

## **Some tips relating to the preparation of *The Recorder* in MS Publisher**

1. Where possible update last year's version rather than starting from scratch. It's much easier
2. Set the printer (or PDF ) sizes before you start in earnest because MS Publisher adjusts its pages to suit the printer settings!
3. Change the colour scheme (or use a custom one if matching University colours) before doing anything important
4. If copying text from another document always go in afterwards to be sure that fonts, styles and spacings etc haven't been copied too.
5. Regularly check that if text is being spread across several text boxes that the last box actually contains the end of the text – it's so easy to have the last bit of text omitted from the last box and there is no warning of this unless you have the last box actually selected.
6. It's usually best not to have a border round photo captions.
7. Always try to copy and paste images from a full resolution image and then reduce it within the document by dragging – highest resolution is maintained that way.
8. If inserting an Excel diagram or chart it's often best to convert it first to a JPG within IrfanView.
9. You can vary the size of images to cause the existing text to fill the any remaining blank space.
10. Use a smaller font for image captions
11. Proof read from a printout as well as from the screen.
12. If you need a word count of any set of text boxes, highlight the text in question and then select "Edit/Edit Story in MS Word" and use the Word Count facility in Word.
13. Sometimes when matching a text box to an image (say when adding a caption) the two grids being used don't match. Turn off snap to grid to get things lined up. Set vertical and lateral centring to get best balance of captions
14. It's a good idea to group images with their captions after they have been set.
15. If sending to a printer (like the Print Room, Camberley) use Pack and Go setting it to copy all details like fonts and to use the Commercial version of the package.