



Microsoft Publisher for Beginners: creating publications using templates

Uses for Microsoft Publisher

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

Templates

- Open Microsoft Publisher and click on “New” in the File tab.
- Select a template.

Template Editing

- Look at the Page Navigation 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.

Text Box Editing

- Click on the text, highlight or select the text, and type to change the content.
- Highlight the text and use the Font group in the Home tab to change the font, size, color, and emphasis (i.e., bold, italic, underline).
- Click on the text box itself and use the options on the Drawing Tools Format tab to change the text box’s shape fill color and shape outline color.
- Move a text box as follows.
 - Hover over the outside of the text box.
 - Click, drag, and drop the text box in the desired location.
- 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.

- Undo an action by clicking on the blue undo arrow which points to the left at the top left of the screen.
- Redo an action which was undone by clicking on the blue redo arrow which points to the right at the top left of the screen.

Shape Editing

- Click on a shape to select a shape. Look at which shape or shapes have been selected.
- To ungroup shapes from each other, click on “Ungroup” in the Drawing Tools Format tab. Then click in the gray space.
- Group shapes as follows.
 - Hold the Control key on the keyboard and click on each of the shapes to be grouped.
 - Click on “Group” in the Drawing Tools Format tab.
- Select a shape and then use tools in the Drawing Tools Format tab to change the fill color, outline color, shadow effects, and 3-D effects for the selected shape.
- Select a shape and then click and drag the green circle above the shape to rotate it.
- Move a shape by selecting it, dragging it, and dropping it in the desired location.
- Select a shape and align it 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 shape horizontally by clicking on “Align Left,” “Align Center,” or “Align Right.”
 - Align the shape vertically by clicking on “Align Top,” “Align Middle,” or “Align Bottom.”

Finishing

- Save a publication as follows.
 - Click on the File tab.
 - Click on Save As the first time the publication is saved.
 - 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.

Other Publication Templates

- greeting cards
- brochures
- blank templates

Tips

- Save often.
- Use a template.
- Customize each object.
- Use the undo button.