



Microsoft Publisher: Intermediate

creating publications from scratch

Uses for Microsoft Publisher:

- posters
- newsletters
- greeting cards
- any documents with graphics, intended to be printed

Getting Started

- Open Microsoft Publisher and click on New in the File tab.
- Select a blank page.
- The page navigation is located on the left side of the screen.
- The center of the screen displays the page currently being edited.
- Zoom in as follows.
 - Click on the View tab.
 - Click on the “100%” tool.
 - If an object is currently selected, this zooms in on the object.
 - If no object is currently selected, this zooms in on the center of the page.
- Return to the original zoom level of the page as follows.
 - Click on the View tab.
 - Click on the “Whole Page” tool.
- Undo an action by clicking on the blue arrow which points to the left at the top left of the screen.
- Redo an action which was undone by clicking on the blue arrow which points to the right at the top left of the screen.

Text Boxes

- Click on “Draw Text Box” in the Insert tab.
- Click and drag on the page to draw the text box.
- Enter or edit text by clicking in the text box and typing.
 - Publisher automatically advances to the next line when necessary.
 - Publisher automatically hyphenates text when necessary.
- Remove hyphenation as follows.
 - Click in the Text Box Tools Format tab.
 - Remove the check mark in front of “Automatically hyphenate this story.”
 - Click on “OK.”
- Use the “Columns” tool on the Text Box Tools Format tab to format the text into multiple columns.
- Resize a text box by clicking on the text box and dragging the white circles around the edges.
- Highlight the text and use the Font group in the Text Box Tools Format tab to change the font, size, color, and emphasis (i.e., bold, italic, underline).
- Highlight the text and use the Effects group in the Text Box Tools Format tab to shadow or outline the text.
- Align a text box as follows.
 - Click on “Align” in the Drawing Tools Format tab.

- Verify “Relative to Margin Guides” is highlighted. If it is not highlighted, select it as follows.
 - Click on “Relative to Margin Guides.”
 - Click on “Align” in the Drawing Tools Format tab again.
- Align the text box horizontally by clicking on “Align Left,” “Align Center,” or “Align Right.”
- Align the text box vertically by clicking on “Align Top,” “Align Middle,” or “Align Bottom.”
- Delete a text box as follows.
 - Click on the outside of the text box.
 - Press the Delete key on the keyboard.

Pictures

- Three choices for pictures are available.
 - “Picture” refers to a file on the computer.
 - “Clip Art” refers to free artwork.
 - “Shapes” refers to basic shapes.
- All three options are located in the Insert tab.

Clip Art

- Insert Clip Art as follows.
 - Click on “Clip Art” in the Insert tab.
 - Search for and select a picture.
- Move Clip Art by dragging it.
- Delete Clip Art by selecting it and then pressing the Delete key on the keyboard.
- Resize Clip Art by dragging the white circles at the corners. This maintains the aspect ratio while resizing the image.
- Skew Clip art by dragging the white squares on the sides. This does not maintain the aspect ratio while resizing the image.
- Align Clip Art using the “Align” tool in the Picture Tools Format tab. The options for aligning Clip Art are the same as those for aligning text boxes.

Saving and Printing

- Save a publication as follows.
 - Click on the File tab.
 - Click on Save As the first time.
 - Select a location, name the publication, and click on Save.
- Print a publication as follows.
 - Click on the File tab.
 - Click on Print.
 - Click on Print again.

Tips

- Save often.
- Use the undo button.
- Customize each object.
- Do not be afraid to ask for help.