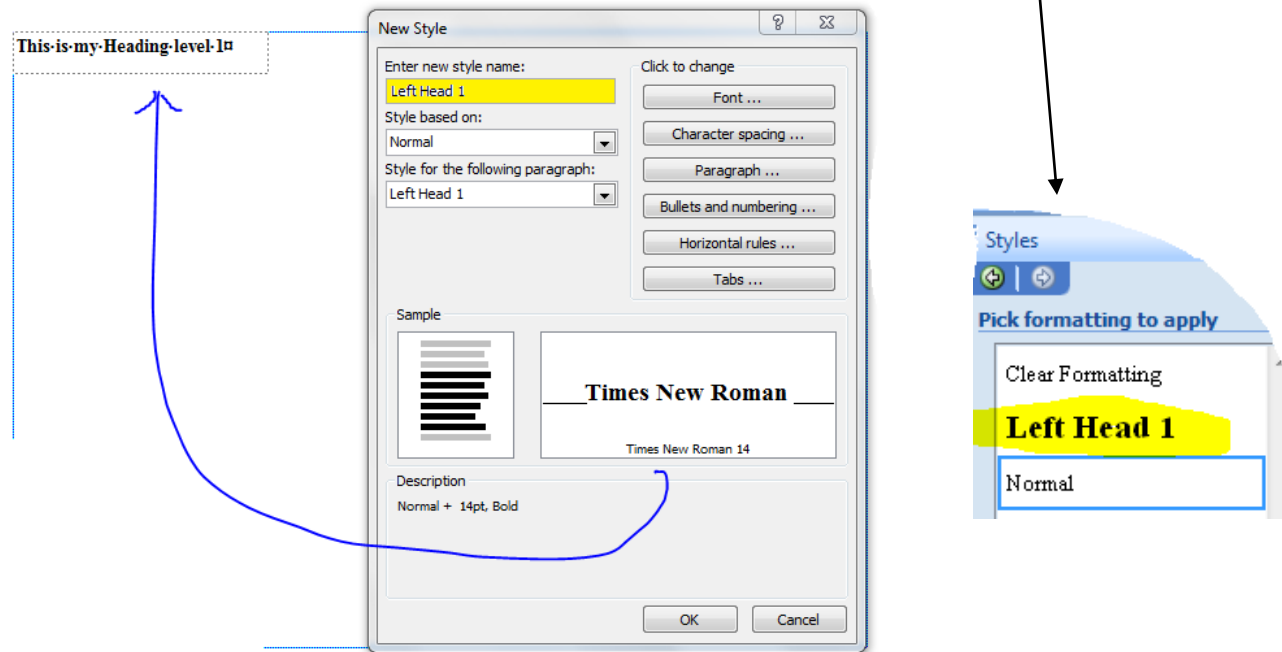
Once you decide on the font name and size for your exhibit page headings you can give them names and save them as “Styles” - this lets you format new text boxes with one click. It also allows you to import the same Styles to a new file.

The Styles tab is in the middle of the main tool bar.

Create a heading that looks like you want, then click on New Style. You will get this box

Give it a name, click OK, new name will appear in Styles list

As you add names styles they will appear as a drop down menu when you select a text box that uses one of them

