



# Microsoft Publisher 2016: 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 Home 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).
- 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.
  - “Online Pictures” refers to artwork available online.
  - “Shapes” refers to basic shapes.
- All three options are located in the Insert tab.

## **Online Pictures**

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

## **Shapes**

- Insert a shape as follows.
  - Click on “Shapes” in the Insert tab.
  - Click on a shape.
  - Click and drag to draw the shape.
- Move, delete, resize, and skew shapes in the same way as online pictures.
- Align a shape using the “Align” tool in the Drawing Tools Format tab. The options for aligning a shape are the same as those for aligning text boxes and pictures.
- Rotate a shape by clicking a dragging the circle above the selected shape.
- Change the fill color and outline color of a shape using the tools on the Drawing Tools Format tab.

## **WordArt**

- Insert WordArt as follows.
  - Click on “WordArt” in the Insert tab.
  - Click on a style of WordArt.
  - Type the text in the box that appears.
  - Use the tools in the box to change the font, size, and emphasis.
  - Click on okay.
- Move, delete, resize, skew, and rotate WordArt in the same way as shapes and online pictures.

- Change the fill color and outline color of WordArt using the tools on the WordArt Tools Format tab.
- Edit the text of WordArt by clicking on “Edit Text” in the WordArt Tools Format tab.

### **Saving and Printing**

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