

Microsoft Publisher



Presented by:

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Introduction to Publisher

Microsoft Publisher is a desktop publishing program which helps you design professional print and web based material easily. Publisher helps you create a professional publication in a matter of minutes. Publisher not only allows you to create newsletters and brochures with ease, but also helps you to create professional looking business cards, flyers, gift certificates, resumes, and calendars.

The Publisher Application Window

In order to make the best use of an application, you should be familiar with the components of the application's window. Following is a list of the Microsoft Publisher for Windows items.

Application Window

Title Bar

Minimize Button

Maximize/Restore Down Button

Close Button

Quick Access Toolbar

Ribbon/Menu

Rulers

Help

Mouse Pointer

Scroll Bars

Zoom

Page Navigation Pane

Personal/Business Information

You can enter your personal or business information to be automatically used in any publication that uses this information. To set this up the first time, open Publisher, click New, Select the File tab then click on Info. Click on the Edit Business Information button. A dialog box will appear. Select a Business Information set from the drop down list. Click the Edit action button. Enter your information in the new dialog box and click the Save action button in the bottom right when done.

Creating Publications

When you are ready to create a publication, click the File tab on the Ribbon, then click on New. You can then click on the type of publication you wish to create. A list of available templates will appear. Click on the preformatted template you wish to use and then click the Create button.

Blank Publications – choose a blank flyer, card, brochure, etc for you to place pictures, text, etc. Nothing is preformatted, you must start from scratch.

Create a Flyer

You can use Publisher to create professional looking flyers to advertise different services and products you are offering.

Click the File tab on the Ribbon then click on New. In the search field, type Flyers, click on the desired template and click on the Create button in the bottom right.

If you don't like the template you select you can change it. From the Page Design tab on the Ribbon, select the down arrow for the Template choice on the left side of the Ribbon. Now click on Change Template and a list of choices will appear.

If you like the Flyer layout but don't like the colors used, you can change that as well. From the Page Design tab, choose colors from the Schemes group. You can see more color choices from the 'More' drop down arrow or create your own custom scheme.

Insert graphics from the Insert tab on the Ribbon. Choose to insert a graphic from a file, clip art, Wordart, etc. Once the graphic has been inserted into the publication, you can move and resize the graphic object.

Grouping Objects:

Occasionally it becomes necessary to change the location of where text boxes, titles, graphics, etc. appear on the publication.

To change the location of the object on the page, simply click and hold the left mouse button down when the mouse pointer has a 4 headed arrow, and drag the object (i.e. text box, title, or graphic) Drop the object in its new location. Make sure when you drag the object, it stays within the blue border of the page (within the margins). The object should stay where you dropped the object.

Sometimes when there are two or more textboxes next to each other or on top of each other you may want to move both of them. If you try to do each box individually you may not be able to get the boxes or objects to line up correctly when you move them to the new location. To help you move things a little easier, you can do something called "group" the objects together so when you move one of the two objects, the other moves along with it.

To group 2 objects together:

Press and hold the CTRL key down on the keyboard and click on the first object. Keeping the CTRL key held down, click on the next object you would like to be part of the group. It is important that you keep the CTRL key held down while clicking on each object to be included in the group.

Once the group is created, you can then let go of the CTRL key. The objects are now grouped together. Point to any of the grouped objects, wait for the 4 headed arrow and drag the grouped objects to their new location.

Create a Brochure

The steps for creating a brochure are very similar to that of creating a flyer.

There are several different designs to choose from to create a great brochure. Page size options can be selected when choosing a brochure template. Use the Options drop down list on the right to choose a 3 panel or 4 panel brochures.

Once the brochure is selected, use the Page Navigation pane on the left to navigate from one side of the brochure to the other. To quickly zoom in and out of your publication's view, use the F9 function key.

For additional Publisher features – please see Intermediate Publisher manual.