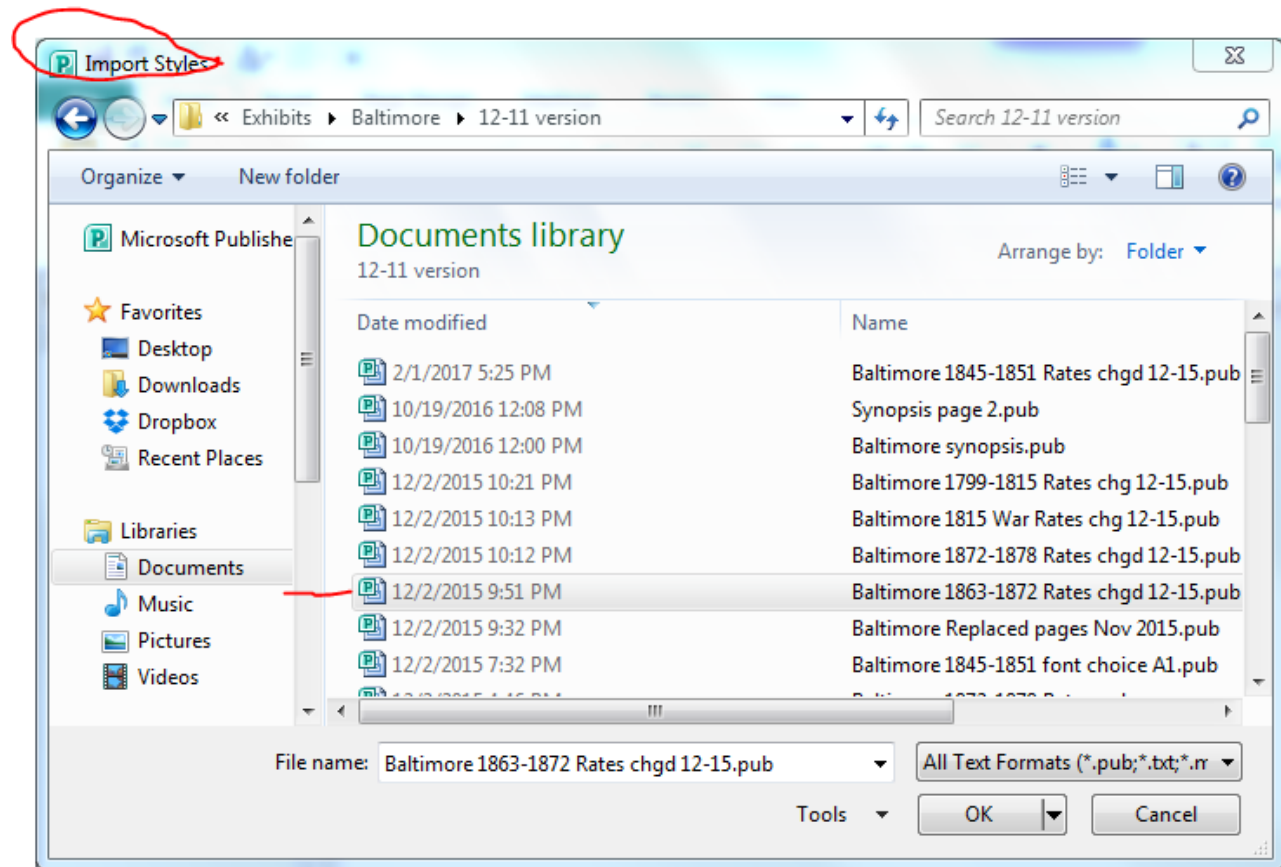


Saving yourself work—Importing “styles” to a new file

Once your heading styles are defined for the first section of your exhibit, when you create a new document file for the next section, you can “import” the styles from the previous file.

Select the Styles tab and the bottom of the drop down menu select Import Styles

You get the familiar Windows browse box to select your file = and click OK

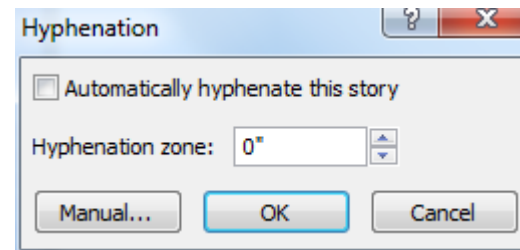


Miscellaneous—Manipulating pictures, hyphenation

When you have a text box that you have made a bit narrow and you want to justify the text, sometimes automatic hyphenation doesn't do what you want—you can turn it off, in fact I have it turned off as a default.

The Hyphenation controls appear on the left when you select Text Box Tools - this is the popup

Notice that the “Automatically hyphenate this story” is NOT checked.



When you are inserting a “picture” into an exhibit, it is likely to be a scan of a postmark, a small part of a stamp to show printing varieties or the reverse of an item. You are highly likely to want to control the SIZE.

Note that the size of the frame you draw to insert the picture is meaningless. Once the scan is inserted you change the size by pulling on the corner handle. Pulling on a side handle will distort the image.

Right clicking on a selected image gets you a standard Picture tool bar, that lets you crop an image, lighten it, change the contrast etc.



Crop border

Miscellaneous—spell checking

The spell checker works on your current text box, or ALL text boxes, there is no way to group a few text boxes together and spell check only those.

Because of that, I try to spell check a page at a time, one text box at a time.

The spell checker is part of the tool bar you get when you select Review from the Home tool bar.

